



DGS ORDER NO. 07 OF 2016

(In Supersession of DGS Order No. 2 of 2007)

GUIDELINES AND PROCEDURES

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

**FOR THE CONDUCT OF APPROVED
PRE-SEA COURSES**

FOR

TRAINING OF SEAFARERS IN INDIA

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17 NOV 2016

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Administration and approval

1.1 Importance of pre-sea 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. To achieve this, maritime education and training, and within that, the pre-sea training, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. Where considered necessary, additional norms may be issued by the Director-General of Shipping (hereafter DGS) for different categories of pre-sea induction courses. The DGS reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary. Training of maritime personnel in India has been accorded the highest priority by the Government of India. To ensure that the competence of Indian seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in India. With advances in technology, and consequent changes, especially due to STCW 95, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in 1997. DGS, vested with powers and responsibility for implementation of matters related to merchant shipping, has been issuing directives, whenever necessary, to ensure that international standards are complied with by all training Institutes in India. These are now consolidated, and supplemented through the present guidelines. These guidelines are required to be read with the Circulars, M S Notices or DGS orders, issued by DGS from time to time.

1.2 Objectives of pre-sea training:

Candidates for pre-sea training come from varying social, cultural, geographical, linguistic and economic backgrounds. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to have the knowledge, maturity and balance that enables them to react competently and resourcefully in an emergency. They should also know the manner of working and of behaving in their respective work-stations, accommodation, recreation rooms, dining halls and in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that officers and ratings undergoing pre-sea courses in maritime training Institutes be provided with these facilities in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade,

physical training, swimming, boatwork, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented and suitable for the seafaring profession. Cheerful obedience to orders of superiors, team spirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence Institutes would need to fulfil these norms to be considered by DGS for approval to impart maritime training for the merchant navy.

1.3 Entry into force:

These Guidelines shall enter into force with effect from the date laid down hereinafter at the end of these guidelines.

1.4 Entities eligible for approval:

1.4.1 Approval to Institute for conduct of maritime courses:

Any Institute intending to conduct any DGS approved maritime course is required to apply to the DGS for approval. Only on grant of approval of DGS, the Institute can commence the maritime course concerned

1.4.2 Form of Institute :

Only such institutes as promoted with a non profit making objective and Government institutes can make an application for approval. The audited accounts for the non-profit making organisation for the last 3 preceding years shall be submitted, and if the institute is newly founded the financial standing needs to be established. Evidence of arrangement of placement for its students for on-board ship training should also be submitted.

1.4.2.1 An application for a new Training Institute shall hereafter be processed for approval only if it is received from a registered non profit making public trust or a company registered under section 25 / 08 of Indian Companies Act, 1956 / 2013 respectively (hereafter 'registered Sec. 25 / 08 Company') set up with educational purpose as its main objectives.

1.4.2.2 Application from an existing Institute shall hereinafter be processed for approval for increase in intake in any pre-sea and for approval of new pre-sea courses only if the Institute has been:

- (a) graded A1 or A2 grading in the pre-sea CIP and complies with minimum 80% placement record,
- (b) meets the requirements of these guidelines.

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- (b) meets the requirements of these guidelines.
- (c) Shows evidence to the satisfaction of DGS about placement of additional batches.

1.5 Procedure for approval of an Institute:

An Institute that considers itself eligible will submit a Letter of Intent to the DGS alongwith the prescribed Application Form **(Annex-1)**, the relevant fees details and documents prescribed. If the DGS is satisfied with the proposal, it will issue the letter of acceptance to proceed with the Institute and courses as per the Detailed Project Report (DPR). Thereafter, the institute will be required to submit a Project Feasibility Report (PFR), fees and other necessary information and documents as prescribed in **Annex-II/II-A** to the DGS for final approval.

1.5.1 Funds for Capital :

Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in PFR. Proof of availability of finances for completing the project on time would be required.

1.5.2 Prerequisites for Approval of the Course at the Institute:

- 1.5.2.1 A letter of Intent/in-principle approval from the affiliated University shall be produced in case of all degree courses.
- 1.5.2.2 In case of marine engineering courses the proposal should also include a firm project plan for the ship-in-campus or afloat training through marine workshop along with necessary charts, diagrams and time schedule for construction, test run, commissioning and availability of funds thereof. In the event the institute opts for marine afloat training, the marine workshop with whom the afloat training is tied up will need approval of DGS specifically certifying its suitability for providing such complete afloat training.
- 1.5.2.3 For nautical stream degree courses, the Institute shall have affiliation from the recognised university. The sea segment of the training shall be structured ship board training programme as per the requirement of the Directorate.
- 1.5.3.4 Institute is required to have its own or leased land (the tenure should be atleast 10 years) and infrastructure. Independent campus having classrooms, residential accommodation for warden, hostel, playground for

volleyball/basketball, parade-ground, auditorium and workshop is essential. Institute shall make the arrangement for swimming, football ground, medical facilities, auditorium etc. within the campus. Where in-campus facilities is not possible with respect to swimming and boating, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS. The institute is required to create the infrastructure and facilities including premises, laboratories, demonstration equipment, hostels etc. as prescribed in **Annex-II** and **II-A**.

1.6 Fees:

- 1.6.1 The institute shall pay a non-refundable registration fee of Rs. 20,000/- by means of a Demand Draft in favour of the Director General of Shipping payable at Mumbai alongwith application for considering approval of the Institute in **Annex I**.
- 1.6.2 In case the project of the institute is accepted by the DGS, the Institute shall submit further details of its Institute in **Annex II** and **Annex II-A** and pay a non- refundable fee of Rs.80,000/- as processing fee by means of a Demand Draft in favour of the Director General of Shipping payable at Mumbai prior to the issue of final approval.

1.7 Validity of Approval:

- (a) When all the requirements of the pre-sea degree courses year wise had been met, the provisional/final approval will be granted by DGS in the format prescribed as **Annex - III**.
- (b) For a 1 year course or a short course -approval will be final.
- (c) For a 2 year or longer course – since institutes do not engage faculty and provide complete facilities for subsequent years, initial approval will be for 1 year only and approval to the course will be provisional till the final year is approved. Subsequent years will be inspected and approved year-wise as per procedure and schedules herein till such time final year approval is granted. Approval will be granted in the format prescribed in **Annex-III**.
- 1.7.1 Institute will be subjected to Comprehensive Inspection Programme (CIP), annual inspection and if required surprise inspection by the Concerned MMDs/Approved Inspecting Agencies.

1.8 No approval with retrospective effect:

Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not pressure on approvals and admit candidates without all their permissions in place. The DGS has instructions in place to Shipping Masters that no candidate admitted in unapproved courses will be issued with a CDC.

1.9 Name of Institute:

Name of Institute will have to be got approved by the DGS. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest or be calculated to suggest the patronage of the Government of India or the Government of the State. Please see in this regard **Sec.3 and clause 7** (rename) 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.

1.10 Authorized signatories:

All Institutes should forward the names and specimen signatures of two persons who are declared the authorized representative and alternate representative respectively to deal with DGS. No person other than these two persons will be entertained by DGS or MMDs 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 MMDs. No action will be taken on them and if there is a change in either of them it should be notified to DGS by a resolution signed by all Trustees or authorized Management Council member of the Society or directors of registered Sec. 8, Company as per the documents submitted to, and/or available with, DGS and MMDs. The change should be notified to DGS well in advance and with indication of the date from which the change will be effective.

