

Standard operating procedure for approval of maritime training institutes

Policy – The Directorate aims to standardize the procedures pertaining to the approval of Maritime Training Institutes.

Purpose – To establish standard procedures for approval of Maritime Training Institutes and various courses.

Governing documents - DGS Order No. 5 of 2016 dated 01 November 2016, DGS Order No. 7 of 2016 dated 17 November 2016 and Training Circular No. 5 of 2018 dated 8 March 2018

Standard operating procedures – The following are the standard procedures for the approval of Maritime Training Institutes and maritime courses.

1. Standard operating procedure for In-principle approval of pre-sea and post-sea maritime training institutes

1. The Institute desiring to obtain In-principle approval for conducting pre-sea and post-sea courses applies online as per Training Circular No. 5 of 2018 dated 8 March 2018.
2. The training branch of the Directorate scrutinizes the online application, fees paid and documents uploaded for correctness.
 - 2.1 In case deficiencies are noted in the uploaded documents, the training branch raises query online to the Institute.
 - 2.2 The Institute uploads the documentary evidence of corrective action taken for rectifying the raised query and Step 2 follows.
 - 2.3 If the uploaded documents are found in order, the training branch directs the Institute to make presentation on their “Business Plan and Project Feasibility Report” on the planned date at the Directorate.
3. The Institute makes the presentation on their “Business Plan and Project Feasibility Report” to the Committee nominated by the Directorate.

- 3.1. The Committee attends presentation made by Institute and each member gives grading on the presentation made. The Committee reviews all the grading and a decision is reached.
- 3.2. In case of adverse grades of the Committee, the Committee rejects the proposal of the institute. Upon approval of the DGS, the training branch rejects the online proposal and the Institute can view the status of its application online.
- 3.3. The Committee, if satisfied with the grades of Institute's presentation recommends the Institute's In-principle approval to the DGS.
4. Upon approval of the DGS, the training branch conveys the grant of In-principle approval to the Institute online.
 - 4.1. An automated MTI No. shall be generated. The e-governance issues the User Id and password to the Institute.

5. Citizen Charter

Activity	Number of days
Steps 2 and 2.1	3 days
Step 2.3	10 days
Steps 3.2, 3.3, 4 and 4.1	7 day

6. Instructions

- 6.1. The Institute must familiarize themselves with the applicable Rules and Guidelines.
- 6.2. The Institute must ensure that the instructions provided for online applications are carefully read and understood.
- 6.3. The Institute must ensure that the documents to be uploaded are correct and self attested.
- 6.4. Institute must submit documentary evidence of addressing the raised queries within 15 days. The Institute which fails to comply with the

condition shall be required to submit fresh application along with the applicable fees.

- 6.5. The Directorate desires to organize the presentation within 10 days from the date the proposal is accepted. The Institute is expected to be ready to make presentation at short notice.

2. Standard operating procedure for approval of pre-sea and post-sea courses of maritime training institutes

1. The Institute must ensure that their maritime training institute (MTI) profile on e-governance system is complete in all respect prior to applying for approval of maritime courses online.
2. The Institute desiring to seek approval for conducting maritime applies online as per Training Circular No. 5 of 2018 dated 8 March 2018.
3. The training branch of the Directorate scrutinizes the online application, fees paid and documents uploaded for correctness.
 - 3.1. In case deficiencies are noted in the uploaded documents, the training branch raises query online to the MTI.
 - 3.2. The MTI uploads the documentary evidence of corrective action taken for rectifying the raised query and Step 3 follows.
 - 3.3. If the uploaded documents are found in order, the training branch assesses whether technical clearance is required. If the technical clearance is required, the case is forwarded to the technical branch and step 4 is followed. If the technical clearance is not required, step 5 is followed.
4. The technical branch scrutinizes the online application.
 - 4.1. In case deficiencies are noted in the uploaded documents, the technical branch raises query online to the MTI.
 - 4.2. The MTI uploads the documentary evidence of corrective action taken for rectifying the raised query and Step 4 follows.

