



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI
DGS - STCW Circular No. 01 of 2025

File No. 25-104/7/2025-NT – DGS		Comp. No.: 33029	Date: 30.04.2025
Authorized by Chief Examiner of Master and Mates	Subject: Revised Course Curriculum for Master (NCV) – Advanced Shipboard Management Course.		
<p>1. Maritime Safety and Training, Examination and Assessment of Seafarers are paramount to the Directorate General of Shipping (DGS), the competent authority of the Government of India for maritime affairs. The DGS periodically reviews the syllabi of competency courses to ensure that it is meeting the requirements of the shipping industry.</p> <p>2. A Syllabus Revision Committee was constituted by the Directorate vide N.T. Wing / EAC Branch Nautical Circular No. 17 of 2024 dated 02.07.2024 for the revision of syllabi for Nautical Competency Courses leading to Certificate of Competency (CoC) examinations.</p> <p>3. As a matter of priority, the syllabus for the Advanced Shipboard Management (ASM) – NCV grade has been reviewed and revised. The updated syllabus incorporates all amendments to the STCW Convention till date, including the 2010 Manila Amendments.</p> <p>4. Based on the recommendations of the committee, the revised course syllabus, course duration, and instructional hours have been finalized. These are enclosed as:</p> <ul style="list-style-type: none">a. Annexure 1 – Revised Syllabusb. Annexure 2 – Standard Format for Certificate of Course Completionc. Annexure 3 – List of Library Books, Publications, and Reference Materials			

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5. It is expected that all approved maritime training institutes will adhere to these guidelines in letter and spirit.
6. The revised guidelines for Master (NCV) – Advanced Shipboard Management Course shall come into effect for all batches commencing from 1st May 2025 onwards. Henceforth, Master (NCV) course shall commence from 01st working day of the month prescribed in the Annual Time Table.
7. This is issued with the approval of the Chief Examiner of Masters and Mates.


(Capt. Ravi Singh Sikarwar)

Nautical Surveyor-cum-DDG(Tech.)

To,

1. DGS Secretariate.
2. Chief Surveyor with the Govt. of India
3. Nautical Advisor to the Govt. of India
4. All Maritime Training Institutes
4. INSA/FOSMA/MASSA/ICCSA
5. Computer Cell

ANNEXURE 1**MASTER'S (NCV) COURSE****SYLLABUS: ADVANCED SHIPBOARD MANAGEMENT****DURATION: 1.5 MONTHS****TOTAL HOURS: 180**

Sr. No.	TOPICS	Hours
1.	Indian Merchant Shipping Act	
	a) Registration of ships: The certificate of registry and its legal significance.	2
	b) Engagement, discharge and management of crew. Manning scales and certification. Contracts of employment, wages and other remuneration, advances, allotments, payment into bank accounts. Descriptions, deceased seamen, engagement of substitutes, repatriation.	3
	c) The official log book and the law relating to entries. Offences relating to misconduct, to endangering ship and against persons on board. Discipline and treatment of disciplinary offences. Civil liability for certain offences. Trade disputes involving seamen.	2
	d) The official log book entries and reports in respect of freeboard, draft and allowances.	2
	e) Crew accommodation. Hygiene of the ship and welfare of the crew. An outline knowledge of the regulations relating to medical stores. Inspection and reports. Fresh water and provisions. Procedures in cases of infectious disease, illness or accidents. Maritime declarations of health. Port health requirements. International agreements and measures to prevent the spread of disease by shipping.	2
	f) The safety of the ship, crew and passengers. Assistance of vessels in distress and salvage. Master's duties in the case of collision or any other accident. Master's role in collecting evidence after an accident. Lodging protests etc. Inquiries and Investigation.	4
	g) The law relating to the reporting of ice, derelict, tropical revolving storms and other dangers to navigation.	2
	h) An outline knowledge of the rules made under the Merchant Shipping Act	4
2.	Documentation: Certificates and other documents required to be carried on the ship, how they are obtained and the period of their validity. Suez and Panama canal certificates.	2
3.	Custom House procedures: Inward and outward clearance.	2