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1.11 Code of Conduct for Advertisements/Brochure/Prospects:

The Institute may advertise for courses in media or independently, giving correct information. It should include, inter-alia, the following:

- 1.11.1 Eligibility criteria as per DGS guidelines
- 1.11.2 Names of course/s
- 1.11.3 Course duration
- 1.11.4 Total fees structure and all charges payable with breakup
- 1.11.5 Number of seats sanctioned
- 1.11.6 Last date of submission of application
- 1.11.7 Date of commencement of course
- 1.11.8 Statement mentioning- Institute is required to ensure that on board training is provided to the candidates after the successful completion of the course, which may be mandatory for obtaining a Certificate of Competency issued by the Directorate General of Shipping, Mumbai.
- 1.11.9 Date of publishing of brochure/prospectus/advertisement.

Advertisements should **not** include the followings

- 1.11.10 Assured passing of the candidates
- 1.11.11 False picture of prospects and high salaries
- 1.11.12 Mixture of DGS-approved courses and non-DGS-approved courses in the same advertisement.
- 1.11.13 Copies of all advertisements published or used must be sent to the DDG (Training) of the DGS to be kept in the Institutes file for record and for inspection as the need arises.

1.12 Placement of trainees for shipboard training

- 12.1 The institute shall admit only those candidates for whom they have secured sponsorship from shipping companies for six months onboard training. Institutes shall submit the sponsorship letter to DGS, before admitting the students for each batch.
- 12.2 Undertaking will be obtained from the MTI about placement to be done through Indian shipping companies or DGS approved RPSL agencies. The MMD shall verify the capability of the said Indian shipping companies or RPSL companies to place the students for onboard ship training and shall give a clear finding in this respect in their recommendation to this Directorate after the inspection.
- 12.3 Institutes are to ensure placement for onboard training with Indian Shipping Companies or DGS approved RPSL, of a minimum of 85% of all its trainees who have passed out from the GP Ratings course

within a period of 12 months from the date of passing out / examination result.

- 12.4 The placement records will be checked during every CIP inspection by the ROs, MMD Inspection and Surprise Inspection as per the norms specified therein, and any non-compliance will result in the intake of the institute to be reduced for the next academic year or approval will be withdrawn.

1.13 Ban on conducting courses not approved by DGS:

- 1.13.1 Normally a Merchant Navy Training Institute approved by the Director-General of Shipping should conduct only courses approved by DGS. This is important to give clear picture to the candidates who join the course on the strength of approval of DGS.
- 1.13.2 The existing training Institutes conducting any other non DGS approved courses in the same premises should approach the DGS with the details of the same before starting the next course, for obtaining no objection from the Directorate . Details of infrastructure and other facilities which will be required to be shared should also be indicated in the proposal.
- 1.13.3 In any case, no course similar to DGS-approved course should be conducted by Institute without prior approval of DGS. A clause should 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".

1.14 Ban on Ragging:

Strict measures shall be enforced to prevent ragging. The course in-charge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action taken thereon by the Institute shall be kept. All cases of ragging should be reported to DGS immediately and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct attracting penal provisions by the DGS, including suspension of the candidate and appropriate action against the institute.

1.15 Ban on Alcohol, Tobacco and Drugs:

The Institute should have a policy on alcohol, tobacco and drugs. Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be

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strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate and by the Institute.

1.16 Records of Institute :

The Institute shall maintain records, advertisements and brochures as set out separately for each category of pre-sea induction course.

1.17 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.

1.18 Periodical returns:

The Institute shall submit the periodical returns to DGS in the format of MS Excel, available at DGS website 'www.dgshipping.gov.in', or it can also be obtained from training branch through e-mail. The returns should be forwarded strictly in the format as per **Annex- IV**. on hard copy as well as on soft copy on CD /e-mail. A course diary as per **Annex V** to be strictly maintained and the available during periodic inspection by the competent authority.

1. 19 Etiquette and other soft skills :

The Institute should have a programme for imparting training to the pre sea candidates with respect to etiquette and other soft skills.

1.20 Placement, counselling Cell and Alumini Cell.

The Institute should provide a students activity centre which will cater to the objective of the students placements on ships for their sea service requirement criteria. It will also serve as a nerve centre to all students activities in the Campus in order to promote professional, social and intellectual interaction amongst the members and the Alma mater. The activity should also include organizing seminar/conferences, guest lectures/publication, etc.



PART - II

Campus

2.1 Land requirements for the Institute:

The Institute must have an independent campus of 4 hectares or more. The land should be level and usable. More area may be required depending on the number of courses and students. This required land area should be used for Maritime Training and allied purposes. If however it is an Institute conducting other degree/diploma courses approved by the University, then the land, available with the Institute together for all such courses, should not be less than what is prescribed therein. Facilities for swimming, playgrounds, auditorium, parade ground, computer training etc. shall be located within the Campus. Where on-campus facilities do not exist for boating and swimming formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

The existing Institutes shall continue to be in compliance of DGS requirement of land as per DGS Order 1 of 2003 dated 15th January, 2003 and DGS order 07 of 2016 dated 17.11.2016 as applicable. However, in case an existing institute asks for any fresh approval of course or increase in intake they will be required to meet the new guidelines as stated under this Order.

2.2 Location of Institute:

Approval to the new pre-sea courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are pre-sea courses.

2.2.1 Address for correspondence :

All correspondence with the Institute will be made only on the address where the Institute is physically located.

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2.3 Shifting of Premises:

The request for shifting of premises will be considered after receipt of processing fee of Rs. 40,000 only. The new premises will require meeting the requirements of these guidelines. 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 ten years. Existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by DGS. Institute will be re-inspected by the MMDs after scrutiny 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 new premises from DGS.

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 ceramic tile/granite/mosaic or similar material, and be
- 2.4.5 Treated for protection against termites and other pests.

2.5 Hostel and residential facilities:

The pre-sea training shall be fully residential. The hostel shall include:

- 2.5.1 Rooms for candidates - the floor area should be minimum 3 sqm per candidate, if two tier bunks are provided, and 4 sqm per candidate, if single level is used.
- 2.5.2 Suitable mattresses of not less than 1.8 metres x 0.9 metre x 75 mm size shall be provided for each candidate.
- 2.5.3 One cot or equivalent, of size compatible for the mattress shall be provided for each candidate.
- 2.5.4 Two-tier bunks are permissible provided the clear headroom above the mattress in each tier is not less than 0.9 metre, and ceiling fans are at a safe distance to avoid injury to occupants of the upper bunks.
- 2.5.5 One standard size of pillow per candidate shall be provided.

- 2.5.6 One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 1.8 metre high and 0.45 metre wide (for each hanging space and shelves) and 0.48 metre deep. The cupboard shall be made of 18/20 gauge steel or may be built-in with good quality of wood, painted (preferably powder-coated) against corrosion. The foregoing conditions could be met by standard size cupboards 1.8 metre high and 0.9 metre wide with a central partition and twin doors. The cupboard space allotted to each candidate must have separate locking facility, preferably with the candidate's own lock.
- 2.5.7 One table, chair and table lamp shall be provided per candidate, within the cabin.
- 2.5.8 One waste paper basket shall be provided in each room.
- 2.5.9 Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. For all windows, window curtains or blinds shall be provided. The window curtains or blinds shall be aesthetic and of uniform pattern/system throughout.
- 2.5.10 Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. Alternatively, a separate 'box room' with suitable racks may be provided for the luggage of all the candidates.
- 2.5.11 Institute shall have adequate conservancy staff for maintaining cleanliness of toilets, bathroom, all common spaces including corridors, public places, administrative and academic buildings, etc..

2.6 Drinking Water :

Drinking water must be provided at adequate, appropriate locations on the campus, especially near the classrooms and hostel rooms, fitted with purification facility.

