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|  | <u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u> | IS/ISO Clause No.7.1 |
| Ref.:QMS - 7.0 Page 1 | Subject: Approval of maritime training institutes (MTI). | No.TR/Cir/6(3)/2018 |
| | Training Circular No. 17 of 2018 | Date : 17.05.2018  |

The Directorate has received a number of queries from parties desiring to open a maritime training institute regarding the procedure for approval of an institute for conducting maritime courses.

Whereas, a new e-governance module for receipt of application from Maritime Training Institutes and its processing has been put in place.

Whereas, the online procedures were duly tested and found to be user-friendly and has substantially helped in reducing the time taken for approval of a maritime training institute

The Directorate issues the following guidelines for the approval of maritime training institutes.

1. Approval of maritime training institutes

- 1.1. The approval of the Directorate is required for conducting any DGS approved maritime course. A registered non-profit making public Trust (herein referred as Trust) or a Company registered under Section 8 on Indian Companies Act, 2013 (herein referred as Section 8 Company) set up

with the purpose of maritime education and training purpose as its objective may apply for seeking approval from the Directorate for an institute to conduct maritime courses.

- 1.2. The approval of maritime training institute is done in two phases. In the first phase, the Trust / Section 8 Company desiring to open a maritime training institute is granted In-principle approval for conducting the desired maritime courses. Within the validity period of the In-principle approval, the Trust / Section 8 Company is expected to be ready with the required infrastructure and facilities to conduct the desired maritime course. The Trust / Section 8 Company, when ready with the required infrastructure and facilities for conducting the maritime course is required to apply for the approval of courses. Once the Directorate approves the institute for conducting a maritime course, the institute is deemed to be an approved maritime training institute.

2. In-principle approval of maritime training institute

- 2.1. The Trust / Section 8 Company desiring to open a maritime training institute shall submit an online application form and pay prescribed non-refundable fees online as per Training Circular No. 05 of 2018 dated 08 March 2018. The online application, fees and documents uploaded are scrutinized by the Directorate. The Trust / Section 8 Company may check the status of their application online. Any discrepancy noted is communicated to the Trust / Section 8 Company online. The Trust / Section 8 Company may then re-upload the documents for compliance. If the fees paid and documents submitted are found to be in order, the Trust / Section 8 Company is called at the Directorate to make presentation.
- 2.2. The presentation is attended by the Committee consisting of DGS officials. The presentation is to include details as mentioned in Annexure IA of this Training Circular. DGS officials grade the institute on the parameters

mentioned in Annexure IA and decide on granting the In-principle approval to the institute. The Director General of Shipping finally approves or rejects the institute for In-principle approval. If approved, a system generated unique MTI No. is issued to the institute. This MTI No. is provisional and the final MTI No. is issued once the institute is approved for conducting maritime courses.

3. Approval of courses conducted by maritime training institute

- 3.1. The institute which has been granted In-principle approval and desiring to commence maritime course or the existing maritime institute desiring to conduct additional maritime courses or the existing maritime training institute desiring to increase batch strength of an approved maritime course shall submit an online application form and pay prescribed non-refundable fees online as per Training Circular No. 05 of 2018 dated 08 March 2018. The online application, fees and documents uploaded are scrutinized by the Directorate. The maritime training institute may check the status of their application online. Any discrepancy noted is communicated to the maritime training institute online. The maritime training institute may then re-upload the documents for compliance. If the fees paid, documents submitted are found in order, the Mercantile Marine Department is directed to carry out the inspection of the maritime training institute.
- 3.2 The Mercantile Marine Department (MMD) carries out the inspection of the maritime training institute to verify the capability of the institute on the basis of guidelines to conduct the proposed course. MMD shall extend its scope to comprehensive inspection if the comprehensive inspection of the Institute has not been carried out in last six months. MMD shall also extend its scope to comprehensive inspection if the inspection team during the period of inspection notices any deficiency for which comprehensive

inspection is required. MMD shall communicate to the Institute of the deficiency and the extended scope of inspection.

