

**GOVERNMENT OF INDIA  
MINISTRY OF SHIPPING  
DIRECTORATE GENERAL OF SHIPPING  
"BETA BUILDING", 9<sup>TH</sup> FLOOR  
I-THINK TECHNO CAMPUS  
KANJUR MARG (EAST)  
MUMBAI - 400 042.**

Ref.: QMS EACQP-07-1 Page 1 of 2

F.No. 21-TR(4)/2006-II

Dated: 29.12.2014

**DGS Order No. 23 of 2014**

Sub: Comprehensive Inspection Programme [CIP] for Maritime Training Institutes – Competency Courses.

1. Maritime Education and Training in India is administrated by the Director General of Shipping in accordance with the M.S. (STCW) Rules, 2014, which under Rule 75 authorizes the Director General of Shipping for supervision of all training and assessment of seafarers for certification, to ensure that such training is structured in accordance with the STCW Code, as amended, and conducted, monitored, evaluated and supported by qualified persons in accordance with said Code.
2. The Maritime Administration under regulation 1/6 – Training and assessment – of the STCW Convention is required to ensure that the training and assessment of seafarers, as required under the Convention, are administered, supervised and monitored in accordance with provisions of Section A-1/6 of the STCW Code.
3. All the DGS approved maritime training institutes are functioning under the control and monitoring mechanism of the Directorate General of Shipping, its field offices and the Recognized Organizations, as required vide paras 1 & 2 above.
4. In order to implement the STCW Convention, as amended in 1995 and to ensure the quality and uniformity of training among the growing number of institutes, the Quality Standards System Certification was introduced.

5. In an increasingly competitive scenario of employment of shipboard personnel in global shipping, excellence in maritime education and training is a necessity to maintain the coveted position of India. Consequently, maritime training needs to be dynamic and keep pace with technological advances. Therefore, it is imperative to bring in reforms in the monitoring process of maritime training institutes on a regular basis. On a review of the existing monitoring process, it was felt that the system of inspection of maritime training institutes needs qualitative improvement. Accordingly, the Directorate General of Shipping had developed and implemented the Comprehensive Inspection Program (CIP), for maritime training institutes conducting Pre Sea courses vide DGS Order no. 25 of 2013 dated 31.12.2013. The Impact of this inspection regime has been successful and positive.
6. Continuing with reforms in inspection processes of maritime training institutes, the Directorate General of shipping has now developed a Comprehensive Inspection Programme for institutes approved for conducting post sea competency courses after wide consultations with stakeholders. To implement this programme, necessary guidelines and assessment checklist, identifying the parameters against which every institute will be graded on an annual basis has been formalized as at Annexure-I & II respectively. This CIP will be applicable to all maritime training institutes approved for conducting the DGS approved post sea competency courses, as mentioned in Annexure-III.
7. Authorized Classification Societies (Recognized Organizations) as listed in Annexure-IV shall carry out the inspection, gradation and certification of these maritime training institutes. This will enable portrayal of the maritime training in India with global transparency and objectivity.
8. On completion of initial inspection, the institute shall be awarded “provisional grading”, which shall be confirmed, upgraded or downgraded during the subsequent annual inspections.
9. The maritime training institutes shall also be subjected to un-scheduled inspections by Directorate General of Shipping or its field offices, as required.

10. This Comprehensive Inspection Programme (CIP) will be effective **from 01.01.2015** and all the DGS approved training institutes having approval for conducting post-sea competency course(s) are required to comply with this Comprehensive Inspection Programme (CIP) and obtain Certification **before 30<sup>th</sup> June 2015.**
11. This is issued under the powers conferred in Chapter IX Rule 75 of the Merchant Shipping (Standards of Training, Certification & Watch Keeping for Seafarers) Rules, 2014, as may be amended from time to time.

Sd/-  
**(Gautam Chatterjee)**  
Director General of Shipping &  
ex-Officio Additional Secretary  
to the Government of India

Encl: Annexure-I,II,III&IV



**Comprehensive Inspection Programme  
for  
Maritime Training Institutes  
Approved for Competency Courses**

**Guidelines**

**( see DGS Order No. 23 of 2014)**

## **Comprehensive Inspection Programme (CIP) of Maritime Training Institutes**

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### **1. General:**

1.1 It is widely recognised that the future of India in the global shipping will largely depend on its strength of providing seafaring human resources of highest standards. India has maintained till date a coveted place in the international shipping as one of the respected suppliers of not only competent seafarers, but also, valued professionals and strategic ship managers to the international maritime sector. While this has been the outcome of the decades old maritime education, training and examination system in India, it now needs to be recognised that in the increasingly competitive manpower supply scenario in International Shipping, excellence in maritime education and training is a necessity.

1.2 It is the view of the Directorate that there has always been interplay between the dynamic requirements of the evolving levels of scientific and technological competencies expected of the seafarers' vis-à-vis the role of the state regulatory framework in maritime training. It is therefore incumbent upon the maritime administration to introduce timely modernisation and reforms in the maritime regulatory processes to keep pace with the highly competitive international shipping requirements.

### **2. Purpose:**

2.1 Almost two decades after the maritime training in India was opened up for private participation, there are around 130 maritime institutes in the country offering pre-sea training, post sea competency courses, short modular courses including simulator courses. Though, all of them are functioning under the centralised control and monitoring regime of the Directorate General of Shipping, variance in the quality of training imparted in these institutes cannot be ruled out.

2.2 Traditionally, the monitoring mechanisms of the Directorate largely depended on the physical inspection of the institutes by the inspection teams from the respective Academic Councils (ACs), comprising of the technical

officers of the Mercantile Marine Departments (MMDs) and industry experts. This was considered to be an ideal option, not only because they formed part of the enforcement machinery of the government, but also in recognition of their domain expertise, arising out of their specialised maritime background, familiarity with the updated maritime convention requirements and most importantly their hands-on association with the Examination and certification systems. However, the growing number of maritime institutes and the voluminous increase in the responsibility of the maritime administration for the implementation of new international Convention requirements has admittedly affected the efficacy of the existing inspection regime, warranting the Directorate to evolve alternate monitoring mechanisms to ensure the quality and uniformity required in the maritime training sector.

2.3 The introduction of Quality certification by Certifying bodies and the Grading of pre-sea institutes by the Rating agencies were proactive initiatives towards the above objective. However, experience has shown that these mechanisms have not yielded the desired results, apparently due to the lack of domain expertise of the agencies in maritime field. The matter was extensively deliberated amongst various stake-holders and the consensus largely emerged during these discussions was that a comprehensive 'grading' process by established agencies with domain expertise in the maritime field, could form an effective alternate monitoring mechanisms for maritime training institutes.

2.4 Accordingly, the Directorate General of Shipping had developed and implemented the Comprehensive Inspection Program (CIP), for maritime training institutes conducting Pre Sea courses vide DGS Order No. 25 of 2013 dated 31.12.2013. The impact of this inspection regime has been successful and positive.

