

DGS ORDER NO. 1 OF 2003

No:3-TR(58)/2002

Dated 15th January, 2003

To,

1. DGS Secretariat
2. NA
3. CS
4. The Principal Officer, MMDs, Mumbai, Chennai, Kolkata
5. The Principal, LBS CAMSAR, Mumbai
6. CRA Branch
7. All Shipping Companies
8. Pre-Sea Training Institutes and Workshops
9. INSA, MASS & FOSMA
10. MMERT, Mumbai
11. Shipping Master, Mumbai/Kolkata/Chennai

Subject: Mandatory Guidelines to obtain approval from Director General of Shipping for the institutes and for the conduct of courses for Pre-Sea Training for Merchant Navy

Sir,

I am directed to forward herewith a copy of **DGS Order No.1. of 2003** issued on 15th January, 2003 by the Director-General of Shipping and Secretary to the Govt. of India. These Guidelines pertain to the approval of Institutes for imparting pre-sea training and they are applicable for all the pre-sea courses. These guidelines should be read in conjunction with the existing Circulars, M S Notices or other orders, issued by DGS from time to time.

Yours faithfully,

Sd/-

(Naresh Salecha)

**Sr. Dy. Director General of Shipping
For Director General of Shipping**

DGS Order No.1 of 2003

Mandatory Guidelines

to obtain approval from

Director-General of Shipping

for the Institutes

&

for the conduct of Courses

for Pre-Sea Training for Merchant Navy

J a h a z Bhavan
Mumbai, 400 001
15th January 2003

Table of Contents

Part 1	Administration and approval	Page No
1.1	Importance of pre-sea training	1
1.2	Entry into force	2
1.3	Objectives of pre-sea training	2
1.4	Eligible entities for approval	2
1.4.1	Approval to Institute	2
1.4.2	Form of Institute	2
1.5	Procedure for approval to the Institute	3
1.6	Names of the Institute	4
1.7	Authorized signatories	4
1.8	Code of conduct for advertisements	5
1.9	Ban on conducting of courses not approved by DGS	5
1.10	Ban on ragging	6
1.11	Ban on alcohol, drugs etc	6
1.12	Proposal for in-principle approval	6
1.13	Requirements for in-principle approval	7
1.14	Validity of in-principle approval	7
1.15	Preparation of infrastructure	7
1.16	Final approval by DGS	7
1.17	Tenure of approval	8
1.18	No approval with retrospective effect	8
1.19	Schedule of classes	8
1.20	Duration of course	8
1.21	Log-book	8
1.22	Records of Institute	9
1.23	Quality Standards	9
1.24	Periodical returns	9
1.25	Manners and Etiquette	9

Part 2	Campus		
2.1	Land requirement		10
2.2	Location of Institute		
2.2.1	Address for correspondence		
2.3	Shifting of premises		
2.4	Construction quality		11
2.5	Hostel		
2.6	Drinking water		12
2.7	Toilet facilities		
2.8	Linen, laundry, and ironing		13
2.9	Catering		14
2.9.1	Dining hall		
2.9.2	Ventilation		
2.9.3	Number of Utilities		
2.9.4	Kitchen(galley)		
2.9.5	Designated Wash Place		
2.9.6	Quality of food		15
2.9.7	Hygiene		
2.9.8	Out-sourcing of food preparation		
2.10	Classrooms		
2.10.1	Ventilation		
2.10.2	Cooling		
2.10.3	Heating		16
2.10.4	Class-room size		
2.10.5	Carpet area		
2.10.6	Black/white board		
2.10.7	Overhead Projector		
2.10.8	Screen		
2.10.9	For lecturer		
2.10.10	For trainees		
2.10.11	Notice Board		17
2.11	Library-cum-reading room		
2.12	Audio-visual equipment		
2.13	Computer and projection facility		
2.14	Maps, models etc		
2.15	Video cassettes, CDs		
2.16	Computer training		
2.17	Communication facilities		18

2.17.1	Internet facilities		
2.17.2	Telephone facility		
2.17.3	Photocopying facility		
2.18	Recreation room		
2.19	Dispensary and medical emergencies		
2.20	Ship-type mast		
2.21	Playground		19
2.22	Parade-Ground		
2.23	Swimming facilities		
2.24	Boatwork		
2.25	Alternate source of electric supply		20
Part 3	Faculty		
3.1	Faculty strength		21
3.2	Approval of faculty		
3.3	Separate course-in-charge		
3.4	Appointment of faculty		
3.5	Visiting faculty and guest lectures		22
3.6	Qualifications for faculty		
3.7	Training and leave reserve		
3.8	Personnel on duty		
3.9	Faculty Room		23
Part 4	Course facilities and fees		
4.1	Course strength		24
4.2	Staggered batches		
4.3	Increase in course capacity		
4.4	Admission standards		
4.5	Verification of documents		
4.6	Daily routine		25
4.7	Course content		
4.8	Detailed teaching syllabus		
4.9	Text-books		
4.10	Four basic modular courses		
4.11	Course dates		26
4.12	Intimation to DGS, INDos and to Shipping Master		
4.12.1	Intimation to DGS & INDos		
4.12.2	Submission of Form 1 to Shipping Master		
4.12.3	Submission of Form 2 to Shipping Master		
4.12.4	Issue of CDCs by Shipping Master		
4.13	Evaluation and monitoring		

4.14	Final examination		27
4.15	Entry of final certificates in INDoS		28
4.16	Use of uniforms		
4.17	Fees		29
4.18	Method of collection		
4.19	Remission to girl-candidates		
4.20	Annual contribution to Government		
Part V	Disciplinary action		
5.1	Automatic lapse of approval		30
5.2	Role of the Academic Council		
5.3	Type of deficiencies		31
5.3.1	Major deficiencies		
5.3.2	Minor deficiencies		32
5.4	Rectification of deficiencies		
5.5	Withdrawal of approval		
5.5.1	Categories of withdrawal		
5.5.2	Temporary withdrawal of approval		
5.5.3	Permanent withdrawal of approval		
5.5.4	Ordinary permanent withdrawal of Institute approval		33
5.5.5	Immediate permanent withdrawal/ cancellation of Institute approval		
5.5.6	Procedure for withdrawal		34
5.5.7	Competent authority for withdrawals		
5.5.8	Display on DGS website		
5.6	Categories of withdrawal		
5.7	Temporary withdrawal of approval		
5.8	Permanent withdrawal of approval		
5.9	Withdrawal of Institute approval		
5.10	Immediate withdrawal or cancellation		
5.11	Procedure for withdrawal		
5.12	Competent authority for withdrawal		
5.13	Display of DGS website		
Part VI	Effective date		
6.1	Effective date of implementation of these guidelines		35

Part 1

Administration and approval

1.1 Importance of pre-sea training:

Ships are only as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. To achieve this, maritime education and training, and within that, the pre-sea training, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. Where considered necessary, additional norms may be issued by the Director-General of Shipping (hereafter DGS) for different categories of pre-sea induction courses. The DGS reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary by him. Training of maritime personnel in India has been accorded the highest priority by the Government of India. To ensure that the competence of Indian seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in India. With advance in technology, and consequent changes especially due to STCW 95, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in about 1997. DGS, who is the designated authority in India for all matters concerning merchant shipping, has been issuing directives, whenever necessary, to ensure that international standards are complied with by all training Institutes in India. These are now consolidated, and supplemented through the present guidelines. These guidelines are required to be read with the existing Circulars, M S Notices or other orders, issued by DGS from time to time.

1.2 Entry into force:

All Institutes and courses are required to follow these guidelines with effect from the date laid down hereinafter at the end of these guidelines. Where the Institutes are already approved prior to the issue of these guidelines, their approvals are deemed to have incorporated these guidelines. Where time is required for implementation of the guidelines relating to land requirement, shifting premises and parade-ground [please see 2.1, 2.2 and 2.22], compliance should be made by 01 July 2004. Thereafter specific extension will be considered on basis of merits of individual cases. Failure to abide by the guidelines or to obtain extension of time before the expiry of the period would result in approval being withdrawn.

1.3 Objectives of pre-sea training:

Candidates for pre-sea training come from varying social, cultural, geographical, linguistic and economic backgrounds. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to know the manner of working and of behaving in their respective work-stations, accommodation, recreation rooms, dining halls and in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that facilities for officers and ratings undergoing pre-sea courses in maritime training Institutes be provided in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade, physical training, swimming, boatwork, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented to be suitable for the seafaring profession. Cheerful obedience to orders of superiors, teamspirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence only Institutes that fulfil these norms will be considered by DGS for approval to impart maritime training for the merchant navy.

1.4 Entities eligible for approval:

1.4.1 Approval to Institute :

Hereafter approval of DGS has to be sought for any Institute, prior to running any maritime course. No proposal for approval of any maritime course including pre-sea courses will be entertained by DGS unless the Institute has been approved. All existing Institutes conducting any DGS approved course as on date when these guidelines come into effect shall be deemed to have been approved by DGS.

1.4.2 Form of Institute :

No application for either a new Training Institute or new training course by the existing Institute shall hereafter be processed other than that received from a registered public trust, or registered society, or a company registered under section 25 of Indian Companies Act, 1956 (hereafter 'registered Sn 25 company') with educational purpose as one of the objectives. The existing Institutes have to convert themselves into one of these approved entities by the prescribed date unless extended by DGS on consideration of merits of the case.

