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No.TR/Pol/8(5)/2015

1.11.16

To


1. All Maritime Training Institutes.
2. The Principal Officer, MMD, Mumbai, Chennai, Kolkata, Kandla, Kochi
3. NA/CS
4. All shipping companies
5. INSA, MASSA, FOSMA
6. Shipping Master, Mumbai, Chennai, Kolkata.

Sub: Guidelines and Procedure for approval for the conduct of DG Shipping approved modular, simulator and post sea competency courses for training of seafarers in India.

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Attention is invited to this office Training Circular No.5 of 2007 wherein a ban was imposed on approvals of post-sea and modular courses since August, 2007. The issue has been re-visited by this office and the competent authority has decided to lift the ban for the approvals of Modular, Simulator and Post Sea Competency courses from the date of issue of this circular. The DGS Order No.05 of 2016 regarding guidelines and procedures for conduct of modular, simulator and post sea competency courses are enclosed herewith.

Yours faithfully,

  
(Sanjay Anchalwar)

Dy. Director General of Shipping (Training)

Encl: As above.

Copy to: The Secretary to the Govt. of India, Ministry of Shipping, Transport Bhavan, 1 Parliament Street, New Delhi 110 001. (K/A. Shri K. Touthang, Director)



**DGS ORDER NO. 05 OF 2016**

**GUIDELINES AND PROCEDURES**

**TO OBTAIN APPROVAL FROM  
DIRECTOR-GENERAL OF SHIPPING, GOVT OF INDIA,**

**FOR THE CONDUCT OF APPROVED  
MODULAR, SIMULATOR AND  
POST-SEA COMPETENCY COURSES**

**FOR**

**TRAINING OF SEAFARERS IN INDIA**

*Signature*  
01/11/16



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## Part 1

### Administration and approval

#### 1.1 Importance of maritime training:

Ships are only as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. It is essential that ship operations are carried out with maximum efficiency, while at the same time ensuring safety of life and the marine environment, and preventing loss. The era of specialization is evident from the different specialised types and sizes of ships sailing the sea today, as well as the diversity of commodities being carried, not to mention the various trading areas and routes. In this era of advanced technologies and changed international and management practices, the seafarers' competency requirements, are being focussed more narrowly now than ever, posing a challenge to the regulator and regulated, both. To meet the present challenges, the International Maritime Organisation (IMO) has revised its Standards of Training, Certification and Watch keeping Code in 2010, and the Indian Administrator, being member state, has adopted the revised instrument in 2014, well before the due date.

##### 1.1.1 Objectives:

The objective of these GUIDELINES is to establish common minimum standards for all maritime training institutes approved by the Director-General of Shipping, Govt. of India, the Maritime Administrator (hereafter DGS) conducting approved training courses, **viz., modular , simulator and post-sea competency courses**, and does not include pre-sea training courses.

These guidelines have been framed to give full and complete effect of implementation to the amended provisions of International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 as adopted by Conference of Parties to STCW Convention in Manila on 25<sup>th</sup> June, 2010 and the M.S. (STCW) Rules, 2014 under the provisions of the Merchant Shipping Act, 1958.



All maritime training institutes that conduct, or intend to conduct the **approved training courses other than the pre-sea training courses, viz., modular, simulator and post-sea competency courses** for training of seafarers, should aim at excellence and shall abide by these guidelines as set forth herein.

Where considered necessary, additional norms will be issued by the Director-General of Shipping, Govt. of India, the Maritime Administrator. The DGS reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary.

These guidelines are required to be read with the Merchant Shipping (Standards of Training, Certification and Watch keeping) Rules, 2014, the Training, Assessment and Examination Programme -Part A (TEAP-A) and the existing Circulars, M S Notices or other orders, issued by DGS from time to time.

## **1.2 Entry into force:**

All new training Institutes applying for modular, simulator and post-sea competency courses are required to follow these guidelines with effect from the date laid down hereinafter at the end of these guidelines.

The existing approved training Institutes are required to comply with these guidelines within six months from the date of issue of guidelines.

## **1.3 Entities eligible for approval:**

### **1.3.1 Approval to Institute:**

Approval of DGS has to be sought by any training Institute, prior to running any DGS approved maritime course.

All existing training Institutes approved for conducting any DGS approved post sea course as on date when these guidelines come into effect shall be deemed to have been approved by DGS.





### 1.3.2 Form of Institute:

Only such institutes as promoted owned managed by Central and State Govt., or by registered non-profit public trust or Society, or a company registered under section 8 of Indian Companies Act 2013, with management support of shipping professionals, can apply for approval for setting up of maritime training institute for conduct of modular, simulator and post sea competency courses.

### 1.4 Procedure for approval to the Institute:

#### 1.4.1 Application for in-principle approval of the Institute:

The proposed Institute shall apply to DGS for in-principle approval of the Institute in proforma enclosed in **Annexure 1**. The application should contain details such as:

- (a) Name of the Maritime Training Institute
- (b) The form of organisation which proposes to run the courses, i.e., registered public Trust or Society or Section 8 Company, having education as one of the objectives. Copy of Trust deed or Certificate of incorporation or certification of registration is required to be submitted.
- (c) Names of Trustees/Managing Committee members/Directors of the registered Section 8 Company along with their CV.
- (d) Names of members in the Management committee who are shipping professionals.
- (e) Resolution passed by such registered public Trust/Society/Section 8 company mentioning that they want to run/start the training Institute indicating the name of such Institute. Attested resolution shall have to be attached.
- (f) The audited accounts for the non-profit organisation for the last 3 preceding years shall be submitted, and if the institute is newly founded, the financial standing needs to be established, while applying for approval.
- (g) Intended location of the institute.
- (h) Business Plan and project feasibility report (PFR) of institute certified by a scheduled bank or a chartered accountant.



- (i) Tentative list of courses that the Institute proposes to conduct.
- (j) CV of Principal of the Institute
- (k) Proposed Layout of the premises showing basic infrastructure i.e., campus, office, library, classrooms, workshop, labs, simulator room, etc.
- (l) Number and qualifications of faculty members intended to be appointed.
- (m) Detailed report why the application should be accepted under these guidelines, including the background of the Trust/ Society/ Company, objectives and scope of proposed institute, its quality and human resource development policy with regard to faculty recruitment.

#### 1.4.2 Fees:

The Institute shall pay the **non-refundable processing fee** of Rs. 100,000/- along with application for in-principle approval to set up the Institute.

#### 1.4.3 Funds for capital:

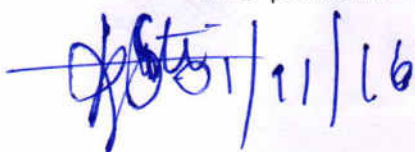
Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in detail in the Business Plan and PFR. Proof of availability of finances should be included.

#### 1.4.4 Name of Institute:

No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest patronage or approval/ recognition of the Govt. of India or the Govt. of the State. Please see in this regard Sec.3, and clause 7 of the Schedule in the Emblems and Names (Prevention of Improper use) Act, 1950. DGS hereby lays down that words such as Indian, National or Bharat etc., shall not be allowed in the name of any training Institute. Any change in the name of the Institute is required to be submitted to DGS in advance, and approval obtained before using the new name.

#### 1.4.5 Authorized signatories:

The Institute shall forward the names and specimen signatures of two persons who are respectively the authorized representative

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and alternate representative to deal with DGS. No person other than these two persons will be entertained by DGS or the Mercantile Marine Department (MMD) for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by DGS or Mercantile Marine Department. If there is a change in authorised signatories it should be notified to DGS by a resolution signed by all Trustees of the registered Trust or authorized Management Council member of the Society or directors of registered section 8 company as per the documents submitted to, and/or available with, DGS and MMD. Any change should be notified to DGS well in advance and with indication of the date from which the change will be effective.

#### 1.4.6 Grant of in-principle approval:

1.4.6.1 On scrutiny of the proposal and on successful compliance with the general requirements necessary for running maritime training courses, DGS may grant in-principle approval for the new Institute, depending on the prevailing policies related to approval of new institutes, which may change from time to time.

1.4.6.2 For Existing Institutes: Institutes, if they so desire, may apply to DGS in the proforma prescribed in **Annexure II**, for grant of in-principle approval for capacity enhancement or starting of new courses. DGS may grant in-principle approval to the proposal(s) from the existing Institute, provided that the institute satisfies the functional and eligibility requirements of modular, simulator or post sea competency courses.

#### 1.4.7 Validity of in-principle approval:

If an Institute which has been granted in-principle approval does not apply for course approval and inspection as per Annexure III within a period of two years, the in-principle approval granted by DGS shall lapse automatically. Fresh application with the processing fees will have to be submitted for renewal of in-principle approval.

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#### 1.4.8 Requirements for Approval:

Institute is required to have its own premises. In case the Institute does not have its own premises, a necessary registered lease deed / leave and license for minimum 3 years period with enabling provisions for renewal of lease/ leave and license for a further of 3 years, must be produced. Institute shall provide details of premises, infrastructure, and equipments etc. as given in Part 2, titled "Infrastructure", at the time of seeking approval for courses.

#### 1.5 Approval of Institute, new courses, enhancement of existing capacity:


On obtaining in-principle approval for new Institute, the institute may apply for DGS approved modular, simulator or post sea competency courses, , ***subject to the prevailing policies and guidelines for approval of specific courses***, which are published on DGS website. Such application shall be submitted in proforma enclosed in **Annexure III for each course separately, along with documentary evidences where required.** One set of this application will need to be submitted to the jurisdictional MMD, on receipt of inspection order from DGS. Existing institutes may apply for new courses and/or enhancement of capacity/frequency of approved courses in the same manner, with the processing fee. Incomplete application forms shall be rejected, if the deficiencies are not rectified within a period of 15 dates from the date of intimation.

##### 1.5.1 Inspection of facilities:

The institute shall inform the DGS its readiness for inspection for courses.

##### 1.5.2 Approval to the Institute for conduct of DG approved courses:

- 1.5.2.1 On an order by DGS, the Jurisdictional MMD or authorised persons shall carry out the inspection of the premises, infrastructure, faculty, and course material etc., and send a preliminary report along with observations/deficiencies to the DGS, with a copy to

  
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the training institute. The MMD shall clearly point out the nature of deficiencies (major/minor) in its report. All deficiencies will have to be rectified by the Institute within the time period provided. The rectification of Major deficiencies will be verified by the MMD concerned or by persons appointed for this purpose. The Principal Officer, MMD shall submit its recommendation in the final report to the DGS. On receipt of this report from the MMD, the DGS will scrutinize the report.

