



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF HIGHWAYS, PORTS AND SHIPPING
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Notice to Principals of Approved Maritime Training Colleges,

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Part 1

Administration and approval

1.1 Importance of maritime Training & Education:

Ships are considered seaworthy when they are properly manned with qualified seafarers as per the minimum manning requirements of those ships. Overall 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, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction training programmes and other STCW & non STCW training programmes for seafarers 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 Merchant Shipping (hereafter DGMS) for different categories of training programmes. The DGMS 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 Sri Lanka has been accorded the highest priority by the Government of Sri Lanka. To ensure that the competence of Sri Lankan seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in Sri Lanka. With advance in technology, and consequent changes especially due to STCW 95 & STCW 2010, 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 1990. DGMS, who is the designated authority in Sri Lanka 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 Sri Lanka. These are now consolidated, and supplemented through the present guidelines.

1.2 Entry into force:

All Institutes and Maritime Training Programmes 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. Failure to abide by the guidelines or to obtain extension of

time before the expiry of the period would result in approval being withdrawn.

1.30 Objectives of Maritime training programmes

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.

1.31 Pre-Sea Training Programmes;

Bearing above in mind, it is imperative that facilities for officers and ratings undergoing pre-sea programmes in maritime training Institutes be provided in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as physical training, swimming, boat work, 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, team spirit, 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 DGMS for approval to impart maritime training for the merchant navy.

1.32 Post-Sea Training Programmes

These Maritime training programmes are basically to cater the requirements in STCW Chapters I, II, III, IV, V & VI which lead seafarers to qualify in different levels and categories of:

1. Certificate of Competencies
2. Certificate of Proficiencies
3. Endorsements
4. Revalidation of above 1,2 & 3
5. Refresh and updating courses

1.4 Entities eligible for approval:

1.4.1 Approval to Institutes :

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

1.4.2 Form of Institutes :

No application for either a new Maritime Training Institute or new training programme by the existing Institute shall hereafter be processed other than that has been registered under the "Registration of Company Act No 7/2007; Sri Lanka, with **educational purpose** as one of the objectives. The existing Institutes have to register themselves before the prescribed date unless extended by DGMS on consideration of merits of the case.

1.5 Procedure for approval to an Institute:

1.5.1 Approval to the Institute:

Institutes which desire to conduct any maritime training including pre-sea training programmes shall obtain the approval of DGMS. Only an approved Institute will be eligible to conduct any of the Maritime training programmes in future.

1.5.2 Application for approval to the Institute:

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

- (a) Proposed name of the Institute
- (b) Company Registration No.
- (c) Name or names of Director/s along with their CV/s.
- (d) The Institutes must have sufficient land to conduct intended training programmes. 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.
- (e) Business plan of the Institute
- (f) Tentative list of programmes Institute wants to conduct
- (g) CV of Capt. / Supdt. or Director or Principal for Maritime Unit along with his willingness letter

- (h) Layout of the premises
- (i) Tentative plan of basic infrastructure i.e campus, office, scholastic block, hostel, playground, swimming pool, parade-ground, facility for boating, galley etc.
- (j) Number and qualifications of faculty members intended to be appointed (Permanent & Visiting)

1.5.3 Fees :

The Institute shall pay a non-refundable processing fee along with application for approval to the Institute. All payment as per the government fees regulation.

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 :

The plan for getting approval for the intended courses shall be stated. Tentative plan for implementing ISO system to the college is also to be included. **The ISO system shall have Maritime Education, Training & Assessment as core elements and comply with STCW Reg. I/8, I/6, Section I/6 and B-I/6.**

1.5.6 Grant of approval :

On scrutiny and inspection of the proposal by the relevant Panel of Examiners appointed by DGMS, and on successful compliance with the general requirements necessary for running maritime training programmes, DGMS 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 DGMS shall be deemed to have lapsed automatically.

