TRAINING MANUAL

Compendium of DGS Orders, Circulars and Notices related to Training

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Preface

The Directorate General of Shipping, Government of India, in its quest to evolve as a highly effective, efficient, responsible and progressive maritime administration, recognizes the need to develop and sustain a pool of competent seafarers catering to the needs of global and national maritime industry. Maritime Training Institutes of a mighty seafaring nation like India have a significant role to play in fulfilling this vision. In this context, it is imperative for the Directorate to implement robust systems to approve, administer, supervise and monitor the efficient functioning of Maritime Training Institutes of the nation.

The relevant IMO instrument, 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978) and its subsequent amendments have acted as the guiding light for this Directorate to develop the guidelines for all aspects of governance with respect to Maritime Training Institutes.

The Directorate, in order to ensure continual improvement in the face of ever evolving global and national shipping scenario, and also taking cognizance of the need to keep abreast of the latest technological advancement in the field of maritime education and training, has promulgated over the years a number of relevant guidelines in the form of MS Notices, Training Circulars and DGS orders.

Recognizing the need for a comprehensive Training Manual as a ready reckoner for the Maritime Training Institutes to comprehend the compliance requirements, the Directorate had taken up the challenging task of consolidating all the relevant information. A large number of DGS Orders, Training Circulars and MS Notices have been combed thoroughly in the development of this Training Manual.

Directorate would like to take this opportunity to express its gratitude towards all those who volunteered to lend their hand towards the fulfilment of this mission, especially the personnel from Maritime Training Institutes who had selflessly worked towards the completion of this Training Manual.

Foreword

Maritime world is changing at an unprecedented pace. Maritime education and training requirements for the same are changing equally fast. Whether it be deployment of new equipment, such as an ECDIS or the opening of new trade routes through polar waters, almost every change is bringing about either an amendment into an existing training module or requiring evolution of a new one.

The Indian maritime training sector, in close coordination with the Directorate General of Shipping, has not just kept pace with the changes initiated at international level but has also progressively evaluated and improved training needs for its internal and coastal waters. The high standards achieved by Indian training fraternity are reflected in the stupendous growth achieved in employment of Indian seafarers worldwide over the past few years.

Constant evolution of the requirements of training for the existing and the prospective seafarers and the need for India as a premier seafaring nation to constantly improve and innovate its processes and methods to stay ahead of the curve has resulted in promulgation of a number of circulars, notifications and orders from the Director General of Shipping. Plethora of tertiary legislation has not only lead to ambiguities but has made it difficult for the stakeholders to understand the training related regulations and their rationale making it difficult for the new entrepreneurs from entering this field. A need was, therefore, long felt to collate and compile the existing instructions as a master Circular, so that the stakeholders have a clear view of the existing training regulations.

I commend the team at the Directorate and the industry who have worked tirelessly in collating and studying large number of documents and summarizing them into this simplified, easy to use 'Training Manual'. Achievements of the training fraternity in launching its e-governance module are equally laudable.

I believe that availability of information in such a simplified form will bolster growth, transparency and efficiency, thereby helping Indian maritime industry achieves greater heights.

Jai Hind!

Dr. Malini V. Shankar

Director General of Shipping and Secretary to Govt. of India

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Glossary

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Glossary

AECS	-	Assessment, Examination and Certification of Seafarers
AICTE	-	The All India Council for Technical Education
ARPA	-	Automatic Radar Plotting Aids
B. E.	-	Bachelor of Engineering
B.Ed.	-	Bachelor of Education
B. Tech	-	Bachelor of Technology
BST	-	Basic STCW Safety Training
CEO	-	Chief Engineer Officer
CIP	-	Comprehensive Inspection Programme
COC	-	Certificate of Competency
COP	-	Certificate of Proficiency
COS	-	Certificate of Services
DGS	-	Directorate General of Shipping
DNS	-	Diploma in Nautical Science
EFA	-	Elementary First Aid
FG	-	Foreign Going
FPFF	-	Fire Prevention & Fire Fighting
GME	-	Graduate Marine Engineering
GP Rating	-	General Purpose Rating
GT	-	Gross Tonnage
IMO	-	International Maritime Organization
ISD	-	International Subscriber Dialling
ISO	-	International Standard Organisation
M.Ed.	-	Master of Education
M.Sc.	-	Master of Science
MEO	-	Marine Engineer Officer
MMD	-	Mercantile Marine Department
MoU	-	Memorandum of Understanding
MS Act	-	Merchant Shipping Act

MS Notice	-	Merchant Shipping Notice
MS Rules	-	Merchant Shipping Rules
MTI	-	Maritime Training Institute
NCV	-	Near Coastal Voyage
ND	-	Navigation and Direction
NSD	-	Name Server Daemon
NWKO	-	Navigation Watchkeeping Officer
OHP	-	Over Head Projector
OOD	-	Officer-on-Duty
PFR	-	Project Feasibility Report
PhD	-	Doctor of Philosophy
PO	-	Principal Officer
PSSR	-	Personal Safety and Social Responsibility
PST	-	Personal Survival Techniques
QMS	-	Quality Management System
RANSCO	-	Radar ARPA and Navigation Simulation Course
RO	-	Recognised Organisation
RPSL	-	Recruitment and Placement Services Licence
SEO	-	Second Engineer Officer
STCW	-	Standards of Training, Certification and Watchkeeping for seafarers, as amended
STSDSD	-	Security Training for Seafarers with Designated Security Duties
TEAP-A	-	Training, Assessment and Examination Programme - Part A
TOTA	-	Training of Trainers and Assessors
TOTI	-	Training for Trainers and Instructors
UGC	-	University Grants Commission
UNCLOS	-	The United Nations Convention on the Law of the Sea
UPS	-	Uninterruptible Power Supply
UT	-	Union Territories
VICT	-	Vertical Integration Course for Trainers

Introduction

Importance of Maritime Training

Ships are as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. It is essential that ship operations are carried out with maximum efficiency, while at the same time ensuring safety of life and marine environment. Maritime education and training is of vital importance in achieving these objectives. Training of maritime personnel 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 conventional approach.

With advances in technology, the international concept and practice of maritime training has undergone major modifications. The era of specialization is evident from the different specialized types and sizes of ships sailing the sea today, as well as the diversity of commodities being carried, not to mention the divergent trading areas and routes. In this era, the seafarer's competency requirements are being focused more narrowly now than ever, posing a challenge to both the regulator and the regulated.

To meet the emerging challenges, the International Maritime Organization (IMO) has revised its Standards of Training, Certification and Watchkeeping (STCW) Code in 2010, and the Indian Administrator, being member state, has adopted the revised instrument in 2014, well before the due date. Where considered necessary, additional norms have been adopted by the Directorate General of Shipping for different categories of courses. These guidelines are now consolidated through the present Training Manual and all Institutes that conduct, or intend to conduct courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. The DGS reserves the right to change, add, modify, rescind or replace these guidelines, or any part thereof, whenever considered necessary.

Objectives of Training Manual

The objective of this Training Manual is to establish common minimum standards for all MTIs approved by the Directorate. This applies to all MTIs conducting approved training courses viz. pre-sea training, post-sea competency, modular, and simulator courses. The Training Manual has been framed to give full and complete effect to the implementation of the amended provisions of International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 as adopted by Conference of Parties to STCW Convention in Manila on 25th June, 2010 and the MS (STCW) Rules, 2014 under the provisions of the Merchant Shipping Act, 1958. The Training Manual is required to be read with the Training, Assessment and Examination Programme - Part A (TEAP-A), issued by DGS.

Part 1 - Approval of Maritime Training Institutes and Maritime Courses

The Maritime Training Institute (MTI) referred in this Training Manual is a maritime training Institute approved by the Directorate for conducting DGS approved maritime courses or has been given In-principle approval. The Directorate General of Shipping (DGS) accords approval for MTIs and the maritime courses conducted by them.

1.1   Form of the Institute

Only such Institutes as promoted, owned, managed by Central and State Governments, Public Sector Undertakings or by registered non-profit public trusts or companies registered under section 8 of Indian companies Act, 2013, with management support of shipping professionals, can apply for approval for setting up of MTI (MTI) for conducting maritime courses. Any Society which has been earlier granted approval by this Directorate for setting up of MTI shall be allowed to continue; provided the profits from the activities of the MTIs are reinvested for the purposes of the Institute.

1.2   Name of the Institute

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

1.3   Funds for capital

Source of funding of Institute for initial capital expenditure, recurring expenditure and proof of availability of finances for completing the project on time shall be shown in detail in the Business Plan and Project Feasibility Report (PFR).

1.4   Fee

The fee for seeking In-principle approval, approval of maritime courses and shifting of premises shall be as per Training Circular No. 29 of 2018 dated 18 October 2018.

1.5   Approval of the Institute

1.5.1   There exists no ban on approvals of any maritime course.

1.5.2   The approval of MTI is done in two phases. In the first phase, the applicant desiring to open a MTI is granted In-principle approval for conducting the desired maritime courses. The applicant is expected to be ready with the required infrastructure and facilities to conduct the desired

maritime course within the validity period of the In-principle approval. In the second phase, the applicant is required to apply for the approval of courses for conducting the maritime course. Once the Directorate approves the Institute for conducting a maritime course, the Institute is deemed to be an approved MTI.