2.5 The purpose of the **DGS Order No. 23 of 2014** is to introduce a 'Comprehensive Inspection Programme (CIP)' for the applicable Post-sea competency courses as shown under para 3 below , integrating the existing inspection processes a maritime training institute is currently required to undergo on regular basis, i.e., the Scheduled inspection by MMDs, and the Quality certification audits (subject to the RO fulfilling its in-house quality inspections parameters as well , without increasing the inspection visits) by Certifying bodies.

### **3. Applicability:**

3.1 This order applies to all Maritime Training Institutes functioning under the approval of the Director General of Shipping, approved for any of the following Post-sea competency courses :

1. Foundation Course
2. Second Mate Foreign Going (FG)
3. Chief Mate (FG) Phase I & II
4. Master (FG) Advanced shipboard management course
5. Navigation watch keeping officer – near coastal voyages (NCV)
6. Chief Mate (NCV) Phase I & II
7. Master (NCV) Advanced shipboard management course
8. MEO Class - IV
9. MEO Class – II
10. MEO Class – I
11. MEO Class - IV (NCV)
12. MEO Class – III (SEO)
13. MEO Class – III (CEO)
14. Electro Technical Officer (ETO) bridging course

### **4. Objectives:**

4.1 The Comprehensive Inspection Programme, now being introduced for competency courses, relies largely on the principles of grading of various institutes broadly conducting similar training programmes and is expected to benefit relevant stake-holders, inter-alia, the prospective candidates, institutes and shipping companies, in addition to providing realistic inputs to enhance the monitoring and control mechanisms of the maritime administration as objectivised below:-

- 4.1.1 A credible grading of institutes would significantly aid prospective candidates in the way of their decision-making of choosing a right institute for a particular course, as the process would substantially assess the relative quality of similar courses offered across various institutes.

- 4.1.2 The grading would be a potent symbol of differentiation for institutes that conduct particular courses better than others and would help the premier institutes in attracting better students from both within and outside India, to the extent as permissible as per the laws of the land.
- 4.1.3 The grading of institutes and their courses would provide shipping companies, as potential employers, with a tool to assess the relative quality of education imparted and re-orient their expectations with regard to on-the job performance of the officers.
- 4.1.4 The comprehensive inspection programme (CIP) would lighten the burden of institutes from undergoing multiple inspection processes.
- 4.1.5 The CIP would eventually serve as an effective tool to the Directorate General of Shipping for non-intrusive regulation of the Post-sea competency institutes, relying on a matured regulatory concept of 'self regulation', and, thereby encouraging a permeation of best practices across institutes.

## **5. Inspecting Authority:**

5.1 Any Classification Society authorized by the Government of India as Recognized Organisation (RO) vide Govt. of India, Ministry of Shipping Notification, S.O. 2044 (E) dated 06.09.2011 & having entered into agreement with DGS may offer their services for the inspection, gradation and certification of the institutes. The inspection team shall comprise of auditors, with at least 50% of them holding the Certificate of Competency (CoC) as Master (Foreign Going) or Chief Engineer (Unlimited power) , as the case may be.

5.2 The institute shall have the option of approaching any of the mentioned ROs for the inspection and certification. However, once the certificate is issued, the annual inspections shall be undertaken by the same RO, during the validity period of the Certificate, unless there are pressing reasons to the contrary, to be explained in writing to the Directorate. In case, the institute desires to change the inspecting agency during the validity of the certificate, necessary permission in this regard may be obtained from the Directorate and the institute shall undergo a complete initial inspection for the purpose of this change.

## 6. Inspection & Certification:

6.1 The Inspection frequency and the validity of the certificate shall be largely governed by the concept of 'Three Year Cycle' in line with the Quality Management System, based on the principles of Initial, Annual, and Renewal Inspections.

6.1.1 The Initial Inspection will be a major Inspection, on successful completion of which an Institute will be issued with a Certificate, subject to annual inspection for next two years.

6.1.2 The Annual Inspections are meant to ensure on-going compliance by the Institute.

6.1.3 On completion of three years, the Institute will be required to have a detailed Inspection for renewal of the Certificate.

6.2 The initial and renewal inspection shall be exhaustive, whereas the annual inspection shall be to verify continued compliance. The information furnished by the institute shall form the basis in such cases, except when the auditor requires further verification. For the annual inspection, the score remains as assigned in the initial inspection, unless the institute requests for re-assessment or the auditor has reasons to review the same. In such cases, re-assessment of the concerned areas needs to be specifically undertaken.

6.3 On satisfactory completion of the initial inspection, the Recognised Organization shall issue an appropriate certificate to the institute with the confirmation of the following as minimum.

6.3.1 That the institute is meeting the relevant requirement of the International Convention on Standards of Training Certification and Watch-keeping (STCW), as amended.

6.3.2 That the institute is complying with all the applicable Merchant Shipping (STCW) Rules and other Orders, Circulars and Guidelines issued by the Directorate General of Shipping from time to time.

6.3.3 That the institute has implemented a Quality Management System equivalent to the standards envisaged as per the latest ISO or equivalent specifications.

6.3.4 The RO shall assign the institute with a Grading (based on the credit- points scored by the institute as per the assessment checklist), reflecting the overall grading of the institute for the approved post-sea Competency Courses, as shown in the Table below:

<b>Table 1: GRADING SCALE (may be reviewed)</b>			
<b>Sr. No</b>	<b>% Score of Credit Points</b>	<b>Grading</b>	<b>Remarks</b>
1	80% and above	A1	Outstanding
2	70-79.9%	A2	Very Good
3	60-69.9%	B1	Good
4	50- 59.9%	B2	Average
5	40-49.9%	C1	Below Average
6	Below 40%	C2	Poor

6.4 The Grading shall be valid for the entire period of Certification unless revoked by the Recognised Organization concerned. However, the Recognised Organization may re-assign the grading during the annual inspections or based on Additional inspections on the request of the Institute, and/or as per specific directives from the Directorate General of Shipping.

## **7. Methodology for Grading:**

7.1 To be able to make a fairly accurate and realistic assessment of a Maritime Training Institute's grading and capability, the Comprehensive Inspection Programme (CIP) has drawn up several parameters, both qualitative and quantitative, in consultation with various experts in the field of maritime education / training, besides other stake-holders. The critical parameters include (to the extent applicable for various courses) the quality of faculty, quality of infrastructure, training facilities, the quality of the teaching

process, performance of the students in examinations (Both Internal and External), and an assessment of the long term prospects of the institute.

7.2 For the purpose of grading, a comprehensive Check-list has been developed to guide the Inspecting authority for the uniform implementation of the inspection regime based on the key parameters listed below:

- 7.2.1 Infrastructure set-up and Maintenance.
- 7.2.2 Faculty & Human Resource Development.
- 7.2.3 Student Performance and Sustainability of Institute
- 7.2.4 Overall Performance & Management.

**Note-** The Institute will fill-up the standard checklist, other than the following:-

1. The column on RO's remarks & assigned credit points.
2. The section for the Total Credit points earned and the final gradation.

## **8. Fee for Inspections:**

The fee for the inspection will be paid by the institute directly to the RO concerned. It is intended that the fee structure of the ROs and other expenditure incurred by the institute towards inspections, do not vary substantially from each other, so that cost considerations do not become a criterion for an institute to select an RO for its inspection purposes.

