

	<p align="center"><u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u></p>	<p align="center">IS/ISO Clause No.7.1</p>
<p>Ref.: QMS 7.0 Page 1 of 5</p>	<p>Subject: Comprehensive Inspection Programme (CIP) for Maritime Training Institutes (MTI) conducting basic five STCW courses and/or post-sea modular courses (excluding competency courses)</p>	<p>F. No. TR/CIR/6(8)/2018 of TRAINING BRANCH</p>
<p>Issued by the Director General of Shipping & Secretary to the Govt. of India</p>	<p align="center">Training Circular No. 33 of 2018</p>	<p align="center">Date : 16.11.2018</p>

1. Whereas, the "Annual Scheduled Inspections" of Maritime Training Institute (MTI) by MMDs / Academic Councils was discontinued with the introduction of the "Comprehensive Inspection Programme" (CIP) by the Recognized Organizations (ROs).
2. Whereas, Guidelines for Comprehensive Inspection Programme for Maritime Training Institutes approved for competency courses was introduced by the Directorate vide DGS Order No. 23 of 2014 dated 29 / 12 / 2014.
3. Whereas, Guidelines for Comprehensive Inspection Programme (CIP) for pre-sea maritime training institute was revised by the Directorate vide DGS Order No. 04 of 2016 dated 12 / 09 / 2016.
4. Whereas, the CIP was introduced only for pre-sea maritime training institutes and post-sea maritime training institutes conducting only competency courses.

5. Whereas, the Maritime Training Institutes conducting only the basic five STCW courses and/or only post-sea modular courses (excluding competency courses) were not covered by the CIP regime.
6. Noting that the "Standards of Training, Certification, and Watchkeeping for seafarers (STCW) Convention, 1978 as amended requires the maritime training to be supervised and monitored through Regulations I/6 and I/8 of the said Convention.
7. Taking cognizance of the above, the Directorate has developed guidelines for Comprehensive Inspection Programme (CIP) for Maritime Training Institutes (MTI) conducting basic five STCW courses and/or post-sea modular courses (excluding competency courses). These guidelines are given in Annexure – 1 of this Training Circular.

8. Application :

- 8.1. MTIs conducting pre-sea courses shall be guided as per DGS Order No. 04 of 2016 dated 12 / 09 / 2016 only.
- 8.2. MTIs conducting competency courses (excluding those conducting pre-sea courses) shall be guided as per DGS Order No. 23 of 2014 dated 29 / 12 / 2014 only.
- 8.3. MTIs which are not conducting pre-sea and/or competency courses shall be guided as per CIP guidelines given in Annexure – 1.

9. General instructions :

- 9.1. These CIP Inspections may be carried out by the Mercantile Marine Departments (MMDs) or the Recognized Organizations (RO) recognized by Indian Maritime Administration. The MTI may choose either MMD or RO to undertake the CIP inspection. The MMDs may include external members from the maritime industry for assistance.
- 9.2. The CIP grading as given in Annexure – 1 shall be a consolidated grading for all the modular courses and not course-specific.
- 9.3. The MTIs conducting basic five STCW courses and/or post-sea modular courses (excluding competency courses) shall undertake the first CIP inspection latest by 31 / 03 / 2019.

- 9.4. The anniversary date shall be the date of initial inspection.
- 9.5. The subsequent CIP Inspections shall be carried out every year within a window period from two months prior to the anniversary date to two months after the anniversary date e.g. If the initial inspection was carried out on 15 / 12 / 2018 then anniversary date shall be 15 th December every year and the window shall be from 15 th October to 15 th February.
- 9.6. Continuation of approval of the MTI which is graded B1 i.e., good (less than 70% credit points) or less in CIP inspection shall be reviewed at the Directorate and decision taken accordingly.
- 9.7. The MMD / RO shall submit the CIP report to the Directorate within 7 days from the date of inspection.
- 9.8. The RO / MMD shall immediately inform the Directorate if any major deficiency is noted during CIP inspection.

