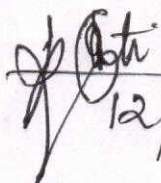
	<p align="center"><u>DIRECTORATE GENERAL OF SHIPPING, GOVT. OF INDIA, MUMBAI</u></p>	<p align="center"><i>IS/ISO Clause No.7.1</i></p>
<p>Ref.:QMS EACQP Page 1 of 2</p>	<p>Sub: Comprehensive Inspection Programme (CIP) for Maritime Training Institutes for pre-sea training</p>	<p>F.No. TR/CIR/6(6)/ 2012 of the Training Branch</p>
<p>Issued by the Director General of Shipping & Additional Secretary to the Govt. of India</p>	<p align="center">DGS ORDER No.04 of 2016</p>	<p align="center">Dated : 12.09.16</p>

1. Maritime education and training in India is administrated by the Director General of Shipping, Govt. of India, in accordance with the Merchant Shipping (STCW) Rules, 2014. Rule 75 ibid authorizes the Director General of Shipping, Govt. of India to supervise all training and assessment of seafarers for their certification, under the Merchant Shipping Act, 1958, as amended, to ensure that such training is structured in accordance with the STCW Convention, as amended, and is conducted, monitored, evaluated & supported by qualified persons in accordance with said Convention.
2. Maritime Administrations are, under Regulation 1/6 [Training and Assessment] of the STCW Convention, 1978, as amended required to ensure that the training and assessment of seafarers, under the Convention, is administered, supervised and monitored in accordance with the provisions of Regulation A-1/6 supra.
3. Maritime education and training in India was earlier imparted predominantly through Government training institutes. However, this area was opened up to the private sector in the 1990s. Since then, a large number of maritime training institutes have been set up all over the country, offering pre-sea and post-sea maritime training in various streams / disciplines. All these institutes are functioning under the administrative control and monitoring mechanism of the Directorate General of Shipping (DGS), Govt. of India and its field offices, as required in terms of paras 1 & 2 herein above.
4. Traditionally, the monitoring mechanism of the DGS, Govt. of India, largely depended on the physical inspection of maritime training institutes by inspection teams from the respective Academic Councils (ACs), jointly comprising technical officers of the Mercantile Marine Departments (MMDs) and external members from the shipping industry & DGS, Govt. of India approved maritime training institutes. In order to implement the applicable provisions of the international conventions and to ensure the quality & uniformity of training among the growing number of such institutes, the Quality Standards System of certification and grading by rating agencies was introduced.

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5. In an increasingly competitive scenario of employment of shipboard personnel in global shipping, qualitative excellence in maritime education and training is an imperative for India to maintain its coveted position as a premier maritime manpower supplying nation.
6. Maritime training & education has to remain dynamic and keep pace with technological & managerial advances. Therefore, it is ineluctable to bring in reforms in the monitoring process for maritime training institutes on a regular basis. On a review of the existing such processes, it is felt that the paradigm of inspection of maritime training institutes needs a qualitative improvement.
7. Accordingly, the Directorate General of Shipping, Govt. of India has developed the Comprehensive Inspection Program (CIP), by integrating & upgrading the existing inspection processes, while introducing an effective grading mechanism for the maritime training institutes (MTIs). To achieve these objectives, necessary guidelines and assessment checklists, identifying such structured and objective parameters against which every such institute will be graded, on an annual basis, have been formalized (Annexure-1 : 23 pages). The CIP is initially applicable to all maritime training & education institutes conducting pre-sea training programs as listed in these guidelines.
8. Authorized Classification Societies, as Recognized Organizations (Annexure-II : 2 pages) shall carry out such inspection, gradation and certification of maritime training & education institutes under these revised guidelines. This methodology will assist in portraying maritime training & education in India holistically, with global transparency and objectivity & in perspective.
9. The initial CIP under these guidance should be carried out by the 31st of December, 2016. Further, the annual CIP shall be carried out within three months from the due date for the next CIP onwards.
10. A MTI has the liberty to choose any one RO (from out of the said enclosed Annexure - II) for its CIP. However, after two consecutive CIPs conducted by one RO, it will be mandatory for the MTI to select another / different RO for conducting the next CIP.
11. On the completion of the initial inspection, the MTI concerned shall be awarded a grading, which shall be confirmed by the DGS, Govt. of India. Such grading will be valid for one year or till the next such inspection. The CIP grading can only be upgraded or downgraded, as the case may be, during the subsequent annual inspections, except under circumstances prescribed at para 12 herein-below.
12. The maritime training institutes shall also be subject to un-scheduled inspections by the Directorate General of Shipping, Govt. of India and / or its field offices, as may be required. Based on the report of such un-scheduled inspection, the Directorate General of Shipping, Govt. of India, can downgrade the grading of the institute concerned, albeit objectively and under due process.


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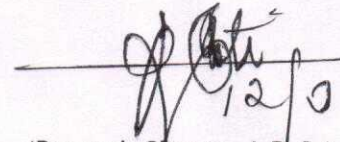
13. If the institute is graded A1 for two consecutive years, it shall be rewarded for such excellence by being provided 25% additional intake seats of its existing approved capacity, subject strictly to cogent / credible sponsorship, in advance and formally, of candidates for such additional capacity, on record.

14. This order is issued in partial modification of this office DGS Training Circular No.28 of 2004 [F. No. 3-TR(49)/2002] dated 11.10.04 & DGS Order No.2 of 2007 [F. No. 21-TR(1)/2007] dated 31.10.07 and supersedes this office Training Circular No.2 of 2004 [F. No.11-TR(12)/2003] dated 01.01.04, Training Circular No. 21 of 2005 [F. No. 11-TR(17)/2005] dated 12.07.05, Training Circular No.1 of 2006 [F. No. 11-TR(17)/2005] dated 12.01.06, Training Circular No.6 of 2006 [F. No.11 -TR(17)/2005] dated 14.03.06, DGS Order No. 1 of 2007 [F. No.11-TR(50)/2005] dated 29.06.07 and DGS Order No. 25 of 2013 [F. No.TR/CIR/6(6)/2012] dated 31.12.13.

15. This Comprehensive Inspection Programme (CIP) will be effective from 01.10.16.

16. These revised guidelines have been formulated basis extensive stakeholder consultations carried out by this office over the past four months.

17. This order is issued under the powers conferred under Rule 75 [Chapter IX] of the Merchant Shipping (Standards of Training, Certification & Watch Keeping for Seafarers) Rules, 2014, as amended.


12/09/16

(Deepak Shetty, I.R.S.)

Director General of Shipping &
Additional Secretary, Govt. of India.

Encl: As above.

To,

1. All DGS, Gol approved pre-sea maritime training institutes.
2. All MMDs / Recognized Organizations.
3. INSA / MASSA / FOSMA.
4. Hindi Branch, DGS, Gol, for bringing out its Hindi version.
5. Computer Branch, DGS Gol, for uploading this on the DGS, Gol website.
6. Guard file of the DGS, Gol.

दीपक शेटी, भा.रा.से.

Deepak Shetty, I.R.S.

नौवहन महानिदेशक

Director General of Shipping,

भारत सरकार

Govt. of India,

मुंबई

Mumbai.



Comprehensive Inspection Programme(CIP) for Pre-Sea Maritime Training Institute

1. General

1.1 The purpose of **DGS Order No. 25 of 2013** is to introduce a 'Comprehensive Inspection Programme (CIP)', integrating all three existing inspection processes a maritime training institute is currently required to undergo on regular basis, i.e., the Scheduled inspection by Academic Councils, the Quality certification audits (subject to the RO fulfilling its in-house quality inspections parameters as well , without increasing the inspection visits)by Certifying bodies and the Grading assessment by Rating agencies. The Institute shall continue to maintain a Quality Management System in accordance with ISO or equivalent standards as per Regulation I/8 of the STCW Convention. The QMS Audit may be carried out by the same inspecting RO during the CIP

1.2 The CIP for Pre-sea institutes has been in use for the last two years and based on the experiences of the R.O.s, Industry and DG shipping, it was felt that the CIP checklists need revision. Accordingly a committee was constituted by DG Shipping who reviewed all aspects of the CIP and a revised checklist has been prepared.

2. Applicability:

2.1 This order applies to all Maritime Training Institutes functioning under the approval of the Director General of Shipping, conducting any of the following Pre-sea maritime courses:

- 2.1.1** 3 years B.Sc. – Nautical Science / 4 yrs. B.S. Nautical Technology Course.
- 2.1.2** 1 Year Diploma in Nautical Science Course (DNS) leading to 3 years B.Sc. Nautical Science degree Course
- 2.1.3** 4 Years Marine Engineering Degree Course
- 2.1.4** 1 Year Marine Engineering Course for Graduates(GME)
- 2.1.5** 2 Years Marine Engineering Course for Diploma holders (DME)
- 2.1.6** 3 Years Alternate Training Scheme Course (ATS)
- 2.1.7** 4 Months Electro Technical Officers Course (ETO)
- 2.1.8** 6Months General Purpose Ratings Course (GP Rating)
- 2.1.9** 6 Months Certificate Course in Maritime Catering (CCMC)

2.2 This Comprehensive Inspection Programme (CIP), dispenses with the mandatory requirement for the Grading by Rating agencies and supersedes the following Circulars:-

2.2.1 DG Shipping Training Circular No. 2 of 2004 dated 01.01.2004 [F.No.11-TR(12)/2003], Training Circular No. 21 of 2005 dated 12.07.2005 [F.No.11-TR(17)/2005], Training Circular No.1 of 2006 dated 14.03.2006 [F.No.11-TR(17)/2005-II], and Training Circular No. 6 of 2006 dated 12.01.2006 [F.No.11-TR(17)/2005] on the Benchmarking / Grading of Training institutes.

