

CIP 2026: Draft for stakeholders' comment/input

The Comprehensive Inspection Programme (CIP), which is a mandatory system for ensuring quality in Maritime Training Institutes (MTIs) has been reviewed and a draft DGS Order enclosing all the details is placed for the information of the stakeholders.

Any comments or suggestions may be sent by email to senthil.kumar30@gov.in and praveen.nair@gov.in latest by February 10, 2026.

**Please mention: "CIP 2026: Comments" in the
subject of the email.**

Draft DGS Order No: XX of 2025

Sub: Mandatory Comprehensive Inspection Programme (CIP) for all DGS approved Maritime Training Institutes– Reg

1. The Merchant Shipping (STCW) Rules, 2014 under Rule 75, authorizes the Director General of Shipping, Govt. of India to supervise and monitor all matters related to the training, assessment and certification of seafarers under the Merchant Shipping Act, 1958 as amended, to ensure that such training programs are structured in accordance with the provisions of STCW Convention and the STCW Code, as amended.
2. Whereas, a Comprehensive Inspection Programme (CIP) for Maritime Training Institutes (MTIs) was conceptualized for standardizing quality, ensuring STCW compliance, and providing transparency for seafarer training, benefiting cadets, employers, and the nation by boosting global maritime standards through graded assessments of faculty, infrastructure, and student outcomes, fostering self-regulation, and aligning with international best practices. The Directorate General of Shipping (DGS) had issued the following directives for implementation of the CIP:
 - A. DGS Order No.23 of 2014 dated 29.12.2014 mandating conduct of the Comprehensive Inspection Programme (CIP) for Maritime Training Institutes (MTIs) undertaking Competency courses.
 - B. DGS Order No.04 of 2016 dated 12.09.2016 for the conduct of the Comprehensive Inspection Program (CIP) of Maritime Training Institutes (MTIs) conducting pre-sea training.
 - C. DGS Training Circular No.33 of 2018 dated 16.11.2018 for the conduct of Comprehensive Inspection Program (CIP) for Maritime Training Institutes (MTI) conducting basic five STCW courses and / or post-sea modular courses (excluding competency courses).
3. Further, DGS Training Circular No. 01 of 2024 dated 19.02.2024 mandates the collection of details of Shipboard training by the Recognized Organization (RO) before conducting the comprehensive Inspection Program (CIP) from the DGS E-governance system, for uniformity in the CIP process by all inspecting authorities.

4. Noting the Maritime Administration under Regulation 1/6 - Training and assessment - of the STCW Convention is required to ensure that the training and assessment of seafarers, as required under the Convention, are administered, supervised and monitored in accordance with provisions of Section A-1/6 of the STCW Code.
5. Recalling all the DGS approved maritime training institutes are functioning under the control and monitoring mechanism of the Directorate General of Shipping, its field offices and the Recognized Organizations, as required vide paras 5&6 above.
6. Noting that Maritime education and training in India were earlier imparted predominantly through Government training institutes. However, this area was opened up to the private sector in the 1990s. Since then, a large number of maritime training institutes have been set up all over the country, offering pre-sea and post-sea maritime training in various streams /disciplines.
7. Recognizing that in an increasingly competitive scenario of employment of shipboard personnel in global shipping, qualitative excellence in maritime education and training is an imperative for India to maintain its coveted position as premier maritime manpower supplying nation.
8. Maritime training & education has to remain dynamic and keep pace with technological & managerial advances. Therefore, it is ineluctable to bring in reforms in the monitoring process for maritime training institutes on a regular basis.
9. Noting the review of the existing such processes, it is felt that the paradigm of inspection of maritime training institutes needs a qualitative improvement. Integrating the three existing Orders/Circulars into a single comprehensive Order will significantly enhance regulatory efficiency, clarity, and compliance consistency across all Maritime Training Institutes.
10. Accordingly, the Directorate General of Shipping, Govt. of India has developed the Comprehensive Inspection Program (CIP), by integrating & upgrading the existing inspection processes, while introducing an effective grading mechanism for the Maritime Training Institutes (MTIs). To achieve these objectives, necessary guidelines and assessment checklists, identifying such structured and objective parameters against which every such institute will be graded, on an annual basis, have been formalized.

11. The Mercantile Marine Department (MMD) or the authorized Recognized Organizations shall carry out such inspection and certification of maritime training institutes under these revised guidelines. Further, the grading of the MTI offering pre-sea training courses shall not be issued with the grading directly by the RO after completion of the CIP but shall be issued only after confirmation is obtained from the Principal Officer of the jurisdictional MMD.
12. The maritime training institutes shall also be subject to un-scheduled inspections by the Directorate General of Shipping, Govt. of India and / or its field offices, as may be required. Based on the report of such un-scheduled inspection, the Directorate General of Shipping, Govt. of India, can downgrade the grading of the institute concerned / rescind the course approval as the case maybe, albeit objectively and under due process.
13. This Order is issued under the powers conferred under Rule 75 [Chapter IX] of the Merchant Shipping (Standards of Training, Certification & Watch Keeping for Seafarers) Rules, 2014, as amended and comes into effect from the date of issue.

ANNEXURE I

1. General

- 1.1 The purpose of this **DGS Order No. XX of 2025** is to introduce a 'Comprehensive Inspection Programme (CIP)', integrating all three existing CIP inspection processes that Maritime Training Institutes (MTI) are currently required to undergo on regular basis, viz, **CIP for Pre-Sea courses, CIP for Competency courses and CIP for Modular courses**. The MTI shall have to maintain a Quality Management System in accordance with ISO 9001 as per Regulation I/8 of the STCW Convention. The Directorate General of Shipping (DG Shipping) mandates that Quality Management System (QMS) certification, **ISO 9001**, for maritime education and training institutes must be obtained from a certification body (CB) accredited by the **National Accreditation Board for Certification Bodies (NABCB)**.
- 1.2 The Directorate acknowledges the dynamic requirements of the evolving levels of scientific and technological competencies that are expected of the seafarers. It is therefore incumbent upon the maritime administration to introduce timely modernization and reforms in the maritime regulatory processes to keep pace with the highly competitive international shipping requirements.
- 1.3 The CIP for maritime training institutes has been under implementation for the past few years. Based on the experience gained and the periodic review by the inspecting authorities, the industry stakeholders and the DGS, it was widely acknowledged that the CIP processes and checklists needed harmonization and review for ease and clarity in implementation. Accordingly, the DGS had constituted a committee with a mandate to review all aspects of the CIP including a complete revision of the checklist as would be required. The committee has reviewed the CIP processes in detail and proposed a harmonized methodology for grading MTIs, the details of which are annexed to this Order.

2. Applicability

2.1 This Order applies to all Maritime Training Institutes functioning under the approval of the Directorate General of Shipping, approved for any of the following Pre-sea courses:

2.1.1 Three years B.Sc. – Nautical Science / 4 yrs. B.S. Nautical Technology Course.

2.1.2 One Year Diploma in Nautical Science Course (DNS)

2.1.3 Four Years Marine Engineering Degree Course

2.1.4 One Year Marine Engineering Course for Graduate (GME)

2.1.5 Two Years Marine Engineering Course for Diploma holders (DME)

2.1.6 Three Years Alternate Training Scheme Course (ATS)

2.1.7 Four Months Electro Technical Officers Course (ETO)

2.1.8 Six Months General Purpose Ratings Course (GP Rating)

2.1.9 Six Months Certificate Course in Maritime Catering (CCMC)

2.2 This Order applies to all Maritime Training Institutes functioning under the approval of the Director General of Shipping, approved for any of the following post-sea competency courses:

2.2.1 Second Mate Foundation Course (FG)

2.2.2 Second Mate Competency Course (FG)

2.2.3 Chief Mate (FG) Phase I & II

2.2.4. Master (FG) Advanced shipboard management course

2.2.5. Navigation watch keeping officer – Near Coastal Voyages (NCV)

2.2.6. Chief Mate (NCV) Phase I & II

2.2.7. Master (NCV) Advanced shipboard management course

2.2.8. MEO Class – IV (FG)

2.2.9. MEO Class – II (FG)

2.2.10. MEO Class – I (FG)

2.2.11. MEO Class - IV (NCV)

2.2.12. MEO Class – III (SEO)

2.2.13. MEO Class – III (CEO)

2.3 This Order applies to Maritime Training Institutes functioning under the approval of Directorate General of Shipping for the conduct of modular STCW courses, and for any other courses approved by the DGS.

2.4 Any MTI conducting either one or a combination of the pre-sea, competency and post-sea modular courses, as mentioned in para 2.1,2.2 and 2.3, are required to mandatorily undertake the CIP as required under this Order.

2.5 This order applies for any type (Initial/Renewal/Annual) of CIP inspection whichever may fall due after issuance of this Order.

3. Objectives

3.1 The Comprehensive Inspection Programme relies largely on the principle of grading of various institutes broadly conducting similar training program and is expected to benefit relevant stakeholders, inter-alia, the prospective candidates, institutes and shipping companies, in addition to providing realistic inputs to enhance the monitoring and control mechanisms of the maritime administration.

3.2 The grading system should prove to be a symbol of differentiation for institutes that conduct a particular course better than others and would help the MTIs in attracting students from both within and outside India, to the extent permitted.

3.3 The DGS has given careful consideration of the fact that several institutes have failed to regulate the intake of candidate's vis-a-vis their capability to place them on board ships. The objective of the current revision therefore is also to emphasize the urgent need to address the huge backlog of trainees who after completion of the pre-sea course have not been suitably supported and facilitated by the MTI to find a training berth on a ship for completing the mandatory shipboard training.

4. Inspecting Authority

4.1 Any Classification Society authorized by the Government of India as Recognized Organization (RO) vide Govt. of India, Ministry of Shipping Notification, S.O. 3316 (E) dated 26.12.2014 & having entered into agreement with DGS may offer their services for the inspection, gradation and certification of the institutes. The inspection team shall comprise of auditors (seafarers who have sailed in management level), with at least 50% of them holding the Certificate of Competency (CoC) as Master (Foreign Going) or Chief Engineer (Unlimited power), as the case may be.

4.2 The institute shall have the option of approaching any of the ROs notified as above or the MMD for the inspection and certification. However, once the certificate is issued, the annual inspections shall be undertaken by the same RO/MMD, during the validity of the Certificate, unless there are pressing reasons to the contrary, which has to be communicated to the DGS and permission has to be sought with clear reasons. In

such cases, after obtaining the permission of the DGS, the institute shall have to be subjected to an initial inspection with full scope for the purpose of this change.

4.3 A CIP cycle shall be of 03 years, which shall include Initial inspection followed by two annual inspections. [Additional CIP inspection maybe undertaken based on instruction from DGS / PO MMD].

4.4 During the tenure of a CIP certification cycle, CIP inspection shall be carried out by the same RO/MMD for all the different types of DGS approved courses conducted by the MTI.

4.5 RO/MMD shall issue CIP certificates (course type wise Pre-sea / Competency / Modular) with maximum validity of 03 years for each certificate.

5. Inspection and Certification

5.1 There shall be one CIP inspection for the MTI irrespective of the type of courses conducted. The Inspection frequency and the validity of the certificate shall be largely governed by the concept of 'Three Year Cycle'. The initial inspection shall be exhaustive, whereas the annual inspection shall be to verify continued compliance. The information furnished by the institute, and data available from E-Governance system of DGS shall form the basis of verification for initial, and annual CIP inspection. For the annual inspection, the score and grading as assigned in the initial inspection for particular course type may change, to reflect current performance of MTI.

5.2 On satisfactory completion of the CIP inspection, the Recognized Organization shall issue an appropriate certificate (after requisite validation by the jurisdictional Principal Officer) to the institute with the confirmation of the following as a minimum:

5.2.1 That the institute is meeting the relevant requirement of the International Convention on Standards of Training Certification and Watch-keeping (STCW) 78 as amended.

5.2.2 That the institute is complying with all the applicable Merchant Shipping (STCW) Rules as amended and other Orders, Circulars and guidelines issued by the Directorate General of Shipping from time to time.

5.2.3 That the institute has implemented a Quality Management System equivalent to the standards envisaged as per the latest ISO 9001 Standards.

5.3 CIP Certificate to be issued to MTI for all types of the DGS approved courses conducted

5.4 All relevant CIP certificates have maximum validity of 03 years, subject to annual CIP inspections, which need to be conducted within (-) 60 days to (+) 30 days from the anniversary date.

5.5 If the MTI fails to conduct annual CIP inspection within the prescribed window period for any particular type of course, that they have approval, it may cause action to be initiated which may include invalidation of other CIP certificates and further action as considered necessary by the DGS as per procedures.

5.6 If any MTI is unable to undertake CIP inspections within the prescribed period, then it will need to seek documented approval from DGS. This request should specify the reason for non-conduct of CIP inspection within the prescribed time period with supporting documents. The MTI management have to plan the CIP inspection calendar in advance to complete the CIP within the time prescribed by DGS.

5.7 Renewal CIP inspection, with mandatory change of RO, to be undertaken by the MTI prior to expiry of previous CIP certificate. Upon completion of a 3-year cycle, the MTI has to mandatorily change to a different RO. Same is applicable for all the CIP inspections (Pre-sea / Competency / Modular).

5.8 The renewal CIP inspection (change of RO) to be carried out prior to expiry of the previous CIP certificate. If the MTI is unable to conduct the same then it will need to seek documented approval from DGS. This request should specify the reason for non-conduct of CIP inspection within the prescribed time period.

5.9 Anniversary Date for a CIP inspection will be the date on which initial CIP inspection (physical) was completed for the ongoing CIP cycle.

5.10 Issue of CIP certificate will be as per prescribed format.

5.11 Separate CIP certificate to be issued based on course type (Pre-sea, Competency, Modular).

5.12 The RO shall assign the institute with a grading (based on the credit- points scored by the institute as per the assessment checklist), reflecting the overall grading of the institute for the approved courses, as shown in the Table below:

Grading Scale

Sr no	% Score of Credit Points	Grading	Remarks
01	90% and above	A1	Excellent
02	80% - 89.99 %	A2	Very Good
03	70% - 79.99 %	B1	Good
05	60% - 69.99 %	B2	Average
07	50% - 59.99 %	C1	Below Average
08	Below 50 %	C2	Poor

5.12 The grading shall be provided separately for each type of course (Pre-sea, Competency, Modular) conducted by the maritime training institute.

5.13 The grading of the MTI (irrespective of the type of course) after the CIP inspection shall not be issued - by RO directly, it shall be issued only after documented confirmation obtained by the RO from the Principal Officer of the jurisdictional MMD. Such grading will be valid for only one year or till the next such inspection whichever is earlier. The CIP grading can only be upgraded or downgraded, as the case may be, during the subsequent CIP inspections.