1.6 Name of Institute:

Name of Institute to be approved by DGMS. Any change in the name of the Institute is required to be submitted to DGMS 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 DGMS. No person other than these two persons will be entertained by DGMS or the Examiners for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by DGMS or Examiners. No action will be taken on them and if there is a change in either of them it should be notified to DGMS in writing signed by Management or directors as per the documents submitted to, and/or available with, DGMS and Panel of Examiners. The change should be notified to DGMS 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 programmes in media or independently, giving correct information. It should include, inter-alia, the following:

- 1.8.1 Eligibility criteria in DGMS guidelines
- 1.8.2 Names of programmes
- 1.8.3 Course duration
- 1.8.4 Last date of submission of application
- 1.8.5 Date of commencement of course
- 1.8.6 For pre-sea training- Ratings 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.

- 1.8.7 Assured passing of the candidates
- 1.8.8 False rosy picture of bright prospects and high salaries
- 1.8.9 Mixture of DGMS-approved programmes and non-DGMS-approved programmes 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 programmes not approved by DGMS:

Below section is applicable only Maritime related training programmes.

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

1.10 Ban on ragging/hazing:

Strict measures shall be enforced to prevent ragging/hazing. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging/ hazing. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging/hazing, however minor and the action taken thereon by the Institute shall be kept. All cases of ragging/hazing should be reported to DGMS immediately and in any case within 7 days from the occurrence of the event.

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.

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 DGMS. The Institute is also expected to indicate the time required to raise necessary infrastructure. The proposals for new programmes will be scrutinized by the DGMS. 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. Training Institutes which conduct pre sea training for officers & rating shall have classrooms, residential accommodation for warden, hostel, playground, parade-ground and workshop is essential. Institute shall make the arrangement for swimming, boating 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 programmes, 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 DGMS 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 DGMS 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 programmes

On receipt of the documents and confirmation by the Institute and after successful scrutiny, the DGMS may request the concerned panel of examiners 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 Panel of examiners within two weeks from the date of issue of letter from DGMS for inspection under intimation to the DGMS, 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 UGC or University being obtained.

1.16 Final approval to the course by DGMS:

The concerned Panel of examiners should carry out the inspection and submit the report of inspection along with observations/deficiencies to the DGMS, within one month from the date of contact by the Institute for this purpose. The Panel of examiners 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 Panel of examiners. On receipt of the report from the panel of examiners, the DGMS will scrutinize the report. On being satisfied that all requirements have been met, the final approval will be granted by DGMS 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 the Institutes gets involved in criminal proceedings.

1.18 No approval with retrospective effect:

Approvals for new Institutes or for commencement of new programmes 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 Friday and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Saturdays unless a special approval is granted by the DGMS.

1.20 Duration of the training programmes:

The duration of the course shall be as prescribed separately for each category training programme. The time is considered 6 Hrs per day and 05 days per week unless special approval has been granted to conduct classes on Saturdays.

1.21 N/A

1.22 Records of Institute:

The Institute shall maintain records, advertisements and brochures as set out separately for all approved training programmes.

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 DGMS-approved course and any new DGMS-approved course thereafter. **The ISO system shall have Maritime Education, Training & Assessment as core elements and comply with STCW Reg. I/8, I/6, Section I/6 and B-I/6.**

1.24 Periodical returns:

The Institute shall submit the periodical returns to DGMS in the format of MS Excel, available at DGMS website 'www.dgshipping.gov.lk', or it can also be obtained from relevant examiner. The returns should be forwarded strictly in the format, on hard copy as well as on soft copy, as follows:

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

1.25 Etiquette and policy for marketing of Sri Lankan seafarers (For Pre-Sea training Officers & Ratings only):

Adequate training, not less than one hour per week (or may have separate programs to cover the stated topics), must be given in general behavior, 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 Sri Lankan 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 Maritime Training Institute;

The Institute must have an independent campus of 100 perches or more in area. The land should be level and usable. More area may be required depending on the number of programmes 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 programmes approved by the UGC or other affiliated university, then the land, available with the Institute

together for all such programmes, should not be less than what is prescribed herein. The existing Institutes shall ensure that they are also in possession of 100 perches of land by 01st January 2017 or by such date as may be extended thereafter on merits of the case at the discretion of DGMS. Where on-campus facilities for boat work, swimming, playgrounds and computer training are not provided, formal agreement with suitable outside agencies may be permitted, at the discretion of DGMS. 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.

Training Institutes which conduct training programmes which do not require the trainees to attend in physical activity shall not require to fulfil above requirement and DGMS may consider sufficient class room facility in lieu of land requirement.