2.7 Toilet facilities in the hostel :

In the ratio of not less than one wash basin of 50 cm breadth size shower and WC of at least 1 mt x 1.5 mt x 3 mt high each for every five candidates. Different utilities (wash basin, shower and WC) shall not be clubbed into one room such that if one candidate is using the WC, he would be denying other candidates the use of a shower or washbasin.

2.7.1 Water-supply:

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- 2.8.2 Four white bed sheets, for use of two at a time
- 2.8.3 Two white pillow covers
- 2.8.4 Two white Turkish bath-towels
- 2.8.5 Two white Turkish hand-towels
- 2.8.6 One blanket where ambient temperature is expected to fall below 20°C.

Adequate laundry service must be provided either in-house or out-sourced. Facility for ironing clothes shall be provided at the rate of one electric iron and ironing board for every ten candidates.

2.9 Catering:

2.9.1 Dining hall:

A dining hall suitable to seat all the candidates at one time may be provided. However, seating capacity of half the number of candidates at a time is permissible where staggered meal times are provided.

2.9.2 Ventilation:

The dining hall shall have natural ventilation and also be fitted with adequate lighting and fans.

2.9.3 Number of utilities:

Wash-basins, liquid-soap dispensers and hand-towels shall be provided at a rate of not less than one per ten candidates.

2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides shall have tiles to the full height of the walls. The cooking platform should have a chimney or other effective means above it to take away the hot air and oil fumes resulting from cooking. There should be a proper airflow system with exhaust fans to prevent air and smoke etc. from entering other enclosed spaces in the campus.

2.9.5 Designated wash place:

A designated wash place for the utensils, cutlery and crockery shall be provided, outside the galley, fitted with adequate taps and platforms for segregation of dirty and clean items. Hot water should be made available on tap for this purpose.

2.9.6 Uniform for catering staff:

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While at work, all catering staff should wear uniforms. Cook's uniforms shall include 'chef caps' to prevent hair from falling into the food under preparation.

2.9.7 Quality of food:

The food shall be nutritious and fresh and, where appropriate, served hot. The entire process of catering shall be hygienic and conducive to the maintenance of good health.

2.9.8 Hygiene:

All spaces connected with catering shall be free of rodents, fungus or insects. Adequate number of insect traps shall be fitted to keep the catering spaces free of insects.

2.9.9 Out-sourcing of food preparation:

In case of outsourcing, proper agreement must be entered into with the contractor. However the food must be prepared in the galley within the campus and must be served in dining hall of the campus. The quality must be strictly supervised by the Institute.

2.10 Classrooms:

2.10.1 Ventilation:

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

2.10.2 Cooling:

Where the ambient temperature in the classroom is expected to exceed 35°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.

2.10.3 Heating:

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

2.10.4 Class-room size:

The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the

student will require a larger independent desk as compared to the requirements of classes for students of general education.

2.10.5 Carpet area:

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

No. of candidates	Carpet area of room
20	30 sqmt
24	36 sqmt
40	50 sqmt

No class of more than 40 candidates at a time is permitted.

2.10.6 Black/white board/Smart Boards:

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

2.10.7 Overhead projector:

An overhead projector shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates.

2.10.8 Screen:

A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector

2.10.9 For lecturer:

A raised platform with a table and chair shall be provided. The lecturer shall be provided a lockable cupboard for use in each classroom.

2.10.10 For candidates:

Each candidate shall be provided with a separate wooden table and chair.

2.10.11 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.

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2.11 Library-cum-reading room:

A dedicated library-cum-reading room of not less than 50 m² shall be provided adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. 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. Library facility to be made available for atleast 4 hours beyond class hours.

2.12 Audio-visual equipment :

The Institute shall have adequate audio-visual materials including TVs, video/CD players, appropriate DVD/CDs/Hard Discs etc.

2.13 Computer and projection facility :

A computer and projector for PowerPoint presentations in classrooms when required, must be available.

2.14 Maps, models, etc.

Adequate number of world maps, models of ships, wall-mounted photographs of ships and ports, etc. shall be displayed in classrooms and other suitable places in the campus.

2.15 Video-cassettes/CDs:

The available video-cassettes/CDs should include

- 2.15.1 Entry into enclosed spaces
- 2.15.2 Use of breathing apparatus
- 2.15.3 Personal safety on Deck
- 2.15.4 Abandon ship

and other video cassettes/CDs, as may be prescribed from time to time.

2.16 Computer training:

At least five workstations for every 40 candidates, with MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided for use by candidates on holidays and off-hours on weekdays. Where computer training cannot be imparted within the campus, formal agreement with suitable outside agencies with dedicated time slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted. However, the said workstations stated earlier in this clause must be available in a classroom within the campus.

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2.17 Communication facilities :

2.17.1 Internet:

Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least four Internet workstations shall be provided for every 40 candidates.

2.17.2 Telephone:

Candidates shall have access to local, NSD and ISD telephone facilities within the campus. Institute shall ensure that adequate number of booths is available within the Campus such that the waiting period of the trainees is minimum.

2.17.3 Photocopying :

Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

2.18 Recreation room:

A recreation room of not less than 20 m² per 40 candidates, with indoor games such as table tennis, carrom, scrabble, draughts, chess, etc., TV, Video, etc. shall be provided for use by the candidates.

2.19 Dispensary and medical emergencies:

The Institute should ensure that Parents/Guardians are fully aware of the nature and extent of medical facilities being provided by the Institute for the entire period of study, without any scope for ambiguity, before the candidate takes admission to the Institute.

A dispensary stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available everyday with appropriate recording of his attendance and a formal agreement with a hospital/clinic nearby in case of emergencies.

Institute must make arrangement to supply medicines as prescribed by the Doctor, and may debit the cost from the account of the cadet.

Provision of a vehicle with a driver at the Institute's cost must be available round the clock, to cater to medical emergencies.

2.20 Ship-type mast:

A ship-type mast, approximately 10 meters high, for practice in mast climbing must be provided in a convenient location in the campus.

2.21 Playground:

A playground of at least 130 meters x 100 meters shall be provided within the campus.

2.22 Parade-Ground:

A parade-ground of minimum 100x50 m² shall be provided within the Campus. This could be a part of the play ground of the Campus.

2.23 Auditorium:

The Institute should provide an Auditorium with adequate capacity to seat the maximum intake of cadets and faculty of one course together for all courses approved by the Directorate. They should also keep in mind the future plan for their further enhancement of intake in students while meeting the requirement of Auditorium capacity.

2.24 Swimming facilities:

The Institute shall have facilities for imparting training in swimming on Campus. Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

2.25 Boatwork:

Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

2.26 Alternate source of electric supply:

2.26.1 An alternate source of electrical power capable of providing power to the following within ten minutes of the failure of the main supply shall be provided.

2.26.1.1 All lights and fans in the buildings and half the number of lights of compound.

2.26.1.2 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board,

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- 2.26.1.3 Computers, UPS for computers, simulators and their air-conditioners.
- 2.26.1.4 The emergency power requirement for workshop facilities need not be concurrent or simultaneous with that required for the hostel as it may be presumed that both these premises would not be occupied at the same time.
- 2.26.2 The emergency generator and emergency switchboard shall be located in a self-contained room, at ground level in the campus, sufficiently segregated from the academic and residential accommodation in order to prevent unnecessary noise, vibration and atmospheric pollution.

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PART-III

Faculty (Refer to the DGS Order 5 of 2013)

3.1 Institute has to follow DGS Order 5 of 2013 in respect of faculty strength, approval of faculty, appointment of faculty member and their qualification etc.