1.5.3   A unique identification number is allotted to the Institute which shall be called as the "MTI No.". The MTI No. is a six digit number and based on the location and type of Institute. The MTI No. will change if there is any change in location or type of Institute. MTI No. allotted to Institutes which are approved In-principle is temporarily issued to facilitate applications. Once approved by the Directorate to conduct a maritime course, such Institutes shall be provided a regular MTI No.

1.5.4   All the MTIs and the Institutes which are approved In-principle shall use this number on all the documents pertaining to the Directorate.

1.6   Procedure for In-principle approval of the Institute

1.6.1   The procedure for online application for In-principle approval of MTI in given in Part 7, section 7.1. The applicant desiring to open a MTI shall submit an online application form and pay prescribed non-refundable fees online. The online application, fees and documents uploaded are scrutinized by the Directorate. The applicant may check the status of their application online. Any discrepancy noted is communicated to the applicant online. The applicant may then re-upload the documents for compliance. If the fees paid and documents submitted are found to be in order, the applicant is called at the Directorate to make presentation.

1.6.2   The presentation is attended by the Committee consisting of DGS officials. The Committee grades the Institute on parameters such as statement of interest, trustees / directors / members, land/premises and finance. The Committee then decide on granting the In-principle approval to the Institute. The Director General of Shipping finally approves or rejects the Institute for In-principle approval. If approved, a system generated unique provisional MTI No. is issued to the Institute. The final MTI No. is issued once the Institute is approved for conducting maritime courses.

1.7   Approval of courses conducted by MTI

1.7.1   New approvals / enhancement of existing capacity of competency courses shall be considered provided the MTI is approved for conducting the corresponding lower level competency course.

1.7.2   MTI may apply and obtain approval of lower and corresponding higher levels of competency courses simultaneously. The approval of the higher level competency courses shall lapse automatically in case the corresponding lower level courses are not conducted by the MTI for a period of 12 months from the date of completion of the previous course. The higher levels of competency courses which have commenced within those 12 months shall be permitted to be completed.

1.7.3   The hierarchy of competency courses is listed in table given below:

Deck side		
Sl. No	Foreign Going	NCV
01	Master (FG)	Master (NCV)
02	Chief Mate	Chief Mate(NCV)
03	2nd Mate	NWKO(NCV)
Engine Side		
Sl. No	Unlimited Capacity	NCV
01	Chief Engineer Officer	MEO Class III CEO (NCV)
02	Second Engineer Officer	MEO Class III SEO (NCV)
03	4th Engineer-MEO Class IV Officer in charge EW	MEO Class IV-NCV

1.7.4   New approval / enhancement of existing capacity of "Refresher and Updating Training" course for management and operation level shall be considered only if the MTI is approved for conducting the highest level of the corresponding competency course.

1.7.5   New approval / enhancement of existing capacity of courses for conversion of NCV certificates to foreign going certificates (Limited to 3000 GT) shall be considered only if the Institute is approved for the respective foreign going Competency Course.

1.7.6   MTIs approved for the conduct of NCV courses for Naval Officers may also apply for approval to conduct respective courses for naval officers to become FG officers.

1.7.7   New approvals / enhancements of "Basic STCW Safety Training" course [i.e. Personal Survival Techniques (PST), Personal Safety & Social Responsibility (PSSR), Elementary First Aid (EFA), Fire Prevention & Fire Fighting (FPFF)] and Security Training for Seafarers with Designated Security Duties (STSDSD) will be considered for all training Institutes as a composite package at any point of time.

1.7.8   No MTI shall be approved for less than five courses. The Basic STCW Safety Training course which consists of 4 courses as mentioned in 1.7.6 shall be considered equivalent to 4 courses. All the approvals of MTI shall be deemed to be withdrawn if the MTI conducts less than five courses for a period of six months.

1.8   Procedure for approval of new maritime courses / enhancement of capacity

1.8.1   The Institute which has been granted In-principle approval and desiring to commence maritime course or the existing MTI desiring to conduct additional maritime courses or the existing MTI desiring to increase batch strength of an approved maritime course shall submit an online application form and pay prescribed non-refundable fees online as per Part 7, section 7.3. The online application, fees and documents uploaded are scrutinized by the Directorate. The MTI may check the status of their application online. Any discrepancy noted is communicated to the MTI online. The MTI may then re-upload the documents for compliance. If the fees paid and documents submitted are found in order, the MMD is directed to carry out the inspection of the MTI.

1.8.2   The MMD carries out the inspection of the MTI to verify the capability of the Institute on the basis of guidelines to conduct the proposed course. The MMD shall extend its scope to comprehensive inspection if the comprehensive inspection of the Institute has not been carried out in last six months. The MMD shall also extend its scope to comprehensive inspection if the inspection team during the period of inspection notices any deficiency for which comprehensive inspection is required. The MMD shall communicate to the Institute of the deficiency and the extended scope of inspection. The MMD carries out the inspection and forwards its report and recommendation online to the Directorate. Upon favourable recommendation of the MMD, the Directorate may call the MTI to make presentation.

1.8.3   The presentation is attended by the Committee consisting of DGS officials. The Committee grades the Institute on parameters such as land/premises, infrastructure, principal, faculty, instructor, staff, fee structure, placement record, performance in COC exams and any innovative steps taken. The Committee then decides on granting the approval to the Institute for conducting the proposed maritime course. The DGS finally approves or rejects the MTI for conducting the proposed maritime courses. A system generated unique MTI No. is issued to the MTI approved for the first time for conducting the maritime courses.

1.8.4   All the approvals granted by the Directorate shall be prospective, and not with retrospective effect.

1.8.5   The MTI is advised to go through the instructions given in application carefully and upload correct and complete documents. A maximum of 15 days' time is given for uploading the compliance documents in case a query is raised. The DGS may provide one more opportunity for compliance failing which the proposal shall be rejected. The applicant may then apply fresh with applicable fees if interested.

1.9   Validity of approval

1.9.1   The In-principle approval granted to a pre-sea Institute conducting maritime courses of long term duration shall be valid for two years from the date of granting In-principle approval. The In-principle approval granted to a post-sea Institute conducting modular maritime courses or pre-sea Institute conducting only pre-sea modular courses shall be valid for six months from the date of granting In-principle approval.

1.9.2   The final approval granted to a MTI shall be valid till the validity of the registered lease agreement of the land / premises. The MTIs are directed to renew their validity of lease agreement at least three months prior to the expiry of the lease agreement. The MTI shall notify the Directorate about the renewed lease agreement and submit relevant documentary evidence. The approvals granted to a MTI shall be automatically renewed upon renewal of validity of lease agreement if renewed prior to the expiry of lease agreement. The MTIs shall apply fresh with applicable fees for approvals if the lease agreement is expired; and /or afresh lease agreement for separate premises is signed.

1.9.3 The MTI shall not carry out any DGS approved maritime courses during the period when the lease agreement is not valid. Non-compliance shall be treated as major non-conformity leading to immediate withdrawal of all approvals granted by the Directorate.

1.10 Authorized signatories

1.10.1 All MTIs must nominate authorized signatories to communicate with the Directorate and its allied offices. The Directorate has developed an online system by way of MTI profile for registering the details and signature of the authorized signatory. If any change is required in the authorized signatory, it should be notified to the Directorate well in advance indicating the date from which the change will be effective. The e-governance team of the Directorate will then allow the MTI to make the necessary changes in the MTI profile.

1.10.2 No person other than the nominated authorized signatories will be entertained by the Directorate or its allied offices for any purpose relating to the Institute. Only the authorized signatories shall sign letters or documents submitted by the Institute.

1.11 Quality standards

1.11.1 Every MTI 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.

1.11.2 The Quality Policy must ensure compliance with STCW requirements.

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

1.11.4 All MTI shall ensure that the qualifications and experience of the Principal, faculty and instructor are covered in the application of the quality standard provisions of section A-I/8 of STCW Code. Such qualification, experience and application of quality standard shall incorporate appropriate instructional techniques and training, and assessment methods and practice, and shall comply with all applicable requirements. Such person shall:
1. have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted;
2. be qualified in the task for which training is being conducted;
3. have an appropriate level of knowledge and understanding of the competence to be assessed;
4. if conducting training using a simulator;
    a. have received appropriate guidance in instructional techniques involving the use of simulator; and
    b. have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the Directorate from time to time
5. be qualified in the task for which the assessment being made;
6. have received appropriate guidance in assessment methods and practice;

7. have gained practical assessment experience; and

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

1.11.5 Visiting faculties from specialized fields should have received appropriate guidance in instructional techniques and shall have:

a. received appropriate guidance in assessment methods and practices; and

b. gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.