3. Objectives:

3.1 Office of the DGS has taken a serious view of the fact that several institutes have failed to regulate the intake of candidates in accordance with their capability to place them on board. The objective of the current revision therefore is to emphasize the urgent need to address the huge backlog of trainees who are yet to find a berth on the ship to complete their training.

3.2 Accordingly, the revised checklist assigns 50% of the credit points to placement for on-board training and placement thereby ensuring that only those institutions which have a good track record of onboard placement will achieve Higher Grades.

4. Inspecting Authority:

4.1 Any Classification Society authorized by the Government of India as Recognized Organisation (RO) vide Govt. of India, Ministry of Shipping Notification, S.O. 2044 (E) dated 06.09.2011 having entered into agreement with DGS may offer their services for the inspection, gradation and certification of the institutes. The inspection team shall comprise of auditors with at least 50% of them holding the Certificate of Competency (CoC) as Master (Foreign Going) or Chief Engineer (Unlimited power) issued and/or recognized by Indian Maritime Administration.

4.2 The institute shall have the option of approaching any of the above mentioned ROs for the inspection and certification. However, once the certificate is issued, the annual inspections shall be undertaken by the same RO, during the validity period of the Certificate, unless there are pressing reasons to the contrary, to be explained in writing to the Directorate. In case, the institute desires to change the inspecting agency during the validity of the certificate, necessary permission in this regard may be obtained from the Directorate and the institute shall undergo a complete initial inspection for the purpose of this change.

5. Inspection & Certification:

5.1 The Inspection frequency and the validity of the certificate shall be largely governed by the concept of 'Three Year Cycle' in line with the Quality Management System, based on the principles of Initial, Annual, and Renewal inspections

5.1.1 The Initial Inspection will be a major Inspection, on successful completion of which an Institute will be issued with a Certificate, subject to annual inspection for next two years.

5.1.2 The Annual Inspections are meant to ensure on-going compliance by the Institute.

5.1.3 On completion of three years, the Institute will be required to have a detailed Inspection for renewal of the Certificate.

5.2 The initial and renewal inspection shall be exhaustive, whereas the annual inspection shall be to verify continued compliance. The information furnished by the institute shall be the basis in such cases, except when the auditor requires further verification. For the annual inspection, the score remains as assigned in the initial inspection, unless the institute requests for re-assessment or the auditor has reasons to review the same. In such cases, re-assessment of the concerned areas needs to be specifically undertaken.

5.3 On satisfactory completion of the initial inspection, the Recognized assessment or the auditor has reasons to review the same. In such cases, re-assessment of the concerned areas needs to be specifically undertaken. Organization may issue an appropriate certificate to the institute with the confirmation on the following as minimum.

5.3.1 That the institute is meeting the relevant requirement of the Standards of Training Certification and Watch-keeping (STCW) Convention as applicable.

5.3.2 That the institute is complying with all the applicable Merchant Shipping Rules and other Orders, Circulars and Guidelines issued by the Directorate General of Shipping from time to time.

5.3.3 That the institute has implemented a Quality Management System equivalent to the standards envisaged as per the latest ISO or equivalent specifications.

5.3.4 The RO shall assign the institute with a Grading (based on the credit- points scored by the institute as per the assessment checklist), reflecting the overall grading of the institute for the courses it conducts, as shown in the Table below:

Table 1: GRADING SCALE

Sr. No	% Score of Credit Points	Grading	Remarks
1	90% and above	A1	Outstanding
2	80-89.9%	A2	Very Good
3	70-79.9%	B1	Good
4	60-69.9%	B2	Average
5	50-59.9%	C1	Below Average
6	Below 50%	C2	Poor

5.4 The Grading shall be valid for the entire period of Certification unless revoked by the Recognized Organization concerned. However, the Recognized Organization may re-assign the grading during the annual inspections or based on Additional inspections on the request of the Institute, and/or as per specific directives from the Directorate General of Shipping.

6. Methodology for Grading:

6.1 To be able to make a fairly accurate and realistic assessment of a Maritime Institute's grading and capability, the Comprehensive Inspection Programme (CIP) has drawn up several parameters, both qualitative and quantitative, in consultation with various experts in the field of maritime education / training besides other stakeholders. The critical parameters include (to the extent applicable for various courses) the quality of faculty, quality of infrastructure ,training facilities, the quality of the teaching process, performance of the graduating students, placement of passing out students and an assessment of the long term prospects of the institute.

6.2 For the purpose of grading, a comprehensive Check-list has been developed to guide the Inspecting authority for the uniform implementation of the inspection regime based on the key parameters listed below:

6.2.1 Infrastructure maintenance.

6.2.2 Faculty & Human Resource Development.

6.2.3 Student Development Programmes (Academics & Personality).

6.2.4 On- board Training Records

6.2.5 Overall Performance Management stability.

Note- The Institute will fill-up the standard checklist, other than the following:-

1. The column on RO's remarks & assigned credit points.
2. The section for the Total Credit points earned and the final gradation.

7. Since the implementation of the CIP regime, it is observed that many institutes have made significant efforts to improve their Infrastructure, human resources, student development programme, and overall performance of the management. These improvements have been reported by the inspecting ROs.

8. It is a matter of concern for the Maritime Administration that there exists a large and growing backlog of trainee officers who have completed their pre-sea courses but are unable to get their Certificates of Competency in the entry grade because of their inability to fulfill their sea time training, which is an essential pre-requisite. The issuance of the Certificate of Competency by the DGS requires that every trainee officer should have put in the minimum period of sea service prescribed under the META manual and the MS (STCW) Rules, 1998. So far, DGS approvals to training institutes to start maritime courses or increase intake therein have been given on the understanding that the training institutes would exert themselves to liaise with shipping companies or ship manning companies duly registered with the DGS to provide sea time training berths for their students. The growing backlog of trainees gives evidence that such expectations have not materialized; institutions are not adequately addressing this aspect and trainees are being left to fend for themselves in regard to their sea time training to obtain their CoCs.

8.1 In the existing CIP checklist has only 800 points (20%) of the maximum credit points of 4,000 are assigned to on-board training and placement. As a result, even with poor placement records, the institutes are scoring good credit points and achieve higher grades. The need is therefore felt to revise the CIP checklist in order to Draft of CIP guidance notes Rev. 02 dated 05.05.2016 correctly represent the placement record of the institutes on the rating assigned.

9. The existing check list has V sections.

9.1 The revised check list has VI sections as follows:

10. The revised check list has maximum credit points of 10,000 which are divided in three Groups as follows:

10.1 Group A Infrastructure and Management (Section I, II, VI)= 2500

10.2 Group B Quality of Education and Training (Section III and IV) = 2500

10.3 Group C Placement for Shipboard Training (Section V) = 5000

11. The revised checklist has six sections as follows with their respective maximum credit points:

11.1.1 I Infrastructure Facility Maintenance & Ambience = 1,500

11.1.2 II Student Intake Quality = 500

11.1.3 III Faculty and Human Resources Development = 1,500

11.1.4 IV Student Development Programme

(Personality and Academic) = 1,000

11.1.5 V Placement Records = 5,000

11.1.6 VI Overall Performance of the Management = 500

Total =10,000

12.0 Guidance to institutes on filling the checklist

12.1 A separate checklist shall be filled for each course.

12.2 Column 4 indicates if the Head applies to the course under consideration. A “tick” indicates the applicability to the course. Where the head does not apply, it should be written “NA “ in Column 5 and according the Max credit marks given in column 7 will be removed from the Total marks for the purpose of calculating percentage and grades.

12.3. Prior to the inspection, institute shall fill up Column 5, self-assessment of each it against compliance to the various DGS Circulars in force.

12.4. The institute shall fill Credit Points (as claimed) alongwith comments justifying the quantum of credit points claimed. The justification shall be supported by documentary evidence and physical observations. All data and documentary evidence provided shall be authentic and validated.

12,5 Column 7 provides the max credit points that can be given to the particular item. As an incentive for institute to do better than just compliance to a regulatory requirement each item which is mark with an asterisk (*) next to the base point is divided into 75% base credit points for meeting the DGS guidelines and 25% credit points for having standards higher than the minimum DGS norms.

12.6 During inspection RO's shall assign credit points (in column 6) based on physical observations and documentary evidence provided and will write down their justification for the increase or decrease in the credit points as claimed by the institute.

12.7 The last page of the checklist provides for an overall gradation after summation of the percentages for all courses. Also a table provides for percentages and gradation of each individual course. This data shall be placed on DGS website for public information.