5.14 The PO MMD (jurisdiction) to confirm grading of the MTI post any revisions, if required, in consultation with the RO within 30 days after the draft report is submitted by RO. In absence of receipt of the confirmation by jurisdictional PO within the 30 days period to RO, the report will be considered as approved, RO can complete the grading and communicate to MTI the final grading. The MTI are required to upload CIP certificate on the E- Governance system and update their CIP grading within one week of the receipt of final grading. The CIP documents are required to be sent to DGS with copy to PO MMD (Jurisdictional) by RO within one week.

5.15 Final grading of the MTI [to be displayed on DGS website] who are conducting more than one type of courses have to follow hierarchy as under:

- a) Pre-sea Grading – if the institute is conducting any pre-sea course as per 2.1.
- b) Competency Grading – If the institute is conducting any competency course (excluding any pre-sea course) as per 2.2

- c) Modular Grading – if the institute only conducts modular courses as per 2.3.

5.16 Respective course grading will be used as a criterion, for application of other DGS circulars / requirements. For example: An MTI after a CIP has been graded with overall pre-sea CIP grade of - B2 and overall modular CIP grade of - A1, The MTI in its communication with DGS / MMD shall mention the CIP grade for the type of course. Therefore, the compliance requirements for B2 grade shall apply for all pre-sea courses that are already approved and also for those the MTI applies for an approval. The MTI shall not be eligible for any relaxation for its pre-sea courses based on its Modular course grading. Similarly, the MTI shall be allowed applicable allowance for its Modular courses grading, and same will not be constrained based on its Pre-sea grading.

5.17 For MTI conducting pre-sea courses, the enhancement of batch strength capacity for any individual pre-sea course shall be allowed, only if the

- (a) MTI is able to demonstrate that at least 85% placement of trainees of first batch is achieved or within 24 months whichever is earlier for that individual pre-sea course, and
- (b) CIP grade is at least B1.

The total increase in batch strength shall be as per applicable DGS requirements.

5.18 The fees prescribed by the Directorate for conducting CIP by the Mercantile Marine Department is as mentioned in the Annexure- V of this order.

However, the fees charged by the respective RO, shall be based on mutual agreement between the respective RO and the MTI

6.0 Methodology for Grading

6.1 For the purpose of grading, a comprehensive Check-list has been developed to guide the Inspecting authority for the uniform implementation of the inspection regime based on the key parameters.

6.2 To be able to make a fairly accurate and realistic assessment of a Maritime Training Institute's grading and capability, the Comprehensive Inspection Program (CIP) has several parameters, both qualitative and quantitative, in consultation with various experts in the field of maritime education / training, besides other stakeholders. The critical parameters include (to the extent applicable for various courses) the quality of faculty, quality of infrastructure, training facilities, the quality of the teaching process,

performance of the students in examinations (Both Internal and External), and an assessment of the long-term prospects of the institute.

6.3 For a new pre-sea course commenced after due approval process by an existing pre-sea MTI who has been already assigned pre-sea CIP grade:

- i. The MTI is to be issued with a separate CIP Certificate for the new pre-sea course – which will mention course name, and total marks received by the MTI under each section of the checklist. No Grading shall be awarded till all trainees of the first batch (of new course) have been placed onboard ships or 24 months from passing out of the first batch whichever is early. Thereafter single common certificate will be issued which will mention the final grade for the institute.
- ii. Batch size of new pre-sea course commenced shall not be enhanced till a minimum period of 24 months from passing out date of the first respective batch or all trainees of the first batch (of new course) have been placed onboard ships Thereafter the change in batch size will be as per applicable DGS requirements.

6.4 Newly Established Maritime Training Institutes:

- i. Newly established MTI conducting any DGS approved courses to undertake CIP within 12 months from commencement of any DGS approved course.
- ii. Certificate to be issued for courses which has been successfully commenced by the MTI.
- iii. A newly established Pre-sea MTI will be issued with a Pre-sea CIP Certificate – which will mention course name, and total marks received by the MTI under each section of the checklist. No Grading shall be awarded, until all trainees of the first batch have been placed onboard ships or 24 months from passing out of the first batch
- iv. A newly established Pre-sea MTI shall not be eligible for batch enhancement, or start of any new pre-sea courses unless the first batch has successfully completed and MTI qualifies with the shipboard placement and CIP grading as per above para-iii

6.5 An existing MTI conducting competency courses/modular courses or any other courses as listed in para 2.2,2.3,2.4 desirous to start a new course or enhance batch size for the existing approved course may follow the existing DGS orders/circular/guidelines on minimum CIP grading mandated at the time of application

7.0 Shipboard Training Criteria

7.1 It is a matter of concern for the maritime administration that there exists a significant backlog of trainees who have completed their pre-sea courses but are unable to get their Certificates of Competency or the Certificate of Proficiency in the entry grade because of their inability to fulfill their sea time training requirement, which is an essential pre-requisite.

The issuance of the Certificate of Competency by the DGS requires that every trainee officer should have put in the minimum period of sea service prescribed under the MS (STCW) Rules, 2014 as amended and the applicable DGS Training circulars/guidelines. The DGS approvals to training institutes to start maritime courses or increase intake therein have been given on the understanding that the training institutes would exert themselves to liaise with shipping companies or ship manning companies duly registered with the DGS to provide sea time training berths for their students. The growing backlog of trainees gives evidence that such expectations have not materialized; institutions are not adequately addressing this aspect and trainees are being left to fend for themselves in regard to their sea time training to obtain their CoCs/COP.

7.2 Placement shall be considered as achieved, only when the trainee of the pre-sea course has been successfully placed onboard a ship ('Sign on' date is available as evidence during CIP).

7.3 Passing out date – The passing out date shall be the date on which the results were published for the candidate. In case of GP rating, it will be the date on which BEST declares the result (to be confirmed from DGS / BEST website), for DNS / BSc / BE or B Tech it will be the date results are declared by IMU or the respective university (to be confirmed from university website). For GME / DME / ATS / ETO it will be the dates mentioned in DGS eGovernance batch details.

Marks for placement within 12 months (A)	Marks for placement between 12 - 24 months (B)
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100% = 4000 pts	50% = 900 pts	100% = 1000 pts	50% = 400 pts
90% = 3600 pts	40% = 750 pts	90% = 900 pts	40% = 300 pts
80% = 3200 pts	30% = 600 pts	80% = 800 pts	30% = 200 pts
70% = 2800 pts	20% = 300 pts	70% = 700 pts	20% = 100 pts
60% = 1200 pts	10% = 100 pts	60% = 500 pts	< 20% = nil pts
< 10% = nil pts			

For intermediate % values, interpolated marks are to be assigned.

The batches to be used for calculation of placements are

- a) For calculation of placement within 12 months (**last two batches prior 12 months**) as on the date of the CIP
- b) For calculation of placement between 12 - 24 months (**last two batches prior 24 months**) as on the date of the CIP
- o Calculation Methodology to be utilised is demonstrated in below example:
 Batch size is 40 and 38 (last two batches prior 12 months)
 No of trainees placed within 12 months is 18 out of 40 and 18 out of 38

Marks for placement within 12 months
Percentage of trainees placed $18/40 + 18/38 = 38 / 78 = 46.1 \%$
So, 45% from table A gives 841 marks

For Sec V sr no 2.3 its 841 out of 4000 marks

Batch size is 37 and 39 (last two batches prior 24 months)

No of trainees placed within 12 months is 18 out of 37 and 18 out of 38

Remaining are 19 out of 37 and 20 out of 38

No of trainees placed between 12 – 24 months is 10 out 19 (remaining) and 12 out of 20 (remaining)

Marks for placement between 12 - 24 months
Percentage of trainees placed is $22 / 39 = 56.4 \%$
So, 56.4 % from table B gives = 454 marks

For Sec V sr no 2.4 its 454 out of 1000 marks

Total placement marks = 841 + 454 = 1295 out of 5000 marks.

If there are multiple pre-sea courses then – weighted average shall be taken to reach final score of placement marks obtained for the MTI. The same is necessary as the overall grading should be representative of the total number of pre-sea trainees enrolled in the institute.

Eg: if the MTI has 03 pre-sea courses = PS 1, PS 2, PS 3

Respective actual batch sizes being = PSB 1, PSB 2, PSB 3

Respective trainees placed being (within 12 months) = PSP 1, PSP 2, PSP 3

So, 2.3 shall be calculated as: $(PSP\ 1 + PSP\ 2 + PSP\ 3) / (PSB\ 1 + PSB\ 2 + PSB\ 3)$ in percentage (weighted percentage value for all the presea courses conducted by the institute).

Similarly for 2.4, it will be weighted percentage for all the presea courses placed between 12 to 24 months.

- 7.4 Maximum Total Marks in CIP Checklist section V now becomes 6000 against the previously mentioned 5000. The total marks for DGS Pre-sea checklist will now become 11,000 instead of 10,000.
- 7.5 A pre-sea MTI may enter into an MoU with other shipping company or RPSL (as required) to secure placement for its pre-sea trainees. However, the MTI shall continue to remain responsible for any delay in placement of its candidate's onboard ships.
- 7.6 The MTI has to provide placement data during CIP inspection, which should include the details of pre-sea trainee placed onboard ships and the duration of their sailing period on each vessel (for the duration of their onboard training). Non submission of the data may cause the RO / MMD to reschedule the CIP to a later date (when the data is available).
- 7.7 If the inspection team notices irregular sailing tenure for a trainee, then the same to be brought to the notice of DGS and PO MMD (Jurisdiction).
- 7.8 If any pre-sea trainee opts to proceed with an alternate career (e.g. – higher studies, joining armed forces etc), then the inspecting body (MMD / RO) may consider the above as placed (for purpose of placement on board ship) to a maximum of 5% of the actual batch size under consideration. This is subject to the inspecting authority acquiring the

supporting documents from the MTI and the cogent and credible evidences have to be placed before the Principal Officer while submitting the CIP report.

7.9 The MTI shall ensure that the trainees are offered the complete duration of the shipboard training period and monitor the same, till successful completion leading to the issuance of final Course Completion Certificate.

7.10 MTI shall provide quarterly reports with details of course completion certificates issued by the MTI in accordance with DGS Training Circular 18 of 2020 dated 24 Apr 2020 para 25.2

8.0 Transparency and Public Disclosure

- a) MTI to permanently display the latest CIP grading (for each type of course conducted by the MTI – pre-sea / competency / modular) on their website (displayed together in same font, colour and size) and in all advertisements made on print media (together in same font, colour and size) towards conduct of DGS approved courses.
- b) Non-Compliance of same shall be treated as breach of code of ethics.

9.0 Guidance to institutes on filling the checklist

9.1 For Pre-sea courses, CIP report to show individual pre-sea course grading.

9.2 Column 4 indicates if the Head applies to the course under consideration. A “tick” indicates the applicability to the course. Where the head does not apply, it should be written “NA” in Column 5 and according to the Max credit marks given in column 7 will be removed from the Total marks for the purpose of calculating percentage and grades.

9.3 Prior to the inspection, the institute shall fill up Column 5, self-assessment of each it against compliance to the various DGS Circulars in force.

9.4 The institute shall fill Credit Points (as claimed) along with comments justifying the quantum of credit points claimed. The justification shall be supported by documentary evidence and physical observations. All data and documentary evidence provided shall be authentic and validated.

9.5 Column 7 provides the maximum credit points that can be given to the particular item. As an incentive for institute to do better than just compliance to a regulatory requirement each item which is mark with an asterisk (*) next to the base point is divided into 75% base credit points for meeting the DGS guidelines and 25% credit points for having standards higher than the minimum DGS norms.

9.6 During inspection the MMD/RO's shall assign credit points (in column 6) based on physical observations and documentary evidence provided and will write down their justification for the increase or decrease in the credit points as claimed by the institute.

9.7 The last page of the checklist provides for an overall gradation after summation of the percentages for all courses. Also, a table provides for percentages and gradation of each individual course.

10. Reporting

10.1 On completion of the inspection, the Recognized Organization shall provide the draft report of the inspection with clear recommendations on the final Grading to the jurisdictional principal officer, within ten working days, in case of Initial and renewal inspection, and within five working days in case of annual inspection.., The final set of reports will be forwarded to MTI upon confirmation of final grading (as per DGS Training Circular 01 of 2024).

10.2 The Inspection report shall separately list out all the deviations observed with respect to the standard norms prescribed by the DGS, under the following categories: -

10.2.1 Minor Non-Conformities (procedural deficiencies): These are minor deviations from a standard practice of DGS / IMO Model Courses of running a curriculum, which in the opinion of the Auditor may adversely affect the quality of the Institute /student output. These non-conformities are expected to be addressed within one (1) to three (3) months, or in a given time frame as awarded and verified by the MMD/RO, if necessary. Minor non conformities, if not attended within the stipulated time, will lead to the same being converted into Major Non conformities. Examples are: Improper faculty selection modalities, Faculty not having undergone TOTA/VICT/AECS etc., Class routine not detailed, detailed teaching syllabus not in place, Faculty / student attendance registers not maintained, inadequate maintenance of specific Lab / workshop equipment, etc.

10.2.2 Major Non –conformities: These are major deviations from standard norms as specified by DGS/ IMO Model Course, which in the opinion of the Auditors may affect Institute performance /student output quality seriously and adversely. Major Non conformities, if not attended in time can lead to suspension / revoking of approval of an Institute. Examples are: Inadequacy in terms of number or qualification of faculty/instructors, Excess admission of students against

sanctioned strength, excessive number of Minor Non conformities, Non conformities not closed within time limit, Serious lapses in the basic minimum prescribed for infrastructure, False submission of information to the authorities, course certificates being awarded to candidates who have not attended the classes, serious non- conformities related with the Quality System, Admission to ineligible candidates, etc.

10.3. In case of any Major Non-conformity, the Inspecting authority (MMD / RO) shall report the matter to the PO of the jurisdictional MMD, under intimation to the Directorate General of Shipping.

10.3.1 The PO, Jurisdictional MMD may direct the institute for immediate rectification/ downgrading of the said non-compliance and may verify the same by undertaking additional inspection by the MMD.

10.3.2 The PO, Jurisdictional MMD shall report the matter to the Training branch of the Directorate with clear recommendation on the action proposed against the erring institute. The same shall be placed before the STCW Compliance Board within 30 days from receipt of any Major non-conformity and the decision of the Board shall be complied with.

10.3.3 Once the Major Non-conformity has been cleared by the MTI and verified by the MMD, the STCW Compliance Board shall have to be updated on the developments. The jurisdictional MMD shall communicate the status of the MTI after compliance verification to the concerned MTI and inspection body which had raised the Major Non-conformity.