1.12   Extended campus

1.12.1 The MTI shall not be allowed to have an extended campus. The Trust or the Section 8 Company having a MTI with extended campus was directed to seek separate approval for the extended campus latest by 31ˢᵗ July, 2018. All the approvals granted for courses conducted at the extended campus shall be deemed to be withdrawn if the extended campus is not approved.

1.12.2 After 31ˢᵗ July 2018, all the extended campus must have their unique identity as an Institute administratively, technically and completely independent from the main campus.

1.12.3 The Trust or the Section 8 Company may follow the applicable guidelines for seeking In-principle approval for the extended campus. Upon satisfaction, the Directorate shall issue In-principle approval. Final approval shall be accorded upon satisfactory inspection by the MMD. The fee for approval of extended campus shall be same as that for In-principle approval.

1.12.4 The Trust or the Section 8 Company need not apply for approvals for conducting the courses at the extended campus if this fee is already paid and courses approved. However, if additional courses are requested at extended campus, the normal guidelines are to be followed.

1.12.5 The Trust or the Section 8 Company may suggest a new name for the extended campus.

Part 2 – Infrastructure

2.1. Land requirements for Institute

2.1.1. The pre-sea maritime courses are residential courses and are of longer duration. MTIs 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 applicant 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.

2.1.2. 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 applicant. 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 deed / leave and license agreement must be registered as commercial and not residential.

2.1.3. 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 shal1 provide clear demarcation of the premises and ensure that such courses do not utilize the facilities exclusively provided for maritime courses approved by the Directorate.

2.1.4. The registered lease deed / leave and license agreement must be strictly between the actual owner of the land, the lessor and the applicant, the lessee. Sub-leasing of the land / premises is normally not acceptable. The Directorate may consider sub-leasing on a case to case basis depending on the merit of the case provided the applicant submits a "No objection" certificate from the actual owner.

2.1.5. The MTI 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 MTI must take prior permission from the Directorate. Such permissions may be granted on a case to case basis provided the MTI provides its own regular transportation.

2.1.6. 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 section 2.1.2.

2.1.7. The existing MTIs which were approved as per DGS Order No. 01 of 2003 dated 15/01/ 2003 may continue to operate in compliance with the land requirements of the DGS Order No. 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 latest guidelines.

2.2. Shifting of Land / Premises

The existing MTIs 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 approval for the new premises shall be required. The MTI can conduct the maritime courses approved by the Directorate at new premises only after seeking approval from the Directorate.

2.3. Address for correspondence

The MTIs shall provide their official valid email address for correspondence. All correspondence with the MTI will be made only on the address where the MTI is physically located. The MTI shall carry out all the administrative duties pertaining to the candidates like issuance of the certificates, maintaining records at the same location. The MTI shall have an updated website and provide its recent and valid contact details for information of all concerned.

2.4. Construction quality

All the buildings of the Institute shall be of regular ('pucca') construction with proper and permanent roofing. Temporary structures are not permitted. These buildings shall be with modern flooring of ceramic tile/granite/mosaic or similar material, and shall be treated for protection against termites and other pests. The buildings shall be properly coated/painted and maintained at all times. The partitions / boundary walls utilized for classrooms shall be sound proof.

2.5. General Safety

All MTIs shall endeavour to maintain high safety standards. Some of the areas requiring specific attention are given below as examples:

2.5.1. The campus including all buildings shall be fitted with Fire Detection and Fire alarm system and have adequate means of fire prevention and fire fighting equipment. The MTIs shall conduct periodical fire inspections and fire drills to ensure that the staff is familiarised to handle any kind of emergencies.

2.5.2. Safety of electrical wiring system and maintenance.

2.5.3. The campus including all buildings to be maintained bug free with fumigation carried out periodically.

2.5.4. Access to clean, potable, cold and warm water shall be provided with purification facility adequately, at appropriate locations in all the buildings. The water quality should be tested periodically.

2.6. Alternate source of electric supply

2.6.1. In locations where there are recurring power failure, an alternate source of electrical power capable of providing power to the following equipment within ten minutes of the failure of the main supply shall be provided as applicable.
1. All lights and fans in the buildings and half the number of lights of compound.
2. Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board.
3. Computers, UPS for computers, simulators and their air conditioners.

2.6.2. 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.

2.7. Dispensary and Medical emergencies

2.7.1 The MTIs conducting residential courses shall ensure that Parents/Guardians are fully aware of the nature and extent of medical facilities being provided by the Institute for the entire course period, 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 be charged to the candidate. Such Institutes shall have provision of a vehicle with a driver at the Institute's cost available round the clock, to cater to medical emergencies.

2.7.2 The MTIs which are not conducting residential courses shall have a first aid kit stocked with adequate supplies of medicines and shall have the services of a doctor available at short notice and formal agreement with a hospital / clinic nearby in case of emergencies.

2.8. Administrative area

Every Institute shall have administrative area to cater to admissions for various courses. Adequate space and facilities shall be provided for administrative staff to perform their functions.

2.9. Faculty room

2.9.1 A separate room not less than 8 m^2 shall be provided for the Principal/head of Institute. A carpet area of not less than 4 m^2 for each full-time faculty member shall be provided. Modular separation between each faculty space is recommended.

2.9.2   The faculty shall also be provided with separate chair, table and cupboard. Additional space, table and chairs shall be provided for visiting faculty. Ventilation and lighting arrangement shall be same as for classrooms.

2.10.   Classroom requirements

2.10.1   **Class-room:** The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. The size (carpet area) of the classroom shall be 30 m^2, 36 m^2, and 50 m^2 for intake capacity of 20, 24 and 40 candidates respectively. Institutes approved prior to 1st November, 2016 may continue with the prevalent classroom size. However, if they apply for increase in capacity for approved courses and / or approval of new courses, they shall have to comply with the latest guidelines.

The shape of the classroom should ensure clear visibility of faculty, the boards, projection screens, etc. to every student. The shape of classroom should preferably be rectangular with an aspect ratio of 1.5 to 2.

There shall be provisions for a raised platform, a table and a chair for the faculty.   Students shall be provided a desk and a chair each. A chair with foldable desk may be accepted. Space may be provided for keeping the teaching material in each classroom. Any specific requirements for any specific course shall be referred to the relevant guidelines.

2.10.2   **Notice-board:** A general notice board shall be provided in the common area for display of course program/schedules, CIP Certificate, QMS Certificate, general notices, etc. A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

2.10.3   **Ventilation and lighting:** Classroom shall be air-conditioned, or have good natural ventilation and be provided with adequate lighting and fans. Where the ambient temperature in the classroom is expected to exceed 30°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air conditioners. Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.

2.11.   Teaching aids

2.11.1   **Overhead Projectors & Screen:** An Over Head Projector (OHP) shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates. A white screen of matt finish is to be provided, suitably mounted, for use. It is recommended that in lieu of OHP, the Institute may provide a computer and projector for power point presentations in classroom when required. Monitor of minimum size in inches (measured diagonally) 60", 72"and 80" for 30X, 35X and 40X respectively may be used in lieu of projector (Where 'X' is the distance in feet of the farthest viewer).

2.11.2   **Black/white/smart boards:** Black/white/smart board with chalk/marker pens of different colours shall be provided in each classroom.

2.11.3 **Audio-visual equipment:** The Institute shall have adequate audio-visual materials including monitors, video/CD players, appropriate video tapes/CDs/Hard Discs, etc. The Video-cassettes/CDs should include but not limited to e.g. Entry into enclosed spaces, Use of breathing apparatus, Personal safety on Deck, Abandon ship, etc. Course specific guidelines may be referred for requirement of audio-visual equipment.

2.11.4 **Maps and models:** 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.

2.12.   Library

2.12.1 MTIs conducting modular courses (other than competency courses), competency courses and long duration residential pre sea courses shall have a dedicated library of sizes not less than $20m^2$, $36 \ m^2$ and $50 \ m^2$ respectively. The library shall have adequate seating arrangement, lighting and ventilation.

2.12.2 The library shall be adequately stocked with textbooks, publications, reference book, newspapers and magazines both technical and general. Control of the ambient temperature shall be provided as prescribed for classrooms. A qualified librarian shall preferably be in charge of the library. Library facility shall be made available for at least 4 hours beyond class hours in MTIs conducting residential maritime courses.

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

2.13.   General Facilities

2.13.1 Candidates shall have access to local, NSD and ISD telephone facilities within the campus. Institute shall ensure that adequate booths are available within the campus such that the waiting period of the trainees is less. Candidates shall also have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

2.13.2 Refreshment facilities, such as provision of food and beverages, and adequate area for the same shall be provided. The area must be well-ventilated, well-lit, and maintained in clean, hygienic condition, free of pests and rodents. The quality of food served therein, shall be strictly monitored by the management.

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

2.13.4 MTIs conducting residential courses shall make internet facility available on the campus for use by candidates for communication on holidays and after-hours on working days. At least four Internet workstations shall be provided for every 40 candidates.

2.13.5 MTIs conducting residential courses shall have a recreation room of not less than 20 m^2 per 40 candidates, with indoor games (such as table tennis, classroom, scrabble, draughts, chess, etc.), Television, Video, etc. for candidates use.