13. Fee for Inspections:

The fee for the inspection will be paid by the institute directly to the RO concerned. It is intended that the fee structure of the ROs and other expenditure incurred by the institute towards inspections, do not vary substantially from each other, so that cost considerations do not become a criterion for an institute to select an RO for its inspection purposes.

14. Reporting:

14.1 On completion of the inspection, the Recognised Organization shall provide the institute a complete report of the inspection, with clear recommendation on the final Grading, and forward the same to the Directorate General of Shipping within ten working days, in case of Initial and renewal inspection, and within five working days in case of annual inspection. A copy of the report shall also be forwarded to the PO of the jurisdictional MMD.

14.2 The Inspection report shall separately list out all the deviations observed with respect to the standard norms prescribed by the DGS, under the following categories:-

14.2.1 Minor Non-Conformities (procedural deficiencies): These are minor deviations from a standard practice of DGS / IMO Model Courses of running a curriculum, which in the opinion of the Auditor may adversely affect the quality of the Institute /student output. These non-conformities are expected to be addressed within one (1) to three (3) months, or in a given timeframe as awarded and verified by the RO, if necessary. Minor non conformities, if not attended within the stipulated time, will lead to the same being converted into Major Non conformities.

Examples are: Improper faculty selection modalities, Faculty not having done TOTA course, Class routine Not Detailed, Detailed teaching syllabus not in place, Faculty/ student attendance registers not maintained, inadequate maintenance of specific Lab / workshop equipment, etc.

14.2.2 Major Non –conformities: These are major deviations from standard norms as specified by DGS/ IMO Model Course, which in the opinion of the Auditors may affect Institute performance /student output quality seriously and adversely. Major Non conformities, if not attended in time can lead to suspension /revoking of approval of an Institute.

Examples are: Insufficient Nos. of marine / total Nos. of faculty members, Excess admission of students against sanctioned strength, excessive number of Minor Non conformities, Non conformities not closed within time limit, Serious lapses in the basic minimum

prescribed infrastructure, False submission of information to the authorities, course certificates being awarded to candidates who have not attended the classes, serious non-conformities related with the Quality System, Admission to ineligible candidates, etc.

14.2.3 In case of any Major Non-conformity, the Inspecting authority shall report the matter to the PO of the jurisdictional MMD, under intimation to the Directorate General of Shipping. The PO, MMD may direct the institute for immediate rectification/ downgrading of the said non-compliance and may verify the same by undertaking additional inspection by the MMD. In case of non-rectifiable major non-conformity, the PO, MMD shall report the matter to the Directorate with clear recommendation on the action proposed against the erring institute.

15. Other Inspections:

15.1 The structure and functional jurisdiction of the Principal Officer, MMD remains as it is. However, the mandatory requirement of 'Annual Scheduled Inspections' by MMDs/ ACs is now being discontinued, with the introduction of the 'Comprehensive Inspection Programme' by the ROs. A new regime of 'Surprise Inspection' by the MMDs with equal participation of internal and external members shall now be implemented by the Principal Officers, at a minimum frequency as mentioned below:-

Table 2: Frequency of Surprise Inspections.			
Sr. No.	Grading	Remarks	Frequency of Inspection
1	A1	Outstanding	Once in 3 years.
2	A2	Very Good	Once in 2 years
3	B1	Good	Annually
4	B2	Average	Annually
5	C1	Below Average	Twice in a year
6	C2	Poor	Continuation of approval of the Institute may be reviewed by the DGS.

15.2 The MMD may undertake additional inspections on specific bonafide complaints, or at the directive of the Directorate General of Shipping.

15.3 The PO, MMD shall be responsible the implementation of the surprise inspections as detailed above.

16 Appeal Process

- 16.1 The Recognised Organization would provide the institute with a written report for the assigned Grade. The institute may, if desired, contest the assigned Grade. The RO may review the grading based on the representation made by the institute, in case some material information is not included in the grading exercise.
 - 16.2 However, in case the institute is still not satisfied with the grading, the head of the institute may make a formal appeal to the Principal Officer (PO) of the jurisdictional Mercantile Marine Department (MMD) along with a fee as prescribed by the Directorate from time to time. The PO may depute an inspection team comprising of the Surveyor(s) and External member(s) in equal number(s) to re-assess the grading assigned by the RO. The decision of the Principal Officer on the grading shall be final and binding on the institute as well as on the RO, subject to settlement of dispute, if any, by the Director General of Shipping, as specified under paragraph 14 of this Guideline.
 - 16.3 If the inspection team appointed by the PO, MMD concerned finds a deviation of two grades or more from the original assignment, in the final grading and such lapses are repeatedly observed, appropriate measures including suspension/ cancellation of the approval of the RO concerned for the CIP shall be considered by the Director General of Shipping.
 - 16.4 The accuracy of the information furnished in the assessment checklist shall be the responsibility of the institute and any false representation of the facts may warrant appropriate measures including suspension/ cancellation of the approval of the institute.
-
17. **Approval of new Courses or enhancement of seats:** Will be considered solely on the basis of the placement records. Only those institutes which have scored 80% or above in Section V "Placement Records" for last two years will be considered.
 18. **Approval of new institute:** DGS has taken a decision not to consider any proposals for establishing new institutes until further notice.

19. Settlement of Disputes:

In case of any disputes on the matters pertaining to the implementation of this Order, the decision of the Director General of Shipping shall be final and binding on all the parties concerned.

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
1	Campus maintenance and Ambience								140 (Max)
1.1	Ambience		✓	✓					20
1.2	Land availability	Ref. Para.2.1 of DGS Order 2/2007 & 1 of 2003 (as applicable)	✓	✓					20*
1.3	Land (Owned/Leased)	If owned - 20 pts If leased (>50yrs) -15 pts If leased (<50yrs) -10 pts	✓	✓					20
1.4	Statutory clearances		✓	✓					20
1.5	Location/ accessibility	Ref. Para.2.2 of DGS Order 2/2007	✓	✓					20
1.6	Construction quality of the buildings.	Ref. Para.2.4 of DGS Order 2/2007	✓	✓					10*
1.7	Any additional facility worth awarding bonus points (needs clear explanation).	Eg: • Campus size much greater than requirement • Well maintained, good landscape • Many additional facilities	✓	✓					30
2	Class Room maintenance and Ambience	(Maintenance in Teaching Aids / furniture / fixtures / furnishings & maintenance)							120 (Max)
2.1	Area	Ref. Para.2.10 of DGS Order 2/2007	✓	✓					30*
2.2	Teaching aids (Projector, Computer, white board, Flip chart, Models, Charts, Videos, Audience Response System, etc.)		✓	✓					50*
2.3	Furnishing and classroom furniture		✓	✓					10*
2.4	Ventilation / lighting		✓	✓					10*
2.5	Temperature control.		✓	✓					10*
2.6	Any additional facility worth awarding bonus points (needs clear explanation).	Eg: A.C., curtains, tiled / marble flooring, Smart Board,	✓	✓					10
3	Practical Work- Shop facilities	(Each workshop viz. Basic Engineering, Marine, Electrical, Seamanship etc may be separately evaluated and the average credits awarded, here accordingly. Separate Calculation sheet to be provided.) Kitchen premise for CCMC Course.							180 (Max)

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
3.1	Area of workshop	As per DGS / University guideline as applicable to the respective course. Please specify	✓	✓					30*
3.2	Adequacy of equipment / machineries		✓	✓					50*
3.3	Use of modern equipment		✓	✓					40
3.4	Extent of utilization by trainees.	trainee work diary, and identifiable work samples to be verified	✓	✓					20
3.5	Standard of maintenance		✓	✓					20
3.6	Any additional facility worth awarding bonus points (needs clear explanation).	Equipment in addition to DGS requirement.	✓	✓					20
4	Out Door Training								110 (Max)
4.1	Boating / Life Boat stations (as applicable)	Ref. Para.2.25 of DGS Order 2/2007	✓						10*
4.2	Parade Grounds	Ref. Para.2.22 of DGS Order 2/2007	✓	✓					10*
4.3	Play Grounds	Ref. Para.2.21 of DGS Order 2/2007	✓	✓					20*
4.4	Swimming Pool (for out sourced, give 50% marks)	Ref. Para.2.24 of DGS Order 2/2007	✓	✓					30
4.5	Auditorium	Ref. Para.2.23 of DGS Order 2/2007	✓	✓					30*
4.6	Any additional facility worth awarding bonus points	Good Furnishing, fixture, maintenance, usage, large size to be rewarded.	✓	✓					10
5	Laboratories	(Each laboratories Viz. Chemistry, Physics, strength of materials etc may be separately assessed and the average credit points awarded accordingly. Separate calculation sheet to be provided.)							130 (Max)
5.1	Area of laboratories	As per DGS / University guideline as applicable to the respective course	✓						10*
5.2	Adequacy of equipments.		✓						30*
5.3	Use of modern equipments eg. PLC based controllers, etc.		✓						30
5.4	Standard of maintenance		✓						20
5.5	Extent of utilization by trainees.	trainee work diary, and experiments journal to be verified	✓						30
5.6	Any additional facility worth awarding bonus points.		✓						10