3.2 Personnel on duty:

There must be persons designated, as prescribed separately for each category of pre-sea induction course, to be on duty in the campus at all times during the course period. This is to ensure welfare, discipline, and safety amongst candidates, and for overall security of the Institute. It is imperative that the person designated to be on duty and in-charge of discipline must eat with the candidates in the dining hall. This will not only take care of discipline and table manners, but also ensure that the standard of quality of food is maintained. Wardens can be a course officer or instructor.

3.3 Faculty room:

There shall be a room for faculty members, separate from the office space, as follows:

- 3.3.1 For each full-time faculty member, carpet area not less than 4m² with separate chair, table and cupboard.
- 3.3.2 Modular separation is required.
- 3.3.3 For visiting faculty members, additional table and chairs.
- 3.3.4 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

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PART -IV

Course facilities and fees:

4.1 Course strength:

The number of candidates shall not exceed 40 per course while applying for initial approval and the maximum students in a class shall not exceed a strength of 40.

4.2 Staggered batches:

Staggering of batches has led to lower number of teaching days and has not proved to be a successful learning experience. Staggering of batches through the year will therefore not be permitted except as follows:

(i) DNS 1 year Course: 2 batches in a year beginning in August and February of every year.

(ii) GP Rating: 2 batches of 6 months each in a year each beginning in January and July.

(iii) Graduate Marine Engineering Course (GME) 1 year course: 2 batches in a year each beginning in August and February.

4.3 Increase in course capacity :

Any request for increase in the capacity or additional batch of the course, once the Institute is in compliance of the requirement under para 1.4.2.2 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 MMDs on the advice and scrutiny of DGS will take place only on such payment being made.

4.4 Admission standards:

Admission standards shall be as prescribed separately for each category of pre-sea induction course. At present these are prescribed in DGS Circular No.7 of 2005 dated 17th June, 2005. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DGS that Institute has given admission to any candidate who does not fulfil the eligibility criteria, this will be treated as serious misconduct by the Institute and it shall be liable for penal action including withdrawal of approval of the course.

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4.5 Verification of documents:

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the head of the Institute or by his authorised representative. The responsibility for such scrutiny and verification of authenticity of these documents shall be that of the head of the Institute. The Institute must retain an attested photocopy duly signed by the respective candidate for a period of not less than 5 years. Since the originals are being seen by the Institute, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his name and designation.

4.6 Suggestive Daily routine:

The suggestive daily routine is enclosed at **Annex – VI**.

4.7 Course content:

The course content and the distribution of hours for each topic/activity may be given separately for each category of pre-sea induction course. These must be strictly adhered to.

4.8 Detailed teaching syllabus:

Teaching syllabus shall be as prescribed for each category of pre-sea induction course. Institute shall ensure that the detailed syllabus is brought to the notice of the students at the beginning of the academic semester/academic year and records to be maintained to this effect.

4.9 Text-Books

Text-books shall be as may be prescribed separately for each category of pre-sea course and must be given independently to each student who may take the same with him/her at the end of the Course.

4.10 Five basic modular courses:

The Institute shall arrange for the candidates to undergo the following courses independent of the stipulated period of pre-sea training, and before issuing them a final passing out certificate:

4.10.1 Personal Safety & Social Responsibilities (PSSR)

4.10.2 Personal Survival Techniques (PST)

4.10.3 Elementary First Aid (EFA)

4.10.4 Fire Prevention & Fire Fighting (FPFF)

4.10.5 Security Training for Seafarers with Designated Security Duties (STSDSD)

4.10.6 The basic courses listed above must be courses approved by DGS in the Institute.

4.10.7 A separate certificate must be issued to each candidate for each basic course.

4.11 Course dates:

In order to maintain uniformity, the date of commencement of pre-sea courses shall strictly be first working day of the month, unless it is fixed as per the requirement of the affiliating University.

4.12 Schedule of Classes:

The Institute shall conduct classes only from Monday to Saturday, and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Sundays..

4.13 Duration of the course:

The duration of the course shall be as prescribed separately for each category of pre-sea induction course.

4.14 Log-book:

During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty (OOD) and countersigned by the course-in-charge. It shall contain the following details:

- a. Name of the Institute
- b. Day and Date
- c. Period covered: 0900 hours previous day to 0900 hours present day
- d. Number of candidates on the rolls
- e. Number of candidates absent, with reasons thereof – leave, sick, etc.
- f. Names and designations of persons on duty
- g. Names and designations of faculty absent, with reasons thereof – leave, sick, etc.
- h. Routine extra-curricular activities
- i. Routine academic activities
- j. Any extra-ordinary events
- k. Any breach of discipline, and action taken thereon
- l. Times of interruption of main electric supply
- m. Times when alternate source of power switched on and off
- n. Any other matter of significance not covered above.

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4.15 Intimation to DGS, INDoS and to Shipping Master:

4.15.1 Intimation to DGS and INDoS:

Within 10 days of commencement of the course, the head of the Institute shall send a list of candidates, in the prescribed format, to the DGS and to the INDoS Cell, Mumbai. The Officer in-Charge of the INDoS Cell shall allot a distinctive permanent Indian National Database of seafarers (INDoS) number to each candidate and communicate the same to the Institute. The INDoS number should be stated in all maritime certificates and documents issued in India to that candidate.

4.15.2. Intimation to Shipping Master:

The Institute shall provide information to the Shipping Master as per the existing guidelines as issued by the Directorate with respect to issuance of CDC.

4.16 Evaluation and monitoring :

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained.

Duly filled up feed back forms from the candidates are to be maintained systematically for a period of 2 years. The trainees should be encouraged to offer their feedback in their own handwriting, without having to disclose their identity.

4.17 Final Examination:

4.17.1 Towards the end of each course, there will be a final examination consisting of written, oral and practical segments.

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

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

4.17.4 In order to ensure that proper valuation has been done, a member of the MMDs, or other officer appointed by DGS, may review assessment records at random and also ask during the surprise/annual inspection questions of some of the candidates to assess the general quality of training imparted.

4.17.5 The structure of the assessment system is given separately for each category of pre-sea induction course.

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- 4.17.6 The criterion for issue of a passing out certificate is given separately for each category of pre-sea induction course.
- 4.17.7 Instruction for 're-sits' of failed candidates is given separately for each category of pre-sea induction course.
- 4.17.8 The format of the passing out certificate is given separately for each category of pre-sea induction course.

The sub-paras 4.17.1 to 4.17.8 are not applicable in case examinations, assessments are conducted by the University, to which the institute is affiliated.

4.18 Entry of Final certificates in INDoS:

The details of the five basic certificates – PSSR, PST, EFA, FPF and STSDSD and the final passing out certificate issued to each candidate, after the course is over, shall be communicated by the Institute to the Officer in-Charge, INDoS Cell in a prescribed format, for entry of the same in INDoS.

