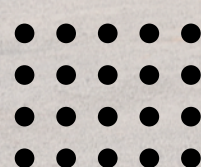
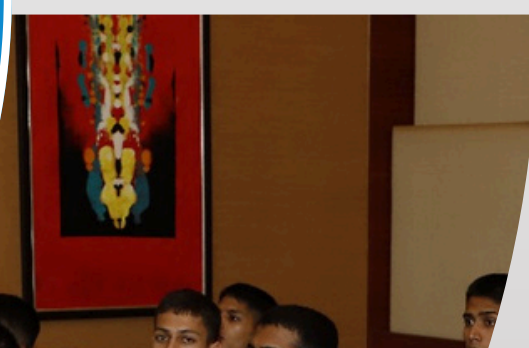


TRAINING MANUAL

Vol-II Post SEA

Compendium of DGS Order, Circulars, Notice



Directorate General of Shipping



www.dgshipping.gov.in

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.

PREFACE

The 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

INTRODUCTION

GLOSSARY

INTRODUCTION

Part 1 - Approval of Maritime Training Institutes and Maritime Courses	1
1.1. Form of the Institute	1
1.2. Name of the Institute	1
1.3. Funds for capital	1
1.4. Fee	1
1.5 Approval of the Institute	2
1.6. Procedure for In-principle approval of the Institute	2
1.7. Approval of courses conducted by MTI	3
1.8. Procedure for approval of new maritime courses / enhancement of capacity ...	4
1.9. Validity of approval	5
1.10. Authorized signatories	5
1.11. Quality standards	6
1.12. Extended campus	7
 Part 2 - Infrastructure	 8
2.1. Land requirements for Institute	8
2.2. Shifting of Land / Premises	9
2.3. Address for correspondence	9
2.4. Construction quality	9
2.5. General Safety	9
2.6. Alternate source of electric supply	10
2.7. Dispensing and Medical emergencies	10
2.8. Administrative area	10
2.9. Faculty room	10
2.10. Classroom requirements	11
2.11. Teaching aids	11
2.12. Library	12
2.13. General Facilities	13
2.14. Academic Facilities	13
2.15. Fire fighting mock-up	13
2.16. Exit Exam.....	13
2.17. Centralized Attendance System	14

Part 3 - Human Resources	15
3.1. General	15
3.2. Qualification and exemption	16
3.3. Teaching Hours	17
3.4. Age and medical fitness	17
3.5. Faculty load matrix / faculty details	17
3.6. Faculty Identification Number (FIN).....	18
 Part 4 - Administrative requirement	 19
4.1. Advertisements/Brochure/Prospectus and websites	19
4.2. Admission standards	19
4.3. Verification of documents	19
4.4. Course Fees	19
4.5. Practical training	20
4.6. Batch Details	20
4.7. Central Attendance System (CAS)	20
4.8. Conduct of Course	20
4.9. Evaluation and monitoring	21
4.10. Final Examination	21
4.11. Withdrawal of candidate from course	21
4.12. Certificate issuance	21
4.13. Non-DGS courses conducted at the Institute	22
4.14. Prevention of Sexual Harassment, Non-Discrimination Policy.....	22
4.15. Ban on Alcohol, Tobacco and Drugs	22
4.16. Feedback mechanism	22
4.17. Annual fee contribution to Government	22
4.18. Records	23
 Part 5 - Inspection and disciplinary Action	 24
5.1. Inspection	24
5.2. Comprehensive Inspection Programme (CIP) Inspection	24
5.3. External assistance for inspection	25
5.4. Deficiencies	25
5.5. Withdrawal of Approval	26
5.6. Automatic lapse of approval	27
5.7. Procedure for withdrawal	27
5.8. Competent authority for withdrawals	27
5.9. Display on DGS website	27
5.10. Discontinuation of DGS approved Courses/ Closure of Institution.....	28

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
STSDSD	---	seafarers, 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)

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.

IMPORTANCE OF MARITIME TRAINING

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 POST-SEA MARITIME TRAINING INSTITUTES AND MARITIME COURSES

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 post sea maritime courses or has been given In-principle approval for post 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 obtained before using the new name.

1.3. FUNDS FOR CAPITAL

Source of funding of Institute for initial capital expenditure, recurring expenditure and proof of availability of finances for completing the project on time shall be shown in detail in the Business Plan and Project Feasibility Report (PFR). The Business plan shall be provided for a minimum tenure of 3 years of continuous operation showing sustainable operation of the MTI. 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 (ITR for the last three years, in case the Trust or Section 8 Company has been in existence for more than three years).

