

	DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI	IS/ISO Clause No.7.1
Ref.:QMS - 7.0 Page 1	Subject: Land / Premises requirement for maritime training institutes-reg	No.TR/Cir/6(3)/2018
	Training Circular No. 15 of 2018	Date : 08.05.2018

1. The lifting of ban on institutes to open a new pre-sea or post-sea institute led to a rush of new applicants aspiring to open new maritime training institute. The Directorate has received many queries pertaining to the land and premises requirements. In order to bring more clarity on the requirements of land / premises for maritime training institutes, the Directorate has issued this Training Circular. This Training Circular is issued in partial modification to items 2.1, 2.2 and 2.3 of Part 2 of DGS Order 05 of 2016 dated 01 November 2016 and items 2.1, 2.2 and 2.3 of Part 2 of DGS Order 07 of 2016 dated 17 November 2016. This Training Circular also supersedes Training Circular 05 of 2014 dated 15 May 2014.
2. **Land / Premises requirement**
 - 2.1. The pre-sea maritime courses are residential courses and are of longer duration. Institutes intending to conduct pre-sea maritime courses must have an independent campus of area four hectares or more. The land must be owned or leased by the Trust or the Section 8 Company for a period of minimum 10 years. In case the land is leased, the lease deed / leave and license agreement must be registered. The land must be a developed land in the sense that it is non-agricultural, easily accessible and well connected by road and rail, having electricity and water supply.
 - 2.2. The post-sea maritime courses are generally modular courses of short duration. The premises where the institute intends to conduct post-sea maritime courses must be owned or leased by the Trust or the Section 8 Company. In case the premises is leased, the lease deed / leave and license agreement must be registered for a period of minimum 3 years with enabling provisions for further extension of lease for 3 years. Extendable clause may not be required if the premises is leased for 5 years. The lease agreement must be registered. The premises must be registered as commercial and not residential.

- 2.3. The land / premises accepted by the Directorate must be used solely for the maritime courses approved by the Directorate. The land / premises approved for conducting maritime courses approved by the Directorate shall not be used for conducting courses for other flags. In case the institute intends to conduct maritime related value added courses which are not approved by the Directorate, the institute shall provide clear demarcation of the premises and ensure that such courses do not utilize the facilities provided for maritime courses approved by the Directorate.
- 2.4. The registered lease deed must be strictly between the actual owner of the land, the lessor and the Trust / Section 8, the lessee. Sub-leasing of the land / premises is not acceptable. The Directorate may consider sub-leasing on a case to case basis depending on the merit of the case provided the Trust / Section 8 Company submits a "No objection" certificate from the actual owner.
- 2.5. The maritime training institute is required to provide all the facilities pertaining to the conduct of a maritime course or as required by the applicable guidelines within the campus. The Directorate may allow certain facilities to be outside the campus if there are justified reasons. In such case, the maritime training institute must take prior permission from the Directorate. Such permissions may be granted on a case to case basis provided the maritime training institute provides its own regular transportation.
- 2.6. The maritime pre-sea modular courses such as the Personal Survival Techniques, Fire Prevention and Fire Fighting, Elementary First Aid, Personal Safety and Social and Social Responsibilities, and Security Training for Seafarers with Designated Security Duties are primarily pre-sea courses. These courses being short duration modular courses shall be considered for approval as per the guidelines applicable for post-sea courses.
- 2.7. The existing maritime training institutes which were approved as per DGS Order 01 of 2003 dated 15 / 01 / 2003 may continue to comply with the land requirements of the DGS order 01 of 2003. In case such institutes intend to increase their approved intake capacity for any of the approved courses or intend to seek approvals for any new pre-sea or post-sea maritime course they shall be required to comply with the guidelines prescribed in this circular.

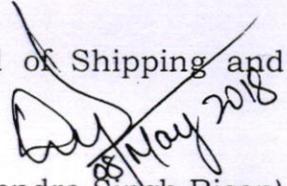
3. **Location of institute**

The maritime training institutes shall provide their official valid email address for correspondence. All correspondence with the maritime training institute will be made only on the address where the maritime training institute is physically located. The maritime training institute shall carry out all the administrative duties pertaining to the candidates like issuance of the certificates, maintaining records at the same location.

4. **Shifting of land / premises**

The existing maritime training institutes conducting the maritime courses approved by the Directorate and desiring to shift their premises to a new location shall make the request along with the applicable fees. The new premises shall be required to meet the latest applicable requirements. The new premises shall be subjected to inspection by the Directorate or its allied offices, the Mercantile Marine Departments. The institutes which are approved In-principle may shift their premises without payment of fees. However the In-principle approval for the new premises shall be required. The maritime training institute can conduct the maritime courses approved by the Directorate at new premises only after seeking approval from the Directorate.

5. This issues with the approval of the Director General of Shipping and Special Secretary to Government of India.



(Deependra Singh Bisen)
Asstt. Director General of Shipping

To
All DGS approved maritime training institutes.
All approved Trusts.
All MMDs.