

<b>DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVERNMENT OF INDIA</b>		
	<b>TRAINING BRANCH</b>	<b>IS/ISO Clause No. 7.1</b>
<b>Ref: QMS EACQP-07-1 Pages :08</b>	<b>Sub: Faculty-Approvals, Qualifications, Age Limits, Teaching Hours and other related matters</b>	<b>File No: TR/CIR/6(6)/2011</b>
<b>Approved by the; Director General of Shipping, Gol.</b>	<b>DGS Order No. 5 of 2013</b>	<b>Date: 15.03.2013</b>

**Subject: Faculty - Approvals, Qualifications, Age Limits, Teaching hours and other related matters**

In supersession of earlier circulars, notices and orders No.3-TR (20)/2000 dated 30.07. 2000, Training Circular No.14 of 2005 dated 25.5.2005 , Training Circular No.26 of 2005 dated 20.12.2005, M.S.Notice No. 19 of 2001 dated 14.12. 2001, Training Circular No. 2 of 2002 dated 25.02.2002, Training Circular No, 9 of 2003 dated 01.01.2003, Training Circular No. 5 of 2006 dated 03.03.2006, Training Circular No.4 of 2008 dated 23.04.2008, Training Circular No.5 of 2008 dated 30.04.2008, Training Circular No. 8 of 2007 dated 26.12.2007, Training Circular No.8 of 2008 dated 05.11.2008, Training Circular No .2 of 2011 dated 23.02.2010; and in partial modification of Para 3.2, 3.4, 3.6.5 of Part 3 of DGS Order No.1 of 2003 dated 15.01.2003 and Para 3.2, 3.4 , 3.6. 5 of Part III of DGS Order No.2 of 2007 dated 31.10. 2007, issued by the Directorate on the subject of Faculty - Approvals, Qualifications, Teaching hours , Age Limits and related matters as covered in this order , the Director General of Shipping is pleased to issue the following Order:

**PART - 1: Approvals for the Instructors, Faculty and Principal**

1.1 The practice of obtaining prior express approvals for the faculty and Instructors from Academic Councils is henceforth discontinued. The institutes shall

ensure compliance with all the DGS requirements relating to the number, qualifications, experience and age limits of instructors, faculty members and Principal prescribed in this Order.

1.2 Further , the institutes are required to submit a half- yearly report by 15<sup>th</sup> January and 15<sup>th</sup> July of every year to their respective Academic Councils and the training branch of the Directorate in the format prescribed at Annex-I. Electronically. The verification of the number, qualifications, and experience and age limits of the faculty shall be done during the inspections carried out by the organizations carrying out QSS audits for the institutes, and the respective Academic Councils.

1.3 Approval for the Principal, however, shall continue to be granted by the Directorate General of Shipping. Any proposal for change of the Principal must be communicated to the Directorate along with the approval request 15 days prior to such appointment.

1.4 All institutes are required to keep their web site updated with the list of all the faculties (Full-time and Visiting) engaged by them, conducting all courses, including their age, qualifications, and exemptions, if any;

**Explanation:-**

1.5 A Full time faculty includes:

1.5.1 Faculty appointed on permanent basis / long-term basis; and

1.5.2 Faculty on contractual engagement for a period not less than three months, tasked with completing the topics assigned Provided that, not more than 20% of the full-time faculty , shall belong to the category of full-time faculty as in 1.5.2 above

1.6 A Visiting faculty means a faculty member engaged on part-time basis.

1.7 Certificate of Competency (CoC) means a Certificate of Competency under the provisions of the STCW Convention issued or recognized by the Indian Maritime Administration.

## **PART - 2: General requirements for Faculty and Instructors.**

2.1 Instructors, faculty and Principals shall be appropriately qualified in accordance with the provisions of Section A-I/6 of the Standards of Training Certification and Watch-keeping for seafarers (STCW) Code for the type and level of training and/or assessment performed.

2.2 All maritime training institutes shall ensure that the qualifications and experience of the Instructors, Faculty and Principal are covered in the application of the quality standard provisions of Section A-I/8 of STCW Code. Such qualification, experience and application of quality standards shall incorporate appropriate instructional techniques and training, and assessment methods and practice, and shall comply with all applicable requirements. Such person shall:

(i) have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted;

(ii) Be qualified in the task for which training is being conducted;

(iii) If conducting training using a simulator:

(a) Have received appropriate guidance in instructional techniques involving the use of simulator; and

(b) Have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines

Notified by the Directorate from time to time;

(iv) Have appropriate level of knowledge and understanding of the competence to be assessed;

(v) Be qualified in the task for which the assessment being made;

(vi) Have received appropriate guidance in assessment methods and practice;

(vii) Have gained practical assessment experience; and

(viii) If conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

2.3 Instructors, Faculty members and the Principal shall be medically fit for teaching and should be capable of clear, vocal communication in English, without any speech defect. Besides possessing minimum qualifications / experience, special emphasis needs to be made of the pedagogic abilities of faculty members particularly while being engaged, so that "transfer of knowledge" is effective and worthwhile.