2.13.6 MTIs conducting residential courses shall have a playground of at least 130 meters x 100 meters shall be provided within the campus.

2.13.7 MTIs conducting residential courses shall have a parade-ground of minimum 100 m^2 x 50 m^2 shall be provided within the Campus. This could be a part of the playground of the Campus.

2.13.8 MTIs conducting residential courses shall have 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.

2.14. Academic Facilities

2.14.1 **Computer training:**
The MTIs conducting residential courses shall provide dedicated space within the campus for computer training of candidates undertaking residential courses. 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. Additionally, the MTI shall have programme for imparting training to the pre sea candidates with respect to etiquette and other soft skills.

2.14.2 **Boat work:**
The MTIs conducting residential courses where an on-campus facility for boat work is not possible, may have 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.

2.14.3 **Ship-type mast:**
The MTIs conducting residential courses shall provide a ship-type mast, approximately 10 meters high, for practice in mast climbing in a convenient location in the campus.

2.14.4 **Swimming facilities:**
MTIs desiring to conduct pre-sea courses and / or conducting "Personal Survival Techniques" course must have a swimming pool within their campus. The minimum dimensions of the swimming pool should be of length - 50 feet, breadth - 30 feet, and depth varying longitudinal from 3 feet at the shallow end to 12 feet at the deepest end. The height of the jumping platform should ideally be 2 meters from the water surface. However if it is not feasible to construct a

swimming pool within their premises, the MTI may have a tie-up arrangement with other MTI (having swimming pool meeting the requirements) for conducting practical training in "Personal Survival Techniques" (PST).

MTIs located in areas where the State Government restrictions are on the depth of swimming pool in an educational Institute, may have tie-up arrangement with an organization having a swimming pool compliant with DGS requirements.

2.15.　Fire fighting mock-up

The MTIs desiring to seek approval for conducting "Fire Prevention and Fire Fighting" (FPFF) course should either have their own facility (fire fighting mock up) for providing practical training or a tie-up arrangement with other MTI for the same. The MTIs desiring to seek approval for conducting "Basic training for oil and chemical tanker cargo operations" and/or "Basic training for liquefied gas tanker cargo operations" should either have their own facility for providing practical exercise for "Fixed fire-fighting foam system operations" and "Fixed dry chemical operations" or a tie-up arrangement with other MTI for the same.

2.16.　Catering

2.16.1　The kitchen 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.

2.16.2　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.

2.16.3　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.

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

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

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

2.16.7 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.

2.17. Hostel and residential facilities

The long duration pre-sea maritime training courses shall be fully residential. The hostel shall include.

2.17.1 **Rooms:**
Maximum occupancy of a room shall not be more than 4 candidates per room. The floor area should be minimum 4 m² per candidate. Two-tier bunks are permissible in rooms for rating candidates provided the clear headroom above the mattress in each tier is not less than 90 cm. Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. A separate 'box room' with suitable rack may be provided for the luggage of all the candidates.

2.17.2 **Dormitory System:**
Dormitory system shall not be allowed. Existing MTIs with dormitory system are hereby directed to meet the requirement as per Section 2.17.1 above, latest by 31st December, 2020 failing which the approvals granted for conducting residential courses shall be withdrawn or the intake capacity shall be limited to meet the floor area requirement per candidate.

2.17.3 **Ventilation**
Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. Ambient temperature shall be maintained between 20 °C and 32 °C at all times. If two-tier bunks are provided, the room should ideally be air-conditioned to ensure comfort or separate fans may be provided for the comfort of occupants of lower bunks. The ceiling fans / lights shall be at a safe distance (the extreme tip of the blade of ceiling fan should be at a distance of at least 100 cm from the upper bunk) to avoid injury to occupants of the upper bunks.

2.17.4 **Utilities:**
1. One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 180 cm height and 45 cm width (for each hanging space and shelves) and 48 cm depth. 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 180 cm height and 90 cm width 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. One cot and a mattress (size - not less than 180 cm x 90 cm x 7.5 cm), a pillow (size - 26 x 20 inches) and mosquito nets shall be provided for each candidate. One table, one chair and one table lamp shall be provided per candidate, within the room.

3. One full length 5 feet mirror shall be provided in each room. Window curtains or blinds shall be provided for all windows. The window curtains or blinds shall be aesthetic and of uniform

pattern/system throughout. Two waste paper baskets shall be provided in each room (one for plastics and other for other waste).

2.17.5 **Toilet facilities in the hostel:**
1. Masonry walls shall be covered with good quality tiles to full height. At least one wash basin (size 50 cm breadth), one shower and one Water Closet (WC) (size of at least 100 cm x 150 cm x 300 cm height) shall be provided for every four candidates. Urinals shall be provided in the ratio of one for every 20 candidates. Wash basin, shower and WC shall not be clubbed into one room.

2. Toilets/WCs shall be fitted with adequate number of exhaust fans. All WCs shall be of western style and fitted with toilet seats. The toilets shall have necessary towel racks, cloths hooks and soap holders. All taps shall be of nickel-plated metal or stainless steel. Wash-basins shall be of ceramic type and shall have ceramic/glass shelf/rack for toiletries, light suitably mounted above it and a mirror (size - approx. 50 x 40 cm) above each wash-basin.

3. Adequate arrangements for water-supply to toilets / WCs shall be provided for 24 hours a day. Running hot water provision shall be provided in the shower.

2.17.6 **Linen, laundry, and ironing:**
1. At the commencement of the course, the MTI shall provide new linen to each candidate. On completion of training, the candidate shall be allowed to take away the linen provided to him. The linen supplied to each candidate shall include one mattress cover, four white bed sheets, for use of two at a time, two white pillow covers, two white turkish bath-towels and hand-towels and one blanket (where ambient temperature is expected to fall below 20 degree centigrade).
2. Adequate laundry service must be provided either in-house or out-sourced. Linen change shall be provided at least once a week. At least one electric iron and ironing board shall be provided for every ten candidates.

Part 3 – Human resources

3.1   General

3.1.1   The MTIs shall meet the requirements of their respective affiliating Universities/ UGC/ AICTE or any other governing body, as applicable.

3.1.2   The MTI shall appoint the Principal/Head of Institute on permanent basis. The MTI shall intimate the appointment of new Principal/Head of MTI to the Directorate within 15 days from such appointment.

3.1.3   Training Institute shall not commence/conduct courses without the required qualified faculties as per relevant course guidelines.

3.1.4   A permanent faculty / instructor is a faculty employed on permanent basis / long term basis (more than 3 months) and shall be available in the MTI during the working hours of the MTI.

3.1.5   A faculty / instructor employed on contractual engagement shall be considered as a permanent faculty / instructor provided the contract is at least for a minimum period of 3 months. Faculty/ instructor employed on contractual engagement faculty shall be available in the MTI during the working hours of the MTI.

3.1.6   A visiting faculty / instructor shall be a faculty / instructor engaged on part-time basis. The Institute should encourage distinguished persons from the industry related to the subject and sailing officers with required qualifications and appropriate sailing/ teaching experience to impart training to the candidates.

3.1.7   The MTI shall designate a faculty as Course In-charge for every course. A faculty shall not be a course In-charge for more than five courses conducted at any time.

3.1.8   A minimum of 50% of the of the class room lectures and practical training of a maritime course shall be delivered by the permanent faculty/ instructor (as applicable). The permanent faculty employed on contractual engagement shall be allowed to deliver only 20 % lectures / practical training out of the 50% allotted for permanent faculty on long term basis. The balance 50% of the lectures/practical may be taken by permanent faculty / instructor or visiting faculty / instructor.

3.1.9   The requirement as mentioned in section above shall not apply to medical courses, security courses and Refresher and Updating courses for COC of officers Advanced Shipboard Management course for master and Engineering Shipboard Management course for chief engineers. For such courses the MTI can deploy visiting faculty for 70% of the classes required to be conducted for the entire course.

3.1.10   The requirements for Principal and Vice principal shall remain the same unless specifically mentioned. The faculty requirements shall be applicable to permanent and visiting faculty unless specifically mentioned.

3.1.11 For the purpose of this Part, COC means COC issued or recognized by the Government of India. The COC is not required to be valid. However, the MTI shall ensure that the faculty is abreast with latest developments in the related subjects. All such training records shall be maintained by the MTI.

3.1.12 MTIs shall emphasize on the pedagogic abilities of the Principal, faculty and instructors so that transfer of knowledge is effective and worthwhile.

3.1.13 The employment contracts of the Principal, faculty and instructors shall be proper employment contracts. Consent letters for employment shall not be accepted.

3.1.14 MTI shall have adequate conservancy staff for maintaining cleanliness of toilets, bathroom, all common spaces including corridors, public places, administrative and academic buildings, etc.

3.2 Qualification and exemption

3.2.1 Approval for conducting maritime courses shall not be granted to the MTI in case of non-compliance with the requirements of this Section. The existing MTIs are advised to comply with this requirement latest by 31st January, 2019.

