



**VOL-I PRE SEA**

# **TRAINING MANUAL**



**Compendium of DGS  
Order, Circulars, Notice**

# 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!

Director General of Shipping and Secretary to Govt. of India

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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

# GLOSSARY

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,
STSDSD	---	as amended Security Training for Seafarers with Designated Security Duties
TEAP-A	---	Training, Assessment and Examination Programme - Part A
TOT - A	---	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
KMP	---	Key Management Personnel (Trustee/Director)

सागराः सुपन्थानः सन्तु



# 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 PRE-SEA MARITIME TRAINING INSTITUTES AND MARITIME COURSES**

1. The Maritime Training Institute (MTI) referred in this section of the Training Manual is a maritime training Institute approved by the Directorate for conducting DGS approved pre sea maritime courses or has been given In-principle approval for pre sea maritime courses. 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, can apply for approval for setting up of Maritime Training Institute (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. It is recommended that the MTI's have shipping professionals as Key Management Personnel (KMP) in their organizational structure.

## **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 is obtained before using the new name.

### **1.3 1.1 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). The Business plan shall be provided for a minimum tenure of 5 years of continuous operation showing sustainable operation of the MTI. (ITR for the last three years, in case the Trust or Section 8 Company has been in existence for more than three years). Provided that the institute conducting Post-sea & Pre-sea courses shall be required to provide the Business Plan in accordance with the requirements specified for Pre-sea courses.



## **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, as amended and circulars issued by the Directorate from time to time as applicable.

## **1.5 Approval of the Institute**

**1.5.1** There is currently no restriction on approvals of Maritime Training Institutes, any course or enhancement of capacity of existing courses by the Directorate. However, the DGS reserves the right to impose restrictions on course approvals/enhancement of capacity/MTI approvals after assessing the course statistics such as seat availability, MTI placement, and other factors.

**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 is given in Vol. I section 1.1. The applicant desiring to open a MTI shall submit an online application form as per Training Circular 05 of 2018 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, application is processed further.

The approval of a new MTI is done in two phases. In the first phase, the applicant desiring to open a new MTI is granted In-principle approval for conducting the desired pre sea maritime courses.

**1.6.2** For In-Principle approval the applicant needs to fulfil the requirements as stated in above paragraphs. The application for In-Principle shall be forwarded by DGS to Jurisdictional Principal officer. The principal officer may ask the applicant to present the parameters such as land/premises, infrastructure, principal, faculty, instructor, staff, fee structure, placement record and any innovative steps taken as referred in Training Circular 17 of 2018. Basis on the recommendation report sent by the jurisdictional principal officer to the directorate, the matter will be placed in STCW Board for final Decision. The board may further ask clarification from MTI and may seek presentation as deemed necessary.

Upon receiving In-Principle approval, the MTI must ensure that the infrastructure and facilities required for conducting the desired courses are prepared within the specified timeline and in accordance with DGS Training Circular No. 17 of 2018.

On obtaining In-principle approval, the institute may apply for DGS approved pre sea competency courses, subject, to the prevailing policies and guidelines for approval of specific courses, which are published on DGS website. Such application shall be submitted in proforma as per Annexure II and IIA of DGS order 7 of 2016 for each course separately along with documentary evidences where required. DGS shall issue inspection order to concerned MMD

**1.6.3** A physical inspection will be conducted by the zonal MMD for verification and a compliance report submitted by the Principal Officer with the recommendation to the Directorate for approval if in compliance with the requirements. The report of Principal Officer may be placed in next scheduled STCW Board meeting. Basis on decision of STCW Board and if recommended, the Directorate approves the Institute for conducting a maritime course, the Institute is then deemed to be an approved MTI and unique MTI number is assigned.

## **1.7 Approval of courses conducted by MTI**

**1.7.1** New approvals / enhancement of existing capacity of Pre-sea courses shall be considered for approval provided the MTI has a good Ship Board Training record for the existing approved pre-sea courses and the necessary infrastructure for handling the proposed capacity requested for enhancement. Enhancement of capacity can only be applied after 1 year of the approval granted to the said Pre-sea course. Application from an existing institute for increase in intake in any pre sea and for approval of new pre-sea courses will be considered only if the Institute has been:

- a) Graded A1 or A2 grading in the pre-sea CIP and complies with minimum 85% of placement record for each approved batch,
- b) Shows evidence to the satisfaction of DGS about placement of additional batches (Subject to the verification of the uploaded MoU with Shipping/RPSL companies in e-governance and their proven capability and track record over the last three years).