4.	Methods of dealing with stowaways, piracy, smuggling and other custom offences, drug and alcohol policy and enforcement.	2
5.	Master-Pilot relationship: Exchange of information, responsibilities. Compulsory and optional pilotage.	2
6.	Economics of sea transport, theory of international trade. General structure of shipping industry relationship between ship-owner, agent, stevedore, charterer, shipper and broker. Detailed knowledge of voyage estimates including cargo calculations involving deadweight, load Line zones, consumables and constants taking into account various charges, receipts and establishing economic viability.	12
7.	A general knowledge of shipping practice and documents with particular reference to charter parties, bills of lading and mates receipts for various types of ships and trades including tanker practice, meaning of the terms used in chartering practice such as AFRA, WORLDSALE, etc. An understanding of the main clauses in a contract of affreightment including freight, deviation, always afloat, ice, lay days, demurrage and despatch including calculations involving laydays, charter party etc. The law relating to the carriage of cargo and ship-owners', liabilities and responsibilities. Protests, cargo surveys, certificates of seaworthiness. Hague rules, Hague-Visby rules, Hamberg rules, Rotterdam rules, Handling of claims and disputes related to Charter parties, COGSA Multimodal Transport	14
8.	An outline knowledge of the expressed and implied conditions and statutory terms contained in a contract of marine insurance. An understanding of principles and practice of particular average and general average. Procedure at a port of refuge. Lloyd's agents. Average adjusters. P & I clubs, LOF 2000, LOF 2011, LOF 2020, SCOPIC clause, Warranties CLC, Fund Convention, York -Antwerp Rules	12
9.	International institutions such as IMO, ILO, WHO, ISF, IACS, BIMCO, ICS, OCIMF, SIGTTO, etc and classification societies.	6
10.	Latest changes in national and international maritime legislation pertaining to SOLAS, MARPOL, Load line and STCW.	8
11.	Control Procedures: Classification surveys, certificates, Flag State Control and Port State Control	4
12.	Charterer's vetting inspections, Inspections by port terminal authorities, Condition surveys.	2
13.	Principles and practice of modern ship management w.r.t. ISM Code including methods to prevent human errors on ships, Human Resource Development and study of causalities.	6

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14.	Casualty Investigation Code. Criminalisation of seafarers: Seafarers Rights under a Casualty investigation. Case Studies. Reporting procedures for Incidents. Writing Reports.	4
15.	Musters and drills, distress/urgency/safety messages. Avoidance of False distress alerts and action in case of false distress alert. Search and Rescue, steps to be taken when disabled & in distress, assisting a ship or aircraft in distress. IAMSAR	3
16.	Place of refuge procedures. Wreck, Salvage and their legal implications.	3
	Lighterage operations, Ocean Towing. Duties and responsibilities of Towing & Towed vessel, Communications and exchange of information between towing and towed vessel. Emergency Towing arrangements, Maritime Assistance Service on Indian coast (when applicable)	2
17.	Emergency Response Procedures: Fire in Port & at Sea, grounding, collision, collision mats, Pollution, Flooding, Engine failure, Listing, Beaching, Steering failure, refloating of vessel. Man-overboard, Helicopter Rescue Operation; Leakages and spills of dangerous cargo; Rescue of victims from enclosed spaces; Rescue of Survivors from another vessel or sea	10
18.	Case Studies: (MSC Chitra and Khalijia 3, M.V.Tosa, Hebei Spirit and Samsung crane barge, Herald of Free Enterprise, Cosco Busan)	8
19.	Anchoring & Berthing under the effect of tide / wind in shallow / deep waters, use of Anchors, squat, interaction between ships / shore, transverse Thrust & turning the ship short round, pivot point, dragging / dredging anchors. Different types of tugs and use/limitation of each; Berthing with/without tugs under various conditions of wind, current and tide. Effectiveness of bow and stern thrusters.	10
20.	Manoeuvring and handling of ship in all conditions; Ship's manoeuvring characteristics; Wheelhouse poster, Emergency stopping manoeuvres, crash stop, rudder cycling. Synchronous rolling, Parametric rolling, wind heeling criteria for high freeboard ships Picking up Pilot; Manoeuvring in and near Traffic Separation Schemes and VTS areas ; STS Operations.	10
21.	Environmental Protection: MARPOL Annexes I to VI, SOPEP/SMPEP, EEDI/SEEMP, Vessel Response Plan, oil record book. Ballast Water Management, Green Passport.	6