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 Part 7, section

7.1. 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 post 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 aspects as referred in Training Circular 17 of 2018 . Basis on the recommendation report sent by the Jurisdictional principal officer to 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.

On grant of the In-Principle approval, the MTI must be ready the infrastructure and facilities for conduct of the desired courses within the timeline mentioned in the Business Plan and as per DGS Order 5 of 2016.

On obtaining in-principle approval, the institute may apply for DGS approved modulator, simulator or post 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 III of DGS order 5 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 competency courses shall be considered provided the MTI is approved for conducting the corresponding lower level competency course. Where there is no lower level competency course available this paragraph will not be applicable.

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

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

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

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

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

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

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

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

1.8. PROCEDURE FOR APPROVAL OF NEW MARITIME COURSES / ENHANCEMENT OF CAPACITY

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

1.8.2. The MMD carries out the inspection of the MTI to verify the capability of the Institute on the basis of guidelines to conduct the proposed course. The MMD shall extend its scope to comprehensive inspection if the comprehensive inspection of the Institute has not been carried out in last six months. The MMD shall also extend its scope to comprehensive inspection if the inspection team during the period of inspection notices any deficiency for which comprehensive inspection is required. The MMD shall communicate to the Institute of the deficiency and the extended scope of inspection. The MMD carries out the inspection and forwards its report and recommendation online to the Directorate. The report will be placed in the next STCW board meeting.

1.8.3. In the STCW board meeting presentation may be required to be presented by MTI. 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;
 - Have received appropriate guidance in instructional techniques involving the use of simulator; and
 - 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 an 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.

सागराः सुपन्थानः सन्तु

1.12. EXTENDED CAMPUS APPROVAL AS A NEW MTI

1.12.1. The concept of an extended campus does not exist. A Trust or Section 8 Company interested in establishing another institute must follow the procedure for obtaining in-principle approval and course approvals, with the new institute being treated as an entirely separate 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.

सागराः सुपन्थानः सन्तु

PART 2 – INFRASTRUCTURE- POST SEA TRAINING

2.1. LAND REQUIREMENTS FOR INSTITUTE

2.1.1. The post-sea maritime courses are generally modular or simulator courses of short duration and competency courses of 1.5 to 4 months duration. The premises where the Institute intends to conduct post-sea maritime courses must be owned or leased by the applicant. In case the premises is leased, the lease deed / leave and license agreement must be registered for a period of minimum 3 years with enabling provisions for further extension of lease for 3 years. Extendable clause may not be required if the premises is leased for 5 years. The lease deed / leave and license agreement must be registered as commercial and not residential.

2.1.2. The land / premises accepted by the Directorate must be used solely for the post-sea 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 post sea as per STCW 78 convention and code as amended courses for other flags. In case the Institute intends to conduct maritime related value added courses which are not approved by the Directorate, the Institute shall provide clear demarcation of the premises and ensure that such courses do not utilize the facilities 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 premises/land, the lessor and the applicant, the lessee. Sub-leasing of the premises is normally not acceptable as matter of principle. The Directorate may consider sub-leasing on a case-to-case basis depending on the merit of the case provided by the applicant submits a "No objection" certificate from the actual owner. MTIs with mock-up facilities and swimming pools located at a site different from the main campus must possess a registered lease deed for those premises in the name of the Trust or Section 8 Company.

2.1.4. In case any Institute intends to increase their approved intake capacity for any of the approved courses or intend to seek approvals for post-sea maritime course they shall be required to comply with the guidelines in force at the time of the application.

2.1.5. The MTI is required to provide all the facilities pertaining to the conduct of a post sea maritime course or as required by the applicable guidelines within the premises. Existing institutes conducting certain facilities outside campus should have construe's to provide the facilities within the premises as per TC 17 of 2018. MTI's conducting post sea course are required to provide the all facilities required for training within premises by 31.07.2025 (except mockup and swimming pool facility). MTI failing to adhere this provisions may lead to suspension of approval granted. Tie-ups for mock up are permitted only for existing Maritime Training Institutes (MTIs) that offer specialized courses such as Basic IGF, Basic Liquefied Gas, and Basic Oil/Chemical, which require specialized fire-fighting facilities. Additionally, these MTIs must be located within a metropolitan area.

