

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

No. TR/CIR/6(6)/2012

Dated: 31st December, 2103

DGS ORDER No. 25 of 2013

1. Maritime Education and Training in India is administrated by the Director General of Shipping in accordance with the M.S. (STCW) Rules, 1998, which under Rule 47 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 I/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. Maritime education and training in India was earlier imparted predominantly through Government Training institutes, which was opened to the private sector in 1990s. Since then, a large number of maritime institutes have been set up, spread all over the country, offering pre-sea and post-sea training in various streams. All these institutes are functioning under the control and monitoring mechanism of the Directorate General of Shipping and its field offices as required vide paras 1 & 2 above.
4. Traditionally, the monitoring mechanism of the DGS largely depended on the physical inspection of institutes by inspection teams from the respective Academic Councils (ACs), jointly comprising of technical officers of the Mercantile Marine Departments (MMDs) and external members from the shipping industry and approved maritime training institutes. In order to implement International Conventions and to

ensure the quality and uniformity of training among the growing number of institutes, the Quality Standards System certification and grading by rating agencies were 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.

6. The maritime training has to remain dynamic and keep pace with technological advances. Therefore, it is imperative to bring in reforms in the monitoring process of maritime training institutes on regular basis. On a review of the existing monitoring process, it is felt that the system of inspection of maritime training institutes needs qualitative improvement.

7. Accordingly, the Directorate General of Shipping has developed the Comprehensive Inspection Program (CIP), integrating and upgrading the existing inspection processes, while introducing an effective grading mechanism for maritime training institutes. To achieve these objectives, 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. The CIP is initially applicable to all institutes conducting pre- sea training programmers as listed in the guidelines.

8. Authorized Classification Societies as Recognized Organizations as listed in Annexure- II shall carry out the inspection, gradation and certification of maritime institutes. This methodology will assist in portraying the total maritime training in India with global transparency and objectivity.

9. On completion of initial inspection, the institute shall be awarded “provisional grading”, which shall be confirmed, upgraded or downgraded during the subsequent annual inspections.

10. The maritime training institutes shall also be subjected to un -scheduled inspections by Directorate General of Shipping or its field offices, as required.

11. This order is issued in partial modification of DGS Training Circular No. 28 of 2004 dated 11.10.2004, DGS Order No. 2 of 2007 dated 31.10. 2007 and supercedes Training Circular No.2 of 2004 dated 01.1.2004, Training Circular No. 21 of 2005 dated

12.7.2005, Training Circular No.1 of 2006 dated 12.1.2006, Training Circular No.6 of 2006 dated 14.3.2006 and DGS Order 1 of 2007 dated 29.6. 2007.

12. This Comprehensive Inspection Programme (CIP) will be effective from 01.01.2014,

13. This is issued under the powers conferred in Chapter IX Rule 47 of the Merchant Shipping (Standards of Training, Certification & Watch Keeping for Seafarers) Rules, 1998, as may be amended.

Sd/-

(Gautam Chatterjee)

Director General of Shipping &

Ex-Officio Additional Secretary

To the Government of India

Encl: Annexure- I & II

To

All Concerned including Pre -Sea Maritime Training Institutes,

PO / SIC, MMDs / Recognized Organisations,

INSA / MASSA / FOSMA, Mumbai

CS / NA, DGS, Mumbai

Hindi Cell with a request for Hindi version

Computer Cell for uploading on website

Guard File

Annexure -I of DGS Order No. 25 of 2013

**DG SHIPPING
GUIDELINES
FOR
COMPREHENSIVE INSPECTION
PROGRAMME
OF
MARITIME TRAINING INSTITUTES**

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 recognized that in the increasingly competitive manpower supply in International Shipping, excellence in maritime education and training is a necessity.

1.2 Though the maritime training in India is currently passing through a transient phase, due to the recent recession in international shipping, it is the view of the Directorate that there has always been an interplay in maritime training between the dynamic requirements of the evolving levels of scientific and technological competencies expected of the seafarers vis-a-vis the role of the state regulatory framework. It is therefore incumbent upon the maritime administration to introduce timely modernization 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 training and short modular courses in varying streams. Though , all of them are functioning under the centralized 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), predominantly comprising of the technical officers

of the Mercantile Marine Departments (MMDs). 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 specialized 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, aggravated by the shortage of technical officers in the MMDs, 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 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 institutes.