**1.7.2** 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.

**1.7.3** MTI conducting pre-sea course/s shall not get approval for less than basic five courses ( Basic STCW safety training and STDSTD course. The Basic STCW Safety Training course which consists of 4 courses and shall be considered equivalent to 4 courses.

## **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 Vol. I, section 1.3. 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. The report will be placed in the next STCW board meeting (MTIs are requested to strictly adhere to the timelines specified in the Training Branch Citizen Charter for compliance).

**1.8.3** In the STCW board meeting MTI may be asked to present their views and Jurisdictional Principal officer shall present the report with his recommendation. The board then decides on recommendation for 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 as 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.

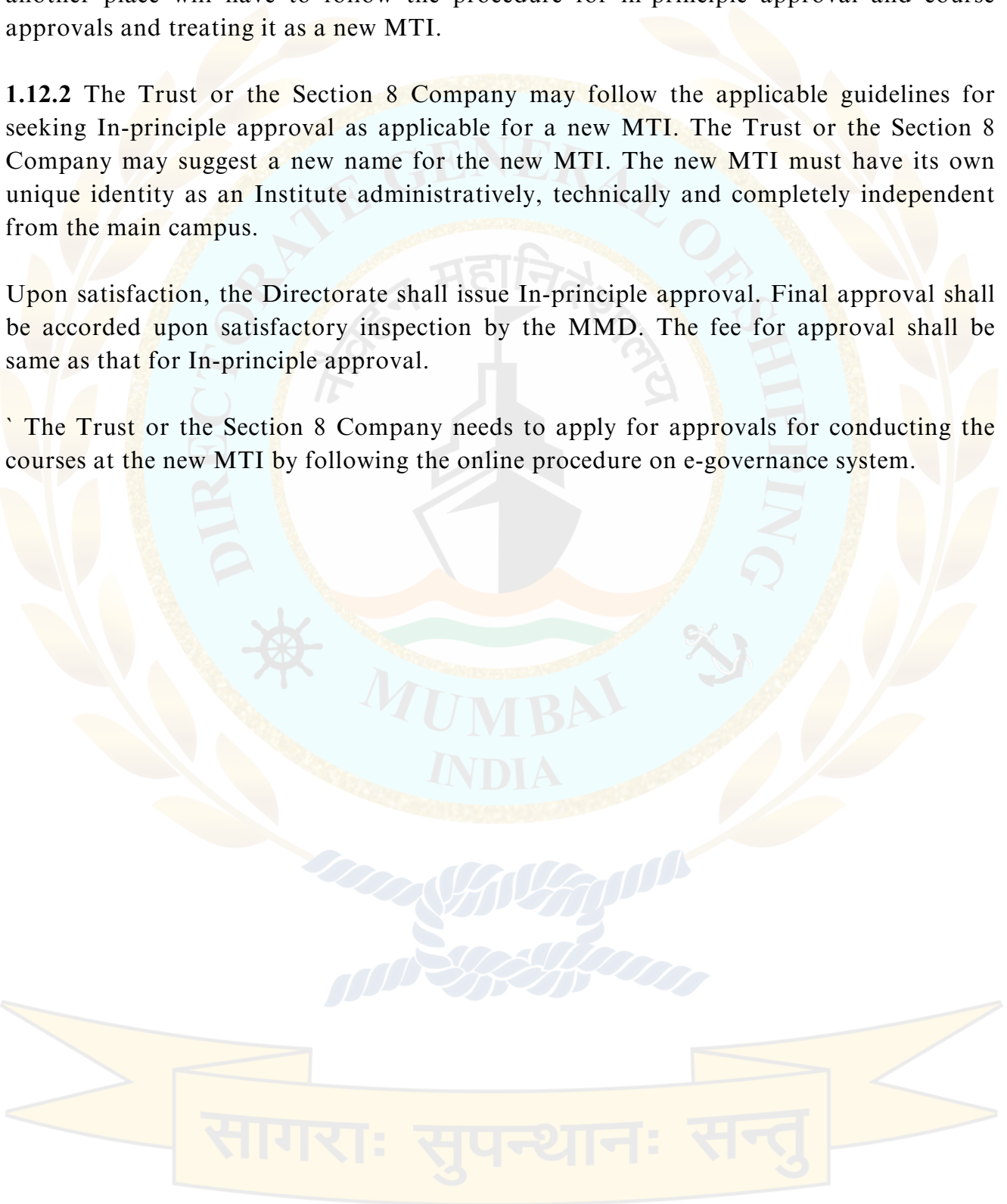
## 1.12 Extended Campus approval as a new MTI