10. Unscheduled Inspections :

- 10.1. The unscheduled inspection of any MTI may be carried out anytime and at any frequency. Unscheduled inspections may also be undertaken based on specific bonafide complaints.
- 10.2. The unscheduled inspections shall be carried out by the Directorate and/or MMDs. The inspection team shall be nominated by the Directorate or the Principal Officer (PO) and may comprise of officers from the Directorate and/or from any Mercantile Marine Department (MMD). The Directorate or the MMD may utilize the services of external assessors nominated by the Directorate.
- 10.3. In case major deficiencies are noted by the inspection team during unscheduled inspection, the inspection team may suspend all the approvals granted to the MTI with immediate effect upon consultation with the Directorate or the PO. If suspended with immediate effect, the MTI shall be allowed to complete the ongoing courses but not admit any candidate for any maritime course approved by the Directorate. The inspection team may decide to suspend few courses if the major deficiencies pertain to a specific course and not to the MTI in general.

10.4. The inspection team shall submit its report to the Directorate. The Directorate may decide to issue a Show Cause Notice to the MTI based on the seriousness of the noted deficiencies. The MTI shall reply to the SCN within the specified time.

10.5. The Directorate or the MMD shall review the reply of MTI and may call the MTI to give "Personal hearing" at the Directorate. The Directorate shall issue Order accordingly if required.

11. Major deficiency:

The major deficiencies 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 DGS requirements.
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, fees collected in cash.
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.

12. This Training Circular shall enter in to force with immediate effect.

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

(Ashish Wankhede)
Deputy Director General of Shipping (Trg)

To

All DGS approved maritime training institutes.

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ANNEXURE - /

CIP FOR MODULAR COURSES:- GENERAL REFERENCE

Sr.N o.	Compliance requirement	References
1	Infrastructure	DGS Order 5 of 2016 as applicable to competency courses, and as per DGS Guidelines for the specific courses, or general guidelines for competency courses, as may be issued from time to time.
2	STCW COURSE COMPLIANCE and GUIDELINES	DGS Guidelines and IMO Model Courses as applicable
3	Faculty Requirements	DGS Order 5 of 2013 and TC 11 of 2018 as may be amended.
4	Faculty Training	2018
5	DGS Orders / Circulars	DGS orders / circulars relevant to the Modular / Simulator courses being conducted

GENERAL PARTICULARS (To be filled in by the MTI) :	
1	Name of the Institute
2	MTI No. of the Institute.
3	Address with Pin Code
4	Landline Ph. No / Contact Mobile No
5	Fax No.
6	E-Mail address of Institute
7	Web Site
8	Promoted by
9	Category of Promoter (shipping companies/ ship & maritime related management companies/Government Institute/ship building companies/private institute)
10	Name of the non profit making registered public trust/section 8/25 company/ society
11	PAN No. of Institute / Trust/ Society/ Sec.8 or Sec 25 Company
12	Primary Bank details (Bank/Branch/IFSC No)
13	Name of Head of Institute / Designation /Tel no /E mail
14	Name of Authorised signatory(ies)
15	Designation & contact details of Authorised signatories (Designation/Ph. No/ Mobile/Fax No/E-mail
16	Date of formal approval to start institute/ Courses
17	ISO Certification (Approving Body / Approval No & validity) RO DETAILS

Note: The above information is AVAILABLE IN MTI PROFILE

SPECIFIC INFORMATION RELATED TO COURSES CONDUCTED

- | | | |
|---|---|----------|
| 1 | CIP Gradation as per last inspection by R.O.(also Ref No & date) | Yes / No |
| 2 | Whether Batch details are submitted in e-governance regularly? | Yes / No |
| 3 | Whether the Institute is conducting other type of courses Pre Sea or Post Sea | Yes / No |
| 4 | Whether the institute is conducting other type of courses Non DG Approved courses | Yes / No |

5 Details of DGS approved Modular courses conducted							
Sr. No	Name of Courses approved	Date & Approval No. & Validity (if applicable)	Approved Intake [No. of candidates in a batch (A) X Frequency (B)]	No. of candidates admitted in the last Calendar Year	Capacity Utilisation	No of Course batches conducted and % capacity Utilised	
			A x B = C	D	D/C x 100%	Nos	%
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