2.4 The purpose of **DGS Order No. 25 of 2013** is to introduce a 'Comprehensive Inspection Programme (CIP)', integrating all three existing inspection processes a maritime training institute is currently required to undergo on regular basis, i.e., the Scheduled inspection by Academic Councils, 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 and the Grading assessment by Rating agencies. The Institute shall continue to maintain a Quality Management System in accordance with ISO or equivalent standards as per Regulation I /8 of the STCW

Convention. The QMS Audit may be carried out by the same inspecting RO during the CIP.

3. Applicability:

3.1 This order applies to all Maritime Training Institutes functioning under the approval of the Director General of Shipping, conducting any of the following Pre-sea maritime courses:

1. 3 years B.Sc. - Nautical Science / 4 yrs. B.S. Nautical Technology Course.
2. 1 Year Diploma in Nautical Science Course (DNS) leading to 3 years B.Sc. Nautical Science degree Course
3. 4 Years Marine Engineering Degree Course
4. 1 Year Marine Engineering Course for Graduates (GME)
5. 2 Years Marine Engineering Course for Diploma holders (DME)
6. 3 Years Alternate Training Scheme Course (ATS)
7. 4 Months Electro Technical Officers Course (ETO)
8. 6 Months General Purpose Ratings Course (GP Rating)
9. 6 Months Certificate Course in Maritime Catering (CCMC)

3.2 This Comprehensive Inspection Programme (CIP), dispenses with the mandatory requirement for the Grading by Rating agencies and supersedes the following Circulars:-

3.2.1 DG Shipping Training Circular No. 2 of 2004 dated 01.01.2004 [F. No.11 TR (12)/2003], Training Circular No. 21 of 2005 dated 12.07. 2005 [F.No.11- TR (17) /2005], Training Circular No. 1 of 2006 dated 14.03.2006 [F.No.11- TR (17) /2005-II], and Training Circular No. 6 of 2006 dated 12.01. 2006 [F. No.11-TR (17)/2005] on the Benchmarking / Grading of Training institutes.

4. Objectives:

4.1 The Comprehensive Inspection Programme, now being introduced, 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 objectives below:-

4.1.1 A credible grading of institutes would significantly aid prospective candidates aspiring for a career in the maritime field 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. Moreover, since the institutes and the courses they offer will be benchmarked against internationally accepted best practices, students would get a fair idea about the course quality vis-&-vis global standards.

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 recruits.

4.1.4 A comprehensive inspection programme (CIP) would lighten the burden of institutes from undergoing multiple inspection processes. Moreover, the CIP would eventually serve as an effective tool to the Directorate General of Shipping for non-intrusive regulation of the pre-sea 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 Organization (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) issued and/or recognized by Indian Maritime Administration.

5.2 The institute shall have the option of approaching any of the above 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 be 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, reassessment of the concerned areas needs to be specifically undertaken.

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

6.3.1 That the institute is meeting the relevant requirement of the Standards of Training Certification and Watch-keeping (STOW) Convention as applicable.

6.3.2 That the institute is complying with all the applicable Merchant Shipping 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 courses it conducts, as shown in the Table below:

Table 1 : GRADING SCALE			
Sr. No	% Score of Credit Points	Grading	Remarks
1	90% and above	A1	Outstanding
2	80-89.9%	A2	Very Good
3	70-79.9%	B1	Good
4	60-69.9%	B2	Average
5	50-59.9%	C1	Below Average
6	Below 50%	C2	Poor

6.4 The Grading shall be valid for the entire period of Certification unless revoked by the Recognized Organization concerned. However, the Recognized 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 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 graduating students, placement of passing out students 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 maintenance.

7.2.2 Faculty & Human Resource Development.

7.2.3 Student Development Programmes (Academics & Personality).

7.2.4 On- board Training Records

7.2.5 Overall Performance & Management stability.

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 Recognized 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 / 1 MO 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 number of Minor Non conformities, Non conformities not closed within time limit, Serious lapses in the basic

minimum prescribed infrastructure, False submission of information to the authorities, course certificates being awarded to candidates who have not attended the classes, serious nonconformities 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:

The structure and functional jurisdiction of the Principal Officer, MMD remains as it is. However, the mandatory requirement of ' Annual Scheduled Inspections' by MMDs/ ACs 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:-

Table 2: Frequency of Surprise Inspections.			
Sr. No.	Grading	Remarks	Frequency of Inspection
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 may be reviewed by the DGS.

