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**MERCHANT SHIPPING SECRETARIAT**  
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**Notice to Training Institutes**

**This notice supersedes MSN 02/2017- revised issued on 28<sup>th</sup> February 2017**

**Standards of Principals/HODs and Faculty Members of Approved Maritime Training Institutes**

**1. Purpose**

This notice gives guidance on standards applicable to Principals/HODs and faculty members of the approved maritime training institutes.

**2. Definitions**

**Approved Maritime Training Institute (AMTI)** means maritime training institutes which are allowed to conduct approved maritime courses by the Director General of Merchant Shipping (DGMS).

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

**Full time faculty member** means any faculty appointed on permanent or contract basis. If appointed on contract basis the period of the contract should be not less than six (12 months).

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

**Visiting faculty** means a faculty member who is not a full-time faculty member.

**COC** means a certificate of competency issued by the Merchant Shipping Secretariate (MSS) or certificates of competencies of any other countries which are accepted by MSS.

**Instructor/ Demonstrator** – means teacher who teaches hands – on -skills.

**Navigation Watch Keeping Officer (NWKO)** means a person qualified as required by the Table A-II/1 of the STCW Code

**Engineering Watch Keeping Officer (EWKO)** means a person qualified as required by the Table A-III/1 of the STCW Code

**Basic Training** includes the following ancillary programmes  
Personal Safety and Social Responsibilities,  
Fire Prevention and Fire Fighting,  
Personal Survival Techniques and  
Elementary First Aid

**Advance courses** include the following ancillary programmes  
Advance Fire Fighting,  
Survival craft other than fast rescue Boats and  
Fast rescue Boats

## **PART- 1: Approvals for the Principal, HOD & faculty members**

1.1 Training institutes shall ensure compliance with the MSS requirements relating to the number, qualifications, experience and age limits of principals/HODs and the faculty prescribed in this notice.

1.2 Further, training institutes are required to submit a half - yearly report for next 6- months by 15th January and 15th July of every year to MSS in the format prescribed in Annex-1, electronically. The verification of the number, qualifications, and experience and age limits of the faculty shall be done during the inspections carried out by the organizations carrying out quality management (QM) audits for the institutes, and the MSS officials during the annual surveillance audits.

1.3 Any new appointment or change of the Principal/HOD shall be communicated to the MSS as soon as possible after the appointment.

1.4 All institutes are required to keep their web site updated with the list of faculty members including the principals/HODs with their qualifications.

## **PART- 2: General requirements for principals, HODs and Faculty members**

### **2.1 Principal**

The principal shall be an appropriately qualified, full time employee of the AMTI. He is required to be qualified in accordance with the provisions of Section A-1/6 of the Standards of Training Certification and Watch-keeping for seafarers, (STCW) Code only if he performs the tasks of the faculty.

### **2.2 Faculty members and HOD**

The HOD shall be a holder of a COC as Master, Mate, Chief Engineer, 2<sup>nd</sup> Engineer (unlimited) as appropriate for the relevant department/section The Mate/ 2<sup>nd</sup> Engineer shall have at least five years of service experience in a lower category in the same AMTI and;

HOD and Faculty members shall be appropriately qualified in accordance with the provisions of Section

A-1/6 of the Standards of Training Certification and Watch-keeping for seafarers (STCW) Code, as amended for the type and level of training and/or assessment performed.

2.3 All AMTIs shall ensure that the field of application of the quality standards covers the qualifications and experience required of HOD and faculty members, having regard to the policies, systems, controls and internal quality assurance reviews established to ensure achievement of the defined objectives as stated in Section A-1/8 of the STCW Code

Such persons shall:

- a) have an understanding of the specific training objectives for the particular type of training being conducted;
- b) be qualified in the task for which training is being conducted;
- c) If conducting training using a simulator:
  - i) Lecturers are required to undergo "Train the simulator trainer and assessor" course prior engage in training. The course shall be as per the relevant IMO Model course 6.10 or equivalent.
  - ii) have received appropriate guidance in operational techniques involving the use of simulator; and
  - iii) have gained practical operational experience of a particular type of simulator being used as specified in the respective course guidelines notified by the MSS from time to time;
- d) have appropriate level of knowledge and understanding of the competence to be assessed;
- e) be qualified in the task for which the assessment being made;
- f) have received appropriate guidance in assessment methods and practice;
- g) have gained practical assessment experience;
- h) if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor. The procedure shall be described under the quality management system of the institute.