## **9. Reporting:**

9.1 On completion of the inspection, the Recognised Organization shall provide the institute a complete report of the inspection, with clear recommendation on the final Grading, and forward the same to the Directorate General of Shipping within ten working days, in case of Initial and renewal inspection, and within five working days in case of annual inspection. A copy

of the report shall also be forwarded to the PO of the jurisdictional MMD.

9.2 The Inspection report shall separately list out all the deviations observed with respect to the standard norms prescribed by the DGS, under the following categories:-

9.2.1 Minor Non-Conformities ( procedural deficiencies ): These are minor deviations from a standard practice of DGS / IMO Model Courses of running a curriculum, which in the opinion of the Auditor may adversely affect the quality of the Institute /student output. These non-conformities are expected to be addressed within one (1) to three (3) months, or in a given time frame as awarded and verified by the RO, if necessary. Minor non conformities, if not attended within the stipulated time, will lead to the same being converted into Major Non conformities.

Examples are: Improper faculty selection modalities, Faculty not having done TOTA course, Class routine Not Detailed, Detailed teaching syllabus not in place, Faculty/student attendance registers not maintained, inadequate maintenance of specific Lab / workshop equipment, etc.

9.2.2 Major Non –conformities: These are major deviations from standard norms as specified by DGS/ IMO Model Course, which in the opinion of the Auditors may affect Institute performance /student output quality seriously and adversely. Major Non conformities, if not attended in time can lead to suspension / revoking of approval of an Institute.

Examples are: Insufficient Nos. of marine / total Nos. of faculty members, Excess admission of students against sanctioned strength, excessive number of Minor Non conformities, Non conformities not closed within time limit, Serious lapses in the basic minimum prescribed for infrastructure, False submission of information to the authorities, course certificates being awarded to candidates who have not attended the classes, serious non- conformities related with the Quality System, Admission to ineligible candidates, etc.

9.3. In case of any Major Non-conformity, the Inspecting authority shall report the matter to the PO of the jurisdictional MMD, under intimation to the

Directorate General of Shipping. The PO, MMD may direct the institute for immediate rectification / downgrading of the said non-compliance and may verify the same by undertaking additional inspection by the MMD. In case of non-rectifiable major non-conformity, the PO, MMD shall report the matter to the Directorate with clear recommendation on the action proposed against the erring institute.

## 10. Other Inspections:

10.1 The functional jurisdiction of the Principal Officer, MMD remains as it is. However, the mandatory requirement of 'Annual Scheduled Inspections' by MMDs / Academic Councils is now being discontinued, with the introduction of the 'Comprehensive Inspection Programme' by the ROs. A new regime of 'Surprise Inspection' by the MMDs with equal participation of internal and external members shall now be implemented by the Principal Officers, at a minimum frequency as mentioned below:-

<b>Sr. No.</b>	<b>Grading</b>	<b>Remarks</b>	<b>Frequency of Inspection</b>
1	A1	Outstanding	Once in 3 years.
2	A2	Very Good	Once in 2 years
3	B1	Good	Annually
4	B2	Average	Annually
5	C1	Below Average	Twice in a year
6	C2	Poor	Continuation of approval of the Institute will be reviewed by the DGS.

10.2 The MMDs may undertake additional inspections on specific bonafide complaints, or at the directive of the Directorate General of Shipping.

10.3 The PO, MMD shall be responsible for the implementation of the

additional inspections as detailed above.

## **11. Appeal Process**

11.1 The Recognised Organization would provide the institute with a written report for the assigned Grade. The institute may, if desired, contest the assigned Grade. The RO may review the grading based on the representation made by the institute, in case some material information is not included in the grading exercise.

11.2 However, in case the institute is still not satisfied with the grading, the head of the institute may make a formal appeal to the Principal Officer (PO) of the jurisdictional Mercantile Marine Department (MMD) along with a fee as prescribed by the Directorate from time to time. The PO may depute an inspection team comprising of the Surveyor(s) and External member(s) in equal number(s) to re-assess the grading assigned by the RO. The decision of the Principal Officer on the grading shall be final and binding on the institute as well as on the RO, subject to settlement of dispute, if any, by the Director General of Shipping, as specified under paragraph 12 of this Guideline.

11.3 If the inspection team appointed by the PO, MMD concerned finds a deviation of two grades or more from the original assignment, in the final grading and such lapses are repeatedly observed, appropriate measures including suspension / cancellation of the approval of the RO concerned for the CIP shall be considered by the Director General of Shipping.

11.4 The accuracy of the information furnished in the assessment checklist shall be the responsibility of the institute and any false representation of the facts may warrant appropriate measures including suspension / cancellation of the approval of the institute.

**12. Settlement of Disputes:**

In case of any disputes on the matters pertaining to the implementation of this Order, the decision of the Director General of Shipping shall be final and binding on all the parties concerned.

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**Comprehensive Inspection Programme  
for  
Maritime Training Institutes  
conducting Competency Courses**

**ASSESSMENT CHECKLIST**

**( see DGS Order No. 23of 2014)**

# **ASSESSMENT CHECKLIST**

## **1. General Instructions:**

- 1.1 The Institute will submit to the Inspecting organisation (RO), the “General Particulars” statement in the attached format and the “Assessment Checklist” duly filled up (eg. Column (4)- ‘Institute’s Comments & Credit Points claimed’), except for the areas meant for the Inspecting organisations.
- 1.2 All the inputs need to be supported by necessary documentary evidence, as applicable (eg. Faculty details, Exam records, etc) and duly authenticated by the Head of the institute.
- 1.3 Recognised Organization is required to physically verify the factual merit of the entries made by the Institute and fill up Column(5) – (‘RO’s Remarks and Assigned Credit Points’), against each criterion, after ascertaining the extent of compliance.
- 1.4 RO shall also fill up Section –V of the Checklist- “Total Credit Points & Final Gradation”, after assigning and tabulating Credit Points in all other applicable sections.
- 1.5 **For Section II (Faculty and Human Resource Development) , each Course is to be assigned total marks and Grading individually, after assessing the applicable areas. However for ‘Overall Grading’, average of these points need to be considered.**

## **2. Methodology for Assigning Credit Points.**

- 2.1 In case of requirements, where only Maximum Base point is indicated in column '6', the credit points may be assigned to that scale (in proportion to the compliance) to the maximum indicated point. (eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the quality of the facilities provided).
- 2.2 For Clauses where specific compliance against certain guidelines (eg. DGS Orders), such as infrastructure and Faculty with Base Point is mentioned, full compliance of the respective requirement will accrue full credit points as mentioned in column '6' ( eg.10). For any shortfall from the basic stipulations, points (in proportion to the shortfall) in the scale shown in column '6' will be subtracted from the base points assigned. (eg. 10-1=9points). **All instances of shortfall shall be notified as Non- conformity, Minor or Major, depending on the severity of the shortfall.** On the contrary, in case of any compliance in excess of stipulated minimum (in Part-I : Infrastructure & Maintenance only) , points upto 20% Bonus Points (in proportion to the excess) may be added to the base credit points (eg.10+2=12 points).
- 2.3 For Clauses where specific compliance against certain guidelines (eg. DGS Orders), such as Faculty requirement, with only base point mentioned in Column '6' , compliance with minimum requirement will get full credit points as mentioned therein.

