भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
समुद्रीय प्रशासन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF MARITIME ADMINISTRATION, MUMBAI

F.No. 20/1/2020-O/o TRG – DGS **November 10, 2026,**

DGMA Order No. 30 of 2026

Subject: Principals, Course-in-Charges, Faculty, Instructors, Assessors and Examiners of Maritime Training Institutes – Consolidated Requirements — reg.	
References	a. DGS Order No. 5 of 2013 dated 15.03.2013; b. DGS Order No. 20 of 2014 dated 09.12.2014; c. DGS Order No. 5 of 2016 dated 01.11.2016; d. DGS Order No. 07 of 2016 dated 17.11.2016; e. Training Circular No. 25 of 2018 dated 01.10.2018; f. STCW 2010 Circular No. 26 of 2018 dated 01.10.2018; and g. STCW 2010 Circular No. 27 of 2018 dated 01.10.2018.DGS Training Circular No. 04 of 2018 dated 23.01.2018;

a) The quality of maritime education and training depends, above all, on the competence of those who teach, instruct and assess. Regulation I/6 of the STCW Convention and Sections A-I/6 and A-I/8 of the STCW Code require the Administration to ensure that persons responsible for the training and assessment of seafarers are appropriately qualified, and that their qualifications and experience are covered by a quality standards system. Section 47 of the Merchant Shipping Act, 2025 entrusts the Director-General of Maritime Administration with administering, supervising and monitoring all activities relating to maritime education, training and assessment, and with

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंपस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व), मुंबई - 400042
9th Floor, Beta Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai - 400042.
फ़ोन/Tel No.: +91-22-2575 2040/1/2/3 फ़ैक्स/Fax.: +91-22-25752029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgma.gov.in

approving training institutes and training courses.

b) To give effect to these obligations, DGMA has, from time to time, issued Orders and Circulars prescribing the qualifications, experience, training, age limits, teaching hours and deployment of faculty and instructors of MTIs, including those cited at reference above. Having been issued at different times, these instruments overlap in places.

c) With a view to raising and sustaining the quality of training imparted to seafarers, this Circular consolidates these requirements, eliminates the overlapping provisions and prescribes a uniform framework for the engagement and deployment of faculty and instructors in MTIs.

d) Accordingly, in supersession of the DGS Order No. 05 of 2013 and DGS Order No. 20 of 2014, as set out in paragraph 10.1, and in exercise of the powers vested in the Director-General of Maritime Administration under section 47 of the said Act and the rules made or continued thereunder relating to standards of training, certification and watch-keeping for seafarers, the following provisions are hereby issued.

1. General Requirements and Application

1.1 This Circular may be called the "Principals, Course-in-Charges, Faculty, Instructors, Assessors and Examiners of Maritime Training Institutes – Consolidated Requirements, 2026" and may be cited as "DGMA Order No. 30 of 2026." It shall apply to all MTIs and to their Principals/Heads of Institute, Vice Principals, Course-in-Charges, faculty, instructors, assessors, examiners and visiting faculty, as applicable, and shall come into force with immediate effect from the date of its publication on the official website of DGMA.

1.2 The applicable course guidelines shall continue to apply. The requirements of the affiliating University, UGC, AICTE or any other applicable statutory or regulatory authority shall also be complied with. Where requirements differ, the more stringent requirement shall apply, unless otherwise directed by DGMA.

1.3 Revalidation of a CoC shall not be required solely for continuation of a shore-based teaching appointment. The MTI shall, however, ensure appropriate periodic upgradation and subject-related training of faculty.

2. Definitions

2.1 "DGMA" means the Directorate General of Maritime Administration, Government of India.

2.2 "Maritime Training Institute (MTI)" means an institute or establishment approved by DGMA for conducting maritime education, training, assessment or examination courses.

2.3 "Principal/Head of Institute" means the person designated as the overall head of the MTI and responsible for its administration, academic and training functions and regulatory compliance.

2.4 "Vice Principal" means the person designated by the MTI to assist the Principal/Head of Institute in the administration, academic and training functions and regulatory compliance of the MTI, and to discharge the duties of the Principal/Head of Institute in his or her absence.

2.5 "Course-in-Charge" means the person designated by an MTI to coordinate and supervise the conduct of a particular DGMA-approved course and the related academic, training and course records.

2.6 "Faculty" means a person engaged by an MTI to impart classroom and theoretical instruction, including simulator-based training, in a DGMA-approved course.

