



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF HIGHWAYS, PORTS AND SHIPPING
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10th October 2014

Notice to Principals of Approved Maritime Training Colleges,

Approvals, Qualifications, Age Limits, Teaching hours and other related matters of principal/HOD, and faculty members of approved training institutes

Definitions

Approved Training Institutes means maritime training institutes which are allowed to conduct approved maritime courses by the DGMS.

Faculty means any member engaged in training, assessing and guiding of maritime related training which includes lecturers, instructors, trainers, assessors etc.

Full time means faculty members appointed on permanent or contract basis. Trainers appointed contractual engagement for a period of not less than three months, tasked with completing the topics assigned.

HOD (Head of Department) means a head of a particular department or a person holding similar management level position of a department/section.

Visiting faculty means a faculty member appointed on part-time basis.

PART- 1: Approvals for the Principal/HOD, and faculty members

- 1.1 The institutes shall ensure compliance with the DGMS requirements relating to the number, qualifications, experience and age limits of principal/HOD and the faculty prescribed in this Order.
- 1.2 Further, the institutes are required to submit a half - yearly report by 15th January and 15th July of every year to Director General's Office of Merchant Shipping in the format prescribed at Annex-1, electronically. The verification of the number, qualifications, experience and age limits of the faculty shall be done during the inspections carried out by the organizations carrying out QM audits for the institutes, and the DGMS officials during the annual surveillance audit.

- 1.3 Approval for the Principal/HOD shall be granted by the DGMS. Any proposal for change of the Principal must be communicated to the DGMS along with the approval request 15 days prior to such appointment.
- 1.4 All institutes are required to keep their web site updated with the list of the principal/HOD and the faculty members (Full-time and Visiting) engaged by them, conducting courses, including their qualifications, and exemptions if any.

PART- 2: General requirements for principals/HOD and Faculty members

- 2.1 Faculty members and Principals shall be appropriately qualified in accordance with the provisions of Section A-1/6 of the Standards of Training Certification and Watch-keeping for seafarers (STCW) Code, as amended for the type and level of training and/or assessment performed.
- 2.2 All approved training institutes shall ensure that the qualifications and experience of the Principal/HOD and Faculty members are covered in the application of the quality standard provisions of Section A-1/8 of STCW Code. Such qualification, experience and application of quality standards shall incorporate appropriate instructional techniques and training, and assessment methods and practice, and shall comply with all applicable requirements. Such person shall:
 - a) have an appreciation of the training programme and an understanding of the specific training objectives for the particular type of training being conducted;
 - b) be qualified in the task for which training is being conducted;
 - c) if conducting training using a simulator:
 - i) have received appropriate guidance in instructional techniques involving the use of simulator; and
 - ii) have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the DGMS from time to time;
 - d) have appropriate level of knowledge and understanding of the competence to be assessed;
 - e) be qualified in the task for which the assessment being made;
 - f) have received appropriate guidance in assessment methods and practice;
 - g) have gained practical assessment experience; and
 - h) if conducting assessment involving the use of simulators, have gained practical

assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

- 2.3 The Principal/HOD and Faculty members shall be fit for teaching and should be capable of clear, vocal communication in English, without any speech defect. Besides possessing minimum qualifications, experience, special emphasis needs to be made of the pedagogic abilities of faculty members particularly while being engaged, so that "transfer of knowledge" is effective and worthwhile.

Part- 3: Qualification of the Principal/HOD and Faculty members

- 3.1 For Pre-Sea Training of Ratings the minimum qualification for the faculty is a Certificate of Competency (COC) as officer in charge of a navigational/engineering watch (unlimited) or equivalent.
- 3.2 For all pre-sea courses for deck cadets and engine cadets, the minimum qualification of the 50 % of the Faculty shall be COC as chief officer (unlimited) or second engineer officer (unlimited) or higher level of COC.
- 3.3 For preparatory courses (operational level) COC as chief officer (unlimited) or second engineer (unlimited) or equivalent.
- 3.4 For preparatory courses (chief officer/second engineer officer - unlimited) COC as master (unlimited) or chief engineer (unlimited) or equivalent.
- 3.5 Institutes conducting Preparatory, Competency *and* Revalidation courses related to Masters and Chief Engineers should give preference to faculty who possess qualifications such as Ph.D./ Extra Master & Extra First Class/ M.Sc. in Shipping or relevant Maritime field or well experienced Masters and Chief Engineers of class I with relevant experience. Engagement of faculty with such superior qualifications will be factored in by the rating agencies/quality system auditors.
- 3.6 For ancillary courses, the minimum qualification of faculty shall be as stated below;
- | | | |
|--|---|---|
| a) Personal Safety and Social Responsibilities | } | COC as OOW (unlimited)
with minimum of 2 years
experience |
| b) Fire prevention and fire fighting | | |
| c) Personal Survival Techniques | | |
| d) Security awareness | | |
| e) Designated Security Duties | | |
| f) Ship Security Officer | } | COC as C/O (unlimited) with
minimum of 1 year experience |
| g) Advanced Fire Fighting | | |
| h) Survival craft other than fast rescue boats | | |
| i) Fast rescue boats | | |

- j) Simulator courses for management level – Master (unlimited)
- k) Simulator courses for operational level – COC as C/O (unlimited).

