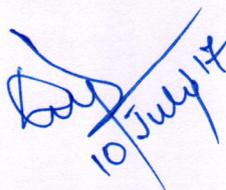


	<u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.:QMS - 7.0 Page 1	Subject:- Procedure to be followed by the DGS approved maritime training institutes while applying for course approvals- reg.	F. No. TR/Cir/6(4)/2017
Approved by the Director General of Shipping & ex-officio Addl. Secretary to the Govt. of India.	Training Circular No. 07 of 2017	Date : 10.07.2017

The DGS approved maritime training institutes apply for course approvals along with the documents and fees to this Directorate and after scrutiny of the documents by the training branch and concerned technical branch, it is referred to the concerned MMDs for inspection of the institute for conduct of the concerned course.

2. After receipt of the inspection report, the same is scrutinized by the training branch and also by technical branches, if needed. Thereafter, the file is put up to Director General of Shipping for approval.
3. The Competent Authority has directed that hence forth, after the receipt of inspection report from the concerned MMDs, the Director/Principal of the institute needs to make a power point presentation in this Directorate about the following:


10 July 17

S.No.	Description	S.No.	Description
1	Details of the proposal	2	Details about the Institute
3	Land documents	4	Details about the Trust
5	List of faculty	6	Faculty Load matrix
7	Infrastructure details	8	Course for which inspection has been carried out
9	Course details	10	No of students and frequency of the course.
11	Batch details	12	Placement details
13	CIP status	14	Annual fee status
15	The reason for conducting this course.		

4. All the institutes are hereby directed that the Director/Principal of the institute shall make the power point presentation for seeking approval for new courses/enhancement of the intake capacity for any of the courses.

5. This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Govt.of India.

 Yours faithfully,
19 July 17

(Deependra Singh Bisen)
Asstt. Director General of Shipping