3.2.2 MTIs shall emphasize on the pedagogic abilities of the Principal, faculty and instructors so that transfer of knowledge is effective and worthwhile.

3.2.3 The Principal and the Vice-Principal (if designated) shall as a minimum hold a COC as Master (FG) or Chief Engineer (MEO Class I). A Naval Officer holding COC with command experience or holder of Certificate of Services (COS) issued under the MS Act, with preferable experience in command of a ship, or as chief engineer will be eligible for the appointment of Vice-principal in a DGS approved pre-sea MTIs.

3.2.4 The internal and external examiners conducting examinations at the Directorate and its allied offices are required to undertake the "Assessment, Examination and Certification of Seafarers" (AECS) IMO model course - 3.12) course. Course In-charge and the faculty responsible for assessment and examination for any maritime course of a MTI must undertake the AECS Course.

3.2.5 The MTIs shall ensure that the Principal, faculty and instructors undertake "Vertical Integration Course for Trainers" (VICT) (IMO model course - 6.09) course. Principal, faculty and instructors who have done TOTA/TOTI course prior to 1st October, 2018 are not required to do the VICT course.

3.2.6 MTIs conducting preparatory/ competency/ Refresher and Updating Training courses related to masters and chief engineers should give preference to faculty who possess qualifications such as PhD. / Extra Master/ Extra First Class/ M.Sc. in Shipping or relevant maritime field.

3.2.7 The faculty for pre-sea courses of deck cadets and engine cadets shall as a minimum be a holder of COC as Master (FG) or MEO Class I (unlimited Horse Power).

3.2.8   The faculty for pre-sea courses of ratings, Basic STCW Safety Training course and STSDSD course shall as a minimum be a holder of COC as Master-NCV, or Chief Mate (FG) or MEO Class III (CEO) or MEO Class II.

3.2.9   For all other courses, the minimum qualification of faculty shall be stated in the respective DGS Course Guidelines, in the absence of which the faculty shall as a minimum be a holder of   COC as Master (FG) or MEO Class I (unlimited Horse Power).

3.2.10   The faculty for general engineering subjects shall as a minimum possess Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech) degree from any UGC/ AICTE recognized University.

3.2.11   The faculty for academic subjects, such as English, physics, Chemistry, Mathematics, Electricity and Electronics, Social Science etc. shall as a minimum possess a Master's degree in the subject concerned.

3.2.12   The officers from the Indian Navy/ Coast Guard may be engaged as full time/visiting faculty for the Navigational function subjects only, such as Principles of Navigation, Practical Navigation, Terrestrial and Coastal Navigation, Electronic Navigational Aids, Bridge watchkeeping, Meteorology, Radar, ARPA, RANSCO Simulators, search & rescue operations, oil pollution response, piracy, ISPS, port, ship security and piracy at high seas, UNCLOS, Enforcement of MS Act provisions etc. provided they are fully qualified and experienced as navigators and have undergone long Navigation and Direction (Long ND) course at the Management Level of 1 year duration.

3.2.13   Visiting faculty from specialized field such as maritime law, marine insurance, maritime management, medicine, shipyards, classification societies, commercial shipping, ship management, equipment manufacturers and faculty having B.Ed. /M.Ed. qualification from UGC approved University are exempted from undertaking the VICT course.

3.3   Teaching Hours

3.3.1   The teaching hours of the Principal and Vice Principal (where designated) shall not exceed 14 and 16 hours respectively in a week. In case a faculty member serves also as a Principal/Vice-Principal the limitations stipulated for the higher portfolio shall apply.

3.3.2   The teaching hours of a permanent faculty shall not exceed 18 hours in a week. The teaching hours for the visiting faculty, shall not exceed 18 hours in a week at all the MTIs. The training hours of instructor shall not exceed 24 hours in a week.

3.4   Age and medical fitness

3.4.1   The age limit for Principal, permanent faculty, visiting faculty, and instructors shall be 70, 70, 72 and 65 years respectively.

3.4.2   Principal, faculty and instructors shall be medically fit to teach and should be capable of clear, vocal communication in English, without any speech defect.

3.5   Faculty load matrix / faculty details

3.5.1   Whenever there is change in Principal, faculty and instructor, the MTI must upload a fresh the complete faculty load matrix. If there is no change, the complete faculty load matrix is to be uploaded every six months. The procedure mentioned in Part 7, section 7.4 for uploading the complete faculty load matrix shall be followed.

3.5.2   The MTI must keep the details of Principal, faculty and instructor updated at all times. The procedure mentioned in Part 7, section 7.5 for updating the faculty details shall be followed.

Part 4 – Administrative requirement

4.1 Advertisements/Brochure/Prospectus and websites

4.1.1 The Institute must give full disclosure in the advertisements for courses conducted in print or electronic media and its website, giving correct information. It should include as minimum the eligibility criteria as per DGS guidelines, names of courses, course duration, fee structure, intake capacity, date of commencement of course and last date of submission of application.

4.1.2 The MTI shall publish statement in advertisements / website mentioning that the 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.

4.1.3 Advertisements should not include assured passing of the candidates, false picture of prospect and high salaries and mixture of DGS-approved courses and non-DGS-approved courses in the same advertisement.

4.2 Admission standards

4.2.1 The MTIs shall be responsible to ensure that the admitted candidates are meeting the eligibility criteria defined in the course specific guidelines.

4.2.2 MTIs intending to admit foreign national candidate shall ensure that the candidates meet the DGS prescribed educational qualification to the DGS approved maritime course. However, such candidates will neither be eligible for issuance of Indian CDC nor they will be permitted to serve on Indian Flag Vessels in order to protect Indian seafarers' employment opportunities. The MTI shall seek permission from the Directorate with details prior to admitting foreign nationals for any DGS approved maritime course.

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

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

4.2.5 MTIs shall ensure that candidates are medically fit to undertake the course as per the prescribed course specific guidelines. The medical examiners may follow procedures as given in Part 7, section 7.10 for reporting medical fitness of the candidate.

4.3 Verification of documents

4.3.1 Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the Course In-charge. The final responsibility for such scrutiny and verification of authenticity of these documents shall be that of the Principal and the Head of the Institute. Since the originals are being seen by the MTI, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his name and designation.

4.3.2 MTI shall ensure that the original certificate of a candidate is issued upon successful completion of course. The MTI shall not hold back the original certificate of a deserving candidate for any reason.

4.4 Course Fees

4.4.1 The MTI shall give proper receipts for fee charge to the candidate. The MTIs shall not collect any fee in cash. The MTI shall be liable to penal provisions including withdrawal of approval of the course by the DGS in case any deviations noted.

4.4.2 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 T S Chanakya, MERl Kolkata and MERl Mumbai. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

4.5 Practical training

The MTIs shall compulsorily video record (with date and time) all the practical training imparted to candidates course-wise and batch-wise.

4.6 Batch Details

Institute shall upload the batch details, course-wise in e-governance module within the time stipulated mentioned Part 7, section 7.7. In case the MTI is unable to upload the batch details within the stipulated time due to technical reasons, the MTI shall immediately intimate to the Directorate through email on the same day. The permissions for entering back dated batch entry details shall not be given. The procedure for uploading batch details is given in Part 7, section 7.7.

4.7 Biometric Attendance

4.7.1 The attendance requirement for maritime courses of duration less than 5 days shall be 100%. For all other maritime courses the minimum attendance shall be 90%.

4.7.2 The Principal, Vice Principal, regular faculty, visiting faculty, instructor and the candidates who attend the courses in the Institute should mandatorily mark their attendance through bio-metric device.

4.7.3 MTIs sha1l not be allowed to conduct partial course for candidates. This breaks the sequence in which the course material is required to be studied. The MTI shall ensure that the candidates must complete their course during the same batch.

4.8 Conduct of Course

4.8.1 **Course guidelines**: The course content, the distribution of hours for each topic/activity and the teaching syllabus has been prescribed separately for each course, as specific course guidelines and published on DGS website. MTI shall as a minimum follow the course guidelines. It is the responsibility of the MTI to ensure that the course content is updated as per the latest IMO guidelines and same communicated to the Directorate.

4.8.2 **Course time table:** MTI shall ensure that a monthly time table for the next month is published on its website and forwarded to the Directorate by email at dgstrg@gmail.com on the last Friday of every month. The monthly time table shall as a minimum provide information on the name of the course, name of course In-charge, name of the permanent and visiting faculty / instructor, batch numbers of the course to be conducted, and timings of the course for each maritime course the MTI intends to conduct during that month.

4.8.3 **Course conducted in shifts:** MTI shall not conduct DGS approved maritime courses in more than one shift. The DGS approved maritime courses shall be carried out only during daylight hours.

4.8.4 **Partial conduct of course:** In case where time is lost due to unforeseen reasons and it is difficult to conduct the course within the stipulated time, the MTI may increase the duration of the course. However, MTI must intimate the reason for increase in duration of the course to the Directorate on the same day by email. No MTI shall be allowed to issue certificate to a candidate upon partial conduct of a course.