- 3.7 For all Academic subjects, such as English, Physics, Chemistry, Mathematics, Electricity, and Electronics, etc., the minimum qualification shall be not below, a BSc in the subject concerned.
- 3.8 The Institutes should endeavor to invite "Sailing Officers" with required qualifications and appropriate sailing /teaching experience to impart training to the students.
- 3.9 The Principal/HOD, shall, as a minimum, hold a COC as Master (unlimited) or Chief Engineer (unlimited) or equivalent.
- 3.10 All lecturers are required to have undergone "*Training Of Trainers*" (TOT) course within 6-months of their date of joining the institute. The TOT course shall be as per the relevant IMO Model Course or equivalent.
- 3.11 For the purpose of this Part, Certificate of Competency (COC) means a Certificate of Competency issued by Sri Lankan Maritime Administration or equivalent.

PART-4: Age Limit for Principal/HOD and Faculty members

- 4.1 The age limit for the instructors who are engaged in practical's, demonstrations, workshop training, Life-boat or Life raft training, Fire-fighting training, Physical training, etc. shall not exceed 70 years.
- 4.2 The maximum age for the Full time faculty members including Principals shall not exceed 75 years.
- 4.3 The maximum age for Visiting Faculty shall not exceed 72 years.

PART- 5: Teaching Hours for Principal/HOD and Faculty members

- 5.1 The Teaching Hours of the Principal/HOD shall not exceed 14 hours in a week.
- 5.2 The Teaching Hours of the Vice Principal/Deputy HOD, where designated, shall not exceed 16 hours in a week.
- 5.3 The Teaching Hours of the full time faculty shall not exceed 24 hours in a week.
- 5.4 The Training Hours of Instructors shall not exceed 30 hours in a week.
- 5.5 The teaching hours for the Visiting faculty, shall not exceed 24 hours in a week at all the institutes put together. A written declaration by the Visiting Faculty to the above effect shall be taken by the institute.

- 5.6 In case a faculty member serves also as a Principal/HOD or vice-Principal/Deputy HOD, the limitations stipulated for the higher portfolio shall apply.

PART- 6: Visiting Faculty, Relaxations and Exemptions

- 6.1 A minimum of 50% of all Lectures and Practical's put together shall be delivered by the Full-time Faculty members of the institute. The balance 50% of the lectures *and* practical may be taken by visiting faculty members. This requirement shall not apply to security courses, and up gradation *and* revalidation courses for COC of Officers, Advanced Shipboard Management Course for Masters and Engineering Shipboard Management Course for Chief Engineers. For such courses an institute can deploy visiting faculty for 70% of the classes required to be conducted for the entire course. For Medical Courses an Institute can deploy visiting faculty for 90% of the classes required to be conducted for the entire course.
- 6.2 Visiting faculties should have received appropriate guidance in instructional techniques and shall have:
- a) received appropriate guidance in assessment methods and practice; and
 - b) gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor
- 6.3 All Visiting faculties should undergo TOT course if their qualification and experience does not support exemption.
- 6.4 The Institutes should encourage distinguished persons from the industry related to the subjects to deliver lectures as Visiting Faculty.
- 6.5 Training Institutes shall not commence/conduct courses without the required qualified faculties as per relevant course guidelines.
- 6.6 Exemptions from TOT may be given to Visiting Faculty from specialized fields, such as Maritime Law, Marine Insurance, Maritime Management, Medical, Shipyards, Classification Societies, Commercial Shipping, Ship Management, and Equipment Manufacturers.
- 6.7 Revalidation of the COC is only required for sea service as per the STCW Convention, and is not required for shore-based jobs. Therefore, it is not necessary for the Principal/HOD or the Faculty to revalidate their Certificate of Competency. However, all faculty members shall keep their knowledge up-to-date in the related subjects and this criteria needs to be factored-in in the faculty assessment forms to be filled up by the candidates at the end of the course.
- 6.8 The Training Institutes shall ensure periodic up-gradation and training for their faculty members and shall maintain such records for verification.

PART- 7: Other related matters:

- 7.1 The institute shall designate a faculty as Course in-charge for every course.
- 7.2 Each institute shall maintain records of onboard training assessment carried out by the institute, examination and assessments carried out as per the DGMS guidelines, faculty evaluations, which inter-alia must include the arranged feed-back of the students.
- 7.3 The Principal/HOD shall be responsible for the purpose of reporting and ensuring compliance of this Order.
- 7.4 These requirements are addendum to the Para 28 of Gazette Notification No 1818/37 Issued on 12th July 2013 and come into force with from 14th October 2014.

Director General of Merchant Shipping.

FACULTY DETAILS AS ON: 31.12.____(Year) / 30.06.__(Year)

Name of the
Institute: Ser.No
No:
Address:
Approved Courses:

Sr.No	Name	Rank last sailed	CDC No	CoC No	DOB & Age	Sailing Exp.	Teaching Exp.	TOT	Subjects taught	Av.teaching hrs/wk(last 06 months)	Signature	Official use only	
												Compliance with DGMS guidelines	remarks
								Yes/no				Yes/no	
								Yes/no				Yes/no	
								Yes/no				Yes/no	

1. Permanent full time Faculty
2. Part time faculty
3. Instructors
4. Visiting Faculty

04 separate forms shall be prepared for above categories.

DECLARATION BY THE HEAD OF INSTITUTE:

Hereby declare that all the information provided above are true and correct.

Name
Signature of the Head of the Institute
Date

SEAL of
the
Institute

* : Additional rows as may be required to be added to include all the members.

Enforcement date of this Notice: 15th November 2014