4.19 Use of uniforms:

- 4.19.1 Uniforms serve four main purposes.
- 4.19.1.1 Firstly, rich and poor candidates cannot be distinguished by their apparel.
- 4.19.1.2 Secondly, persons wearing uniform tend to behave correctly in public, as they are conspicuous by their appearance.
- 4.19.1.3 Thirdly, proper hierarchy is established by the epaulettes worn.
- 4.19.1.4 Fourthly, laminated photo identity cards hanging on the right shirt-pocket (preferable to plastic name-plates) establish precise identity of the wearer.
- 4.19.2. It is therefore necessary for not only the candidates to wear uniform but also for the faculty members who should set example.
- 4.19.3 Uniforms for faculty members should be as prescribed separately for each category of pre-sea course.
- 4.19.4. Uniforms for candidates should be as prescribed separately for each category of pre-sea course and must be of sufficient quantity to allow for regular use of the candidates.
- 4.19.5 The list of accessories that each candidate must possess whilst under training shall be as may be prescribed separately for each category of pre-sea courses.
- 4.19.6 All staff, faculty members and candidates must wear uniform at all times in the campus – ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

4.20 Fees:

The Institute may charge a reasonable amount of tuition fee and other dues from the Candidates. However, the full amount of fees and dues which is being charged under each separate head and in total, or any subsequent change in the fees and dues structure, should be intimated to the DGS. During inspections by the MMDs and Directorate this point may be checked with records available in the Institutes and deviation shall be treated as serious misconduct by the Institute attracting penal provisions including withdrawal of approval of the course by the DGS. The total tuition fees and other dues to be charged from a candidate should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each course should be sent to the DGS for record before commencement of the course.

4.21 Method of collection of fees:

All collection of fees and dues from the students should be through DD/cheques only for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. Any collection in cash from candidates by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

4.22 Remission of fees to girl-candidates

To promote the entry of girls in the shipping sector, it has been decided to offer incentives to such girl-students in Government aided training institutions, that is, in TS Chanakya, MERI Kolkata and MERI Mumbai. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

4.23 Annual remittance to Government:

All approved Institutes and approved workshops themselves conducting maritime training course, shall pay to the DGS one percent of the total fees which will include tuition and all other fees chargeable from a student, for the admitted strength of all courses, every financial year from 1st April to 31st 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 31st May after every financial year by DD payable in the name of Director General of Shipping. 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 31st 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.

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PART-V

Disciplinary action

5.1 Automatic lapse of approval:

Where, after the approval of the DGS, no pre-sea induction course is conducted for a year or more and also for failure to provide on-board ship training, 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 and hostel-premises 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 MMDs:

- 5.2.1 Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval after giving intimation to the institution or on receipt of request of the Institute through DGS
- 5.2.2 Unscheduled (surprise) inspection to verify that the contents of the approved documents from the proposal are properly and adequately in place, and are being followed in principle and practice
- 5.2.3 Periodic inspections for continued approval of the courses
- 5.2.4 The MMDs shall report any inspection carried out, based on the applicable documents of the Institute and as per the requirement of the DGS in the approved format.
- 5.2.5 The MMDs shall insist on quality standards and certification of the Institute
- 5.2.6 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.
- 5.2.7 If the MMDs during the course of inspection finds a deviation from fair methods of principles and practice, it should immediately bring it to the notice of the Institute and seek immediate compliance or compliance within a specified period.

The Principal Officer of the MMDs should convey this in writing to the Institute. The report to the Principal Officer of the MMDs must contain the list of deficiencies duly endorsed by the INDoS by MMD and if possible at least a senior person from the Institute. The Institute must be given a fair chance to express its point of view and arguments to MMDs. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

- 5.2.8 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 Types of deficiencies:

Deficiencies may be of two types: major and minor.

5.3.1 Major deficiencies :

Intentional violation of the instructions of the DGS with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major deficiency. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as 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 admission to ineligible candidates,
- 5.3.1.3 inadequacy of the faculty to impart training,
- 5.3.1.4 irregularities in fees,
- 5.3.1.5 irregularities in teaching hours and
- 5.3.1.6 break-down of general discipline
- 5.3.1.7 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.

5.4 Rectification of deficiencies

In the event of ineligible admissions, subsequent batch of the course concerned or more batches will be suspended without any Show Cause Notice or intake of the institute may be reduced to the extent of double the

number of ineligible candidates admitted in the previous batch, and may extend to suspension of approvals for intake of new batches in case of repetition in same or other courses by the Institute.

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 course 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 undergoing 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 course 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, as per Sec. 1.5 to 1.9 of the DGS order and approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

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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 be imposed on 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, which amongst others may include faked records, issue of certificates without attendance by candidates, etc. is detected. The decision of the Directorate in this regard will be final and binding on the Institute.

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, it will not be possible to issue the usual show-cause notice with the usual time.

5.7 Competent authority for withdrawals:

All approvals/withdrawals will be issued by the DGS, unless specifically delegated to any subordinate authority.

5.8 Discontinuation of DGS approved Courses/ Closure of Institution

DGS approved running pre-sea Degree/Diploma Courses are not permitted to be discontinued/Institution closed without completing the course for the students enrolled and obtaining prior approval from the DGS. All efforts shall be made by the Institution to complete the Course of the enrolled students. Discontinuation /closure of the Courses/Institution may be considered by the DGS only in extreme cases, and on confirmation that the Institute is no longer in a position to run the Institute/Courses. In such cases the Institute/Society/Trust is required to submit

a proposal to the DGS along with the following documents, and subsequently present their case to the Collegium:

- (a) Reasons and justification for closure of the Institution/Courses.
- (b) Board Resolution/decisions of the Trust/Institution regarding closure of the Institution/Courses.
- (c) Details of student's year wise undergoing the course as on date. Consent of the students for their transfer to other Institute, including details of availability of seats in other DGS approved Institute, in case the institute is required to be closed prior to completion of the Course.
- (d) Details of admissions made during the past four years or for the period approved by DGS.
- (e) No Objection Certificate from the concerned authorities such as the State Government /UT and the Affiliating University/AICTE for closure of Institution/ Courses as the case may be.
- (f) Information of the assets available with the institution.
- (g) Details of the dues and liabilities arising out of the closure of the Institution/Courses.
- (h) Details of the existing faculty and other employees working in the institution.
- (i) An undertaking on a non judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the students and other agencies, arising out of the closure of the Institution/Courses. If the closure is prior to the completion of Course, Institute is liable to return the course fee collected from the students for the academic year(s) completed.
- (j) Members of the MMD may visit the Institution to ascertain the feasibility of closure of the Institution/Courses, and also to assess the liabilities arising out of such closure.
- (k) A decision shall be taken by the DGS on receipt of the recommendations of the MMD.

5.9 Display on DGS website:

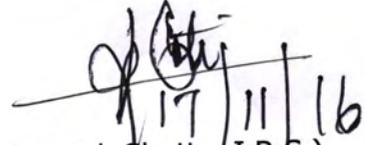
Approvals, withdrawals and cancellations will be displayed on the official Website of the DGS (www.dgshipping.gov.in).

J. M. Anandharan
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PART -VI

6. Effective date:

These guidelines shall come into force with an immediate effect.