4.8.5 **Course strength:** The training Institutes are directed not to conduct any batch of a course, if the batch strength is less than 25% of the approved intake capacity granted by the Directorate.

4.8.6 **Staggered Batches:** Staggering of batches through the year shall only be permitted for: DNS (1 year course) shall be conducted in 2 batches in a year beginning in February and August every year. GP Rating (6 months course) shall be conducted in 2 batches in a year each beginning in January and July every year. Graduate Marine Engineering (GME 1 year course) shall be conducted in 2 batches in a year each beginning in February and August every year.

4.8.7 **Batch numbering:** The batch number for any DGS approved maritime course shall start with 001 for every academic year and shall be numbered sequentially thereafter. For example: For the calendar year 2019, the batch number for the first batch of the year 2019 for any DGS approved maritime course shall be 001. The subsequent batches shall then be numbered sequentially. For the calendar year 2020, the batch number for the first batch of the year 2020 for any DGS approved maritime course shall again start with 001.

4.8.8 **Year:** A year shall be defined as the calendar year for all practical purposes unless specifically mentioned. For example: The approved batch frequency of 24 batches / year shall mean that the MTI may conduct 24 batches in that calendar year. However, if a MTI acquires approval on 01 / 07 2018 in a particular calendar year, it shall be eligible to conduct only 12 number of batches (pro-rata basis) within that calendar year.

4.8.9 **Pre-sea modular courses:** All pre sea MTIs shall arrange for the candidates to undertake the "Basic STCW Safety Training" (BST) and "Security Training for Seafarers with Designated Security Duties" (STSDSD) courses independent of the stipulated period for pre sea training. The MTIs shall issue certificates upon successful completion of these courses.

4.9 Evaluation and monitoring

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

4.10 Final Examination

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

4.10.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself. Candidates who fail the examination will need to re-appear and pass the re-examination to obtain the course completion certificate.

4.11 Withdrawal of candidate from course

The MTI shall ensure that the name of a candidate failing to successfully complete the course shall be withdrawn from the batch. The procedure as given in Part 7, sec 7.8 shall be followed.

4.12 Certificate issuance

4.12.1 All the MTIs must mention the MTI No. on all the certificates issued to the candidates.

4.12.2 The certificate issued to the candidate shall have a system generated certificate number. The procedure to obtain the system generated certificate number is given in Part 7, sec 7.9.

4.12.3 The approved format of the course completion certificate has been prescribed in the course specific guidelines, which must be followed.

4.12.4 The certificate issued to candidate is generally signed by the Course In-charge and the Principal or Head of the Institute. These two signatories must be authorized signatories and at least one should have an Indian National Database of Seafarers (INDoS) number. The INDoS number must be mentioned along with name of the authorized signatory.

4.12.5 MTI shall ensure that the original certificate of a candidate is issued upon successful completion of course. The MTI shall not hold back the original certificate of a deserving candidate for any reason.

4.13   Uniforms and identity card

4.13.1 Uniforms for faculty shall be as prescribed separately for each category of Pre-sea course.

4.13.2 Uniforms for candidates and the list of accessories that each candidate must possess whilst under training shall 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.

4.13.3 All staff, faculty and candidates must wear uniform at all times in the campus - ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

4.13.4 All staff, faculty and candidates must have laminated photo identity cards hanging on the right shirt pocket (preferable to plastic name-plates) to establish precise identity of the wearer.

4.14   Log-book

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

1. Name of the Institute
2. Day and Date
3. Period covered: 0900 hours previous day to 0900 hours present day
4. Number of candidates on the rolls
5. Number of candidates absent, with reasons thereof – leave, sick, etc.
6. Names and designations of persons on duty
7. Names and designations of faculty absent, with reasons thereof - leave, sick, etc.
8. Routine extra-curricular activities
9. Routine academic activities
10. Any extra-ordinary events
11. Any breach of discipline and action taken thereon
12. Times of interruption of main electric supply
13. Times when alternate source of power switched on and off
14. Any other matter of significance not covered above

4.15   Non-DGS courses conducted at the Institute

4.15.1 MTIs conducting non-DGS approved courses shall ensure that the DGS approved course shall not be compromised due to the conduct of any other non-DGS approved courses in the same premises. The infrastructure such as Class room, Labs, Simulators, Workshops, etc. are not to be shared with non DGS approved course.

4.15.2   The Directorate shall not be deemed to be a party to any malpractice or misconduct committed by the MTI with respect to the non- DGS approved courses.

4.15.3   The MTIs intending to conduct any non DGS approved course in the DGS approved shall seek permission of the Directorate with the details (infrastructure, facilities and approving authority, if any) prior commencement of the course. MTIs conducting non-DGS approved courses shall notify the DGS giving the list of such courses being conducted by 15 January every year.

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

4.16   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. 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.

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

4.18   Feedback mechanism

Every Institute shall have a compulsory feedback mechanism, and obtain feedback from the candidates on completion of course. The Institute must be able to demonstrate to the authorities, its internal mechanisms for improvement of teaching/facilities based on such feedback received.

4.19   Annual fee contribution to Government

4.19.1   All approved MTIs shall pay to the DGS, the annual fee of 1% of total fees collected by the MTI during the previous financial year from 1st April to 31st March, the minimum of which shall not be less than Rs.10,000.

4.19.2   This amount of annual contribution to Government should be remitted to the DGS by 31st May after every financial year by Bharat Kosh website/e-payment in the name of Director General of shipping.

4.19.3 A penal interest of 18% shall be levied on the amount due when there is a default by the MTI. Moreover, if the amount due is not received by 31ˢᵗ July of the year, the approval itself may be suspended and the access to e-governance portal for entering batch details shall be denied till such time the payment is made. The MTI will be responsible for all consequences arising thereof.

4.20   Records

The MTI shall maintain the following records for a period of 5 years (if not specified) at the MTI premises readily available for verification at all times during any inspection:

1. Registered lease deed / leave and license agreement
2. Certificate of Incorporation
3. Trust Deed
4. Resolution passed by the Trust to run maritime training
5. Tie-up / any other agreements if any
6. Documents related to practical training facility details/type approval etc., such as fire mock up, swimming pool, water body, type approvals, load test, RO approvals, etc.
7. Last CIP report, MMD / DGS inspection report, surprise inspection report, quality audit report
8. Advertisements and brochures published
9. Complete Faculty load matrix
10. Complete classroom utilization chart
11. Records of placement of candidates on ships for onboard training.
12. Application and attested photocopy duly signed by the respective candidate of all supporting documents.
13. Records of fee charged to the candidate
14. Bio metric attendance report of Principal, permanent faculty, visiting faculty, instructors, and candidates.
15. Video record (with date and time) all the practical training imparted to candidates course-wise and batch-wise for a period of at least one year
16. Answer-scripts and other assessment records for at least twelve months thereafter. Further the approved or authorizes agency may also ask questions to some of the candidates during the surprise/annual inspection to assess the general quality of training imparted.
17. Records of faculty / instructor training and faculty / instructor evaluation.
18. Record of written declaration by the visiting faculty stating that he/she shall not exceed 18 hours of delivering lectures in a week.
19. Record of annual medical fitness of Principal, faculty and instructors above 65 years of age
20. Record of all cases of ragging, however minor and the action taken thereon by the Institute
21. Record of annual fee payment to the Directorate
22. Feedback data from candidates and stakeholders in paper/ electronic form.

Part 5 – Placement of trainees for shipboard training

5.1   General

5.1.1   This Section is applicable for all pre-sea courses except basic five STCW pre-sea modular courses – PST, FPFF, EFA, PSSR and STSDSD.

5.1.2   The STCW Convention 1978, as amended in 2010 provides the standards for training, certification and watchkeeping and India is a Party to this Convention. The STCW Convention defines the competence required and the methods for demonstrating competence to be eligible for acquiring the COC or COP to be eligible to serve on ships. The STCW requires mandatory on-shore and onboard education and training for a candidate to be eligible for COC or COP examination.

5.1.3   The Directorate has issued Orders making it mandatory for MTI to arrange for placement of their pre-sea course candidates for shipboard training for achieving the required approved seagoing service. However, it has come to the notice of the Directorate that the word placement has been misconstrued as placement for jobs instead of placement for onboard training towards completion of the approved training programme.

5.2   Placement Cell

The MTI shall provide a student's 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, publications, etc.

5.3   Onboard training programme

5.3.1   The STCW Convention 1978, as amended and the M.S. STCW Rules, 2014 prescribes approved training programme for various certifications and consists of approved education and training, workshop skills training, special training, approved training record book, minimum period of bridge/engine-room watchkeeping duties, minimum period of approved seagoing service etc as applicable. Compliance to these requirements is a prerequisite for the candidates to complete their training programme and to obtain the eligibility to apply for the assessment and examination for obtaining COC or COP, to be gainfully employed on ships.