1.5 Procedure for approval to the Institute:

1.5.1 Approval to the Institute:

In future only Institute which desires to conduct any maritime training including pre-sea course should have obtained the approval of DGS. Only an approved Institute will be eligible to conduct any of the Maritime training course in future.

1.5.2 Application for approval to the Institute:

The proposed Institute shall apply to DGS for approval of Institute in proforma enclosed (**Enclosure - I**). The application should contain details such as

- (a) Name of the Institute
- (b) The form of organisation which proposes to run the courses i.e registered public Trust or Society or Sn.25 company, having education as one of the objectives.
- (c) Names of Trustees/Management committee members / Directors of the registered Sn.25 company along with their CV.
- (d) Resolution passed by such registered public Trust/Society/Sn.25 company mentioning that they want to run/start the training Institute indicating the name of such Institute. Attested resolution shall have to be attached.
- (e) The Institutes must have minimum one hectare of land in metropolitan and 2 hectares in other area on ownership basis. If land on ownership is not available, registered lease-deed of minimum 3 years with enabling clause for renewal for another 3 years should be produced, as in paragraph No.2.1 below
- (f) Business plan of the Institute
- (g) Tentative list of courses Institute wants to conduct
- (h) CV of Capt. Supdt. or Director or Principal for Maritime Unit along with his willingness letter
- (i) Layout of the premises
- (j) Tentative plan of basic infrastructure i.e campus, office, scholastic block, hostel, playground, swimming pool, parade-ground, facility for boating, galley etc.
- (k) Number and qualifications of faculty members intended to be appointed

1.5.3 Fees :

The Institute shall pay the non-refundable processing fee of Rs. 50,000/- along with application for approval to the Institute.

1.5.4 Funds for capital :

Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in detail.

1.5.5 Preparation for required approvals :

In case of 4 year's Marine Engineering degree course, the plan for getting AICTE approval, and in case of 3 year's BSc(Nautical), the plan for getting University affiliation, shall be submitted.

1.5.6 Grant of approval :

On scrutiny and inspection of the proposal by the relevant Academic Council, and on successful compliance with the general requirements necessary for running maritime training courses, DGS shall grant approval to the Institute as **Enclosure - II**

1.5.7 Validity of approval :

If an approved Institute does not commence or conduct any approved course/s within a period of two years, the approval of DGS shall be deemed to have lapsed automatically.

1.6 Name of Institute:

Name of Institute will have to be got approved by DGS. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest or be calculated to suggest the patronage of the Govt. of India or the Govt. of the State. Please see in this regard Sec.3, and clause 7 of the Schedule in the Emblems and Names (Prevention of Improper use) Act, 1950. DGS hereby lays down that words such as Indian, National or Bharat etc., shall not be allowed in the name of any training Institute. Any change in the name of the Institute is required to be submitted to DGS in advance, and approval obtained before using the new name.

1.7 Authorized signatories:

All Institutes should forward the names and specimen signatures of two persons who are respectively the authorized representative and alternate representative to deal with DGS. No person other than these two persons will be entertained by DGS or the Academic Council for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by DGS or Academic Council. No action will be taken on them and if there is a change in either of them it should be notified to DGS by a resolution signed by all Trustees or authorized Management Council member of the Society or directors of registered Sn 25 company as per the documents submitted to, and/or available with, DGS and Academic Council. The change should be notified to DGS well in advance and with indication of the date from which the change will be effective.

1.8 Code of conduct for advertisements:

The Institute must advertise for courses in media or independently, giving correct information. It should include, inter-alia, the following:

- 1.8.1 Eligibility criteria in DGS guidelines
- 1.8.2 Names of courses
- 1.8.3 Course duration
- 1.8.4 Fees structure
- 1.8.5 Number of seats sanctioned
- 1.8.6 Last date of submission of application
- 1.8.7 Date of commencement of course
- 1.8.8 Statement mentioning “The successful completion of this course does not guarantee on board training which is mandatory for employment ”
Advertisements should **not** include the following.
- 1.8.9 Assured passing of the candidates
- 1.8.10 False rosy picture of bright prospects and high salaries
- 1.8.11 Mixture of DGS-approved courses and non-DGS-approved courses in the same advertisement.

Copies of all advertisements published or used must be kept in the Institutes for record and for inspection as the need arises.

1.9 Ban on conducting courses not approved by DGS:

Normally a Merchant Navy Training Institute approved by the Director-General of Shipping should conduct only courses approved by DGS. This is important to give clear picture to the candidates who join the course on the strength of approval of DGS. The Institute should not conduct similar courses, DGS-approved and non-DGS approved course misleading the candidate and his parents into thinking that all courses run by the Institute are-DGS approved! The existing training Institutes conducting such unapproved courses should approach the DGS with the details of the same before starting the next course, and abide by the orders of the DGS in that regard. In any case no course similar to DGS-approved course should be conducted by Institute without intimation to DGS. A clause should be added in the prospectus and/or brochures and/or advertisements of the concerned non-DG approved courses mentioning that “This course is not approved by Director-General of Shipping, Mumbai”.

1.10 Ban on ragging:

Strict measures shall be enforced to prevent ragging. The course in-charge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor, and the action taken thereon by the Institute shall be kept. All cases of ragging should be reported to DGS immediately, and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct by the Institute, attracting penal provisions by the DGS, including levy of penalty extending up to a lakh of rupees.

1.11 Ban on alcohol, tobacco and drugs:

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate and by the Institute.

1.12 Proposal for in-principle approval to the course:

The Institute is to forward initial proposal for in-principle approval for the course in the format prescribed at **Enclosure-III**, along with the non-refundable processing fee, laid down by DGS by circulars. The Institute is also expected to indicate the time required to raise necessary infrastructure. The proposals for new courses will be scrutinized by the DGS. On confirmation that the proposal complies with the guidelines, the Institute will be granted in-principle approval for each course & increase in capacity, to enable the Institute to raise the infrastructure. **Enclosure -IV**

1.13 Requirements for in-principle approval:

Institute is required to have its own land and infrastructure. In case Institute does not have its own land, necessary registered lease-deed for minimum 3 years' period with enabling provision for renewal of lease for a further period of 3 years must be produced. In such cases approval shall be considered for the period only for which the lease is valid. Independent campus having classrooms, residential accommodation for warden, hostel, playground for volleyball/basketball, parade-ground and workshop is essential. Institute shall make the arrangement for swimming, boating, football ground and medical facilities, preferably within the campus. In case such facilities are not feasible immediately, proof of tie-up for these facilities may be submitted. At the time of submitting application for 'In-principle approval' for pre-sea courses, the

Institute must forward the documents, confirming the ownership/lease of land and layout, bio-data of Capt Supdt or the Principal.

1.14 Validity of in-principle approval

Validity of the in-principle approval will be only for a maximum period of 24 months. In-principle approval does not guarantee the final approval which will depend upon the successful and satisfactory raising of infrastructure and upon compliance of all requirements prescribed by DGS for the course.

1.15 Preparation of infrastructure:

The Institute should confirm the availability of the facilities and readiness for inspection and forward documents like course material, bio-data of faculties, time-table etc. to DGS with respect to following:-

Part 'A' - Administration

Part 'B' - Course staff

Part 'C' - Equipment, publications & details of library facilities

Part 'D' - Facilities

Part 'E' - Conduct of courses

On receipt of the documents and confirmation by the Institute and after successful scrutiny, the DGS may request the concerned Academic Council to inspect the Institute and to verify that Part 'A', 'B', 'C', 'D' and 'E' as referred to in the proposal are physically in place **Enclosure -V**. The Institute shall contact the concerned Academic Council within two weeks from the date of issue of letter from DGS for inspection under intimation to the DGS, failing which the proposal will be treated as cancelled and the fees deposited will be forfeited. No degree course will be approved in the absence of, or prior to, approval from AICTE or University being obtained.

1.16 Final approval to the course by DGS:

The concerned Academic Council should carry out the inspection and submit the report of inspection along with observations/deficiencies to the DGS, within one month from the date of contact by the Institute for this purpose. The Academic Council should clearly point out the nature of deficiencies (major/minor) in its report. Major deficiencies will have to be rectified by the Institute. The said rectification will be verified by the concerned members of Academic Council or by Surveyors appointed for this purpose. On receipt of the report from the Academic Council, the Training Branch with the help of

Technical Advisers in DGS will scrutinize the report. On being satisfied that all requirements have been met, the final approval will be granted by DGS in the format enclosed at **Enclosure- VI**. Approval should be permanently displayed at all times in a prominent place in the Institute.

1.17 Tenure of approval:

All approvals will be permanent, unless specifically mentioned as, for instance, when restricted by the period of land-lease. The approval shall be deemed to be withdrawn if approval of AICTE or University lapses or is withdrawn, or if the Institutes gets involved in criminal proceedings.

1.18 No approval with retrospective effect:

Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect.

1.19 Schedule of Classes:

The Institute shall conduct classes only from Monday to Saturday, and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Sundays.

1.20 Duration of the course:

The duration of the course shall be as prescribed separately for each category of pre-sea induction course. The entire teaching in a week will consist of about 45-55% time devoted for lectures and the balance for tutorials and practicals.

1.21 Log-book:

During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty (OoD) and countersigned by the course-in-charge. It shall contain the following details:

- a. Name of the Institute
- b. Day and Date
- c. Period covered: 0900 hours previous day to 0900 hours present day
- d. Number of candidates on the rolls
- e. Number of candidates absent, with reasons thereof – leave, sick, etc.
- f. Names and designations of persons on duty
- g. Names and designations of faculty absent, with reasons thereof – leave, sick, etc.