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
6	Administrative facilities	General maintenance of allied offices, and other facilities							60 (Max)
6.1	Administrative area	As per DGS Order 2 of 2007	✓	✓					5*
6.2	Visitor's Lounge	As per DGS Order 2 of 2007	✓	✓					5*
6.3	Principal's room	As per DGS Order 2 of 2007	✓	✓					5*
6.4	Faculty rooms	As per DGS Order 2 of 2007	✓	✓					10*
6.5	Staff rooms	As per DGS Order 2 of 2007	✓	✓					5*
6.6	Conference room / Meeting Rooms	As per DGS Order 2 of 2007	✓						10*
6.7	Any additional facility worth awarding bonus points.	Eg: A.C., quality curtains, tiled / marble flooring, good furnishing	✓	✓					20
7	Library Facilities	(Adequateness and annual supplementation of, nos. of titles & Copies, Book Bank, late evening facility, nos. of librarians, Training videos, cassettes, Journals Internet facilities, Computerised Library Management System etc).							170 (Max)
7.1	Area of Library	Ref. Para.2.11 of DGS Order 2/2007	✓	✓					10*
7.2	Adequacy of Academic book bank		✓	✓					10
7.3	Availability of Journals / Periodicals		✓	✓					5
7.4	Digital library	Includes web based library Accessible to students (24 x 7)	✓						20
7.5	Dedicated qualified librarian		✓	✓					10
7.6	Updating of books & publications.		✓	✓					20
7.7	Late hour availability of library facilities	Ref. Para.2.11 of DGS Order 2/2007	✓	✓					10*
7.8	English Language Tutorials	Additional English training given to trainees, especially those weak in English. Training to be conducted by qualified English language teacher.	✓	✓					25
		Independent facility with provision of individual terminals to upgrade skills of english communication (listening, reading, speaking) shall be an added benefit.							20

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
7.9	Internet facility in Library	Ref 2.17 of DGS order 2 of 2007	✓	✓					10*
7.10	Any additional facility worth awarding bonus points	Eg: Learning Management System, subscriptions to web-based library and e-books	✓	✓					30
8	General Amenities	In House Bank / ATM, Purified Water & Emergency Power, Medical Facilities, Communication , Dedicated							100 (Max)
8.1	Medical facilities (incl dispensary, sick bay, availability of 24hr transport)	Ref. Para.2.19 of DGS Order 2/2007	✓	✓					10*
8.2	Communication facilities (Includes internet facility)	Ref. Para.2.17 of DGS Order 2/2007	✓	✓					20*
8.3	Fixed installation of Back-up power	Ref. Para.2.26 of DGS Order 2/2007	✓	✓					20*
8.4	Dedicated transport facilities (for trainees and staff)	Other than Medical transport	✓	✓					10
8.5	Fire Extinguishers (Ready availability)	As per approved fire-plan	✓	✓					10
8.6	First Aid Box (Ready availability)		✓	✓					10
8.7	Complaint / Suggestion box	Evidence of Complaints / Suggestions received	✓	✓					10
8.8	Any additional facility worth awarding bonus points (needs clear explanation).	eg: Water Treatment Plant	✓	✓					10
9	Hostel Facilities	Room & furnishings upkeep, Catering facility, Health & Hygiene facility, Round the clock supervision facility,							310 (Max)
9.1	Adequacy of hostel facility (Area)	As per DGS Order 2/2007	✓	✓					10*
9.2	Single / Double Occupancy	≤ 50 pts (proportionately)	✓	✓					50
9.3	3 / 4 persons sharing	≤ 30 pts (proportionately)	✓	✓					
9.4	Dormitory	≤ 10 pts (proportionately)	✓	✓					
9.5	Adequacy of toilet / bathroom facilities	As per DGS Order 2/2007	✓	✓					30*
9.6	Adequacy of furniture	As per DGS Order 2/2007	✓	✓					20*
9.7	Hygiene and maintenance	Student feedback; contracts for cockroach and termite treatment; daily cleaning, well painted, clean and neat	✓	✓					20*
9.8	Round the Clock supervision	One warden per hostel. Ref 3.8 of DGS order 2 of 2007	✓	✓					20*
9.9	Adequacy of Dining facilities	Ref 2.9 of DGS Order 2 of 2007	✓	✓					10*

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
9.10	Quality of food	Varied menu, ingredients of good quality (branded) Ref 2.9 of DGS Order 2 of 2007	✓	✓					40*
9.11	Whether food cooked in the own galley of the institute & quality of galley facilities	Modern kitchen equipment Ref 2.9 of DGS Order 2 of 2007	✓	✓					20*
9.12	Hygiene of Kitchen	Good ventilation, floor tiled, vent hood grease free Ref 2.9 of DGS Order 2 of 2007	✓	✓					20*
9.13	Adequacy of Recreational Area	Ref. Para.2.18 of DGS Order 2/2007	✓	✓					10*
9.14	Internal recreation facilities (TV / Newspaper etc)		✓	✓					10*
9.15	Indoor Games	Monsoon Time recreation facility available Ref 2.18 of DGS order 2 of 2007	✓	✓					20*
9.16	Linen, laundry & Ironing	Ref. Para 2.8 of DGS order 2 of 2007 Facilities for uniforms, boiler suits and civvies	✓	✓					20*
9.17	Any additional facility worth awarding bonus points (needs clear explanation).	Eg. CCTV monitoring • Student Mess Committee	✓	✓					10*
10	The Green Campus	Environmental preservation initiatives from the institutes may be given additional credits to the extent of initiatives.							100 (max)
10.1	Energy Conservation Practices.	Eg. Electrical Energy management	✓	✓					5
10.2	Dependence on nonconventional energy	Eg. Solar, Wind energy plants, solar cookers, organic fuel pellets	✓	✓					25
10.3	Waste Management	Eg. Own waste management plants. (biogas plant, sewage treatment plant, vermiculture pits)	✓	✓					25
10.4	Water harvesting initiatives	Eg. Rain water harvesting; Sewage Treatment Water Recycling	✓	✓					25

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
10.5	Student Environment Activities	Eg Nature's Club, Forest Club, Community Environment Protection activity	✓	✓					10
10.6	Any additional initiative worth awarding bonus points, (with details).	In-house magazines, Environment Day activities etc.	✓	✓					10
11	Other General Facilities	1. In case of 'YES/NO' choice, 'YES' will award the equivalent Base point mentioned in column '7'. 2. In case of general queries, where only Max Base point indicated in column '7', the credit points may be assigned in proportion to the extent of compliance, in that scale to the max indicated point. (Eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the grading).							80 (MAX)
11.1	Provided with full fledged Ship In Campus.	Where required as per DGS guidelines (Only for Engineering course where applicable)	✓			YES/NO			30*
11.2	In-house Basic modular courses facility under STCW	Basic fire fighting, PST, PSSR, EFA, etc	✓	✓		YES/NO			10
11.3	Campus Exclusivity for Marine Training	(Not co-shared with any Non Marine Streams)	✓	✓		YES/NO			10
11.4	Marine Trg. Facility Exclusiveness (in Case of Co-sharing)	Separate Academic Building, Exclusive Labs & w/shop etc	✓	✓		YES/NO			10
11.5	Marine Hostel facility (In case of Co-sharing)	(Marine Hostel Exclusiveness & Separate Ladies' & Boys' Hostel)	✓	✓		YES/NO			10
11.6	Significant Installation	Any significant Additional Installation/s to Improve Marine Training Standard	✓	✓		YES/NO			10
	Total Points								
	Total Percentage Credits								
	Individual Grade								

II. STUDENT INTAKE QUALITY (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
1	Admission Eligibility Criteria								110 (Max)
1.1	DG Shipping Criteria	Min. eligibility criteria for the course adhered to	✓	✓					30
1.2	Institute Standards	Where CET marks is the criteria for admission, CET ranking/percentile shall be the standard, else board/university marks shall be taken into account. Avg% marks of trainees : ≥ 80% = 60 pts ≥ 70% = 50 pts ≥ 65% = 30 pts ≥ 60% = 20 pts (For B.E/B.Tech ≥ 50%)	✓						60
1.3	Adherence to Code of Ethics in Advertisements, Prospectus	Ref 1.12 of DGS Order 2 of 2007.	✓	✓					20
2	Selection Process								300 (Max)
2.1	Presentations / career counselling to schools and colleges	≥ 12/yr = 50 pts ≥ 6/yr = 30 pts ≥ 3/yr = 10 pts	✓	✓					50
2.2	Institute Entrance Exam conducted at various centers, interview (Course affiliated to universities which conduct CETs and do not permit institute entrance exam, must demonstrate proof of such criteria to R.O.) (Direct entry without CET and interview = 0 pts)	Selection of trainees from a large pool of applicants with a robust, unbiased screening process. On-line exam at various locations in India : ≥ Institute Seats x 20 appeared = 150 pts ≥ Seats x 15 appeared = 100 pts ≥ Seats x 10 appeared = 80 pts ≥ Seats x 5 appeared = 50 pts ≥ Seats x 3 appeared = 25 pts	✓	✓					150
			Interview (where conducted) to be given due weightage out of 55 marks.						
2.3	Medical Exam	As per DGS Order	✓	✓					15*