## **3. General References:**

The General references made in the Checklist regarding Compliance requirements are as follows:-

<b>Sr. No.</b>	<b>Compliance requirement</b>	<b>References</b>
1	Infrastructure	DGS Order 1 of 2003 as applicable to competency courses, and as per DGS Guidelines for the specific courses, or general guidelines for competency courses, as may be issued from time to time.
2	Faculty Requirements	DGS Order 5 of 2013 as may be amended.
3	Course Curriculum	As per DGS Guidelines and IMO Model courses as applicable
4	Course Guidelines	DGS Guidelines and IMO Model Courses as applicable

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

SPECIFIC INFORMATION RELATED TO COURSES CONDUCTED					
1.	CIP Gradation as per last inspection by R.O.(also Ref No & date )				
2.	Whether Batch details are submitted in <i>e-samudra</i> regularly?				
3.	Details of DGS approved competency courses conducted				
Sr. No.	Name of Courses approved	Date & Approval No. & Validity (if applicable)	Approved Intake [ No. in a batch X Frequency]	Date of commencement of last batch & Admitted intake	No of candidates admitted in the last Calendar year
4.	Details of DGS approved Modular courses conducted.				
Sr. No.	Name of Courses approved	Date & Approval No. & Validity (if applicable)	Approved Intake [ No. in a batch X Frequency]	Date of commencement of last batch & Admitted intake	No of candidates admitted in the last Calendar year
5.	Details of DGS approved Simulator courses conducted.				
Sr. No.	Name of Courses approved	Sr. No.	Name of Courses approved	Sr. No.	Name of Courses approved

## **I. INFRASTRUCTURE SET-UP & MAINTENANCE :** **(Maximum Credit Points : 500)**

### **Note:**

1. The Basic infrastructure requirements shall be as per as applicable DGS guidelines/ IMO Model Courses.
2. In case of full compliance of the respective clause of the DGS Orders as specified, and /or course guidelines, a Base credit point as mentioned in column '6' may be assigned (Eg.10).
3. In case of any shortfall from the basic stipulations, points (in proportion to the shortfall) in the scale shown in column '6' may be subtracted from the base points assigned. (eg.  $10-3=7$  points). **All instances of shortfall shall be notified as Non- conformity, Minor or Major, depending on the severity of the shortfall.**
4. In case of any compliance in excess of stipulated minimum, bonus points upto 20% (in proportion to the excess) in the scale indicated in column '6' may be added to the base credit points to be assigned (eg.  $10+2=12$  points).
5. In case of requirements where only Max Base point is indicated in column '6', the credit points may be assigned to that scale (in proportion to the compliance) to the maximum indicated point. (eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the grading of the facilities provided).
6. If any of the sections is not applicable to a particular institute, the maximum base points assigned to that specific section may be reduced from the grand total base point while calculating the percentage score.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Sr. No</b>	<b>Head</b>	<b>Details</b>	<b>Institute Comments &amp; Credit Points claimed</b>	<b>RO's Remarks &amp; assigned Credit Points</b>	<b>Base Credit Points</b>
<b>1</b>	<b>Premises, maintenance and Ambience</b>				<b>100</b>
1.1.	Cleanliness & Hygiene				15
1.2.	Area adequacy				10
1.3.	Premises(owned/Leased)	If Owned, 15 points If leased, 10 points If on rent, 5 points			Max.15
1.4.	Statutory clearances				15
1.5.	Location/ accessibility				15
1.6.	Construction quality of the buildings.				10
1.7.	Quality of Interior furnishing & maintenance				20
<b>2</b>	<b>Class Room, Chartroom / Engineering Drawing Room, maintenance and Ambience</b>	<i>(Maintenance of Teaching Aids / furniture /fixtures / furnishings &amp; general maintenance)</i>			<b>100</b>
2.1	Area				20
2.2	Teaching aids (projector, whiteboard, screen, flip chart, PC, video player, etc)				20
2.3	Furniture, Furnishing & maintenance				20
2.4	Ventilation / lighting				20
2.5	Temperature control.				20
<b>3</b>	<b>Administrative facilities</b>	<i>General maintenance of offices, and other facilities</i>			<b>100</b>
3.1.	Reception & Administrative area				20
3.2.	Visitor's Lounge				10
3.3.	Principal's room				10

3.4.	Faculty rooms/space				20
3.5.	Staff rooms/space				10
3.6.	Conference room				10
3.7.	Utilities such as photocopying, printing, data storage and sharing, data backup				10
3.8.	Washroom facilities				10
<b>4</b>	<b>Library Facilities</b>	<i>(Adequateness and annual supplementation of nos. of titles &amp; Copies, Book Bank, librarians, Training videos, CDs, Journals, Internet facilities, Computerised Library Management System, etc).</i>			<b>100</b>
4.1.	Area of Library	Minimum specified in course guidelines at 36 sq.mts.			10
4.2.	Adequacy of Academic book bank including Reference books and e-books				20
4.3.	Availability of current Journals / Publishing				10
4.4.	Digital library (videos, CBTs, E-Learning)				10
4.5.	Designated librarian				5
4.6.	Library Software				5
4.7.	Updated books & publications.				10
4.8.	Availability of library facilities for students beyond class hours				20
4.9.	Free Internet and Wi-Fi facility available for students.				10
<b>5</b>	<b>General Amenities</b>	<i>(Purified Water &amp; Emergency Power, medical facilities, communication , Dedicated Transport, etc )</i>			<b>100</b>
5.1	First Aid & Access to Medical facilities- ready availability				10
5.2	Purified Drinking water				20
5.3	Back-up power generator/UPS/ Inverter	depending on the frequency of power outage in that area			20

5.4	Quality of lunch / tea / snacks provided				20
5.5	Fire Extinguishers (Ready –to- use ) & Fire detection Alarms				10
5.6	Complaint / Suggestion box	Whether grievance redressal available			10
5.7	Transport facilities provided, if any				10
	<b>Total Points</b>				<b>500</b>
	<b>Total Percentage Credits</b>				
	<b>Individual Grade</b>				

## **II. FACULTY & HUMAN RESOURCE DEVELOPMENT :**

**(Maximum Credit points: 1000)**

### **NOTE:**

1. The requirements regarding the number of faculty members or instructors are governed by DGS Order 5 of 2013, unless otherwise expressly provided in the respective Course guidelines.
2. The requirements regarding the Qualification of faculty, Age limit and Teaching hours are governed by DGS Order 5 of 2013, unless otherwise expressly provided in the respective Course guidelines.
3. In case of requirements, where only Max Base point is indicated in column '6', the credit points may be assigned in that scale, proportional to the extent of compliance, to the maximum indicated point.
4. **For Section II, ie., Faculty and Human Resource Development, items highlighted in italics shall be separately scored for each course, and the average for all courses shall be used for the total credit points for this Section.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Sr No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Base Credit Points
<b>1</b>	<b>Adequacy</b>	<ol style="list-style-type: none"> <li>1. Adequacy of faculty / instructors needs to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined.</li> <li>2. Subject expertise of the faculty and his total working hours to be given due consideration.</li> <li>3. Compliance with minimum requirement will get full credit points as mentioned in column '6'.</li> </ol>			<b>150</b>
1.1	Vice- Principal	Ref DGS Order 5 of 2013. Additionally, respective Course Guidelines may also be referred as applicable.			10
1.2	<i>Head of Departments/ Course In Charge</i>				20
1.3	<i>Marine Faculty</i>				35
1.4	<i>Non- Marine Faculty including Instructors, in any</i>				10