- 1.5.2.2 On being satisfied that all requirements have been met, approval will be granted by DGS. Approval granted by DGS should be displayed at all times in a prominent place in the Institute, and accessible to the public.
- 1.5.2.3 Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect.

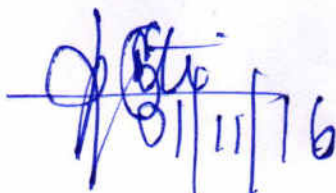
#### **1.6 Validity of approval:**

All approvals will be provisional, and may be withdrawn, suspended or cancelled by the DGS provided that no such approval shall be withdrawn or cancelled without giving an opportunity to the institute of being heard.

#### **1.7 Non DGS courses conducted at the Institute:**

Institutes conducting non- DGS approved courses shall ensure that the DGS approved course shall not be compromised due to the conduct of any other non-DGS approved courses in the same premises. The following may be noted for compliance all approved training institutes:

- 1.7.1 The Directorate shall not be deemed to be a party to any malpractice or misconduct committed by the institute with respect to the non- DGS approved courses.
- 1.7.2 Institutes conducting non-DGS approved courses shall notify the DGS and submit an undertaking in the proforma enclosed as **Annexure IV**, giving the list of such courses being conducted in the same premises, and their approving authority, if any.



1.7.3 Institute shall, on an annual basis, submit the said updated information as per **Annexure IV** along with the annual return, format of which is given in Annexure V.

1.7.4 The infrastructure such as Class room , Labs, Simulators, Workshops, etc. are not to be shared with non DGS approved course.

1.7.5 In any case, no course similar in name to a DGS-approved course should be conducted by the Institute. A clause must be added. In the prospectus and/or brochures and/or advertisements of the concerned non-DG approved courses mentioning that "This course is not approved by Director-General of Shipping, Mumbai".

**1.8 Quality standards:**

Every Institute shall have an established quality system of the applicable ISO standard, or approved equivalent, within six months of the commencement of its first DGS-approved course and any new DGS-approved course thereafter.

**1.9 Records to be maintained by the Institute:**

The Institute shall maintain separate records for each course for which it is approved.

**1.10 Code of conduct for advertisements and websites:**

The Institute must give full disclosure in the advertisements for courses conducted in print or electronic media and its website, giving correct information. It should include, inter-alia, the following:

1.10.1 Eligibility criteria as per DGS guidelines

1.10.2 Names of courses

1.10.3 Course duration

1.10.4 Fees structure

1.10.5 Number of seats sanctioned.

1.10.6 Date of commencement of course

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Copies of all advertisements published or issued must be kept in the Institutes for record and for inspection as the need arises.

**1.11 Periodical returns:**

- 1.11.1 Institute shall submit electronic data in e-samudra / on the DGS website of the candidates admitted for various modular / simulator courses **before the commencement of the course**. For competency courses, such data may be uploaded within one week of commencement of courses.
- 1.11.2 The Institute shall submit on e-samudra the certificate details of candidates **within 7 working days** of completion of the course.
- 1.11.3 Institute shall submit such periodical returns to DGS, as prescribed from time to time, in the format of MS Excel or any other format as advised, as made available in the DGS website 'www.dgshipping.gov.in'. The Annual returns should be forwarded in the prescribed format (Annexure V), in soft copy through e-mail, prior to 30<sup>th</sup> May of each year. It shall contain the following details:
  - a. Monthly details on the courses conducted in the Institute.
  - b. List of candidates who attended the courses, and
  - c. List of permanent and visiting faculty members in faculty returns as per DGS Order 5 of 2013.

**1.12 Inspection of institute:**

Institute shall undergo periodical inspections by approved authority, or approved agency, either on orders of the DGS, or as per schedule of inspection as decided by DGS.


- 1.12.1 Institutes approved for conduct of competency courses shall undergo Annual inspections as part of Comprehensive Inspection Programme (CIP) as required by DGS Order 25 of 2014, or such prevailing order, which contains the Guidelines and Checklist for such inspection, as amended.
- 1.12.2 Institute shall undergo inspection by the jurisdictional MMD at the time of initial approval of institute, course approvals and enhancement of capacity of the courses, as may be required, on the orders of DGS.

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1.12.3 Institute shall undergo unscheduled or surprise inspections, by an approved authority, as may be ordered by the DGS.

1.13 **Grievance redressal mechanism:**

The institute must have in place a grievance redressal mechanism which should be published and displayed in the institute premises at a prominent place. The institute must also have laid out processes in consonance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, with respect to redressal of complaints relating to sexual harassment at workplace.

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## Part 2

### Infrastructure

#### 2.1 Location of Institute:

The institute should be easily accessible and well connected by road and rail, to avoid inconvenience to the trainees, the faculty and staff. Institute is required to have its own premises. In case the Institute does not have its own premises, necessary registered lease deed/ leave and license agreement for minimum 3 years period with enabling provisions for renewal of lease for a further period of 3 years, must be produced. Institute shall provide details of premises, infrastructure, and equipments etc. as given in this part, at the time of seeking approval for courses.

#### 2.2 Address for correspondence:

All correspondence with the Institute will be made only on the address where the Institute is physically located. Institute shall provide a valid email address for correspondence with DGS through email. Institute shall have an updated website and provide its recent and valid contact details for information of all concerned.

#### 2.3 Shifting of Premises:

The request for shifting of premises in the same city/district will be considered after receipt of processing fee of Rs. 50,000 only. The change of location of the Institute from one city/district to another will however be considered only as a fresh proposal, and the entire procedure for approval will have to be followed de-novo by the Institute. In such a case, the Institute will be re-inspected by the jurisdictional MMD after scrutiny of the application by the DGS, prior to issue of the approval to conduct courses at new premises. The Institute can conduct the courses at the new premises only after receiving the approval for the new premises from DGS.

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Once training has commenced in one particular place with the approval of DGS, no request for change of premises will be considered till the completion of at least two years.

DGS may allow extension campus(es) in the same or different location, subject to the prevailing DGS policies and restrictions.

**2.4 Construction quality:**

All buildings of the Institute shall be:

- 2.4.1 Of regular ('pucca') construction. Temporary structures are not permitted.
- 2.4.2 With proper and permanent roofing ;
- 2.4.3 Properly coated/painted,
- 2.4.4 With modern flooring of tile/granite/mosaic or similar material, and be
- 2.4.5 Treated for protection against termites.

**2.5 Drinking Water:**

Cold and Warm drinking water must be provided at appropriate locations in the premise, especially near the classrooms and, shall be fitted with purification facility.

**2.6 Toilet facilities and water supply in the premises:**

Toilet facilities should be available in the ratio of not less than one Toilet for every 40 candidates, present in the premises, 75% of which could be urinals. Continuous running water supply to toilets shall be provided so that candidates are not inconvenienced. Adequate wash basins may be provided in the ratio of one wash basin per 80 candidates. Separate toilet facilities for ladies must be provided. The toilet area must be well-ventilated and well-lit. The accessories in the toilet shall be nickel-plated metal or stainless steel, and not plastic. WCs provided must have proper toilet seat, with flush system.

**2.7 Refreshment facility:**

Refreshment facilities, such as provision of food and beverages, and adequate area for the same shall be provided. The area

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must be well-ventilated, well-lit, and maintained in clean, hygienic condition, free of pests and rodents. The quality of food served therein, shall be strictly monitored by the management.

## **2.8 Classrooms**

### **2.8.1 Ventilation:**

Classrooms shall be air-conditioned, or have good natural ventilation and be provided with adequate lighting and fans.

### **2.8.2 Cooling:**

Where the ambient temperature in the classroom is expected to exceed 30°C, air-conditioning shall be provided.

### **2.8.3 Heating:**

Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.

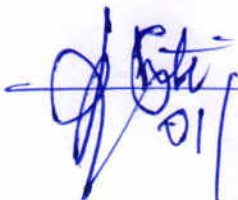
### **2.8.4 Class-room size:**

There shall be provisions for a table and a chair for the faculty in the classroom. Students shall be provided a desk (not exceeding three students for a desk provided adequate space with elbow room is provided for each student) and a chair each. A chair with foldable desk may be accepted for modular courses. Space may be provided for keeping the teaching material in each classroom.

The size of the classroom for candidates shall be as given below:

<b>No. of candidates</b>	<b>Carpet area of room</b>
20	30 sqmt
<del>24</del>	36 sqmt
40	50 sqmt

Existing institute can continue with the present classroom size however if they apply for increase in capacity then they will have to comply with the above guidelines.

  
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For simulator courses, the specific course guidelines should be referred.

2.8.5 Black/white board:

Black/white board with chalk/marker pens of different colours shall be provided in each classroom.

2.8.6 Projector& Screen:

An overhead projector (OHP) shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates. A white screen of matt finish is to be provided, suitably mounted, for use. It is recommended that in lieu of OHP, the institute may provide a computer and projector for PowerPoint presentations in classrooms when required. **Monitor of minimum size in inches (measured diagonally) 60" for 30X, 72" FOR 35X, 80" FOR 40X may be used in lieu of projector. (Where 'X' is the distance in feet of the farthest viewer)**

2.8.7 Notice-board:

A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

2.8.8 Audio-visual equipment:

The Institute shall have adequate audio-visual materials including monitors, video/CD players, appropriate video tapes/CDs, etc.

**2.9 Library-cum-reading room and Computer and internet facilities:**

Every institute shall have a dedicated library-cum-reading room of size not less than 20sq. m. In institutes conducting competency courses, the size of the library shall be not less than 36 m<sup>2</sup>. The library shall be adequately stocked with textbooks, publications, reference book, newspapers and magazines both technical and general. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room.

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At least three work-stations, with internet facility, MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided for use by candidates in the Library Room, or a computer lab/ room. Other internet facilities, such as Wi-Fi may be provided.

**2.10 Main Notice Board:**

A notice board shall be provided in the common area for display of course program/ schedules, CIP Certificate, QMS Certificate, general notices etc.

**2.11 Medical emergencies:**

A first aid kit stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available at short notice and a formal agreement with a hospital/clinic nearby in case of emergencies.

**2.12 Alternate source of electric supply:**

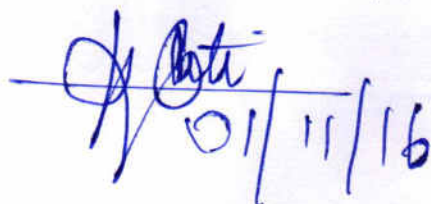
In locations where there are recurring power failure, an alternate source of electrical power shall be provided capable of immediate supply to the following-

- 2.12.1 At least half the number of lights and fans of premises shall have alternate source for power.
- 2.12.2 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board must have alternate source of power.
- 2.12.3 Computers, UPS for computers, simulators and their air-conditioners must have provision for alternate power supply.