- 4.3. If the documents uploaded are found in order, the technical branch forwards the application to the training branch and step 5 is followed.
5. The training branch forwards the application to the Mercantile Marine Department (MMD). An automatically generated inspection order is sent to the MMD.
6. MMD carries out the inspection limiting its scope only to the applied courses. MMD shall extend its scope to comprehensive inspection if the comprehensive inspection of the Institute has not been carried out in last six months. MMD shall also extend its scope to comprehensive inspection if the inspection team during the period of inspection notices any deficiency for which comprehensive inspection is required. MMD shall communicate to the Institute of the deficiency and the extended scope of inspection.
 - 6.1. In case deficiencies of minor nature are noted during the inspection, MMD requests MTI to submit documentary evidence for rectification of the noted deficiencies within the mutually agreed period but not later than 15 days.
 - 6.2. MTI submits documentary evidence of corrective action taken for rectification of the noted deficiencies to the satisfaction of MMD.
 - 6.3. In case major deficiencies are noted that warrants re-inspection to verify compliance, MMD informs MTI about the major deficiencies requiring re-inspection. Step 6 is followed. MMD shall also notify the Directorate immediately about the noted major deficiency.
 - 6.4. MMD completes the online reporting of the inspection and uploads list of noted deficiencies, closure report of the deficiencies and the recommendations of the inspection team and the Principal Officer of the MMD.
7. If MMD recommends rejection of the approval of maritime courses to the MTI, the approval of DGS is taken to reject the application and same is communicated to the MTI online.
8. If MMD recommends approval of maritime courses to the MTI, the training branch decides whether MTI needs to make presentation. If

presentation by MTI is required, step 9 is followed. If presentation by MTI is not required, step 10 is followed.

- 8.1 If the MTI has never made any presentation they will be called to make presentation. If the MTI has earlier made presentation they may not be required to make presentation.
9. The training branch directs the MTI to make presentation on facilities of the MTI to conduct the proposed maritime course on the planned date at the Directorate.
 - 9.1. The Committee attends the presentation made by MTI and each member gives grading on the presentation made. The Committee reviews all the grading and a decision is reached.
 - 9.2. In case of adverse grades of the Committee, the Committee rejects the proposal of the MTI. Upon approval of the DGS, the training branch rejects the online proposal and the MTI can view the status of its application online.
 - 9.3. The Committee, if satisfied with the grades of MTI's presentation recommends the approval of MTI to conduct the maritime courses.
10. Upon approval of the DGS, the training branch conveys the grant of approval of MTI to conduct the maritime courses. MTI can view the status of its application online.
11. An Institute which is approved In-principle and is then approved for conducting any maritime course is deemed to be considered as a DGS approved maritime training institute. A new auto-generated MTI No. is issued to such MTI.

12. Citizen Charter

Activity	Number of days
Steps 3 and 3.1	3 days
Step 3.3	2 days
Steps 4 and 4.1	5 day
Step 4.3	2 days
Step 5	2 days
Step 6	15 days
Step 6.4	3 days
Step 7	3 days
Step 9	10 days
Step 10	3 days

13. Instructions

- 13.1. MTI must familiarize themselves with the applicable Rules and Guidelines.
- 13.2. MTI must ensure that the instructions provided for online applications are carefully read and understood.
- 13.3. MTI must ensure that the documents to be uploaded are correct and self attested.
- 13.4. MTI must submit documentary evidence for rectifying the raised query within 15 days. The MTI which fails to comply with the condition shall be required to submit fresh application along with the applicable fees.
- 13.5. MTI applying for approval of maritime courses is expected to be ready anytime for inspection by MMD.
- 13.6. The Directorate desires to organize the presentation within 10 days from the date of receiving recommendation from MMD. The MTI is expected to be ready to make presentation at short notice.