2.2 Location of Institute:

Some of the Institutes are conducting programmes at many locations. Hereafter, approval to the new programmes will only be given when all programmes proposed are to be conducted within the same campus. This will be applicable whether the programmes being conducted are pre-sea or post-sea. The Institutes which are already approved to conduct programmes at different locations should ensure that all programmes are restricted to one location by 01st January 2017 or specific extension thereafter.

Any Training Institute who wishes to conduct a training programme at different location shall be treated as a fresh approval.

Existing Training Institutes who are currently conducting training programmes or part of training programmes, except practical, at different locations, shall notify DGMS and submit their proposals as to how they intend to comply with above requirement.

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 will be considered after receipt of processing fee for this category as per fees regulation. However existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by DGMS. The change of location of the Institute from one place 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 Panel of examiners after scrutiny by the DGMS, prior to issue of the approval to conduct programmes at new premises. The Institute can conduct the programmes at the new premises only after receiving the approval for new premises from DGMS.

Once training has commenced in one particular place with the approval of DGMS, 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 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: (Applicable to Training programmes which provide residential facilities i.e.; cadet training programme; 2.51-2.5.10)**

- 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 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 bed, 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 with locking facilities for the luggage of all the candidates.

2.6 Drinking Water:

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 ten 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 reasonable 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(for residential candidates only):

At the commencement of the course, the Institute shall arrange for the supply of new hostel linen to each candidate. 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 bath-towels
- 2.8.5 Two white hand-towels

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 but shall not exceed 05 nos. But this requirement may be waived off if candidates are using folk & knife for eating.

2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides, preferably, shall have tiles to a reasonable 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 or separated area within 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 33°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.

2.10.3 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 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.

2.10.4 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 27 m ²
40	Not less than 50 m ²
50	Between 59 m ²

2.10.5 Black/white board:

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

2.10.6 Overhead projector/ Multimedia:

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

2.10.7 Screen:

A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector or an acceptable arrangement or similar arrangement acceptable to DGMS.

2.10.8 For lecturer:

A table and chair shall be provided. The lecturer shall be provided with necessary resources for the intended lecture

2.10.9 For candidates:

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

2.10.10 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 (Applicable only Pre-sea training officers/rating programmes only)

A dedicated library-cum-reading room 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, ports, maps/diagrams of marine engines, ship's plans etc. which requires for appropriate training programmes 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.

Specific requirements for audio-visual aids for specific training programme shall be as per the ministry guide lines.

- 2.16 Computer training (For NWKO, EWKO, ETO only)

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 .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.

- 2.17 Communication facilities (For NWKO, EWKO, ETO only)

- 2.17.1 Telephone:

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

- 2.17.2 Photocopying :

Candidates shall have access to photocopying facilities within the campus or within reasonable distance; 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, carom, 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 (For Pre-Sea deck Officers/ Rating programmes only)

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

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 50. For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 15 candidates per instructor for basic courses and 12 candidates per instructor for advance courses. 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 Training Programme.

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 DGMS 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 DGMS for that subject separately.

3.3 N/A

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 DGMS 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 DGMS's ex-post facto approval as early as possible. Until the approval from the DGMS 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 DGMS 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.

Visiting or guest lecturers also shall follow the approval procedure mentioned in above 3.4 by DGMS prior engage in teaching.

3.6.1 **3.6 Qualifications and attributes of faculty:** Refer the guide lines issued under the heading of "*Approvals, Qualifications, Age Limits, Teaching hours and other related matters of principal/HOD, and faculty members of approved training institutes*"

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

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

3.6.4 Faculty members should be capable of clear, loud, vocal communication in English, without any speech defect.

3.6.5 The qualifications of the course-in-charge and faculty members shall be as prescribed separately for each category of Training Programme.

3.7 Training and Leave Reserve:

To enable institutions to sponsor faculty for staff development programmes such as TOT 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, for cadet training programme, 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.

3.9.1 For each full-time faculty member, carpet area not less than 2m² 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.

Detailed requirements of the faculty are As per the DGMS guidelines

Part 4

Course facilities and fees:

4.1 Course strength:

The number of candidates shall be 50 per course and in multiples of 50 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 particular training programme. Special Approval shall be sought from DGMS prior commencement of such programmes.