10.3.4 If the MTI's CIP certification cycle is with a RO who has raised Major Non-Conformity, then the subsequent CIP inspection can be carried out by that RO, only after the major NC has been cleared. In case Major Non-Conformity is raised during initial audit, it is the responsibility of MTI to take necessary steps to close the Major Non-Conformity within prescribed time. If the MTI fails to adhere to the timeline the Directorate may initiate necessary steps which may include suspension / withdrawal of approvals granted.

10.3.5 In case of non-rectifiable major non-conformity, the matter shall be deliberated within the STCW Compliance Board for further course of action against the concerned MTI.

10.3.6 During the tenure of the major non-conformity, the grading of the institute will not be valid.

10.3.7 The MTI shall be responsible to close the Major Non-Conformity at the earliest to a maximum time period of 90 days or as directed by the PO (Jurisdictional) under consultation of DGS.

11. Other Inspections

11.1 The MMDs may undertake additional inspections on specific bonafide complaints, or at the direction of the Directorate General of Shipping.

11.2 The PO, MMD shall be responsible for the implementation of the additional inspections as detailed below, the frequency mentioned can be changed, basis complaints received at the DGS.

Frequency of Surprise Inspections			
Sr no	% Score of Credit Points	Grading	Frequency
01	90% and above	A1	Once in 3 years
02	80% - 89.99 %	A2	Once in 2 years
03	70% - 79.99 %	B1	Annually
05	60% - 69.99 %	B2	Annually
07	50% - 59.99 %	C1	Twice in a year
08	Below 50 %	C2	Continuation of approval of the Institute will be reviewed by the DGS.

12. Appeal Process

12.1 In case the institute is still not satisfied with the grading, the head of the institute may make a formal appeal to the Principal Officer (PO) of the jurisdictional Mercantile Marine Department (MMD) along with a fee as prescribed by the Directorate from time to time. The PO may look into the appeal by MTI and basis on the merits he can review CIP assessment may be made as submitted by RO and final outcome may be communicated

to RO as per para 5.14 The decision of the Principal Officer on the grading shall be final and binding on the institute as well as on the RO, subject to settlement of dispute, if any, by the Director General of Shipping, as specified in this Guideline.

12.2 If the inspection team appointed by the PO, MMD concerned finds a deviation of two grades or more from the original assignment, in the final grading and such lapses are repeatedly observed, appropriate measures including suspension/cancellation of the approval of the RO concerned for the CIP shall be considered by the Director General of Shipping.

12.3 The accuracy of the information furnished in the assessment checklist shall be the responsibility of the MTI and any false representation of the facts may warrant appropriate measures including suspension / cancellation of the approval of the institute.

13. Settlement of Disputes

In case of any disputes on the matters pertaining to the implementation of this Order, the decision of the Director General of Shipping shall be final and binding on all the parties concerned.

14. Checklist for CIP

Annexure II – Presea Course Checklist

Annexure III – Competency Course Checklist

Annexure IV – Modular Course Checklist

Annexure V – Schedule of fees

GENERAL PARTICULARS (To be filled in by the Institute):

Sr no	Information Required	Remarks
1	Name of the Institute	
2	Address	
3	Pin	
4	Land Ph. No / Contact Mobile No	
5	Fax No	
6	E-Mail details	
7	Web Site	
8	PAN No	
9	Primary Bank details (Bank/Branch/IFSC No)	
10	Name of Head of Institute / Designation / Tel no / E mail	
11	Promoted by	
12	Name of the non- profit making registered public trust/section 25 company	
13	Category of Promoter (shipping companies/ ship & maritime related management companies/ Government building companies/private institute)	
14	MTI No.	
15	Detail of Pre-sea courses conducted	
16	DGS approval No & date /validity up to (against each discipline)	
17	DGS Approved intake strength against each discipline & Institute compliance	
17	Affiliating university (As applicable), Address & Ref No of Affiliation/ validity up to	
18	University approved intake strength against each discipline(as applicable)	
19	Any other affiliating Body & Address & Ref No of Affiliation (As applicable) / validity up to	

20	A.I.C.T.E. approval Ref. No. and its validity (As applicable)		
21	ISO Certification (Approving Body / Approval No & validity)		
22	Gradation as per approved R.O or MMD last Inspection (also, Ref No & date)		
23	Name of Authorised signatory		
24	Designation & contact details of Authorised signatory (Designation/ Ph. No/Mobile/Fax No/E-mail)		
25	Ref. No & Date of Last DGS approval for the discipline		
26	Date of Last DGS / MMD Inspection / Grading Inspection		
27	No of Observations /N. Cs as per last MMD / RO Inspection / Grading Inspection		
28	Action taken on above Inspection observations & N.C.s as per (27)		
29	Any corrective action pending under condition (28)		
30	Any Other Significant changes to infrastructure/ work Done / implemented /Infrastructure Installed to improve standard of training in the discipline since last inspection. (If yes, necessary documents may be attached)		
31	Institute being member of any globally recognised association – if yes then details		
32	Submission of Audited Balance Sheet of the Institute/ organisation highlighting Marine Training financial details & duly assessed by a Chartered Accountant.		
33	Capital Structure: (Applicable to Institute/Organisation, where there is Debt on the balance sheet)	Current liquidity Ratio (Asset/ liability) or Debt / Equity Ratio (As applicable)	
		Debt Service Coverage Ratio (Net profit/Debt Interest)	
34	Sustainability of operations & Resources (As per last audited year)	Income compositions	
		Profitability	
		Use of surplus cash generated in Marine Training	

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE

(Total Credit Points: 1500)

1	2	3	4		5			6		7	8
Sr. No.	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed			RO's Remarks & assigned Credit Points		Max Credit Points	Applicable Credit Points
			Officer	Rating				Points	Remarks		
1	Campus maintenance and Ambience				0			0		140	
1.1	Ambience		Y	Y						20	
1.2	Land availability	Ref. Para.2.1 of DGS Order 07 of 2016, DGS Order 2/2007 or DGS Order 1 of 2003 (as applicable)	Y	Y						20	*
1.3	Land (owned / leased)	If owned - 20 pts If leased (>50yrs) -15 pts If leased (<50yrs) -10 pts Lease date to be mentioned	Y	Y						20	
1.4	Statutory clearances		Y	Y						20	
1.5	Location / accessibility	Ref. Para.2.4 of DGS Order 7/2016	Y	Y						20	
1.6	Construction quality of the buildings.	Ref. Para.2.4 of DGS Order 7/2016	Y	Y						10	*
1.7	Any additional facility worth awarding grace points (needs clear explanation).	Eg: • Campus size much greater than requirement (atleast 1.3 times in approved plan) • Well maintained, good landscape • Many additional facilities (all related to maritime training)	Y	Y						30	
2	Class Room maintenance and Ambience	(Maintenance in Teaching Aids / furniture / fixtures / furnishings & maintenance)			0			0		120	
2.1	Area	Ref. Para.2.10 of DGS Order 07 of 2016 Floor Plan to be available	Y	Y						30	*
2.2	Teaching aids		Y	Y						50	*
2.3	Furnishing		Y	Y						10	*
2.4	Ventilation / lighting		Y	Y						10	*
2.5	Temperature control		Y	Y						10	*
2.6	Any additional facility worth awarding grace points (needs clear explanation).	Eg: A.C., curtains, tiled / marble flooring, Smart Board,	Y	Y						10	
3	Practical Work-shop facilities				0			0		180	
3.1	Area of workshop	As per DGS / University guideline	Y	Y						30	*

3.2	Adequacy of equipment / machineries	As per DGS / University guideline as applicable to the respective course. Please specify	Y	Y					50	*
3.3	Adequacy of Instructors		Y	Y					40	
3.4	Extent of utilization by trainees.	trainee work diary, and identifiable work samples to be verified	Y	Y					20	
3.5	Standard of maintenance		Y	Y					20	
3.6	Any additional facility worth awarding grace points (needs clear explanation).	Equipment in addition to DGS requirement. if MTI has additional equipments / state of art equipments which greatly enhances quality of training	Y	Y					20	
4	Out Door Training				0		0		110	
4.1	Boating / Life Boat Stations (as applicable)	Ref. Para.2.25 of DGS Order 07 of 2016	Y						10	*
4.2	Parade Grounds	Ref. Para.2.22 of DGS Order 07 of 2016	Y	Y					10	*
4.3	Play Grounds	Ref. Para.2.21 of DGS Order 07 of 2016	Y	Y					20	*
4.4	Swimming Pool	DGS Circular - 59 of 2025 If swimming pool size as per minimum requirement = 30 If outsourced - zero points	Y	Y					30	*
4.5	Auditorium	Ref. Para.2.23 of DGS Order 07 of 2016 If exclusive for MTI use - 30 points if used by students of other streams - 15 points	Y	Y					30	*
4.6	Any additional facility worth awarding bonus points	Good Furnishing, fixture, maintenance, usage, large size to be rewarded. Well maintained Multisport facility, exclusive auditorium is more than the total approved trainee capacity, Centralised Air conditioning in classrooms, Swimming pool atleast 1.3 times the minimum requirement	Y	Y					10	
5	Laboratories				0		0		130	
5.1	Area of Laboratories	As per DGS / University guideline as applicable to the respective course	Y						10	*
5.2	Adequacy of equipments.		Y						30	*
5.3	Adequacy of Instructors		Y						30	
5.4	Standard of maintenance		Y						20	
5.5	Extent of utilization by trainees.	trainee work diary, and experiments journal to be verified	Y						30	
5.6	Any additional facility worth awarding bonus points	In house additional subject laboratories more than the minimum requirement available and utilised by trainees	Y						10	
6	Administrative Facilities	General maintenance of allied offices, and other facilities			0		0		60	
6.1	Administrative area		Y	Y					5	*

6.2	Visitor's Lounge	As per DGS Order 07 of 2016	Y	Y					5	*
6.3	Principal's room		Y	Y					5	*
6.4	Faculty rooms		Y	Y					10	*
6.5	Staff rooms		Y	Y					5	*
6.6	Conference room / Meeting Room		Y						10	*
6.7	Any additional facility worth awarding grace points	Eg: Exclusive facility for female's faculty / staff. Well-lit campus, separate and clean restrooms gender specific, Special facilities for differently abled (if applicable)	Y	Y					20	
7	Library Facilities	(Adequateness and annual supplementation of, nos. of titles & Copies, Book Bank, late evening facility, nos. of librarians, Training videos, cassettes, Journals Internet facilities, Computerised Library Management System etc).			0			0	170	
7.1	Area of Library	Ref. Para.2.11 of DGS Order 7 of 2016 Floor plan to be displayed with area	Y	Y					10	*
7.2	Adequacy of Academic book bank		Y	Y					10	
7.3	Availability of Journals / Periodicals		Y	Y					5	

7.4	Digital library Digital mandatory publications including reference books	Includes web based library Accessible to students (24 x 7) All IMO and / or all mandatory books / Industry publication in digital subscription - 35 Some IMO / Mandatory books / industry publication are digital - 20 No subscription for IMO / Mandatory book / industry books - nil	Y	Y					35	
7.5	Dedicated qualified Librarian		Y	Y					10	
7.6	Updating of books & publications.		Y	Y					5	
7.7	Late hour availability of library facilities	Ref. Para.2.11 of DGS Order 7 of 2016	Y	Y					10	*
7.8	English Language Tutorials	Additional English training given to trainees, especially those weak in English. Training to be conducted by qualified English language teacher.	Y	Y					25	
		Independent facility with provision of individual terminals to upgrade skills of english communication (listening, reading, speaking) shall be an added benefit.	Y	Y					20	
7.9	Internet facility in Library	Ref 2.17 of DGS Order 7 of 2016	Y	Y					5	*
7.10	Any additional facility worth awarding bonus points, including Library hours	Eg: Learning Management System, subscriptions to web-based library and ebooks Subscription proof for LMS / library to be provided - 15 points Subscriptions + No of workstations in relation to no of trainees is more than DGS requirement by atleast 5 - 35 points	Y	Y					35	

8	General Amenities				0		0		100	
8.1	Medical facilities (incl dispensary, sick bay, availability of 24hr transport)	Ref. Para.2.19 of DGS Order 7 of 2016	Y	Y					10	*
8.2	Communication facilities (Includes internet facility)	Ref. Para.2.17 of DGS Order 7/2016	Y	Y					5	*
8.3	Fixed installation of Back-up power	Ref. Para.2.26 of DGS Order 7/2016	Y	Y					20	*
8.4	Dedicated transport facilities (for trainees and staff)	Other than Medical transport For trainees / staff	Y	Y					15	
8.5	Fire Extinguishers (Ready availability)	As per approved fire-plan which to be uploaded in eGovernance	Y	Y					15	
8.6	First Aid Box (Ready availability)		Y	Y					15	
8.7	Complaint / Suggestion box	Evidence of Complaints / Suggestions received	Y	Y					10	
8.8	Any additional facility worth awarding bonus points (needs clear explanation).	eg: Water Treatment Plant, Extra benefits provided in - Medical facilities, greater backup power for MTI	Y	Y					10	
9	Hostel Facilities	Room & furnishings upkeep, Catering facility, Health & Hygiene facility, Round the clock supervision facility, Utility provisions etc.			0		0		310	
9.1	Adequacy of hostel facility (Area)	As per DGS Order 7/2016	Y	Y					10	*
9.2	Single/ Double Occupancy	≤ 50 pts (proportionately)	Y	Y					50	
9.3	3/4 persons sharing	≤ 30 pts (proportionately)	Y	Y						
9.4	Dormitory	Not Allowed							0	
9.5	Adequacy of toilet / bathroom facilities	As per DGS Order 7/2016	Y	Y					30	*
9.6	Adequacy of furniture	As per DGS Order 7/2016	Y	Y					20	*
9.7	Hygiene and maintenance	Student feedback; contracts for cockroach and termite treatment; daily cleaning, well painted, clean and neat	Y	Y					20	*
9.8	Round clock supervision	One warden per hostel. Ref 3.8 of DGS order 7/2016	Y	Y					20	*
9.9	Adequacy of Dinning facilities	Ref 2.9 of DGS Order 07 / 2016	Y	Y					10	*
9.10	Quality of food	Varied menu, ingredients of good quality (branded) Ref 2.9 of DGS Order 7/2016	Y	Y					40	*