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22.	Safety Management Case studies on Risk Assessment; Managing Risk on board Briefing / Debriefing and toolbox meetings. Case studies for Safety on deck in rough weather, On-board Training Incidents related to Enclosed Space Entry Procedures; Hot Work Procedures;	8
23.	Damage Stability Criteria and Damage stability booklet Proper assessment of damage stability condition – using ETAS (Emergency Technical Assistance Service) provided by classification societies. An understanding of the information required to be passed on for assessment of Damage Stability.	4
24.	Dangerous Goods: Recent amendments to IMDG code	3
25.	International Maritime Solid Bulk Cargoes Code	3
26.	COLREGS, related case studies and Interaction with participants	10
27.	Internal Assessment and Feedback	3
	TOTAL	180


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Certificate No. _____

Name of the Institution _____

Full postal address _____

Phone, Fax, _____

E-mail Address _____

THIS IS TO CERTIFY THAT _____

Date of Birth _____

Indian National Database of Seafarers (INDoS No.) _____

has successfully completed a training course held from _____ to _____ for :

Advanced Shipboard Management for Master (NCV)

The Course is approved by the Directorate General of Shipping and meets the requirements laid down in Regulation I/3 & II/2 and Section A-II/2 Paragraph 1 to 8 & Table A-II/2 of the STCW Convention, 1978, as amended.

The Candidate has also met the additional criterion specified in the STCW Convention specific to the issue of the Certificate.

This certificate is issued under the authority of the Directorate General of Shipping, Ministry of Ports, Shipping and Waterways, Government of India.

Date of Issue : _____

Date of Expiry : NA

Signature of Candidate

Name and Signature of Course In-charge

Name and Signature of Dean / Principal

The candidate has also successfully completed gender sensitization training during this course

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ANNEXURE- 3

LIBRARY BOOKS, PUBLICATIONS, ETC. TO INCLUDE:

1. STCW Convention 1978, as amended
2. IMO Model Course 7.01, as amended
- 3 SOLAS Convention 1974 , as amended
4. MARPOL 73/78 Convention, as amended
5. International Load Line Convention, 1966, as amended6 IMO LSA Code
7. COLREGs 1972, as amended
8. IAMSAR Volume III, as amended
9. ICS Bridge Procedures Guide, as amended
10. The Ship handler's Guide by R.W.Rowe or equivalent
11. Code of Safe Practices for Merchant Seamen, as amended
12. DGS Orders, Circulars and MS Notices
13. Training and Assessment Programme (TAP) published by DG Shipping
14. Training Examination and Assessment Programme (TEAP) published by DG Shipping
15. International Safety Guide for Oil Tankers & Terminals (ISGOTT), as amended
16. Admiralty Manual of Seamanship
17. Admiralty Manual of Navigation
18. Peril at Sea and Salvage (ICS & OCIMF, Witherby)
19. Shipmaster's Business Self-Examiner-Maclachlan, Malcolm-Nautical Institute.
20. Command-Nautical Institute
21. A Guide to the Collision Avoidance Rules-Cockcroft
22. The Shipmaster's Business Companion-Maclachlan, Malcolm-Nautical Institute.
23. Business and Law for the Shipmaster By F.N.Hopkins
24. Indian Merchant Shipping Act 1958, as amended


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