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 panel of examiners, on the advice and scrutiny of DGMS will take place only on such payment being made.

4.4 Admission standards:

Admission standards shall be as prescribed separately for each category of Training Programme. At present these are prescribed in Gazette Notification 1818 /37 of 13th July 2013 & Code of Practice, revised Edition 2014. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DGMS 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 N/A

4.7 Course content:

The course content and the distribution of hours for each topic/activity shall be as per the approved core syllabus which must be strictly adhered to.

4.8 Detailed syllabus:

All detailed syllabuses for training programmes shall be approved by DGMS.

4.9 Text-Books

Text-books shall be as may be prescribed separately for each category of training programme.

4.10

4.10.1 Where facilities to conduct these programmes 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 programmes 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:

Date of commencement of all training programmes shall be notified to DGMS in advance. All training Programmes to be commenced in next month shall be notified to DGMS in writing through e-mail on first working day of each month.

4.12 Fees:

A full list of approved training programmes conducted by the training institute shall be available with allocated fees against them.

4.13 Method of collection of fees:

All collection of fees from the students should be through Drafts/cheques or cash for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. There shall be provisions to pay in Sri Lankan rupees at the rate declared by the central bank of Sri Lanka for that particular day, for any training programme charged in US \$.

4.14 N/A

Part 5

Disciplinary action

5.1 Automatic lapse of approval:

Where, after the approval of the DGMS for a particular training programme, no programme is conducted within two years, the DGMS 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 **Panel Examiners**:

- 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 DGMS.
- 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 programmes
- 5.2.4 The Panel of examiners 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 Panel of examiners 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 Panel of examiners 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 Panel of examiners should convey this in writing to the Institute. The report to the Chairman of the Panel of examiners 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 Panel of Examiners. 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 DGMS 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 DGMS 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 N/A
- 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 DGMS 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 DGMS 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.

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 programmes, 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 DGMS. 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 programmes 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 of 06 months.

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 DGMS comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved programmes 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 DGMS 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 DGMS.

5.8 Display on DGMS website:

Approvals, withdrawals and cancellations will be displayed on the official Website of the DGMS (www.dgshipping.gov.lk).

Part 6

Effective date

6. Effective date of implementation of guidelines:

These guidelines shall come into force with effect from 31st December 2014.

Director-General of Merchant Shipping

CHECKLIST FOR APPROVAL OF INSTITUTE
BY THE DIRECTOR GENERAL OF MERCHANT SHIPPING

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	<i>Proposed 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 :</i>				
6.	<i>Business Plan of the Institute</i>				
7.	<i>Layout of the premises</i>				
8.	<i>Name of the Owner/ Share Holders, company, society, etc.</i>				
9.	<i>Address</i>				
10.	<i>Programmes which Institute proposes to conduct</i>				
11.	<i>Name of the head of the Institute</i>				
	<i>(a) Qualification</i>				
	<i>(b) Experience</i>				
	<i>(c) Teaching Experience</i>				

12.	Name of the Principal/Director/Capt Supdt. (CV to be attached)				
13.	Location where Programmes are proposed to be conducted.				
14.	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.				
15.	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. (if applicable only)				
16.	Does Institute have tie-up with any Foreign Flag for conducting programmes recognized by their administration? If yes then name of Administration and course details				
18.	Sources of Funds. a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached)				

**Director General of Merchant Shipping
Ministry of Highways, Ports and Shipping**

SPECIMEN APPROVAL LETTER TO THE INSTITUTE

Maritime Institute Approval No. : _____/2014

Director-General of Merchant Shipping has considered your request and accorded "Approval" to your Institute. In order to commence Maritime Training programmes, separate approval shall be granted by the Director General of Merchant Shipping, on fulfilling the laid down criteria and guidelines applicable to such programmes. The final approval to conduct the course in your Institute depends on the successful inspection by the panel of examiners and the final approval by DGMS.

Maritime Training Institute Serial (MTIS) No: _____

Yours sincerely,

for Director-General of Shipping.