- h. Routine extra-curricular activities
- i. Routine academic activities
- j. Any extra-ordinary events
- k. Any breach of discipline, and action taken thereon
- l. Times of interruption of main electric supply
- m. Times when alternate source of power switched on and off
- n. Any other matter of significance not covered above.

1.22 Records of Institute :

The Institute shall maintain records, advertisements and brochures as set out separately for each category of pre-sea induction course.

1.23 Quality standards :

Every Institute shall have an established quality system of the applicable ISO standard, or approved equivalent, within six months of the commencement of its first DGS-approved course and any new DGS-approved course thereafter.

1.24 Periodical returns:

The Institute shall submit the periodical returns to DGS in the format of MS Excel, available at DGS website 'www.dgshipping.com', or it can also be obtained from training branch through e-mail/floppy. The returns should be forwarded strictly in the format, on hard copy as well as on soft copy on floppy/e-mail, as follows :

- a. List of proposals pending with DGS
- b. Statistics on selection of candidates for pre-sea courses
- c. Monthly details on the courses conducted in the Institute
- d. List of candidates who attended the courses, and
- e. List of permanent and visiting faculty members.

1.25 Etiquette and policy for marketing of Indian seafarers :

Adequate training, not less than one hour per day, must be given in general behaviour, code of conduct, punctuality, feedback on instructions carried out, dress code, speaking on telephone and VHF, table manners, etc and the effect of all this on the employers. This will enable the candidates to work and behave in a manner to be appreciated by the employers. Then, they will employ more Indian seafarers especially on foreign-flag vessels. A record of such instructions, lectures and methods of evaluation of effect on candidates shall be kept.

Part 2

Campus

2.1 Land requirements for the Institute:

In metropolitan areas, that is, in cities with million-plus population by the last official Census, the Institute must have an independent campus of 1 hectare or more in area. In other areas, the Institute must have an independent campus of 2 hectares or more in area. The land should be level and usable. More area may be required depending on the number of courses and students. This required land area should be used for Maritime Training and allied purposes, and for no other purpose. If however it is an Institute conducting other degree/diploma courses approved by the University, then the land, available with the Institute together for all such courses, should not be less than what is prescribed herein. The existing Institutes shall ensure that they are also in possession of 1 or 2 hectares as the case may be by 01st July 2004 or by such date as may be extended thereafter on merits of the case at the discretion of DGS. Where on-campus facilities for boatwork, swimming, playgrounds and computer training are not provided, formal agreement with suitable outside agencies may be permitted, at the discretion of DGS. The requirements for each of these facilities are prescribed under the appropriate headings in these norms. All other facilities prescribed for training should be located within the campus.

2.2 Location of Institute:

Some of the Institutes are conducting courses at many locations. Hereafter, approval to the new courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are pre-sea or post-sea. The Institutes which are already approved to conduct courses at different locations should ensure that all courses are restricted to one location by 01 July 2004 or specific extension thereafter. After the prescribed period, the approval shall be withdrawn from all non-compliant training Institutes for all the courses.

2.2.1 Address for correspondence :

All correspondence with the Institute will be made only on the address where the Institute is physically located.

2.3 Shifting of Premises:

The request for shifting of premises in the same city will be considered after receipt of processing fee of Rs. 20,000 only. However existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by DGS. The change of location of the Institute from one city to another will however be considered only as a fresh proposal, and the entire procedure for approval will have to be followed de-novo by the Institute in such a case. Institute will be re-inspected by Academic Council after scrutiny by the DGS, prior to issue of the approval to conduct courses at new premises. The Institute can conduct the courses at the new premises only after receiving the approval for new premises from DGS.

Once training has commenced in one particular place with the approval of DGS, no request for change of premises will be considered till the completion of at least two years.

2.4 Construction quality:

All buildings of the Institute shall be:

- 2.4.1 Of regular ('pucca') construction. Temporary structures are not permitted.
- 2.4.2 With proper and permanent roofing -
- 2.4.3 Properly coated/painted,
- 2.4.4 With modern flooring of tile/granite/mosaic or similar material, and be
- 2.4.5 Treated for protection against termites.

2.5 Hostel and residential facilities:

The pre-sea training shall be fully residential. The hostel shall include:

- 2.5.1 Rooms for candidates - the floor area should be minimum 3 sqm per candidate, if two tier bunks are provided, and 4 sqm per candidate, if single level is used.
- 2.5.2 Coir foam mattresses of not less than 1.8 metres x 0.9 metre x 75 mm size shall be provided for each candidate.
- 2.5.3 One cot, of size compatible for the mattress, shall be provided for each candidate.
- 2.5.4 Two-tier bunks are permissible provided the clear headroom above the mattress in each tier is not less than 0.9 metre, and ceiling fans are at a safe distance to avoid injury to occupants of the upper bunks.

- 2.5.5 One standard size of foam pillow per candidate shall be provided.
- 2.5.6 One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 1.8 metre high and 0.45 metre wide and 0.48 metre deep. The cupboard shall be made of 18/20 gauge steel or may be built-in with good quality of wood, painted (preferably powder-coated) against corrosion. The foregoing conditions could be met by standard size cupboards 1.8 metre high and 0.9 metre wide with a central partition and twin doors. The cupboard space allotted to each candidate must have separate locking facility, preferably with the candidate's own lock.
- 2.5.7 One table, chair and table lamp shall be provided per candidate, within the cabin. However, this facility is not mandatory if a classroom or study room is provided nearby, accessible to candidates during holidays and outside class hours on working days.
- 2.5.8 One waste paper basket shall be provided in each room.
- 2.5.9 Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. Where necessary, window curtains or blinds shall be provided. The window curtains or blinds shall be aesthetic and of uniform pattern/system throughout.
- 2.5.10 Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. Alternatively, a separate 'box room' with suitable racks may be provided for the luggage of all the candidates.
- 2.6 Drinking Water :
- Cold drinking water must be provided at adequate, appropriate locations on the campus, especially near the classrooms and hostel rooms, fitted with purification facility.
- 2.7 Toilet facilities in the hostel :
- In the ratio of not less than one wash basin, shower and WC for every five candidates. Different utilities (wash basin, shower and WC) shall not be clubbed into one room such that if one candidate is using the WC, he would be denying other candidates the use of a shower or washbasin.

2.7.1 Water-supply:

Adequate arrangements for water-supply to toilets, 24 hours a day, shall be provided.

2.7.2 Walls:

Masonry walls shall be covered with good quality tiles to full height.

2.7.3 Wash-basins:

Wash-basins shall be of ceramic type of not less than 50 cm in size.

2.7.4 Toilet racks:

Each wash basin shall have a ceramic/glass shelf/rack for toiletries.

2.7.5 Light:

Each wash-basin shall have light suitably mounted above it.

2.7.6 Accessories:

The toilets shall have necessary towel racks, clothes hooks and soap holders.

2.7.7 Taps:

All taps shall be of nickel-plated metal or stainless steel. Plastic taps are not acceptable.

2.7.8 Exhaust fans:

Toilets/WCs shall be fitted with adequate number of exhaust fans to prevent any accumulation of foul air.

2.7.9 WCs:

All WCs shall be of Western style and fitted with toilet seats.

2.8 Linen, laundry, and ironing:

At the commencement of the course, the Institute shall arrange for the supply of new hostel linen to each candidate. On completion of training, the candidate shall be allowed to take away the linen provided to him. The linen supplied to each candidate shall include:

- 2.8.1 One mattress cover
- 2.8.2 Four white bed sheets, for use of two at a time
- 2.8.3 Two white pillow covers
- 2.8.4 Two white Turkish bath-towels
- 2.8.5 Two white Turkish hand-towels
- 2.8.6 One blanket where ambient temperature is expected to fall below 20°C.

Adequate laundry service must be provided either in-house or out-sourced. Facility for ironing clothes shall be provided at the rate of one electric iron and ironing board for every ten candidates.

2.9 Catering:

2.9.1 Dining hall:

A dining hall suitable to seat all the candidates at one time may be provided. However, seating capacity of half the number of candidates at a time is permissible where staggered meal times are provided.

2.9.2 Ventilation:

The dining hall shall have natural ventilation and also be fitted with adequate lighting and fans.

2.9.3 Number of utilities:

Wash-basins, liquid-soap dispensers and hand-towels shall be provided at a rate of not less than one per ten candidates.

2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides shall have tiles to the full height of the walls. The cooking platform should have a chimney or other effective means above it to take away the hot air and oil fumes resulting from cooking. There should be a proper airflow system with exhaust fans to prevent air and smoke etc. from entering other enclosed spaces in the campus.

2.9.5 Designated wash place:

A designated wash place for the utensils, cutlery and crockery shall be provided, outside the galley, fitted with adequate taps and platforms for segregation of dirty and clean items. Hot water should be made available on tap for this purpose.

2.9.6 Uniform for catering staff:

While at work, all catering staff should wear uniforms. Cook's uniforms shall include 'chef caps' to prevent hair from falling into the food under preparation.

2.9.7 Quality of food:

The food shall be nutritious and fresh and, where appropriate, served hot. The entire process of catering shall be hygienic and conducive to the maintenance of good health.

2.9.8 Hygiene:

All spaces connected with catering shall be free of rodents, fungus or insects. Adequate number of insect traps shall be fitted to keep the catering spaces free of insects.