5 Details of DGS approved Simulator courses conducted							
Sr. No	Name of Courses approved	Date & Approval No. & Validity (if applicable)	Approved Intake [No. of candidates in a batch (A) X Frequency (B)]	No. of candidates admitted in the last Calendar Year	Capacity Utilisation	No of Course batches conducted and % capacity Utilised	
			A x B = C	D	D/C x 100%	Nos	%
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NOTE THIS SECTION TO BE GENERATED FROM E GOVERNANCE MTI PROFILE AND VERIFIED

I. INFRASTRUCTURE SET-UP & MAINTENANCE :

(Maximum Credit Points : 800)

(Maximum Credit Points : 800)								
1	2	3	4		5		6	7
Sr No	Head	Details	Credit Points claimed	Institute Remarks	Assigned Credit Points	RO's Remarks	Base Credit Points	Applicable Points
1	Premises maintenance and Ambience		0		0		150	150
1.1	Statutory clearances	Commercial operations liscense and non agricultural. Mandatory Government / Local body license / registered establishment					50	50
1.2	Registered area	Registered land / lease document verified and uploaded onto MTI profile					25	25
1.3	Premises(Owned / Leased)	If Owned, 15 points If rented / leased, 10 points. +					15	15
1.4	Institute Classrooms and office space Centralised	In case of operations from Shared Building Centralised contiguous classrooms ; 20 points Split classroom in same floor: 10 points. Classrooms split in different floors = 0					20	20
1.5	Building and classroom exclusivity for Maritime activity	Incase the classrooms are in an exclusive Maritime activity realted building = 20points Classroom and entire floor of a building for Martime related = 10points.					20	20
1.6	Location/ accessibility	Ease of Access and escape routes					10	10
1.7	Cleanliness & Hygiene						10	10
2	Class Room, Chartroom / Engineering Drawing Room, maintenance and Ambience	(Maintenance of Teaching Aids / furniture / fixtures / furnishings & general maintenance)	0		0		150	150
2.1	Area	Minimum as per DGS norms = 10 points. + L/B or B/L ASPECT RATIO 1.5 TO 2 = 10 POINTS					20	20
2.2	Teaching aids (Projector, Whiteboard, Screen, Flip Chart, PC, Video Player, TV etc)						20	20
2.3	Construction Quality, Furniture, Furnishing & maintenance						20	20
2.4	Lighting/ noise	Adequate Lights/ No Noise / interference					20	20
2.5	Ambience / Temperature control.	AC / temperature control/ VENTILLATED					20	20
2.6	CLASS LAYOUT	Lay out of classroom , NO BLIND SECTORS / OBSTRUCTIONS/ view of trainer and screen/ RAISED PLATFORM/ table chair for faculty					50	50
3	Administrative facilities	General maintenance of allied offices, and other facilities	0		0		50	50
3.1	Reception & Administrative area	Administrative area dedicated					10	10
3.2	Visitor's Lounge / conference room	Waiting/ Seating areas/ conference areas					10	10
3.3	Principal's room						10	10
3.4	Faculty rooms/ Space						10	10
3.5	Staff rooms/Space	For working staff					5	5
3.6	Office Utility	Photocopying, Printing, data storage and sharing, data backup					5	5
4	Library Facilities	(Adequateness and annual supplementation of ,nos. of titles &Copies, Book Bank, late evening facility,nos. of librarians, Training Videos, cassettes,Journals Internet facilities, Computerised Library Management System etc).	0		0		100	100
4.1	Area of Library	Minimum specified in course guidelines at 20 sq.mts. For Modular course					10	10
4.2	Adequacy of Academic book bank including Reference books and e-books	The Reference Books must be available as per the list in IMO or DGS Model course guidelines					20	20
4.3	Availability / Adequacy of Current Journals /Publishing	The Institute must subscribe to leading technical / safety / industry related magazines / Publishings/ E-journals					10	10
4.4	Digital library(Videos, CBTs, E-Learning	The Institute must have computers with access to Digital library.					20	20