2.2. SHIFTING OF LAND / PREMISES

The land/existing MTIs conducting the post sea 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 applicable requirements at the time of application. The new premises shall be subjected to inspection by the Directorate or its allied offices, the Mercantile Marine Departments. The MTI can conduct the maritime courses approved by the Directorate at new premises only after seeking approval from the Directorate for shift of premises.

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

The premises must have all statutory approvals in place wrt plans , fire department clearances etc as applicable . The building/s of the Institute shall be of regular ('pucca') construction with proper and permanent roofing. Temporary structures are not permitted where any training activity is being conducted. The premises 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 premises shall be fitted with Fire Detection and Fire alarm system and have adequate means of fire prevention and fire fighting equipment as per the applicable rules and standards. The MTIs shall conduct periodical fire inspections and fire drills to ensure that the staff is familiarised to handle any kind of emergencies. An NOC from the Fire Department is required for the MTI.

2.5.2. Safety of electrical wiring system and maintenance.

The electrical wiring system should be done professionally with suitable protection devices and avoiding any temporary or loose connections , hanging wires etc.

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

The premises to be maintained pest free , bug free with fumigation carried out periodically.

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

2.6. ALTERNATE SOURCE OF ELECTRIC SUPPLY

2.6.1. An alternate source of electrical power capable of providing power to the following equipment within ten minutes of the failure of the main supply shall be provided as applicable.

1. All lights and fans in the premises and half the number of lights of compound.
2. Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, designated emergency lift, telephone board.
3. Computers, UPS for computers, simulators and their air conditioners.
4. The emergency generator and emergency switchboard if fitted shall be located in a self-contained room, at a suitable location in order to prevent unnecessary noise, vibration and atmospheric pollution. If serviced by batteries the battery storage area to be well ventilated. Periodic checking and maintenance of alternate source of power supply should be part of Institutes manual.

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

2.8. ADMINISTRATIVE AREA

Every Post sea 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 m² shall be provided for the Principal/head of Institute. A carpet area of not less than 4 m² 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, lighting, Wi-Fi /LAN 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 m², 36 m², and 50 m² 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. An equivalent online display may be fitted.

2.10.3. Ventilation and lighting: Classroom shall be air-conditioned, or have good natural ventilation and be provided with adequate fans. Where the ambient temperature in the classroom is expected to exceed 30°C, air-conditioning has to 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.

The Classrooms should be provided with adequate lighting to ensure good visibility in all parts of the room

2.11. TEACHING AIDS

2.11.1. Overhead Projectors & Screen:

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).

2.11.2. Black/white/smart boards:

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

2.11.3. Exit Exam Computers

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

- 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)".
- All MTIs are further directed to arrange COMPUTERS with inbuilt camera only. No movable or detachable Cameras are allowed to be used for Exit Examination.
- 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.
- 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.
- 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.

2.11.4. Centralized Attendance System

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

2.12. LIBRARY

MTIs shall have a dedicated library of size not less than 20m². In institutes conducting competency Courses, the size of the library shall be not less than 36 m². The library shall have adequate seating arrangement, lighting and ventilation. The library shall be air-conditioned.

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. 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. 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.

2.14. ACADEMIC FACILITIES

2.14.1. 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. EXIT EXAM

- **Computers** - MTI shall ensure that following system requirements are available with the Candidate for smooth conduct of EXIT Examination:
- **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 I Web Camera minimum Resolution 640 x 480 px (with Audio Mic option)".
- 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.

- 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.
- 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.
- 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. 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.

PART 3 – HUMAN RESOURCES

3.1. GENERAL

3.1.1. 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.

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

3.1.3. 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.

3.1.4. 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.

3.1.5. 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.

3.1.6. 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.

3.1.7. 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.

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

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

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

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

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

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

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

3.2. QUALIFICATION AND EXEMPTION

3.2.1. Approval for conducting maritime courses shall not be granted / 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. MTIs conducting preparatory/ competency/ Refresher and Updating Training or re-validation courses related to masters and chief engineers should give preference to faculty who possess qualifications such as PhD. / Extra Master/ Extra First Class/ M.Sc. in Shipping or relevant maritime field.

3.2.8. For respective 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).

3.2.9. 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.

3.2.10. 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.

3.2.11. Visiting faculty from specialized field such as maritime safety administration, maritime law, marine insurance, maritime management, medicine, Officers (including ret'd.) 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 faculty or instructors conducting simulator-based courses shall not exceed 26 hours per week.