5.3.2   The above sections clearly indicate that the approved training programme as required by the STCW consists of an approved training programme that is a combination of onshore education and training with approved seagoing service. Any approved Pre-sea course if not provided with the minimum prescribed approved seagoing service for each individual candidate making him eligible to apply for the assessment and/or examination for obtaining COC or COP, as the case may be, shall not be considered as fulfilling the requirement of the respective approved training programme. The MTI desiring to seek approval for conducting any Pre-sea courses should,

therefore, be fully capable of providing the required period of approved seagoing service, as above, to all its candidates in a time bound manner.

5.3.3   The MTI shall have in advance verifiable MoU with shipping companies having office in India or DGS approved RPSL companies for providing onboard training towards achieving the required period of approved seagoing service for their entire intake capacity.

5.3.4   The MTI shall admit only such number of candidates for which they have arrangements with shipping companies or DGS approved RPSL companies and covered under the MoU for the onboard training requirements. The MTI shall intimate in writing, prior to admission, to every Individual candidate of a pre-sea course about the arrangements already in place for their onboard training and same details have to the forwarded to the Directorate. Irrespective of any frustrations in the MoU for onboard training the ultimate responsibility for the completion of same for all candidates shall rest with the MTI. The Directorate reserves the right to nullify or disapprove any MoU for onboard training without citing any reason to the MTI.

5.3.5   The existing MTI conducting pre-sea courses, if have achieved, commencement of onboard training for 85% of their candidates within one year of completion of a course is exempted from submitting onboard training sponsorship letters for the batches already approved for that pre-sea course by the Directorate. However, for any additional course or enhancement of the existing capacity will require submission of onboard training sponsorship letters for the 100% of the enhanced capacity. The existing institutes' which have not achieved, commencement of onboard training for 85% of their candidates within one year of completion of course shall submit verifiable MoU's from Shipping companies having office in India /RPSL companies and must obtain clearance from the Directorate before admitting new candidates and commencement of admission.

5.3.6   Notwithstanding any of the above, all the MTIs shall ensure that a minimum of 85% of candidates who have successfully completed the on-shore education and training of a Pre-Sea Course shall commence with their onboard training programme within 12 months from the date of completion of the course and also endeavour to complete their full requirement of approved seagoing service in the shortest possible time, with minimum delays and waiting periods. Candidates who are not placed for onboard training within one year of completion of their on shore education and training shall have priority over the next batch of candidates in same course and their numbers shall be also included while calculation of the minimum requirement of 85%.

5.3.7   The MTI shall maintain details of training programme including the on-shore and onboard training. Any non-compliance will result in reduction of the MTI's intake capacity for the next batch or withdrawal of approval for the specific pre-sea course.

Part 6 – Inspection and disciplinary action

6.1   Inspection

6.1.1   MMD may carry out inspections for approval of MTI and approval of maritime courses conducted by MTI. MMD may carry out unscheduled (surprise) inspection to verify compliance with various guidelines, DGS Orders and Circulars, on receipt of complaints or on the basis of information received and as per the schedule provided in the CIP Guidelines. All such inspections shall be carried out strictly upon receiving directions of the Directorate or the Principal Officer.

6.1.2   The MMD inspecting team shall verify that the quality standards system is in place and that the Institute is duly certificated and graded by the recognised organisation as per the CIP Guidelines where applicable. Observation 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.

6.1.3   After every inspection, the inspecting team leader shall issue the inspection report to the Institute mentioning the deficiencies noted and the time frame within which the deficiencies are to be rectified.

6.2   Comprehensive Inspection Programme (CIP) Inspection

The MTIs shall undertake CIP inspections through a Recognized Organization (RO) or MMD. The CIP inspections shall be carried out as per DGS Order No. 23 of 2014 dated 29/12/2014 and DGS Order No. 04 of 2016 dated 14/09/2016 as applicable. The CIP reporting procedure as given in Part 7, section 7.11 shall be followed.

6.3   External assistance for inspection

6.3.1   The scheduled inspections, inspections for approval of courses or unscheduled inspections were earlier carried out by MMD with the assistance of external members which were part of the Northern Academic Council, Western Academic Council, Eastern Academic Council and Southern Academic Council. The Academic councils now cease to exist. Owing to large number of inspections required of MTIs, the Directorate intends to empanel external members to assist the MMD inspectors for scheduled inspections, CIP inspections, inspections for approval of courses and surprise inspections or unscheduled inspections.

6.3.2   In pursuance of Section 5.3.1 above, the Directorate shall publish an advertisement inviting applications from interested professionals who desire to be empanelled to assist MMD inspectors as external members for inspection of scheduled inspections, CIP inspections, inspections for approval of courses and surprise inspections or unscheduled inspections.

6.3.3   The interested professionals should meet the following requirements.
   a.   should not be more than 72 years old.
   b.   should be a holder of COC as master (FG) or MEO Class – I (unlimited). The COC shall be issued / recognized by Government of India.

c. should have completed the ISO lead auditor course and preferably have experience in auditing.

6.3.4 Principal Officer (PO) of MMD may decide to also include the empanelled inspector in the inspecting team.

6.3.5 The empanelled external inspector shall be entitled for INR 6000 per inspection and the payment shall be made by MMD. The travelling expenses and logistics of the empanelled external inspector shall be borne by the MTI.

6.4   Deficiencies

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

Major deficiency shall comprise of any item such as:
1. Conduct of courses upon expiry of registered lease deed / leave and license agreement for land / premises
2. Instances of fraudulent issues of certificates, issuance of certificate (s) without conduct of course or attendance by candidates or fake certificates (s) issued by faculty / staff/ Institute.
3. Holding back original documents and original certificates of candidate.
4. Enrolment of the number of students in excess of approval. Conduct of number of batches in excess of approval. Breakdown of general discipline
5. Inadequacy of the faculty / instructors to impart training or violation of faculty norms. Faculty / instructors not meeting the requirements as per Part 3/ improper faculty selection modalities
6. Non-availability of video records of practical training imparted
7. Serious lapses in the basic minimum infrastructure, specific lab / workshop equipment's etc.
8. Irregularities in fees.
9. Instances of non-adherence to course guidelines
10. Irregularities in attendance of Principal, Vice-principal, faculty, instructor and candidates.
11. Serious non conformities related with the Quality System, excessive number of Minor Non conformities, Non conformities not closed within time limit.
12. False submission of information to the authorities.

6.4.2 **Minor Deficiencies**
Minor deficiencies are those where there are minor deviations from a standard practice of DGS/ IMO Model Courses of running which in the opinion of the inspecting team may adversely affect the quality of the MTI / student output. These minor deficiencies are expected to be addressed within 15 days.

6.5 Withdrawal of Approval

In the event such deficiencies being noted during inspection, they should be reported to the Principal Officer and DGS immediately. The inspecting team may suspend the courses upon taking consent of the Principal Officer / Directorate. No ongoing course shall be terminated and allowed to continue till the end of course. Detection of any major deficiencies may also 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 courses, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate.

6.5.1 **Temporary withdrawal of approval**
Temporary withdrawal means that the batch/(es) which are being actually conducted shall be allowed to run and be completed so as not adversely affect the students doing said courses and on completion on due date no fresh batches shall be allowed to join. If the Institute has already admitted students to 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 these guidelines, then it shall automatically result in the permanent withdrawal of approval by DGS. On compliance with the deficiencies pointed out by the inspecting 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.

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

6.5.3 **Ordinary permanent withdrawal of Institute approval:**
If however the type of major deficiencies is such that a permanent withdrawal of the approval needs to be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.

6.5.4 **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 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 institution, after such cancellation. Cancellation shall be resorted to where serious fraud, such as faked records or sale of certificates without attendance by candidates is detected.

6.6   Automatic lapse of approval

Where after the approval of the DGS; no pre-sea induction, post sea competency or modular or simulator 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, 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.

6.7   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. The Directorate may decide to give personal hearing to the MTI prior issuing final Order. However in the event of immediate withdrawal in extra ordinary cases as explained in Para 5.3.1 it will not be possible to issue the usual show cause notice with the usual time.

6.8   Competent authority for withdrawals

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

6.9   Display on DGS website

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

6.10   Discontinuation of DGS approved Courses/ Closure of Institution

6.10.1 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.

6.10.2 In such cases the Institute/society/Trust is required to submit a proposal to the DGS along with the following documents:
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/AlCTE 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.

6.10.3 Members of the MMD may visit the Institution to ascertain the feasibility of closure of the MTI/Courses, and also to assess the liabilities arising out of such closure. A decision shall be taken by the DGS on receipt of the recommendations of the MMD.

Part 7 – e-Governance

MTIs shall keep their MTI profile completely updated for all the approvals granted for conducting maritime training courses. No MTIs shall be allowed to access the e-Governance module for entering batch details, if it fails to keep profile section updated.