**1.12.1** The concept of extended campus does not exist no more, However MTIs seeking to conduct any courses outside the premises of the existing approved post sea MTI in another place will have to follow the procedure for in-principle approval and course approvals and treating it as a new MTI.

**1.12.2** The Trust or the Section 8 Company may follow the applicable guidelines for seeking In-principle approval as applicable for a new MTI. The Trust or the Section 8 Company may suggest a new name for the new MTI. The new MTI must have its own unique identity as an Institute administratively, technically and completely independent from the main 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 shall be same as that for In-principle approval.

` The Trust or the Section 8 Company needs to apply for approvals for conducting the courses at the new MTI by following the online procedure on e-governance system.





## **PART 2 – INFRASTRUCTURE- PRE SEA TRAINING**

### **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 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 any pre sea course leading to certificate of competency/proficiency as per STCW 78 convention and code as amended for other flags. In case the Institute intends to conduct maritime related value added courses which are not approved by the Directorate, the Institute shall provide clear demarcation of the premises and ensure that such courses do not utilize the facilities exclusively provided for maritime courses approved by the Directorate. Training Circular 23 of 2013 dated 20.12.2023 and corrigendum to TC 23 of 2013 dated 24.03.2014 may be followed for above referred matter.

**2.1.3.** 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.

**2.1.4.** 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.

**2.1.5.** 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.

**2.1.6.** 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. It must meet the norms of the local municipal / panchayat regulations. 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. Electrical cables fitted must be rated to meet the current requirement. They must be properly conduited and guarded. There should be no loose hanging wires. An NOC from the Fire Department is required for the MTI.

**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. Emergency lighting in the buildings and in the compound sufficient to allow persons to commute to a safer location. The emergency lighting should be able power for a minimum of 30 mins.

2. Emergency generator to come on within 10 minutes to power Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board, academic building, classrooms and their equipment, messroom, kitchen, staff and faculty rooms, hostels, library, compound lights.

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**

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. A paramedic should be available in the premise at night time, holidays and times when the doctor is not present in the campus. 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.

## **2.8. 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<sup>2</sup> shall be provided for the Principal/head of Institute. A carpet area of not less than 4 m<sup>2</sup> 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<sup>2</sup>, 36 m<sup>2</sup>, and 50 m<sup>2</sup> 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

A computer and projector for power point presentations 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 projector, the Institute may provide a smart board 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).

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

**2.11.2. Audio-visual equipment:**

The Institute shall have adequate original with copyright audio-visual materials including monitors, video/CD players, appropriate video tapes/DVD's/Hard Discs, etc. The Video source should include but not limited to e.g. Electronic Dual Fuel Engines, Use of Alternative fuels, Mental well being, 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.

**2.11.3. 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

MTIs conducting long duration residential pre sea courses shall have a dedicated library of size not less than 50 m<sup>2</sup>. The library shall have adequate seating arrangement, lighting and ventilation. The library shall be air-conditioned where the ambient temperature in the room goes above 30degC

The library shall be adequately stocked with textbooks, publications, reference book, newspapers and magazines both technical and general, as relevant to the courses being conducted. 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.

An e-library facility may be made available to the candidates in lieu of hardcopy books. Adequate computers / laptops shall be provided for access to e-books.

**2.12.1** At least four 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.

It is recommended that the MTI uses a Learning Management system (LMS) to administer, deliver and record the e-learning content to be viewed by the candidates which could include videos, CBTs, Apps, E-books, etc. Other internet facilities such as Wi-Fi may be provided to use for accessing learning materials.