3.4. AGE AND MEDICAL FITNESS

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

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

3.5. FACULTY LOAD MATRIX / FACULTY DETAILS

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

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

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 (POST 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, batch strength, date of commencement of course.

4.1.2. Advertisements should not include 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. 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.

4.2.3. In the case of competency course, Institutes are allowed to give admissions within 7 calendar days or 10 % of the total duration of course in days, of commencement of course, provided that the requisite 90 per cent attendance is maintained, without which the candidate shall not be issued with a course completion certificate.

4.3. 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. Candidates shall submit self-attested documents/certificates along with the admission form.

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

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.

4.5. 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 Part 7, section 7.7.

4.7. CENTRAL ATTENDANCE SYSTEM (CAS)

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

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

4.7.3. MTIs are 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 Schedule: MTI shall ensure that a monthly course schedule for the next month is published on its website. 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

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

4.8.7. 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.

4.9. 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. Candidates for competency preparatory courses who fail in final examination conducted by the MTI has to pass the examination within six months (three attempts) of course completion, to obtain the course completion certificate.

4.11. WITHDRAWAL OF CANDIDATE FROM COURSE

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

4.12. CERTIFICATE ISSUANCE

4.12.1. All MTIs must issue digital certificates to candidates upon the successful completion of the course, e-learning, and exit exams, as applicable, in accordance with the issued guidelines (DGS Order 25 of 2020, dated 28.08.2020).

4.12.2. The certificate issued to candidate is to be **digitally** signed by the Course In-charge and the Principal or Head of the Institute. These two signatories must be authorized signatories.

4.13. NON-DGS COURSES CONDUCTED AT THE INSTITUTE

4.13.1. 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.

4.13.2. 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.

4.13.3. 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.

4.13.4. 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".

4.14. PREVENTION OF SEXUAL HARASSMENT, NON-DISCRIMINATION POLICY:

Every MTI shall have in place non-discrimination, non- harassment and prevention of sexual harassment policies. Consistent with the policies, 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.

4.15. BAN ON ALCOHOL, AND DRUGS

The Institute should have a policy on alcohol, and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment.

4.16. 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.

4.17. ANNUAL FEE CONTRIBUTION TO GOVERNMENT

4.17.1. 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.

4.17.2. 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.

4.17.3. 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.

4.18. RECORDS

1. 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:
- 2.
3. Registered lease deed / leave and license agreement
4. Certificate of Incorporation
5. Trust Deed
6. Resolution passed by the Trust to run maritime training
7. Tie-up / any other agreements if any
8. 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.
9. Last CIP report, MMD / DGS inspection report, surprise inspection report, quality audit report
10. Advertisements and brochures published
11. Complete Faculty load matrix
12. Complete classroom utilization chart
13. Records of placement of candidates on ships for onboard training.
14. Application and attested photocopy duly signed by the respective candidate of all supporting documents.
15. Records of fee charged to the candidate
16. Bio metric attendance report of Principal, permanent faculty, visiting faculty, instructors, and candidates.
17. Video record (with date and time) all the practical training imparted to candidates course-wise and batch-wise for a period of three year
18. 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.
19. Records of faculty / instructor training and faculty / instructor evaluation.
20. Record of written declaration by the visiting faculty stating that he/she shall not exceed 18 hours of delivering lectures in a week.
21. Record of annual medical fitness of Principal, faculty and instructors above 65 years of age
22. Record of all cases of ragging, however minor and the action taken thereon by the Institute
23. Record of annual fee payment to the Directorate
24. Feedback data from candidates and stakeholders in paper/ electronic form.

PART 5 – INSPECTION AND DISCIPLINARY ACTION

5.1. INSPECTION

5.1.1. 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.

5.1.2. 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.

5.1.3. 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.

5.2. COMPREHENSIVE INSPECTION PROGRAMME (CIP) INSPECTION

5.2.1. The MTIs conducting competency courses shall undertake CIP inspections in accordance with DGS Order No. 23 of 2014 dated 29.12.2014.

5.2.2. The MTIs conducting basic five STCW courses and / or post-sea modular courses (excluding competency courses) shall undertake CIP inspections in accordance with DGS Training Circular No. 33 of 2018 dated 16.11.2018.

5.2.3. 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.

5.2.4. 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. The fees prescribed by Recognized organizations shall be reasonable and as mutually agreed by RO and MTI's.