1.5	<i>Adequacy in respect of numbers of Full time &amp; Visiting Faculty for the courses in adherence to DGS norms.</i>	Adherence to norms of DGS Order 5/2013 will fetch full marks.  <b>Non- adherence to norms will fetch nil marks.</b>			50
1.6	Percentage of Classes taken by Full-time Faculty	(%age classes taken by full-time faculty) x 25 / 100			25
<b>2.</b>	<b>Qualification &amp; Teaching Experience</b>	1. <i>Compliance with minimum requirement will get full credit points as mentioned in column '6'.</i> 2. Apart from DGS Order 5 of 2013, respective Course Guidelines may also be referred as applicable. 3. Proportionate marks will be deducted for non-compliance, to the total number of faculty employed.			<b>200</b>
2.1	Principal & Vice- Principal	Ref: Section A-I/6 of STCW Code. Part-III of DGS Order 5 of 2013 and DGS Course guidelines.			20
2.2	<i>Head of Departments/ Course In Charge</i>				40
2.3	<i>Marine Faculty.</i>				70
2.4	<i>Non- Marine Faculty (Academic/ Engineering) &amp; Instructors (if required)</i>	As per DGS Order 5 of 2013.			20
2.5	<i>Compliance with TOTA requirements and Conduct of classes as per TOTA Guidelines</i>	Ref. DGS Order 5/2013			50
<b>3.</b>	<b>Fitness</b>	1. <i>Compliance with minimum requirement will get full credit points as mentioned in column '6'.</i> 2. Proportionate reduction marks to be made for each instance of non-compliance.			<b>50</b>
3.1	Age limit (Full time Faculty)	Ref. DGS Order 5 of 2013			10
3.2	Age limit ( Instructors)if requirement				5
3.3	Age limit (Visiting faculty)				10
3.4	Medical Fitness				10
3.5	Communication skills				15
<b>4.</b>	<b>Teaching Hours</b>	1. <i>Compliance with minimum requirement will get full credit points as mentioned in column '6'.</i> 2. Proportionate reduction marks to be made for each instance of non-compliance.			<b>100</b>
4.1	Principal	Ref. DGS Order 5 of 2013			10
4.2	Vice Principal	Ref. DGS Order 5 of 2013			10

4.3	Permanent Faculty	Ref. DGS Order 5 of 2013			50
4.4	Visiting Faculty & Instructors (if required)	Ref. DGS Order 5 of 2013			20
<b>5.</b>	<b>HR Processes</b>	<i>The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3, unless otherwise expressly specified.</i>			<b>150</b>
5.1	Retention of faculty for competency courses.  (Depending on the number of full-time faculty members for competency courses who left the institute within the last 12 months out of the total number of full-time faculty strength of competency courses at the time of inspection)	<p>A = No. of faculty left in last 12 months with less than one year continuous service / Total faculty strength x 50</p> <p style="text-align: center;">+</p> <p>B = No. of faculty left in last 12 months with between one year and two years continuous service / Total faculty strength x 40</p> <p style="text-align: center;">+</p> <p>C = No. of faculty left in last 12 months with between two years and three years' continuous service / Total faculty strength x 30</p> <p><b><u>The aggregate of the above (A+B+C) shall be reduced from the Base Credit Point in Column 6 to arrive at the Credit Points to be awarded.</u></b></p>			50
5.2	Established system for selection & recruitment of faculty	As per QMS.			10
5.3	Relevant induction and orientation training for the courses faculty is teaching	Whether conducted as per QMS?			10
5.4	Continuous Professional development programmes of faculty (training / project work done / sailing in the last 1 year, relevant to the teaching programmes undertaken in the institute)	Proportionate marks for either of the following, during the calendar year: 1. Publishing paper/ books. 2. Project work 3. Training Program. 4. Sailing Experience ( Documentary evidence to be provided for verification)			05
5.5	Maritime Seminars attended by faculty in last 1 year	Proportionate marks for attending maritime seminars during the calendar year. ( Documentary evidence to be provided for verification)			15

5.6	Presentations given by faculty at established maritime seminars and conferences in the last 5 years	Proportionate marks for presentations given by faculty in seminars during the calendar year. Documentary proof of seminar programme and brochure to be provided			10
5.7	<i>Are the classes actually being conducted as per the course curriculum/ time table for the course(s) ?</i>	By means of checking of records, in camera discussions with faculty and trainees, attendance of students & faculty etc.			50
<b>6</b>	<b>Pedagogy / Teaching Process</b>	<i>The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3</i>			<b>150</b>
6.1	<i>General Effectiveness of Teaching Process</i>	By means of : (i) independent assessment of classes by RO by interviewing students, <b>and</b> (ii) Realistic records of internal assessment by HODs, <b>and</b> (iii) Assessment of Feedback Forms			45
6.2	<i>Curriculum planning &amp; development of teaching materials</i>	Whether in place			20
6.3	<i>Updating of Course Contents</i>	Whether the contents being taught is as per latest prescribed syllabus.			10
6.4	<i>Classroom Notes taken by students</i>	By review of Students' Note Books			25
6.5	<i>Effectiveness of lesson planning</i>	Is there a Lesson plan prepared for each lecture?			10
6.6	<i>Use of teaching aids (use of various teaching aids including modern aids)</i>	How effectively is the teaching aid used in the classroom? Are the faculty trained and adept at using the teaching aids? Students' feedback to be checked.			20
6.7	<i>Working / Scaled down models, equipment for demonstration</i>	How effective is the model or equipment in helping trainee to understand the concept and/or its functionality.			5
6.8	<i>Reference material used in the class</i>	Whether reference publications are readily available and used for classroom demonstration.			25

<b>7</b>	<b>Development Activities.</b>	<i>Preparation of students for oral examinations and participation of the institute for DGS written and Oral examination</i>			<b>200</b>
7.1	<i>Preparation of the students for Oral Examination of DGS/MMD.</i>	Conduct of mock oral sessions in the classroom, Students Feedback on the same.			75
7.2	<i>Submission of Question Papers/ Questions to DGS by Institute</i>	Documentary evidence of submission of questions/ question papers for written exams to Chief Examiners.			75
7.3	Participation by Faculty members as external examiner for DGS/MMD oral examination	Documentary evidence of such participation; How many faculty members are approved examiners; Records of participation as external examination; Ratio of faculty participating to total no. of regular faculty.			50
<b>Total Credit Points</b>					<b>1000</b>
<b>Total Percentage Credits</b>					
<b>Individual Grade</b>					