4.5	Availability of library facilities for students beyond class hours						10	10
4.6	Free Internet and Wi-Fi facility available for students.	Wifi facility in library for learning / E-Learning					20	20
4.7	Designated librarian	A responsible person who maintains the inventory, updates the books and publications					5	5
4.8	Library Software	To track changes and inventory management					5	5
5	General Amenities	<i>(Purified Water & Emergency Power, medical facilities, communication, Dedicated Transport, etc)</i>	0		0		150	150
5.1	First Aid & Access to Medical facilities- ready availability						10	10
5.2	Purified Drinking Water						10	10
5.3	Back-up power generator/ UPS/ Inverter	Depending the frequency of power outage in that area					20	20
5.4	Cafeteria Quality of lunch/ tea/ snacks provided /	Cafeteria = 10 points Quality of food provided 10 points					20	20
5.5	Fire Extinguishers (Ready –to-use) & Fire detection Alarms/ Fire Exits / safety signages	Signages and systems must be incorporated to create a ship atmosphere and an onboard ambience where possible					25	25
5.6	Compliant and suggestion registers / facility	Online / digitised feedback = 10 points Paper based feedback system = 5 points for administrative and ISO items.					10	10
5.7	Washroom facilities	Dedicated for the staff and students of MTI and adequate = 10 points. If sharing with other companies/establishments in the building = 0. + Separate for Ladies / Gents = 5 points					15	15
5.8	Environmental friendliness	Energy Saving Options/ Garbage segregations/ Green initiatives					30	30
5.9	ISO 14001	Institute is certified under ISO 14001 or integrated IMS					10	10
6	TRAINING / COURSE SPECIFIC INFRASTRUCTURE	IF APPLICABLE FOR THE COURSES BEING CONDUCTED BY THE INSTITUTE, THE RELEVANT COURSE GUIDELINES OF DGS /IMO TO BE REFERRED TO					200	200
6.1	TRAINING / COURSE SPECIFIC INFRASTRUCTURE	If the institute Owns all the required Infrastructure required for the course = 50. Otherwise % of the infrastructure owned x 50/100					50	50
6.2	Location / Accessibility	In the same location as the classrooms = 25 Points. Different location with Transport = 15 Points . Different location with no transport = 0 points					25	25
6.3	All weather operations	if the set up is operational through the year (example :- water and depth availability for lifeboat launching / PSCRB/ FPFF and ability to conduct FPFF course in Monsoons)					25	25
6.4	Biometric Attendance Management	The Ideal ratio of man machine is 50 : 1 (for every 50 students 1 biometric machine) for full marks. The captured attendance must be fool proof (xl / pdf) , must be monitored and must have back UPS. At the time of Registering for the Biometrics, the person ID must be checked and must be part of QMS					25	25
6.5	Video recording of the Practical trainings as required by DGS circular	Where Applicable courses are run. The recording must cover the entire duration of practical training and at no time lesser than 15 min duration. To be verified by RO at random					25	25
6.6	CCTV monitoring / recording of Classroom activities	CCTV monitoring = 25 Marks + Video recording / playback = 15 Marks + Audio recording / playback = 10 Marks					50	50
Total Points			0		0		800	800
Total Percentage Credits			0.00%		0.00%			
Individual Grade								