10.2 The MMD 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 the implementation of the surprise inspections as detailed above.

11 . Appeal Process

11.1 The Recognized 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 14 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. Approval of new Courses or enhancement of seats:

12.1 Any proposal from the institutes falling under the category of 'Outstanding (A1)', and Very Good (A2), for the introduction any new pre-sea courses or enhancement of seats of the existing pre-sea courses shall receive a 'Green- Channel' approach, subject to any policy restrictions from the Directorate. Such Institutes may make a formal application to the Directorate in this regard between 1st January and 30th April of any year, with a clear recommendation from the respective RO on the adequacy of the required infrastructure and other facilities . An indicative guideline on the areas to be covered for the approval of new courses is provided in Section VIII of the Assessment Checklist.

12.2 For any request for the approval of new pre-sea courses or enhancement of seats from the existing institutes falling under the category of ' Good (B1), the institute may make a formal application to the Directorate General of Shipping. The Director General of Shipping may consider such application based on its merits and if deemed fit, may have the verification inspection of the facilities carried out, and approve or reject such proposals.

12.3 Institutes falling under the category of 'Average (B2) ', 'Below Average (C1)' or 'Poor (C2)' shall not be entitled to apply for new courses or enhancement of seats, till they improve the Grading to the categories mentioned in the paragraphs above.

A summary of these requirements is provided in the tabular form as below:

Table 3		Category of Institute based on Grading as per Table 1					
No.	Requirement	A1	A2	B1	B2	C1	C2
1	Self Declaration from Institute	Y	Y	Y	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE
2	Recommendation from RO	N	Y	Y			
3	Recommendation from MMD	N	N	Y			
Note: Y –Yes (Required) , N- No (Not required)							

13. Approval of new institutes:

For initial approval of any new institute, the existing procedures as prescribed in DGS Order No. 2 of 2007 shall continue to apply, including for the inspections by the Mercantile Marine Departments. However, such institutes must undergo a 'Comprehensive Inspection Programme' by an RO in the applicable areas, within one year of obtaining the initial approval and demonstrate the compliance of a Grading, in place, except the applicable areas in Para 3.3 of Part IV of assessment checklist.

14. 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.

**Comprehensive Inspection Programme
For
Maritime Training Institutes**

ASSESSMENT CHECKLIST

(See DGS Order No. 25 of 2013)

ASSESSMENT CHECKLIST

1. General Instructions:

1.1 The Institute will submit to the Inspecting agency (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 agency.

1.2 All the inputs need to be supported by necessary documentary evidence as applicable (eg. Faculty details, Placement records, etc) and duly authenticated by the Head of the institute.

1.3 Recognized Organization is required to physically verify the factual merit of the entries made by the Institute and fill up Column (5) - (‘RQ’s Remarks and Assigned Credit Points’), against each criterion, after ascertaining the extent of compliance.

1.4 RO shall also fill up Section -VI of the Checklist- ‘Total Credit Points & Final Gradation”, after assigning and tabulating Credit Points in all other applicable sections.

1.5 Each Course is to be assigned Total Marks and Grading individually. after assessing the applicable areas separately. However for ‘Overall Grading’, average of these points need to be considered.

1.6 Workshops & Laboratories need to be independently assessed, as per the applicable areas of the Checklist and average of the accrued points shall be considered for final overall grading.

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 \pm Bonus Points (eg. 10 ± 5) is mentioned, full compliance of the respective requirement will accrue Base credit points as mentioned in column '6' (eg.10). However, 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. $10 - 1 = 9$ points). **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, points (in proportion to the excess) in the scale indicated in column '6' may be added to the base credit points (eg. $10 + 4 = 14$ 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. **However, any one non- compliance will make the credit '0' and any additional non- compliance will get negative (-ve) credits, in each of such cases, in the respective magnitude of the base point as mentioned in column '6'.**

3. General References:

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

Sr. No.	Compliance requirement	References
1	Infrastructure	DGS Order 2 of 2007, DGS Order 1 of 2003
2	Faculty Requirements	DGS Order 5 of 2013
3	Course Curriculum	As per DGS Guidelines and IMO Model courses as applicable
4	Course Guidelines	DGS Guidelines and IMO Model Course Guidelines as applicable
5	Workshop / Laboratories.	DGS Guidelines and IMO Model Courses as Applicable

