



भारत सरकार / Government of India
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
Ministry of Ports, Shipping and Waterways
समुद्रीय प्रशासन महानिदेशालय, मुंबई
Directorate General of Maritime Administration, Mumbai.

F. No. 20-19012/2/2026-TRG-DGS (C. No. 40248)

Date: 09.07.2026

DGMA Circular No. 35 of 2026

Subject: Implementation of Sagar Mein Samman Phase II – Thematic Committees, Committee-wise Objectives, Roles and Responsibilities

To ensure effective implementation of the initiatives under Sagar Mein Samman (SMS) – Phase II, the following thematic committees have been constituted under the overall guidance of the Joint Chairpersons. Each committee shall consist of designated leads and members drawn from the SMS Task Force and relevant maritime stakeholders.

MANAGEMENT				
Sr No	DDG	Nodal Officer	Chairperson(s)	Project Coordinator
1	Shri Dependra Singh Bisen (Deputy Director General (Training))	Mr. Ravindra Kumar (Assistant - Training)	Dr. Kusum Kanwar (Joint Chairperson) Mrs. Ambika Singh (Joint Chairperson)	Ms. Gulnar Sayyed (Project Coordinator)

TASKFORCE MEMBERS					
Sr No	Name	Designation	Associate with	E-mail Id	Contact No.
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2.	Mrs. Ambika Singh (Jt. Chairperson)	Sr. Manager- Marketing	Jawaharlal Nehru Port Authority	Ambikasingh@jnport.gov.in	9920372677
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40.	Mrs. Saleha Shaikh	Founder & President	Women In Maritime Association (WIMA INDIA)	saleha@dynamicships.com	9820401974
41.	Ms. Navodita Singh	Claims Executive P&I department	GAC SHIPPING INDIA PRIVATE	navodita.law@gmail.com	8104646216

			LIMITED		
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50.	Suneeti Bala	Co-Founder	IWSF	suneeti.bala@gmail.com	09029358111

Kindly Note: The above members have volunteered to be a part of the SMS Task Force.

General Mandate of the Committees

To ensure effective implementation of the initiatives under **Sagar Mein Samman (SMS)** – Phase II, the following thematic committees have been constituted under the overall guidance and strategic direction of the **Joint Chairpersons**.

Each committee shall consist of designated leads and members drawn from the SMS Task Force and relevant maritime stakeholders. The committee-wise composition, roles and responsibilities are placed at **(Annexure-I)**

The Committees shall function in close coordination with the Directorate General of Shipping and the Management and Committee Leads for effective planning, implementation, monitoring and review of SMS Phase II activities.

The Committees shall support the strengthening of SMS Phase II through structured planning, content development, capacity building, outreach, stakeholder coordination, performance evaluation, policy support and governance-related inputs.

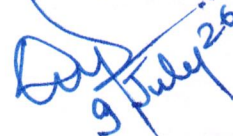
They shall periodically review the progress of activities assigned to them, identify implementation gaps, suggest corrective measures and submit observations, reports and recommendations for consideration by the SMS Phase II leadership and the competent authority.

Key Responsibilities of all Committees

The Committees shall be responsible for the following common functions:

1. To work in coordination with the Directorate General of Shipping under the guidance of the Joint Chairpersons.
2. To conduct periodic meetings, consultations and reviews to assess programme progress, implementation status, stakeholder participation and achievement of assigned deliverables.
3. To prepare and submit committee-specific action plans, progress updates, observations and recommendations in relation to their assigned areas of work.
4. To provide strategic inputs for the effective implementation of SMS Phase II objectives, including training, outreach, monitoring, governance, stakeholder coordination and institutional strengthening.
5. To facilitate stakeholder engagement and collaboration within the maritime sector, wherever required, including Maritime Training Institutes, shipping companies, maritime unions, associations, ports, training partners and other relevant organisations.
6. To identify gaps, challenges and areas requiring improvement in implementation and recommend practical corrective measures.
7. To support standardisation, documentation, reporting and data-based review of activities undertaken under SMS Phase II.
8. To ensure that committee activities are aligned with the approved objectives, timelines, regulatory framework and long-term vision of Sagar Mein Samman.
9. To submit periodic reports, observations and recommendations for consideration by the Joint Chairpersons, SMS Phase II leadership and the Directorate General of Shipping.
10. To perform any other related function as may be assigned by the Joint Chairpersons, SMS Task Force or Directorate General of Shipping from time to time.