II. FACULTY & STUDENTS AND COURSE Performance:
(Maximum Credit points: 1500)

(Maximum Credit points: 1500)								
1	2	3	4		5		6	7
Sr No	Head	Details	Credit Points claimed	Institute Comments	Assigned Credit Points	RO's Remarks	Base Credit Points	Applicable Points
1.0	Adequacy	1.Adequacy of faculty/ Instructors needs to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined. 2. Subject expertise of the faculty and his total working hours to be given due consideration. 3. Compliance with minimum requirement will get full credit points as mentioned in column '6'.	0		0		250	250
1.1	Vice- Principal / Dean	Ref DGS Order 5 of 2013. Additionally, respective Course Guidelines may also be referred as applicable and if details and signatures are uploaded in DGS MTI profile					5	5
1.2	Course In Charges						5	5
1.3	Dedicated Course in charge	The Details must be uploaded in E Governance. Course in charge to be permanent faculty. Course in charge of not more than 3 courses held simultaneously = 40 points. More than 3 courses being held simultaneously = 20 points					40	40
1.4	Adequacy in respect of numbers of Full time & Visiting Faculty for the courses in adherence to DGS norms	Adherence to norms of DGS Order 5/2013 will fetch full marks. Faculty details uploaded. 100% of the approved / listed faculty as per course matrix submitted for approvals must be available through out the year. Non- adherence to norms will fetch nil marks.					100	100
1.5	Percentage of Classes taken by Full-time Faculty	(%age classes taken by full-time faculty) x 50 / 100. Less than 50% is non compliance and will be awarded 0 points					100	100
2.0	Qualification, fitness & Teaching Experience	Compliance with minimum requirement will get full credit points as mentioned in column '6'. Apart from DGS Order 5 of 2013, respective Course Guidelines may also be referred as applicable. Proportionate marks will be deducted for non- compliance, to the total number of faculty employed.	0		0		250	250
2.1	Course in charge, faculty and instructor complying with the DGS / IMO requirements	Ref. Section A-I/6 of STCW Code. Part-III of DGS Order 5 of 2013. and DGS Course guidelines including Medical fitness. Any noncompliance will be awarded 0 points					100	100
2.2	Compliance with TOTA/ TOTI / AECS / VICT requirements and Conduct of classes as per TOTA/ TOTI Guidelines.	Ref DGS order 5 of 2013, TC 25,26 and 27 of 2018:- 100 points for 100% compliance. Non compliance will fetch 0 marks					100	100
2.3	Participation by Faculty members as external examiner for DGS/MMD oral examination or Participation of the Institute representatives in Committees of DGS	Documentary evidence of such participation; How many faculty members are approved examiners; Records of participation as external examination; Ratio of faculty participating to total no. of regular faculty. Total number of DGS approved committees / works that the institute has participated					50	50
3.0	Attendance	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Proportionate reduction marks to be made for each instance of non-compliance.	0		0		150	150
3.1	Biometric attendance for students	Biometric attendance for all students and faculty to be captured and same be available for inspections and matching the records= 25 points. Each AM and PM session Biometric attendance with class = 25 points					50	50
3.2	Biometric attendance for Faculty	Faculty Biometric maintained on daily basis in / out time only = 25 points. Biometric maintained class wise = 50 points.					50	50
3.3	System of dealing with absentees	The QMS must address the procedure to deal with absent candidate / partially absent candidate and documentary evidence maintained of such cases					50	50
4.0	Teaching Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. No points in any instance of non-compliance.	0		0		150	150
4.1	Principal / Vice Principal/ Faculty	Ref DGS Order 5 of 2013					100	100
4.2	Visiting Faculty & Instructors (if required)	Ref DGS Order 5 of 2013					50	50
5	HR Processes	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3. unless otherwise expressly specified.	0		0		200	200