The Mercantile Marine Department carries out the inspection and forwards its report and recommendation online to the Directorate as per Training Circular No. 05 of 2018 dated 08 March 2018. Upon favorable recommendation of the Mercantile Marine Department, the Directorate may call the maritime training institute to make presentation.

- 3.3 The presentation is attended by Committee consisting of the DGS officials. The presentation include details as mentioned in Annexure IB of this Training Circular. DGS officials grade the maritime training institute on the parameters mentioned in Annexure IB and decide on granting the approval to the institute for conducting the proposed maritime course. The Director General of Shipping finally approves or rejects the maritime training institute for conducting the proposed maritime courses. A system generated unique MTI No. is issued to the maritime training institute approved for the first time for conducting the maritime courses.
- 3.4 All the approvals granted by the Directorate shall be prospective, and not with retrospective effect.
- 4 The maritime training institute is advised to go through the instructions given in application carefully and upload correct and complete documents. A maximum of 15 days time is given for uploading the compliance documents in case a query is raised. The Directorate may provide one more opportunity for compliance failing which the proposal shall be rejected. The applicant may then apply fresh with applicable fees if interested.

5 **Fees**

The fee for seeking In-principle approval is INR 100000. The fee for approval of maritime courses shall be as per Training Circular No. 7 of 2000 dated 8 November 2000.

6 **Validity of approval**

- 6.1 The In-principle approval granted to a pre-sea institute conducting maritime courses of long term duration shall be valid for two years from the date of granting In-principle approval. The In-principle approval granted to a post-sea institute conducting modular maritime courses or pre-sea institute conducting only pre-sea modular courses shall be valid for six months from the date of granting In-principle approval.
- 6.2 The approval granted to a maritime training institute shall be valid till the validity of the lease agreement of the land / premises. The maritime training institutes are directed to renew their validity of lease agreement three months prior to the expiry of the lease agreement. The maritime training institute shall notify the Directorate about the renewed lease agreement and submit relevant documentary evidence. The approvals granted to a maritime training institute shall be automatically renewed upon renewal of validity of lease agreement if renewed prior to the expiry of lease agreement. The maritime training institutes shall apply fresh with applicable fees for approvals if the lease agreement is expired; and /or a fresh lease agreement for a separate premises is signed.
- 6.3 The maritime training institute shall not carry out any DGS approved maritime courses during the period when the lease agreement is not valid. Non-compliance shall be treated as major non-conformity leading to immediate withdrawal of all approvals granted by the Directorate.

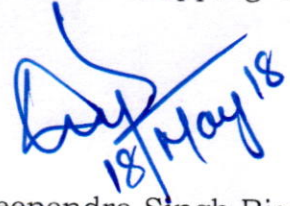
7 **Amendments**

This Training Circular amends and replaces the following paras of earlier DGS circular

1. Paras 1.3.1, 1.4.1, 1.4.2, 1.4.6, 1.4.7, 1.5, 1.6, Annexure I, Annexure II, and Annexure III of DGS Order 05 of 2016 dated 01 November 2016.
2. Paras 1.4.1, 1.4.2.1, 1.5, 1.6, 1.7, Annex I, Annex II, and Annex II-A, Annex III of DGS Order 07 of 2016 dated 17 November 2016.
3. Training Circular No. 07 of 2017 dated 10 July 2017.

8 This training circular comes into force with immediate effect.

9 This issues with the approval of the Director General of Shipping and Special Secretary to the Government of India.

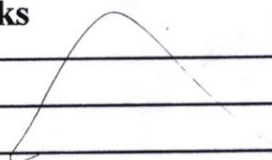
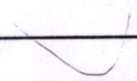


(Deependra Singh Bisen)
Asstt. Director General of Shipping

To
All DGS approved MTIs
All concerned Trusts/Sec 8 cos.
All MMDs.