2.7 "Full-time Faculty" means faculty engaged to work full time for the MTI on a permanent or long-term basis, and shall include faculty so engaged on contract for a period of not less than twelve months for completion of assigned subjects.

2.8 "Contractual Faculty" means faculty engaged under a contract for a specified period; where such engagement is on a full-time basis for a period of not less than three months for completion of assigned subjects, the person shall be treated as full-time faculty for the purposes of this Circular.

2.9 "Instructor" means a person primarily engaged in practical, workshop, simulator, survival, fire-fighting, physical or similar training.

2.10 "Assessor or Examiner" means a person appropriately qualified and authorized to conduct, or participate in, the assessment of competence and examination of candidates in accordance with the applicable STCW and DGMA requirements.

2.11 "Visiting Faculty" means faculty engaged on a part-time or visiting basis by one or more MTIs.

2.12 "Certificate of Competency (CoC)" means a certificate of competency granted under sub-section (1) of section 46 of the Merchant Shipping Act, 2025, and includes a certificate of competency granted in another State and recognised as equivalent by notification under sub-section (1) of section 50 of that Act, when held together with a certificate of endorsement issued under sub-section (2) of that section.

2.13 "VICT" means the Vertical Integration Course for Trainers prescribed for trainers and instructors.

2.14 "AECS" means the Assessment, Examination and Certification of Seafarers course prescribed for persons involved in assessment, examination and certification.

2.15 "TSTA" means the Train the Simulator Trainer and Assessor Course prescribed for persons conducting simulator-based training and assessment.

2.16"TOTA/TOTI" means the earlier Training for Trainers and Assessors/Training for Trainers and Instructors qualification recognized under the previous DGS provisions.

3. Minimum Qualifications

3.1 A person engaged in any position specified in the Table below shall hold the minimum qualification or CoC specified against that position and category.

Sl.	Position	Category / Area	Minimum Qualification / CoC Grade
1	Principal / Head of Institute	All MTIs	Master (FG) or MEO Class I.
2	Vice Principal	All MTIs	Master (FG) or MEO Class I. In a pre-sea MTI, a Naval Officer holding a Certificate of Service (CoS) issued under the Merchant Shipping Act, preferably with experience in command of a ship or as chief engineer, shall also be eligible for appointment up to the position of Vice Principal.
3	Course-in-Charge	All DGMA-approved Courses	Master (FG) or MEO Class I, together with any additional qualification, experience or training prescribed for the Course-in-Charge in the applicable course guidelines.
4	Faculty	Pre-Sea Training of Ratings & STCW Basic Modular Courses	Master – Near Coastal Voyage (NCV), or Chief Mate (FG), or Chief Engineer NCV (MEO Class III), or MEO Class II.
5	Faculty	Pre-Sea Courses for Deck Cadets and Engine Cadets	Master (FG), MEO Class I or Electro-Technical Officer (ETO) CoC, as applicable.
6	Faculty	Competency, Preparatory and Revalidation Courses	Master (FG) or MEO Class I, as applicable, together with any additional qualification, experience or training prescribed for the faculty in the applicable course guidelines. For courses for Masters and Chief Engineers, preference should be given to faculty possessing higher relevant qualifications, as prescribed in the applicable course guidelines.
7	Faculty	Other Maritime Courses	As prescribed in the applicable course guidelines; where not specified, a grade appropriate to the subject and level of training.

Sl.	Position	Category / Area	Minimum Qualification / CoC Grade
8	Faculty (non-CoC category)	Academic Subjects	Postgraduate degree in the relevant subject from a recognized University.
9	Faculty (non-CoC category)	General Engineering Subjects	M.E./M.Tech. in the relevant discipline from a UGC/AICTE-recognized institution.
10	Expert Faculty (CoC or non-CoC category) specialised in the subject matter, who may be engaged as visiting / guest faculty	Specialist subjects taught by subject-matter experts in fields such as: (a) Maritime Law, Maritime Administration, Marine Insurance, Maritime Management, Commercial Shipping and Ship Management; (b) Medical subjects, including the first aid courses; (c) Security courses; (d) Shipbuilding, classification and marine equipment, taught by experts from Shipyards, Classification Societies and Equipment Manufacturers; and (e) Emerging technologies, including alternative fuels, cyber security, automation, remote operations and electro-technical systems.	As prescribed in the applicable course guidelines. Where the course guidelines do not prescribe a qualification, the faculty shall hold a degree in the relevant discipline from a recognized University and have not less than five years' professional experience in that discipline. For Elementary First Aid, Medical First Aid and other medical courses: the faculty shall be MBBS medical practitioners, who may be full-time or visiting faculty, and the instructors shall be qualified paramedics or nurses. For Security courses: in addition to persons qualified as above, serving or former personnel of the Indian Army, the Indian Navy, the Indian Coast Guard, a Central Armed Police Force (such as BSF, CISF, CRPF or ITBP), the National Investigation Agency (NIA), the Police, or any other security or law-enforcement agency of the Central or a State Government shall be eligible to be engaged as faculty.