GENERAL PARTICULARS (To be filled in by the Institute):

1	Name of the Institute	
2	Address	
3	Pin	
4	Land Ph. No / Contact Mobile No	
5	Fax No	
6	E-Mail details	
7	Web Site	
8	PAN No. of Institute / Trust/ Society/ Sec.25 Company	
9	Primary Bank details (Bank/Branch/IFSC No)	
10	Name of Head of Institute / Designation / Tel no /E mail	
11	Promoted by	
12	Name of the nonprofit making registered public trust/section 25 company/ society	
13	Category of Promoter (shipping companies/ ship & maritime related management companies/ Government Institute/ship building companies/private institute)	
14	INDOS No. of the Institute	
15	Details of Pre-sea courses conducted	
16	DGS approval No & date /validity up to (against each pre-sea course)	
16(a)	DGS Approved intake capacity & admitted intake against each pre-sea course	
17	Affiliating university (As applicable), Address & Ref No of Affiliation/ validity up to	
17(a)	University approved intake capacity against	

	each discipline (as applicable)	
18	Any other affiliating Body & Address & Ref No of Affiliation (As applicable) / validity up to	
19	A.I.C . T.E. approval Ref. No. and its validity (As applicable)	
20	ISO Certification (Approving Body / Approval No & validity)	
21	Gradation as per approved grading agency/ IACS member (R.O.) last Inspection (also Ref No & date)	
22	Name of Authorized signatory	
23	Designation & contact details of Authorized signatory (Designation/ Ph. No/Mobile/Fax No/E-mail	
24	Details of Existing maritime courses run by the Institute	
26	Ref. No & Date of Last DGS approval for any Course	
27	Date of Last DGS Inspection/ Grading Inspection / ISO Inspection	
28	No of Observations /N. Cs as per last DGS /IACS Inspection /Grading Inspection/ ISO Inspection	
29	Action taken on above Inspection observations & N.C s as per (28)	
30	Any corrective action pending under condition (28)	
31	Any Other Significant changes to	

	Infrastructure/ work done /implemented /Infrastructure Installed to improve standard of training in the institute since last inspection. (If yes, necessary documents may be attached)		
32	Institute being member of any globally recognized association - if yes, then details		
33	Submission of Audited (by a certified Chartered Accountant) Balance Sheet of the Institute/ organization highlighting Marine Training financial details		
34	Capital Structure : (Applicable to Institute/ Organization, where there are Liabilities in the balance sheet)	Current Ratio (Current Asset / Current liability)	
		Debt Service Coverage Ratio (Net operating income / Total Debt Service)	
35	Sustainability of operations & Resources (As per last audited year)	Income compositions	
		Surplus Income	
		Use of surplus cash generated in Marine Training	
36	Whether any new course/s applied for to DGS in last six (6) months? (If yes, then details thereof)		
37	Last batch in the pre-sea course(s) commenced on (Give dates of commencement of Training)		
38	Whether any Legal cases pending for /against the Institute? If yes, give details.		

39	Whether Annual Fees to DGS (1% of Total Fees collected as per applicable circular)) is paid up to date by the Institute? If yes, give details.	
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I. INFRASTRUCTURE SET-UP & MAINTENANCE

(Maximum Credit Points: 1000)

Note:

1. The Basic infrastructure requirements shall be as per DGS Order 1 of 2003, and / or DGS Order 2 of 2007 as applicable.

2. In case of full compliance of the respective clause of the DGS Order 1 of 2003, and /or DGS Order 2 of 2007, 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 points (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+4 =14 points). In case the institute has double the minimum requirements, Maximum bonus points may be awarded (eg. +5)

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. (eg. For Institutes, which do not undertake any Engineering courses, sections such as Ship in Campus, Number of candidates securing CoC for Engineers etc need not be applied).