Yours faithfully,



(Deependra Singh Bisen)

Dy. Director General of Shipping (STCW/Training)

(Encl: Committee-wise Roles and Responsibilities)

Thematic Committees Constituted

Sr. No.	Committee / Functional Area	Committee Head(s)
1	Capacity Building Committee	Capt. Anuradha Jha Mrs. Rajshree Verma
2	Outreach Committee	Capt. Ashutosh Apandkar Mrs. Bharati Bhandarkar
3	Training Modules Development Committee	Dr. Delna Shroff Mrs. Archana Sangal
4	Monitoring, Evaluation and Review Committee	Ms. Priyanka Gupta Ms. Priti Singh
5	Institutional Framework and Governance Committee	Ms. Sandhya Pillai Ms. Aishwarya Pilankar

5. Committee-wise Objectives, Members and Responsibilities

Each Committee shall perform its assigned functions in accordance with its specific mandate and deliverables set out below.

5.1 Capacity Building Committee

The Capacity Building Committee shall be responsible for strengthening the training ecosystem, conducting capacity-building activities, facilitating Training of Trainers programmes and ensuring uniform, effective implementation of SMS Phase II training across Maritime Training Institutes (MTIs).

Committee Member

Sr. No.	Name	Role / Position
1	Capt. Anuradha Jha	Committee Head – Capacity Building
2	Ms. Rajshree Verma	Committee Head – Capacity Building
3	Ms. Aparajita Ray	Member / Support
4	Ms. Amreen Bano	Member / Support
5	Ms. Shilpa Bali	Member / Support
6	Capt. Shoukat Mukherjee	Member / Support
7	Ms. Navodita Singh	Member / Support
8	Sonali Banerjee	Member / Support

Roles and Responsibilities

Sr. No.	Functional Area	Roles and Responsibilities
1	Capacity Building Planning	Plan and support capacity-building activities under SMS Phase II. Strengthen the training ecosystem for effective implementation of the initiative. Coordinate with MTIs, trainers and stakeholders for training-related activities.
2	Training of Trainers	Plan and facilitate Training of Trainers programmes for selected trainers, faculty members and resource persons. Ensure that trainers are oriented on SMS Phase II objectives, approved modules, delivery methods and reporting requirements. Support certification and development of a trained resource pool.
3	Trainer Pool Development	Identify suitable trainers and resource persons for SMS Phase II training delivery. Maintain an updated database of trained and certified trainers. Ensure availability of trainers for MTIs and stakeholder sessions as per requirement.
4	Implementation Across MTIs	Coordinate with Maritime Training Institutes for conducting SMS Phase II sessions. Support scheduling of sessions, deployment of trainers and participant coverage. Encourage uniform implementation of approved modules across MTIs.
5	Training Quality and Effectiveness	Collect participant and trainer feedback after training sessions. Support pre-training and post-training assessment wherever applicable. Review training effectiveness and suggest improvements for future programmes.

Indicative Deliverables / KPIs

Number of ToT programmes conducted; number of trainers certified; number of MTIs covered; number of training sessions conducted; total participants trained; feedback score; pre-training and post-training learning improvement.

5.2 Outreach Committee

The Outreach Committee shall be responsible for conducting stakeholder sensitisation programmes, planning awareness campaigns and ensuring wider sectoral reach and engagement for SMS Phase II across the maritime community.

Committee Members

Sr. No.	Name	Role / Position
1	Capt. Ashutosh Apandkar	Committee Head – Outreach
2	Mrs. Bharati Bhandarkar	Committee Head – Outreach

Sr. No.	Name	Role / Position
3	Mrs. Payal Bhalla	Member / Support
4	Ms. Dhanya T. Mallar	Member / Support
5	Mrs. Nirmala Shelke	Member / Support
6	Ms. Jhila Chatterjee	Member / Support
7	Mrs. Mona Breja	Member / Support
8	Ms. Romeeta Bundela	Member / Support

Roles and Responsibilities

Sr. No.	Functional Area	Roles and Responsibilities
1	Stakeholder Sensitisation	Conduct sensitisation programmes for cadets, seafarers, MTIs, shipping companies, RPSL agencies, maritime unions, associations, ports and other stakeholders. Create awareness regarding the objectives, importance and expected outcomes of SMS Phase II. Encourage active participation from maritime stakeholders.
2	Outreach Campaigns	Plan and support awareness campaigns, workshops, seminars, events and special programmes. Promote SMS Phase II through physical and digital platforms. Coordinate with stakeholders for wider sectoral reach and participation.
3	Communication Material	Prepare or coordinate posters, event notes, circular content, campaign material, social media content and digital creatives. Ensure communication material is simple, consistent and aligned with SMS Phase II objectives. Support post-event documentation and outreach reports.
4	Participation and Engagement	Work towards increasing participation of cadets, seafarers, institutes and maritime stakeholders. Maintain records of participants attending workshops, events and awareness programmes. Suggest measures to improve stakeholder engagement and participation.
5	Digital Outreach and Reporting	Support digital communication through websites, LMS platforms, social media and email communication. Track digital reach, stakeholder response and outreach engagement wherever possible. Submit outreach updates, observations and recommendations to the competent authority.