**2.13 Faculty room:**

There shall be seating space for faculty members as follows:

- 2.13.1 A carpet area of not less than 4 sqmt per full-time faculty member, with separate chair, table and cupboard.
- 2.13.2 Modular separation is recommended.

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2.13.3 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

2.13.4 A separate room not less than 8 sqmt shall be provided for the Principal/ Head of Institute.

**2.14 Reception / Administrative area:**

Every institute shall have a reception area to cater to admissions for various courses. Adequate space and facilities shall be provided for administrative staff to perform their functions as per these guidelines.

  
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## Part 3

### Faculty

#### 3.1 Faculty Strength:

The number of candidates in a class shall not exceed the capacity for which the course is approved.

3.1.1 A minimum of 50% of all Lectures and Practicals put together shall be delivered by the Full-time Faculty / Instructors of the institute. The balance 50% of the lectures / practical may be taken by Full time faculty members or by a number of visiting faculties. This requirement shall not apply to medical courses, security courses, and up gradation / revalidation courses for COC of Officers, Advanced Shipboard Management Course for Masters, and Engineering Shipboard Management Course for Chief Engineers.

3.1.2 A Full time faculty includes:


3.1.2.1 Faculty appointed on permanent basis / long-term basis; and

3.1.2.2 Faculty on a full time contractual engagement for a period not less than three months, tasked with completing the topics assigned,

Provided that, not more than 20% of the full-time faculty shall belong to the category of full-time faculty as in 3.1.2.2 above.

3.1.3 Visiting faculty means a faculty member engaged on part-time basis.

The institute must comply with the number of faculty and teaching staff for each course conducted as laid down in DGS Order 5 of 2013, and the specific course guidelines, available in the DGS website.



### 3.2 General requirements for Faculty and Instructors:

Instructors, faculty and Principal shall be appropriately qualified in accordance with the provisions of Section A-I/6 of the Standards of, Training Certification and Watch-keeping for seafarers (STCW) Code for the type and level of training and/or assessment performed.

3.2.1 All approved maritime training institutes shall ensure that the qualifications and experience of the Instructors, Faculty and Principal are covered in the application of the quality standard provisions of Section A-I/8 of STCW Code. Such qualification, experience and application of quality standards shall incorporate appropriate instructional techniques and training, and assessment methods and practice, and shall comply with all applicable requirements. Such person shall:

- 3.2.1.1 have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted;
- 3.2.1.2 be qualified in the task for which training is being conducted;
- 3.2.1.3 if conducting training using a simulator:
  - (a) have received appropriate guidance in instructional techniques involving the use of simulator; and
  - (b) have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the Directorate from time to time;
- 3.2.1.4 have appropriate level of knowledge and understanding of the competence to be assessed;
- 3.2.1.5 be qualified in the task for which the assessment is being made;
- 3.2.1.6 have received appropriate guidance in assessment methods and practice;
- 3.2.1.7 have gained practical assessment experience; and

  
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- 3.2.1.8 if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

### **3.3 Fitness of faculty**

Instructors, Faculty members and the Principal shall be medically fit for teaching and should be capable of clear, loud, vocal communication in English, without any speech defect. Besides possessing minimum qualifications / experience, special emphasis needs to be made of the pedagogic abilities of faculty members particularly while being engaged, so that "transfer of knowledge" is effective and worthwhile.

### **3.4 Qualification of Instructors, Faculty and Principal:**

- 3.4.1 For all modular and simulator and post-sea competency courses, the minimum qualification of faculty shall be as stated in the respective Course Guidelines issued by DGS, in the absence of which it shall be Certificate of Competency as Master of a Foreign Going ship or Marine Engineer Officer Class I or as specified below:

- 3.4.1.1 The Officers from the Indian Navy / Coast Guard may be engaged as Full time / Visiting faculty for the Navigational function subjects only, such as Principles of Navigation, Practical Navigation, Terrestrial and Coastal Navigation), Electronic Navigational Aids, Bridge watch keeping, Meteorology, Radar, ARPA, RANSCO Simulators, search & rescue operations, oil pollution response, piracy, ISPS, Port, Ship security and Piracy at high seas, UNCLOS, Enforcement of M S Act provisions, etc.; provided they are fully qualified and experienced as navigators and have undergone Long ND course at Management Level of 1 year duration.

- 3.4.1.2 For STCW Basic Modular courses, the minimum qualification for the faculty is a Certificate of Competency (COC) as Master-Near Coastal Voyage (NCV), or Chief Mate Foreign Going (FG) or Chief

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Engineer NCV (MEO Class III) or Marine Engineer Officer (MEO Class II).

- 3.4.1.3 For all Academic subjects, such as Physics, Chemistry, Mathematics, Electricity, and Electronics, Social Sciences, etc. the minimum qualification shall be a Master's degree in the subject concerned. For general engineering subjects, it will be B. E. / B. Tech. from UGC recognized Universities / AICTE approved institutes, IITs.
- 3.4.1.4 Institutes conducting Preparatory / Competency / Revalidation courses related to Masters and Chief Engineers should give preference to faculty who possess qualifications such as Ph.D. / Extra Master / Extra First Class / M.Sc. in Shipping or Maritime Field.
- 3.4.1.5 The Institutes are encouraged and should endeavour to invite Sailing Officers with required qualifications and sailing / teaching experience to impart training to the students.
- 3.4.1.6 The Principal/ Head, and the Vice Principal if designated, shall, as a minimum, hold a COC as Master FG or Chief Engineer (MEO Class I).

*Explanation: For the purpose of this Part, Certificate of Competency (COC) means a Certificate of Competency issued or recognized by Government of India.*

- 3.4.2 All Instructors and Workshop Instructors are required to have undergone "Training for trainers and Instructors (TOTI)" course within 6 months of their joining the institute. All the full time faculty members including the Principals are required to have undergone "Training for trainers and assessors (TOTA)" course within 6 months of their joining the institute.

### **3.5 Age Limit for Instructors, Faculty and Principal**

- 3.5.1 The age limit for the instructors who are engaged in Practicals / demonstrations / Workshop training / Life-boat or Life raft training / Fire-fighting training / Physical training, etc. shall not exceed 65 years.
- 3.5.2 The maximum age for the Full time faculty members including Principals shall not exceed 70 years.
- 3.5.3 The maximum age for Visiting Faculty shall not exceed 72 years.





- 3.5.4. The institute shall maintain the record of annual medical fitness "for teaching" of every faculty above 65 years of age.

### **3.6 Teaching Hours for Instructors, Faculty and Principal**

- 3.6.1 The Teaching Hours of the Principal shall not exceed 14 hours in a week.
- 3.6.2 The Teaching Hours of the Vice Principal, where designated, shall not exceed 16 hours in a week.
- 3.6.3 The Teaching Hours of the full time faculty shall not exceed 18 hours in a week.
- 3.6.4 The Training Hours of Instructors shall not exceed 24 hours in a week. For simulator based courses the teaching hours shall not exceed 26 hours in a week.
- 3.6.5 The Teaching Hours for the Visiting faculty, shall not exceed 18 hours in a week at all the institutes put together. A written declaration by the Visiting Faculty to the above effect shall be taken by the institute.
- 3.6.6 In case a faculty member serves also as a Principal/ Vice-Principal, the limitations stipulated for the higher portfolio shall apply.

### **3.7 Visiting Faculty, Relaxations and Exemptions**

- 3.7.1 Visiting faculties should have received appropriate guidance in instructional techniques and shall have:
- (a) received appropriate guidance in assessment methods and practice; and
  - (b) gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.
- 3.7.2 All Visiting faculty should undergo TOTA course if their qualification and experience does not support exemption.

  
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- 3.7.3 The Institute should encourage distinguished persons from the industry related to the subjects to deliver lectures as Visiting Faculty
- 3.7.4 Exemption from TOTA is given to Faculty members holding the following qualifications:
- a) B. Ed. / M. Ed. Qualification from UGC approved Universities / M.Sc. in Maritime Education & Training from World Maritime University; or
  - b) Extra Master / Extra First Class Engineers / M. Sc. in Shipping or Maritime field and MBBS Doctors, or
  - c) Visiting Faculty from Specialized fields, such as Legal, Insurance, Management, Medical, Shipyards, Classification Societies, Commercial Shipping, Ship Management and Equipment Manufacturers.
  - d) Sailing officers working as visiting faculty for a period not exceeding 3 months in a calendar year.
- 3.7.5 Revalidation of the Certificate of Competency (CoC) is only required for sea service as per the STCW Convention, and is not required for shore-based jobs. Therefore, it is not necessary for the Principal or the Faculty to revalidate the Certificate of Competency. However, all faculty members shall keep their knowledge up-to-date in the related subjects.
- 3.7.6 The Training Institutes shall ensure periodic up-gradation and training for their faculty members and shall maintain such records for verification.

**3.8 Course-in-charge for each course:**

The institute shall designate a faculty as course in charge for every course.

**3.9 Administrative and support staff:**

There must be sufficient number of administrative and support staff designated, to maintain records and upload such data as required in order to ensure compliance with these guidelines.

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### **3.10 Faculty records:**

Faculty records shall be maintained and date submitted every 6 months (on 31 December and 30 June) as per form given in Annexure VI. Also faculty load matrix to be submitted –Annexure IV along with the Annual Return in the format given in Annexure V.

## **Part 4**

### **Course facilities and fees:**

#### **4.1 Course strength:**

The number of candidates in a batch shall be as per respective course guideline, published on the DGS website from time to time and the approval granted for the course.

#### **4.2 Increase in course capacity:**

Any request for increase in the capacity or additional batch of the course subsequently will be considered afresh, and the Institute will be required to pay the non-refundable processing fee again along with the application. Inspection by the jurisdictional MMD, on the advice and scrutiny of DGS will take place only on such payment being made.

#### **4.3 Admission standards:**

Admissions to courses shall be given to candidates prior to start of the modular and simulator courses. In case it comes to the notice of DGS that Institute has given admission to any candidate after the start of the course, without following course guidelines, this will be treated as misconduct by the Institute and it shall be liable for penal action including withdrawal to the approval of the course.

In the case of competency courses, institutes are allowed to give admissions within a week of commencement of course, provided that the requisite 90 per cent attendance is maintained, without which the candidate shall not be issued with a course completion certificate.