II. STUDENT INTAKE QUALITY (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
2.4	Results of selection published on Institute website	Transparency of selection process and effectiveness in selecting the best candidates established	✓	✓					30
3	Criteria for Selection of candidates								70 (Max)
3.1	Schools / Colleges / Boards : CBSE / ICS / State /approved boards	Approved boards list issued by HRD ministry	✓	✓					10
3.2	Geographical Diversity	Spread from various state of India ≥ 10 states = 30 pts ≥ 5 states = 20 pts ≥ 3 states = 10 pts	✓	✓					30
3.3	Gender Diversity	≥ 10% Female Trainees = 30 pts; ≥ 5% Females = 20 pts; ≥ 3% Females = 10 pts; ≥1% Females = 5pts; No female = 0 pts	✓	✓					30
4	Document Verification								20 (max)
4.1	At Selection Time	Checking of all relevant documents	✓	✓					10
4.2	During time of Admission	Verification of Originals	✓	✓					10
	Total Points								
	Total Percentage Credits								
	Individual Grade								

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
1	Adequacy	1. Adequacy of faculty / instructors need to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined. 2. Subject expertise of the faculty and his total working hours to be given due consideration. 3. Any one non-compliance will make the credit '0'.							220 (Max)
1.1	Principal	Ref Para.3 of DGS Circular of 2007 or DGS Order 5 of 2013, as the case may be. Additionally, respective Course Guidelines and UGC /AICTE norms may also be referred as applicable. Participation in industry forums.	✓	✓					10*
1.2	Head of Departments/Course In Charge	Contribution to DGS/MMD/IMU by way of membership of committees, participation in development of guidelines, syllabus, exam papers etc.	✓	✓					10*
1.3	Marine Faculty (M, C/E, C/O, 2/E, E/O)	Number per batch of 40 Students, Faculty/Student Ratio as per DGS Order 5/2013 and Individual DGS course guidelines.	✓	✓					50*
1.4	Non- Marine Faculty	Number per batch of 40 Students, Faculty/Student Ratio as per DGS Order 5/2013 and Individual DGS course guidelines.	✓	✓					20*
1.5	Instructors (merchant marine background)	Number per batch of 40 Students, Instructor /Student Ratio.	✓	✓					30*
1.6	Instructors (non-merchant marine)	Number per batch of 40 Students, Faculty/Student Ratio.	✓	✓					20*
1.7	Full time / Visiting Faculty % ratio (as per DGS Order 5/2013)	100% = 60 ≥ 70% = 30 ≥ 90% = 50 ≥ 60% = 20 ≥ 80% = 40 ≥ 50% = 10	✓	✓					60
1.8	Compliance with teaching hours requirements.	As per DGS Order 5 of 2013	✓	✓					20
2	Qualification	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'. 2. Any one non-compliance will make the credit '0'.							175 (Max)

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
2.1	Principal	Ex Master/Ch. Eng or M/Ch. Eng + MSC / MBA , Doctorate = 25 Master/Ch. Eng + Additional relevant qualifications eg. Diploma in shipping from reputed institutes like NMIS, Bajaj, MICS, AIII, ACIT, etc = 20 Master/Ch. Eng = 15	✓	✓					25
2.2	Course In Charge	Ex Master/Ch. Eng or M/Ch. Eng + MSC / MBA , Doctorate = 20 Master/Ch. Eng + Additional relevant qualifications eg. Diploma in shipping from reputed institutes like NMIS, Bajaj, MICS, AIII, ACIT, etc= 15 Master/Ch. Eng = 10	✓	✓					20
2.3	Marine Faculty	M/Ch Eng/ETO/R/O	✓	✓					15
2.4	Instructors	As per DGS norms Higher qualifications to be rewarded.	✓	✓					10*
2.5	Superior Qualification of Marine Faculty	Any relevant additional qualification such as Extra Master / First Class, MSc (Malmo), PGDMOM (IIT, KGP) etc will get additional score 10 each to maximum of 50 Pts	✓						50
2.6	Non-marine faculty	As per DGS order 5 of 2013	✓	✓					15
2.7	Superior qualification Non- Marine Faculty	Any additional qualification such as Phd, M. Phil, M.Tech will get 5 Pts each to maximum of 25 points	✓						25
2.8	Lab / Kitchen assistants	As per DGS norms	✓	✓					5
2.9	Compliance with TOTA requirements.	Ref DGS Order 5 of 2013	✓	✓					10
3	Experience	Each year of experience will get respective award point as mentioned in column '3' to a max limit of credit points mentioned on column '7' in each of such category.							170 (max)
3.1	Marine Faculty Seafaring Experience	Each year of sea service will get an award of '1.0' point with a maximum of 10 points for each faculty.	✓	✓					40

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
3.2	Marine Faculty Teaching Experience	Each year of experience will get an award of '2.0' point for each faculty with a maximum of 20 points for each faculty.	✓	✓					70
3.3	Marine Faculty Industrial Experience	Each year of experience will get an award of 1.0 point for each faculty with a maximum of 5 pts for each faculty.	✓	✓					20
3.4	Instructors with Marine background	Each year of experience will get an award of '1.0' pt for each instructor with a maximum of 10 pts for each instructor.	✓	✓					30
3.5	Instructors with Naval / Industrial background	Each year of experience will get an award of '0.5' pt for each instructor with a maximum of 3 pts for each instructor.	✓	✓					10
4	Fitness	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'. 2. Any one non-compliance will make the credit '0'. 3. Any additional non-compliance will get negative (- ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '7'.							60 (Max)
4.1	Age limit (Full time Faculty)	Ref DGS Order 5 of 2013.	✓	✓					10
4.2	Encouragement to young full time faculty	Any faculty < 50 years age will get 2 points	✓	✓					10
4.3	Age limit (Visiting faculty)	Ref DGS Order 5 of 2013.	✓	✓					10
4.4	Age limit (Instructors)		✓	✓					10
4.5	Medical Fitness		✓	✓					10
4.6	Fitness for conducting classroom / workshop sessions • Communication Skills • Pedagogy skills.	R.O. to observe 2 classrooms, 1 workshop training	✓	✓					10
5	Teaching Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'. 2. Any one non-compliance will make the credit '0'.							80 (Max)
5.1	Principal	Ref DGS Order 5 of 2013	✓	✓					10
5.2	Vice Principal		✓	✓					10
5.3	Faculty members		✓	✓					20
5.4	Visiting Faculty		✓	✓					20
5.5	Instructors		✓	✓					20

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
6	HR Processes	1. Any one non-compliance will make the credit '0'.							345 (Max)
6.1	Faculty student ratio - Practicals	Ref: para 3.1 of DGS Order 2 of 2007	✓	✓					25
6.2	Lab / Kitchen assistant student ratio - Labs	Ref: para 3.1 of DGS Order 2 of 2007	✓	✓					15
6.3	Instructor - student ratio - practicals		✓	✓					35
6.4	Attrition rate of marine faculty (Ratio of the number of full time faculty members left the institute to the average number of full time faculty in a calendar year)	≤ 0 -10% - 50 pts ≤ 11-25% - 40 pts ≤ 26-50% - 30 pts ≤ 51-75% - 20 pts ≤ 76-85% - 10 pts	✓	✓					50
6.5	Attrition rate of non-marine faculty. (Ratio of the number of full time non-marine faculty members left the institute to the average number of non-marine full time faculty in a calendar year)	≤ 0 -10% - 30 pts ≤ 11-25% - 25 pts ≤ 26- 50% - 20 pts ≤ 51-75% - 15 pts ≤ 76-85% - 10 pts	✓	✓					30
6.6	Attrition rate of visiting faculty. (Ratio of the number of visiting faculty members left the institute to the average number of visiting faculty in a calendar year)	≤ 0 -10% - 50 pts ≤ 11-25% - 40 pts ≤ 26-50% - 30 pts ≤ 51-75% - 20 pts ≤ 76-85% - 10 pts	✓	✓					50
6.7	Established system for selection & recruitment of faculty	As per QMS.	✓	✓					10
6.8	Average retention period of full time faculty (Total number of years of service of full time faculty members currently with the institute, divided by the total number of full time faculty)	5 points for each year	✓	✓					30
6.9	Relevant Training & Orientation Programmes for faculty and instructors	Induction training for faculty and instructors relevant to the course	✓	✓					40
6.10	Career Growth of faculty	Feedback from faculty	✓	✓					10

