

Directorate General of Shipping (DGS)
Training Circular No. [XXX], [Date-XXX]

Subject: Conduct of Non-DGS Approved Courses by DGS Approved Maritime Training Institutes (MTIs)

1. Whereas, the Directorate General of Shipping (DGS) allows DGS-approved Maritime Training Institutes (MTIs) to conduct certain non-DGS approved courses, provided they adhere to the guidelines established by the DGS. This circular outlines the criteria, conditions, and permissible types of courses to ensure compliance and preserve the integrity of approved maritime training resources.

2. Whereas, earlier directives, such as DGS Training Circular No. 23 of 2013 (dated 20.12.2013) and its corrigendum (dated 24.03.2014), permitted DGS-approved MTIs to offer non-DGS approved courses, including:

- Short-duration, value-added courses.
- Shore-based maritime courses not leading to a Certificate of Competency (e.g., Degree and Diploma programs in Naval Architecture, Ship Building, and Ship Repair).

Additional provisions were stated in DGS Order No. 1 of 2003, DGS Order No. 2 of 2007, and DGS Order 05 of 2016 (specifically Part I, para 1.7, dated 01.11.2016), allowing such courses with periodic reporting requirements.

3. Whereas, the Directorate has observed instances of MTIs conducting non-DGS approved courses from the same premises and using the faculty and infrastructure intended for DGS-approved maritime courses. Additionally, several Shipping companies & RPS (Recruitment and Placement Service) companies have highlighted the need for these “Non-DGS/Value-Added” courses to meet specific operational demands.

4. Whereas, to maintain clarity, “value-added courses” are defined as short-term certification programs between 30 to 60 hours in duration, aimed at enhancing skills beyond the mandatory STCW (Standards of Training, Certification, and Watchkeeping) curriculum. These courses fall under two categories:

- Courses based on non-mandatory IMO Model courses or specific equipment/engine manufacturer courses, conducted by MTIs offering “long-term” DGS-approved programs.

- Company-designed courses (required by shipping or management companies before seafarer deployment) conducted within the MTI's premises or by an MTI formally affiliated with the company.

5. Whereas, to prevent any negative impact on DGS-approved training, MTIs must comply with the following requirements when offering non-DGS approved courses:

- **Course and Certificate Naming:** Certificates must not reference "DGS approved" or suggest official DGS endorsement. Course titles must not mirror those of DGS-approved courses, except when derived from IMO Model course names.
- **Record-Keeping and Reporting:** MTIs must keep detailed records of all non-DGS approved courses offered, filing weekly reports via the e-Governance system. Whenever new MTI module will be implemented.
- **Permissible Institutes:** MTIs conducting "long-term" DGS-approved courses (e.g., Pre-Sea DNS, BSc Nautical Science, BE Marine Engineering, GME) may offer non-DGS approved courses.
- **Facilities Use Compliance:** Non-DGS approved courses must be conducted with clear premises demarcation, ensuring they do not interfere with DGS-approved training infrastructure or resources.
- The Directorate is currently revamping and developing a new MTI module, which will require all DGS-approved Maritime Training Institutes (MTIs) conducting non-DGS approved courses to upload detailed information about each course prior to the commencement of each batch. This mandatory reporting will enhance transparency and facilitate better monitoring of training activities conducted at MTIs.
- No institutes in India should conduct training of modular courses under the STCW convention without the approval of DG Shipping.

6. Whereas, any' breach of the above conditions will constitute a major non-conformity and may result in permanent withdrawal of the approval or as deemed appropriate by the Competent Authority.

7. Whereas, this circular supersedes the following: Training Circular;

- DGS Training Circular No. 23 of 2013 and its corrigendum dated 24.03.2014.
- Relevant clauses of DGS Orders No. 1 of 2003 and No. 2 of 2007.
- Part I, para 1.7 of DGS Order 05 of 2016.
- Part I, para 1.13 of DGS Order 07 of 2016 (dated 17.11.2016).

- Para 2.3 of DGS Training Circular 15 of 2018 (dated 08.05.2018).

8. Whereas, this circular takes immediate effect and is issued with the approval of the Director General of Shipping.

Annexure

This certificate is to confirm that [MTI Name] conducted the following Non-DGS Approved courses from [Address]:

Sr. No. Course Name Duration Approving Authority (if any)

(Deependra Singh Bisen)
Dy. Director General of Shipping (Training)

To:

1. All Maritime Training Institutes
2. All Principal Officers, MMD
3. NT, Engineering Wing
4. IT & E-gov. Branch.