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

### Part- 3: Minimum qualification for Faculty members

<b>Training Course</b>	<b>Lecturer (Min. qualifications)</b>	<b>Instructor/demonstrator (Min.)</b>	<b>Assessor (Min. qualifications)</b>
Pre-Sea Training (Deck)	COC as NWKO (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC as NWKO (Unlimited) With 1 yr seagoing experience
Pre-Sea Training (Engine)	COC as NWKO (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC as NWKO (Unlimited) With 1 yr seagoing experience
Able Seafarers (Deck)	50% Lecturers should have NWKO (Unlimited) With 1 yr seagoing experience And Remaining 50% with COC of Ch. Mate (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC of Ch. Mate  (Unlimited) With 1 yr seagoing experience
Able Seafarers (Engine)	50% Lecturers should have EWKO (Unlimited) With 1 yr seagoing experience And Remaining 50% COC with 2 <sup>nd</sup> Engineer (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC of 2 <sup>nd</sup> Engineer  (Unlimited) With 1 yr seagoing experience
Pre-Sea Training (Deck Cadet)	50% Lecturers NWKO (Unlimited) With 1 yr seagoing experience And Remaining 50% COC of Ch. Mate (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC of Ch. Mate  (Unlimited) With 1 yr seagoing experience
Pre-Sea Training (Engine Cadet)	50% Lecturers EWKO (Unlimited) With 1 yr seagoing experience And Remaining 50% COC as 2 <sup>nd</sup> Engineer (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC as 2 <sup>nd</sup> Engineer  (Unlimited) With 1 yr seagoing experience
Preparatory/Re-fresher and updating Deck (Operational level)	COC as Ch. Mate and above (Unlimited) With 1 yr seagoing experience		COC as Ch. Mate and above (Unlimited) With 1 yr seagoing experience
Preparatory / Re-fresher and updating Engine (Operational level)	COC as 2 <sup>nd</sup> engineer and above (Unlimited) With 1 yr seagoing experience		COC as 2 <sup>nd</sup> engineer and above (Unlimited) With 1 yr seagoing experience
Preparatory /Re-fresher and updating Deck (Ch. Mate)	COC as Ch. Mate and above (Unlimited) With 1 yr seagoing experience		COC as Master (Unlimited) With 1 yr seagoing experience