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
6.11	Professional development programmes of faculty	Specify (e.g: Attending seminars conducted by professional bodies, technical courses, soft skill courses etc)	✓	✓					35
6.12	Duty officer(s) staying within the campus	DGS Order 2/2007, Para 3.8. Rotation number of duty personnel, medical facility at night.	✓	✓					15
7	Pedagogy / Teaching process								330 (Max)
7.1	General Effectiveness	By means of (i) Independent assessment of classes by RO (ii) Realistic records of internal assessment by HODs (iii) Verification of video recordings of class room proceedings etc. (iv) Trainee Feedback	✓	✓					20
7.2	Curriculum planning & development	Holistic development of Trainee. Student-faculty/instructor ratio considered. Additional training beyond DGS course curriculum. Eg. Soft skills, Skill training, simulators, models and equipment.	✓	✓					40
7.3	Updating of Course Contents	Frequency of updates, latest regulations incorporated. Source of update and subsequent update reflected in Lesson plan	✓	✓					30
7.4	In Classroom discipline / monitoring	eg: CCTV Monitoring	✓	✓					20
7.5	Effectiveness of lesson planning	Lesson plan to be verified for each session of the teaching.	✓	✓					30
7.6	Use of teaching aids :								
7.6.1	LCD Projectors	No. of projectors in proportion to No. of classroom	✓	✓					20
7.6.2	IMO / allied Training Videos / CBTs	E-learning, on-line digital videos and CBTs acceptable	✓	✓					30*
7.6.3	Charts & similar teaching aids	Charts, posters, electronic display boards etc.	✓	✓					10*
7.6.4	Working / Scaled down models / cut-sections	eg cut sections of boilers, turbines, fire-extinguishers, ship construction etc.	✓	✓					30*
7.6.5	Electronic Smart boards	Number in proportion to classrooms.	✓	✓					20

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
7.7	Use of Modern techniques / Information Technology.	Simulators, PC based simulators for part- task learning, blended learning, animation, multimedia, web applications	✓	✓					30
7.8	Any additional facility worth awarding bonus points.	Eg: Audience Response System, laptops/ tablets for students.	✓	✓					50
8	Research & Development Activities.								120 (Max)
8.1	No of papers submitted in marine journals by faculty of the institute in the preceding 3 yrs.	2 points for each such case with a max of 10 points per faculty	✓						40
8.2	No. of faculty who participated in development or revision of curriculum / syllabus of courses, writing of model courses, trainee record books.	Max 5 points per faculty	✓	✓					45
8.3	No of marine related presentations made by faculty of the institute in international / national / regional seminars / conferences in the preceding 3 yrs.	1 point for each such case with a max of 5 points per faculty	✓						20
8.4	No of marine related projects undertaken by the institute in the preceding 3 yrs.	5 points for each such case	✓						15
	Total Points								
	Total Percentage Credits								
	Individual Grade								

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC): (Max Credit points: 1000)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
1	Academics								500 (Max)
1.1	Overall Performance in Final University / Board Examination (last 5 years) (Average first attempt Pass % of students in final exam as applicable)	Average percentage x 100 (rounded off to nearest whole number)	✓	✓					100
1.2	Annual Performance in Final University / Board Examinations (Pass % of students in the last batch passed out)	100% = 100 pts ≥ 50% = 25 pts ≥ 90% = 85 pts ≥ 40% = 10 pts ≥ 80% = 70 pts < 40% = 0 pts ≥ 70% = 55 pts ≥ 60% = 40 pts	✓	✓					100
1.3	% marks scored by students from item 1.2 (% of students - gradewise)	% of Students Obtained Grade A: Distinction (≥75%) x 1.5 pts % of Students Obtained Grade B: I Class (≥60%) x 1.0 pts % of Students Obtained Grade C: II Class (≥50%) x 0.6 pts	✓	✓					150
1.4	Efficiency of periodical internal assessments	Comparison of internal assessments scores and referrals to find exit examination scores	✓	✓					50
1.5	Efficacy of Development programmes for underperforming students.	Extra coaching, retest, monitoring progress	✓	✓					100
2	Grooming & Discipline								170 (Max)
2.1	General grooming of Trainees in Class rooms / workshops / labs	Eg. Clean and ironed uniform, overalls, polished shoes, name tags, etc.	✓	✓					15
2.2	Various clothing / PPE gear provided by institute (0 points if not provided by institute)	Eg, uniform, overalls, shoes, safety shoes, working gloves, sports gear, blues, winter clothing, etc. Ref 4.19 of DGS order 2 of 2007	✓	✓					25*
2.3	Physical Training sessions	Daily routine, record to be observed	✓	✓					10

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC): (Max Credit points: 1000)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
2.4	Use of safety norms / Personnel protection gears in practical classes	eg: helmet, goggles, facemask, gloves, safety shoes, nose mask, apron etc.	✓	✓					10
2.5	Disciplinary committee & records of punitive actions, if any.	As per QMS	✓	✓					10
2.6	Anti-ragging measures, counselling sessions	Trainees have regular access to qualified counsellor to address their personal issues on one-to-one sessions	✓	✓					20
2.7	Grievance redressal mechanisms	RO to observe the effectiveness of the redressals.	✓	✓					30
2.8	Effectiveness of ban on Drug / alcohol / Tobacco	Ref. Para 1.15 of DGS Order 2 of 2007	✓	✓					10
2.9	Regimented Training	Eg. Fall-ins, clean-ship, periodical inspection of hostel facilities etc.	✓	✓					10
2.10	Sports Activity	Regular participation of Trainees in outdoor / indoor games Sports clubs, grounds / clubs / sports schedule	✓	✓					30
3	Personality Development Programmes								220 (max)
3.1	Student lead committees	Active students participation and lead taken in institute activities. Eg: Mess Committee, Sports Committee, Cultural Committee, Clean Ship Committee, Discipline Committee, Literary club, etc.	✓	✓					30
3.2	Technical Talent promotion of Trainees	Inter-college Technical Seminars/ techno fest, Technical Paper presentation organised by the Inst. annually & performance of Trainees thereof.	✓						20

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC): (Max Credit points: 1000)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
3.3	Ex-curricular & co-curricular grooming programmes.	Regular participation of Trainees in outdoor / indoor games, organisation of various intra-institute cultural events like quiz, Debates and other programmes like swimming, boating, band practices, parade etc.	✓	✓					15
3.4	External Event Participation Programmes	Participation of Trainees in External competitions like Sports, Drama, Cultural events, Debates, Public speaking, Celebration Parade and prize winners there of arranged by external agencies.	✓	✓					20
3.5	Prizes & scholarships.	Prizes / incentives instituted in the MTI for Trainees excelling in leadership, organising ability, dedication to duty, displaying officer-like-qualities or if in any like wise activities.	✓	✓					15
3.6	Management Excellence and Personality Development programmes	Personality Development Classes. HR and Soft skills training by qualified trainers, experts / luminaries invited for talks for motivation of trainees etc.	✓	✓					50
3.7	Other Pro-active skill development programme by the Institute	Various job oriented skill training initiated by the Institute Viz. Specialised welding, Computer training, Safety training, Project work, Specific skill training etc.	✓	✓					50
3.8	In house Magazines / Student Publications, Newsletters , etc.		✓						10

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC): (Max Credit points: 1000)

1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
3.9	Participation of students in social activities.	Eg. Participation of students in Red-Cross, illiteracy eradication campaigns, Institute organised Group activities like Blood Donation Camp, Spastic Society Visits, Swatch Bharat Campaign, Health camps for surrounding villages etc.	✓	✓					10
4	Skill Evaluation (by RO)								110 (Max)
4.1	Task Proficiency Demonstration (Academic)	Assorted tasks accorded to trainees by the Inspecting Body for subject presentation in class room on random basis	✓	✓					25
4.2	Task Proficiency Demonstration (Practical)	Assorted tasks on hands - on -skill related work like welding /machining, Overhauling etc. accorded to trainees by R.O. on random basis	✓	✓					30
4.3	Task Proficiency Demonstration (Team work)	Assorted tasks accorded as per Random selection like March Past, Guard of honour, Band demonstration, etc.	✓	✓					20
4.4	Demonstration of Exigency handling proficiency	Team exercise by Trainees in fire fighting, saving unconscious person, Emergency Drill etc.	✓	✓					35
	Total Points								
	Total Percentage Credits								
	Individual Grade								

V. PLACEMENT RECORDS: (Max Credit points: 5000)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
1	Placement Effectiveness	Ref DGS Order 2 of 2007							500 (Max)
1.1	Dedicated Placement Cell / officer	No. of persons in the team and their activity record including updating on DGS website. Ability to show the placement records on web site. Contact made with various companies and correspondence with them for placement, taking feedback from companies where past cadets joined ,etc (Ref. 1.20 of DGC order 2 of 2007)	✓	✓					100*
1.2	Sea-berth tie-up with Shipping companies in the current batch. Comparison of placement of previous batch by the same sponsors	MOU with shipping companies. Letters of sponsorship from companies mentioning the trainees names. R.O.'s to observe letters over last three batches.	✓	✓					200
1.3	Campus selection from shipping companies in the immediate past batch	100% = 200 pts ≥ 50% = 100 pts ≥ 90% = 180 pts ≥ 40% = 80 pts ≥ 80% = 160 pts ≥ 30% = 60 pts ≥ 70% = 140 pts ≥ 20% = 40 pts ≥ 60% = 120 pts ≥ 10% = 20 pts	✓	✓					200
2	Placement Record	Ref DGS letter No. TR/POL/8(9)/2010 dated 10.04.2013, including the GP rating and CCMC courses							4500 (Max)
2.1	Alumni Association website and interaction with past students and activity building	Active contact with alumni. Contribution and patronizing by alumni (Ref. 1.20 of DGS order 2 of 2007)	✓	✓					100*
2.2	Tracking of trainees for full training period including on board training (record of complete data of passed out trainees for last 5 years until completion of their SSTP)	100% = 400 pts ≥ 50% = 150 pts ≥ 90% = 360 pts ≥ 40% = 100 pts ≥ 80% = 320 pts ≥ 30% = 80 pts ≥ 70% = 280 pts ≥ 20% = 40 pts ≥ 60% = 200 pts□	✓	✓					400