Indicative Deliverables / KPIs

Number of stakeholder workshops; number of campaigns/events; digital reach metrics; growth in participation; number of MTIs covered through outreach activities.

5.3 Training Modules Development Committee

The Training Modules Development Committee shall be responsible for designing, structuring, developing, standardising and periodically updating the training modules under SMS Phase II, ensuring uniformity and regulatory alignment across all implementing institutes.

Committee Members

Sr. No.	Name	Role / Position
1	Dr. Delna Shroff	Committee Head - Training
2	Ms. Archana Sangal	Committee Head – Training
3	Adv. Tejasweeni Bhanuse	Member / Support
4	Ms. Divya Nair	Member / Support
5	Mr. Anand Tripathi	Member / Support
6	Capt. Mini Verma	Member / Support
7	Ms. Dhanuja Senthilvel	Member / Support
8	Ms. Shraddha Kamble	Member / Support
9	Ms. Suchita Gupta	Member / Support
10	Dr Deepti Mankad	Member / Support

Roles and Responsibilities

Sr. No.	Functional Area	Roles and Responsibilities
1	Module Design and Structuring	Design and structure comprehensive SMS Phase II modules for Pre-Sea, At-Sea and Post-Sea categories. Identify learning objectives, session flow, duration, method of delivery and expected learning outcomes. Ensure that the modules are simple, practical and suitable for maritime stakeholders.
2	Content Development	Develop high-quality content including PPTs, scripts, videos, trainer notes, handouts, FAQs, case studies and reading material. Prepare assessment questions, quizzes and supporting material for training and LMS use. Ensure content is clear, relevant and easy to understand.
3	LMS-Integrated Content	Prepare training content suitable for LMS integration. Support development of online learning material, digital modules, assessments and certification-linked content. Coordinate with the LMS/IT team wherever required.
4	Standardisation of Syllabus	Ensure uniform syllabus and content across all Maritime Training Institutes. Prepare standard syllabus, minimum content requirement, trainer guidance material and delivery format. Avoid variation in training quality and content delivery.
5	Regulatory Alignment	Ensure modules are aligned with the Merchant Shipping Act, STCW Convention, Maritime Labour Convention, DGS circulars, orders, rules and guidelines. Review content from legal, regulatory and policy perspectives. Suggest changes wherever required to maintain compliance.
6	Review and Continuous	Periodically update modules based on trainer feedback, participant feedback, policy changes and regulatory

Sr. No.	Functional Area	Roles and Responsibilities
	Improvement	amendments. Maintain records of revisions and updated versions. Ensure revised modules are shared with all relevant stakeholders.

Indicative Deliverables / KPIs

Modules delivered for Pre-Sea, At-Sea and Post-Sea categories; number of content assets developed; MTIs adopting standardised syllabus; compliance with regulatory frameworks; revision turnaround time.

5.4 Monitoring, Evaluation and Review Committee

The Monitoring, Evaluation and Review Committee shall be responsible for tracking the implementation, performance, effectiveness and impact of SMS Phase II across Maritime Training Institutes, stakeholders and implementing agencies.

Committee Members

Sr. No.	Name	Role / Position
1	Ms. Priyanka Gupta	Committee Head
2	Ms. Priti Singh	Committee Head
3	Capt. Gajanan Karanjikar	Member / Support
4	Ms. Delphine Estibeiro	Member / Support
5	Ms. Arathi Narayanan	Member / Support
6	Ms. Vrushali Rampure	Member / Support
7	Dr Deepti Mankad	Member / Support
8	Sanjam Gupta	Member / Support
9	Suneeti Bala	Member / Support

Roles and Responsibilities

Sr. No.	Functional Area	Roles and Responsibilities
1	Implementation Monitoring	Track implementation of SMS Phase II activities across MTIs and stakeholders. Collect reports on sessions conducted, participants trained, trainers involved, feedback received and issues faced. Ensure reports are submitted in the prescribed format and within the approved timeline.
2	Performance Measurement	Measure progress against approved Key Performance Indicators. Review data relating to participants trained, MTIs covered, events conducted, feedback scores, LMS usage and course completion. Compare performance across institutes, stakeholders and reporting periods.
3	LMS and Data	Monitor LMS registration, active users, course progress,