## **2.13. General Facilities**

**2.13.1** The MTI shall provide access to landline and Wireless Internet facility of sufficient speed in the campus accessible to the candidates at following locations as a minimum : Academic building, Library, Recreation rooms, Hostel rooms. This access to be suitably restricted through fire-walls and available timings. 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 have a recreation room of not less than 20 m<sup>2</sup> per 40 candidates, with indoor games (such as table tennis, carrom, scrabble, draughts, chess, foose-ball etc.), Television, Video, etc. for candidates use.

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

MTIs conducting residential courses shall have a playground of at least 130 meters x 100 meters shall be provided within the campus. This ground may be divided to cater to different outdoor sports.

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

**2.13.7** 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.

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## **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. MTIs are encouraged to provide a greater number of desktops or laptops to candidates, as many subjects will increasingly include elements of IT and e-Governance. Additionally, there are plans to introduce computer-based CoC exams in the future.

### **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.

## **2.15. Fire-fighting mock-up**

The Pre-sea institutes and MTIs desiring to seek approval for conducting "Fire Prevention and Fire Fighting" (FPFF) course should have their own facility (fire fighting mock up) for providing practical training. 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. The annual pesticide contract shall be the responsibility of the MTI.

**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. Menu should be prepared by a Mess Committee comprising of MTI management/staff with minimum of 40% of the committee comprising of nominated candidates. Menu must be wholesome and nutritious considering the candidates are all young and energetic boys and girls.

## **2.17. Hostel and residential facilities**

The long duration pre-sea maritime training courses shall be fully residential. Hostels shall be separate for boys and girls with all amenities as required. The hostel shall also provided for trans-gender as the case may be and if applicable.

### **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 m<sup>2</sup> 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. Dormitory system is not allowed.

### **2.17.2 Dormitory System:**

Dormitory system shall not be allowed. Existing MTIs which does adhere to para 2.17.1 may lead to withdrawal of approval granted.

### **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.



### **2.17.7 Exit Exam**

#### **1. Computers**

MTI shall ensure that following system requirements are available with the Candidate for smooth conduct of EXIT Examination:

#### **2. RAM - Minimum 1 GB; Hard Disk - Minimum 250 GB**

Processor - Dual Core or Higher (Preferred Intel i3/i5 processor - Operating System - Windows 7/8/10 or Higher (Preferred 64 bit); IP Camera & Web Camera minimum Resolution 640 x 480 px (with Audio Mic option)".

**3.** All MTIs are further directed to arrange Computers / Laptop with inbuilt camera only. No movable or detachable Cameras are allowed to be used for Exit Examination.

**4.** Further, all MTIs are directed to install High resolution CCTV cameras capturing the entire examination hall with clear view of all examinee appearing for the online Exit Exam.

**5.** The recording of the entire examinations period shall be maintained for a minimum period of three years from the date of examination. All such videos may be verified by the Surveyors during inspection of the Institute.

**6.** It is to further clarify that all the candidates have to appear for online Exit Exam from MTI premises on the last date of theory. In case, if candidate fails in his online Exit Exam, then for the next attempt he has to again appear from the same concerned MTI only.

### **2.17.8 Centralized Attendance System**

**1.** All MTI must have installed Centralized Attendance system (CAS) for recording attendance of Principal, Faculty' instructors and candidates' developed by the Directorate.

**2.** The software requirement and other technical requirements to be strictly followed by all the MTI as enumerated under DGS Circular 14 of 2020 dated 13 April 2020.

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## **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** For the purposes of this part, a faculty means a person who imparts theoretical or simulator training while an instructor means a person who imparts practical training.

**3.1.9** 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.

**3.1.10** 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 / continued to new / existing MTI in case of non-compliance with the requirements of this Section.

**3.2.2** 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.

**3.2.3** 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, lead internal auditor and the faculty responsible for assessment and examination for any maritime course of an MTI must undertake the AECS Course.

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

**3.2.5** The MTIs shall ensure that the Course In-charge and faculty conducting in service training using a simulator, which is intended to be used in qualifying for certification under the STCW Convention, will be required to undergo the "Train the Simulator Trainer & Assessor [TSTA] Course.