Committee Evaluation Report

IN- PRINCIPLE

| Criteria | | Scale of 1-5 (5 being highest) | Remarks |
|--------------------------------|--------------------------------|--------------------------------|---|
| Statement of Interest | Vision | |  |
| | Objective | | |
| | Purpose | | |
| Trustees / Directors / Members | Background | |  |
| | Outlook | | |
| | Sincerity | | |
| Land / Premises | Owned / Leased | | |
| | Accessibility | | |
| | Contiguous | | |
| | Layout | | |
| Finance | Project feasibility report | | |
| | Business plan | | |
| | Reserves (Self funding / Loan) | | |
| | Estimates | | |
| TOTAL | | | |
| Remarks | | | |

| Committee Evaluation Report | | | | |
|-----------------------------|---|--------------------------------|----------|---------|
| Criteria | | Scale of 1-5 (5 being highest) | | Remarks |
| | | Pre-sea | Post-sea | |
| Land / Premises | Owned / Leased | | | |
| | Accessibility | | | |
| | Contiguous | | | |
| | Layout | | | |
| | Class rooms available for applied courses | | | |
| | Class rooms meeting intake capacity requirements | | | |
| | Class rooms size and aspect ratio suitability. | | | |
| | Class rooms comfortability for candidates (sitting arrangement) | | | |
| | Class rooms comfortability for candidates (Air condition) | | | |
| | Principal / Faculty room | | | |
| | Teaching aids | | | |
| | Teaching Audio - Video aids | | | |
| General | Admission procedures | | | |
| | Advertisement / use of agents | | | |
| | Biometrics devices and systems | | | |
| | Video recordings of practical training | | | |
| | Medical Support for candidates | | | |
| | Feedback mechanism / Any improvements upon feedback | | | |
| | Show Cause Notice issued / Complaints / Disciplinary action | | | |

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|--|--|--|--|--|
| Infrastructure | Playground, others (Pre-sea) | | | |
| | Residential facility (Pre-sea) | | | |
| | Workshop equipent sufficient for intake capacity (Pre-sea) | | | |
| | Swimming pool facility (owned / Leased / Tie-up). Within campus / Outside campus. If Tie-up, distance to the facility. (Transportation facility) (Pre-sea) | | | |
| | Swimming pool facility dimensions suitability for conducting the course. (Pre-sea) | | | |
| | Fire fighting mock up facility (owned / Leased / Tie-up). Within campus / Outside campus.If Tie-up, distance to the facility. (Transportation facility) | | | |
| | Library - suitability for study | | | |
| | Library - Space suitability depending on the strength of MTI. | | | |
| | Library - Availability of books / professional journals | | | |
| | Library - Online reference books | | | |
| | Computers - Network availability | | | |
| | Computers - Wi - Fi availability | | | |
| | Computers - availability for candidates use depending on intake capacity of MTI. | | | |
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| Principal / Faculty / Instructors / Staff | Permanent faculty | | | |
| | Permanent faculty (on contract) | | | |

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|--|--|--|--|--|
| Principal / Faculty / Instructors / Staff | Visiting faculty | | | |
| | Faculty for teaching English / Communication skill | | | |
| | Average age of faculty | | | |
| | Permanent instructors | | | |
| | Permanent instructors (on contract) | | | |
| | Visiting instructors | | | |
| | Average age of instructors | | | |
| | Faculty Load Matrix | | | |
| | Admin staff | | | |
| | All Staff retention | | | |
| | | | | |
| Fee Structure | List of fees charged for various courses | | | |
| | Method of collecting fees | | | |
| | | | | |
| Placement records | Placement of candidates | | | |
| | Tie-up with Shipping / RPSL companies | | | |
| | | | | |
| Performance in CoC exams | Passing percentage | | | |
| | | | | |
| Any innovative steps taken | CSR | | | |
| | Environment protection | | | |
| | | | | |
| TOTAL | | | | |
| Remarks | | | | |