V. PLACEMENT RECORDS: (Max Credit points: 5000)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
2.3	% of passed out trainees who are successfully placed for onboard training within 12 months of passing the final exam (last two batches prior 12 months)	100% = 4000 pts ≥ 50% = 900 pts ≥ 90% = 3600 pts ≥ 40% = 750 pts ≥ 80% = 3200 pts ≥ 30% = 600 pts ≥ 70% = 2800 pts ≥ 20% = 300 pts ≥ 60% = 1200 pts ≥ 10% = 100 pts < 10% = nil pts	✓	✓					4000
2.4	% of passed out trainees who are successfully placed for onboard training between 12 to 24 months from the same two 2 batches considered in 2.3, excluding the numbers already placed in 2.3	100% = 1000 pts ≥ 50% = 400 pts ≥ 90% = 900 pts ≥ 40% = 300 pts ≥ 80% = 800 pts ≥ 30% = 200 pts ≥ 70% = 700 pts ≥ 20% = 100 pts ≥ 60% = 500 pts < 20% = nil pts	✓	✓					(1000)
	Total Credit Points								
	Total Percentage Credits								
	Individual Grade								

Note Item 2.3 and 2.4

- 1 It is expected that all trainees must be placed onboard for their onboard training within 12 months of their passing the final (exit) exam of the course.
- 2 If all trainees are placed onboard within 12 months of their passing the course, only 2.3 shall apply and a max of 4000 points shall be accorded (Item 2.4 shall not apply in such cases).
- 3 Item 2.4 shall only apply when some percentage of trainees could not be placed onboard within 12 months of their passing out and were instead placed between 12-24 months of their passing the final exam. This percentage of candidate placed between 12-24 months of passing shall be scored as per 2.4.
- 4 Example : There were 100 trainees who passed final exam on 10 August 2014. 70 trainees were placed onboard between 10 August 2014 and 10 August 2015 (Score = 2800 as per 2.3). 20 trainees were placed onboard between 11 August 2015 and 10 August 2016 (Score = 100 as per 2.4). 10 trainees were placed onboard after 11 August 2016 or not placed at all (score = Zero)
- 5 Placement Record data to be available to R.Os. Institute can take printout of their students from COC / CDC checker. R.O.'s to randomly check placement record by accessing COC / CDC checker on DGS website.

V. PLACEMENT RECORDS: (Max Credit points: 5000)							
1	2	3	4		5	6	7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points Claimed	RO's Remarks & assigned Credit Points	Max Credit Points
			Officer	Rating			

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points			Max Credit Points
			Officer	Rating					
1	Quality Management System								50 (Max)
1.1	Valid Quality Certification as per ISO or equivalent standard in addition to CIP.	Ref 1.17 of DGS Order 2 of 2007	✓	✓					10
1.2	Overall maintenance of Quality System		✓	✓					5
1.3	Management Review & Follow-up		✓	✓					5
1.4	Internal audits & Corrective Actions	Thorough and effective internal audits done by qualified internal auditor and corrective actions monitored for its effectiveness.	✓	✓					10
1.5	Non-conformity records & Corrective Action	This should include both a running defect list and a process Non-Conformity list.	✓	✓					10
1.6	Customer Feed-back & Follow-up		✓	✓					10
2	Feed Back Analysis								200 (Max)
2.1	Student Feed-back on faculty	1. Excellent, Very good- 5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%	✓	✓					50
2.2	Student feed-back on learning environment and teaching facility infrastructure	1. Excelllent, Very good-5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%	✓	✓					50
2.3	Student feedback on accomodations, catering, campus facility	1. Excelllent, Very good-5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%	✓	✓					50
2.4	Recruiter's feedback on ex-Trainees. (For last two academic year, feed back should be received on 50% of the students placed on board)	1. Excelllent, Very good-3 Pts for every 10% 2. Good, Satisfactory- 2 Pts for every 10% 3. Poor/ Unsatisfactory-(-3) Pts for every 10%	✓	✓					30
2.5	SSTP monitoring of trainees on board training and training records (book), where applicable.	For DNS course only	✓						20
3	Documentation								100 (max)
3.1	Maintenance of Daily Log	Ref. Para 4.14 of DGS Order 2 of 2007	✓	✓					10*
3.2	Maintenance of Records of Certificates issued	Traceability, authenticity confirmation etc.	✓	✓					10

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
3.3	Attendance Registers of students / Faculty	Swipe card, biometric system of attendance.	✓	✓					10
3.4	Examination Records	Retention of answer sheets, Internal assessment records etc., as per the procedures.	✓	✓					10
3.5	Master Time table & Lecture hours of faculty		✓	✓					10
3.6	Records of Fees Collected. Transparency in fees collections	Ref para 4.20 of DGS order 2 of 2007	✓	✓					10
3.7	Regular payment of fee share to the Government	Ref para 4.23 of DGS Order 2 of 2007	✓	✓					5
3.8	Promptness of intimation admission details to DGS / INDOS / Shipping Master	Ref Para. 4.15.1 of DGs Order 2 of 2007	✓	✓					5
3.9	Promptness of information uploaded on E-Samundra	Ref Para. 4.15.2 of DGs Order 2 of 2007	✓	✓					5
3.10	Periodical returns to DGS	Ref Para 1.18 of DGS Order 2 of 2007	✓	✓					5
3.11	Trainee/Student's File	Individual trainee file containing personal details of the trainee, his progress report in the MTI	✓	✓					5
3.12	DGS Orders/ Circulars /Instructions	Whether implemented through internal circulars / instruction on the curricular / co- curricular activities	✓	✓					5
3.13	Overall record keeping & Traceability of documents		✓	✓					10
4	Management	1. In case of 'YES/NO' choice, 'YES' will award the equivalent Base point mentioned in column '7'. 2. In case of general queries, where only Max Base point indicated in column '7', the credit points may be assigned in proportion to the extent of compliance, in that scale to the max indicated point. (Eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the grading).							90 (Max)

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.	✓	✓					5
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc.	✓	✓					5
4.3	Track record of Institute	No. of years in maritime training, number of batches, geographical spread etc.	✓	✓					15
4.4	Financial performance & sustainability	Income composition, Profitability, surplus cash generated & its utilisation etc.	✓	✓					10
4.5	Employee welfare measures	Whether all employees permanent or on contract basis, PF, Gratuity, Medical, Insurance etc.	✓	✓					15
4.6	Corporate Social Responsibility (CSR) Activities	Other than the activities directly related with the development of the institute.	✓	✓					10
4.7	Training Institute promoted by any Shipping companies	Promoted / Managed by ship owning / ship management company	✓	✓		YES/NO			20
4.8	Training Institute promoted / associated with any shipyard. (only for engineering courses)		✓			YES/NO			10
5	Process Quality								30 (Max)
5.1	Strategic alliances with other training colleges (national & international)		✓	✓					10
5.2	Association with international bodies or other accreditation organizations.		✓	✓					15
5.3	Institute affiliated with any Central / State University		✓			YES/NO			5
6	Participation in improvement of M.E.T.								30 (Max)

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)									
1	2	3	4		5		6		7
Sr. No	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
			Officer	Rating					
6.1	Participation as Member of training committee(s) of DGS/IMU/Interaction with DGS on Notices kept for comments on website.		✓	✓					10
6.2	Institute faculty Participation in MMD Oral Examinations as External Faculty from institutes within 150 km distance from MMDs.		✓						20
Total Points									
Total Percentage Credits									
Individual Grade									

VII. TOTAL CREDIT POINTS & GRADATION OF EACH COURSE						
1	2	3		4	5	6
	Details of Category	Max Credit Points		Course :		
				Accrued Credit Points	Percentage Credit Points	GRADE
		Base	%			
I	Infrastructure Facility Maintenance & Ambience	1500	15			
II	Student Intake Quality	500	5			
III	Faculty & Human Resource Development	1500	15			
IV	Student Development Programmes (Personality & Academics)	1000	10			
V	Placement Records	5000	50			
VI	Overall Performance & Management	500	5			
	Total	10000	100			

- Each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas separately.
- The Total of 6 sections are grouped into:
 - Infrastructure and Management (Section I, II, VI) - total 2500 points
 - Quality of Education and Training (Section III, IV) - total 2500 points
 - Placement for Shipboard Training (Section V) - total 5000 points
- Heads (column 2) which are not applicable to the course consideration shall be marked "NA" and Max Credit Points (column 7) to be reduced by the mentioned points from the total.
- Certificate issued by R. O. shall give Grade and Percentage score for each of the Groups A, B, C. This grading and percentage score shall be given separately for each course conducted with a final Overall grading and total score.
- DGS website shall also show the grade (and percentage score) for each of the Groups A, B, C and for each course separately.