### **III. Student Performance and Sustainability of Institute**

**(Maximum Credit points: 500)**

**Note:**

1. Students Performance in examinations reflects the attainment of the programs' intended learning objectives. It is also a vital tool for improvement of academic quality and measurement of effectiveness and teaching skills.
2. As the competency courses aim to prepare the students for assessment of their competencies by the Administration, it is of utmost importance that the performance in internal tests be an indicator for the level of preparedness for the assessment of competencies. This is both a tool for measuring the effectiveness of the courses conducted at the institute, as well as an effective method to evaluate the standard of knowledge attained through such programs.
3. The basis of evaluation and calculation of the scores are the institutes' internal (mid-term and final) tests and the Competency examination results regularly displayed on the DGS website.
4. The credits points indicated in column 5 will be assigned by the RO in that scale, proportional to the extent of the achievement as derived in column 4, to the base point indicated in column 6.
5. **For Section III, Sr. No. 1, i.e., Academics, items highlighted in italics shall be separately scored for each course, and the average for all courses shall be used for the total credit points for this Section.**

1	2	3	4	5	6
Sr No	Head	Course-wise Details to be filled in by the Institute	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Base Credit Points
<b>1</b>	<b><i>Academics</i></b>				<b>450</b>
1.1	<i>Average pass percentage of students (in all subjects) in mid-tem internal test in last 12 months for all Nautical and Engineering Competency Courses</i>	<b>Percentage for all courses to be filled in</b>	<b>Average Percentage =</b>	<b>Base Credit Points x Average Percentage / 100 =</b>	<b>50</b>

1.2	Average pass percentage of students (in all subjects) in <b>final internal test</b> (including reassessment) in last 12 months for all Nautical and Engineering Competency Courses	Percentage for all courses to be filled in	Average Percentage =	Base Credit Points x Average Percentage / 100 =	100
1.3	Average pass percentage of students <b>in the first attempt (in all subjects)</b> in <b>MMD Written Examinations</b> in last 12 months for all Nautical and Engineering Competency Courses	Percentage for all courses to be filled in	Average Percentage =	Base Credit Points x Average Percentage / 100 =	100
1.4	<b>Difference in percentage</b> between Final Internal Test and MMD Written Examination in last 12 months for all Nautical and Engineering Competency Courses	1.2 (-) 1.3 = Average Percentage	Average Percentage =	Base Credit Points (-) Average Percentage	100
1.5	Efficacy of Development programmes for under-performing students.	1. Identification of weak students through mid-term internal test. 2. Additional training given to under-performing students. 3. Additional assistance given to such students even after completion of course.			100
2.	<b>Sustainability</b>				<b>50</b>
2.1	Sustainability of Operations & Resources and use of Surplus Cash generated in Maritime Training	Surplus Income , and use of such income in maritime training			50
	<b>Total Credit Points</b>				<b>500</b>
	<b>Total Percentage Credits</b>				
	<b>Individual Grade</b>				

## **IV. OVERALL PERFORMANCE & MANAGEMENT**

**(Total Credit Points: 500)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Sr No</b>	<b>Head</b>	<b>Details</b>	<b>Institute Comments &amp; Credit Points claimed</b>	<b>RO's Remarks &amp; assigned Credit Points</b>	<b>Base Credit Points</b>
<b>1</b>	<b>Quality Management System</b>				<b>100</b>
1.1	Valid Quality Certification as per ISO or equivalent standard in addition to CIP.				<b>20</b>
1.2	Overall maintenance of Quality System				<b>20</b>
1.3	Management Review & Follow-up				<b>20</b>
1.4	Internal audits & Corrective Actions				<b>20</b>
1.5	Non-conformity records & Corrective Action				<b>20</b>
<b>2</b>	<b>Feed Back Analysis</b>	Proportionate marks to be awarded by RO			<b>100</b>
2.1	Student Feed-back on faculty	Proportionate marks to be awarded based on students' feedback			<b>50</b>
2.2	Student feed-back on classroom, teaching aids, learning environment, course material, other institute facilities	Proportionate marks to be awarded based on students' feedback			<b>30</b>
2.3	Grievance Reporting & Redressal Mechanism	<ol style="list-style-type: none"> <li>1. How are the student informed of Grievance reporting procedures.</li> <li>2. Accessibility to Grievance form/ registers</li> <li>3. How are grievances / complaints rectified</li> <li>4. How is the corrective action informed to the student</li> </ol>			<b>20</b>
<b>3.</b>	<b>Documentation</b>	Proportionate marks to be awarded by RO			<b>150</b>
3.1.	Maintenance of Records of Certificates issued	Traceability, authenticity and confirmation of certificates issued.			<b>15</b>

3.2.	Attendance Registers of students / Faculty	Whether attendance registers/ logs maintained on daily basis ?			<b>20</b>
3.3.	Examination Records	Retention of answer sheets, Internal assessment records etc., as per laid down procedures of institute.			<b>15</b>
3.4.	Master Time table & Lecture hours of faculty	Whether in place & maintained			<b>15</b>
3.5.	Records of Fees Collected.	DGS Tr. Cir. 9/2013			<b>10</b>
3.6.	Regular payment of fee share to the Government	Ref DGS Orders and Tr. Cir. 9/2013			<b>20</b>
3.7.	Promptness of intimation admission details to DGS E-samundra	Ref DGs Orders, instructions on the subject			<b>15</b>
3.8.	DGS Orders/ Circulars / Instructions	Whether implemented through Internal circulars / instructions on the curricular / co-curricular activities			<b>15</b>
3.9.	Overall record keeping & Traceability of documents at Institute premises	Whether records are maintained and available in the institute.			<b>25</b>
<b>4</b>	<b>Management</b>	Documentary evidences to be verified, and marks to be awarded by RO			<b>50</b>
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.			<b>10</b>
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc.			<b>10</b>
4.3	Track record of Institute	No. of years in maritime training, number of batches conducted			<b>10</b>
4.4	Employee welfare measures	Whether documentary evidences of PF, Gratuity, medical, insurance etc. available and maintained in the institute.			<b>20</b>
<b>5</b>	<b>Student Admission Process</b>	Documentary evidences to be verified			<b>100</b>
5.1	Transparency in fees collection	DGS order as specified			<b>10</b>
5.2	Adherence to Code of ethics in advertisement	DGS order as specified			<b>20</b>

5.3	Adherence to Admission standards.	DGS order as specified			<b>20</b>
5.4	% average occupancy in the courses taking into account the approved capacity and approved frequency of the courses	Percentage Average Occupancy in last Calendar year for all competency courses conducted x Base Credit Point / 100			<b>50</b>
	<b>Total Credit Points</b>				<b>500</b>
	<b>Total Percentage Credits</b>				
	<b>Individual Grade</b>				

<b>V. TOTAL CREDIT POINTS &amp; FINAL GRADATION*</b> (see Note)					
<b>Sr No.</b>	<b>Details of Category</b>	<b>Credit Points</b>	<b>Accrued Credit Points</b>	<b>Percentage Credit</b>	<b>GRADE</b>
I	Infrastructure Set-Up & Maintenance	500 (20%)			
II	Faculty & Human Resource Development * ( See Note)	1000 (40%)			
III	Students Performance * (See Note) and Sustainability of Institute	500 (20%)			
IV	Overall Performance & Management	500 (20%)			
V	<b>Total</b>	<b>2500 (100%)</b>			
<p>*NOTE- For Section II &amp; III- each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas. However for 'Overall Grading', average of these points need to be considered.</p>					
<b>VI. Any other Remarks from the RO in areas not covered above:</b>					