### **Part - 3: Qualification of the Instructors, Faculty and Principal**

3.1 For Pre-Sea Training of Ratings & STCW Basic Modular courses, the minimum qualification for the faculty is a Certificate of Competency (COC) as Master-Near Coastal Voyage (NCV), or Chief Mate Foreign Going (FG) or Chief Engineer NCV (MEO Class III) or Marine Engineer Officer (MEO Class II).

3.2 For all pre- sea courses for deck cadets and engine cadets, the minimum qualification of the Faculty shall be Certificate of Competency as Master of a Foreign Going ship or Marine Engineer Officer Class I. (unlimited Horse Power)

3.3 For other courses, the minimum qualification of faculty shall be as stated in the respective Course Guidelines from the DGS, in the absence of which it shall be not below Certificate of Competency as Master of a Foreign Going ship or Marine Engineer Officer Class I. (unlimited Horse Power).

3.4 The Officers from the Indian Navy / Coast Guard may be engaged as Full time / Visiting faculty for the Navigational function subjects only, such as Principles of Navigation, Practical Navigation, Terrestrial and Coastal Navigation), Electronic Navigational Aids, Bridge watch keeping, Meteorology, Radar, ARPA, RANSCO Simulators, search & rescue operations, oil pollution response, piracy , ISPS, Port, Ship security and Piracy at high seas, UNCLOS, Enforcement of M S Act provisions, etc.; provided they are fully qualified and experienced as navigators and have undergone Long ND course at the Management Level of 1 year duration.

3.5 For all Academic subjects, such as English, Physics, Chemistry, Mathematics, Electricity , and Electronics, Social Sciences, etc., the minimum qualification shall be not below, a Master's degree in the Subject concerned. For general engineering subjects, it will be not below B. E. / B. Tech, from any UGC /AICTE recognized University.

3.6 Institutes conducting Preparatory / Competency / Revalidation courses related to Masters and Chief Engineers should give preference to faculty who possess qualifications such as Ph.D./ Extra Master / Extra First Class/ M.Sc . In Shipping or relevant Maritime field. Engagement of faculty with such superior qualifications will be factored in by the rating agencies/quality system auditors.

3.7 The Institutes should endeavor to invite "Sailing Officers" with required qualifications and appropriate sailing /teaching experience to impart training to the students.

3.8 The Principal, and the Vice Principal if designated, shall, as a minimum, hold a COC as Master FG or Chief Engineer (MEO Class I). A Naval Officer holding Certificate of Competency with command experience, or holder of Certificate of Service (COS) issued under the Merchant Shipping Act, with preferable experience in command of a ship, or as chief engineer, will be eligible for the appointment of Vice-Principal in a DGS approved pre-sea maritime training institutes.

3.9 All Instructors are required to have undergone "***Training for trainers and Instructors (TOTI)***" course within 6-months of their joining the institute. All the full time faculty members including the Principals are required to have undergone "***Training for trainers and assessors (TOTA)***" course within 6 months of their joining the institute.

3.10 For the purpose of this Part, Certificate of Competency (COC) means a Certificate of Competency issued or recognized by Indian Maritime Administration.

Recognized Certificates need to have appropriate endorsement as per the STCW Convention.

#### **PART-4: Age Limit for Instructors, Faculty and Principal**

4.1 The age limit for the instructors who are engaged in Practical's / Demonstrations / Workshop training / Life-boat or Life raft training / Fire-fighting training / Physical training, etc. shall not exceed 65 years.

4.2 The maximum age for the Full time faculty members including Principals shall not exceed 70 years.

4.3 The maximum age for Visiting Faculty shall not exceed 72 years.

4.4 The institute shall maintain the record of annual medical fitness "for teaching" of every faculty above 65 years of age.

#### **PART - 5: Teaching Hours for Instructors, Faculty and Principal**

5.1 The Teaching Hours of the Principal shall not exceed 14 hours in a week.

5.2 The Teaching Hours of the Vice Principal, where designated, shall not exceed 16 hours in a week.

5.3 The Teaching Hours of the full time faculty shall not exceed 18 hours in a week.

5.4 The Training Hours of Instructors shall not exceed 24 hours in a week.

5.5 The teaching hours for the Visiting faculty, shall not exceed 18 hours in a week at all the institutes put together. A written declaration by the Visiting Faculty to the above effect shall be taken by the institute.

5.6 In case a faculty member serves also as a Principal/Vice -Principal, the limitations stipulated for the higher portfolio shall apply.