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**4.4 Course content:**

The course content and the distribution of hours for each topic/activity has been be prescribed separately for each course, as Specific Course Guidelines and published on DGS website. These must be strictly adhered to.

**4.5 Detailed teaching syllabus:**

Teaching syllabus has been prescribed for each competency, modular and simulator course, and these shall be adhered to.

**4.6 Text-Books& Study materials:**

Text-books and journals or study materials required for the courses conducted shall be made available to the candidates for reference during the course duration, and shall be available in the library.

**4.7 Course commencement dates:**

In order to maintain uniformity, the date of commencement of post-sea competency courses shall strictly be the dates notified by DGS, or the dates as per annual schedule prepared by the institute. The institute must display the dates of commencement of course in their website or notice board for awareness of candidates.

**4.8 Intimation and information to DGS:**

Institute shall upload the batch details, course-wise in e-samudra module within the time stipulated in para 1.11. Similarly, on completion of the course(s), necessary updation of the batch data shall be made to include the certificate details.

**4.9 Evaluation and monitoring:**

The Institute shall have in place a demonstrable system for mid-term evaluation for continual improvement for the competency

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courses, during the period of training, to ensure that the course objectives are being attained.

#### **4.10 Final Examination:**

4.10.1 Towards the end of each course, there will be a final examination consisting of written (on-line / off-line), oral and practical segments, where applicable.

4.10.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself.

Candidates who fail the examination will need to re-appear and pass the re-examination to obtain the course completion certificate.

4.10.3 The Institute shall retain the answer-scripts and other assessment records for at least twelve months thereafter.

4.10.4 In order to ensure that proper valuation has been done, the approved or authorized agency, such as a Recognised Organisation, or an authorized person from the jurisdictional MMD, or other officer appointed by DGS, may review the assessment records at random. Further the approved or authorized agency may also ask questions to some of the candidates during the surprise/annual inspection to assess the general quality of training imparted.

4.10.5 The approved format of the course completion certificate has been prescribed for each course and available on the DGS website, which must be followed.

#### **4.11 Course Fees:**

During inspections by the authorised agency, or authorised persons, the records of fees charged will be checked and any deviations in term of excess fee charged from the declared fees shall be treated as misconduct by the Institute, attracting penal provisions including withdrawal of approval of the course by the DGS. The fee charged should also be printed in the prospectus and/or brochures, and full disclosure shall be given on the institute website to avoid possible malpractices.



#### **4.12 Method of collection of fees:**

Proper records shall be maintained by the institute at the premise of all fees collected and proper receipts must be given to the candidates. Any deviation by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

#### **4.13 Annual contribution to Government:**

All approved Institutes shall pay to the DGS, the annual fee of 1% of total fees collected by the institutes during the previous Financial year from 1<sup>st</sup> April to 31<sup>st</sup> March, the minimum of which shall not be less than Rs. 10,000. This amount of annual contribution to Government should be remitted to the DGS by 31<sup>st</sup> May after every financial year by DD payable/ e-payment in the name of Director General of Shipping. Details of the contribution shall be submitted as per form given in Annexure VII. A penal interest of 18% shall be levied on the amount due when there is a default by the Institute/workshops. Moreover, if the amount due is not received by 31<sup>st</sup> July of the year, the approval itself may be suspended till such time the payment is made and the Institute will be responsible for all consequences arising thereof.

#### **4.14 Feedback mechanism:**

Every institute shall have a compulsory feedback mechanism, and obtain feedback from the candidates on completion of course, in the prescribed format as enclosed in Annexure VIII.

- 4.14.1 Such feedback forms shall be maintained in paper/ electronic form, and made available to inspecting authority during inspections.
- 4.14.2 The institute must be able to demonstrate to the authorities, its internal mechanisms for improvement of teaching/ facilities based on such feedback received.

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## **Part 5**


### **Inspections and Disciplinary action**

#### **5.1 Automatic lapse of approval:**

Where, after the approval of the DGS, no post-sea competency or modular or simulator course is conducted for a year or more, the DGS approval shall be deemed to have automatically lapsed by default. This is necessary since the faculty would not normally be retained/utilized and the equipment might have deteriorated during this period. The approval may be revived by subsequent inspection on a request received from the Institute, and after payment of processing fees.

#### **5.2 Role of the jurisdictional MMD:**

- 5.2.1 On receipt of Inspection Order from DGS, the jurisdictional MMD shall carry out an inspection of the institutes for verification of infrastructure, faculty etc. as contained in the application for initial approval, or new courses / additional batches, after giving intimation to the institute. The inspection shall be carried out by an official from the jurisdictional MMD along with an approved external inspector.
- 5.2.2 Jurisdictional MMDs may carry out unscheduled (surprise) inspection to verify compliance with these guidelines or other orders / Circulars on the orders of DGS or the Principal Officer, MMD on receipt of complaints or on the basis of information received or as per the schedule provided in the CIP Guidelines.
- 5.2.3 The MMD inspecting team shall verify that the quality standards system is in place and that the Institute is duly certificated and graded by the Recognised Organizations as per CIP Guidelines, where applicable.
- 5.2.4 Observations for further development of Institute to streamline its working may be made. Such observations would be prudent advice and should be heeded to by the Institute.



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- 5.2.5 If the inspecting team of the MMD during the course of inspection finds deviation from these guidelines / Orders / Circulars, it should immediately bring it to the notice of the Institute and seek compliance within a specified period. This shall be conveyed in writing to the Institute. The report of the inspecting team to the Principal Officer, MMD must contain the list of deficiencies duly endorsed by the inspectors/surveyors and at least two senior persons from the Institute, a copy of which shall be sent to DGS for record. The Institute must be given a fair chance to express its point of view and arguments to the inspecting team.
- 5.2.6 The Principal Officer, MMDs shall send a full report of any inspection carried out to the DGS, including a report on closure of deficiencies, and provide specific findings and recommendations.
- 5.2.7 Generally no on-going course shall be terminated or suspended unless there are ample reasons to justify such a withdrawal as in para 5.5.5. In all other circumstances, the findings of the inspection should be immediately reported to the DGS with a clear recommendation stating the proposed course of action.

### 5.3 Deficiencies:

Deficiencies may be of two types: major and minor.

#### 5.3.1 Major deficiencies :

These are major deviations from standard norms as specified by DGS/ IMO Model Course, which in the opinion of the inspecting authority may affect Institute performance /student output quality seriously and adversely. Intentional violation of the instructions of the DGS with a motive to circumvent rules/guidelines, or any unlawful practice shall be classed as a major deficiency.

Major deficiency shall comprise of any item such as:

- 5.3.1.1 enrolment of the number of students in excess of approval,
- 5.3.1.2 inadequacy of the faculty to impart training, or violation of faculty norms,





- 5.3.1.3 irregularities in fees,
- 5.3.1.4 irregularities in teaching hours and
- 5.3.1.5 break-down of general discipline
- 5.3.1.6 instances of fraudulent issue of certificates
- 5.3.1.7 instances of issuance of certificate(s) without conduct of course, or attendance by candidate(s)
- 5.3.1.8 instances of fake certificate(s) issued by faculty/ staff/ institute
- 5.3.1.9 false submission of information to the authorities,
- 5.3.1.10 excessive number of Minor Non conformities, Non conformities not closed within time limit
- 5.3.1.11 serious lapses in the basic minimum prescribed for infrastructure,
- 5.3.1.12 serious non- conformities related with the Quality System,
- 5.3.1.13 any other significant lapse from the guidelines.

In the event of such deficiencies being noted during inspection, they should be reported to the DGS immediately.

#### 5.3.2 Minor deficiencies :

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

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.

#### **5.4 Rectification of deficiencies**

After the deficiency has been noted by any inspecting authority, it is necessary that following procedure be adopted:

- 5.4.1 The deficiencies must be noted down immediately and duly endorsed by the surveyors and the Institute representatives as stated earlier, a copy of the same shall be forwarded to the DGS for information.
- 5.4.2 In case of a major deficiency - a warning is to be given to the institution to rectify immediately or over a specified period of time. Simultaneously a report should be made out to the DGS. Institute should report the rectification of deficiencies, which may be verified by the MMD/ inspecting authority.
- 5.4.3 In case of minor deficiencies –list of deficiencies should be issued to the Institute and they should be given a specified period of time to rectify. Institute should rectify the deficiencies within the specified time and report the same to the MMD/ inspecting authority.
- 5.4.4 In case of observations, they should be conveyed to the Institute.
- 5.4.5 The period of time for rectification of deficiencies must be clearly spelt out to the Institutes. Institute shall remove the deficiencies within the time permitted.

#### **5.5 Withdrawal of approval:**

- 5.5.1 Categories of withdrawal:

Detection of any major deficiencies may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for





the Institute can be ordinary, or immediate. These categories are explained below.

5.5.2 Temporary withdrawal of approval:

Temporary withdrawal means that the batch(es) which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students doing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc., it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not conduct the next course. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of approval by DGS. On compliance with the deficiencies pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and guidelines for the course at the time of restoration of approval.

5.5.3 Permanent withdrawal of approval:

Permanent withdrawal means permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

5.5.4 Ordinary permanent withdrawal of Institute approval:

If however the type of major deficiencies is such that a permanent withdrawal of the approval needs to be imposed on

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the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.

**5.5.5 Immediate permanent withdrawal/cancellation of Institute approval:**

In extra-ordinary cases where the deficiencies are so serious that DGS comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved courses in the Institute without even waiting for the current batches of students to complete the current course, such action may be taken with immediate effect. This shall also be known as cancellation of approval of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, such as faked records or sale of certificates without attendance by candidates, is detected.

**5.6 Procedure for withdrawal:**

Normally a show-cause notice will be issued by the DGS indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal in extra-ordinary cases as explained in Para 5.5.5, it will not be possible to issue the usual show-cause notice with the usual time.

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**5.7 Competent authority for withdrawals:**

All approvals/withdrawals will be issued by the Director General of Shipping, unless specifically delegated to any subordinate authority.

**5.8 Display on DGS website:**

Approvals, withdrawals and cancellations will be displayed on the official Website of the DGS ([www.dgshipping.gov.in](http://www.dgshipping.gov.in)).

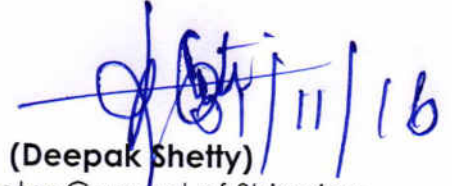
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**Part 6**

**Effective date**

**6. Effective date of implementation of guidelines:**

These guidelines shall come into force with effect from 1<sup>st</sup> November, 2016.