## Annexure- III

List of Maritime Training Institutes approved for competency courses

**Mercantile Marine Department, Chennai**

Anchorgate Building, 2nd Floor,  
P.B.No.5004, Rajaji Salai, Chennai -600 019

Sr.No.	Name of the Institute	State
1.	Sea Skills Maritime Academy KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035.i	Tamil Nadu
2.	MASSA Maritime Academy, C/o Seafarers Club, Rajaji Salai, Chennai – 600001	Tamil Nadu
3.	Coimbatore Marine College, S.F. 296/Pollachi Main Road, Myleripalayam, Othakal Mandapam, Coimbatore – 641 032.	Tamil Nadu
4.	IMU Chennai Campus [National Maritime Academy], East Coast, Uthandi, Chennai - 600 119.	Tamil Nadu
5.	Hindustan Institute of Maritime Training , 11, Millers Road, Kilpauk, Chennai – 600 010.	Tamil Nadu
6.	IMU, Vizag Campus [National Ship Design & Research Centre, ] Gandhigram, Visakhapatnam- 530 005	AP
7.	HIMT College 72-B, Arambakkam Village, East coast Road, Thirukazhukundaram Taluk, Kanchipuram Dist. Tamilnadu	Tamil Nadu
8.	Balaji Seaman Training Institute, Chelliamman Kovil Street, Chemmancheri, Chennai – 600 119.	Tamil Nadu
9.	Pondicherry Maritime Academy No. 49/51, 2 <sup>nd</sup> /3 <sup>rd</sup> Floor, Villianur Main Road, Reddiarpalayam, Punducherry- 605 010	Pondicherry
10.	AMET University 135, East Coast Road, Kanathur, Chennai – 603112.	Tamil Nadu

11.	Chidambaram Institute of Maritime Technology, Merkandai village, Vittalpuram post, Thirukazhukundram, Kanchipuram Dist. Pin – 603 102.	Tamil Nadu
12.	Maritime Foundation 38, Thozhuvur Kuppam, Sevapet, Thiruvor Post, Thiruvallur Taluk, Pin – 602 025.	Tamilnadu

**Mercantile Marine Department, Kandla**  
Supermarket/Punjab Radiators & Batteries,  
1st Floor, Room No.101, 102 & 103,  
Plot No.16, Sector 9A, Near Punjab National Bank,  
Gandhidham, Kandla. 370201

Sr.No.	Name of the Institute	State
13.	FOSMA Maritime Institute and Research Organisation, B-25/7-8, Sector-59, Noida, Uttar Pradesh	New Delhi
14.	Applied Research International B-1, Hauz Khas, Gr.floor, East wing, New Delhi - 110 016 Campus Address Khasra No. 862 Chattarpur Extension, New Delhi	New Delhi
15.	Centre of Maritime Education & Training, 9/25, Bahare – A, Sahara Estate, Jankipuram, Lucknow- 226020. (UP). Dehradun Campus : Ashna House, Village Bhuddi, East Hope Town, Paragana, Puchwadu, Tahasil, Vikasnagar, District Dehradun	UP
16.	International Maritime Institute Ltd., 13, Institutional Area, Surajpur Kasma Road, Greater Noida - 201 306 Gautam Budh Nagar (U.P.)	UP
17.	Sriram Institute of Marine Studies, Village Bamnoli, Sector 28, Dwarka, New Delhi-45	New Delhi
18.	Anglo Eastern Maritime Training Centre, A-101, Dayanand Colony, Lajpat Nagar, 4 ,New Delhi – 110024.	New Delhi
19.	Natcom Education and Research Foundation, Plot No.95, Sector –44, Gurgaon – 122002.	UP
20.	National Inland Navigation Institute, Gai Ghat, Gulzarbaug, Patna-800007	Bihar

21.	Institute of Marine Education & Research, 9 <sup>th</sup> Floor, Ashiana Plaza, Budha Marg Patna – 800 001.	Bihar
22.	School of Higher Academic and Professional Education, SCO 12, 4th floor, Sector 5, Panchkula, Haryana	
23.	Asha International Institute of Maritime Technology, Babatpur, Near Babatpur Airport, Varanasi 221 006	UP

### Mercantile Marine Department, Cochin

Wellington Island, North End PO 3701  
Cochin - 682 009

Sr.No.	Name of the Institute	state
24.	Euro Tech Maritime Academy, Kakkattikara, Pazhanganad, Kizhakkambalam PO, Cochin – 683 562.	Kerala
25.	Institute of Marine Engineers (I), IME(I) House, H. No. 29/A27, South Janatha Road, Vytilla, Kochi 682 019	Kerala

### Mercantile Marine Department, Kolkata

Marine House, Hastings, Kolkata - 700 022

Sr.No.	Name of the Institute	state
26.	IMU, Kolkata Campus, Indian Institute of Port Management 40, Circular Garden Reach Road, Kolkata – 700043	West Bengal
27.	S.E.I. Educational Trust, Debamita, B.B.T. Road, Village Gopalpur, PO Sarkarpool, P.S. Maheshtala, Kolkata -700 141  Faridabad Campus : S-13, Sector-11 D, Market, Faridabad, Haryana	West Bengal
28.	Mercantile Marine Academy Pvt. Ltd. 2, New Taratola Road, Kolkata-700 088.	West Bengal
29.	Marine Education Charitable Trust, 321, B, Diamond Harbour Road, Kolkata- 700 034.	West Bengal
30.	Seacom Marine College, 11, Kendua Main Road, Kolkata - 700 084	West Bengal

31.	IMU, Kolkata Camps Marine Engineering & Research Institute, P-19 Taratola Road Kolkata 700 088	West Bengal
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**Mercantile Marine Department, Mumbai**

Old CGO Building, M.K. Road,  
Mumbai - 400 020

Sr.No.	Name of the Institute	State
32.	United Marine Academy [Trust], 407, Vindhya Commercial Complex, Sector-11, C.B.D. Belapur, Navi Mumbai - 400 614.	Maharashtra
33.	Tolani Maritime Institute, Sher-e-Punjab Society, Andheri [East], Mumbai – 400 093.	Maharashtra
34.	Institute of Maritime Studies, I.S.B.T. Complex, Bogda, Vasco-da-Gama, Goa - 403802.	Goa
35.	Maritime Training Institute (SCI) 52C, Adi Shankaracharya Marg, Powai, Mumbai - 400 072	Maharashtra
36.	T.S. Rahaman, (S. M. Y. Seaman Welfare Foundation), Nhava, Navi Mumbai, Panvel Taluka, District Raigad : 410206	Maharashtra
37.	Tolani Maritime Institute, Talegaon, Chakan Road, Induri Village, Maval Taluka, Pune – 410 507.	Maharashtra
38.	Don Bosco Maritime Academy, St. Joseph's IIT Premier, Automobile Road, Kurla (W), Mumbai-400070.	Maharashtra
39.	Anglo Eastern Maritime Training Centre, Plot No.50, Karmayog Build., Opp. Sterling Auto, Parsi Panchayat Road, Andheri (East), Mumbai - 400069.	Maharashtra
40.	Gurship Education Trust Maritime Training Institute, Royal Palms, Aarey Milk Colony, Goregoan [East], Mumbai-65	Maharashtra