VIII. ACCRUED CREDIT POINTS PER COURSE & OVERALL GRADATION												
GENERAL PARTICULARS	MAX. CREDIT POINT	MAX CREDIT %	ACCRUED CREDIT POINT					PERCENTAGE CREDIT				
COURSES			A	B	C	D	E	A	B	C	D	E
GROUP A Infrastructure and Management (Section I, II, VI)	2500	25%										
1. Infrastructure Facility Maintenance and Ambience	1500	15%										
2. Student Intake Quality	500	5%										
3. Overall Performance and Management	500	5%										
TOTAL	2500											
GROUP B Quality of Education and Training (Section III, IV)	2500	25%										
4. Faculty and Human Resource Development	1500	15%										
5. Student Development Programmes (Personality and Academics)	1000	10%										
TOTAL	2500											
GROUP C Placement for Shipboard Training (Section V)	5000	50%										
6. Placement Records	5000	50%										
GRAND TOTAL	10000											
GRADE												
INSTITUTE'S TOTAL OVERALL GRADING			Total Accrued Credit points XXXXX out of YYYYYY = % Grade =									

Note: Pre-sea Courses

A. 3 years B. Sc Nautical Science / 4 yrs. B.S. Nautical Technology Course.

B. 1 Year Diploma in Nautical Science (DNS) leading to 3 years B.Sc. Nautical Science degree Course

C. 4 Years Marine Engineering Degree Course (BE Marine)

D. 1 Year Marine Engineering Course for Graduates (GME)

E. 2 Years Marine Engineering Course for Diploma holders (DME)

F. 3 Years Alternate Training Scheme Course (ATS)

G. 4 Months Electro-Technical Officer (ETO) course

H. 6 Months General Purpose Ratings Course (GP Rating)

I. 6 Months Certificate Course in Maritime Catering (CCMC)

1. Accrued Credit Points and Percentage Credit for each course taken from section VII
2. Institutes overall gradation shall be based on the average of total Accrued Credit Points of all courses

GENERAL PARTICULARS (To be filled in by the Institute) :

1	Name of the Institute	
2	Address	
3	Pin	
4	Land Ph. No / Contact Mobile No	
5	Fax No	
6	E-Mail details	
7	Web Site	
8	PAN No	
9	Primary Bank details (Bank/Branch/IFSC No)	
10	Name of Head of Institute / Designation / Tel no / E mail	
11	Promoted by	
12	Name of the non profit making registered public trust/section 25 company	
13	Category of Promoter (shipping companies/ ship & maritime related management companies/ Government building companies/private institute)	
14	INDOS No.	
15	Detail of Pre-sea courses conducted	
16	DGS approval No & date /validity up to (against each discipline)	
16 (a)	DGS Approved intake strength against each discipline & Institute Compliance	
17	Affiliating university (As applicable), Address & Ref No of Affiliation/ validity up to	
17 (a)	University approved intake strength against each discipline (as applicable)	
18	Any other affiliating Body & Address & Ref No of Affiliation (As applicable) / validity up to	
19	A.I.C.T.E. approval Ref. No. and its validity (As applicable)	
20	ISO Certification (Approving Body / Approval No & validity)	
21	Gradation as per approved IACS member (R.O.) last Inspection (also Ref No & date)	
22	Name of Authorised signatory	
23	Designation & contact details of Authorised signatory (Designation/ Ph. No/Mobile/Fax No/E-mail	
24	Detail of Existing maritime courses run by the Institute	

25	Ref. No & Date of Last DGS approval for the discipline		
26	Date of Last DGS Inspection/ Grading Inspection		
27	No of Observations /N.Cs as per last DGS/IACS Inspection /Grading Inspection		
28	Action taken on above Inspection observations & N.C.s as per (28)		
29	Any correcting action pending under condition (28)		
30	Any Other Significant changes to infrastructure/ work done/implemented /Infrastructure Installed to improve standard of training in the discipline since last inspection. (If yes, necessary documents may be attached)		
31	Institute being member of any globally recognised association – if yes then details		
32	Submission of Audited Balance Sheet of the Institute/ organisation highlighting Marine Training financial details & duly assessed by a Chartered Accountant.		
33	Capital Structure : (Applicable to Institute/Organisation, where there is Debt on the balance sheet)	Current liquidity Ratio (Asset/ liability) or Debt / Equity Ratio (As applicable)	
		Debt Service Coverage Ratio (Net profit/Debt Interest)	
34	Sustainability of operations & Resources (As per last audited year)	Income compositions	
		Profitability	
		Use of surplus cash generated in Marine Training	

GENERAL PARTICULARS (To be filled in by the Institute) :

1	Name of the Institute	
2	Address	
3	Pin	
4	Land Ph. No / Contact Mobile No	
5	Fax No	
6	E-Mail details	
7	Web Site	
8	PAN No	
9	Primary Bank details (Bank/Branch/IFSC No)	
10	Name of Head of Institute / Designation / Tel no / E mail	
11	Promoted by	
12	Name of the non profit making registered public trust/section 25 company	
13	Category of Promoter (shipping companies/ ship & maritime related management companies/ Government building companies/private institute)	
14	INDOS No.	
15	Detail of Pre-sea courses conducted	
16	DGS approval No & date /validity up to (against each discipline)	
16 (a)	DGS Approved intake strength against each discipline & Institute Compliance	
17	Affiliating university (As applicable), Address & Ref No of Affiliation/ validity up to	
17 (a)	University approved intake strength against each discipline (as applicable)	
18	Any other affiliating Body & Address & Ref No of Affiliation (As applicable) / validity up to	
19	A.I.C.T.E. approval Ref. No. and its validity (As applicable)	
20	ISO Certification (Approving Body / Approval No & validity)	
21	Graduation as per approved IACS member (R.O.) last Inspection (also Ref No & date)	
22	Name of Authorised signatory	
23	Designation & contact details of Authorised signatory (Designation/ Ph. No/Mobile/Fax No/E-mail	
24	Detail of Existing maritime courses run by the Institute	

25	Ref. No & Date of Last DGS approval for the discipline	
26	Date of Last DGS Inspection/ Grading Inspection	
27	No of Observations /N.C.s as per last DGS/IACS Inspection /Grading Inspection	
28	Action taken on above Inspection observations & N.C.s as per (28)	
29	Any correcting action pending under condition (28)	
30	Any Other Significant changes to infrastructure/ work done/implemented /Infrastructure Installed to improve standard of training in the discipline since last inspection. (If yes, necessary documents may be attached)	
31	Institute being member of any globally recognised association – if yes then details	
32	Submission of Audited Balance Sheet of the Institute/ organisation highlighting Marine Training financial details & duly assessed by a Chartered Accountant.	
33	Capital Structure : (Applicable to Institute/Organisation, where there is Debt on the balance sheet)	Current liquidity Ratio (Asset/ liability) or Debt / Equity Ratio (As applicable)
		Debt Service Coverage Ratio (Net profit/Debt Interest)
34	Sustainability of operations & Resources (As per last audited year)	Income compositions
		Profitability
		Use of surplus cash generated in Marine Training

**LIST OF RECOGNISED ORGANISATIONS AUTHORISED FOR THE PURPOSE OF
COMPREHENSIVE INSPECTION PROGRAMME (CIP)**

Sr.No.	Name of the RO	Address for Communication
1	Indian Register of Shipping (IRS)	52-A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai -400 072 Tele: 022-30519400 Contact Person: Shri A K Bala a.bala@irclass.org (M): 09920241755
2	DNV GL	Germanisher Lloyd SE, 308, Trade Centre, Bandra Kurla Complex, Off CST Road, Mumbai – 400 051 Contact Person: Shri Piyush Raj piyush.raj@dnvgl.com (M): 91- 9167638333
3	Korean Register of Shipping (KRS)	B-205, Citi Point, Andheri Kurla Road, J.P. Nagar, Andheri East, Mumbai -400 059 Contact Person: Mr. Jung Joongsuk mumbai@krs.co.kr
4	Nippon Kaniiji Kyokai (NKK)	706-710, "B" Wing, Shree Nand Dham, Sector-11, Plot No.59, CBD Belapur, Navi Mumbai-400 614. Contact Person: Shri A V Pradhan/ Shri Ajay Kumar by@classnk.or.jp , kajay@classnk.or.jp (M): 09867318193

Annexure II

5	RINA India Private Limited	B 607/608, Everest Chambers, Marol Naka, Andheri-Kurla Road, Andheri East, Mumbai-400 059. Contact Person: Shri Devdas mumbai.office@rina.org , dav@rina.org Tele: 022-61113344 (M): 09619868301
6	Lloyd Register Asia (LRA)	63-64, Kalpataru Square, 6 th Floor, Kondivita Lane, Off Andheri- Kurla Road, Andheri East, Mumbai – 400 059 Contact Person- Shri Ratan Kumar / Shri Shobit Kapoor ratan.kumar@lr.org , mumbai-port@lr.org (M): 09819972858
7	Bureau Veritas (BV)	111, Meadows, 1 st Flr., Sahar Plaza Complex, Andheri-Kurla Road, Next to Kohinoor Continental Hotel, J.B. Nagar, Andheri (E), Mumbai-400 059. Contact person: Shri Vinay Mada/ Shri Shailendra Nath Shailendra.nath@in.bureauveritas.com