#### **PART - 6: Visiting Faculty, Relaxations and Exemptions**

6.1 A minimum of 50% of all Lectures and Practical's put together shall be delivered by the Full-time Faculty / Instructors of the institute. The balance 50% of the lectures / practical may be taken by Full-time faculty members or by a number of visiting faculties. This requirement shall not apply to medical courses, security courses, and up gradation

/ revalidation courses for COC of Officers, Advanced Shipboard Management Course for Masters and Engineering Shipboard Management Course for Chief Engineers. For such courses an institute can deploy visiting faculty for 70% of the classes required to be conducted for the entire course.

6.2 Visiting faculties should have received appropriate guidance in instructional techniques and shall have:

(a) received appropriate guidance in assessment methods and practice;

And

(b) Gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.

6.3 All Visiting faculties should undergo TOTA course if their qualification and experience does not support exemption.

6.4 The Institute should encourage distinguished persons from the industry related to the subjects to deliver lectures as Visiting Faculty.

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

6.6 Exemption from TOTA is given to Faculty members holding the following qualifications:

a) B. Ed. / M. Ed. Qualification from UGC approved University.

b) Visiting Faculty from specialized fields, such as Maritime Law, Marine Insurance, Maritime Management, Medical, Shipyards, Classification Societies, Commercial Shipping, Ship Management, and Equipment Manufacturers.

6.7 Revalidation of the Certificate of Competency (CoC) is only required for sea Service as per the STCW Convention, and is not required for shore-based jobs. Therefore, it is not necessary for the Principal or the Faculty to revalidate their Certificate of Competency. However, all faculty members shall keep their knowledge up-to-date in the related subjects and this criteria needs to be factored-in in the faculty assessment forms to be filled up by the candidates at the end of the course.

6.8 The Training Institutes shall ensure periodic up-gradation and training for their faculty members and shall maintain such records for verification. This shall be factored-in by the rating agencies / quality system auditors.

**PART- 7: Other related matters:**

7.1 The institute shall designate a faculty as Course in-charge for every course.

7.2 All the training institutes are, in any case, expected to meet the requirements of their respective affiliating Universities / UGC / AICTE, or any other governing body, as applicable.

7.3 Each institute shall maintain records of faculty evaluation, which inter-alia must include the arranged feed-back of the students.

7.4 The Principal shall be responsible for the purpose of reporting and ensuring compliance of this Order.

8. This is issued under the powers conferred in Chapter IX Rule 47 of Merchant Shipping (Standards of Training, Certification & Watch Keeping for Seafarers) Rules, 1998, as may be amended and comes into force with immediate effect.

Sd/-

(Gautem Chatterjee)

Director General of Shipping  
& ex-Officio Additional Secretary to  
The Government of India

Annex 1 of DGS Order No. 5 of 2013 dated 15.03.2013

FACULTY DETAILS AS ON: 31.12.\_\_\_\_ (Year)/30.06.\_\_\_\_ (Year)

Name of the Institute:

INDoS No:

Address:

Approved Courses:

Value added courses if any:

**1. Head of the Institute/Principal / Vice Principal**

Sr. no	Name	Rank	Date of joining	INDO S No	COC No	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects taught	Avg. Teaching hrs/week(last 6 months data)	Compliance with DGS Order No: 5 of 2013	Signature
			Date of leaving	CDC no	Grade	Age in yrs	TOTA	Teaching Exp. In years					

**2. Regular Faculties\***

Sr. no	Name	Rank	Date of joining	INDO S No	COC No	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects taught	Avg. Teaching hrs/week(last 6 months data)	Compliance with DGS Order No: 5 of 2013	Signature
			Date of leaving	CDC no	Grade	Age in yrs	TOTA	Teaching Exp. In years					
1												Yes	
							(Yes/No)					No	
2												Yes	
							(Yes/No)					No	
3												Yes	
							(Yes/No)					No	

### 3. Instructors\*

Sr. no	Name	Rank	Date of joining	INDO S No	COC No	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects taught	Avg. Teaching hrs/week(last 6 months data)	Compliance with DGS Order No: 5 of 2013	Signature
			Date of leaving	CDC no	Grade	Age in yrs	TOTA	Teaching Exp. In years				Yes/No	
1												Yes	
							(Yes/No)					No	
2												Yes	
							(Yes/No)					No	
3												Yes	
							(Yes/No)					No	

### 4. Visiting Faculties\*

Sr. no	Name	Rank	Date of joining	INDO S No	COC No	D.O.B	Qualification	Sailing Exp. In years	Courses	Subjects taught	Avg. Teaching hrs/week(last 6 months data)	Compliance with DGS Order No: 5 of 2013	Signature
			Date of leaving	CDC no	Grade	Age in yrs	TOTA	Teaching Exp. In years				Yes/No	
1												Yes	
							(Yes/No)					No	
2												Yes	
							(Yes/No)					No	
3												Yes	
							(Yes/No)					No	

**DECLARATION BY THE HEAD OF INSTITUTE:**

I hereby declare that all the information provided above are true and correct

\_\_\_\_\_

Name

Signature of the Head of the Institute

Date

\*: Additional rows as may be required to be added to include all the members.