2.9.9 Out-sourcing of food preparation:

In case of outsourcing, proper agreement must be entered into with the contractor. However the food must be prepared in the galley within the campus and must be served in dining hall of the campus. The quality must be strictly supervised by the Institute.

2.10 Classrooms:

2.10.1 Ventilation:

Classrooms shall be air-conditioned or have natural ventilation and be provided with adequate lighting and fans.

2.10.2 Cooling:

Where the ambient temperature in the classroom is expected to exceed 35°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.

2.10.3 Heating:

Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.

2.10.4 Class-room size:

The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the student will require a larger desk as compared to the requirements of classes for students of general education.

2.10.5 Carpet area:

The size of the classroom for candidates shall be as given below:

No. of candidates	Carpet area of room
20	Not less than 30 m ²
40	Not less than 50 m ²
Between 20 & 40	Between 30 & 50 m ²

2.10.6 Black/white board:

Black/white board with chalk/marker pens of different colours shall be provided in each classroom.

2.10.7 Overhead projector:

An overhead projector shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates.

2.10.8 Screen:

A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector

2.10.9 For lecturer:

A raised platform with a table and chair shall be provided. The lecturer shall be provided a lockable cupboard for use in each classroom.

2.10.10 For candidates:

Each candidate shall be provided with a separate chair and table. However, if the dimensions of the room warrant, twin seating may be permitted, provided that separate chairs are available to each candidate.

2.10.11 Notice-board:

A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

2.11 Library-cum-reading room:

A dedicated library-cum-reading room of not less than 20 m² per 40 candidates shall be provided, adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room.

2.12 Audio-visual equipment :

The Institute shall have adequate audio-visual materials including TVs, video/CD players, appropriate video tapes/CDs, etc.

2.13 Computer and projection facility :

It is recommended to provide for a computer and projector for PowerPoint presentations in classrooms when required.

2.14 Maps, models, etc.

Adequate number of world maps, models of ships, wall-mounted photographs of ships and ports, etc. shall be displayed in classrooms and other suitable places in the campus.

2.15 Video-cassettes/CDs:

The available video-cassettes/CDs should include

2.15.1 Entry into enclosed spaces

2.15.2 Use of breathing apparatus

2.15.3 Personal safety on Deck

2.15.4 Abandon ship

and other video cassettes/CDs, as may be prescribed from time to time.

2.16 Computer training:

At least five workstations for every 40 candidates, with MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided

for use by candidates on holidays and off-hours on weekdays. Where computer training cannot be imparted within the campus, formal agreement with suitable outside agencies with dedicated time slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted. However, the said workstations stated earlier in this clause must be available in a classroom within the campus.

2.17 Communication facilities :

2.17.1 Internet:

Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least two Internet workstations shall be provided for every 40 candidates.

2.17.2 Telephone:

Candidates shall have access to local, NSD and ISD telephone facilities within the campus.

2.17.3 Photocopying :

Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

2.18 Recreation room:

A recreation room of not less than 20 m² per 40 candidates, with indoor games such as table tennis, carrom, scrabble, draughts, chess, etc., TV, Video, etc. shall be provided for use by the candidates.

2.19 Dispensary and medical emergencies:

A dispensary stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available at short notice and a formal agreement with a hospital/clinic nearby in case of emergencies.

2.20 Ship-type mast :

A ship-type mast, approximately 15 meters high, for practice in mast climbing must be provided in a convenient location in the campus.

2.21 Playground:

A playground of at least 130 meters x 100 meters shall be provided within the campus. If for any reason, on-campus playground is not provided, formal agreement with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes with suitable outside agencies may be permitted, at the discretion of DGS. Since outdoor games is part of the daily routine, playgrounds situated external to the campus must be within a distance of about 10 kilometers.

2.22 Parade-Ground :

A parade-ground of minimum area computed at 15m² per candidate per course parade should be provided. Where the playground is within campus, the parade-ground may, if desired, be situated on the playground itself. But where playground is outside the campus, it is necessary that the parade-ground shall be provided within the campus.

2.23 Swimming facilities:

The Institute shall have facilities for imparting training in swimming. Where on-campus swimming facilities are not provided, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of the DGS.

2.24 Boatwork:

Facilities are necessary for practice in handling of boats with oars. Where on-campus facilities do not exist, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

2.25 Alternate source of electric supply:

2.25.1 An alternate source of electrical power capable of providing power to the following within ten minutes of the failure of the main supply shall be provided.

2.25.2 All lights and fans in the buildings and half the number of lights of compound.

2.25.3 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board,

- 2.25.4 Computers, UPS for computers, simulators and their air-conditioners.
- 2.25.5 The emergency power requirement for workshop facilities need not be concurrent or simultaneous with that required for the hostel as it may be presumed that both these premises would not be occupied at same time.
- 2.25.6 The emergency generator and emergency switchboard shall be located in a self-contained room, at ground level in the campus, sufficiently segregated from the academic and residential accommodation in order to prevent unnecessary noise, vibration and atmospheric pollution.

Part 3

Faculty

3.1 Faculty Strength :

The number of candidates in a lecture class shall not exceed 40. For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 8 candidates per instructor. At least 50% of the faculty in each category must be on full-time employment of the Institute. The minimum faculty strength for a batch shall be as prescribed separately for each category of pre-sea induction course.

3.2 Approval of Faculty :

The faculty members may apply in the application form at **Enclosure VII**, through an approved Institute. Each faculty member will be approved by the DGS initially for the subject/s for which he/she is considered to be competent to teach. Once the approval letter is issued for a faculty member, he/she will be free to teach that subject in any Institute. If that faculty member wants to also teach another subject, he will have to get approval from DGS for that subject separately.

3.3 Separate course-in-charge for each course:

Where the Institute is running more than one course, each course should have different course in-charge.

3.4 Appointment of faculty members :

The appointment of the faculty member for a particular course is approved at the time of granting approval for the course. Subsequent appointment of different faculty member should be made with the prior approval of DGS unless delegated to any suitable authority. Where the appointment is made in emergency like sudden illness, death, or resignation of existing faculty member etc. then the Institute should take the DGS's ex-post facto approval as early as possible. Until the approval from the DGS is received, the faculty should be appointed provisionally. Provisional appointment should not be for more than for one month in any case and the request for the approval of the same should be forwarded to DGS immediately. Such case of provisional appointments should be exception rather than rule. Normally such requests will be considered maximum 6 times a year, and subject to not more than 25% of faculty strength.

3.5 Visiting faculty members and guest lecturers:

In view of the paucity of teachers in specialised subjects and in order to cater to instructional requirements, visiting faculty members may be resorted to, as and when necessary. However, too much of dependence on visiting/part-time faculty members should be avoided. At any time, the Institute should have on its rolls a minimum of 50% permanent faculty members. The Institute should arrange as many guest-lectures as possible, by distinguished persons from the industry, and having managerial responsibilities related to the course.

3.6 Qualifications and attributes of faculty:

3.6.1 Only properly trained and qualified personnel should impart training and instruction.

3.6.2 All faculty members shall have undergone an appropriate, approved 'Training of Trainers' course or equivalent accepted by DGS.

3.6.3 Faculty members should be capable of clear, loud, vocal communication in English, without any speech defect and, when interacting with ratings, be capable of expressing themselves in Hindi.

3.6.4 The qualifications of the course-in-charge and faculty members shall be as prescribed separately for each category of pre-sea induction course.

3.6.5 Maximum age of Principal/Director/Capt. Supdt./Dean/Faculty and Instructor:

The maximum age of Principal/Director/Capt. Supdt./Dean/ Faculty and Instructor shall not exceed 65 years. Extension beyond 65 will have to be sought in advance, and shall be granted by the DGS depending on the merits of the case, but shall not in any case exceed 70 years.

3.7 Training and Leave Reserve:

To enable institutions to sponsor faculty for staff development programmes such as TOTA etc. and to allow them to avail of leave, it is necessary that adequate number of persons are available as leave reserve. It will be desirable to have 10% staff in excess for this purpose, and the said arrangement it can be in terms of visiting faculty too.

3.8 Personnel on duty:

There must be persons designated, as prescribed separately for each category of pre-sea induction course, to be on duty in the campus at all times during the

course period. This is to ensure welfare, discipline, and safety amongst candidates, and for overall security of the Institute. It is imperative that the person designated to be on duty and in-charge of discipline must eat with the candidates in the dining hall. This will not only take care of discipline and table manners but also ensure that the standard of quality of food is maintained.

3.9 Faculty room:

There shall be a room for faculty members, separate from the office space, as follows:

- 3.9.1 For each full-time faculty member, carpet area not less than 4m² with separate chair, table and cupboard.
- 3.9.2 Modular separation is recommended.
- 3.9.3 For visiting faculty members, additional table and chairs.
- 3.9.4 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

Part 4

Course facilities and fees:

4.1 Course strength:

The number of candidates shall be 40 per course and in multiples of 40 thereafter.

4.2 Staggered batches:

Where desired by the Institute, batches may be admitted, staggered by half the approved strength, so that there would be some senior and junior candidates at any one time. However, the total number of candidates under training, at any one time, shall not exceed the sanctioned strength for the pre-sea induction course for that institution.

4.3 Increase in course capacity :

Any request for increase in the capacity or additional batch of the course subsequently will be considered afresh, and the Institute will be required to pay the non-refundable processing fee again along with the application. Inspection by the Academic Council, on the advice and scrutiny of DGS will take place only on such payment being made.