(Deepak Shetty, I.R.S)
Director General of Shipping &
Secretary to the Govt. of India,
Mumbai



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

**APPLICATION FORM FOR CONSIDERING THE
ELIGIBILITY OF NEW INSTITUTE BY THE DIRECTOR
GENERAL OF SHIPPING**

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Non profit making Registered Public Trust / Sec.25 Company making the application.				
2.	Name of the Trustees/ Management Council and Authorized signatories on behalf of the applicant organization who will be managing /owning the Institute/Director of Sec. 25 Company/ Trust (Documentary evidence to be attached)				
3.	Date of Registration of non profit making public Trust/ Sec. 25 Company & Act/P&L Statements duly verified by CA for the next 3 years (if applicable)				
4.	Past/existing educational/ marine educational experience of the applicant Trust/ Sec 25 Co., if any and list of courses being run (with the address of location)				
5.	Resolution passed by such Registered non profit making Public Trust/Sec. 25 Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached)				
6.	Fees : Demand Draft for Rs.20000/- payable at Mumbai to DGS:				

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7.	Name of the Institute (proposed to be set up).				
8.	Address/Location				
9.	Telephone / Fax /E-Mail	Tel:			
		Fax:			
		Email :			
10.	Layout of the premises with approved blue print				
11.	Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/lease for minimum period of ten years to be produced with enabling provision for renewal of lease for a further period of three years. Copy of Land use certificate, Land specification with respect to category of City to be stated.				
12	Proof that the land has been exclusively earmarked for the proposed Institution by any resolution. (Attach copy of resolution of Non profit making Registered Public Trust Trust / Sec.25 Company /Applicant)				
13.	Courses which are proposed to be conducted in the proposed Institute.				
14.	Business Plan of the Institute				
15.	Name of the Head of the Institute				
	(a) Qualification				
	(b) Date of birth/Age				
	(c) Experience				
	(d) Teaching Experience				

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16.	Name of the Principal/Director/Capt Supt. (CV to be attached) identified for the proposed Institute.				
17.	Infrastructure Facilities: Tentative plan with estimated cost of basic infrastructure i.e campus facility, office, scholastic block, hostel, playground, swimming pool, parade ground facility, boating (tie up letter, if not in the campus), galley, etc.				
18.	Sources of Funds (Equity & Debt both). a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached) c. Present fund position				
19.	PERT chart for constructing/making the Institute operational				
20.	Apart from intended marine related courses, specify other educational courses being run or proposed to be run by the Trust/Company, including tie up/affiliation with foreign Universities.				
21.	Proposed details of affiliation with University/AICTE approval in case of 4 year plan for B.E. Marine course				
22.	Proposed details to ensure on board sea service training of candidates				
23.	Plan for ship in campus / afloat training for marine engineers				

PREREQUISITES FOR ESTABLISHMENT OF THE NEW INSTITUTE

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Non profit making Registered Public Trust / Sec.25 Company				
2.	Name of the Institute				
3.	INDoS No., if applicable				
4.	Address & Location				
5.	Telephone/Fax	Tel: Fax:			
6.	E-Mail id :				
7.	Processing Fees and Institute approval fee	DD : Date:			
8.	Course for which approval is sought				
	(a) Course ID				
	(b) Duration of Course				
	(c) Intended frequency of the course in the year (where not prescribed by DGS)				
	(d) Proposed No. of Trainees/Course				
9.	Details of University affiliation				
10.	Details of AICTE approval (as applicable)				
11.	Details of proposed ISO 9001:2000 Certification (Copy of the Manual to be submitted)				
12.	Details of proposed grievances redressal mechanism with respect to complaints relating to sexual harassment at workplace				
13.	Details with respect to sea time				

	tie ups for on board training to the prospective students, with shipping companies.				
14	Authority to conduct examination				
	(a) Examination Process (Written, Orals etc.)				
15	Name of the Principal/Director /Capt Supdt. (CV to be attached)				
	(a) Qualification				
	(b) Experience				
	(c) Age				
16	Course in Charge				
	(a) Name				
	(b) Age				
	(c) DGS Faculty Approval No. and Date				
	(d) Designation				
	(e) Qualification				
	(f) Experience				
	(g) Phone (Res.)				
17	Means of knowing the latest requirements/amendments of DGS				
18	Is the Institute running/ intending to run any courses other than the course(s) under approval? If yes, please specify kind of course and no. of trainees in each per annum ((Pls. attach separate sheet of such courses, organization for whom conducted, authority of the same etc.)				
19	Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex IIA)				

Prakash Kumar
12 Nov 16

	(i) Ship in campus (as applicable)				
	(ii) Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)				
(b)	Class Room-				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
(c)	No. of Tables & Chairs				
(d)	Toilet / Wash Rooms Facilities				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of Toilets				
	(iv) No. of Wash Rooms				
(e)	Canteens/Catering Facilities				
	(i) Mess Room / Canteen Area				
	(ii) No. of Tables & Chairs				
(f)	Teaching Aids (OHPs, White Board, Computer, CDs, etc.)				
(g)	Library Facilities				
	(i) Space in sq.m.				
	(ii) Number of Books				
	(iii) Name of Journals				
	(iv) Seating Capacity				
	(v) Timings				
(h)	Publications / Books available to the Staff for Teaching				
20	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued submitted				
21.	Residential Facilities for Trainees (Details as per Annex IIA)				
	(i) No. of Candidates per room				
	(ii) No. of Toilets				
	(iii) Mess Room				
	(iv) Recreational Facilities				
	(v) Play Ground				
22	Details of Faculty with matrix of courses/subject and faculty hours				
	(a) Professor/Asst. Professor/Lecturer/Instructor – 1, 2, 3 (Specify for				

	each whether full time, part time, visiting) and teaching hours/ week.			
	(i) Name			
	(ii) Age			
	(iii) DGS Faculty Approval No. & Date			
	(iv) Designation			
	(v) Qualification			
	(vi) Experience			
	(vii) Faculty Approval No. & Date			
23	Support Staff (Non Teaching)			
	Support Staff-1, 2, 3 (and so on)			
	(i) Name			
	(ii) Age			
	(iii) Designation			
24	(i) Total Course Hours			
(a)	(ii) Total Teaching Hours			
	(iii) Total Lab. /Workshop Hours			
(b)	Subjects with Teaching Hours			
	a.			
	b.			
	c.			
	d, e, f			
	Total:			
(c)	Subjects with Workshop/Lab. hours			
	a.			
	b.			
	c.			
	d, e, f			
	Total:			
(d)	Name of the Faculty with hours taught /week			
	a.			
	b.			
	c, d, e,			
	Total:			

J. M. Anshuman
12/11/16

MATRIX 1
Model Faculty Load Matrix for Course(consolidated hours for each faculty)

Name of The Institute
 Address of Premises
 Course Name
 Number Of Candidates

S.No.(1)	Faculty Name(2)	Faculty Approved (Y/N)(3)	Course for which Approval is sought (4)			All other courses where this faculty is associated(5#)						Total Hrs/Week (A+B+C)(6)
			Course Name :			Course Name :			Course Name :			
			Subject	Hrs/Day	Hrs/Week (A)	Subject	Hrs/Day	Hrs/Week (B)	Subject	Hrs/Day	Hrs/Week (C)	
1	Faculty 1											
2	Faculty 2											
3	Faculty 3											
4	Faculty 4											
5	Faculty 5											

Name & Signature Of Course In Charge(as approved by DGS)*:

Date

Column 5 may be extended if the faculty is assigned more than 2 courses

*If course -in -charge is not approved by DGS, the Principal may sign on behalf of course-in-charge

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S. M. Arshad
 17/11/2016

MATRIX 2A
Model MASTER Load Matrix for Course

Name of The Institute
 Address of Premises
 Course Name
 Number Of Candidates

		1st Session			2nd Session			3rd Session			LUNCH	4th Session			5th Session			6th Session		
		Sub./ Comp.	Name of Faculty	No. of Hours	Sub./ Comp.	Name of Faculty	No. of Hours	Sub./ Comp.	Name of Faculty	No. of Hours		Sub./ Comp.	Name of Faculty	No. of Hours	Sub./ Comp.	Name of Faculty	No. of Hours	Sub./ Comp.	Name of Faculty	No. of Hours
1st Week	1st Day (Mon)																			
	2nd Day(Tue)																			
	3rd Day(Wed)																			
	4th Day (Thu)																			
	5th Day(Fri)																			
	6th Day(Sat)																			
2nd Week	1st Day (Mon)																			
	2nd Day(Tue)																			
	3rd Day(Wed)																			
	4th Day (Thu)																			
	5th Day(Fri)																			
	6th Day(Sat)																			
Last Week	1st Day (Mon)																			
	2nd Day(Tue)																			
	3rd Day(Wed)																			
	4th Day (Thu)																			
	5th Day(Fri)																			
	6th Day(Sat)																			