RO shall submit interim CIP report to jurisdictional Principal Officer and after confirmation from PO, grading is to be assigned.. The- RO or PO of the jurisdictional MMD has to assess the grading 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 .

5.3. EXTERNAL ASSISTANCE FOR INSPECTION

5.3.1. 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.

5.3.2. 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.

5.3.3. The interested professionals should meet the following requirements.

- Should not be more than 72 years old.
- 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.
- Should have completed the latest ISO lead auditor course and preferably have experience in auditing and MTI related matters

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

5.3.5. 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.

5.4. DEFICIENCIES (MAY BE REFERRED AS NON-CONFORMITIES)

5.4.1 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:

- Conduct of courses upon expiry of registered lease deed / leave and license agreement for land / premises
- Conduct of course without approval from Directorate.
- 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.
- Holding back original documents and original certificates of candidate.

- Enrolment of the number of students in excess of approval. Conduct of number of batches in excess of approval. Breakdown of general discipline.
- 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
- Non-availability of video records of practical training imparted
- Serious lapses in the basic minimum infrastructure, Central Attendance System specific lab / workshop equipment's etc.
- Irregularities in fees.
- Instances of non-adherence to course guidelines/lesson plan
- Irregularities in attendance of Principal, Vice-principal, faculty, instructor and candidates.
- Serious non conformities related with the Quality System, excessive number of Minor Non conformities, Non conformities not closed within time limit.
- False submission of information to the authorities

5.4.2. 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 diversely affect the quality of the MTI / student output and can be corrected immediately. These minor deficiencies are expected to be addressed within 15 days.

5.5. 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.

5.5.1 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.

5.5.2 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.

5.5.3.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.

5.5.4. 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.

5.6. 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.

5.7. 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.

5.8. COMPETENT AUTHORITY FOR WITHDRAWALS

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

5.9. DISPLAY ON DGS WEBSITE

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

5.10. DISCONTINUATION OF DGS APPROVED COURSES/ CLOSURE OF INSTITUTION

5.10.1. 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.

5.10.2. 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

5.10.3 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.