5.1	Retention of faculty for modular courses. (Depending on the number of full-time faculty members for Modular courses who left the institute within the last 12 months out of the total number of full-time faculty strength of modular courses at the time of inspection)	<p>A = No. of faculty left in last 12 months with less than one year continuous service / Total faculty strength x 50</p> <p>B = No. of faculty left in last 12 months with between one year and two years continuous service / Total faculty strength x 40</p> <p>C = No. of faculty left in last 12 months with between two years and three years' continuous service / Total faculty strength x 30.</p> <p>The aggregate of the above (A+B+C) shall be reduced from the Base Credit Point in Column 6 to arrive at the Credit Points to be awarded.</p>					50	50
5.2	Established system for selection & recruitment of faculty	As per QMS					20	20
5.3	Relevant induction and Orientation Training for the courses faculty is teaching	Whether conducted as per QMS?					20	20
5.4	Continuous Professional development programmes of faculty (Training / Project work done in the last 1 year relevant to the teaching programmes undertaken in the Institute)	<p>Proportionate marks for either of the following, during the calendar year:</p> <ol style="list-style-type: none"> 1. Publishing paper/ books. 2. Project work 3. Training Program. 4. Sailing Experience <p>(Documentary evidence to be provided for verification)</p>					20	20
5.5	Maritime seminars attended by faculty in last 1 year	<p>Proportionate marks for attending maritime seminars during the calendar year.</p> <p>(Documentary evidence to be provided for verification)</p>					20	20
5.6	Presentation given by faculty at established at maritime seminars and conferences in the last 5 years.	Proportionate marks for presentations given by faculty in seminars during the calendar year. Documentary proof of seminar programme and brochure to be provided					20	20
5.7	Are the classes/ Practicals actually being conducted as per the course curriculum/ time table for the course(s)?	By means of checking of records, in camera discussions with faculty and trainees, attendance of students & faculty etc.					50	50
6.0	Pedagogy / Teaching process	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3	0		0		400	400
6.1	<i>General Effectiveness of Teaching Process</i>	By means of : (i) independent assessment of classes by RO by interviewing students, and (ii) Realistic records of internal assessment by HODs, and (iii) Teaching Material Quality					100	100
6.2	Curriculum planning & development of teaching materials	Whether in place through structured course development, lesson plan, ppt, video and time tables					50	50
6.3	Course Contents and reference material	1. Whether the contents being taught is as per latest prescribed syllabus. 2. Update in course manual as per feedbacks and international rules coming into force.					50	50
6.4	Classroom handouts and Notes for students	<ol style="list-style-type: none"> 1. The Quality of Content 2. Detailed contents. 3. Updated and reviewed through feedback. 4. Online access to handouts. 					25	25
6.5	Internal evaluation of trainees, effectiveness and method of assessment.	1. Incase of Online/ Computer based assessment with Questions being generated randomly from a pool of Questions = 25 Point. 2. Independent Assessment and documentary evidence and procedure to identify and deal with failure or low performers = 25 Points					50	50
6.6	Use of training equipments and condition (Use of various teaching aids including modern teaching aids)	How effectively is the teaching aid used in the classroom? Are the faculty trained and adept at using the teaching aids? Students' evaluation and feedback to be checked concerning improvements in teaching aids.					25	25
6.7	Working / Scaled down models Equipment / Reference materials for demonstration and condition	How effective is the model or equipment in helping trainee to understand the concept and / or its functionality					25	25
6.8	Modern Teaching Methodology and E-learning	Student Seminar/ Presentation/ Blended learning/ Modern classroom/ CBT/ Use of e-learning					50	50
6.9	Method of evaluation of feedback from trainees	Confidentiality / Electronic forms / Feedback analysis and action by management / Continual Improvement					25	25
7.0	Courses	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3	0		0		100	100
7.1	The types and ranges of Modular/ simulator courses and other DGS courses the MTI offers	<p>A. Basic5 STCW courses :25 points</p> <p>B. For each Modular course other than Basic Stcw =+ 5 points</p> <p>C. For each Pre sea / Post sea competency = 10 points</p> <p>TOTAL = A + B + C (max 100 points)</p>					100	100
Total Credit Points			0		0		1500	1500
Total Percentage Credits			0.00%		0.00%			
Individual Grade								

III. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 700)							
1	2	3	4	5	6	7	
Sr No	Head	Details	Credit Points claimed	Institute Comments	Assigned Credit Points	RO's Remarks	Base Credit Points
1	Quality Management System		0		0		50
1.1	Valid Quality Certification as per ISO or equivalent standard in addition to CIP.	Valid certificate = 10 Points. Else 0 Points					10
1.2	Overall maintenance of Quality System	Any NC in external audit = 0 points. For each observation -2 marks.					10
1.3	Management Review & Follow-up	Effective and relevant to the conduct of Modular Courses					10
1.4	Internal audits & Corrective Actions	Well documented process					10
1.5	Non-conformity records & Corrective Action	Corrective and preventive actions					10
2	Feed Back Analysis	Proportionate marks to be awarded by RO	0		0		200
2.1	Student Feed-back on faculty	Proportionate marks to be awarded based on students' feedback.					100
2.2	Student feed-back on Class Room, Simulator, Teaching Aids, Learning Environment, Course Material, other institute facilities	Proportionate marks to be awarded based on students' feedback					50
2.3	Grievance Reporting & Redressal Mechanism	1.How are the student informed of grievance reporting procedure 2.Accessibility to grievance form/registers 3.How are grievance / Complaints rectified 4. How is the corrective action informed to the students					50
3	Documentation	Proportionate marks to be awarded by RO	0		0		250
3.1	Maintenance of Records of Certificates issued	1. Traceability, authenticity and confirmation of certificates issued.= 20 2. Security features in the certificate and the unique ID numbering system / Bar Coding or QR Code= 20 3. Online certificate verification process = 10					50
3.2	Attendance Registers of students / Faculty matching with Time Table	Whether Biometric attendance logs maintained on daily basis for a period of 1 year and how absentees are dealt with as per QMS. Evidence that the Attendance is checked prior issue of certificates					50
3.3	Examination Records	Retention of answer sheets, CBT test results, Internal assessment records etc., as per laid down procedures of institute.					15
3.4	Master Time table & Lecture hours of faculty	Whether in place & maintained					10
3.5	Records of Fees Collected.	DGS Tr Cir 9/2013, transparent.					10
3.6	Regular payment of 1% fee share to the Government BY DUE DATE	Ref para DGS Order and Tr. Cir. 9/2013.					50
3.7	Promptness and correctness of intimation admission details to DGS E-Samundra	Ref DGS Orders, instructions on the subject					25
3.8	DGS Orders/ Circulars/ Instructions/ updating	Whether Implemented through internal circulars/ instructions on the curricular/ co-curricular activities					15
3.9	Overall record keeping & Traceability of documents at Institute premises	Whether records / Video recordings / Duplicate certificate issuing procedures are maintained and available in the institute and part of QMS					25
4	Management	Documentary evidences to be verified, and marks to be awarded by RO	0		0		100
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.					10
4.2	Experience & track record of management & promoter of institute	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc.					20
4.3	Track record of Institute	No. of years in maritime training, number of batches, Conducted					10
4.4	Employee welfare measures	Whether documentary evidences of PF, Gratuity, medical, insurance etc. available and maintained in the institute.					10
4.5	Company Social Responsibility	Institute's participation if CSR activities. 10 point awarded for every such activity in preceeding 2 years.					50

5	Student Admission Process		0		0		100	100
5.1	Admission booking process	Online/ ease / transparent.					10	10
5.2	Adherence to Code of ethics in advertisement	DGS Order as specified					20	20
5.3	Adherence to Admission standards.	DGS Order as specified					20	20
5.4	% average occupancy in the courses taking into account the approved capacity and approved frequency of the courses	Percentage Average Occupancy in last Calendar year for all modular courses conducted x Base Credit Point / 100					50	50
	Total Credit Points		0		0		700	700
	Total Percentage Credits		0.00%		0.00%			
	Individual Grade							

IV. TOTAL CREDIT POINTS & FINAL GRADATION* (see Note)							
Sr No.	Details of Category	Max Credit Points	Applicable Credit Points	Accrued Credit Points	Percentage Credit	GRADE	Remark
I	Infrastructure facility maintenance & ambience	800		0	#DIV/0!		
II	Faculty, students and course Performance	1500		0	#DIV/0!		
III	Overall Performance & Management	700		0	#DIV/0!		
	Total	3000		0	#DIV/0!		

*NOTE- 1. For Section II & III - each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas. However for 'Overall Grading', average of these points need to be considered.

NOTE 2.

In case of Any Non Compliance to DGS or Statutory requirement the Grading to be with held till the NC is closed.

Remarks by RO:-

V. Any other Remarks from the RO in areas not covered above:

VI:- This section deals with providing Guidelines to the RO
for unified interpretation and standardisation of the
Marking and grading systems