Annexure -1 of DGS Order No. 25 of 2013

1	2	3	4	5	6
Sr No	Head	Details	Institute Comments &Credit Points Claimed	RO's Remarks & assigned Credit Points	Base Credit Points
1	Campus maintenance and Ambience				100 (max)
1.1	Ambience				10 (max)
1.2	Land availability	Ref. Para .2.1 of DGS Order 1/ 2003 or , 2/2007			15
1.3	Land(owned/Leased)	Ref. Para 1.5. 2 (e) of DGS Order 1/2003 and Para 1.5.1 (e) of DGS Order 2/2007			15
1.4	Statutory clearances	Ref. DGS Order 2 / 2007			15
1.5	Location/ accessibility	Ref. Para .2.2 of DGS Order 1/ 2003 or 2/ 2007			15
1.6	Construction quality of the Buildings	Ref. Para.2.4 of DGS Order 1/2003 or, 2/2007			10 ± 5
1.7	Any additional facility worth				15

	awarding bonus points (needs clear explanation).				(max)
2	Class Room maintenance and Ambience	(Maintenance of Teaching Aids/ furniture/ fixtures/ furnishing & general maintenance)			75 (Max)
2.1	Area	Ref. Para. 2.10 of DGS Order 1/2003 or, 2/2007			10 ± 5
2.2	Teaching Aids				10 ± 5
2.3	Furnishing				10 ± 5
2.4	Ventilation / Lighting				10
2.5	Temperature control				10
2.6	Any additional facility worth awarding bonus points (needs clear explanation)				10
3	Practical Work – Shop facilities	(Each workshop viz. Basic Engineering, Marine, Electrical, and Seamanship etc may be separately evaluated and the average credits awarded, here accordingly Separate calculation sheet to be provided.)			75 (Max)
3.1	Area of workshop	As per DGS/ guideline as applicable to the respective course			10 ± 5
3.2	Adequacy of equipment/ machineries				10 ± 5
3.3	Adequacy of Instructors				10 ± 5
3.4	Extent of utilization by trainees.				10
3.5	Standard of maintenance				10
3.6	Any additional facility worth awarding bonus points (needs clear explanation).				10
4	Out Door Training				75
4.1	Boating / Life Boat stations	Ref. Para .2.25 of			

		DGS Order 2/2007			
4.2	Parade Grounds	Ref. Para.2.22 of DGS Order 2/2007			
4.3	Play Grounds	Ref. Para.2.21 of DGS Order 2/ 2007			
4.4	Swimming Pool	Ref. Para . 2.24 of DGS Order 2/2007			
4.5	Auditorium	Ref. Para. 2.23 of DGS Order 2/ 2007			
4.6	Any additional facility worth awarding bonus points	(Needs clear explanation on the reasons for bonus point assignment.)			
5	Laboratories	(Each laboratory Viz. Chemistry, Physics, strength of materials, etc may be separately assessed and the average credit points awarded accordingly. Separate calculation sheet to be provided)			75 (Max)
5.1	Area of laboratories	As per DGS guideline as applicable to the respective course			10 ± 5
5.2	Adequacy of equipments				10 ± 5
5.3	Adequacy of Instructors				10 ± 5
5.4	Standard of maintenance				10
5.5	Extent of utilization by trainees.				10
5.6	Any additional facility worth awarding bonus points.	(Needs clear explanation on the reasons for bonus point assignment.)			10
6	Administrative facilities	General maintenance of allied offices, and other facilities			

6.1	Administrative area				10
6.2	Visitor's Lounge				10
6.3	Principal's Room				10
6.4	Faculty rooms				10
6.5	Staff rooms				10
6.6	Conference room				5
6.7	Seminar Halls				10
6.8	Any additional facility worth awarding bonus points	(Needs clear explanation on the reasons for bonus point Assignment.)			10
7	Library Facilities	(Adequateness and annual supplementation of nos. of titles & copies , Book Bank ,Late evening facility , no of librarians, Training Videos, cassettes, Journals, Internet facilities, Computerized library Management System etc)			75 (Max)
7.1	Area of Library	Ref. Para.2.11 of DGS Order 2/2007			10 ± 5
7.2	Adequacy of Academic book bank				10
7.3	Availability of Journals / Publishing				5
7.4	Digital library				5
7.5	Dedicated librarian				5
7.6	Updating of books & publications.				5
7.7	Late hour availability of library facilities				10
7.8	Internet facility in Library				10