**3.2.6** The MTIs may ensure that the principal, faculty and instructors undertake English Communication and Soft Skills Online Program (ECSSOP) conducted by D.G Shipping.

**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 applicable academic subjects, such as English, physics, Chemistry, Mathematics, Electricity and Electronics, Naval architecture, Social Science etc. shall as a minimum possess a Master's degree in the subject concerned.

**3.2.11** The officers from the Indian Navy/ Coast Guard may be engaged as full time/visiting faculty for the Navigational function subjects 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.

**3.2.12** Visiting faculty from specialized field such as maritime safety administration, maritime law, marine insurance, maritime management, medicine, Officers (including retd.) from Defense or Security forces, psychology, shipyards, classification societies, commercial shipping, ship management, maritime 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.

**3.3.3** The teaching hours for simulator-based courses shall not exceed 26 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 Vol. I, section 1.4 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 Vol. I, section 1.5 for updating the faculty details shall be followed.

### **3.6 Faculty Identification Number (FIN)**

The MTIs shall ensure that prior conducting any training the principal, faculty and instructors possess "Faculty Identification Number" (FIN) issued by the Directorate General of Shipping.

## **PART 4 – ADMINISTRATIVE REQUIREMENT (PRE-SEA)**

### **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- where applicable.

**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 Continuous Discharge Certificate (CDC) or Biometric Seafarer Identity Document (BSID) under Merchant Shipping Rules 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 certificate of proficiency courses and simulator courses, and details of the candidate enrolled shall be uploaded on DGS E-governance not later than 1000 hrs of the day of commencement of the course. 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** 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 Vol. I, section 1.10 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. Candidates shall submit self-attested documents/certificates, which will be endorsed by the person verifying with original with the name and designation.

**4.3.2** MTI shall ensure that the digital certificate of a candidate is issued upon successful completion of course as per applicable guidelines. The MTI shall not hold back the digital certificate of any successful candidate for any reason beyond 24 hours.

### **4.4. Course Fees**

**4.4.1** The MTI shall give duly signed/ computer generated receipts for fee charge to the candidate. The MTIs shall not collect any fee (part/full) 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 encourage the entry of girls into the shipping sector, all maritime training institutes are requested to grant a 50% fee remission to female students enrolling 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. The video recordings of practical sessions shall be retained for a minimum period of three years.

### **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 Vol. I, section 1.7.

### **4.7. Central Attendance System**

**4.7.1** The attendance requirement for maritime courses of duration less than 15 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 CAS device.

**4.7.3** MTIs shall 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, distribution of hours for each topic/activity, and teaching syllabus have been prescribed separately for each course in the specific course guidelines published on the DGS website. MTIs shall, at a minimum, adhere to these course guidelines. It is the responsibility of the MTIs to ensure that the course content is updated in accordance with the latest DGS guidelines.

**4.8.2 Course time table:** MTI shall ensure that a monthly course schedule 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 schedule shall as a minimum provide information on the name of the course, name of course In-charge, , batch numbers of the course to be conducted, and timings of the course along with the start and end date 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 between 0700 and 1800 hours Monday through Saturday. Recognising the need of flexibility in work schedules, within the parameters set above, the standard work week for conduct of DGS approved courses will be declared by every MTI. The contact hours (Lectures + Practical/ Simulator exercises) shall not exceed 8 hours a day and 48 hours a work week.

**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. The Graduate Marine Engineering (GME) One-Year Course shall be conducted in two batches per year, with each batch commencing on the 1st day of a designated month. The number of batches shall not exceed the limit approved by the Directorate for the academic 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 2025, the batch number for the first batch of the year 2025 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 digital certificates to candidates within 24 hours of the successful completion of the courses, including e-learning and the exit exam, as applicable, in accordance with the issued guidelines, through the DGS e-Governance system. Open CDC candidates (Non Pre-Sea candidates) must undergo a medical examination conducted by a DGS-approved doctor and obtain a medical fitness certificate before applying for an INDoS number and enrolling in BST and STSDSD 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. For Certificate of Proficiency courses a participant will be permitted to attempt the Exit examination only after verifying the completion of E-learning module for the said course as applicable as per the issued guidelines.

**4.10.2** Except and till otherwise provided, the examinations are to be conducted, and the assessment made. 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 Vol. I , sec 1.8 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.