9.11	Whether food cooked in the own galley of the institute & quality of galley facilities	Modern kitchen equipment Ref 2.9 of DGS Order 7/2016	Y	Y					20	*
9.12	Hygiene of Kitchen	Good ventilation, floor tiled, vent hood grease free Ref 2.9 of DGS Order 7/2016	Y	Y					20	*
9.13	Adequacy of Recreational Area	Ref. Para.2.18 of DGS Order 7/2016 The room to be of sufficient size to cater to atleast 10% of the total approved students at the same time	Y	Y					10	*
9.14	Internal recreation facilities (TV / Newspaper etc)		Y	Y					10	*
9.15	Indoor Games	Monsoon Time recreation facility available Ref 2.18 of DGS order 7/2016	Y	Y					20	*
9.16	Linen, Laundry & Ironing	Ref. Para 2.8 of DGS order 7/2016 Facilities for uniforms, boiler suits and civils	Y	Y					20	*
9.17	Any additional facility worth awarding bonus points (needs clear explanation).	Eg. CCTV monitoring • Student Mess Committee Larger hostel room size, Inhouse free laundry, CCTV in hostel common area, ac rooms in hostel	Y	Y					10	*
10	The Green Campus	Environment preservation initiatives from the institutes may be given additional credits credits to the extent of initiatives.			0			0	100	
10.1	Energy Conservation Practices.	Eg. Electrical Energy management / Solar Panels / Motion sensor lights proportionate marks for any one or all options being utilised	Y	Y					5	
10.2	Dependence on non-conventional energy	Eg. Solar, Wind energy plants, solar cookers, organic fuel pellets / use of green energy by MTI proportionate marks for any one or all options being utilised	Y	Y					25	
10.3	Waste Management	Eg. Own waste management plants. (biogas plant, sewage treatment plant, vermiculture pits) proportionate marks for any one or all options being utilised	Y	Y					25	
10.4	Water harvesting initiatives	Eg. Rain water harvesting; Sewage Treatment Water Recycling proportionate marks for any one or all options being utilised	Y	Y					25	
10.5	Student Environment Activities	Eg Nature's Club, Forest Club, Community Environment Protection activity	Y	Y					10	

II. STUDENT INTAKE QUALITY

(Maximum Credit Points : 500)

1	2	3	4		5		6		7	8
Sr. No.	Head	Details	Applicable to courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Base Credit Points	Applicable Credit Points
			Officer	Rating	Points	Remarks	Points	Remarks		
1	Admission Eligibility Criteria				0			0		110
1.1	DG Shipping Criteria	Min. eligibility criteria for the course adhered to	Y	Y						30
1.2	Institute Standards	Where CET marks is the criteria for admission, CET ranking/percentile shall be the standard, else board/university marks shall be taken into account. Avg% marks of trainees : ≥ 80% = 60 pts ≥ 70% = 50 pts ≥ 65% = 30 pts ≥ 60% = 20 pts (For B.E/B.Tech ≥ 50%)	Y							60
1.3	Adherence to Code of Ethics in Advertisements, Prospectus	Ref 1.12 of DGS Order 7 / 2016 If not then Zero points with major nonconformity raised	Y	Y						20
2	Selection Process				0			0		300
2.1	Presentations / career counselling to schools and colleges	≥ 12/yr = 50 pts ≥ 6/yr = 30 pts ≥ 3/yr = 10 pts	Y	Y						50

2.2	Institute Entrance Exam conducted at various centers, interview (Course affiliated to universities which conduct CETs and do not permit institute entrance exam, must demonstrate proof of such criteria to R.O.) (Direct entry without CET and interview = 0 pts)	Selection of trainees from a large pool of applicants with a robust, unbiased screening process. On-line exam at various locations in India : ≥ Institute Seats x 20 appeared = 150 pts ≥ Seats x 15 appeared = 100 pts ≥ Seats x 10 appeared = 80 pts ≥ Seats x 5 appeared = 50 pts ≥ Seats x 3 appeared = 25 pts	Y	Y				150	
		Interview (where conducted) to be given due weightage out of 55 marks.						55	
2.3	Medical Exam	As per DGS Order		Y				15	*
2.4	Results of selection published on Institute website	Transparency of selection process and effectiveness in selecting the best candidates established	Y	Y				30	
3	Criteria for Selection of candidates				0		0	70	
3.1	Schools / Colleges / Boards: CBSE / ICS / State /approved boards	Approved boards list issued by HRD ministry		Y				10	
3.2	Geographical Diversity	Spread from various state of India ≥ 10 states = 30 pts ≥ 5 states = 20 pts ≥ 3 states = 10 pts		Y				30	
3.3	Gender Diversity	≥ 10% Female Trainees = 30 pts; ≥ 5% Females = 20 pts; ≥ 3% Females = 10 pts; ≥ 1% Females = 5pts; No female = 0 pts		Y				30	
4	Document Verification				0		0	20	
4.1	At Selection Time	Checking of all relevant documents		Y				10	
4.2	During time of Admission	Verification of Originals		Y				10	
	Total Credit Points				0		0	500	
	Total Percentage Credits				0.00%				
	Individual Grade								

III. FACULTY & HUMAN RESOURCE DEVELOPMENT

(Maximum Credit Points : 1500)

1	2	3	4		5		6		7	8
Sr. No.	Head	Details	Applicable to courses for		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Base Credit Points	Applicable Credit Points
			Officer	Rating	Points	Remarks	Points	Remarks		
1	Adequacy	1. Adequacy of faculty / instructors need to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined. 2. Subject expertise of the faculty and his total working hours to be given due consideration. 3. Any one non-compliance will make the credit '0'.			0		0		220	
1.1	Principal	Ref DGS Order 5 of 2013, Additionally, respective Course Guidelines and UGC /AICTE norms may also be referred as applicable. Participation in industry forums. Contribution to DGS/MMD/IMU by way of membership of committees, participation in development of guidelines, syllabus, exam papers etc.	Y	Y					10	*
1.2	Head of Departments / Course In Charge		Y	Y					10	*
1.3	Marine Faculty (M, C/E, C/O, 2/E, E/O)		Y	Y					50	*
1.4	Non-Marine Faculty		Y	Y					20	*
1.5	Instructors (merchant marine background) Petty officers / ratings from merchant navy		Y	Y					30	*
1.6	Instructors (non-merchant marine) From Indian Navy, ITI etc	Y	Y					20	*	
1.7	Full time / Visiting Faculty % ratio (as per DGS Order 5/2013)	100% = 60 ≥ 70% = 30 ≥ 90% = 50 ≥ 60% = 20 ≥ 80% = 40 ≥ 50% = 10	Y	Y					60	
1.8	Compliance with teaching hours requirements	As per DGS Order 5 of 2013	Y	Y					20	

2	Qualification	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'.			0		0		175	
		2. Any one non-compliance will make the credit '0'.								
2.1	Principal	Ex Master/Ch. Eng or M/Ch. Eng + MSC / MBA, Doctorate = 25 Master/Ch. Eng + Additional relevant qualifications, State universities / central universities / other UGC approved universities eg. Diploma in shipping from reputed institutes like NMIS, Bajaj, MICS, AIIL, ACIT, etc = 20 Master/Ch. Eng = 15	Y	Y					25	
2.2	Course In Charge	Ex Master/Ch. Eng or M/Ch. Eng + MSC / MBA, Doctorate = 20 Master/Ch. Eng + Additional relevant qualifications, State universities / central universities / other UGC approved universities eg. Diploma in shipping from reputed institutes like NMIS, Bajaj, MICS, AIIL, ACIT etc = 15 Master/Ch. Eng = 10	Y	Y					20	
2.3	Marine Faculty	M / CE / CM / 2E / ETO / RO	Y	Y					15	
2.4	Instructors	As per DGS norms Higher qualifications to be rewarded.	Y	Y					10	*
2.5	Superior Qualification of Marine Faculty	Any relevant additional qualification such as Extra Master / First Class, MSc (Malmo), PGDMOM (IIT, KGP), Doctorates / MBA from State universities / central universities / other UGC approved universities etc will get additional score 10 each faculty to maximum of 50 Pts	Y	Y					50	
2.6	Non-marine faculty	As per DGS order 5 of 2013	Y	Y					15	
2.7	Superior qualification Non-Marine Faculty	Any additional qualification such as Phd, M. Phil, M.Tech will get 5 Pts each to maximum of 25 points	Y	Y					25	
2.8	Lab / Kitchen assistants	As per DGS norms	Y	Y					5	
2.9	Compliance with TOTA requirements.	Ref DGS Order 5 of 2013	Y	Y					10	
3	Experience	Each year of experience will get respective award point as mentioned in column '3' to a max limit of credit points mentioned on column '7' in each of such category.			0		0		170	
3.1	Marine Faculty Seafaring Experience	Each year of sea service will get an award of '1.0' point with a maximum of 10 points for each faculty. (SeaTime as per CDC)	Y	Y					40	

3.2	Marine Faculty Teaching Experience	Each year of experience will get an award of '2.0' point for each faculty with a maximum of 20 points for each faculty. From joining date (previous similar employments to be considered) Industry experience relevant to marine - other than teaching and sailing	Y	Y				70	
3.3	Marine Faculty Industrial Experience	Each year of experience will get an award of 1.0 point for each faculty with a maximum of 5 pts for each faculty.	Y	Y				20	
3.4	Instructors with Marine background	Each year of experience will get an award of '1.0' pt for each instructor with a maximum of 10 pts for each instructor. Only Merchant Navy Background to be considered.	Y	Y				30	
3.5	Instructors with Naval / Industrial background	Each year of experience will get an award of '0.5' pt for each instructor with a maximum of 3 pts for each instructor, from Naval / ITI relevant experience	Y	Y				10	
4	Fitness	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'.			0		0	60	
		2. Any one non-compliance will make the credit '0'.							
		3. Any additional non-compliance will get negative (- ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '7'.							
4.1	Age Limit (Full time Faculty)	Ref DGS Order 5 of 2013.	Y	Y				10	
4.2	Encouragement to young full time faculty	Any faculty < 50 years age will get 2 points	Y	Y				10	
4.3	Age Limit (Visiting Faculty)	Ref DGS Order 5 of 2013.	Y	Y				10	
4.4	Age limit (Instructors)		Y	Y			10		
4.5	Medical fitness		Y	Y			10		
4.6	Fitness for conducting classroom / workshop sessions • Communication Skills • Pedagogy skills.	R.O. to observe 2 classrooms, 1 workshop training	Y	Y				10	
5	Teaching Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '7'.			0		0	80	
		2. Any one non-compliance will make the credit '0'.							
5.1	Principal	Ref DGS Order 5 of 2013	Y	Y				10	
5.2	Vice Principal		Y	Y				10	
5.3	Faculty members		Y	Y				20	

5.4	Visiting Faculty		Y	Y				20	
5.5	Instructors.		Y	Y				20	
6	HR Processes	1. Any one non-compliance will make the credit '0'.			0		0	345	
6.1	Faculty student ratio - Practicals	Ref: para 3.1 of DGS Order 7 of 2016	Y	Y				25	
6.2	Lab / Kitchen assistant student ratio - Labs	Ref: para 3.1 of DGS Order 7 of 2016	Y	Y				15	
6.3	Instructor - student ratio - practicals		Y	Y				35	
6.4	Attrition rate of marine faculty (Ratio of the number of full time faculty members left the institute to the average number of full time faculty in a calendar year)	$\leq 0 - 10\% - 50$ pts $\leq 11 - 25\% - 40$ pts $\leq 26 - 50\% - 30$ pts $\leq 51 - 75\% - 20$ pts $\leq 76 - 85\% - 10$ pts	Y	Y				50	
6.5	Attrition rate of non-marine faculty. (Ratio of the number of full time non-marine faculty members left the institute to the average number of non-marine full time faculty in a calendar year)	$\leq 0 - 10\% - 30$ pts $\leq 11 - 25\% - 25$ pts $\leq 26 - 50\% - 20$ pts $\leq 51 - 75\% - 15$ pts $\leq 76 - 85\% - 10$ pts	Y	Y				30	
6.6	Attrition rate of visiting faculty. (Ratio of the number of visiting faculty members left the institute to the average number of visiting faculty in a calendar year)	$\leq 0 - 10\% - 50$ pts $\leq 11 - 25\% - 40$ pts $\leq 26 - 50\% - 30$ pts $\leq 51 - 75\% - 20$ pts $\leq 76 - 85\% - 10$ pts	Y	Y				50	
6.7	Established system for selection & recruitment of faculty	As per QMS.	Y	Y				10	
6.8	Average retention period of full time faculty (Total number of years of service of full time faculty members currently with the institute, divided by the total number of full time faculty)	5 points for each year	Y	Y				30	

6.9	Relevant Training & Orientation Programmes for faculty and instructors	Induction training for faculty and instructors relevant to the course	Y	Y				25	
6.10'	Career Growth of faculty	Feedback from faculty	Y	Y				10	
6.11	Professional development programmes of faculty	Specify (e.g: Attending seminars conducted by professional bodies, technical courses, soft skill courses etc) Faculty Development Program conducted by DGS to be attend by faculty. 5 point for each faculty to maximum 50 points for all faculty	Y	Y				50	
6.12	Duty officer(s) staying within the campus	DGS Order 7/2016, Para 3.8. Rotation number of duty personnel, medical facility at night.	Y	Y				15	
7	Pedagogy / Teaching process				0		0	330	
7.1	General Effectiveness	By means of (i) Independent assessment of classes by RO (ii) Realistic records of internal assessment by HODs (iii) Verification of video recordings of class room proceedings etc. (iv) Trainee Feedback	Y	Y				20	
7.2	Curriculum planning & development	Holistic development of Trainee. Student-faculty/instructor ratio considered. Additional training beyond DGS course curriculum. Eg. Soft skills, Skill training, simulators, models and equipment.	Y	Y				40	
7.3	Updating of Course Contents	Frequency of updates, latest regulations incorporated. Source of update and subsequent update reflected in Lesson plan	Y	Y				30	
7.4	In Classroom discipline / monitoring	eg: CCTV Monitoring	Y	Y				20	
7.5	Effectiveness of lesson planning	Lesson plan to be verified for each session of the teaching.	Y	Y				30	
7.6	Use of teaching aids								
7.6.1	LCD Projectors	No. of projectors in proportion to No. of classroom	Y	Y				20	
7.6.2	IMO / allied Training Videos / CBTs	E-learning, on-line digital videos and CBTs acceptable	Y	Y				30	*
7.6.3	Charts & similar teaching aids	Charts, posters, electronic display boards etc.	Y	Y				10	*
7.6.4	Working / Scaled down models / cutsections	eg cut sections of boilers, turbines, fireextinguishers, ship construction etc.	Y	Y				30	*
7.6.5	Electronic Smart boards	Number in proportion to classrooms.	Y	Y				40	
7.7	Use of Modern techniques / information Technology.	Simulators, PC based simulators for part- task learning, blended learning, animation, multimedia, web applications	Y	Y				30	

7.8	Any additional facility worth awarding bonus points.	Eg: Audience Response System, laptops/ tablets for students.	Y	Y				30	
8	Research & Development Activities				0		0	120	
8.1	No of papers submitted in marine journals by faculty of the institute in the preceding 3 yrs.	2 points for each such case with a max of 10 points per faculty	Y					40	
8.2	No. of faculty who participated in development or revision of curriculam / syllabus of courses, writing of model courses, trainee record books.	Max 5 points per faculty	Y	Y				45	
8.3	No of marine related presentations made by faculty of the institute in international / national / regional seminars / conferences in the preceding 3 yrs.	1 point for each such case with a max of 5 points per faculty	Y					20	
8.4	No of marine related projects undertaken by the institute in the preceding 3 yrs.	5 points for each such case	Y					15	
	Total Credit Points				0		0	1500	
	Total Percentage Credits				0.00%		0.00%		
	Individual Grade								