41.	Massa Maritime Academy, Great Eastern Summit,"A" Wing, 1 <sup>st</sup> Floor, Plot.56, Sector-15 CBD, Belapur,Navi Mumbai-400614	Maharashtra
42.	B.P. Marine Academy, Sai Pooja, Sector-11, CBD Belapur, Navi Mumbai -400614	Maharashtra
43.	IMU, Mumbai Campus L.B.S. College of AMS&R Mumbai Hay Bunder Road, Mumbai : 400 033	Maharashtra
44.	Institute of Marine Engineers (India), IMEI House, Plot No.94, Sector 19, Nerul, Navi Mumbai – 400 706.	Maharashtra
45.	Mumbai Maritime Training Institute, New Excel House, Azad Nagar Road No.2, Off Veera Desai Road, Andheri [West], Mumbai – 400 053.	Maharashtra
46.	OERC Academy, East Wing, Yashwant Bhawan, 3rd Floor, Behind Deepak Cinema, Pandurang Budhkar Marg, Lower Parel, Mumbai – 400 013	Maharashtra
47.	Ramana Academy of Maritime Studies, Plot No.5, Gut No.85/0+86/0+96/1, Village Aakurli, Near Kakajiniwadi, Taluka Panvel, Navi Mumbai – 410206	Maharashtra
48.	Setrac College of Offshore Training, 318, B Wing, Mahesh Commercial Complex, Sector -15, CBD Belapur, Navi Mumbai – 400 614.	Maharashtra
49.	St. Xaviers Technical Institute, Mahim Causeway, Mahim, Mumbai - 400016	Maharashtra
50.	Yak Management & Marine Education Centre, 301, Gauri Complex, Sector-11,CBD Belapur, Navi Mumbai - 400 614	Maharashtra

**LIST OF RECOGNISED ORGANISATIONS AUTHORISED FOR THE  
PURPOSE OF COMPREHENSIVE INSPECTION PROGRAMME (CIP)**

Sr.No.	Name of the RO	Address for Communication
1	Indian Register of Shipping (IRS)	<p>52-A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai -400 072</p> <p>Contact Person: URP Sudhakar <a href="mailto:urp.sudhakar@irclass.org">urp.sudhakar@irclass.org</a></p>
2	DNV GL	<p>Germanisher Lloyd SE, 308, Trade Centre, Bandra Kurla Complex, Off CST Road, Mumbai – 400 051</p> <p>Contact Person: Shri Piyush Raj <a href="mailto:piyush.raj@dnvgl.group.com">piyush.raj@dnvgl.group.com</a></p>
3	Korean Register of Shipping (KRS)	<p>B-205, Citi Point, Andheri Kurla Road, J.P. Nagar, Andheri East, Mumbai -400 059</p> <p>Contact Person: Mr. Jung Joongsuk <a href="mailto:mumbai@krs.co.kr">mumbai@krs.co.kr</a></p>
4	Nippon Kaniji Kyokai (NKK)	<p>706-710, “B” Wing, Shree Nand Dham, Sector-11, Plot No.59, CBD Belapur, Navi Mumbai-400 614.</p> <p>Contact Person: Shri A V Pradhan <a href="mailto:by@classnk.or.jp">by@classnk.or.jp</a></p>

<b><u>5</u></b>	<b>RINA India Private Limited</b>	<p><b>B 607/608, Everest Chambers, Marol Naka, Andheri-Kurla Road, Andheri East, Mumbai-400 059.</b></p> <p><b>Contact Person: Shri Devdas</b>  <a href="mailto:mumbai.office@rina.org">mumbai.office@rina.org</a>  <a href="mailto:dav@rina.org">dav@rina.org</a></p>
<b><u>6</u></b>	<b>Lloyd Register Asia (LRA)</b>	<p><b>63-64, Kalpataru Square, 6<sup>th</sup> Floor, Kondivita Lane, Off Andheri- Kurla Road, Andheri East, Mumbai – 400 059</b></p> <p><b>Contact Person- Shri Ratan Kumar</b>  <a href="mailto:rattan.kumar@lr.org">rattan.kumar@lr.org</a> ;  <a href="mailto:mumbai-port@lr.org">mumbai-port@lr.org</a></p>
<b>7.</b>	<b>Bureau Viretas (BV)</b>	<p><b>111, Meadows , 1<sup>st</sup> Floor, Sahar Plaza Cpmplex, Andheri- Kurla Road, J.B. Nagar, Andheri (E), Mumbai-400059.</b></p> <p><b>Contact Person: Shri Vinay Mada/ Shri Shailendra Nath</b>  <a href="mailto:Shailendra.nath@in.bureauveritas.com">Shailendra.nath@in.bureauveritas.com</a></p>

Certificate No.

LOGO

NAME OF RO

**CERTIFICATE OF INSPECTION**

This is to state that [Name of the Institute] -----  
address: -----,  
is conducting the following approved competency course/s:

**The institute has been inspected as per the Comprehensive Inspection Programme Guidelines of the Director General of Shipping issued vide DGS Order No.23 of 2014 dated 29.12.2014, and it is certified that :**

1. The Institute meets the training requirement criteria as required under the STCW Convention, as amended in 2010.
2. The Institute complies/ does not comply effectively with all applicable Merchant Shipping Rules, and other associated orders, circulars and guidelines issued by the Directorate General of Shipping.
3. The Institute implements and maintains a quality system, in accordance with the ISO or equivalent standards, as per the requirements of the STCW convention.
4. The Institute has been assigned Grade \_\_\_\_ for three years from date of issue of this certificate on the basis of Inspection as carried out on \_\_\_\_\_, subject to Annual Inspections/ Endorsements shown overleaf.

Validity of the Certificate : \_\_\_\_\_

This certificate is issued based on inspection date \_\_\_\_\_

*This Certificate is issued under authority of The Directorate General of Shipping, Govt. of India.*

SEAL

Date of Issue.

\_\_\_\_\_  
(Name / Title )

Place of Issue:

**Certificate No.**

ENDORSEMENTS:

1<sup>st</sup>Annual Endorsement

Due Dates  $\pm$ 1 month from  
Date of anniversary  
\_\_\_\_\_

Grading : Maintained  
Improved to \_\_\_\_\_  
Downgraded to \_\_\_\_\_

Date:  
Seal  
Place:

Signature \_\_\_\_\_  
( Name / Title)

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2<sup>nd</sup>Annual Endorsement

Due Dates  $\pm$ 1 month from  
Date of anniversary  
\_\_\_\_\_

Grading : Maintained  
Improved to \_\_\_\_\_  
Downgraded to \_\_\_\_\_

Date:  
Seal  
Place:

Signature \_\_\_\_\_  
( Name / Title)