### **4.13. 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. Logbook**

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**

Every MTI shall have in place non-discrimination, non- harassment and prevention of sexual harassment policies. Consistent with the policies, strict measures shall be adopted by every MTI for prevention of bullying and ragging. Every MTI shall investigate reported violations in reasonable time and take action as appropriate based on outcome of the investigation, and adopt measures to eliminate offending conduct.

A Grievance committee may be set up by MTI to investigate any reported violations. The course in charge shall be held responsible for any incidence of Violation of policies. Strict, prompt, and strongest possible action should be taken against anyone indulging in Bullying or harassment. In all cases, the benefit of doubt shall be given to the victim of ragging. All cases of violations should be reported to DGS immediately and in any case within 7 days from the occurrence of the event. Any instance of violation of policies 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.

MTI should respect the participant's confidentiality and anonymity should he or she choose not to reveal their identity while sharing their feedback/inputs.

#### **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 three 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 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, FPDF, 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 ShipBoard Training of their pre-sea course candidates for achieving the required approved seagoing service. The order also mandates MTI for secure of shipboard training of pre-sea course candidates towards completion of the approved training programme. DGS order 7 of 2016 para 1.4.2 requires that MTI should submit evidence of arrangement of placement for its students for on-board ship training prior to admission.

### 5.2 Ship Board Training

**5.1.1** The MTI intended to conduct shipboard training which constitute as a part of approved training programme of pre sea course has to ensure that the required training has to be completed to all trainees as per training circular 18 of 2020 dated 24.04.2020. The MTI failing to adhere may not admit next batch and ensure that all the last batch trainees have completed shipboard training or commenced shipboard training. The shipboard training as required for various pre-sea training are as below,

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SN	Pre-sea Course	Pre-sea Course duration	Certificate to be issued	Shipboard training duration	Total training duration for issuing course completion certificate
1	BE/B-Tech Marine Engineering	4 years	Degree	6 months	4.5 Years
2	Graduate Marine Engineer	1 year		6 months	1.5 Years
3	B.Sc (Nautical Science)	3 years	Degree	1 year	4 years
4	Diploma in Nautical Science (DNS)	1 year	Degree	1.5 years	2.5 Years
5	Electro - Technical Officer (ETO)	4 Months		8 Months	1 Year
6	Training in General Purpose Rating	6 Months		6 months	1 Year
7	Certificate Course in Maritime Catering	6 Months		6 months	1 Year

**5.2.2** MTI conducting One Year Marine Engineering Course (8 Months Training ashore & 4 Months Training onboard) shall ensure that four months training onboard shall be completed before the completion of 12 months period of the approved training programme and four months onboard training may be staggered in the 12 months programme so as that entire batch shall complete the required onboard training within 12 months of approved training programme. There shall no be admission of new batch unless all the previous batch trainee have completed the required four month shipboard training.

### **5.3. Counselling and Internship Cell and Alumni Cell**

**5.1.1.** 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. Para 1.20 of DGS order 7 of 2016 stipulates requirement of placement cell. 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.

**5.1.2.** Para 26.3 Training circular 18 of 2020 also requires that MTI shall have to constitute Counselling and Internship Cell and Alumni Cell for secure of shipboard training of candidates .The Counseling and Internship cell provides personal and professional guidance to trainees of the MTI. Personal Counseling Sessions are conducted by qualified and experienced Counselors to help students resolve any kind of problems that they might face. The Counseling Cell provides a platform for students to pursue both their professional and personal goals with greater self-awareness, self-esteem, understanding and a focus.

### **5.4. Onboard training programme**

**5.4.1.** 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.

**5.4.2.** 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.

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

Principal officer while forwarding recommendation of MTI for approval of pre-sea training courses may verify the genuineness of MoU and recommend for approval only if he is satisfied with the MOU arrangement. The online facility in the e-governance facility may be utilized to ascertain the capability and genuineness of MOU.

**5.4.4.** 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 be forwarded to the Directorate. Irrespective of any non-compliance of the MoU for onboard training by shipping companies or DGS approved RPSL companies, 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.