7.9	Any additional facility worth awarding bonus points, including Library hours				10
8	General Amenities	(In House Bank /ATM, Purified Water & Emergency Power , Medical facilities, communication, Dedicated Transport, etc)			75 (Max)
8.1	Medical facilities	Ref. Para .2.19 of DGS Order 2/2007			10 ± 5
8.2	Communication facilities	Ref. Para.2.17 of DGS Order 2/2007			10 ± 5
8.3	Back-up power	Ref. Para.2.26 of DGS Order 2/ 2007			10 ± 5
8.4	Dedicated transport Facilities				5
8.5	Fire Extinguishers (Ready availability)				5
8.6	First Aid Box (Ready availability)	Ref. Para. 2.19 of DGS Order 2/2007			5
8.7	Complaint / Suggestion box				5
8.8	Any additional facility worth awarding bonus points (needs clear explanation) .				10 (Max)
9	Hostel Facilities	<i>(Room & furnishings upkeep, Catering facility , Health & Hygiene facility, Round the clock supervision facility, Utility provisions, etc)</i>			225 (Max)
9.1	Adequacy of hostel facility (Area)	1. Ref. Para.2.5 - 2.9 of DGS Order 2/ 2007			10 ± 5
9.2	Single / Double Occupancy				10 ± 5

9.3	3 / 4 persons sharing	2. If the institute is in compliance with 9.2, the points of 9.3 and 9.4 may be added , If the institute is in compliance with 9.3 the points of 9.4 may be added			5 ± 5	
9.4	Dormitory				5 ± 5	
9.5	Adequacy of toilet / bathroom facilities				10 ± 5	
9.6	Adequacy of furniture				10 ± 5	
9.7	Hygiene and maintenance				10 ± 5	
9.8	Round Clock supervision				10 ± 5	
9.9	Adequacy of Dining facilities				10 ± 5	
9.10	Quality of food				10 ± 5	
9.11	Whether food cooked in the own galley of the institute & quality of galley facilities				10 ± 5	
9.12	Hygiene of Kitchen				10 ± 5	
9.13	Adequacy of Recreational Area		Ref. Para 2.18 of DGS order 2/2007			10 ± 5
9.14	Internal recreation facilities (TV/Newspaper etc)					5 ± 5
9.15	Indoor Games				5 ± 5	
9.16	Linen, laundry & Ironing	Ref. Para 2.8 of DGS order 2 of 2007			10	
9.17	Any additional facility worth awarding bonus points (needs clear explanation).				10	
10	The Green Campus	Environment preservation initiatives from the institutes may be given additional credits to the extent of initiatives			75 (Max)	
10.1	Energy Conservation Practices	eg. Electrical Energy management			10	

10.2	Dependence on nonconventional energy	eg. Solar, Wind energy plants			15
10.3	Waste Management	eg. Own waste management plants			15
10.4	Water harvesting initiatives	eg. Rain water harvesting			15
10.5	Student Environment activities	Eg. Nature's cub, Forest Club etc			10
10.6	Any additional initiative worth awarding bonus points, (with details).	In-house magazines, Environment Day activities			10
11	Other General Facilities	<p><i>1. In case of 'YES/NO' choice, 'YES' will be awarded with the- equivalent Base point mentioned in column'6' .</i></p> <p><i>2, In case of requirements, where only Max Base point indicated in column 6 , the credit points may be assigned in proportion to the extent of compliance, in that scale to the maximum indicated point, (eg. If max point mentioned Is 10, points may be assigned from 1 to 10 depending upon the grading)</i></p>			75(Max)
11.1	Provided with full fledged Ship In Campus.	Ref. Tr. Cir. 1/2004	YES/NO		25
11.2	In-house Basic modular courses facility under STCW	Basic fire fighting, PST,PSSR,EFA, etc As per DGS course Guidelines	YES/NO		10
11.3	Campus Exclusivity for	(Not co-shared with	YES/NO		10

	Marine Training	any Non Marine Streams)- in this case, full marks will be awarded for 11.4			
11.4	Marine Trg, Facility Exclusiveness (in Case of Co-sharing)	Separate Academic Building, Exclusive Labs, & workshop etc. (marks will be given proportionately)	YES/NO		10
11.5	Marine Hostel facility (In case of Co-sharing)	Marine Hostel Exclusiveness & Separate Ladies' & Men's Hostel facilities) Ref. Para 2.5 of DGS Order 2/2007	YES/NO		10
11.6	Significant Installation	Any significant Additional Installations to Improve Marine Training Standard	YES/NO		10
	Total Points				1000
	Total Percentage Credits				
	Individual Grade				