Copy to :-

ChairmanPanel of Examiners

Guard File

CHECKLIST FOR APPROVAL OF TRAINING PROGRAMME
BY DIRECTOR GENERAL OF MERCHANT SHIPPING

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Institute				
2.	MTIS No:				
3.	Address				
4.	Telephone/Fax	Tel: Fax:			
5.	E-Mail id :				
6.	Name of the Authorized signatory on behalf of the Owner				
7.	Name of the Company, Society, Share Holders				
8.	ISO 9000:2000 Certificate				
	(a) Accreditation Body				
	(b) Last Internal Audit				
	(c) Last External Audit				
	(d) Any Major non-conformance				

	<i>found in the Audit</i>				
	<i>(e) Management Representative</i>				
9.	<i>Course for which approval is sought</i>				
	<i>(a) Course ID</i>				
	<i>(b) Course Fees</i>	<i>DD :</i> <i>Date:</i>			
	<i>(c) Duration of Course</i>				
	<i>(d) Frequency of the course in year</i>				
	<i>(e) Proposed No. of Trainee/Course</i>				
	<i>(f) Eligibility Criteria for Candidates</i>				
10.	<i>Name of the head of the Institute</i>				
	<i>(a) Qualification</i>				
	<i>(b) Experience</i>				
	<i>(c) Teaching Experience</i>				
11.	<i>Name of the Principal/Director/Capt Supdt</i>				
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>				

	(b) DGMS Faculty Approval No. and Date				
	(c) Designation				
	(d) Qualification				
	(e) Experience				
	(f) Phone (Res.)				
15(a).	(a) Instructor – 1				
	(i) Name				
	(ii) DGMS Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
15(b)	Instructor – 2				
	(i) Name				
	(ii) DGMS Faculty Approval No. & Date				
	(iii) Designation				
	(iv) Qualification				
	(v) Experience				
15(c)	Instructor – 3 (& so on)				
	(i) Name				
	(ii) DGMS 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.	Core syllabus and detailed syllabus are as per the IMO model course and submitted for approval.				
18.	List of Equipment & Publications (as per DGMS guide lines)& Whether the Publications & Equipment are being shared with other programmes 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>(i) No. of Candidates per room</i>				
	<i>(ii) No. of Toilets</i>				
	<i>(iii) Mess Room</i>				
	<i>(iv) Recreational Facilities</i>				
	<i>(v) Play Ground</i>				
<i>(g)</i>	<i>Library Facilities</i>				
	<i>(i) Space in sq.m.</i>				
	<i>(ii) Number of Books</i>				
	<i>(iii) Name of Journals</i>				
	<i>(iv) Seating Capacity</i>				
	<i>(v) Timings</i>				
<i>(h)</i>	<i>Recreational Facilities (Duration / Working Hours)</i>				
<i>(i)</i>	<i>Medical Facilities at the Institute / Near to the Institute</i>				
	<i>(i) Name of Dispensary/Hospital</i>				
	<i>(ii) Address</i>				
	<i>(iii) Telephone</i>				
<i>(j)</i>	<i>Phone / IDD/internet/ Wi-Fi Facility Available</i>				
<i>20.</i>	<i>Handouts to include</i>				
	<i>(a) Name, Address & Telephone No. of Head of Institute and Course In-charge</i>				
	<i>(b) List of Instructors and Name & telephone No. of Warden</i>				
	<i>(c) Guidelines for Instructors</i>				
	<i>(d) Course Objectives and Course Outline</i>				
	<i>(e) Teaching Syllabus and Time Table</i>				
	<i>(f) Course Material Topic wise</i>				
	<i>(g) Procedure for Evaluation, Criteria for Passing and</i>				

	<i>Instructions for Re-sits</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 programmes Faculty drawn from other department (State Dept.)</i>				
	<i>(a) Name</i>				
	<i>(b) Qualification</i>				
32..	<i>Internal Facilities (As per Matrix - 3)</i>				
33.	<i>External Facilities (As per Matrix - 4)</i>				