4.4 Admission standards:

Admission standards shall be as prescribed separately for each category of pre-sea induction course. At present these are prescribed in M.S. Notice No.24 of 2002 dated 03.10.02. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DGS that Institute has given admission to any candidate who does not fulfil the eligibility criteria, this will be treated as misconduct by the Institute and it shall be liable for penal action including withdrawal to the approval of the course.

4.5 Verification of documents:

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the head of the Institute or by his authorised representative. The responsibility for such scrutiny shall be that of the head of the Institute. The Institute must retain an attested photocopy of each such document for a period of not less than 5 years. Since the originals are being sighted by the Institute, the photocopies need not be attested, but the

person sighting original can make an endorsement on the photocopy with his name and designation.

4.6 Daily routine:

The daily routine to be followed by all pre-sea Institutes is enclosed at **Enclosure-VIII.**

4.7 Course content:

The course content and the distribution of hours for each topic/activity may be given separately for each category of pre-sea induction course. These must be strictly adhered to.

4.8 Detailed teaching syllabus:

Teaching syllabus shall be as prescribed for each category of pre-sea induction course.

4.9 Text-Books

Text-books shall be as may be prescribed separately for each category of pre-sea course.

4.10 Four basic modular courses:

The Institute shall arrange for the candidates to undergo the following courses independent of the stipulated period of pre-sea training, and before issuing them a final passing out certificate:

4.10.1 Personal Safety & Social Responsibilities (PSSR)

4.10.2 Personal Survival Techniques (PST)

4.10.3 Elementary First Aid (EFA)

4.10.4 Fire Prevention & Fire Fighting (FPFF)

4.10.5 The basic courses listed above must be courses approved by DGS in the Institute.

4.10.6 Where facilities to conduct these courses do not exist within the campus, formal agreement with other approved Institute/s is permitted. However, the responsibility for all arrangements, such as transportation, boarding, lodging, etc., while the candidates undergo these basic courses outside the campus, is

that of the Institute that conducts the pre-sea training. A separate certificate must be issued to each candidate for each basic course.

4.11 Course dates:

In order to maintain uniformity, the date of commencement of pre-sea courses shall strictly be first working day of the month.

4.12 Intimation to DGS, INDos and to Shipping Master:

4.12.1 Intimation to DGS and INDos:

Within two weeks of commencement of the course, the head of the Institute shall send a list of candidates, in the prescribed format, to the DGS and to the Principal, LBS College of Advanced Maritime Studies and Research (LBSCAMSAR), Mumbai. The Principal LBSCAMSAR shall allot a distinctive permanent Indian National Database of seafarers (INDos) number to each candidate and communicate the same to the Institute. The INDos number should be stated in all maritime certificates and documents issued in India to that candidate.

4.12.2 Submission of Form 1 to Shipping Master:

The Institute will submit Form 1 (as prescribed in **Enclosure -IX**), duly filled in by the candidates to the Shipping Office geographically closest to the training Institute. The Form 1 should reach the concerned Shipping Office, within 7 days of commencement of the course. In case of any delay, CDC will not be issued to such candidates unless condonation of delay for submission of Form 1 is obtained from DGS. The training Institutes are therefore, advised to complete the selection process and have Form 1 completed by the selected candidates at the commencement of the course to avoid any delay in submission of Form 1 to the Shipping Master.

4.12.3 Submission of Form 2 to Shipping Master :

After declaration of the results/candidates becoming eligible to proceed to sea, the Head of the Institute will forward Form 2 (as prescribed in **Enclosure-X**) to the concerned Shipping Master within 7 days of the date of completion of course/candidates becoming eligible to proceed to sea, along with the required fee of Rs. 500/- per candidate, by Demand Draft, in favour of the concerned Shipping Master.

4.12.4 Issue of CDCs by Shipping Master :

On receipt of Form 2 from the training Institutes, the Shipping Master will prepare CDCs for all successful candidates and forward the CDCs to the respective Head of training Institute in one bunch. CDC will not be prepared in respect of candidates whose names have not been included in Form 1. Heads of Institute should collect CDCs from Shipping Office through an authorized representative to avoid postal delay. Shipping Masters shall ensure that CDCs are prepared and kept ready for collection by the authorized representative of the Training Institute within 15 days of receipt of Form 2.

4.13 Evaluation and monitoring :

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained.

4.14 Final Examination:

4.14.1 Towards the end of each course, there will be a final examination consisting of written, oral and practical segments.

4.14.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself.

4.14.3 The Institute shall retain the answer-scripts and other assessment records for at least twelve months thereafter.

4.14.4 In order to ensure that proper valuation has been done, a member of the Academic Council, or other officer appointed by DGS, possessing an appropriate Certificate of Competency, may review assessment records at random and also ask during the surprise/annual inspection questions of some of the candidates to assess the general quality of training imparted

4.14.5 The structure of the assessment system is given separately for each category of pre-sea induction course.

4.14.6 The criterion for issue of a passing out certificate is given separately for each category of pre-sea induction course.

4.14.7 Instruction for 're-sits' of failed candidates is given separately for each category of pre-sea induction course.

4.14.8 The format of the passing out certificate is given separately for each category of pre-sea induction course.

4.15 Entry of Final certificates in INDos:

The details of the four basic certificates – PSSR, PST, EFA and FPFF – and the final passing out certificate issued to each candidate, after the course is over, shall be communicated by the Institute to the Principal, LBS College, in a prescribed format, for entry of the same in INDos.

4.16 Use of uniforms:

4.16.1 Uniforms serve four main purposes.

Firstly, rich and poor candidates cannot be distinguished by their apparel.

Secondly, persons wearing uniform tend to behave correctly in public, as they are conspicuous by their appearance.

Thirdly, proper hierarchy is established by the epaulettes worn.

Fourthly, laminated photo identity cards hanging on the right shirt-pocket (preferable to plastic name-plates) establish precise identity of the wearer.

4.16.2 It is therefore necessary for not only the candidates to wear uniform but also for the faculty members who should set example.

4.16.3 Uniforms for faculty members should be as prescribed separately for each category of pre-sea course.

4.16.4 Uniforms for candidates should be as prescribed separately for each category of pre-sea course.

4.16.5 The list of accessories that each candidate must possess whilst under training shall be as may be prescribed separately for each category of pre-sea courses.

4.16.6 All staff, faculty members and candidates must wear uniform at all times in the campus – ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

4.17 Fees:

The Institute is free to charge a reasonable amount of fee from the Candidates. However, the fee which is being charged, or any subsequent change in the fees structure, should be intimated to the DGS. During inspections by the Academic Council and Directorate this point may be checked with records available in the Institutes and deviation shall be treated as misconduct by the Institute attracting penal provisions including withdrawal of approval of the course by the DGS. The fee should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each course should be sent to the DGS for record before commencement of the course.

4.18 Method of collection of fees:

All collection of fees from the students should be through DD/cheques only for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. Any collection in cash from candidates by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

4.19 Remission of fees to girl-candidates :

To promote the entry of girls in the shipping sector, it has been decided to offer incentives to such girl-students in Government training institutions, that is, in TS Chanakya, MERI Kolkata and MERI Mumbai. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

4.20 Annual contribution to Government:

All approved Institutes and approved Workshops themselves conducting maritime training course, should pay to the Government of India one percent of the total fees collected by them in the financial year from 1st April to 31st March, the minimum of which shall not be less than Rs. 10,000. This amount of annual contribution to Government should be remitted to the DGS by 31st May after every financial year. A penal interest of 18% shall be levied on the amount due when there is a default by the Institute/workshops. Moreover, if the amount due is not received by 31st July of the year, the approval itself may be suspended till such time the payment is made.

Part 5

Disciplinary action

5.1 Automatic lapse of approval:

Where, after the approval of the DGS, no pre-sea induction course is conducted for a year or more, the DGS approval shall be deemed to have automatically lapsed by default. This is necessary since the faculty would not normally be retained/utilized and the equipment and hostel-premises might have deteriorated during this period. The approval may be revived by subsequent inspection on a request received from the Institute, and after payment of processing fees.

5.2 Role of the Academic Council:

5.2.1 Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval after giving intimation to the institution or on receipt of request of the Institute through DGS

5.2.2 Unscheduled (surprise) inspection to verify that the contents of the approved documents from the proposal are properly and adequately in place, and are being followed in principle and practice

5.2.3 Annual inspections for continued approval of the courses

5.2.4 The Academic Council should devise a means of reporting any inspection based on the applicable parts of the approved documents i.e. A, B, C, D and E. (Please see **Enclosure- XI** and **Enclosure–XII**)

5.2.5 The Academic Council shall insist on quality standards and certification of the Institute

5.2.6 Observations for further development of Institute to streamline its working may be made. Such observations would be prudent advice and should be heeded to by the Institute.

5.2.7 If the Academic Council during the course of inspection finds a deviation from fair methods of principles and practice, it should immediately bring it to the notice of the Institute and seek immediate compliance or compliance within a specified period. The Chairman of the Academic Council should convey this in writing to the Institute. The report to the Chairman of the

Academic Council must contain the list of deficiencies duly endorsed by the inspectors/surveyors and at least two senior persons from the Institute named in Part 'A' or Part 'B'. The Institute must be given a fair chance to express its point of view and arguments to Academic Council. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

5.2.8 Generally no on-going course shall be terminated or suspended unless there are ample reasons to justify such a withdrawal as in para 5.5.5. In all other circumstances, the findings of the inspection should be immediately reported to the DGS with a clear recommendation stating the proposed course of action.

5.3 Types of deficiencies:

Deficiencies may be of two types: major and minor.