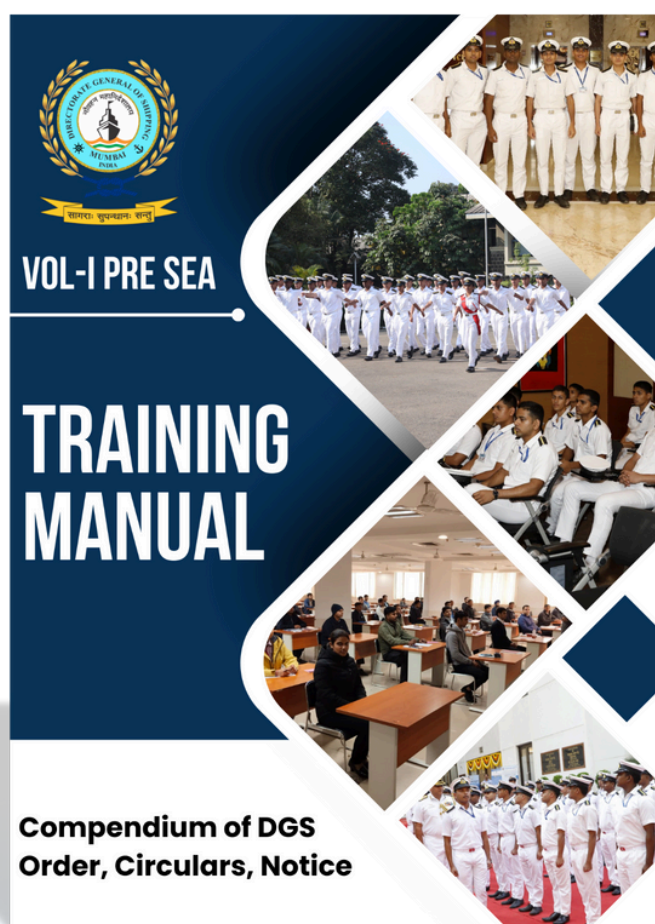


नौवहन महानिदेशालय

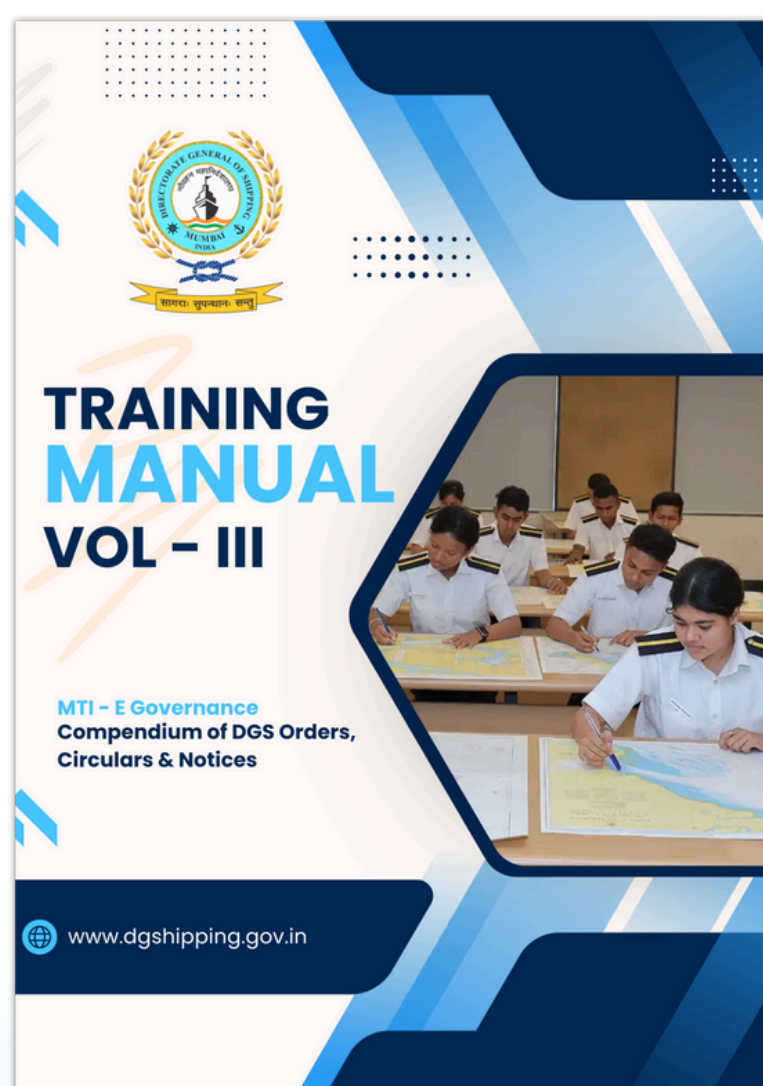
Directorate General of Shipping

Ministry of Ports, Shipping and Waterways
Government of India

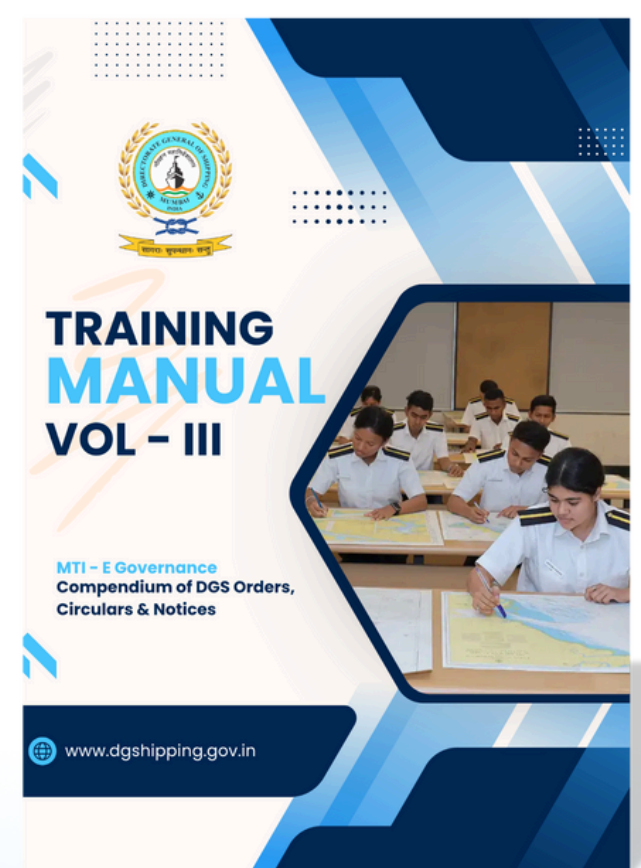
Other Training Manuals



Training Manual Vol I



Training Manual Vol III



Training Manual Vol IV



Scan for PDF & follow us on
social media!