**5.4.5.** The existing MTI intending for enhancement of the existing capacity will require submission of onboard training sponsorship letters for the 100% of the enhanced capacity of each batch. Application from an existing institute for increase in intake in any presea and for approval of new pre-sea courses will be considered only if the Institute has been:

- a) Graded A1 or A2 grading in the pre-sea CIP and complies with minimum 85% of placement record for each approved batch,'
- b) Shows evidence to the satisfaction of DGS about placement of additional batches (subject to verification of uploaded MOU of Shipping/RPSL companies in e-governance and their capability)

**5.4.6.** Newly approved institutes must ensure 100% onboard placement of their initially admitted students before requesting additional intake approval from this Directorate. No such requests will be considered until all candidates from the first batch have been placed onboard. Furthermore, newly approved institutes may apply for only one batch per year for all pre-sea courses (with a maximum of two batches for the Rating course and three for the ETO course). Each batch shall have an intake capacity of 40 candidates. Additional intake approval may only be sought after successfully securing onboard placement for the initial batch, within the prescribed timeframe of one year from their passing out, as per the Guidelines

**5.4.7** 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%.

**5.5.8.** The MTI shall maintain details of training programme including the on-shore and onboard training as per Training Circular 30 of 2018. 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.** In accordance with DGS Circulars/ Orders, MMD under directives of DGS may carry out inspections for approval of MTI and approval of maritime courses conducted by MTI. As per para 1.7.1 and 5.2 of DGS Order 7 of 2016, and para 5.2.2 of DGS Order 5 of 2016, MMD may carry out unscheduled (surprise) inspection to verify compliance with various DGS Orders and Circulars or other guidelines on receipt of complaints or on the basis of information received and as per the schedule provided in the CIP Guidelines. All inspections shall be conducted strictly under the 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 recognized organization as per the CIP Guidelines where applicable. Recommendations for further development of Institute to streamline its working may be made. Such recommendations 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. Any serious deficiencies should be brought to the notice of Directorate immediately by the MMD's who carry out inspection.

### **6.2. Comprehensive Inspection Programme (CIP) Inspection**

**6.2.1.** The MTIs conducting pre-sea training courses shall undertake CIP inspections in accordance with DGS Order No. 04 of 2016 dated 14.09.2016.

**6.1.2.** The MTIs shall report their CIP Grading in accordance with the Training Circular No. 1 of 2024 dated 19.02.2024, and in accordance with Part 3, section 3.11 of this Training Manual.

**6.1.3.** MTI conducting pre sea, post sea modular course, competency courses and considering the many parameters required for assessment are common shall have one inspection for CIP. The grading for each courses may be assigned using respective annexures and following methodology as per Training Circular No. 1 of 2024 dated 19.02.2024

The fees for conduct of CIP from MMD is prescribed as Rs 50,000 as per Training Circular 01 of 2019 dated 31.01.2019 and. The fees prescribed by Recognized organizations shall be reasonable and as mutually agreed by RO and MTI's.

All RO's conducting CIP of any pre-sea MTI shall collect the data about placement records for on-board training of such MTI from the facility provided to them on the E-Governance system of the Directorate as per DGS Training Circular No.1 of 2024.

RO shall submit interim CIP report to jurisdictional Principal Officer and after confirmation from PO, grading is to be assigned. RO & PO of the jurisdictional MMD are required to calculate placement records accordingly. The- RO or PO of the jurisdictional MMD has to calculate the details as guided in the Orders/Circulars issued from time to time.

The provision to report CIP reports in e-governance is prescribed as per Training Circular 10 of 2018 .

### 6.3. External assistance for inspection

**6.3.1.** 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 Mercantile Marine Departments (MMD) / Recognized organizations (ROs). Owing to large number of inspections required of MTIs, the Directorate may 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 6.3.1 above, the Directorate may publish an advertisement inviting applications from interested professionals who desire to be empaneled 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 under provision of M.S Act 1958 as amended by Government of India.
- c. should have completed the latest ISO lead auditor course and preferably have experience in auditing and MTI related matters

**6.3.4.** Principal Officer (PO) of MMD may decide to also include the empaneled inspector in the inspecting team with concurrence of Directorate.