  
(Deepak Shetty)

Director General of Shipping  
&  
Secretary to the Govt. of  
India



दीपक शेटी, भा.रा.से.  
Deepak Shetty, I.R.S.  
नौवहन महानिदेशक  
Director General of Shipping,  
भारत सरकार  
Govt. of India,  
मुंबई  
Mumbai.



## **SCHEDULE I**

### **ELIGIBILITY FOR SEEKING COURSE APPROVALS:**

This section named Schedule I contains the norms to be followed, and the eligibility of institutes to apply for new courses. Institutes are required to consult this Schedule for their eligibility prior to submitting their application forms seeking approval for courses.

2. In supersession of Training Circular No. 1 of 2010 dated 22.04.2010, the following norms and requirements for new approvals / enhancement of existing capacity of Modular Courses and Post-sea Courses shall be followed by all maritime training institutes while seeking approval for various maritime courses, other than pre-sea training courses.

3. For the purpose of this Schedule and in general, the term "Modular, Simulator and Post-sea Competency Courses" shall include all training courses approved by this Directorate other than the pre-sea courses as per enclosure I.

#### **4.1. Post-sea preparatory / competency courses:**

New approvals / enhancement of existing capacity of Post-sea preparatory / competency courses shall be considered provided the institute is conducting the corresponding lower level preparatory / competency course. However, an institute may apply and obtain approval of lower and corresponding higher levels of preparatory / competency courses simultaneously. Provided, however, in each of the above cases, the approval of the higher level courses shall lapse automatically, in case the corresponding lower level courses are not conducted by the institute for a period of 12 months from the date of completion of the previous course, for any reason, provided the courses which have commenced shall be permitted to be completed.

#### **4.2. Basic Safety/ Modular Courses:**

New approval / enhancement of existing capacity of Basic Courses, i.e., Personal Survival Techniques (PST), Personal Safety & Social responsibilities (PSSR), Elementary First Aid (EFA), Fire Prevention and Fire Fighting (FPFF) or Passenger-Ship / Basic Tanker Cargo Operation Courses (PSF/OTF/CTF/GTF) will be considered only if the applicant Institute is

*J. Mahalingam*  
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conducting either pre sea course (s) or post-sea preparatory / competency course(s).

#### **4.3. Advanced Safety Courses:**

4.3.1. New approval /enhancement of existing capacity for Advanced Courses, i.e. Proficiency in Survival Craft & Rescue Boat (PSCRB), Advanced Fire Fighting (AFF), Medical First Aid or Medical Care shall be considered only if the applicant Institute is conducting the respective Basic Course and pre sea course for nautical/engineering officer cadets, or post-sea preparatory / competency course(s).

4.3.2. However, due to specific environmental and water body related constraints, the new approval /enhancement of existing capacity for PSCRB and AFF may be considered without meeting the requirements prescribed in para 4.3.1, on compliance with relevant course specific guidelines.

4.3.3. The conditions prescribed in para 4.3.1 shall not apply to a medical college / teaching Hospital or a Nursing training Institute, if they desire to conduct the Medical Care or Medical First Aid course, on compliance with relevant course specific guidelines.

#### **4.4. Advanced Special Ship Type (Tankers) Courses:**

New approval / enhancement of existing capacity of Advanced Special Ship Type Courses, i.e. Advanced Oil Tanker Training, Advanced Chemical Tanker Training, or Advanced Liquefied Gas Tanker Training shall be considered only if the applicant Institute is conducting any one of the above courses or the respective basic level courses, or post-sea preparatory / competency course(s).

#### **4.5. Advanced Special Ship Type (Passenger Ship) Courses:**

New approval / enhancement of existing capacity of Passenger Ship Safety Course shall be considered only if the applicant Institute is conducting the respective basic level course, or post-sea preparatory / competency course(s).



#### **4.6. GMDSS – GOC Course:**

New approval / enhancement of existing capacity of GMDSS- GOC Course as per Wireless and Planning Wing, Ministry of Communications' guidelines, will be considered only if the applicant institute is conducting either pre sea Diploma in Nautical Sciences / B.Sc. in Nautical Sciences and/or Competency Course for Deck Officers.

#### **5.1. Upgradation / Revalidation Course for Deck Officers:**

New approval / enhancement of existing capacity of Revalidation/ upgradation Courses for Deck Officers shall be considered only if the institute is conducting Competency course for Deck Officers.

#### **5.2. Upgradation/ Revalidation Course for Engineer Officers:**

New approval / enhancement of existing capacity of upgradation Courses for Engineer Officers shall be considered only if the institute is conducting a Competency course for engineer officers.

#### **6.1. Conversion Courses from NCV to FG (Nautical):**

In compliance with MS Notice 1 of 2006 dated 07.04.2006, new approval /enhancement of existing capacity of courses for Conversion of NCV Certificates to Foreign Going Certificates (Limited to 3000 GT) shall be considered only if the Institute is approved for the respective Foreign Going Competency Course.

#### **6.2. NCV Courses for Naval Officers:**

In compliance with MS Notice No. 8 of 2006 dated 17.04.2006, Institutes approved for the conduct of NCV courses for Naval Officers, may also apply for approval to conduct respective courses for naval officers to become FG officers.

#### **7. Simulator Based Training Courses:**

New approval / enhancement of existing capacity of Simulator Courses shall be considered only if the Institute is conducting the respective Competency Courses, as given below:

**7.1. Radar Observer Course (ROC), Automatic Radar Plotting Aid (ARPA), Electronic Chart Display and Information System ECDIS:** the institute must conduct either pre sea Diploma in Nautical Sciences / B.Sc. in Nautical Sciences and/or Competency Course for Deck Officers

7.2. **For Engine Room Simulator (ERS) (Operational Level):** the institute must conduct MEO Class I/ Class II Competency course, or pre-sea B.Tech/ B.E. / B.S. (Marine Engg.) or GME, or DME course.

7.3. **For Diesel Engine Combustion Simulator (DECS) for MEO Class I:** the institute must conduct MEO Class I Competency Course.

7.4. **Liquid Cargo Handling Simulator-Oil Tanker (LCHS):** As per the requirements of STCW 2010, all Operational Level Officers on tankers will require the respective Advanced Level Tanker Endorsement. The Advanced Level Oil tankers Endorsement requires successful completion of the five-day LCHS Course. For new approval of Liquid Cargo Handling Simulator-Oil Tanker (LCHS), the institute must conduct at least 2nd Mate (FG) & /or Navigational Watch keeping Officer (NWKO) (NCV) course.

7.5. **High Voltage and Switch Gear (Operational and management level):** the institute must conduct ETO Pre-sea training course or ETO Bridging course for conversion of existing E/Os to ETOs.

#### **8. Advanced Level Simulator based training Courses:**

Further, the new approval / enhancement of existing capacity of Advanced Level Simulator based training Courses shall be considered only if the Institute is conducting the respective Operation Level Simulator based training Courses as given below:

8.1. **For Radar, ARPA and Navigation Simulator (RANSCO):** the institute must conduct Radar Observer Simulator Course (ROC) and Automatic Radar Plotting Aids (ARPA) or must conduct Chief Mate (Phase I & II) (FG) and / or Chief Mate (Phase I & II) NCV.

8.2. **For Engine Room Simulator (Management Level):** the institute must conduct Engine Room Simulator (Operational Level).

#### **9. Training for Trainers & Assessors, Training for Assessors & Examiners, Training for Instructors, Training for Workshop Instructors Courses**

9.1 New approval / enhancement of existing capacity of Training for Trainers & Assessors, Training for Assessors & Examiners, Training for Instructors, Training for Workshop Instructors Courses will be considered only if the Institute has been conducting post sea Competency Course for



minimum period of 2 years and have faculty for this Course with a minimum 5 years' experience in teaching.

9.2 The conditions prescribed in para 9.1 shall not apply to a teachers training college conducting B.Ed., M.Ed. or M. Sc. In Maritime Education & Training courses, if they desire to conduct the Training for Trainers & Assessors (TOTA), Training for Assessors & Examiners, Training for Instructors, Training for Workshop Instructors Courses, on compliance with relevant course specific guidelines.

#### **10. Exceptions for modular & simulator based training course:**

10.1. In lieu of the requirements under para 5, 6, 7, and 8, any training institute promoted by a ship-owning company or a foreign/Indian Ship Management Company (ISM DOC) (not less than 25 ships) may be considered eligible to apply for approval of any Simulator based training course.

10.2. In lieu of the requirements under para 7, and 8, any training institute promoted by a Ship manning company having RPSL [and having an audited record of 1000 Officers posted on board ships in last 12 months], may be considered eligible to apply for approval of any Simulator based training course.

10.3. The training institutes as in Para 4.1, 10.1, 10.2 and 10.3 must be registered non-profit Trust, society or a company u/s 8 of the Companies Act, in accordance with DGS guidelines on approval for modular, simulator and post-sea competency courses.

10.4. Applications from the Central/State Government Training Institutes, Public Sector Undertaking and Indian Maritime University will be considered separately, however, requirements for application in the prescribed format shall be binding for all.

#### **11. Validity of Approval:**

Notwithstanding, anything contained in the aforesaid guidelines, every training institute should have valid approval for the relevant courses from the Directorate, prior commencement of the said courses. Approval for courses shall be sought in terms of DGS Order 4 of 2016, and the specific course guidelines which are available on the DGS website.