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Sl.	Position	Category / Area	Minimum Qualification / CoC Grade
11	Faculty (non-CoC category): Officers of the Indian Navy / Indian Coast Guard, engaged as full-time or visiting faculty	(a) Navigational function subjects, such as Principles of Navigation, Practical Navigation, Terrestrial and Coastal Navigation, Electronic Navigational Aids, Bridge Watchkeeping, Meteorology, Radar, ARPA and RANSCO simulators. (b) Maritime safety, security and enforcement subjects, such as Search and Rescue Operations, Oil Pollution Response, Piracy (including piracy on the high seas), ISPS, Port and Ship Security, UNCLOS and Enforcement of Merchant Shipping Act provisions.	For subjects at (a): officers fully qualified and experienced as navigators, who have completed the Long ND Course at the Management Level, of one year's duration. For subjects at (b): other Naval or Coast Guard officers; the navigator qualification required for (a) is not necessary.
12	Instructor (non-CoC category)	Practical training	Qualification, competence, practical experience and training prescribed for the particular function under the applicable course guidelines.

4. Trainer and Assessor Training (VICT, AECS and TSTA)

4.1 The Principal, Vice Principal, faculty and instructors conducting DGMA-approved courses shall complete VICT, subject to paragraphs 4.4 and 4.5.

4.2 The Course-in-Charge, faculty responsible for assessment or examination, examiners and other persons involved in assessment, examination or certification shall complete AECS.

4.3 Where simulator-based training is undertaken, the concerned faculty/instructor/assessor shall possess the operational and practical experience prescribed for the relevant simulator and shall complete TSTA.

4.4 A valid prior TOTA/TOTI qualification may be accepted in lieu of VICT, subject to verification and any additional requirement prescribed by DGMA.

4.5 Exemption from VICT: Faculty holding a B.Ed. or M.Ed. degree from a recognized University or an M.Sc. in Maritime Affairs with specialization in Maritime Education and Training from the World Maritime University (WMU), Malmö, Sweden, and Expert Faculty engaged under Sl. No. 10 of the Table in paragraph 3.1, shall be exempt from the requirement to complete VICT under paragraph 4.1.

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4.6 VICT and AECS shall otherwise continue to be governed by STCW 2010 Circular No. 26 of

2018 and STCW 2010 Circular No. 27 of 2018, respectively, and amendments thereto.

5. Age Limits and Fitness for Teaching

5.1 The age of a person engaged in any category specified in the Table below shall not exceed the maximum age specified against that category

Sl.	Category	Maximum Age
1	Principal / Head of Institute, Vice Principal, Course in-charge and Full-time Faculty	72 years
2	Visiting Faculty	75 years
3	Instructor	67 years

5.2 Every Principal/Head of Institute, Vice Principal, Course-in-Charge, faculty member and instructor shall be medically fit for teaching/training and shall be capable of clear and effective communication in English. Institutes shall pay special attention to the pedagogic ability of faculty at the time of engagement so that transfer of knowledge to trainees is effective.

5.3 Every person above 65 years of age shall hold a valid annual Medical Fitness Certificate for teaching/training, issued by a DGMA Approved Medical Practitioner.

6. Teaching Hours

6.1 The teaching/training hours of a person in any category specified in the Table below shall not exceed the weekly limit specified against that category and nature of course.

Sl.	Category	Nature of Course / Training	Max Hours/Week
1	Principal / Head of Institute	Teaching	14 hours
2	Vice Principal	Teaching	16 hours
3	Full-time / Visiting Faculty	Competency, Preparatory and Revalidation Courses,	20 hours
4	Full-time / Visiting Faculty	B. Sc., DNS, B.E./ B. Tech, GME / PGDME, ETO Courses for Deck Cadets or Engine Cadets	20 hours
5	Full-time / Visiting Faculty	All other courses	24 hours
6	Full-time / Visiting Faculty	Simulator Courses	24 hours
7	Instructor	Practical training	24 hours

6.2 The weekly teaching hours of a visiting faculty member shall be aggregated across all MTIs at which the individual is engaged and supported by a written/electronic declaration furnished to each concerned MTI.