5.3.1 Major deficiencies :

Intentional violation of the instructions of the DGS with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major deficiency. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as major deficiency. Major deficiency shall comprise of any item such as:

5.3.1.1 enrolment of the number of students in excess of approval,

5.3.1.2 admission to ineligible candidates,

5.3.1.3 inadequacy of the faculty to impart training,

5.3.1.4 irregularities in fees,

5.3.1.5 irregularities in teaching hours and

5.3.1.6 break-down of general discipline

5.3.1.7 any other significant lapse from the guidelines.

In the event of such deficiencies being noted during inspection, they should be reported to the DGS immediately.

5.3.2 Minor deficiencies :

Minor deficiencies are defined as those which can be rectified within short time but do not contravene anything in the approved documents, and be a mere aberration in practice.

5.4 Rectification of deficiencies

After the deficiency has been noted by any inspecting authority, it is necessary that following procedure be adopted:

5.4.1 The deficiencies must be noted down immediately and duly endorsed by the surveyors and the Institute authorities as stated earlier.

5.4.2 In case of a major deficiency - a warning is to be given to the institution to rectify immediately or over a specified period of time. Simultaneously a report should be made out to the DGS with clear and specific recommendations.

5.4.3 In case of minor deficiencies - a warning should be issued to the Institute and they should be given a specified period of time to rectify.

5.4.4 In case of observations, they should be conveyed to the Institute.

5.4.5 The period of time for rectification of deficiencies must be clearly spelt out to the Institutes. It should generally be not more than two weeks.

5.5 Withdrawal of approval:

5.5.1 Categories of withdrawal:

Detection of any major deficiencies may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

5.5.2 Temporary withdrawal of approval:

Temporary withdrawal means that the batch/es which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students doing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc, it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not

conduct the next course. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of approval by DGS. On compliance with the deficiencies pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and guidelines for the course at the time of restoration of approval.

5.5.3 Permanent withdrawal of approval:

Permanent withdrawal means permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

5.5.4 Ordinary permanent withdrawal of Institute approval:

If however the type of major deficiencies is such that a permanent withdrawal of the approval be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.

5.5.5 Immediate permanent withdrawal/cancellation of Institute approval:

In extra-ordinary cases where the deficiencies are so serious that DGS comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved courses in the Institute without even waiting for the current batches of students to complete the current course, such action may be taken with immediate effect. This shall also be known as cancellation of approval of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, such as faked records or sale of certificates without attendance by candidates, is detected.

5.6 Procedure for withdrawal:

Normally a show-cause notice will be issued by the DGS indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal, it will not be possible to issue the usual show-cause notice with the usual time.

5.7 Competent authority for withdrawals:

All approvals/withdrawals will be issued by the DGS, unless specifically delegated to any subordinate authority.

5.8 Display on DGS website:

Approvals, withdrawals and cancellations will be displayed on the official Website of the DGS (www.dgshipping.com).

Part 6

Effective date

6. Effective date of implementation of guidelines:

These guidelines shall come into force with effect from 15th February 2003, except those already in force, and also except those specifically provided to come into force by 1st July 2004 or thereafter on merits of the case. Between the date of issue of these guidelines and the 15th February 2003 DGS shall not grant any in-principle approval to any new Institute for maritime training.

(D T Joseph)
Director-General of Shipping
&
Secretary to Govt of India
15th January 2003

Enclosure – I

CHECKLIST FOR APPROVAL OF INSTITUTE
BY DIRECTOR GENERAL OF SHIPPING

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	<i>Name of the Institute</i>				
2.	<i>Address</i>				
3.	<i>Telephone / Fax</i>	<i>Tel:</i> <i>Fax:</i>			
4.	<i>E-Mail</i>				
5.	<i>Fees : Demand Draft for Rs. 50,000/- and Demand Draft No.</i>				
6.	<i>Business Plan of the Institute</i>				
7.	<i>Layout of the premises</i>				
8.	<i>Name of the Registered Public Trust / Registered Institute/Sn. 25 company</i>				
9.	<i>Name of the Trustees/ member of the Management Council or other Authorized signatory on behalf of the registered</i>				

	<i>society managing /owning the Institute/Director of Sn.25 Company (Documentary evidence to be attached)</i>				
10.	<i>Resolution passed by such Registered Public Trust/Registered Society /Sn.25 Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached)</i>				
11.	<i>Courses which Institute proposes to conduct</i>				
12.	<i>Name of the head of the Institute</i>				
	<i>(a) Qualification</i>				
	<i>(b) Experience</i>				
	<i>(c) Teaching Experience</i>				
13.	<i>Name of the Principal/Director/Capt Supdt. (CV to be attached)</i>				
14.	<i>Location where Courses are proposed to be conducted.</i>				
15.	<i>Are the premises owned or leased ? If leased, duration of lease available from date of this application. Proof of ownership/lease for minimum period of three years to be produced with enabling provision for renewal of lease for a further period of three years.</i>				

16.	<i>Infrastructure Facilities Tentative plan of basic infrastructure i.e campus facility i.e office, scholastic block, hostel, playground, swimming pool, parade ground facility for boating, galley etc.</i>				
17.	<i>Does Institute have tie-up with any Foreign Flag for conducting courses recognized by their administration? If yes then name of Administration and course details</i>				
18.	<i>Sources of Funds.</i> <i>a. Initial capital expenditure</i> <i>b. Recurring capital expenditure</i> <i>(Details to be attached)</i>				

ENCLOSURE-II

डे.ए.ए.ए.
Telegram : DEGESHIP

2613651-4



MINISTRY OF SHIPPING
Telephone 2613651-4

DGS GENERAL OF SHIPPING

training@dgshipping.com

'JAHAZ BHAVAN', WALCHAND HIRACHAND MARG,

MUMBAI :- 400 001

GOVERNMENT OF INDIA

भारत सरकार, नौका विभाग, मुंबई

नौका विभाग, मुंबई -

उप. नौका विभाग : 91-22-2613655

Fax : 91-22-2613655

E-mail -

website : www.dgshipping.com

SPECIMEN APPROVAL LETTER TO THE INSTITUTE

नौका विभाग -

नौका विभाग

ABC

(INDOS No.____)

XYZ, Mumbai

Maritime Institute Approval No. : /2003

I am to inform that the Director-General of Shipping has considered your request and accorded "Approval" to your Institute, in order to start the Maritime Training courses proposed from time to time subject to separate approval for such course/s by the Directorate on fulfilling the laid down criteria and guidelines applicable to such courses. The final approval to conduct the course in your Institute depends on the successful inspection by the _____ Academic Council and the final approval by DGS.

Yours sincerely,

for Director-General of Shipping.

Copy to :-

ChairmanAcademic Council

Guard File

ENCLOSURE-III

CHECKLIST FOR APPROVAL OF COURSE
BY DIRECTOR GENERAL OF SHIPPING

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	<i>Name of the Institute</i>				
2.	<i>INDos No.</i>				
3.	<i>Address</i>				
4.	<i>Telephone/Fax</i>	<i>Tel:</i> <i>Fax:</i>			
5.	<i>E-Mail id :</i>				
6.	<i>Name of the Trustees/ member of the Management Council or other Authorized signatory on behalf of the registered society managing /owning the Institute/Director of Sn.25 Company (Documentary evidence to be attached)</i>				

7.	Name of the Trust/Registered Institute/Sn 25 company				
8.	ISO 9000:2000 Certificate				
	(a) Accreditation Body				
	(b) Last Internal Audit				
	(c) Last External Audit				
	(d) Any Major non-conformance found in the Audit				
	(e) Management Representative				
9.	Course for which approval is sought				
	(a) Course ID				
	(b) Course Fees	DD :			
		Date:			
	(c) Duration of Course				
	(d) Frequency of the course in year				
	(e) Proposed No. of Trainee/Course				
	(f) Eligibility Criteria for Candidates				
	(i) 10th standard				
	(ii) 10 + 2 standard				
	(iii) Diploma				
	(iv) B. E.				
	(v) ATS				
	(vi) Any Other				
10.	Name of the head of the Institute				
	(a) Qualification				
	(b) Experience				
	(c) Teaching Experience				
11.	Name of the Principal/Director/Capt Supdt				

12.	<i>Location where Course is proposed to be conducted</i>				
13.	<i>Are the premises owned or lease? If leased, duration of lease available from date of this application. Proof of ownership/lease to be produced with enabling provision for renewable of lease for a further period of three years.</i>				
14.	<i>Course in Charge</i>				
	<i>(a) Name</i>				
	<i>(b) DGS Faculty Approval No. and Date</i>				
	<i>(c) Designation</i>				
	<i>(d) Qualification</i>				
	<i>(e) Experience</i>				
	<i>(f) Phone (Res.)</i>				
15(a)	<i>(a) Instructor – 1</i>				
	<i>(i) Name</i>				
	<i>(ii) DGS Faculty Approval No. & Date</i>				
	<i>(iii) Designation</i>				
	<i>(iv) Qualification</i>				
	<i>(v) Experience</i>				
15(b)	<i>Instructor – 2</i>				
	<i>(i) Name</i>				
	<i>(ii) DGS Faculty Approval No. & Date</i>				
	<i>(iii) Designation</i>				
	<i>(iv) Qualification</i>				
	<i>(v) Experience</i>				
15(c)	<i>Instructor – 3 (& so on)</i>				
	<i>(i) Name</i>				