Annexure - I

**CHECKLIST FOR IN- PRINCIPLE APPROVAL OF NEW INSTITUTE**  
**BY DIRECTOR GENERAL OF SHIPPING**

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Registered Public Trust / Registered Institute/ section 8 company				
2.	Name of the Institute				
3.	Address				
4	Telephone / Fax	Tel:  Fax:			
5.	E-Mail / website				
6.	Fees : Demand Draft for Rs. 1,00,000/-and Demand Draft No.				
7.	Business Plan and project feasibility report of the Institute. Attach audited accounts of scheduled bank/ chartered account for the preceding 3 years.				
8.	The Form of organisation/ Institute				
9.	Name of the Trustees/ member of the Management Council or other Authorized signatory on behalf of the registered society managing /owning the Institute/Director of section 8 Company (Documentary evidence to be attached)				
10.	Resolution passed by such Registered Public Trust/Registered Society /Sec. 8 Co. mentioning that they want to run/start the training Institute indicating the name of				

*D. M. Anandhar*  
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	such Institute. (Attested resolution to be attached)				
11.	Courses which Institute proposes to conduct				
12.	Name of the head of the Institute				
	(a) Qualification				
	(b) Experience				
	(c) Teaching Experience				
13.	Name of the Principal/Director. (CV to be attached)				
14.	Number of faculty & Instructors proposed to be employed				
15.	Location where Courses are proposed to be conducted.				
16.	Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/lease as per guidelines				
17.	Tentative Layout of the premises				
18.	Infrastructure Facilities Tentative plan of basic infrastructure, i.e campus, office, classrooms, workshop, labs, library, etc.				
19.	Does Institute have tie-up with any Foreign Flag for conducting courses recognized by their administration? If yes, then name of Administration and course details				
20.	Sources of Funds. a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached)				
21.	Date by which institute would be ready for inspection of facilities				

Date of Application:

Name and Signature of Applicant:

*S M Anshuman*  
02/11/16

## Annexure – II

**CHECKLIST FOR IN- PRINCIPLE APPROVAL OF NEW COURSE / CAPACITY  
ENHANCEMENT (FOR EXISTING INSTITUTE)  
BY DIRECTOR GENERAL OF SHIPPING**

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Institute				
2.	INDoS No.				
3.	Address				
4.	E-Mail / website				
5.	The Form of organisation/ Institute				
6.	Resolution passed by such Registered Public Trust/Registered Society /Sec. 8 Co. mentioning that they want to run the proposed course or enhance capacity of the existing course (Attested resolution to be attached)				
7.	Location where Courses are proposed to be conducted.				
8.	Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/lease as per Section 1.4.8				
9.	Name of the Principal/Director. (CV to be attached)				
10.	ISO 9000:2015 or equivalent Certificate				

*J. Manoharan*  
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	(a) Accreditation Body				
	(b) Last Internal Audit				
	(c) Last External Audit				
	(d) Any Major non-conformance found in the Audit				
	(e) Management Representative				
	Course for which approval is sought				
11.	(a) Course ID				
	(b) Processing Fees	DD :			
		Date:			
	(c) Duration of Course				
	(d) Frequency of the course in year				
	(e) Proposed No. of Trainees/Course				
	(f) Eligibility Criteria for Candidates				
12.	Course in Charge				
	(a) Name				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				
	(f) Phone (Mobile & Res.)				
13.	Number of additional faculty & Instructors proposed to be employed (if required) for the course				

14.	<b>Tentative Layout of the premises</b>				
15.	<b>DGS Approved Courses currently being conducted (mention approved capacity per batch and frequency of courses per year)</b>				
16.	<b>Date by which institute would be ready for inspection of facilities</b>				

Date of Application:

Name and Signature of Applicant:

Contact number & email address:

*S. M. Anshulwar*  
02/12/26



## ANNEXURE-III

**COMMON CHECKLIST FOR APPROVAL OF COURSES**  
**BY DIRECTOR GENERAL OF SHIPPING**

(separate checklist to be filled for each course)

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Trust/Registered Society/ Sec. 8 company				
2.	Name of the Institute				
3.	INDoS No.				
4.A	Address				
4.B	Telephone/Fax	Tel:  Fax:			
5.	E-Mail id :				
6.	Website: whether regularly maintained and contains the required details as per theses guidelines				
7.	Name of the Trustees/ member of the Management Council of the registered society managing and owning the Institute/Directors of Sn. 8 Company (Documentary evidence to be attached)				
8A.	Location where Course is proposed to be conducted				
8B.	Are the premises owned or lease? If leased,				

*J. M. Anshuman*  
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	duration of lease available from date of this application. Proof of ownership/lease to be produced with enabling provision for renewable of lease for a further period of two/ three years.				
9.	ISO 9000:2015 Certificate or equivalent				
	(a) Accreditation Body				
	(b) Last Internal Audit				
	(c) Last External Audit				
	(d) Any Major non-conformance found in the Audit				
	(e) Management Representative				
10.	Details of grievances redressal mechanism with respect to complaints relating to sexual harassment at workplace				
11.	Course for which approval is sought				
	(a) Course ID				
	(b) Processing Fees	DD : Date:			
	(c) Duration of Course				
	(d) Frequency of the course in year				
	(e) Proposed No. of Trainees/ per Course				
	(f) Eligibility Criteria for Candidates				
	(g) Has any In-Principle approval been taken from DGS (optional)				
12.	Name of the head of the Institute				
	(a) Qualification				
	(b) Experience				



	(c) Teaching Experience				
13.	Name of the Principal/Director, if separate from Sr. no. 12				
13.1	Course in Charge				
	(a) Name				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				
	(f) Phone (Mobile & Res.)				
13.2	Faculty 1.				
	(a) Name of Faculty				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				
	(f) Phone (Mobile & Res.)				
13.3	Full time Faculty 2, (add if more).				
	(a) Name of Faculty				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				
	(f) Phone (Mobile & Res.)				
13.4	Visiting Faculty 1, (add if more).				
	(a) Name of Faculty				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				
	(f) Phone (Res.)				
13.5	Names of Guest Faculty proposed to be included				
14.	Instructor 1 (add if more)				
	(a) Name of instructor				
	(b) Designation				
	(c) Qualification				
	(d) Experience				
	(e) email id				

	(f) Phone (Res.)				
15.1	Support Staff – 1				
	(i) Name				
	(ii) Designation				
15.2	Support Staff – 2				
	(i) Name				
	(ii) Designation				
15.3	Support Staff – 3 (& so on)				
	(i) Name				
	(ii) Designation				
16.	List of Equipment & Publications				
17.	Whether the Publications & Equipment are being shared with other courses or exclusively for this course. Give Details				
18.	Infrastructure Facilities				
	Class Room				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
	(iv) No. of Tables & Chairs				
19.	Toilet / Wash basins				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of W.C.s & urinals				
	(iv) No. of basins				
20	Canteens/Refreshment Facilities				
	(i) Refreshment facilities Area in m2.				
	(ii) No. of Tables & Chairs				
21.	Teaching Aids (OHPs, White Board, CDs, Etc.				
22.	Library Facilities				
	(i) Space in sq.m.				
	(ii) Number of Books				
	(iii) Name of Journals				
	(iv) Seating Capacity				



	(v) Timings				
23.	Medical Facilities at the Institute / Near to the Institute				
	(i) Name of Dispensary/Hospital				
	(ii) Address				
	(iii) Telephone				
	(iv) First Aid facility in premises				
24.	Course Manual to Include				
	(a) Name, Address & Telephone No. of Head of Institute and Course In-charge				
	(b) List of Faculty and Instructors and Name & telephone				
	(c) Guidelines for Instructors				
	(d) Course Objectives and Course Outline				
	(e) Teaching Syllabus and Time Table				
	(f) Course Material Topic-wise				
	(g) Procedure for Evaluation, Criteria for Passing and Instructions for Re-sits				
	(h) Re-Examination				
25.	In case any short falls, please specify and give reasons				
26.	Any Other details not covered above				
27.	If the Institute is approved for more than one course following information to be provided (see Matrix - 1)				
28.	No. of Hours each Faculty Member is engaged / Week				

29.	<b>Inspections:</b>				
a.	When was the Institute last inspected & by whom				
b.	When was Surprise Inspection of Institute carried out & by whom				
30.	<b>CIP Inspection details:</b>				
a.	Date of last CIP Inspection				
b.	Name of RO				
c.	CIP Grading achieved				
31.	Was any Course suspended?				
	(a) When				
	(b) Was it restored / when				
32.	Name of the Faculty Members who left the Institute in Last Year				
33.	Name of the Faculty Members who Joined the Institute in Last Year				
34	Faculty (as per Matrix - 2)				
34A.	List of faculty for other courses / Faculty drawn from other department (state dept.)				
	(a) Name				
	(b) Qualification				
35.	Internal Facilities (As per Matrix -3)				
36.	External Facilities (As per Matrix -4)				
37.	Does the institute conduct any other courses not approved by DGS (Pls .attach separate sheet of such courses, organization for whom conducted, authority of the same etc- Annexure IV.)				
38.	Course Details (as per				



	Matrix-5)				
39.	Publications / Books available to the Faculty / Staff for Teaching				
40.	How is Knowledge of the Faculty Members / Staff kept Updated?				
41.	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued is submitted				
	(b) Numbering Procedure for Certificate				
	(c) Procedure laid down for dealing with forgeries				
	(d) Procedure for changing Format / Style of Certificate				
	(e) Record Keeping				
42.	Examination / Assessment				
	(a) Appointment of Examiners				
	(b) Examination Process (Written, Orals etc.)				
	(c) Infrastructure Norms (to be attached)				
43.	Revision of Courses				
	(a) How are they Incorporated?				
	(b) Any course where Revisions were made?				
44.	Does Institute have tie up with any Foreign Flag for conducting courses recognized by their administration? If yes then name of Administration and course details				
45.	Functional Details of Institute ( for last 12 months)				
	(a) No. of actual teaching				

	days				
	(b) No. of working days lost due to holidays etc.				
	(c) No. of hours class room is used (Day and Course details)				
	(d) Were all examinations conducted on time? If No why?				
	(e) Is there a grievance redressal machinery?				
	(f) Whether performance of teachers is assessed through annual appraisal				
	(g) Whether there is provision of assessing teachers based on student appraisals?				
46.	Means of knowing the latest Amendments				
47.	E-Samudra filing:				
a.	Whether batch details uploaded in e-samudra for all batches & Courses in the last calendar year				
b.	Whether batch details submitted have been updated to include the certificate details				
48.	Feedback maintenance				
49.	Annual Fees				
a.	Whether Annual Fees paid to DGS within due date				
b.	If not paid on time, whether penalty fees has been deposited with DGS				
50.	Whether Annual Returns filed on time for the current year				
51.	Whether Faculty Returns submitted to DGS as per				



	<b>schedule</b>				
<b>52.</b>	<b>Whether advertisement norms are published as per norms</b>				

Date of application:

Name and Signature of Applicant:

Contact number & email address

*J. M. Anshuman*  
02/11/16

The following Matrices shall be used while furnishing application for new courses/ enhancement of capacity -

**MATRIX – 1**

Sr. N o.	Faculty Name	Faculty Approved	Courses for which Approval is sought (4)	All other courses where this faculty is associated (5#).	Total Hrs/ Week 1 (A+B+C+D+E+F) (6)
			Course Name :	Course Name :	

(1)	(2)	(Y/N) (3)	Sub lect	Hrs/ Day(w ith practi cal)	Hrs/Week (A)				Sub lect	Hrs /D ay	Hrs/Week (b)				Hrs/Week			
					W 1	W 2	W 3	W 4			W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Name of course →				
Name of faculty ↓				

Name of course	DGS Approval No. (ID)	No. of candidates	Frequency (week/month/year)	Date of approval/inspection

**MATRIX – 2A**

Model MASTER Load Matrix for Course

*P. Maheshwari*  
02/22/26



		1st Session		2nd Session			3rd Session		4th Session	
		Name of Faculty	No. of Hours	Name of Faculty	No. of Hours		Name of Faculty	No. of Hours	Name of Faculty	No. of Hours
week	1st Day (Mon)					LUNCH				
	2nd Day (Tue)									
	3rd Day (Wed)									
	4th Day (Thu)									
	5th Day (Fri)									

### MATRIX – 2B

MODEL TIME TABLE (FOR MODULAR COURSES ONLY)

	Session 1	Session 2	Lunch	Session 3	Session 4
Day 1	Topic: Faculty: Duration:	Topic: Faculty: Duration:		Topic: Faculty: Duration:	Topic: Faculty: Duration:

### MATRIX – 3

Use matrix (equipment-wise)

Name of course → Equipment ↓				

### MATRIX – 4

CLASSROOM WISE COURSE MATRIX

Name of course → Equipment ↓				

### MATRIX – 5

*S. M. Anubhai*  
02/11/16

Course	Course date	No. of candidates	Passed	Failed

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action including suspension and/withdrawal of the approval of the course/courses by the D.G. Shipping.