Name & Signature Of Course In Charge(as approved by DGS)*:

Date

Note: 1. Session timings to be shown against each session

*If course -in -charge is not approved by DGS, the Principal may sign on behalf of course-in-charge

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J. M. Anubhawan
 17 Nov 16

MATRIX 2B
MODEL TIME TABLE (FOR MODULAR COURSES ONLY)

NAME OF THE INSTITUTE:

COURSE NAME:

COURSE DURATION:

COURSE INCHARGE:

BATCH NAME/NUMBER (only if multiple batches of same course are being conducted):

	Session 1	Session 2	Session 3	LUNCH	Session 4	Session 5	Session 6
Day 1	Subject: Faculty Name: Theory/Practical/ Film	Subject: Faculty Name: Theory/Practical/ Film	Subject: Faculty Name: Theory/Practical/ Film		Subject: Faculty Name: Theory/Practical /Film	Subject: Faculty Name: Theory/Practical /Film	Subject: Faculty Name: Theory/Practical/ Film
Day 2							
Day 3							
Day 4							
.							
.							
Total theory hours: Total practical/drill hours: Total film/AV hours:							

Is the faculty listed above dedicated for this course: Yes/No

Name & Signature Of Course In Charge(as approved by DGS):

Date:

Note:

1. Session timings could be as per institutes discretion.
2. Each subject to be allotted time as per applicable guidelines issued by this Directorate
3. Each session to indicate if it is theory/practical or film
4. If multiple batches are being conducted for same course, time table for all batches to be submitted clearly specifying the batch name/number
5. In case the facility for practical/demo is being used by other batches also, submit the utilization time table of the facility

7

P. M. Anandaraman
17/11/2016

MATRIX 3(See reverse for instructions to fill this matrix)
FACILITY UTILIZATION MATRIX

NAME OF THE INSTITUTE:

Address where facility is located:

FACILITY: Ship-In-Campus/Mock Up/Simulator/Others(strike out those not applicable)

S.No	Month & Year	Time	Day																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Jan, 11	0930-1100	■																															
		1100-1230																																
		1330-1500			■																													
		1500-1630			■																													
2	Feb, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
3	March, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
4	April, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
5	May, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
6	June, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
7	July, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
8	Aug, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
9	Sept, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
10	Oct, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
11	Nov, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																
12	Dec, 11	0930-1100																																
		1100-1230																																
		1330-1500																																
		1500-1630																																

Nomenclature: Black for GME(Graduate Marine Eng), Green for B.E, Red for DME etc

J. M. Anshuman

MATRIX 5
TRAINING HRS. (ABSTRACT)
SEMESTER WISE HOURS DISTRIBUTION
(This matrix need not be filled for Modular courses)

1	2	3	4	5	6	7	8	9	10
Sr. No.	SEMESTER	CLASS		PRACTICAL					Total
		Lectures	Tutorial	Laboratory	Indoor / Academic Workshop	Outdoor Marine Workshop	Afloat Trg.	Ship-in- campus	
	I								
	II								
	III								
	IV								
	V								
	VI								
	VII								
	VIII								
	Grand Total								

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J. W. Ancharwan

- v) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan [in sqm]

Sl. No.	Particulars of Built-up Space at proposed permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive for proposed new Courses / institution. (in Sqm)	Shared with existing courses / institution. (in Sqm)
1.	Total Instructional Area including Library				
2.	Total Workshop and Lab Area (Including Shop in Campus if applicable)				
3.	Total Area for Hostel				
4.	Total Area for playground and swimming pool				
5..	Total Area (in Sqm)				

- vi) Whether Construction has been carried out as per approved Building Plan.

Yes No

S. M. Anandharan
17 Mar 16

vii). Details of Computer Facilities for the Proposed Course(s)

S. No.	Particulars	For existing approved intake	For proposed intake
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		
3.	No. of Terminals on LAN / WAN		
4.	Printers		

viii) Details of Laboratory & Workshop facilities for the Proposed Increase in intake/
New Course(s)

S. No.	Name of the Laboratory / Workshop, if required	Additional Carpet Area available (Sq. M.)

ix) Details of Ship in Campus (if applicable)

Date : _____

(Name & Signature of the Authorized Representative)

Place : _____

Designation

(Seal)

P. M. Chahal
17/08/16

SPECIMEN APPROVAL LETTER

Annex - III

3-TR (12)/2000-4 year B.Tech(ME)
2007

3 Pages

APPROVAL NO: TR/A/19/2007

The Director General of Shipping is pleased to accord **provisional/final** approval for following course at your institute, subject to fulfilling the guidelines, being issued by the Directorate from time to time: -

Name of Institute : M/s. ABC Maritime Academy
INDOS No. 001

Location: XYZ Lane , Mumbai

Name of the Course First year of 4 years B.Tech . (Marine Engineering)

Degree Course Course ID: 64

Duration : 4 years

Intake Capacity : 80 candidates per annum (two classes of 40 each)

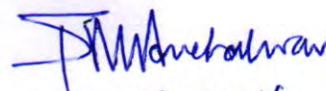
Frequency of the : Once in a year
Course in a year

Start of the Academic session:

Special Instructions :

This provisional approval is accorded only for the commencement of first year of 4 years B. Tech (Marine Engineering) Degree Course with the above capacity in the Academic year 2007-2008, and is subject to the following conditions:

1. The Institute would obtain year wise provisional approval after developing the commensurate facilities as outlined in the Training Circular - of -----.


17 Nov 16

2. The Institute would submit quarterly progress report on the construction of the "Ship in Campus" and complete the same within eighteen months.
3. The Institute would submit a list of yearly sea berth availability for the students and shall regulate the admissions in full compliance with DGS Circular 1 of 2007, as amended from time to time
4. The Marine engineering Section of the College and Hostel shall have to function exclusively imbibing the mariners' culture in every walk of educational and personal lives of its students, with proper academic, curricular and other inputs so as to build their persona as future Mariners.
5. The institute shall maintain a good and sustainable academic standard commensurate with the needs of the international shipping and equip their students with the best of laboratory, workshop and other facilities as per the orders applicable from time to time.
6. The institute is to have in place proper faculty with requisite qualifications in accordance with DGS order in force.
7. The institute is also to set up proper grievances mechanism and treat the students well.
8. Only such students as who meet the eligibility criteria in terms of orders of Directorate as applicable from time to time admitted by the institute will be entitled all benefits under M.S (S T C W) Examinations Rules and any violation by the institute will be dealt in terms of provisions of respective orders / guidelines of this Directorate and the Institute shall be debarred from further admissions without any notice.
9. The Directorate shall be indemnified from any responsibility legal, financial or otherwise, if any, arising out of admission of ineligible candidates by the institute and shall not be accountable/called in question and legally proceeded against by any body and account of the same.
10. The college shall abide by all the orders / guidelines and circulars governing the sanction / approval thereof and / or courses(s) conducted by them as published in the official web site of the Directorate namely www.dgshipping.com, in the act of such publication being enough evidence of the said orders / guidelines and circulars have been published.
11. The approval is also co-terminus with necessary approval from local bodies, State Government including trade and labour regulations, municipal authority and such other authorities as may be applicable and clear land title being submitted whenever called for, where the Institute is located.