	(ii) DGS Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
16.	Support Staff				
(a)	Support Staff – 1				
	(i) Name				
	(ii) Designation				
(b)	Support Staff – 2				
	(i) Name				
	(ii) Designation				
(c)	Support Staff – 3 (& so on)				
	(i) Name				
	(ii) Designation				
17.	List of Equipment & Publications				
18.	Whether the Publications & Equipment are being shared with other courses or exclusively for this course. Give Details				
19.	Infrastructure Facilities				
(a)	Class Room				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
(b)	No. of Tables & Chairs				
(c)	Toilet / Wash Rooms Facilities				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of Toilets				
	(iv) No. of Wash Rooms				
(d)	Canteens/Catering Facilities				

	(i) Mess Room / Canteen Area				
	(ii) No. of Tables & Chairs				
(e)	Teaching Aids (OHPs, White Board, CDs, Etc.				
(f)	Residential Facilities for Trainees				
	(i) No. of Candidates per room				
	(ii) No. of Toilets				
	(iii) Mess Room				
	(iv) Recreational Facilities				
	(v) Play Ground				
(g)	Library Facilities				
	(i) Space in sq.m.				
	(ii) Number of Books				
	(iii) Name of Journals				
	(iv) Seating Capacity				
	(v) Timings				
(h)	Recreational Facilities (Duration / Working Hours)				
(i)	Medical Facilities at the Institute / Near to the Institute				
	(i) Name of Dispensary/Hospital				
	(ii) Address				
	(iii) Telephone				
(j)	Phone / STD Facility Available				
20.	Handouts to include				
	(a) Name, Address & Telephone No. of Head of Institute and Course In-charge				
	(b) List of Instructors and Name & telephone No. of Warden				
	(c) Guidelines for Instructors				

	<i>(d) Course Objectives and Course Outline</i>				
	<i>(e) Teaching Syllabus and Time Table</i>				
	<i>(f) Course Material Topicwise</i>				
	<i>(g) Procedure for Evaluation, Criteria for Passing and Instructions for Resits</i>				
	<i>(h) Re-Examination</i>				
21.	<i>In case any short falls, Please specify and give Reasons</i>				
22..	<i>Any Other details not covered above</i>				
23.	<i>If the Institute is approved for more than one course following information to be provided (see Matrix – 1)</i>				
24.	<i>No. of Hours each Faculty Member is engaged / Week</i>				
25.	<i>When was the Institute last inspected & by Whom</i>				
26.	<i>When was Surprise Inspection of Institute carried out & by whom</i>				
27.	<i>Was any Course suspended.</i>				
	<i>(a) When</i>				
	<i>(b) Was it restored / when</i>				
28.	<i>Name of the Faculty Members who left the Institute in Last Year</i>				
29.	<i>Name of the Faculty Members who Joined the Institute in Last Year</i>				
30.	<i>Faculty (as per Matrix – 2)</i>				
31.	<i>Approved list of faculty for other courses Faculty drawn from other department (State Dept.)</i>				

	(a) Name				
	(b) Qualification				
32..	Internal Facilities (As per Matrix -3)				
33.	External Facilities (As per Matrix -4)				
34.	Does the Academy have any other in-house courses not approved by DGS(Pls.attach separate sheet of such courses, organization for whom conducted, authority of the same etc.)				
35.	Course Details (as per Matrix-5)				
36.	Publications / Books available to the Staff for Teaching				
37.	How is Knowledge of the Faculty Members / Staff Updated?				
38.	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued submitted				
	(b) Numbering Procedure for Certificate				
	(c) Procedure laid down for dealing with forgeries				
	(d) Procedure for changing Format / Style of Certificate				
	(e) Record Keeping				
39.	Examination Assessment				
	(a) Appointment of Examiners				
	(b) Examination Process (Written, Orals etc.)				
	(c) Infrastructure Norms (to be attached)				
40.	Revision of Courses				
	(a) How are they Incorporated?				

	<i>(b) Any course where Revisions were made?</i>				
41.	<i>Does Institute have tie up with any Foreign Flag for conducting courses recognized by their administration? If yes then name of Administration and course details</i>				
42.	<i>Functional Details of Institute</i>				
	<i>(a) No. of actual teaching days</i>				
	<i>(b) No. of working days lost due to strike, etc.</i>				
	<i>(c) No. of hours class room is used (Day and Course details)</i>				
	<i>(d) Were all examinations conducted on time? If No why?</i>				
	<i>(e) Is there a grievance redressal machinery?</i>				
	<i>(f) Whether performance of teachers is assessed through annual appraisal</i>				
	<i>(g) Whether there is provision of assessing teachers based on student appraisals ?</i>				
43.	<i>Means of knowing the latest Amendments</i>				

The following Matrices shall be used -

MATRIX – 1

Name of course → Name of faculty ↓				

Name of course	DGS Approval No. (ID)	No. of candidates	Frequency (week/month/year)	Date of approval/inspection

MATRIX – 2

Faculty/lecture matrix

Subject → Faculty ↓				

Faculty/tutorial matrix

Subject → Faculty ↓				

Faculty/practical(?) matrix

Subject → Faculty ↓				

MATRIX – 3

Use matrix(equipment-wise)

Name of course → Equipment ↓				

MATRIX – 4

External facilities Use matrix(equipment-wise)

Name of course → Equipment ↓				

(please see next page)

MATRIX – 5

Course	Course date	No. of candidates	Passed	Failed

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action including suspension and/withdrawal of the approval of the course/courses by the D.G. Shipping.

(Name & Signature of the Authorized Representative)

Date : _____

Place : _____

Note:

1. The Institutes have to fill up the description column giving the details/annexure no./page no. in which the information of the subject is provided.
2. The experience stated in the bio-data of the faculty members/instructors have to be supported by valid documents like CDC, COC, etc.

ENCLOSURE-IV

डे.ए.ए.ए.
Telegram : DEGESHIP

2613651-4



MINISTRY OF SHIPPING
Telephone 2613651-4

DGS GENERAL OF SHIPPING

training@dgshipping.com

'JAHAZ BHAVAN', WALCHAND HIRACHAND MARG,

MUMBAI :- 400 001

GOVERNMENT OF INDIA

1/2 1/2 1/2 -

91-22-2613655
Fax : 91-22-2613655
E-mail -

website : www.dgshipping.com

SPECIMEN IN-PRINCIPLE APPROVAL LETTER

1/2 1/2 1/2 -

1/2 1/2 1/2 -

ABC

(INDOS No.____)

XYZ, Mumbai

IN- PRINCIPLE APPROVAL No. : /2003

I am to inform that the Director-General of Shipping has considered your request and accorded "In-Principle Approval" to the course/s mentioned below in order to start the work on the infrastructural facilities for conducting the following course at your Institute. The final approval to conduct the course in your Institute depends on the successful inspection by the _____ Academic Council and the final approval by DGS.

Name of the Course : *Upgradation of EFA/PST/FPFF*

Course ID

: 36

Course Duration : One (1) Day

Intake Capacity : 20 Candidates

Special Instructions (if any) :-

You are requested to intimate DGS upon completion of the preparation of the infrastructural facilities required, so that formal inspection by the _____ Academic Council can be arranged so as to process your proposal further for final approval.

Yours sincerely,

for Director-General of Shipping.

Copy to :-

ChairmanAcademic Council

Guard File

डे.ए.ए. २६१३६५१
Telegram : DEGESHIP



2613651-4

Enclosure - V
GOVERNMENT OF INDIA
MINISTRY OF SHIPPING

Telephone 2613651-4

GS GENERAL OF SHIPPING
JAHAZ BHAVAN, WALCHAND HIRACHAND MARG,
MUMBAI :- 400 001

Fax : 91-22-2613655
E-mail -
website : www.dgshipping.com

SPECIMEN INSPECTION LETTER

२६१३६५१-

१९९९

The Chairman
.....Academic Council
Mercantile Marine Department
.....PINCode.....

REQUEST FOR INSPECTION : TR /WI / /2003

<u>Name of Institute</u>	: ABC	<u>INDOS No.</u>	: 000
<u>Location</u>	: yz Mumbai – 400 001		
<u>Name of the Course</u>	: <i>Upgradation of EFA/PST/FPFF</i>	<u>Course ID</u>	: 36
<u>Intake Capacity</u>	: 20 Candidates		

DGS has received a request from the Institute mentioned above for approval to maritime training course/s. In order to examine the said proposal, you are requested to inspect the Institute, and submit your report along with the list of deficiencies preferably within six weeks from the date of issue of this letter. Copy of the proposal with course material, submitted by the Institute and duly stamped and countersigned by DGS, is being forwarded to you for your record.

You are also requested to carry out the general inspection of the Institute (if it is an existing approved Institute) along with this inspection and submit a brief report.