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC)

(Maximum Credit Points : 1000)

1	2	3	4		5		6		7	8
Sr. No.	Head	Details	Applicable to courses for		Institute Comments & Credit Points claimed		RO's assigned Credit Points		Base Credit Points	Applicable Credit Points
			Officer	Rating	Points	Remarks	Points	Remarks		
1	ACADEMICS				0		0		475	
1.1	Overall Performance in Final University / Board Examination (last 5 years) (Average first attempt Pass % of students in final exam as applicable)	Average percentage x 100 (rounded off to nearest whole number) (No of candidates appearing for final examination (T) in last 5 years minus number of candidates who failed) / T	Y	Y					100	
1.2	Annual Performance in Final University / Board Examinations (Pass % of students in the last batch passed out)	Number of trainees who appeared and passed the examination - last batch If 100% passed - 100 marks If nil passed - 0 marks	Y	Y					100	
1.3	% marks scored by students from item 1.2 (% of students - gradewise)	% of Students Obtained Grade A: Distinction ($\geq 75\%$) x 1.5 pts % of Students Obtained Grade B: I Class ($\geq 60\%$) x 1.0 pts % of Students Obtained Grade C: II Class ($\geq 50\%$) x 0.6 pts	Y	Y					150	

1.4	Efficiency of periodical internal assessments	Comparison of internal assessments scores and referrals to find exit examination scores	Y	Y				50	
1.5	Efficacy of Development programmes for underperforming students.	Extra coaching, retest, monitoring progress	Y	Y				50	
1.6	Gender sensitisation training	For all trainees	Y	Y				25	
1.7	Mental Health & wellbeing Training	For all trainees	Y	Y				25	
2	Grooming & Discipline				0		0	195	
2.1	General grooming of Trainees in Class rooms / workshops / labs	Eg. Clean and ironed uniform, overalls, polished shoes, name tags, etc.	Y	Y				30	
2.2	Various clothing / PPE gear provided by institute (0 points if not provided by institute)	Eg, uniform, overalls, shoes, safety shoes, working gloves, sports gear, blues, winter clothing, etc. Ref 4.19 of DGS order 7/2016	Y	Y				25	*
2.3	Physical Training sessions	Daily routine, record to be observed	Y	Y				10	
2.4	Use of safety norms / Personnel protection gears in practical classes	eg: helmet, goggles, facemask, gloves, safety shoes, nose mask, apron etc.	Y	Y				10	
2.5	Disciplinary committee & records of punitive actions, if any	As per QMS	Y	Y				20	

2.6	Anti-ragging measures, counselling sessions	Trainees have regular access to qualified counsellor to address their personal issues on one-to-one sessions	Y	Y				20	
2.7	Grievance redressal mechanisms	RO to observe the effectiveness of the redressals.	Y	Y				30	
2.8	Effectiveness of ban on Drug / Alcohol / Tobacco	Ref. Para 1.15 of DGS Order 7 of 2016	Y	Y				10	
2.9	Regimented Training	Eg. Fall-ins, clean-ship, periodical inspection of hostel facilities etc.	Y	Y				10	
3	Sports Activity	Regular participation of Trainees in outdoor / indoor games Sports clubs, grounds / clubs / sports schedule	Y	Y				30	
3	Personality Development programmes				0		0	220	
3.1	Student lead committees	Active students participation and lead taken in institute activities. Eg: Mess Committee, Sports Committee, Cultural Committee, Clean Ship Committee, Discipline Committee, Literary club, etc.	Y	Y				30	
3.2	Technical Talent promotion of Trainees	Inter-college Technical Seminars/ techno fest, Technical Paper presentation organised by the Inst. annually & performance of Trainees thereof.	Y					20	

3.3	Ex-curricular & co-curricular grooming programmes.	Regular participation of Trainees in outdoor / indoor games, organisation of various intra-institute cultural events like quiz, Debates and other programmes like swimming, boating, band practices, parade etc.	Y	Y					15	
3.4	External Event Participation Programmes	Participation of Trainees in External competitions like Sports, Drama, Cultural events, Debates, Public speaking, Celebration Parade and prize winners there of arranged by external agencies.	Y	Y					20	
3.5	Prizes & scholarships.	Prizes / incentives instituted in the MTI for Trainees excelling in leadership, organising ability, dedication to duty, displaying officer-like-qualities or if in any like wise activities.	Y	Y					15	
3.6	Management Excellence and Personality Development programmes	Personality Development Classes. HR and Soft skills training by qualified trainers, experts / luminaries invited for talks for motivation of trainees etc.	Y	Y					50	
3.7	Other Pro-active skill development programme by the Institute	Various job oriented skill training initiated by the Institute Viz. Specialised welding, Computer training, Safety training, Project work, Specific skill training etc.	Y	Y					50	
3.8	In house Magazines / Student Publications, Newsletters, etc.		Y						10	

3.9	Participation of students in social activities.	Eg. Participation of students in Red-Cross, illiteracy eradication campaigns, Institute organised Group activities like Blood Donation Camp, Spastic Society Visits, Swatch Bharat Campaign, Health camps for surrounding villages etc.	Y	Y				10	
4	Skill Evaluation (by RO)				0		0	110	
4.1	Task Proficiency Demonstration (Academic)	Assorted tasks accorded to trainees by the Inspecting Body for subject presentation in class room on random basis	Y	Y				25	
4.2	Task Proficiency Demonstration (Practical)	Assorted tasks on hands - on -skill related work like welding / machining, Overhauling etc. accorded to trainees by R.O. on random basis	Y	Y				30	
4.3	Task Proficiency Demonstration (Team work)	Assorted tasks accorded as per Random selection like March Past, Guard of honour, Band demonstration, etc.	Y	Y				20	
4.4	Demonstration of exigency handling proficiency	Team exercise by Trainees in fire fighting, saving unconscious person, Emergency Drill etc.	Y	Y				35	
	Total Credit Points				0		0	1000	
	Total Percentage Credits				0.00%		0.00%		
	Individual Grade								

V. PLACEMENT RECORDS

(Maximum Credit Points : 6000)

1	2	3	4		5		6		7	7
Sr. No.	Head	Details	Applicable to courses		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Base Credit Points	Applicable Credit Points
			Office r	Ratin g	Points	Remarks	Points	Remarks		
1	Placement Effectiveness	Ref DGS Order 7 of 2016			0		0		500	
1.1	Dedicated Placement Cell / officer	No. of persons in the team and their activity record including updating on DGS website. Ability to show the placement records on web site. Contact made with various companies and correspondence with them for placement, taking feedback from companies where past cadets joined ,etc (Ref. 1.20 of DGC order 2 of 2007)	Y	Y					100	*
1.2	Sea-berth tie-up with Shipping companies in the current batch. Comparison of placement of previous batch by the same sponsors	MOU with shipping companies. Letters of sponsorship from companies mentioning the trainees names. R.O.'s to observe letters over last three batches.	Y	Y					200	
1.3	Campus selection from shipping companies in the immediate past batch	100% = 200 pts ≥ 50% = 100 pts ≥ 90% = 180 pts ≥ 40% = 80 pts ≥ 80% = 160 pts ≥ 30% = 60 pts ≥ 70% = 140 pts ≥ 20% = 40 pts ≥ 60% = 120 pts ≥ 10% = 20 pts	Y	Y					200	
2	Placement Record	Ref DGS letter No. TR/POL/8(9)/2010 dated 10.04.2013, including the GP rating and CCMC courses			0		0		5500	
2.1	Alumni Association website and interaction with past students and activity building	Active contact with alumni. Contribution and patronizing by alumni (Ref. 1.20 of DGS order 7 of 2016)	Y	Y					100	*
2.2	Tracking of trainees for full training period including on board training (record of complete data of passed out trainees for last 5 years until completion of their SSTP)	100% = 400 pts ≥ 50% = 150 pts ≥ 90% = 360 pts ≥ 40% = 100 pts ≥ 80% = 320 pts ≥ 30% = 80 pts ≥ 70% = 280 pts ≥ 20% = 40 pts ≥ 60% = 200 pts	Y	Y					400	
2.3	% of passed out trainees who are successfully placed for onboard training within 12 months of passing the final exam (last two batches prior 12 months)	100% = 4000 pts 50% = 900 pts 90% = 3600 pts 40% = 750 pts 80% = 3200 pts 30% = 600 pts 70% = 2800 pts 20% = 300 pts 60% = 1200 pts 10% = 100 pts < 10% = nil pts	Y	Y					4000	

2.4	% of passed out trainees who are successfully placed for onboard training between 12 to 24 months (last two batches prior 24 months)	100% = 1000 pts 90% = 900 pts 80% = 800 pts 70% = 700 pts 60% = 500 pts	50% = 400 pts 40% = 300 pts 30% = 200 pts 20% = 100 pts < 20% = nil pts	Y	Y				1000	
2.5	No of trainees that have opted for alternate career. For batches considered under 2.3 only	Max 5% of batch size - for each presea course.		Y	Y				0	
	Total Credit Points					0		0	6000	
	Total Percentage Credits					0.0%		0.0%		
	Individual Grade									

Note item 2.3 and 2.4

1. It is expected that all trainees must be placed onboard for their onboard training within 12 months of their passing the final (exit) exam of the course.
2. If all trainees are placed onboard within 12 months of their passing the course, only 2.3 shall apply and a max of 4000 points shall be accorded (Item 2.4 shall not apply in such cases).
3. Item 2.4 shall only apply when some percentage of trainees could not be placed onboard within 12 months of their passing out and were instead placed between 12-24 months of their passing the final exam. This percentage of candidate placed between 12-24 months of passing shall be scored as per 2.4.

4. Example : There were 100 trainees (in 2 batches) who passed final exam on 10 August 2023. 75 trainees were placed onboard between 10 August 2023 and 10 August 2024 (Percentage placed = 75% Score = 3000 as per 2.3 interpolated value between 2800 and 3200).
For placement between 12 to 24 months, if the trainees placed within 12 months for those 2 batches = 70 out of 100. And 20 trainees were placed onboard between 11 August 2024 and 10 August 2025 (Percentage placed = $20 / (100 - 70) \times 100$ viz 67% Score = 634 as per 2.4 interpolated value between 500 and 700). 10 trainees were placed onboard after 11 August 2016 or not placed at all (Score = Zero)
5. Placement Record data: R.Os to use data from DGS eGovernance. Institute can take records from their eGovernance login to substantiate their placement claim. R.O.'s to also check MTI placement record by accessing their eGovernance login, for any discrepancy.

VI. OVERALL PERFORMANCE & MANAGEMENT

(Total Credit Points : 500)

1	2	3	4		5		6		7	8
Sr. No.	Head	Details	Applicable to Courses for		Institute Comments & Credit Points claimed		RO's Comments & assigned Credit Points		Base Credit Points	Applicable Credit Points
			Office r	Rating	Points	Remarks	Points	Remarks		
1	Quality Management System				0		0		50	
1.1	Valid Quality Certification as per ISO 9001 ISO Certificate from NABCB - QCI accredited body only.	Ref 1.17 of DGS Order 07 of 2016	Y	Y					10	
1.2	Overall maintenance of Quality system		Y	Y					5	
1.3	Management Review & Follow-up		Y	Y					5	
1.4	Internal audits & Corrective Actions	Thorough and effective internal audits done by qualified internal auditor and corrective actions monitored for its effectiveness.	Y	Y					10	
1.5	Non-conformity records & corrective action	This should include both a running defect list and a process Non-Conformity list.	Y	Y					10	
1.6	Customer feedback & follow-up		Y	Y					10	
2	Feed Back Analysis				0		0		200	
2.1	Student feedback on Faculty	1. Excellent, Very good- 5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%	Y	Y					50	
2.2	Student feed-back on learning environment and teaching facility infrastructure	1. Excellent, Very good-5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Uns+C6:G1satisfactory-(-5) Pts for every 10%	Y	Y					50	
2.3	Student feedback on accomodations, catering, campus facility	1. Excellent, Very good-5 Pts for every 10% 2. Good, Satisfactory- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%	Y	Y					50	
2.4	Recruiter's feedback on ex-Trainees. (For last two academic year, feed back should be received on 50% of the students placed on board)	1. Excellent, Very good-3 Pts for every 10% 2. Good, Satisfactory- 2 Pts for every 10% 3. Poor/ Unsatisfactory-(-3) Pts for every 10%	Y	Y					50	

3	Documentation			0		0		90	
3.1	Maintenance of Daily Log	Ref. Para 4.14 of DGS Order 07 of 2016	Y	Y				10	*
3.2	Maintenance of Records of Certificates issued	Traceability, authenticity confirmation etc.	Y	Y				5	
3.3	Attendance Registers of students / Faculty	CAS Attendance	Y	Y				10	
3.4	Examination Records	Retention of answer sheets, Internal assessment records etc., as per the procedures.	Y	Y				10	
3.5	Master Timetable & Lecture hours of faculty		Y	Y				10	
3.6	Records of Fees Collected. Transparency in fees collections	Ref para 4.20 of DGS Order 07 of 2016	Y	Y				10	
3.7	Regular payment of fee share to the Government (1%)	Ref para 4.23 of DGS Order 07 of 2016	Y	Y				5	
3.8	Promptness of intimation admission details to DGS / INDOS / Shipping Master	Ref Para. 4.15.1 of DGS Order 07 of 2016	Y	Y				5	
3.9	Promptness of information uploaded on Esamundra	Ref Para. 4.15.2 of DGS Order 07 of 2016	Y	Y				5	
3.10	Periodical returns to DGS	Ref Para 1.18 of DGS Order 07 of 2016	Y	Y				5	
3.11	Trainee/Student's File	Individual trainee file containing personal details of the trainee, his progress report in the MTI	Y	Y				5	
3.12	DGS Orders/ Circulars /Instructions	Whether implemented through internal circulars / instruction on the curricular / co- curricular	Y	Y				5	
3.13	Overall record keeping & Traceability of documents		Y	Y				5	
4	Management	<p>1. In case of 'YES/NO' choice, 'YES' will award the equivalent Base point mentioned in column '7'.</p> <p>2. In case of general queries, where only Max Base point indicated in column '7', the credit points may be assigned in proportion to the extent of compliance, in that scale to the max indicated point. (Eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the grading).</p>			0		0	105	