II. FACULTY & HUMAN RESOURCE DEVELOPMENT :

(Maximum Credit points : 800)

NOTE:

1. The requirements regarding the number of faculty members or instructors are governed by DGS Order No. 2 of 2007, 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

1	2	3	4	5	6
Sr No	Head	Details	Institute Comments & Credit	RO's Remarks & assigned Credit Points	Base Credit Points
1.	Adequacy	<p>1. Adequacy of faculty /instructors needs to be assessed based on the Master Plan' of lecture schedule of al Courses combined</p> <p>2. Subject expertise of the faculty and his total working hours to be given due consideration</p> <p>3. Compliance with minimum requirement will get full credit points a mentioned in column '6'.</p> <p>4. Any non-compliance will make the credit '0'</p> <p>5. Any additional non-compliance will get negative (-Ve) credits, in each of such cases, to the same magnitude of base point as</p>			130 (max)

		mentioned in column '6'.			
1.1	Principal	Ref DGS Order 5 of 2013. Additionally, respective Course Guidelines may also be referred as applicable.			
	Head of Departments/Course in Charge				
	Marine faculty				
	Non-Marine Faculty				
	Instructors				
	Visiting /Full time Faculty ratio				
	Compliance with teaching hours requirements				
2.	Qualification	<p>1. Compliance with minimum requirement will get full credit points as mentioned in column '6'.</p> <p>2. Any one non-compliance will make the credit 'O'.</p> <p>3. Any additional no/7-compliance will get negative (-ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '6'</p> <p>4. Any superior qualification will get additional credits to the respective scale indicated in column, with maximum of 50 Pts and 25 Pts in each category Marine and Non- marine respectively.</p> <p>5. As per DGS Order 5 of 2013. Additionally, respective Course Guidelines may also be referred as applicable</p>			175 (Max)
2.1	Principal	Ref: Section A -I/6 of			25

2.2	Course In charge	STCW Code .			20
2.3	Marine Faculty	Part -III of DGS Order 5 of 2013.			15
2.4	Instructors				5
2.5	No-Marine faculty (Academic)	As per DGS Order 5 of 2013			10
2.6	Non-Marine Faculty (engineering)	As per DGS Order 5 of 2013			10
2.7	Instructors/Lab assistants				5
2.8.	Superior Qualification of Marine Faculty	Any relevant additional qualification such as Extra First Class, MSc (Malmo), PGDMOM (IIT, KGP) etc will get additional score 5 each to maximum of 25 Pts			5 Pts per faculty (Max: 25 pts)
2.9	Super qualification of Non Marine faculty	Any additional qualification such as Ph.d, M. Phil, M. Tech will get 5 Pts each to maximum of 25 Points			5 Pts per faculty (Max: 25 pts)
2.10	Compliance with TOTA requirements	Ref. DGS Order 5/2013			35
3	Experience	<i>Each year of experience will get respective award point as mentioned in column '3 ' to a maximum of 10 pts for each faculty with</i>			80 (max)

		<i>maximum limit of maximum base pts in total in each of such category</i>			
3.1	Seafaring Experience	Each year of additional sea service (over and above the minimum stipulated) will get an award of '0.5 point with a maximum of 2 pts for each faculty and maximum limit of 10pts in total			10(max)
3.2	Industrial Experience	Each year of experience will get an award of ' 0.5' point with a maximum of 3 pts for each faculty and 10 pts.			10 (Max)
3.3	Teaching Experience	Each year of experience will get an award of ' 1' point with a maximum of 5 pts for each faculty and 25 pts			25 (max)
3.4	No of Instructors with marine background	Each instructor with minimum 3yrs of relevant training experience in MTIs will get credit point of 2 each, with a Maximum of 10.			15 (max)
3.5	No of instructors with Naval Background	Each instructor with minimum 3yrs of			10 (max)

3.6	No of instructors with industrial background	relevant training experience in MTIs will get credit point of 1 each, with a Maximum of 10.			10 (max)
4	Fitness	<ol style="list-style-type: none"> 1. Compliance with minimum requirement will get full credit points as mentioned in Column '6' 2. Any one non compliance will make the credit '0' 3. Any additional non-compliance will get negative (-ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '6' 			50 (Max)
4.1	Age limit (Full time faculty)	Ref DGS Order 5 of 2013			10
4.2	Age limit (instructors)				10
4.3	Age limit (Visiting faculty)				10
4.4	Medical Fitness				10
4.5	Communication Skills				5
4.6	Pedagogy Skills				5
5	Teaching Hours	<ol style="list-style-type: none"> 1. Compliance with minimum requirement will get full credit points as mentioned in column '6' 2. Any one non- Compliance will make the credit 'o' 3. Any additional non compliance will get negative (-ve) credits , in each of such cases, to the same magnitude of base point as mentioned in Column '6' 			70 (Max)