Preparatory /Re-fresher and updating Engine (2 <sup>nd</sup> Engineer)	COC as 2 <sup>nd</sup> engineer and above (Unlimited) With 1 yr seagoing experience		COC as Chief Engineer (Unlimited) With 1 yr seagoing experience
Preparatory /Re-fresher and updating Deck (Master)	COC as Master (Unlimited) With 1 yr seagoing experience		COC as Master (Unlimited) With 1 yr seagoing experience
Preparatory /Re-fresher and updating Engine (Chief Engineer)	COC as Chief engineer (Unlimited) With 1 yr seagoing experience		COC as Chief Engineer (Unlimited) With 1 yr seagoing experience
Preparatory /Re-fresher and updating of Basic Training (4 short courses)	COC as NWKO (unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC as NWKO (unlimited) With 1 yr seagoing experience
Preparatory / Re-fresher and up dating of Advanced Courses	COC as Ch. Mate and above (Unlimited) With 1 yr seagoing experience	Qualified in the task for which training is being conducted.	COC as Ch. Mate and above (Unlimited) With 1 yr seagoing experience
Preparatory /Re-fresher and updating of Basic oil/chemical tanker	COC as NWKO with advanced oil or chemical tanker certificate with 1 yr seagoing experience in tanker.	Qualified in the task for which training is being conducted	COC as NWKO with advanced oil or chemical tanker certificate with 1 yr seagoing experience in tanker.
Preparatory /Re-fresher and updating of Basic gas tanker	COC as NWKO with advanced gas tanker certificate with 1 year sea going experience in gas tanker.	Qualified in the task for which training is being conducted	COC as NWKO with advanced gas tanker certificate with 1 year sea going experience in gas tanker.
Preparatory /Re-fresher and updating of Advanced oil tanker	COC as Ch. Mate/2 <sup>nd</sup> Eng. Or above with advanced oil tanker certificate with 1 year sea going experience in oil tanker.	Qualified in the task for which training is being conducted	COC as Ch. Mate/2 <sup>nd</sup> Eng. Or above with advanced oil tanker certificate with 1 year sea going experience in oil tanker.
Preparatory /Re-fresher and updating of Advanced chemical tanker	COC as Ch. Mate/2 <sup>nd</sup> Eng. Or above with advanced chemical tanker certificate with 1 year sea going experience in chemical tanker.	Qualified in the task for which training is being conducted	COC as Ch. Mate/2 <sup>nd</sup> Eng. Or above with advanced chemical tanker certificate with 1 year sea going experience in chemical tanker.
Preparatory /Re-fresher and updating of Advanced Gas tanker	COC as Ch. Mate/2 <sup>nd</sup> Eng. Or above with advanced gas tanker certificate with 1 year sea going experience in gas tanker.	Qualified in the task for which training is being conducted	COC as Ch. Mate/2 <sup>nd</sup> Eng or above with advanced gas tanker certificate with 1 year sea going experience in gas tanker.
Passenger ship crowd management	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training
Passenger ship crisis management and human behavior	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training
Basic training for ships subject to the IGF Code	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training
Advanced training for ships subject to the IGF Code	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training

Basic training for ships operating in polar waters	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training
Advanced training for ships operating in polar waters	Shall undergo DGMS approved training programme and qualified for the training		Shall undergo DGMS approved training programme and qualified for the training
Security awareness	COC as NWKO (unlimited) with SSO Certificate with 1-year seagoing experience	Qualified in the task for which training is being conducted.	COC as NWKO (unlimited) with SSO Certificate with 1-year seagoing experience
Designated Security Duties	COC as NWKO (unlimited) with SSO Certificate with 1 year seagoing experience	Qualified in the task for which training is being conducted.	COC as NWKO (unlimited) with SSO Certificate with 1-year seagoing experience
Ship Security Officer	COC as Chief mate/2nd engineer (Unlimited) or above with SSO Certificate and 1-year seagoing experience	Qualified in the task for which training is being conducted.	COC as Chief mate/2nd engineer (Unlimited) or above with SSO Certificate And 1 year sea experience
GMDSS	COC as Chief mate or above with GMDSS Certificate holder & qualified with related simulator training		COC as Chief mate or above with GMDSS Certificate holder & qualified with related simulator training
Simulator courses (Operational Level) Deck	COC as Ch. Mate(unlimited) or above with 2 years sea experience & qualified with related simulator training		COC as Ch. Mate(unlimited)or above with 2 years sea experience & qualified with related simulator training
Simulator courses (Operational Level) Engine	COC as 2 <sup>nd</sup> Eng.(unlimited)or above with 2 years sea experience & qualified with related simulator training		COC as 2nd Eng.(unlimited)or above with 2 years sea experience & qualified with related simulator training
Simulator courses (Management level) Deck	COC as Chief mate(unlimited) or above with 2 years sea experience & qualified with related simulator training		COC as Master(unlimited) with 2 years sea experience & qualified with related simulator training
Simulator courses (Management Level) Engine	COC as 2nd. Eng.(unlimited) or above with 2 years sea experience		COC as Chief Eng. (unlimited) with 2-year sea experience
Elementary First Aid	Nursing Officer with 3 years experience.	Qualified in the task for which training is being conducted.	Nursing Officer with 3 years experience
Medical First Aid	50% Nursing Officer with 3 years experience and remaining 50% MBBS Doctor	Qualified in the task for which training is being conducted.	MBBS Doctor
Medical Care	MBBS Doctor	Qualified in the task for	MBBS Doctor

Note – 3.1.1 All lecturers (except lecturers engaging in Maritime English and Simulators) are required to undergo "Training of Trainers" (TOT) course prior engage in lecturing. The TOT course shall be as per the IMO Model Course 6.09.