4.1	Quality of management board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.	Y	Y				5	
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc. Master (FG) CoC / Ch Eng (FG) CoC in top management - 25 Other CoC holders in the board - 10 Else - 5 maximum	Y	Y				25	
4.3	Track record of Institute	No. of years in maritime training, number of batches, geographical spread etc. No of years >= 15 years is 15 points No of years <15 years but > 2 years - interpolated value No of years <= 2 years is zero points	Y	Y				15	
4.4	Financial performance & sustainability	Income composition, Profitability, surplus cash generated & its utilisation etc.	Y	Y				10	
4.5	Employee welfare measures	Whether all employees permanent or on contract basis, PF, Gratuity, Medical, Insurance etc.	Y	Y				10	
4.6	Corporate Social Responsibility (CSR) Activities	Other than the activities directly related with the development of the institute.	Y	Y				10	
4.7	Training Institute associated with any shipyard / promoted by any shipping companies with the company as its founding member	Promoted / Managed by ship owning / ship management company / MoU with Shipyard with representative in MTI board.	Y	Y				30	
5	Process Quality				0		0	25	
5.1	Strategic alliances with other training colleges (National & International)	Alliance with other maritime training institutes	Y	Y				10	
5.2	Association with international bodies or other accreditation organizations	NAAC // NBA // NABCB // AICTE // IAMI	Y	Y				10	
5.3	Institute affiliated with any central / state University		Y					5	
6	Participation in improvement of M.E.T.				0		0	30	
6.1	Participation as Member of training committee(s) of DGS/IMU/Interaction with DGS on Notices kept for comments on website.		Y	Y				10	

6.2	Institute faculty Participation in MMD Oral Examinations as External Faculty from institutes within 150 km distance from MMDs.		Y					20	
	Total Credit Points				0		0	500	
	Total Percentage Credits				0.00%		0.00%		
	Individual Grade								

VII. TOTAL CREDIT POINTS & GRADATION OF EACH COURSE

Sr.No.	Details of Category	Max Credit Points			Course :			
		Base	Applicable	%	Accured Credit Points	Percentage Credit	GRADE	Remarks
I	Infrastructure facility maintenance & ambience	1500	1500	15.00%	0	0.00%		
II	Student Intake Quality	500	500	5.00%	0	0.00%		
III	Facility & Human Resource Department	1500	1500	15.00%	0	0.00%		
IV	Student Development Programmes (Personality & Academics)	1000	1000	10.00%	0	0.00%		
V	Placement Records	6000	6000	50.00%	0	0.00%		
VI	Overall Performance & Management	500	500	5.00%	0	0.00%		
	TOTAL	11000	11000	100.00%	0	0.00%		

1. Each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas separately.
2. The Total of 6 sections are grouped into:
 - A. Infrastructure and Management (Section I, II, VI) - total 2500 points
 - B. Quality of Education and Training (Section III, IV) - total 2500 points
 - C. Placement for Shipboard Training (Section V) - total 6000 points
3. Heads (column 2) which are not applicable to the course consideration shall be marked "NA" and Max Credit Points (column 7) to be reduced by the mentioned points from the total.
4. Certificate issued by R. O. shall give Grade and Percentage score for each of the Groups A, B, C. This grading and percentage score shall be given separately for each course conducted with a final Overall grading and total score.

Annexure III

Sr.No.	Compliance requirement	References
1	Infrastructure	DGS Order 5 of 2016 as applicable to competency courses, and as per DGS Guidelines for the specific courses, or general guidelines for competency courses, as may be issued from time to time.
2	Faculty Requirements	DGS Order 5 of 2013 as may be amended.
3	Course Curriculum	As per DGS Guidelines and IMO Model courses as applicable
4	Course Guidelines	DGS Guidelines and IMO Model Courses as applicable

GENERAL PARTICULARS (To be filled in by the Institute) :

1	Name of the Institute	
2	INDOS No. of the Institute	
3	Address with Pin Code	
4	Landline Ph. No / Contact Mobile No	
5	Fax No.	
6	E-Mail address of Institute	
7	Web Site	
8	Promoted by	
9	Category of Promoter (shipping companies/ ship & maritime related management companies/Government Institute/ship building companies/private institute)	
10	Name of the non profit making registered public trust/section 25 company/ society	
11	PAN No. of Institute / Trust/ Society/ Sec.25 Company	
12	Primary Bank details (Bank/Branch/IFSC No)	
13	Name of Head of Institute / Designation /Tel no /E mail	
14	Name of Authorised signatory(ies)	
15	Designation & contact details of Authorised signatories (Designation/Ph. No/ Mobile/Fax No/E-mail	
16	Date of formal approval to start institute/ Courses	
17	ISO Certification (Approving Body / Approval No & validity)	
18	Details of courses conducted for any other flag administration	
19	Any ongoing legal cases (provide full details)	

SPECIFIC INFORMATION RELATED TO COURSES CONDUCTED

1	CIP gradation as per last inspection by MMD / RO (ref no & date)	
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2	Whether batch details are submitted to e-samudra regularly?	
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3	Details of DGS Approved Competency Courses Conducted	
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Sr No	Name of Courses Approved	Date & Approval No & Validity (if applicable)	Approved Intake (Intake Capacity x No of batches)	Date of Commencement of last batch & admitted intake	No of candidates admitted in last Calendar Year	Remarks

4	Details of DGS Approved Modular Courses Conducted	
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Sr No	Name of Courses Approved	Date & Approval No & Validity (if applicable)	Approved Intake (Intake Capacity x No of batches)	Date of Commencement of last batch & admitted intake	No of candidates admitted in last Calendar Year	Remarks

5	Details of DGS Approved Simulator Courses Conducted	
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Sr No	Name of Courses Approved	Date & Approval No & Validity (if applicable)	Approved Intake (Intake Capacity x No of batches)	Date of Commencement of last batch & admitted intake	No of candidates admitted in last Calendar Year	Remarks

I. INFRASTRUCTURE SET-UP & MAINTENANCE :

(Maximum Credit Points : 950)

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
1	Premises maintenance and Ambience		0		0		185
1.1	Cleanliness & Hygiene						15
1.2	Area adequacy	Area plan uploaded in eGovernance Area to be mentioned in sq m					10
1.3	Premises(Owned / Leased)	If Owned, 80 points, If rented or leased, 40 points					80
1.4	Statutory clearances	Local Body permission / educational use mentioned.					25
1.5	Location/ accessibility	Ease of access and escape routes					15
1.6	Construction quality of the buildings.						20
1.7	Quality of Interior furnishing & maintenance						20
2	Class Room, Chartroom / Engineering Drawing Room, maintenance and Ambience	(Maintenance of Teaching Aids / furniture / fixtures / furnishings & general maintenance)	0		0		180
2.1	Area	Area plan uploaded in eGovernance showing all classrooms Area to be mentioned in sq m					20
2.2	Teaching aids(Projector, Whiteboard, Screen, Flip Chart, PC, Video Player,etc)	Smart Board all of classrooms - 100 points Smart board in 50% of classroom - 50 points Projector + Whiteboard + PC etc - 20 only			0		100
2.3	Furniture, Furnishing & maintenance						20
2.4	Ventilation / lighting						20
2.5	Temperature control.	AC/ Temp control/ Ventillated					20
3	Administrative facilities	General maintenance of allied offices, and other facilities	0		0		170

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
3.1	Reception & Administrative area						20
3.2	Visitor's Lounge						10
3.3	Principal's room						30
3.4	Faculty rooms/ Space						30
3.5	Staff rooms/Space						10
3.6	Conference room						10
3.7	Utilities such as photocopying, Printing, data storage and sharing, data backup						10
3.8	Washroom facilities As per Training Manual 2.13.3	Dedicated for staff /students = 25 points; If sharing with other companies = 0; Separate for ladies & gents = +25 points					50

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
4	Library Facilities	(Adequateness and annual supplementation of ,nos. of titles &Copies, Book Bank, late evening facility,nos. of librarians, Training Videos, cassettes,Journals Internet facilities, Computerised Library Management System etc).	0		0		160
4.1	Area of Library	Minimum specified in course guidelines at 36 sq.mts. Floor plan to be displayed with area					25
4.2	Adequacy of Academic book bank including Reference books and e-books						30
4.3	Availability of Current Journals /Publishing						30
4.4	Digital library	Digital mandatory publications to include - All IMO and / or all mandatory books or reference books / Industry publication in digital subscription					35
4.5	Designated librarian						5
4.6	Library Software						10
4.7	Updated books & publications.	For all books mentioned in the DGS course guidelines.					15
4.8	Free Internet and Wi-Fi facility available for students.						10
5	General Amenities	(Purified Water & Emergency Power, medical facilities, communication , Dedicated Transport, etc)	0		0		120
5.1	First Aid & Access to Medical facilities- ready availability						10
5.2	Purified Drinking Water						20
5.3	Back-up power generator/ UPS/ Inverter	Depending the frequency of power outage in that area					20

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
5.4	Quality of lunch/ tea/ snacks provided						20
5.5	Fire Extinguishers (Ready –to-use) & Fire detection Alarms	Approved fire plan to be uploaded in Egovernance and displayed in corridor					10
5.6	Complaint / Suggestion box	Whether Grievance Redressal available - 10 points Electronic means also available = add 10 points					20
5.7	Transport facilities provided, if any	For Staff / Trainees					20
6	Environment Activities	Environmental preservation initiatives from the institutes may be given additional credits to the extent of initiatives.					135
6.1	Energy Conservation Practices	Eg: Solar Panels / Motion sensor lights / 5 star rating equipments for classroom (proportionate marks to be allotted)					30
6.2	Solar Power Grid connectivity	If Net metering is > 15 % = Full marks If Net metering is 10% - 15 % = 20 marks Else 5 points					35
6.3	Dependence on nonconventional energy	Solar panels / use of Green energy by MTI / other non-conventional energy sources (proportionate marks to be allotted)					30
6.4	Waste Management	Waste Management plan under quality system - 50 marks Garbage segregation by MTI within premises - 20 marks					25
6.5	Any additional initiative worth awarding bonus points, (with details).	No paper publication, tree plantation drive, awareness programs on environment conservation, plastic ban drive (proportionate marks to be allotted)					15
	Total Points		0		0		950
	Total Percentage Credits		0.00%		0.00%		

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
	Individual Grade						

II. FACULTY & HUMAN RESOURCE DEVELOPMENT:

(Maximum Credit points: 1000)

1	2	3	4	4a	5	5a	6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
1.0	Adequacy	1. Adequacy of faculty/ Instructors needs to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined.	0		0		150
		2. Subject expertise of the faculty and his total working hours to be given due consideration.					
		3. Compliance with minimum requirement will get full credit points as mentioned in column '6'.					
1.1	Vice- Principal	Ref DGS Order 5 of 2013. Additionally, respective Course Guidelines may also be referred as applicable.					10
1.2	Head of Departments / Course In Charge						20
1.3	Marine Faculty						35
1.4	Non- Marine Faculty including Instructors, if any						10
1.5	Adequacy in respect of numbers of Full time & Visiting Faculty for the courses in adherence to DGS norms	Adherence to norms of DGS Order 5/2013 will fetch full marks. Non- adherence to norms will fetch nil marks.					25

1.6	Percentage of Classes taken by Full-time Faculty	(%age classes taken by full-time faculty) x 50 / 100					50
2.0	Qualification & Teaching Experience	Compliance with minimum requirement will get full credit points as mentioned in column '6'.	0		0		200
		Apart from DGS Order 5 of 2013, respective Course Guidelines may also be referred as applicable.					
		Proportionate marks will be deducted for non- compliance, to the total number of faculty employed.					
2.1	Principal & Vice- Principal	Ref: Section A-I/6 of STCW Code. Part-III of DGS Order 5 of 2013. and DGS Course guidelines.					20
2.2	Head of Departments/ Course In Charge						40
2.3	Marine Faculty.						70
2.4	Non- Marine Faculty (Academic/ Engineering) & Instructors (if required)	As per DGS order 5 of 2013					20
2.5	Compliance with TOTA / VICT requirements and Conduct of classes as per DGS Guidelines.	Ref DGS order 5/2013					50
3.0	Fitness (of teaching faculty)	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'.	0		0		50

3.0	Fitness (of teaching faculty)	2. Proportionate reduction marks to be made for each instance of non-compliance.	0		0		30
3.1	Age limit (Full time Faculty)	Ref DGS Order 5 of 2013					10
3.2	Age limit (Instructors) if requirement	Ref DGS Order 5 of 2013					10
3.3	Age limit (Visiting faculty)	Ref DGS Order 5 of 2013					10
3.4	Medical Fitness	Ref DGS Order 5 of 2013					10
3.5	Communication skills	Ref DGS Order 5 of 2013					10
4.0	Teaching Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Proportionate reduction marks to be made for each instance of non-compliance.	0		0		40
4.1	Principal	Ref DGS Order 5 of 2013					10
4.2	Vice Principal	Ref DGS Order 5 of 2013					10
4.3	Permanent Faculty	Ref DGS Order 5 of 2013					10

4.4	Visiting Faculty & Instructors (if required)	Ref DGS Order 5 of 2013					10
5	HR Processes	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3. unless otherwise expressly specified.	0		0		270
5.1	Retention of faculty for competency courses. (Depending on the number of full-time faculty members for competency courses who left the institute within the last 12 months out of the total number of full-time faculty strength of competency courses at the time of inspection)	A = No. of faculty who left in last 12 months with less than one year continuous service / Total faculty strength x 30 + B = No. of faculty who left in last 12 months with between one year and two years continuous service / Total faculty strength x 40 + C = No. of faculty who left in last 12 months with between two years and three years' continuous service / Total faculty strength x 50. The aggregate of the above (A+B+C) shall be reduced from the Base Credit Point in Column 6 to arrive at the Credit Points to be awarded.					50
5.2	Established system for selection & recruitment of faculty	As per QMS					10
5.3	Relevant induction and Orientation Training for the courses faculty is teaching	Whether conducted as per QMS?					10

5.4	Continuous Professional development programmes of faculty (Training / Project work done in the last 1 year relevant to the teaching programmes undertaken in the Institute)	Proportionate marks for either of the following, during the calendar year: 1. Publishing paper/ books. 2. Project work 3. Training Program. 4. Sailing Experience (Documentary evidence to be provided for verification) - above being arranged by MTI					40
5.5	Maritime seminars attended by faculty in last 1 year	Proportionate marks for attending maritime seminars during the calendar year. Each faculty to attend professional development program conducted by DGS. (Documentary evidence to be provided for verification) Each faculty 1 mark for each seminar to a maximum of 5 marks.					50
5.6	Presentation given by faculty at established at maritime seminars and conferences in the last 5 years.	Proportionate marks for presentations given by faculty in seminars during the calendar year. Documentary proof of seminar programme and brochure to be provide. Each faculty 1 mark for each presentation to a maximum of 5 marks					50
5.7	Are the classes/ Practicals actually being conducted as per the course curriculum/ time table for the course(s)?	By means of checking of records, in camera discussions with faculty and trainees, attendance of students & faculty etc.					10