Special Instructions (if any) :-

Yours sincerely,

for Director-General of Shipping

Copy forwarded to :- The Institute with reference to their letter No. ----- dated -----
The Institute is requested to approach the Chairman,Academic Council,,
immediately for inspection.

for Director-General of Shipping

Enclosure - VI

डे.ए.ए. डी.ए.ए.
Telegram : DEGESHIP

GOVERNMENT OF INDIA
भारत सरकार, नौका विभाग, मुंबई

नौका विभाग, मुंबई -

2613651-4



MINISTRY OF SHIPPING

Telephone 2613651-4

नौका विभाग, मुंबई

DGS GENERAL OF SHIPPING

“नौका विभाग, मुंबई”

training@dgshipping.com

‘JAHAZ BHAVAN’, WALCHAND HIRACHAND MARG,

मुंबई - 400 001

MUMBAI :- 400 001

फैक्स : 91-22-2613655

Fax : 91-22-2613655

E-mail -

website : www.dgshipping.com

SPECIMEN APPROVAL LETTER

नौका विभाग

नौका विभाग

APPROVAL No. : TR / A / /2003

The Director-General of Shipping approves your proposal for the following course at your Institute, subject to fulfilling the prescribed guidelines, and those being issued by the DGS from time to time:-

Name of Institute : ABC

INDOS No. : 000

Location : xyz Mumbai – 400 001

Name of the Course : *Upgradation of EFA/PST/FPFF*

Course ID : 36

Course Duration : One (1) Day

Intake Capacity : 20 Candidates

Special Instructions (if any) :-

The Institute will be subjected to surprise inspection by the representative of the DGS/Academic Council. In case of any deficiencies, the approval may be withdrawn without any further notice by the DGS. Please see overleaf for General guidelines.

Yours sincerely,

for Director-General of Shipping.

Copy to :-

1. The ChairmanAcademic Council
2. NT Branch/Eng Branch
3. Computer Cell
4. Guard File

Enclosure- VII

APPLICATION FORM FOR APPROVAL TO FACULTY
BY DIRECTOR-GENERAL OF SHIPPING

1. Faculty

(a) First Name : _____

(b) Last Name : _____

2. Sex : M/F _____

3. Date of Birth (dd/mm/yyyy) : / /

4. INDOS No. : _____

5. Names of the course proposed to teach : _____

6. Address

a. Local : _____

City _____

Pin _____

Tel No. _____

Email _____

b. Permanent : _____

City _____

Pin _____

Tel No. _____

Email _____

7. Passport No. : _____

8. CDC No. : _____

9. COC No. : _____

10. COC date of Issue : _____

11. COC Type : _____

12. Academic Qualification

S. No.	Name of Exam	Name of Board/ University	Place of Study	% of Marks
1	XII			
2	B.Sc			
3	M.Sc./MBBS			

13. Experience at Sea : _____

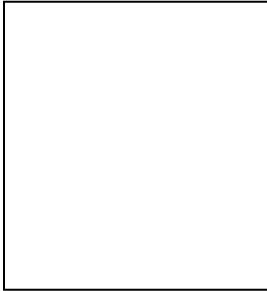
14. Experience in Teaching in DG/Govt : _____

approved Training Institute

15. Courses completed : _____

16. Remarks :

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action initiated by the D.G. Shipping.



(Name & Signature of the Faculty)

(Passport Size photograph)

Date : _____

Place : _____

Enclosure-VIII

BREAKUP OF DAILY ROUTINE

All Staff and the candidates should be in Uniform in the Campus at all times.

Monday to Friday

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship
07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch-Break
14:00	Practical
16:00	Tea-Break
16:10	Swimming/ Boat Work/Games
18:00	Dinner
20:30	Self Study/Library
21:30	Round by Duty Staff, Last Post, Lights Out

Saturday

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship

07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch
16:00	Tea
18:00	Dinner
21:30	Round by Duty Staff, Last Post, Lights Out

Sundays & National Holidays

06:00	Reveille/Tea
06:30	Cross Country Running
08:30	Bath, Breakfast
09:00	May Proceed on Short Liberty
11:00	Tea
13:00	Lunch
18:00	Dinner
20:00	Liberty Expires
21:30	Round by Duty Staff, Last Post, Lights Out

Enclosure - IX

FORM 1

**APPLICATION FORM FOR
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY
DOCUMENT (CDC) FROM TRAINING INSTITUTES CONDUCTING PRE-SEA
COURSES APPROVED BY DIRECTORATE GENERAL OF SHIPPING**

<u>TO BE FILLED BY THE APPLICANT</u> <u>All the columns are to be filled neatly in BLOCK LETTERS</u> <u>(Use only A4 size paper for the format and enclosures).</u>	Affix here a recent Passport size (3.5. Cm x 3.5. Cm) Photograph of the Applicant in white shirt
--	--

1.Name of the candidate	
	(As entered in the Matriculation Certificate/Passport)

2.Father's name	
------------------------	--

			D	D	M	M	Y	Y
3.Sex		4.Date of Birth						
			(as shown in SLC/Board Cert.)					

5.Nationality:		6.Place of Birth:	
-----------------------	--	--------------------------	--

7.Educational Qualification:	
-------------------------------------	--

8.Permanent Address:

House No :			
Street:			
Village/Post Office/Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code		E-mail address	

9.Name, relationship and address of Next-of-Kin

Name of Next of Kin			
Relationship			
House No			
Street			
Village / Post Office / Tehsil			
District:			
State		PIN Code	
Phone No. With STD Code			

10.Height		Colour of Hair		Colour of Eyes	
------------------	--	-----------------------	--	-----------------------	--

11.Identification Marks	
--------------------------------	--

12.Name of the pre-sea training Institute	
--	--

13.Roll No.	
--------------------	--

14.Date of commencement of training.	
---	--

-

-

Declaration of applicant :

-

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

I also affirm and declare that I have not previously been issued a Continuous Discharge Certificate-cum-Seafarers Identity Document (CDC) and have not submitted an application for CDC to any other Shipping Master in India.

I owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship or voyage document of another country. I have not lost, surrendered or been deprived of citizenship of India.

The information given by me is true and I am solely responsible for its accuracy. I am aware that it is an offense under the CDC Rules to furnish any false information or to suppress any material information with a view to obtaining CDC or any other voyage document. I am also aware that in the event of false information having been submitted

by me, besides action under other rules and laws, my CDC is liable to be immediately cancelled.

Signature of the candidate

Certified that the documents / certificates submitted by the candidate are found in order.

Signature of Head of Institute

Tear off slip			
Specimen signatures of candidate			
Name		Signatures	
1.....	1.....	2.....	3.....

Enclosure- X

FORM 2

**APPLICATION FORM FOR
CONTINUOUS DISCHARGE CERTIFICATE-CUM-SEAFARER'S IDENTITY
DOCUMENT (CDC) FROM TRAINING INSTITUTES CONDUCTING PRE-SEA
COURSES APPROVED BY DIRECTORATE GENERAL OF SHIPPING**

Application form for issue of CDCs (to be filled and forwarded by the Training Institute)

(Please write in BLOCK LETTERS)

1.Full Name of the Applicant	
------------------------------	--

2.Roll No.	
------------	--

3. Indos No.	
--------------	--

4.Name of Training Institute	
------------------------------	--

5.Particulars of Fees Paid	
-----------------------------------	--

(i) Demand Draft No	
---------------------	--

(ii) Bank's Name	
-------------------------	--

6. Date of completion of Training / candidates becoming eligible to proceed to sea	
--	--

7. Details of STCW Familiarization Courses

[illegible]

CERTIFICATE

Certified that the candidate has successfully completed pre-sea training conducted at this Institute from to and is eligible to proceed to sea. He/She was certified to meet the requirements of medical fitness prescribed in the M.S. (Medical Examination Rules), 2001 by a Medical Examiner approved by Directorate General of Shipping.

Certified that the Institute has taken all necessary steps towards verification of the original documents furnished by the candidate and we further undertake that in the event of any discrepancy this Institute would immediately convey relevant facts to the Shipping Master concerned.

Certified that the candidate is eligible for issue of CDC in all respects.

Signature of the Head of the
Training Institute (Stamp)
(Name & designation)

FOR OFFICE USE ONLY

Name of the candidate : CDC No:

Indos Number :

Date of issue : File No:

Remarks :

RECEIPT

Received CDC bearing No. dated in respect of Shri
.....

Date :

Signature of the representative of the
Institute (Name & designation)

Enclosure - XI

Guidelines for Surprise Inspection

Introduction

A large number of Institutes have been imparting training in various courses required under Chapter II, III, IV, V, VI and VIII of revised STCW Convention all over the country. While a healthy competition among the Institutes enhances the quality of training, the presence of a large number of Institutes leaves scope for occasional malpractices. To monitor the Institutes in this regard, DG Shipping has decided to get unscheduled inspections conducted of the Institutes:

Any member of Academic Council and specially selected personnel from shipping industry shall inspect the Institute to ascertain:

- The number of candidates present in the class is not exceeded beyond what is stipulated in the approval granted by DGS.
- The training is imparted to eligible candidates only.
- The timetable is strictly adhered to.
- The faculty members are the same as those projected at the time of approval.
- The course note is distributed to all candidates.
- The teaching facilities and equipment are maintained and operational.
- Reasonable and genuine complaints/suggestions from candidates are looked into.
- The instructions from DGS as relevant are displayed on the notice board.
- The quality system has been established and periodical audits are conducted as per schedule prescribed in QMS.

Enclosure - XII

CHECK LIST FOR INSPECTION OF INSTITUTE

1. Is a valid approval available?

Yes/No

2. Is the address of the Institute same as shown in the approval?

Yes/No

3. Are the conditions of approval complied with?

Yes/No

4. Is course intake exceeded beyond approved number?

Yes/No

5. Is the time-table followed?

Yes/No

6. Are the faculty members same as were at the time of approval?

Yes/No

7. Are the entry standards followed?

Yes/No

8. Are the teaching facilities same as were at the time of approval?

Yes/No

9. Are the equipment the same as were at the time of approval?

Yes/No

10. Is the Institute audited as required in quality manual?

Yes/No

11. Is the assessment done by independent assessor?

Yes/No

1. Are hygienic conditions maintained?

Yes/No