**6.3.5.** The empaneled external inspector shall be entitled a remuneration as prescribed by DGS from time to time and the payment shall be made by the respective MMD. The travelling expenses and logistics of the empaneled external inspector shall be borne by the MTI.

### 6.4. Deficiencies (May be referred as Non- Conformities)

#### 6.4.1. Major Deficiencies:

These are major deviations from mandatory requirements and standard norms as specified by DGS Orders/ Training Guidelines/ Circulars 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. Conduct of course without approval from Directorate.
3. 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.
4. Holding back original documents and original certificates of candidate.

5. Enrolment of the number of students in excess of approval. Conduct of number of batches in excess of approval. Breakdown of general discipline.
6. Not able to complete shipboard training as prescribed by DGS in the current academic year batch and admitting more candidates than eligible basis as per dynamic batch facility.
7. 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
8. Non-availability of video records of practical training imparted
5. Serious lapses in the basic minimum infrastructure, Centralized Attendance System specific lab / workshop equipment's etc.
9. Irregularities in fees.
10. Instances of non-adherence to course guidelines
11. Irregularities in attendance of Principal, Vice-principal, faculty, instructor and candidates.
12. Serious non conformities related with the Quality System, excessive number of Minor Non conformities, Non conformities not closed within time limit.
13. 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 and can be corrected immediately. 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 pre sea course shall be terminated and allowed to continue till the end of course until ample reasons are justified as mentioned in Para 5.2.8 of DGS order 7 of 2016. 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 refers to the complete discontinuation of a course after the current batch has completed it. Thereafter, no further batches shall be conducted, and the course approval will be permanently revoked. However, if the deficiencies that led to the withdrawal of approval have been rectified to the satisfaction of the inspecting authority and the STCW Compliance Board, the Maritime Training Institute (MTI) may be permitted to reapply for the course. This shall be subject to the payment of a non-refundable processing fee and the successful completion of the necessary inspections, following which approval may be granted.

### **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 exceptional cases where the deficiencies are extremely serious, the Directorate General of Shipping (DGS) may decide to withdraw the institute's approval immediately, without waiting for the current batches to complete their course. This action will be referred to as the cancellation of the institute's approval. Cancellation is enforced in cases of serious fraud, such as falsified records or the sale of certificates without candidates attending the course.

## **6.6. Automatic lapse of approval**

If, after obtaining approval from the DGS, an institute fails to conduct any pre-sea, post-sea competency, modular, or simulator course for a year or more, the approval shall be deemed to have automatically lapsed. This is because, during this period, faculty may not be retained or utilized, and the equipment and hostel facilities may have deteriorated. To revive the lapsed approval, MTI must submit a fresh application, undergo a subsequent inspection, and pay the required 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](http://www.dgshipping.gov.in))

## 6.10. Discontinuation of DGS approved Courses/ Closure of Institution

**6.10.1.** The 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

**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 STCW Compliance Board / DGS on receipt of the recommendations of the MMD.



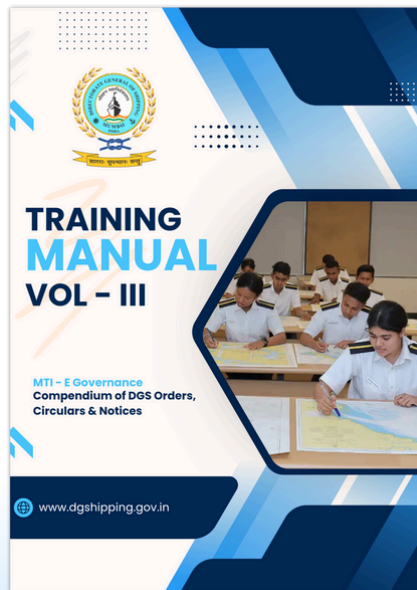


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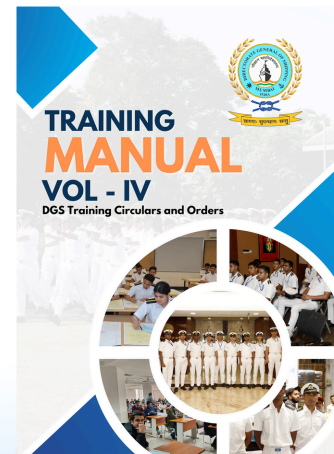
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