5.1	Principal	Ref DGS Order 5 of 2013			10
5.2	Vice Principal				15
5.3	Faculty members				15
5.4	Visiting Faculty				15
5.5	Instructors				15
6	HR Processes	<p>1. <i>Compliance with minimum requirement will get full credit points as mentioned in column '6'.</i></p> <p>2. Any one non-compliance will reduce the credit by 'O' marks.</p> <p>3. <i>Any additional non-compliance will get negative (-ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '6'</i></p>			150 (Max)
6.1	Faculty student ratio (Marine)	Ref: Para 3.1 of DGS Order 2/2007 and DGS Order 5 / 2013			10
6.2	Faculty student ratio (Non-Marine)	Ref : Para 3.1 of DGS Order 2/2007 and DGS Order 5/2013			10
6.3	Instructor - student ratio	Ref: Para 3.1 of DGS Order 2 /2007 and DGS Order 5/2013			10
6.4	Attrition rate of marine faculty (Ratio of the number of regular faculty members left the institute to the	<p>5 0-10% - +15 pts</p> <p><11 -25% - +10 pts</p> <p><26 - 50 % - 0 pts</p> <p><51-75% - -20 pts</p> <p><76-100% - -30 pts</p>			15(Ma x) -30 (Min)

	average number of faculty in a calendar year)				
6.5	Attrition rate of non-marine faculty. (Ratio of the number of regular faculty members left the institute to the average number of faculty in a calendar year)	< 0-10%- +15pts <11-25%+10 pts <26- 50% - 0 pts 551-75%- -10 pts 576-100%- -15 pts			15 (Max) -15 (Min)
6.6	Established system for selection & recruitment of faculty	Whether procedures are laid down in QMS.			10
6.7	Average retention period of regular faculty (Total number of years of service of all regular faculty members currently with the institute, divided by the total number of faculty)	1 Pt for each year with a maximum of 10 Pts			10
6.8	Relevant Training & Orientation Programmes				10
6.9	Career Growth				10
6.10	Professional development programmes of faculty				10
6.11	No of faculty living in campus	'2' pts in each case with a maximum of			20 (Max)

		20 pts.			
6.12	Is the Total No. of faculty and instructors (Regular and Visiting) sufficient to conduct all the courses being conducted in the Institute?				10 (Max)
6.13	Are the classes/ practical actually being conducted as per the course curriculum time table for the course (s)?				10 (Max)
7	Pedagogy / Teaching process				125(M ax)
7.1	General Effectiveness	By means of (i) independent assessment of classes by RO (ii) Realistic records of internal assessment by HODs (iii) Verification of video recordings of class room proceedings etc			25
7.2	Curriculum planning & development				10
7.3	Updating of Course Contents				10

7.4	In Classroom discipline / Monitoring				10
7.5	Effectiveness of lesson planning				10
7.6	Use of teaching aids				
7.6.1	LCD Projectors				5
7.6.2	IMO / allied Training Videos				5
7.6.3	Charts & similar teaching aids				5
7.6.4	Working / Scaled down Models				5
7.7	Use of Modern techniques / Information Technology	Simulators, blended learning, animation & multimedia, electronic boards, etc			30
7.8	Any additional facility worth awarding bonus points.	Needs clear explanation on the reasons for bonus point assignment.)			10
8	Research & Development Activities				20(Max)
8.1	No of research papers submitted by faculty / student of the institute in the preceding 3 yrs.	2 points for each such case with a maximum of 10 points			10 (Max)
8.2	No of marine related projects undertaken by	1 points for each such case with a			5 (Max)

	the institute in the preceding 3 yrs in association with industry participation.	maximum of 5 points			
8.3	No of marine related projects undertaken by the institute internally in the preceding 3 yrs	1 points for each such case with a maximum of 5 points			5 (Max)
	Total credit Points				800
	Total Percentage Credits				
	Individual Grade				