6.3 MTIs shall provide adequate breaks between teaching and practical sessions and shall avoid continuous scheduling.

6.4 The prescribed teaching-hour limits shall not be construed as permitting any reduction in the minimum faculty/instructor strength prescribed for an approved course.

6.5 Where a person performs more than one role covered by this Circular (e.g., a faculty member also serving as Principal, Vice Principal), or teaches courses falling under more than one row of the Table in paragraph 6.1, the more restrictive age limit and the lower of the applicable weekly teaching-hour limits shall apply, the latter to that person's total teaching hours.

7. Faculty Composition and Deployment

7.1 A minimum of 50% of all lectures and practicals put together, measured in teaching hours, for each course and batch individually, shall be delivered by the full-time faculty and instructors of the MTI.

7.2 The requirement in paragraph 7.1 shall not apply to medical courses, and security courses. Revalidation Courses, Advanced Shipboard Management Course for Masters and the Engineering Shipboard Management Course for Chief Engineers, an MTI may deploy visiting faculty for up to 70% of the classes required to be conducted for the entire course.

7.3 Contractual faculty as defined in 2.8, falling within the definition of full-time faculty shall not exceed 20% of the full-time faculty deployed.

7.4 A maximum of 10% of all lectures, measured in teaching hours, for each course and batch individually, may be delivered remotely in hybrid mode by Expert Faculty referred to at Sl. No. 10 of the Table in paragraph 3.1, with the trainees present in the classroom of the MTI. The MTI shall have adequate infrastructure for such lectures, including audio-visual equipment, reliable internet connectivity and recording facilities. Such lectures shall be reported in the MTI module of the e-Navik portal, and their recordings retained for not less than three years. This paragraph shall not apply to Basic Safety Training, Proficiency in Survival Craft and Rescue Boats, Advanced Fire Fighting, Medical First Aid, Security Training for Seafarers with Designated Security Duties and Ship Security Officer courses.

8. Records

8.1 Every MTI shall maintain the complete record of its Principal/Head, Vice Principal, faculty and instructors in the MTI module of the e-Navik portal of DGMA, with all the particulars required

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by that module, and shall update it within 7 days of any change, including whenever a person joins or leaves, and shall intimate DGMA of any change of Principal/Head within the same period.

8.2 The MTI shall keep its profile in the e-Navik portal updated at all times.

8.3 The MTI shall maintain appropriate faculty evaluation records, including student feedback collected at the conclusion of each course.

8.4 Records of a faculty member/instructor who has ceased engagement with the MTI shall be retained for not less than three years from the date of relieving, or for such longer period as may be directed by DGMA.

8.5 The weekly time-table for every course shall be generated electronically in the MTI module of the e-Navik portal before the start of each week.

8.6 Personal data of faculty and instructors collected or held under this Circular shall be used only for the purposes of this Circular and shall be processed in accordance with the law for the time being in force relating to the protection of personal data.

9. Responsibilities of the Principal

9.1 The Principal/Head of the MTI shall:

(a) be personally responsible for ensuring that the MTI complies with every provision of this Circular, including those on qualifications, training, age, medical fitness, teaching hours, deployment, records and reporting prescribed in paragraphs 3 to 8;

(b) exercise due d iligence in verifying the authenticity of the certificates, qualifications, experience, training records and medical fitness certificates of faculty and instructors;

(c) ensure that no person is deployed contrary to this Circular or the applicable course guidelines;

(d) ensure that the records of the MTI and its entries in the e-Navik portal are true, complete and up to date; and

(e) ensure that the MTI adopts and enforces a code of conduct for its faculty and instructors covering integrity in teaching, assessment and record-keeping and the prevention of violence and harassment, including sexual harassment and bullying, with a mechanism for trainees and staff to report complaints.