34.	<i>Does the Academy have any other in-house programmes not approved by DGMS (Pls. attach separate sheet of such programmes, organization for whom conducted, authority of the same etc.)</i>				
35.	<i>Faculty member selection criteria</i>				
36.	<i>Publications / Books available to the Staff for Teaching</i>				
37.	<i>How is Knowledge of the Faculty Members / Staff Updated?</i>				
38.	<i>Certificate Details of the proposed course</i>				
	<i>(a) Sample of the Certificate to be issued submitted</i>				
	<i>(b) Numbering Procedure for Certificate</i>				
	<i>(c) Procedure laid down for dealing with forgeries</i>				
	<i>(d) Procedure for changing Format / Style of Certificate</i>				
	<i>(e) Record Keeping</i>				
39.	<i>Examination Assessment</i>				
	<i>(a) Appointment of Examiners</i>				
	<i>(b) Examination Process (Written, Orals etc.)</i>				
	<i>(c) Infrastructure Norms (to be attached)</i>				
40.	<i>Revision of Programmes</i>				
	<i>(a) How are they Incorporated?</i>				
	<i>(b) Any course where Revisions were made?</i>				
41.	<i>Does Institute have tie up with</i>				

	<i>any Foreign Flag for conducting programmes 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 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	DGMS 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 ↓				

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/programmes by the Director General of Merchant 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.

**Director General of Merchant Shipping
Ministry of Highways, Ports and Shipping**

SPECIMEN IN-PRINCIPLE APPROVAL LETTER

(MTIS No.____)

IN- PRINCIPLE APPROVAL No. : ____/2014

Director-General of Merchant 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 Panel of examiners and the final approval by DGMS.

Name of the Course :

Course ID :

Course Duration :

Intake Capacity :

Special Instructions (if any):-

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

Yours sincerely,

for Director-General of Merchant Shipping.
Copy to :-
ChairmanPanel of Examiners
File

**Director General of Merchant Shipping
Ministry of Highways, Ports and Shipping**

SPECIMEN INSPECTION LETTER

The Chairman
Panel of Examiners
DGMS Office

REQUEST FOR INSPECTION:

Name of Institute:
MTIS No. :
Location :
Name of the Course :
Course ID :
Intake Capacity :

DGMS 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 two 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 DGMS, 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 Merchant Shipping

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

**Director General of Merchant Shipping
Ministry of Highways, Ports and Shipping**

SPECIMEN APPROVAL LETTER
APPROVAL No. :

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

Name of Institute :

MTIS No. :

Location :

Name of the Course :

Course ID :

Course Duration :

Intake Capacity :

Special Instructions (if any) :-

The Institute will be subjected to scheduled and unscheduled inspections by the representative of the DGMS officials. In case of any deficiencies, the approval may be withdrawn without any further notice by the DGMS. Please see overleaf for General guidelines.

Yours sincerely,

for Director-General of Shipping.

Copy to :-

1. The Panel of Examiners
2. Guard File

**Director General of Merchant Shipping
Ministry of Highways, Ports and Shipping**

Enclosure- VII

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

1. Faculty

(a) First Name : _____

(b) Last Name : _____

2. Gender : M/F _____

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

4. MTIS No. : _____

5. Names of the course proposed to teach : _____

6. Address

a. Permanent : _____

City _____

Tel No. _____

Email _____

Tel No. _____

Email _____

7. Passport No. : _____

8. CDC No. : _____

9. COC No. : _____

10. COC date of Issue : _____

11. COC Type : _____

12. Academic Qualification

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13. Experience at Sea : _____

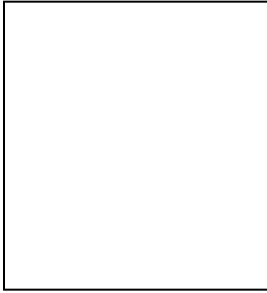
14. Experience in Teaching in DG/Govt : _____

approved Training Institute

15. Programmes 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 Director General of Merchant Shipping.



(Name & Signature of the Faculty)

(Passport Size photograph)

Date : _____

Place : _____

Guidelines for Surprise Inspection

Introduction

A large number of Institutes have been imparting training in various programmes 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, DGMS has decided to get unscheduled inspections conducted of the Institutes:

Any member of Panel of examiners and/ or RO personnel 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 DGMS.
- 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 DGMS 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

INITIAL CHECK LIST FOR INSPECTION OF AN INSTITUTE

If require can be in cooperated with the college Audit Check List-Form No PC-LIST-01

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