3.1.2 All assessors have to be qualified with Assessment, Examination and certification of Seafarers as per IMO model course 3.12 prior engage in as assessor in the institute.

3.13. All the Maritime English and Simulator lecturers shall have followed their respective instructors training courses based on IMO model courses 3.17 and 6.10 respectively.

3.2 For all Academic subjects, such as English, Physics, Chemistry, Mathematics, Electricity, and Electronics, etc., the minimum qualification shall be a BSc/BA degree in the subject concerned.

3.3 The AMTIs should encourage "Sailing Officers" with required qualifications and appropriate sailing /teaching experience to impart training to the students.

3.4 Anyone who qualified or trained under specialized subject(s) or a category, The DGMS may allow him to lecture in the subject(s) specialized in any of the training programme(s) mentioned above under special permission.

#### **PART-4: Age Limit for HOD and Faculty members**

4.1 The maximum age for the Full-time faculty members including Principals (if engage in training) shall not exceed 75 years.

4.2 The age limit for the instructors who are engaged in practical's, demonstrations, workshop training, Life-boat or Life raft training, Fire-fighting training, Physical training, etc. shall not exceed 70 years.

4.3 The maximum age for Visiting Faculty shall not exceed 72 years.

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

5.1 The Teaching Hours of the Principal/HOD shall not exceed 14 hours in a week.

5.2 The Teaching Hours of the Vice Principal/Deputy HOD, shall not exceed 16 hours in a week.

5.3 The Teaching Hours of the full-time faculty shall not exceed 24 hours week.

5.4 The Training Hours of Instructors shall not exceed 30 hours per week.

5.5 The teaching hours for the Visiting faculty, shall not exceed 24 hours per week at all the institutes put together. A written declaration by the Visiting Faculty to the above effect shall be taken by the institute.

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

#### **PART- 6: Visiting Faculty,**

6.1 A minimum of 50% of Lectures shall be delivered by the Full-time Faculty members of the AMTI

The balance 50% of the lectures may be taken by visiting faculty members. For Medical Courses an AMTI can deploy visiting faculty for 90% of the classes required to be conducted for the entire course.

6.2 Visiting faculty shall be registered at the Merchant Shipping Secretariat prior to receive the appointment at an approved training institute and the names and the qualifications of the visiting faculty shall be communicated to the MSS”.

6.3 Visiting faculties should have received appropriate guidance in instructional techniques and if take part in assessing shall have:

- a) received appropriate guidance in assessment methods and practice; and
- b) gained practical assessment experience under the supervision and to the satisfaction of an experienced assessor.

6.4 All Visiting faculties should undergo TOT course prior engage in lecturing.

6.5 Training Institutes shall not commence/conduct courses without the required qualified faculties as per this notice.

6.7 There shall be a system in place for continuous updating of knowledge and trainings of the faculty members and the procedure shall be documented in the quality management system of the AMTI. Documented proof shall be readily available and shall be produced to the MSS officials upon request.

#### **PART- 7: Outsourcing part of training programmes:**

7.1 The AMTI may outsource a part of the training programme to another AMTI in order to fulfill the requirements of the STCW convention and the DGMS guidelines. An undertaking shall be agreed between two AMTI clearly stating the training areas covered.

#### **PART- 8: Control and issuance Certificates:**

8.1 All records pertaining to printing, issuance and cancellations shall be maintained and readily available.

8.2 Details of certificates issued to seafarers shall be made available, in the English language, through electronic means to other parties and companies which request verification of authenticity and validity.

#### **PART- 9: Other related matters:**

9.1 The AMTIs shall designate a faculty as Course in-charge or course coordinator for every course.

9.2 Each AMTI shall maintain records of:

- a) onboard training assessment carried out by the institute,
- b) examination and assessments carried out as per the DGMS guidelines,
- c) faculty evaluations, which inter-alia must include the arranged feed-back of the students.

9.3 The Principal or the top management of the AMTI shall be responsible for the purpose of reporting and ensuring compliance of this guide lines.

Issued on 09<sup>th</sup> February 2022  
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