(f) be responsible for the safety of trainees, faculty, staff and visitors within the premises of the MTI and during any training activity or transport arranged by the MTI outside its premises, and for this purpose shall:

(i) be in overall charge of the structural infrastructure of the MTI, including

buildings, hostels, terraces and water tanks, and ensure that it is structurally sound and safely maintained;

(ii) ensure that all training equipment and installations, including survival craft and launching arrangements, fire-fighting appliances, machinery, electrical installations and fuel and gas storage, are installed, maintained and operated safely;

(iii) conduct regular inspections of the structural infrastructure, equipment and installations referred to in sub-clauses (i) and (ii) through a competent person, and maintain the inspection reports, which shall be made available during inspections under paragraph 9.2;

(iv) ensure that practical training in the swimming pool, fire-fighting mock-up, smoke chamber and other high-risk areas is conducted only under the supervision of an instructor, after a safety briefing and with the required rescue arrangements in place; and

(v) take timely preventive and corrective action on any unsafe condition noticed or brought to notice, and report any accident or serious incident to DGMA and the jurisdictional Mercantile Marine Department without delay.

9.2 Compliance with this Circular shall be verified by the concerned Recognized Organisation during the Comprehensive Inspection Programme, and by the jurisdictional Mercantile Marine Department during scheduled, unscheduled and course inspections. Where any non-compliance is observed, the Principal/Head shall rectify it within the period specified by DGMA and shall submit a compliance report with supporting documents.

9.3 Serious non-compliance. For the purposes of this Circular, serious non-compliance means:

(a) false, fabricated, incomplete or misleading records, including entries in the e-Navik portal;

(b) deployment of a person who does not meet the qualification in paragraph 3 or the age limit in paragraph 5, or in excess of the teaching-hour limits in paragraph 6; or

(c) repeated non-compliance, that is, the same non-compliance observed in two successive inspections.

9.4 Action for non-compliance. Where a non-compliance is not rectified within the period specified under paragraph 9.2, or a serious non-compliance as defined in paragraph 9.3 is found, DGMA shall issue a Show Cause Notice to the Principal/Head, who shall submit an explanation within 15 days of its receipt. After considering the explanation, DGMA may, by

order in writing, take one or more of the following actions:

(a) issue a written warning to the Principal/Head;

(b) restrict, suspend or withdraw approval of the concerned course or of the institution;

(c) direct the MTI to remove the Principal/Head from that position; and

(d) debar the Principal/Head from serving as Principal/Head of any MTI and, where false or fabricated certificates or records are involved, from engagement by any MTI in any capacity, for a period of three years.

9.5 Other action. Without prejudice to paragraph 9.4, DGMA may:

(a) direct corrective action, or the withdrawal or replacement of non-compliant faculty or instructors;

(b) after issuing a Show Cause Notice to the person concerned and considering the explanation, debar from engagement by any MTI, for a period of up to three years, a person found to have submitted false or fabricated certificates or records; and

(c) take any other action permissible under the applicable provisions.

10. Miscellaneous

10.1 Supersession: With effect from the commencement of this Circular, DGS Order No. 5 of 2013 dated 15.03.2013 and DGS Order No. 20 of 2014 dated 09.12.2014 shall stand superseded in their entirety.

10.2 Overriding effect and savings. Subject to paragraph 1.2, in the event of any inconsistency between this Circular and any earlier Order or Circular, the provisions of this Circular shall prevail. Exemptions and approvals validly granted, and appointments validly made, under the Orders superseded by paragraph 10.1 shall continue to have effect, and a person validly engaged under those Orders on the date of commencement of this Circular shall not be disqualified solely because this Circular prescribes a higher qualification for that position. References to Part 3 of DGS Order No. 5 of 2016 and Part 3 of DGS Order No. 07 of 2016 shall be read as references to this Circular.

10.3 DGMA may, for reasons to be recorded in writing, relax any requirement of this Circular in a particular case or class of cases, subject to such conditions and for such period as it may specify; provided that no relaxation shall be granted that is inconsistent with the STCW Convention or Code. On any question of interpretation or application of this Circular, the decision of DGMA shall be final.

10.4 If any provision of this Circular is held to be invalid or inoperative for any reason, the

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remaining provisions shall continue in full force and effect.

(Shyam Jagannathan)

Director General of Maritime Administration

Directorate General of Maritime Administration

To

1. The Principal Officers, Mercantile Marine Department, Mumbai/Kolkata/Chennai/Kandla/Kochi.
2. The Surveyor-in-Charge, Mercantile Marine Department, Goa/Jamnagar/Port Blair/Visakhapatnam/Tuticorin/Noida/Haldia/Paradip/Mangalore
3. All Maritime Training Institutes
4. All Recognized Organizations
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