\_\_\_\_\_  
(Name & Signature of the Authorized Representative )

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Note:

1. The Institutes have to fill up the description column giving the details/annexure no./page no. in which the information of the subject is provided.
2. The experience stated in the bio-data of the faculty members/instructors have to be supported by valid documents like CDC, COC, etc.

#### ANNEXURE-IV

List of Non-DG Approved Courses conducted by institutes approved to conduct DGS Approved courses

S.No	Name of Course	No of days	Approving Authority

*S. M. Arunaharan*  
02/22/26



**ANNEXURE-V**

**ANNUAL RETURN TO BE FILED BY THE INSTITUTION FOR THE YEAR 01<sup>st</sup> APRIL TO  
31<sup>st</sup> MARCH**

1. Name of the Institution: \_\_\_\_\_

2. INDOS No: \_\_\_\_\_

3. Address Including telephone, Fax, e-mail, web-site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

4. Name of the Head of the Institution:

\_\_\_\_\_  
\_\_\_\_\_

5. Members of the Board of Governors / Academic Advisory Body:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Frequency of the Board Meetings of Governors / Academic Advisory  
Body:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Student Feedback on Institutional Governance/faculty performance  
filled up: Yes / No

\_\_\_\_\_  
\_\_\_\_\_

*P. M. Anandharan*  
01/12/16

8. Grievance redressal mechanism for faculty, staff and student in place :  
Yes / No

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---

9. Details of each DGS approved course:

Name of course	Ref. No & Date of approval letter	Sectioned Strength per batch	Approved Frequency of batches per year	Number of courses conducted in last year	Total student intake for the year	Date of last batch conducted	Remarks

10. Course wise, details of students passed uploaded on e-samundra, up-to-date: Yes/No.

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11. Student who failed in course, re-assessed and passed.

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---

Sr. No	Name of course	Name of Student	Course Attended		Date Failed	Date Re-assessed	Date Passed	Certificate No. Issue date
			From	To				

12. Details of ISO 9001:2015 (or equivalent)

*P. Anchalwan*  
02/22/26



- I. Certifying Authority: \_\_\_\_\_
- II. Certificate issue date: \_\_\_\_\_
- III. Copy of last Internal audit report dated: \_\_\_\_\_
- IV. Copy of last External audit report dated: \_\_\_\_\_

13. Details of annual percentage of fees paid to DGS

- I. Total fees collect on annual Basis:  
(01<sup>st</sup> April to 31<sup>st</sup> March)
- \_\_\_\_\_

- II. Draft No. date of payment and amount:  
Details to be provided in Annexure 8
- \_\_\_\_\_

14. Teaching load of each faculty course-wise:

Course Name & code	April		May		June		July		August		September	
	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs
	1											
	2											
	1											
	2											

Course Name & code	October		November		December		January		February		March	
	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs	Faculty Names	Hrs

*[Signature]*  
02/12/26

	1											
	2											
	1											
	2											

# DECLARATION

\_\_\_\_\_

\_\_\_\_\_

I/We on behalf of \_\_\_\_\_ hereby confirm that all the information furnished above is true to the best of my/our knowledge and belief and if any information is found to be false, shall entail withdrawal of approvals granted to the institute.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name and signature of  
the Authorized Signatory  
of the Institute with seal

*Dr. M. Subashan*  
02/12/16



## Annexure VI

**INSTITUTE FACULTY DETAILS AS ON: 31.12. \_\_\_\_ (YEAR) / 30.06. \_\_\_\_ (YEAR)**

NAME OF THE INSTITUTE:

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INDOS NO:

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ADDRESS:

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APPROVED COURSES:

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VALUE ADDED COURSES IN ANY:

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1. Head of the Institute / Principle / Vice Principle

Sr.No	Name	Rank	Date of Joining	Indos No	COC NO	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects Taught	Avg. teaching Hrs/wrk (last 6 months data)	Compliance with DGS Order No4 of 2016	Signature
			Date of Leaving	CDC No	Grade	Age In years	TOTAL	Teaching Exp. In years					
												Yes	
							(Yes/No)					No	
												Yes	
							(Yes/No)					No	

*P. M. Mehra*  
01/11/16

## 2. Full-time Faculties\*

Sr.No	Name	Rank	Date of Joining	Indos No	COC NO	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects Taught	Avg. teaching Hrs/wrk (last 6months data)	Compliance with DGS Order No4 of 2016	Signature
			Date of Leaving	CDC No	Grade	Age in years	TOTAL	Teaching Exp. In years					
												Yes	
							(Yes/No)					No	
												Yes	
							(Yes/No)					No	

### 3. Instructors\*

Sr.No	Name	Rank	Date of Joining	Indos No	COC NO	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects Taught	Avg. teaching Hrs/wrk (last 6months data)	Compliance with DGS Order No4 of 2016	Signature
			Date of Leaving	CDC No	Grade	Age in years	TOTAL	Teaching Exp. In years					
												Yes	
							(Yes/No)					No	
												Yes	
							(Yes/No)					No	

PM Maheshwari  
02/12/16



#### 4. Visiting Faculties \*

Sr.No	Name	Rank	Date of Joining	Indos No	COC NO	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects Taught	Avg. teaching Hrs/wrk (last 6 months data)	Compliance with DGS Order No4 of 2016	Signature
			Date of Leaving	CDC No	Grade	Age In years	TOTA	Teaching Exp. In years					
												Yes	
							(Yes/No)					No	
												Yes	
							(Yes/No)					No	

#### DECLARATION BY THE HEAD OF INSTITUTE:

I hereby declare that all the information provided above are true and correct.

Name:

Signature of the Head of the Institute

Date:

\*: Additional rows as may be required to be added to include all the members.

*P. M. Anandharan*  
02/12/16



## Annexure VII

PROFORMA									
Details of payment of 1% Annual Fee									
Name of the Institute	-	Amount Paid	-	-	-	-	-	-	-
Indos No.	-	Draft No./ Cheque No./ECS- Ref.No	-	-	-	-	-	-	-
User ID	-	Date of payment	-	-	-	-	-	-	-
Email ID	-	Penalty paid, if any	-	-	-	-	-	-	-
Financial Year	-	Balance payable, if any	-	-	-	-	-	-	-
S.No.	Name of the Course	Approved Intake			-	-	-	-	-
		No. of batches	No. of students per batch	Total No.	Actual intake	Fees charged per student	Total fees collected	1% Annual Fee due	Remarks
-		-	-	-		-	-	-	-
-		-	-	-		-	-	-	-
-		-	-	-		-	-	-	-
-		-	-	-		-	-	-	-
-		-	-	-		-	-	-	-
-		-	-	-		-	-	-	-
-	<b>Total</b>	-				-	-	-	-

*P. M. Subhakar*  
02/11/16



## ANNEXURE-VIII



**INSTITUTE NAME**  
**COURSES FEEDBACK FORM**

**Course Name:** \_\_\_\_\_ **Course Code:** \_\_\_\_\_

✎ **Full Name of Trainee:** \_\_\_\_\_

✎ **Rank:** \_\_\_\_\_ **Dates Attended: From** \_\_\_\_\_ **To** \_\_\_\_\_

(Please give score 1 to 5 in terms of quality course)

{5 – Very Good; 4 – Good; 3 – Satisfactory; 2 – Needs Changes; 1 – Below Satisfaction}

Sr.No.	Course Feedback	Score (1-5)	Remarks / Suggestions
1	Course learning objectives identified and achieved		
2	Physical arrangements – Classroom (controlled temperature, lighting, projection, video, table, chairs)		
3	Exercises / Practicals / Demonstration		
4	Course handout / material provided		
5	Simulator arrangement / Computer Programs		
6	Training Films		
7	Food arrangements		
8	Overall rating for the course		

2. FACULTY EVALUATION (Please give marks 1 to 5 for quality of Lecture content, Lecture presentation, knowledge of subject matter)

*Dr. M. Anand Kumar*  
02/12/16

{5 – Very Good; 4 – Good; 3 – Satisfactory; 2 – Needs Changes; 1 – Below Satisfaction}

No.	Name of faculty	Score (1-5)
1.		
2.		
3.		