Sr. No.	Functional Area	Roles and Responsibilities
	Tracking	assessment results, course completion and certification status. Coordinate with the LMS/IT team or vendor for accurate data collection. Use LMS data for review of participation, learning and training effectiveness.
4	Impact Assessment	Evaluate the outcome and impact of SMS Phase II activities. Review number of events, participants per event, stakeholder response, post-event follow-up and engagement. Assess whether the initiative is improving awareness and maritime-sector participation.
5	Gap Analysis and Corrective Action	Identify gaps between approved standards and actual implementation. Review issues relating to syllabus delivery, trainer availability, reporting, LMS usage, stakeholder participation and timelines. Recommend corrective measures and monitor closure of corrective actions.
6	Reporting to Authority	Prepare structured reports for submission to the Joint Chairpersons, SMS Phase II leadership and Directorate General of Shipping. Include progress achieved, data analysis, gaps identified, challenges, recommendations and decisions required. Maintain proper documentation of review findings.

Indicative Deliverables / KPIs

Number of MTIs submitting reports; reporting compliance rate; KPI-based performance data; active LMS users; SMS course completion data; number of reports submitted within prescribed frequency.

5.5 Institutional Framework and Governance Committee

The Institutional Framework and Governance Committee shall be responsible for supporting policy development, governance mechanisms, regulatory alignment, stakeholder coordination, approval tracking, policy integration and long-term institutionalisation of SMS Phase II.

Committee Members

Sr. No.	Name	Role / Position
1	Ms. Sandhya Pillai	Committee Head
2	Ms. Aishwarya Pilankar	Committee Head
3	Ms. Reshma Nilofer Visalakshi	Member / Support
4	Ms. Rupali Raj Joshi	Member / Support
5	Ms. Soumya Shambhavi	Member / Support
6	Ms. Sameera Sayed	Member / Support
7	Dr. Radhika Vakharia	Member / Support
8	Ms. Apurva Mehta (Pohnerkar)	Member / Support
9	Ms. Saleha Shaikh	Member / Support

Sr. No.	Name	Role / Position
10	Ms. Kuljit Anand	Member / Support
11	Adv. Manisha Tiwari	Member / Support
12	Jyoti Kumari Nayak	Member / Support
13	Capt Radhika Menon	Member / Support

Roles and Responsibilities

Sr. No.	Functional Area	Roles and Responsibilities
1	Policy and Framework Development	Develop or recommend SOPs, guidelines, governance frameworks and institutional mechanisms for SMS Phase II. Define procedures relating to stakeholder roles, implementation, certification, reporting, review and escalation. Ensure the framework is practical and suitable for long-term implementation.
2	Regulatory Compliance	Ensure alignment of SMS Phase II with the Merchant Shipping Act, STCW Convention, Maritime Labour Convention, DGS circulars, rules, orders and guidelines. Review policy documents, SOPs, circulars and implementation frameworks from a compliance perspective. Suggest amendments or corrective action wherever required.
3	Stakeholder Coordination	Strengthen coordination among DGS, MTIs, shipping companies, maritime unions, associations, ports, training partners, experts and other stakeholders. Facilitate meetings, consultations, calls and follow-ups. Maintain records of discussions, decisions and action points.
4	Decision-Making and Approval Tracking	Track pending approvals, action items and matters requiring higher-level intervention. Support timely decision-making and execution of approved activities. Assist in reducing procedural delays and ensuring closure of action points.
5	Policy Integration	Identify areas where SMS Phase II can be integrated into existing DGS orders, circulars, guidelines, LMS systems, MTI processes and institutional mechanisms. Recommend fresh circulars, amendments or policy directions wherever necessary. Support long-term adoption of SMS Phase II within the maritime governance framework.
6	Sustainability and Institutionalisation	Suggest measures for continuity and sustainability of SMS Phase II beyond one-time events or temporary activities. Review resource requirements, stakeholder ownership, administrative support and institutional arrangements. Promote SMS Phase II as a long-term maritime sector initiative.
7	Governance Review and Documentation	Periodically review committee functioning, reporting systems and implementation mechanisms. Suggest improvements in governance, accountability and inter-committee coordination. Support documentation and record-keeping for future reference.

Indicative Deliverables / KPIs

Number of SOPs/frameworks approved; compliance with relevant Acts, conventions, rules and standards; number of stakeholder meetings/calls/follow-ups; approval turnaround time; action items closed.

6. Common Reporting Requirement for All Committees

All Committees shall maintain proper records of meetings, decisions, action points, progress achieved, difficulties faced and recommendations made.

The Committees shall submit periodic updates, observations and recommendations to the Joint Chairpersons and the Directorate General of Shipping in the format and frequency decided from time to time.

All Committees shall function in a coordinated, transparent and time-bound manner and shall ensure that their activities remain aligned with the objectives, timelines and approved framework of Sagar Mein Samman (SMS) – Phase I.