JM Anshuman
17/07/16

12. The Institute shall maintain high standards of excellence and professionalism in all matters relating to maritime education and shall raise their students in such a way as to prepare them as the best marine engineers, providing them with world class training facilities so as to make them competitive in the international shipping world.

13. All the guidelines, which have already been promulgated, by this Directorate and those to be promulgated subsequent to issue of this provisional approval letter should be complied with by the institute. It is the responsibility of Institute to keep themselves abreast of the governing orders/rules/conditions / circulars, as applicable, to the Institute, as issued by the Directorate for conduct of training/ course approved as available at website of the Directorate viz. www.dgshipping.com Violation of any of guidelines as referred to herein shall entail suspension of the approval granted herein, without any notice whatsoever at the risk and consequences of the Institute.

14. The institute shall be subjected to Schedule/unscheduled inspection by the representative of the Directorate/ Academic Council. In case of any deficiency, the provisional approval shall be withdrawn without any further notice. You are requested to see overleaf for General guidelines. Receipt and acceptance of the aforesaid conditions shall be acknowledged by the institute forthwith. Any act done by the institute in pursuance of this provisional approval including admission of students for this course and/or publication of any advertisement for such admission shall constitute in toto acceptance of all the conditions set forth herein and such other future stipulations as may be notified by the Directorate and shall form a binding contract between the Directorate and the institute in terms of and for the purpose of the Indian Contracts Act, 1872.

Yours faithfully,

Sd/-

Asstt. Director General of Shipping

For Director General of Shipping

To:

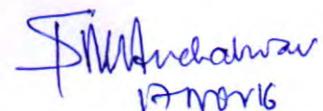
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S. M. Anandharan
17/11/16

ANNUAL RETURN TO BE FILED BY THE INSTITUTION AT THE END OF EACH ACADEMIC SESSION

1. Name of the Institution : _____

2. Address including telephone, Fax, e-mail.: _____

Telephone No.: _____ Fax. No.: _____
E.Mail.: _____

3. Name of the Head of the Institution : _____

4. Name of the Affiliating University : _____

5. Details of University Affiliation and AICTE approval (if applicable) :

6. Members of the Board : _____

7. Members of Academic Advisory Body : _____

8. Frequency of the Board Meetings and Academic Advisory Body : _____

9. Student Feedback on Institutional Governance/faculty performance : _____

10. Grievance redressal mechanism for faculty, staff and students : _____

11. Course approved by the DGS : (1) _____ (2) _____

J. Manoharan
12/11/16

12. Details of each approved course :

Name	Ref. No. & date of approval letter	Number of approved seats	Duration of the course		Total teaching hours	Cut off mark/rank for admission during the last two years	Total Fee (All dues)
			From	To			

13. Faculty Course wise list of faculty members:

Permanent Faculty	Visiting Faculty	Guest Faculty	Permanent Faculty: Student Ratio	Number of faculty employed and left during the last two years

J. M. Anandharan
17 Nov 16

14. Teaching load of each faculty course wise:
(As per attached Annex in the circular)

15. Course wise, details of students passed out and sea berths provided

16. Details of placement for sea time

Course	Name of candidates			CDC No. of candidates passed	Name of the ship joined for 'sea time' with IMO No.	RPS agents/ ship-owner providing tie up with License No.
	Admitted	Passed	Failed			

17. Details of the existing course(s) with respect to Admission

- i. Number of seats sanctioned with the year of approval. : _____
- ii. Number of applications received for the first year admission : _____
- iii. Number of students admitted under various courses in the current year: _____

Sr. No	Courses	Existing Approved intake year wise	Present Strength year wise	Remarks

18. Details of Examination Result

Sr. No	Courses	Name of the University conducting the examination	Details of pass percentage (year wise)	Total No. of candidates admitted in the year (year wise)	Total No. of candidates passed in the year (year wise)	No. of CDC issued to the candidates in the year

JMA Arshadulwar
17/11/16

14. Teaching load of each faculty course wise:
(As per attached Annex in the circular)

15. Course wise, details of students passed out and sea berths provided

16. Details of placement for sea time

Course	Name of candidates			CDC No. of candidates passed	Name of the ship joined for 'sea time' with IMO No.	RPS agents/ ship-owner providing tie up with License No.
	Admitted	Passed	Failed			

17. Details of the existing course(s) with respect to Admission

- i. Number of seats sanctioned with the year of approval. : _____
- ii. Number of applications received for the first year admission : _____
- iii. Number of students admitted under various courses in the current year: _____

Sr. No	Courses	Existing Approved intake year wise	Present Strength year wise	Remarks

18. Details of Examination Result

Sr. No	Courses	Name of the University conducting the examination	Details of pass percentage (year wise)	Total No. of candidates admitted in the year (year wise)	Total No. of candidates passed in the year (year wise)	No. of CDC issued to the candidates in the year

F. M. Anandharan
12/10/16

--	--	--	--	--	--	--

19. Details of any disciplinary action taken against the student with respect to

- i. Ragging : _____
- ii. Due to any other reason : _____

20 Details of ISO 9001:2000

- i. Copy of last internal audit report _____
- ii. Copy of last external audit report _____

21. Details of annual percentage of Fees paid to DGS

- i. Total fees collected on annual basis : _____
- ii. Draft No. date of payment and amount : _____

22. Teaching load of each faculty course wise : _____

23. Students feed back with respect to assessment of Faculty :

24. Details of Any additional infrastructure created during the year

5

P. Anandharan
17 Nov 16

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:

**Name and Signature of the
Authorized Signatory of the
Institution with seal**

Place:.....

J. M. Anandharan
IA Mark

ANNUAL RETURN

Annex - V

1 Page

COURSE DIARY (To be maintained in safe custody & entered for each class undertaken)

Name of Institute : _____

Address (location) of Institute which houses the Class Room : _____

Class Room No. : _____ (Room No. to be indelibly marked in each Class Room)

Course Name : _____ Date of Commencement of Course : _____

Total Duration of Course (days) : _____

In case of outdoor practicals (i.e. outside Class Room) precise location / venue to specify : _____

Sr.No	Date	Name of Faculty / Instructor (as applicable)	Permanent (P) / Visiting (V)	No. of Candidates	Subject Taught	Topics & Sub-topics covered	Time for which taught i.e. from _____ hours to _____ hours	Signature of faculty & date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Name, Signature & Date of Course Incharge
(To be signed every day)

Name, Signature & Date of Head of the Institute
(To be signed once every month)

[Handwritten Signature]
17/11/2016

SUGGESTIVE BREAKUP OF DAILY ROUTINE

All Staff and the candidates should be in Uniform in the Campus at all times.

Monday to Friday

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship
07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch-Break
14:00	Practical
16:00	Tea-Break
16:10	Swimming/ Boat Work/Games
18:00	Dinner
20:30	Self Study/Library
21:30	Round by Duty Staff, Last Post, Lights Out

Saturday

05:30 Reveille/Tea
06:00 Roll Call, Fall-in, Physical Training
06:30 Clean ship
07:30 Bath, Change into Uniform, Breakfast
08:30 Parade Training
09:00 Classes
11:00 Tea
11:10 Classes
13:10 Lunch
16:00 Tea
18:00 Dinner
21:30 Round by Duty Staff, Last Post, Lights Out

Sundays & National Holidays

06:00 Reveille/Tea
06:30 Cross Country Running
08:30 Bath, Breakfast
09:00 May Proceed on Short Liberty
11:00 Tea
13:00 Lunch
18:00 Dinner
20:00 Liberty Expires
21:30 Round by Duty Staff, Last Post, Lights Out