- ☒ Good Comments (specify any good aspects of the course):
- ☒ Improvement required (specify any aspects of the course which require improvement)
- ☒ Complaints / Grievances, if any

*S. Maheshwari*  
01/11/16

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**Signature**



## ANNEXURE-IX

This form is to be filled-up by the INSPECTING TEAM without ANY AMBIGUITY, as the authority bearing "primary-responsibility towards the inspection" and countersigned by the External Member of the inspecting team, who had also participated in the inspection, if any.		
<b>REPORT ON NEW COURSE/ ENHANCEMENT OF SEAT/ ANNUAL/ SURPRISE INSPECTION OF TRAINING INSTITUTE</b>		
<b>PART A- GENERAL PARTICULARS OF THE INSPECTION</b>		
* (✓ marked)		
1.	Name of the Institute Inspected:	
2.	Postal address with telephone & fax no(s) of the premises inspected:	
3.	Authorized Contact Person/ e-mail address:	
4.	Name (with designation) of the <i>Highest</i> Authority / Representative met during the inspection:	
(a)	Registration of Trust / Society / Section 8 Company	Certificate No. / Place
(b)	Trust deed / MOA, list of Members (Latest) / Trustees / Directors as being approved by Charity Commissioner / Society / Registrar of Companies	
5.	Is there any litigation pending settlement with which the Institute is involved?  If 'yes', brief particulars of the case with the current status (with name of the MMD-Officer dealing with it) may be given, particularly if the MoS / DGS and / or MMD is a party: Is any action pending to be taken by the MMD or DGS in this regard? If 'yes', please details here and take follow-up action.	(Yes/No)
6.	Premises of the Institute as inspected are Owned or Leased? If leased, date till which valid?	(Owned / Leased)
7.	Name of the Course(s) inspected during the visit? (Attach separate sheet if required)	
8.	Date of <i>last inspection</i> of the institute	(New Course/Scheduled/ Annual / Surprise Inspection):
8 (a)	Are there any deficiencies pointed out during the Inspection as mentioned in '9' that have not been Attended as yet? If 'yes' (without satisfactory	(yes / no)

  
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	justification), please indicate suitable action in the recommendations At the end of the report		
		STATUS	REMARKS
9.	Details of the existing courses run by the Trust/Company / Society (details for all courses to be provided in tabular format)		
(a)	Courses		
(b)	Existing Approved intake batch wise		
(c)	Details		
	(i) Course ID		
	(ii) Duration of Course		
	(iii) Frequency of course in a year		
	(iv) No. of Trainees/ Course		
(d)	Course in Charge		
	Name & Age, Qualification , experience		
(e)	DGS Faculty name		
10.	Facilities Details to be given in item 20 as applicable		
(a)	(i) Classrooms		
	(ii) Workshop facilities/labs for courses, where applicable		
	(iii) Simulator Facility, where applicable		
(b)	Teaching Aids (OHP, White Boards, CDs, Computers etc.)		
11.	Certificate Details of the course		
(a)	Numbering Procedure for Certificate		
(b)	Procedure laid down for dealing with forgeries		
(c)	Procedure for Changing Format/Style of Certificate		
(d)	Record Keeping		
12.	Publications/Books available to the Staff for Teaching		
13.	How is the knowledge of the Faculty Members/Staff Updated?		
14.	Functional Details of Institute (past One Year)		
(a)	No. of actual teaching days		
(b)	No. of working days lost due to strike, etc.		
(c)	Were all courses and their assessment conducted on time? If no specify which and why?		
(d)	Details of grievance redressal machinery?		
(e)	System for annual performance assessment/appraisal of teachers		
(f)	Whether there is provision of assessing teachers based on student appraisal, please describe		
15.	Means of knowing the latest Amendments of DGS		

*Dr. Anshuman*  
02/11/16



	Circulars/ instructions		
16.	Details of ISO 9001:2015 Certificate (or equivalent)		
(a)	Last Internal Audit Report and date of audit		
(b)	Last External Audit (with report) and date		
(c)	Management Representative		
17.	Revision of Courses		
(a)	How are they Incorporated?		
(b)	Any course where Revisions were made		
18.	Details of course and faculty		
	(i) Total Course Hours		
	(ii) Total Teaching Hours		
	(iii) Total Lab./Workshop Hours		
19.	Faculty Details (A) Details of Existing faculty: (Attach a Separate Sheet) S.No./Name of faculty/ Designation/Date of Birth/Age/Experience of teaching/Date of joining/Qualification		
19.1	No. of qualified visiting faculty employed by the institute		
19.2	No. of qualified full time faculty employed by the institute		
19.3	Does this no. and function of faculty commensurate with the guidelines of course		
19.4	Number of faculty not attended TOTA course		
19.5	Is there any change in Faculty since approval to conduct course(s)		
19.6	Is the institute faculty details form submitted to DGS on 31.12 and 30.06. every year		
19.7	Does the change in faculty meet the guidelines with regard to qualifications?		
19.8	Does the chart showing working hours for each course/each faculty for a week meet the criteria of age and teaching hours as per DGS order 4 of 2016		
19.9	Does the record show that faculty has been delivering lectures as per time table?		
19.10	When the answer is 'No' to any above, whether suitable action in the 'recommendation' part of this report has been mentioned		
20	Details of Academic Area Whether the classrooms, labs, simulators etc. adequately furnished and equipped with teaching aids, if deficient give details		
(a)	Class Room		
	(i) Number		

*P. Manoharan*  
01/11/16

## ANNEXURE – IX-A

**EXISTING INSTITUTES – ANNUAL/ SURPRISE INSPECTION BY MMD/DGS**  
**SPECIFIC PARTICULARS OF THE INSPECTION**  
**{to be filled In addition to Annexure IX}**

Please collect documentary evidence for compliance/ non-compliance for each of the questionnaire as below

Sr. No. (i)	Criteria of Inspection (ii)	Report on Inspection of the Criteria mentioned in Column '(ii)'.
1.	Reference number, date and validity of the DGS approval letter(s)? (documentary evidence to enclose)	
2.	In case any condition(s) were imposed in the approval letter(s) as mentioned at '1', have they been fulfilled, if already due?  If not, please details the reasons. ( <i>If the reasons cited by the institute are not satisfactory, please indicate suitable action in the 'recommendation' at the end of this report.</i> )	
3.	Has the time-table as approved for the said course been adhered to as regards designated faculty member; time-duration / assigned/slot of classes etc.?	
4.	Is the institute adhering to the limitation of the approved strength of students?	
5.	Is the institute adhering to the norms as laid down for classrooms?	
6.	Is the institute adhering to the approved course materials?	
7.	Are the course materials made available to the students on time? (Students should be interviewed at random "in camera", their comments elicited and thereafter, reported on here. Name and course of the students(s) interviewed to be mentioned)	

*FM Anshuman*  
02/11/16



8.	What are the 'security-norms' being followed with respect to question-papers and answer-scripts ? Do these procedures / system form part of the 'Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report.)	
9.	Are the answer-scripts of the students being retained / maintained systematically? If yes, what is the duration of retention and what 'security norms' are being followed? Do these procedures / systems form part of the 'Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report.)	
10.	Are the records of fee-books, allied registers etc. being maintained systematically? Do these procedures / systems form part of the "Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report).	
11.	Are the records of Certificates as issued to the students being maintained AND UPLOADED systematically? Does this procedure form part of the 'Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report).	
12.	What is the overall 'academic-performance' of the students at the end of the course(s) (please comment with justification)? The average percentage of marks, the highest, and the lowest marks obtained for the course(s) inspected may be indicated.	
13.	Have any students been failed (if 'yes', please verify the answer-scripts / assessment-records and comment suitably in this report, mention number of such students, course(s), date of exam and the record of resits? If 'no', please seek justification from the institute and comment on the appropriateness of such justification offered). Do	

*Dr. M. Anubahn*  
02/11/16

	these procedures / systems form part of the 'Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report).	
14.	Have the performance of the students been analyzed by the concerned HOD(s)? If yes, what is the finding as recorded and what remedial action has been taken by the HOD? Do these procedures / systems form part of the 'Quality Manual' of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report).	
15.	What is the opinion of the students as regards the feasibility of their being able to express their 'feedback', fearlessly? (Students should be interviewed at random "in camera", their comments elicited, and thereafter reported on here. Name and course of the students(s) interviewed to be mentioned here).	
16.	Is there a system in place to ensure that the attendance of students is appropriately verified and recorded? If yes, please comment on the efficacy of the present system? Does this procedure/ system form part of the "Quality Manual" of the institute? (if not, please indicate suitable action in the 'recommendation' at the end of this report).	
17.	What is the adequacy of the stock of books / technical magazines in the library? What is the mechanism adopted by the institute to ensure that the library is adequately stocked and duly updated at regular intervals? Are the library facilities available to the students sufficiently? Do these procedures / systems form part of the "Quality Manual" of the institute? (If not, please indicate suitable action in the 'recommendation' at the end of this report).	
18.	Are the systems for assessing the entry-standards / eligibility (i.e. w.r.t. age, qualification, medical fitness etc.) of the students laid down for the	

*Dr. M. S. Chakraborty*  
02/11/16



	course(s)? Please comment on how the adherence to such criterion has been verified during the inspection.	
19.	What is the level of performance of the audio / visual aids used for effective-pedagogy?	
20.	<p>How are the engagement (<i>including evaluation prior initial-employment w.r.t. age, qualification, experience and aptitude for effective pedagogy</i>) and rest periods of the faculty regulated? What is the system for evaluating the performance of each faculty? Do these procedures / systems form part of the 'Quality Manual' of the institute? (<i>if not, please indicate suitable action in the 'recommendation' at the end of this report</i>).</p> <p>What records have been verified during the inspection to have come to a conclusion on this issue?</p>	
21.	Do the records establish that the fees payable to the DGS have been duly remitted? ( <i>if not, please specify the amount outstanding and indicate suitable action in the 'recommendation' at the end of this report</i> ).	
22.	Are there any course(s) in the institute that have been approved by the DGS, which are however not being conducted by the institute and since when? Please mention the reasons for not conducting such courses.	
23.	Is there any instance of the institute having been censured by the DGS since the last scheduled / annual inspection? Is any corrective action pending with the institute in this respect? If so, please details the extent of progress made and, whether in the opinion of the inspecting jurisdictional MMD this progress is commensurate with the time elapsed since the deficiencies were brought to the notice of the institute?	

*Dr. M. Anil Kumar*  
02/11/16

24.	Does the institute have CIP/ grading in place? If yes, which is the recognized organisation and what is the grading that has been awarded to the institute? Please also comment whether in the opinion of the inspecting members, such grading is appropriate in consideration of the spirit of STCW/ DGS Circulars or Guidelines? If no, which areas/ issues need to be addressed and what action is recommended?	
25.	Are there any violations or non-compliances of any of the salient provisions of the Circulars/ Guidelines of the DGS which are applicable to the Courses inspected or being conducted by the training institute? If yes, please details.	
26	Miscellaneous provision:	
26.1	Is there evidence to indicate issuance of Certificate to other than bona-fide student?	Yes/ No
26.2	If yes, such evidence has been collected	NA
26.3	When the answer is "Yes" in 27.1, whether suitable action in the "recommendation" part of this report has been mentioned.	NA

*Signature*  
02/12/26





COMMENTS (if any) OF THE AUTHORITY REPRESENTING THE INSTITUTE

Name, Designation and Signature -----

(with date) of the Institute Authority: -----

Name, Designation and Signature -----

(with date) of the Internal Member: -----

Name, Designation and Signature -----

(with date) of the External Member: -----

COMMENTS OF THE PRINCIPAL OFFICER, JURISDICTIONAL MMD (if any):

*PM Anshulwan*  
01/12/16