Online Procedures:

7.1   Procedure for In-principle approval of new pre sea / post sea MTI

Step 1: Go to www.dgshipping.gov.in
Step 2: Click on 'e-governance' link under 'e-governance' menu tab.
Step 3: Under 'Internal Reference Links', on left hand side select 'Training Institute' from the drop down menu & click on 'Go'.
Step 4: Click on 'Application for In-principle Approval'.
Step 5: Read Instructions to Submit application.
Step 6: Click on 'Application'.
Step 7: Fill the data & click on 'Save data and proceed for payment'.
Step 8: Pay fees using link 'Pay Fees, upload documents & view application status'.
Step 9: Upload documents using link 'Pay Fees, upload documents & view application status'. (Note: Documents can only be uploaded upon payment of fees)
Step 10: In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents
Step 11: Track your application status using link 'Pay Fees, upload documents & view application status.'
Step 12: The Institute may be called to make presentation. Upon satisfactory presentation, the Directorate shall accord In-principle approval to the Institute. The "In-principle approval" letter may be downloaded/printed by the applicant for records.
Step 13: The Institute shall be given login details - user Id and password from the Directorate. The Institute shall use login details for updating MTI profile.

7.2   Procedure for updating the profile of the MTI

Step 1: Go to DGS website www.dgshipping.gov.in and click "e-governance".
Step 2: Login using your user ID & password & go to "Profile New".
Step 3: Update profile details as under "Profile New" namely, (a) Institute Details (b) Approved Course Details (c) Faculty Details (d) Upload Documents & (e) Authorised Signatory.

The MTI which fails to update its profile in the e-governance system of DGS will not be able to upload the batch details on the DGS website and the approvals granted shall remain suspended till the profile of the Institute is duly uploaded and verified.

7.3   Procedure for approval of new maritime courses / enhancement of capacity

Step 1: Go to www.dgshipping.gov.in
Step 2: Click on e-governance link under 'e-Governance' menu tab.

Step 3: Log in using the user ID & Password.

Step 4: Click on 'Training' module.

Step 5: Under tab 'Application for course approval click on 'Application'.

Step 6: Fill in the requisite fields as instructed in the application.

Step 7: Click 'Save data and proceed for payment".

Step 8: Pay fees using link 'Pay fees, upload documents and view application status'.

Step 9: Upload documents using link 'Pay Fees, upload documents & view application status. (Note: Documents can only be uploaded upon payment of fees)

Step 10: Track your application status using link 'Pay Fees, upload documents & view application status'.

Step 11: The application is then scrutinized at DGS.

Step l2: In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents.

Step 13: The application after scrutinizing is then forwarded to PO MMD.

Step 14: PO MMD then allocates a surveyor who inspects the MTI and subsequently submits the report to PO MMD in online mode.

Step 15: In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents.

Step 16: The PO MMD then forwards back the application to DGS for final approval.

Step l7: The Institute may be called to make presentation. Upon satisfactory presentation, the Directorate shall accord approval for conduct of the said maritime course. The approval letter may be downloaded /printed by the applicant for records.

7.4   Procedure for uploading faculty load matrix

Step 1: Login to e-Governance system in www.dgshipping.gov.in with login details provided by DGS.

Step 2: Click on ''Training'' Module link and go to Submit details.

Step 3: Go to ''Upload Documents'' link in the ''Profile New'' menu.

Step 4: Download the blank format available in the Instructions no. 3 for Faculty Matrix & Class room utilization matrix.

Step 5: Fill the data in the downloaded file & upload in the Sl. No. 2 & 3 for Faculty Matrix & Class room utilization matrix simultaneously.

7.5   Procedure for updating faculty details

The details of Principal, Vice Principal, faculty and instructors shall be updated by following the procedure given below.

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: Go to "e-Governance" tab and click on e-Governance.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on "Training" Module link and go to Submit details.

Step 5: Go to "Upload Documents" link in the "Profile New" menu.

Step 6: Download the blank template available in the third instruction for "Faculty Matrix".

Step 7: Upload the file in the .pdf format for faculty matrix.

7.6 Procedure for updating class room utilization matrix

Step 1: Go to DGS website at www.dgshipping.gov.in
Step 2: Go to "e-Governance" tab and click on e-Governance.
Step 3: Login with user id and password provided by DGS.
Step 4: Click on "Training" Module link and go to Submit details.
Step 5: Go to "Upload Documents" link in the "Profile New" menu.
Step 6: Download the blank template available in the Instructions number three for "Class room utilization matrix".
Step 7: Fill the data in the downloaded blank template.
Step 8: Upload the file in the .pdf format for Class room utilization matrix.

7.7 Procedure for uploading batch details

A1l the DGS approved MTIs are hereby directed that the deadline for uploading batch details in the e-Governance module shall be as per the table below:

Sl. No.	Type of course(pre-sea or post-sea)	Time allowed
01	All pre-sea course	15 days from the date of commencement of the course
02	Post sea courses, modular courses, and basic STCW courses EFA, PST, FPFF, PSSR, STSDSD	Till 1000 hrs same day commencement course.
03	Competency courses	7 days from the date of commencement of the course.

Step 1: Go to DGS website at www.dgshipping.gov.in
Step 2: Go to E-Governance tab and click on "e-governance".
Step 3: Login with user id and password provided by DGS.
Step 4: Click on "Training" Module link and go to "Submit details" tab.
Step 5: From the drop down list, click on "Batch Details" (New).
Step 6: Enter the data in the requisite fields.
Step 7: In the INDoS Number field, the INDoS numbers for all the candidates undertaking the particular maritime course must be entered. Each INDoS number shall be entered separated by a comma (,). The system shall not count the INDoS number which is not separated by a comma.
Step 8: Ensure that the entered data is correct in all respect and click on "Continue".
Step 9: The system shall generate list giving Name, date of birth against each INDoS numbers entered.
Step 10: Verify the details and click on "Submit" tab to submit the batch details.
Step 11: An acknowledgement will be generated on successful submission of the batch details.

7.8 Procedure for withdrawing candidate from batch

Step 1: Go to DGS website at www.dgshipping.gov.in
Step 2: Go to "e-Governance" tab and click on e-Governance.
Step 3: Login with user id and password provided by DGS.
Step 4: Click on "Training" Module link and go to Submit details.

Step 5: Select name of course, batch start date and batch id and click on "View Batch Details".
Step 6: The details corresponding to the batch will be populated.
Step 7: Select the option "Withdraw" from the dropdown (provided under "Generate certificate number / Withdraw") if the candidate has not successfully completed the maritime course and click on submit.

7.9 Procedure for issuance of system generated certificate number

Step 1: Go to DGS website at www.dgshipping.gov.in
Step 2: Go to "e-Governance" tab and click on e-Governance.
Step 3: Login with user id and password provided by DGS.
Step 4: Click on "Training" Module link and go to Submit details.
Step 5: Select name of course, batch start date and batch id and click on "View Batch Details".
Step 6: The details corresponding to the batch will be populated.
Step 7: Click "Generate certificate number" from the dropdown (provided under "Generate certificate number / Withdraw") to issue system generated certificate number for candidates who have successfully completed the course.
Step 8: The system generated certificate number shall be mentioned in the certificate issued to the candidate by the Institute. (MTI shall not give any other certificate number to the certificate).
Step 9: An acknowledgement will be generated for the certificate numbers generated and a print of the report may be taken for ready reference.

7.10 Procedure for updating medical fitness

The Medical examiners shall obtain their user ID and password upon seeking DGS approval as Medical examiner. The medical examiners shall follow the procedures given below for reporting medical fitness of candidates.

Step 1: Go to www.dgshipping.gov.in
Step 2: Click on "e-governance".
Step 3: Login to the system & go to "medical fitness".
Step 4: Go to "Submit application" & click on "fitness certificate".
Step 5: Enter INDoS No. & click on "Get Seafarers Details".
Step 6: Enter the 'Date of Examination' and select 'Medically Fit' YES/NO.
Step 7: Enter the relevant details of medical certificate issued to seafarer.
Step 8: Click on the 'Add' button.
Step 9: The medical fitness details of seafarers are submitted.

7.11 Procedure for reporting of CIP

7.11.1 The MTI may follow the steps as given below for submitting the self-assessment ratings:

Step 1: Go to DGS website – www.dgshipping.gov.in
Step 2: Click on e-governance tab and select e-governance section using the user id and Password'
Step 3: Click on Training Module from home page.

Step 4: In the training module select the top menu 'Submit Details' and go to sub menu 'CIP Reporting'. Fill in the assessment details and submit the form. (Note: The RO / MMD is selected at this step)

Note: - System shows the confirmation message as an acknowledgement of CIP self-assessment data has been submitted to RO / MMD for their Inspection.

7.11.2 The Inspection Authority (RO / MMD) may follow the steps given below for reporting the assessment ratings for the MTI:

Step 1: Go to DGS website – www.dgshipping.gov.in
Step 2: Click on e-governance tab and select e-governance section using the user id and Password.
Step 3: Click on 'CIP Reporting' module from home page
Step 4: In the CIP reporting section select the top menu 'Submit Inspections' and go to sub menu 'CIP - Institute Inspection'.
Step 5: Select the Institute from the drop down menu and click on 'submit' button. Fill in the assessment details and submit the form.

Note: - System shows the confirmation message as an acknowledgement of CIP assessment. - Once the assessment report is submitted on-line, the Institute or RO/MMD can click view link on the main page to see the assessed record.