5.8	No of full time faculty to other faculty	(% of Full time faculty out of Total faculty) * 50/100 To ascertain full time faculty - continuous tenure of 1 year or more with the same MTI to be considered.					50
6.0	Pedagogy / Teaching process	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3	0		0		180
6.1	General Effectiveness of Teaching Process	By means of : (i) independent assessment of classes by RO by interviewing students, and (ii) Realistic records of internal assessment by HODs, and (iii) Assessment of Feedback Forms					45
6.2	Curriculum planning & development of teaching materials	Whether in place					20
6.3	Updating of Course Contents	Whether the contents being taught is as per latest prescribed syllabus.					10
6.4	Classroom Notes taken by students	By review of Students' Note Books					25
6.5	Effectiveness of lesson planning	Is there a Lesson plan prepared for each lecture?					10

6.6	Use of teaching aids (Use of various teaching aids including modern teaching aids)	How effectively is the teaching aid used in the classroom? Are the faculty trained and adept at using the teaching aids? Students' feedback to be checked.					40
6.7	Working / Scaled down models Equipment for demonstration	How effective is the model or equipment in helping trainee to understand the concept and / or its functionality					5
6.8	Reference material used in the class	Whether reference publications are readily available and used for classroom demonstration.					25
7.0	Development Activities.	Preparation of students for oral examinations and participation of the institute for DGS written and Oral examination	0		0		160
7.1	Preparation of the students for Oral Examination of DGS/MMD.	Conduct of mock oral sessions in the classroom, Students Feedback on the same.					50
7.2	Submission of Question Papers/ Questions to DGS by Institute	Documentary evidence of submission of questions/ question papers for written exams to Chief Examiners. Submitted for all the competency courses conducted by the MTI - 75 marks Not submitted for any competency course = 0 marks Else proportionate marks (evidence based within last 12 months)					75

7.3	Participation by Faculty members as external examiner for DGS/MMD oral examination	How many faculty members are approved examiners (writtens); Records of participation as external in Oral examination; Ratio of faculty participating to total no. of regular faculty. Documentary evidence of such participation;					35
	Total Credit Points		0		0		1000
	Total Percentage Credits		0		0		
	Individual Grade						

**III. Student Performance and Sustainability of Institute
(Maximum Credit points: 500)**

1	2	3	4		5		6
Sr No	Head	Course-wise Details to be filled in by the Institute	Institute Credit Points claimed	Institute Comments	RO's assigned Credit Points	RO's comments	Base Credit Points
1	Academics		0		0		450
1.1	Average pass percentage of students (in all subjects) in mid-term internal test in last 12 months for all Nautical and Engineering Competency Courses	Percentage for all courses to be filled in					50
1.2	Average pass percentage of students (in all subjects) in final internal test (including reassessment) in last 12 months for all Nautical and Engineering Competency Courses	Percentage for all courses to be filled in					100
1.3	Average pass percentage of students in the first (in all subjects) MMD Written Examinations in last 12 months for all Nautical and Engineering Competency Courses						100
1.4	Difference in percentage between Final Internal Test and MMD Written Examination in last 12 months for all Nautical and Engineering Competency Courses						100

1.5	Efficacy of Development programmes for under-performing students.	1. Identification of weak students through mid-term internal test. 2. Additional training given to under-performing students. 3. Additional assistance given to such students even after completion of course.					50
2	Sustainability		0		0		50
2.1	Sustainability of Operations & Resources and use of Surplus Cash generated in Maritime Training	Surplus Income , and use of such income in maritime training					50
	Total Credit Points		0		0		500
	Total Percentage Credits		0.00%		0.00%		
	Individual Grade						

IV. OVERALL PERFORMANCE & MANAGEMENT

(Total Credit Points: 550)

1	2	3	4	5	6		
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
1	Quality Management System		0		0		100
1.1	Valid Quality Certification as per ISO 9001. Certificate from NABCB - QCI accredited body only						20
1.2	Overall maintenance of Quality System						20
1.3	Management Review & Follow-up						20
1.4	Internal audits & Corrective Actions						20
1.5	Non-conformity records & Corrective Action						20
2	Feed Back Analysis	Proportionate marks to be awarded by RO	0		0		100
2.1	Student Feed-back on faculty	Proportionate marks to be awarded based on students' feedback					50
2.2	Student feed-back on Class Room, Simulator, Teaching Aids, Learning Environment, Course Material, other institute facilities	Proportionate marks to be awarded based on students' feedback					30

1	2	3	4		5		6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
2.3	Grievance Reporting & Redressal Mechanism	1.How are the student informed of grievance reporting procedure 2. Accessibility to grievance form/registers 3.How are grievance / Complaints rectified 4. How is the corrective action informed to the students					20
3	Documentation	Proportionate marks to be awarded by RO	0		0		150
3.1	Maintenance of Records of Certificates issued	Traceability, authenticity and confirmation of certificates issued.					15
3.2	Attendance Registers of students / Faculty	Whether attendance registers/ logs maintained on daily basis along with CAS records					20
3.3	Examination Records	Retention of answer sheets, Internal assessment records etc., as per laid down procedures of institute.					15
3.4	Master Time table & Lecture hours of faculty	Whether in place & maintained					15
3.5	Records of Fees Collected.	DGS Tr Cir 9/2013					10
3.6	Regular payment of fee share to the Government	Ref para DGS Order and Tr. Cir. 9/2013.					20
3.7	Promptness of intimation admission details to DGS E-Samundra	Ref DGS Orders, instructions on the subject					15
3.8	DGS Orders/ Circulars/ Instructions	Whether Implemented through internal circulars/ instructions on the curricular/ co-curricular activities					15

1	2	3	4		5		6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
3.9	Overall record keeping & Traceability of documents at Institute permises	Whether records are maintained and available in the institute.					25
4	Management	Documentary evidences to be verified, and marks to be awarded by RO	0		0		120
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.					10
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc. Master (FG) CoC / Ch Eng (FG) CoC in top management - 50 Other CoC holders in the board - 25 Else - 10 maximum					50
4.3	Track record of Institute	No. of years in maritime training, number of batches, Conducted No of years >= 15 years is 25 points No of years <15 years but > 2 years - interpolated value No of years <= 2 years is zero points					25
4.4	Employee welfare measures	Whether documentary evidences of PF, Gratuity, medical, insurance etc. available and maintained in the institute.					35
5	Student Admission Process		0		0		80
5.1	Transparency in fees collection	DGS Order as specified					10
5.2	Adherence to Code of ethics in advertisement	DGS Order as specified					10
5.3	Adherence to Admission standards.	DGS Order as specified					10

1	2	3	4		5		6
Sr No	Head	Details	Institute Credit Points claimed	Institute Comments	RO's Assigned Credit Points	RO's comments	Base Credit Points
5.4	% average occupancy in the courses taking into account the approved capacity and approved frequency of the courses	Percentage Average Occupancy in last Calendar year for all competency courses conducted x Base Credit Point / 100					50
	Total Credit Points		0		0		550
	Total Percentage Credits		0		0		
	Individual Grade						

V. TOTAL CREDIT POINTS & FINAL GRADATION* (see Note)						
Sr No.	Details of Category	Max Credit Points	Claimed Credit Points	Assigned Credit Points	Percentage Credit (Assigned)	GRADE
I	Infrastructure facility maintenance & ambience	950	0	0	0.00%	
II	Faculty & Human Resource Development * (See Note)	1000	0	0	0.00%	
III	Students Performance * (See Note) and Sustainability of Institute	500	0	0	0.00%	
IV	Overall Performance & Management	550	0	0	0.00%	
V	Total	3000	0	0	0.00%	

* NOTE- For Section II & III - each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas. However for 'Overall Grading', average of these points need to be considered.

Annexure IV

GENERAL PARTIULARS (To be filled in by the Institte):		
1	Name of the Institute	
2	MTI No. of the Institute	
3	Address with Pin Code	
4	Landline Ph. No / Contrect Mobile No	
5	Fax No.	
6	E-Mail address of Institute	
7	Web Site	
8	Promoted by	
9	Category of Promoter (shipping companies/ ship & maritime related management companies/Government Institute/ship building companies/private institute)	
10	Name of the non profit making registered public trust/section 25 company/ society	
11	PAN No. of Instittue / Trust / Society / Sec.25 Company	
12	Primary Bank details (Bank/Branch/IFSC No)	
13	Name of Head of Institute / Designation/ Tel no/ E mail	
14	Name of Authorised signatory (ies)	
15	Designation & contact details of Authorised signatories (Designation/Ph. No/ Mobile/FX No/E-mail	

16	Date of formal approval to start institute/ Courses	
17	ISO Certification (Approving Body / Approval No & validity)	
18	Details of courses conducted for any other flag administration	
19	Any ongoing legal cases (provide full details)	

Note: The above information is available in MTI profile

SPECIFIC INFORMATION RELATED TO THE COURSE CONDUCTED

1	CIP Graduation as per last inspection by MMD / RO (also Ref No & date)	Yes / No	
2	Whether batch details are submitted in e-governance regularly	Yes / No	
3	Whether institute is conducting other type of pre sea or post sea courses?	Yes / No	
4	Whether the institute is conducting any type of non-DG approved courses?	Yes / No	

Details of DGS Approved modular courses conducted

S. No	Name of courses approved	Date and approval No and validity	Approved intake [No of candidates in a batch (A) * Frequency(B)]	No of candidates admitted in the last calendar year	Capacity utilisation	No of course batches conducted and % capacity utilised	
			A*B = C	D	D/C * 100%	Nos	%

Details of DGS Approved simulator courses conducted

S. No	Name of courses approved	Date and approval No and validity (if applicable)	Approved intake [No of candidates in a batch (A) * Frequency(B)]	No of candidates admitted in the last calendar year	Capacity utilisation	No of course batches conducted and % capacity utilised	
			A*B = C	D	D/C * 100%	Nos	%
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NOTE: This section to be generated from E-Governance MTI profile and verified

I. INFRASTRUCTURE SET-UP & MAINTENANCE

(Maximum credit marks : 1200)

1	2	3	4		5		6	7
Sr No	Head	Details	Credit marks claimed	Institute remarks	Assigned Credit marks	RO's Remarks	Base credit marks	Applicable marks
1	Premises maintenance and Ambience		0		0		340	340
1.1	Statutory clearances	Commercial operations license and non agricultural. Mandatory Govt./Local body license / registered establishment Local Body permission / educational use mentioned					50	50
1.2	Registered area	Registered land / lease document verified and uploaded onto MTI profile					25	25
1.3	Premises (Owned/ Leased)	If Owned, 80 points, If rented or leased, 40 points					80	80

1.4	Institute classrooms and office space centralised	In case of operation from shared Building Centralised contiguous classrooms; 50 points Split classrooms in same floor: 10 points Classrooms split in different floors: 0					50	50
1.5	Building and classroom exclusivity for maritime activity. Maritime activity pertaining to training - DGS Approved MTI	Incase classrooms are in an exclusive maritime activity related building = 75 points Classroom and entire floor of building for maritime related = 50 points					75	75
1.6	Location/ accessibility	Ease of access and escape routes					50	50
1.7	Cleanliness/ Hygiene						10	10
2	Class room, Chartroom / Engineering drawing room, maintenance and ambience	(Maintenance of teaching aids/ furniture/ fixtures/ furnishings & general maintenance)	0		0		260	260
2.1	Area	Minimum as per DGS norms = 10 points + L/B or B/L ratio 1.5-2 = 10 points Floor plan to be displayed in corridor					20	20
2.2	Teaching aids (Projector, whiteboard, screen, PC, Video player, TV, Smartboard etc)	Smart Board all of classrooms - 100 points Smart board in 50% of classroom - 50 points Projector + Whiteboard + PC etc - 20 only					100	100
2.3	Construction quality, furniture & maintenance	Sound proof with brick walls - 50 points Other material partitioning - 20 points					50	50
2.4	Lighting/ Noise	Adequate Lights / No Noise / Interference					20	20
2.5	Ambience / Temperature control	AC/ Temp control/ Ventillated					20	20
2.6	Class layout	Lay out of classroom, NO BLIND SECTORS / OBSTRUCTIONS / view of trainer and screen / RAISED PLATFORM / table chair for faculty					50	50
3	Administrative facilities	General maintenance of allied offices and other facilities	0		0		90	90

3.1	Reception & Admin. Area	Administrative area dedicated in sq m					10	10
3.2	Visitors lounge/ conference room	waiting/ seating areas/ conference areas					10	10
3.3	Principal's room						30	30
3.4	Faculty rooms/ space						30	30
3.5	Staff room / space	For working staff					5	5
3.6	Office utility	Photocopying, printing, data storage & backup					5	5
4	Library & Exit Exam facilities	Adequateness and annual supplementation of no of titles & copies, book bank, late evening facility, No of librarians, Training videos, internet facilities, Computerised library management etc	0		0		140	140
4.1	Area of library	Minimum specified in course guidelines at 20sq.mts for modular course Floor plan to be displayed with area					10	10
4.2	Adequacy of academic book banks including reference books and e-book	The reference books must be available as per the list of IMO or DGS Model course guidelines					20	20
4.3	Availability or adequacy of current journals/ Publishing	The institute must subscribe to leading safety/ technical/ industry related magazines / publishings/ E- journals					10	10
4.4	Digital library	The institute must have computers with access to digital library Digital mandatory publications to include - All IMO and / or all mandatory books or reference books / Industry publication in digital subscription					20	20
4.5	Free Internet and Wifi Facilities available for students.	Wifi facility in library for E-learning					20	20
4.6	Designated librarian	A responsible person who maintains the inventory, updates the books					5	5

4.7	Library software	For inventory management & tracking		Library software to be already in use for all required publications as per DGS guidelines			15	15
4.8	Exit Exam Computers	Working computers registered for Exit Exam > 20 computers = Full Marks 10 - 20 computers = 50% of the marks Else 5 marks					40	40
5	General amenities	(Purified water & Emergency power, medical facility, communication, transport)	0		0		175	175
5.1	First aid & access to medical facilities- ready availability						10	10
5.2	Purified drinking water						10	10
5.3	Back up power generator/ UPS/ Invertor	Depending on the freq. of power outage in the area					10	10
5.4	Cafeteria- quality of lunch /tea/ snacks	Cafeteria = 10 points quality of food provided = 10 points					20	20
5.5	Fire extinguishers (ready to use) / fire detection alarms/ Fire exits/ safety signs	Signages and systems must be incorporated to create a ship atmosphere and onboard ambience wherever possible. Approved fire plan to be displayed					25	25
5.6	Complaint and suggestion registers / facility	Online/ digitised feedback = 10 points Paper based feedback = 5 points					10	10
5.7	Washroom facility As per Training Manual 2.13.3	Dedicated for staff /students = 25 points; If sharing with other companies = 0; Separate for ladies & gents = +25 points					50	50
5.8	Environmental friendliness	Solar Panels / Motion sensor lights / Garbage segregation / 5 star rating equipments (proportionate marks to be allotted)					35	35
5.9	ISO 140001	Institute is certified for any ISO standard other than 9001	0		0		5	5
6	Training / Course specific infrastructure	If applicable then relevant course guidelines of DGS/TMO to be referred to	0		0		195	195
6.1	Training / Course specific infrastructure	If the institute owns the required infrastructure for the course. Swimming pool - 25 if owned else NIL points Fire Mockup - 25 if owned else Nil points					50	50

6.2	Location/ accessibility	All facility within main MTI premises = 25 Different location with transport = 15 Difeerent location with no transport = 0					25	25
6.3	All weather operaions	If the set up is operational throughout the year (Eg: water & depth availability for lifeboat launching / PSCRB/ FRB / FPFf & ability to conduct FPFf course in monsoon)					25	25
6.4	CAS attendance management	CAS Attendance The ideal ratio of man to machine is 50:1 (for 50 students 1 CAS machine) for full marks. The captured attendance must be fool proof and monitored and must have backup UPS. At the time of registering for CAS, the person ID must be checked and must be a part of QMS.					20	20
6.5	Video recording of practical training as required by DGS circular	Where applicable courses are conducted, the recording must cover the entire duration of practical training and at no time lesser than 15 min. To be verified by RO. Preceding 12 months to be available					25	25
6.6	CCTV monitoring/ recording of Classrom activities	CCTV monitoring = 25 marks + video recording = 15marks + Audio recording = 10 marks					50	50
Total points			0		0		1200	1200
Total percentage credits			0		0.00%			
Individual Grade								

II. Faculty and Students and Course Performance

(Maximum credit points : 1500)

1	2	3	4		5		6	7
Sr No	Head	Details	Credit points claimed	Institute remarks	Assigned Credit points	RO's Remarks	Base credit points	Applicable points
1	Adequacy & Result	Adequacy of faculty needs to be assessed based on Master plan of Lecture schedule of all Courses combined	0		0		270	270
		Subject expertise of the faculty and his total working hours to be given due consideration						
		Compliance with minimum requirement will get full credit points as mentioned in Col. 6						
1.1	Vice principal/ Dean	Ref DGS order 5 of 2013. Additionally, respective course guidelines may also be referred as applicable and if details and signatures are uploaded in DGS MTI profile					5	5
1.2	Course in charges						5	5
1.3	Dedicated course in charge	The details must be uploaded in E-governance. Course incharge to be permanent faculty. Course in charge of not more than 3 courses held simultaneously = 40 points. More than 3 courses held simultaneously = 20 points					40	40
1.4	Adequacy in respect of numbers of Full time & Visiting Faculty for the courses in adherence to DGS norms.	Adherence to norms of DGS Order 5/2013 will fetch full marks. Faculty details uploaded. 100% of the approved /listed faculty as per course matrix submitted for approvals must be available throughout the year. Non adherence to norms will fetch nil marks.					20	20
1.5	Exit Exam Results	Percentage of students who have appeared and cleared the exit exam (last 12 months). Marks to be assigned is = 100 - percentage of failures					100	100

1.6	Percentage of classes taken by full time faculty	(% classes taken by full-time faculty)*50/100. Less than 50% is non compliance and will be awarded 0 points					100	100
2	Qualification Fitness & Teaching Experience	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Apart from DGS Order 5 of 2013, respective Course Guidelines may also be referred as applicable. 3. Proportionate marks will be deducted for noncompliance, to the total number of faculty employed.	0		0		230	230
2.1	Course in charge, faculty and instructor complying with DGS, IMO requiremnets	Ref: Section A-1/6 of STCW code part iii of DGS order 5/2013 and DGS Course guidelines Any noncompliance will be awarded 0 points					80	80

2.2	Compliance with TOTA/ VICT/TOTI/TSTA / AECS requirements and Conduct of classes as per TOTA/TOTI Guidelines	Ref: DGS order 5/2013 - 100 points for 100% compliance. Non compliance will fetch 0 points.					100	100
2.3	Participation by faculty members as external examiner for DGS /MMD oral examination or participation of the institute representative in committee of DGS	Documentary evidence of such participation; How many faculty members are approved examiners (written / oral); Ratio of faculty participating to total no of faculty. If its more than 50% than - 50 marks else NIL points					50	50
3	Attendance	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Proportionate marks will be deducted for noncompliance	0		0	CAS Attendance	150	150
3.1	Attendance for students	CAS attendance of all students : 25 point Ech AM & PM session If additional Biometric attendance is being maintained classroom wise = + 25 points					50	50
3.2	Attendance for faculty	Faculty CAS maintained on daily basis in or out time : 25 points If additional Biometric attendance is being maintained classroom wise = + 25 points					50	50
5	System of dealing with absentees	The QMS must address the procedure to deal with absent candidate/partially absent candidate and documentary evidence maintained of such cases					50	50
4	Teaching Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. No points in anyinstance of non compliance	0		0		100	100
4.1	Principal / Vice-Principal Faculty	Ref DGS order 5 of 2013.					50	50

4.2	Visiting faculty & instructors	Ref DGS order 5 of 2013.					50	50
5	HR Processes	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3, unless otherwise expressly specified.	0		0		240	240
5.1	Retention of faculty for Modular courses. (Depending on the number of full-time faculty members for Modular courses who left the institute within the last 12 months out of the total number of full-time faculty strength of Modular courses at the time of inspection)	<p>A = No. of faculty left in last 12 months with less than one year continuous service / Total faculty strength x 30 + B = No. of faculty left in last 12 months with between one year and two years continuous service / Total faculty strength x 40 + C = No. of faculty left in last 12 months with between two years and three years' continuous service / Total faculty strength x 50</p> <p>The aggregate of the above (A+B+C) shall be reduced from the Base Credit Point in Column 6 to arrive at the Credit Points to be awarded.</p>					50	50
5.2	Established system for selection & recruitment of faculty	As per QMS.					20	20
5.3	Relevant induction and orientation training for the courses faculty is teaching	Whether conducted as per QMS?					20	20

5.4	Continuous Professional development programmes of faculty (training / project work done / sailing in the last 1 year, relevant to the teaching programmes undertaken in the institute)	Proportionate marks for either of the following, during the calendar year: 1. Publishing paper / books. 2. Project work 3. Training Program. 4. Sailing Experience (Documentary evidence to be provided for verification) - above being arranged by MTI					40	40
5.5	Maritime Seminars attended by faculty in last 1 year	Proportionate marks for attending maritime seminars during the calendar year. Each faculty to attend professional development program conducted by DGS. (Documentary evidence to be provided for verification). Each faculty 1 mark for each seminar to a maximum of 5 marks.					50	50
5.6	Presentations given by faculty at established maritime seminars and conferences in the last 5 years	Proportionate marks for presentations given by faculty in seminars during the calendar year. Documentary proof of seminar programme and brochure to be provided. Each faculty 1 mark for each seminar to a maximum of 5 marks.		Each faculty 1 mark for each presentation to a maximum of 5 marks			50	50
5.7	Are the classes actually being conducted as per the course curriculum/ time table for the course(s) ?	By means of checking of records, in camera discussions with faculty and trainees, attendance of students & faculty etc.					10	10
6	Pedagogy/ Teaching process	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3	0		0		410	410
6.1	General Effectiveness of Teaching Process	By means of : (i) independent assessment of classes by RO by interviewing students, and (ii) Realistic records of internal assessment by HODs, and (iii) Assessment of Feedback Forms					100	100

6.2	Curriculum planning & development of teaching material	Weather in place and in compliance with latest IMO Model course / DGS guidelines with periodic review					50	50
6.3	Course contents and reference material	1. Whether the contents being taught is as per latest prescribed syllabus. 2. Update in course manual as per feedback and international rules					50	50
6.4	Classroom Handouts and notes for students	1. Quality of content 2. Detailed content. 3. Updated and reviewed through feedback 4. Online access to handouts					25	25
6.5	Internal evaluation of trainees, effectiveness and method of assessment	1. In case of online or computer based assessment with question being generated random from a pool of question set= 25 points. 2. Independent assessment and documentary evidence and procedure to identify and deal with failure or low performer=25 points					50	50
6.6	Use of teaching aids (use of various teaching aids including modern aids)	How effectively is the teaching aid used in the classroom? Are the faculty trained and adept at using the teaching aids? Students' feedback to be checked.					35	35
6.7	Working / Scaled down models, equipment / reference material for demonstration	How effective is the model or equipment in helping trainee to understand the concept and/or its functionality.					25	25
6.8	Modern teaching methodology and E- learning	Student seminar/ presentation/ CBT/ Modern classroom/ Use of E- learning					50	50

6.9	Method of evaluation and feedback from trainees	Confidentiality/ Electronic forms/ Feedback analysis and action by management / continual improvement Electronic Feedback - 25 Paper based feedback - 10					25	25
7	Courses	The assigning of marks by RO will be proportionate to the achievements indicated in Col. 3	0		0		100	100
7.1	The types and ranges of Modular/ Simulator courses and other DGS courses the MTI offers	A. Basic 5 STCW courses : 25 points B. For each modular courses other than basic STCW = +5 points C. For each Pre sea/ Post sea competency = 10 points Total = A+B+C (Max: 100points)					100	100
	Total Credit points		0		0		1500	1500
	Total percentage credits		0		0.00%			
	Individual Grade							

III. Overall Performance & Management

(Maximum credit points : 800)

1	2	3	4	5	6	7		
Sr No	Head	Details	Credit points claimed	Institute remarks	Assigned Credit points	RO's Remarks	Base credit points	Applicable points
1	Quality Management System		0		0		50	50
1.1	Valid Quality Certification as per ISO 9001 Certificate from NABCB - QCI accredited body only	Valid certificate = 10 points. Else 0 points					10	10
1.2	Overall maintenance of Quality System	Any NC in external audit = 0 points. For each observation = -2 marks					10	10
1.3	Management Review & Follow-up	Effective and relevant to the conduct of modular courses					10	10
1.4	Internal audits & Corrective Actions	Well documented process					10	10
1.5	Non-conformity records & Corrective Action	Corrective and preventive actions					10	10
2	Feedback analysis	Proportionate marks to be awarded by RO	0		0		300	300
2.1	Analysis of students exit exam result	Proportionate marks to be awarded based on students result in exit exam Pass ratio is more than 90 % = 200 points Pass ratio is 85% - 90% = 100 points Else NIL					200	200
2.2	Student feed-back on Faculty, classroom, teaching aids, learning environment, course material, other institute facilities	Proportionate marks to be awarded based on students' feedback					50	50

2.3	Grievance Reporting & Redressal Mechanism	1. How are the student informed of Grievance reporting procedures. 2. Accessibility to Grievance form/ registers 3. How are grievances / complaints rectified 4. How is the corrective action informed to the student					50	50
3	Documentation	Proportionate marks to be awarded by RO	0		0		250	250

3.1	Maintenance of Records of Certificates issued	1. Traceability, authenticity and confirmation of certificates issued = 30 points 2. Certificate being issued DGS only after online exit exam = 20 points					50	50
3.2	Attendance Registers of students / Faculty matching with time table	Whether biometric / attendance logs maintained on daily basis for a period of 1 year and how absentees are dealt with as per QMS. Evidence that attendance is checked prior issue of certificate. CAS Attendance records					30	30
3.3	Examination Records	Retention of answer sheets, Internal assessment records etc., as per laid down procedures of institute.					25	25
3.4	Master Time table & Lecture hours of faculty	Records to be maintained and available for verification					20	20
3.5	Records of Fees Collected.	DGS Tr. Cir. 9/2013, transparent					10	10
3.6	Regular payment of 1% fee share to the Government by due date.	Ref DGS Orders and Tr. Cir. 9/2013					50	50
3.7	Promptness of intimation admission details to DGS E-governance	Ref DGs Orders, instructions on the subject					25	25
3.8	DGS Orders/ Circulars / Instructions	Whether implemented through Internal circulars / instructions on the curricular / co-curricular activities					15	15

3.9	Overall record keeping & Traceability of documents at Institute premises	Whether records are maintained and available in the institute.					25	25
4	Management	Documentary evidence to be verified and marks awarded by RO	0		0		100	100
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.					10	10
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc. Master (FG) CoC / Ch Eng (FG) CoC in top management - 30 Other CoC holders in the board - 15 Else - 10 maximum					30	30
4.3	Track record of Institute	No. of years in maritime training, number of batches conducted. No of years >= 15 years is 15 points No of years <15 years but > 2 years - interpolated value No of years <= 2 years is zero points					15	15
4.4	Employee welfare measures	Whether documentary evidences of PF, Gratuity, medical, insurance etc. available and maintained in the institute.					15	15
4.5	Company social responsibility	Institute's participation in CSR activities, 10 point awarded for each such activity in preceding 2 years					30	30
5	Student Admission process		0		0		100	100

5.1	Admission booking process	Online/ ease/ transparent					10	10
5.2	Adherence to Code of ethics in advertisement	DGS order as specified					20	20
5.3	Adherence to Admission standards.	DGS order as specified					20	20
5.4	% average occupancy in the courses taking into account the approved capacity and approved frequency of the courses	Percentage Average Occupancy in last Calendar year for all Modular courses conducted x Base Credit Point / 100					50	50
	Total Credit points		0		0		800	800
	Total percentage credits		0		0.00%			
	Individual Grade							

IV. TOTAL CREDIT POINTS & FINAL GRADATION							
Sr No.	Details of Category	Credit Points	Claimed credit points	Assigned Credit Points	Percentage Credit	GRADE	Remark
I	Infrastructure Set-Up & Maintenance	1200	0	0	0.00%		
II	Faculty, students and course performance	1500	0	0	0.00%		
III	Overall Performance & Management	800	0	0	0.00%		
IV	Total	3500	0	0	0.00%		

***NOTE 1- For Section II & III - each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas. However for ‘Overall Grading’, average of these points need to be considered.**

NOTE 2- In case of any non-compliance to DGS or statutory requirements, the grading to be with held till the NC is closed

Annexure-V

Fees payable for CIP Inspection		
Initial / Renewal		
1. MTI conducting with Pre - Sea Course or Competency courses or Post – Sea Modular course (any one course)		RS. 75,000
2. MTI conducting Pre Sea courses and either of Competency courses or Post – Sea Modular course		RS. 1,00,000
3. MTI conducting Pre Sea course , Competency courses and Post – Sea Modular course (All courses)		RS. Rs1,25,000
Annual Inspection		
1. Irrespective of number and type of courses conducted, annual fees		75,000
Appeal		Rs 50,000
Appeal as per Para 12		