



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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F. No. IWAI/HY.NINI/16/2020

11th June 2020

Sub: Organization of NINI, Patna - Reg.

1. National Inland Navigation Institute (NINI) located at Patna, Bihar has been imparting requisite training/skillsets for personnel engaged in the inland waterways sector. The present curriculum comprises of modular courses pertaining to Inland Waterways sector & pre-sea going Courses under the DG Shipping.

2. In order to streamline the activities at NINI, it is felt to provide strategic structure so that the activities of NINI could be streamlined and brought on par with similar institutes. Accordingly, three committees are being constituted for the purpose for giving strategic direction to functioning of NINI.

- A. Management Committee
- B. Administrative & Technical Committee
- C. Academic Advisory Committee

3. Management Committee:

The primary purpose of this committee is to provide guidance for overall activities of NINI. The committee would suggest and approve all activities for effective running of the institute, strategic plan for training, financial planning and execution, resource allocation & utilization and knowledge upgradation of trainers at NINI. The committee composition and its roles & responsibilities towards achieving the objectives are given below :

Composition

Chairman	Chairperson, IWAI
Member Secretary	Hydrographic Chief or person looking after NINI at HQ
Members	<ul style="list-style-type: none">(i) Vice Chairman, IWAI(ii) Member (Finance), IWAI(iii) O i/c NINI(iv) DG Shipping / Representative(v) Nominated Member, IRS(vi) Nominated Member, NAMAC(vii) Director KoPT or representative(viii) IWAI RO Patna/ Kolkata / Kochi (on a rotational basis for 2 years)(ix) VC, IMU / Representative(x) NTCPWC Representative(xi) CEO, GMB Representative(xii) Director, IWT, Assam/WB/Bihar (on a rotational basis for 2 years)

(A) Roles and Responsibility

- (i) Developing the strategic plan for overall development of NINI.
- (ii) Approve the Annual training & development plan and give direction on the policy matter.
- (iii) To approve annual Training Calendar, Annual budget and Annual activities of NINI.
- (iv) Providing guidance to training plans in accordance with best training methods, techniques and technology in use at both National International levels.
- (v) Approval of Recruitment proposal/Plan for HR.
- (vi) To ensure approved budget and funds are properly accounted.
- (vii) Providing guidelines and policies for financial planning and execution, resource allocation & utilization, training and knowledge upgradation of trainers.
- (viii) Ensuring proper utilization of budget and resources of the organization.
- (ix) Review performance of NINI in terms of strategic plan, objectives, financial and resource (human, infrastructure, training aids & practical training assets) utilization on half yearly/ yearly basis.
- (x) To ensure that clear goals and objectives of NINI are achieved.
- (xi) Final Authority on grievance redressal for staff of NINI.

(B) The quorum of the Management Committee will be considered complete on availability of one third of members outlined at sub-Para 3 above. In case of absence of Chairperson IWAI, Vice Chairperson will chair the meeting and in case both are absent, Member (F) will chair the meeting.

(C) The Management Committee may make not more than 3 Sub Committee at a time for any specific need or requirement. The report of sub committee will need approval of Management Committee before its recommendations are implemented.

4. **Administrative & Technical Committee**

This committee shall have the primary responsibility of preparing necessary plan /project/scheme and agenda related to core functions of organization and get it approved by management committee. The committee composition and its responsibilities are as follows: -

(A) **Composition**

Chairman - Hydrographic Chief or person looking after NINI at HQ

Member Secretary - Oi/c, NINI

Members

- (i) Director (Finance), IWAI
- (ii) Principal, NINI
- (iii) Representative, Bihar IWT
- (iv) R.O. Patna (Oi/c)
- (v) SO/ Academic Member NINI
- (vi) Two expert members on training/Navigation/
H.R on a rotational basis for 2 years.
(To be selected by Management Committee)
- (vii) Representative of CICMT, IIT Kharagpur

(B) **Roles and Responsibility**

- (i) Formulate Administrative & Training framework (Annual training & development plan, MoUs etc.) for the working of NINI.
- (ii) All works related to implementations of directions issued by the Management Committee.
- (iii) Lay down the administrative & training guidelines for the effective and competent training of personnel for all Inland Vessel Courses and for DG Shipping Approved Courses in accordance with regulations promulgated by DG Shipping for courses approved by DG Shipping.

- (iv) Review/suggest proposals of recruitment and maintaining effective HR.
- (v) To ensure full utilization of budget with respect to material, manpower, resource allocation and training aids and conduct of timely audit.
- (vi) Review all proposals including new course curriculum submitted by Academic Advisory Committee prior to approval of Management Committee.
- (vii) Coordinate activities with other training institutes in India & abroad.
- (viii) Coordinate with State Governments, Maritime boards, Shipping companies and all other stake holders to ensure adequate training strength at all times. Ensure that best employment opportunities are available to the trainees after passing out of NINI.
- (ix) Pass directions for necessary project/scheme formulation and agenda for Management Committee approval.
- (x) Take responsibility for financial planning and budgeting and get state of accounts prepared and audited end of year.

(C) The committee would meet once in a quarter. The Committee would be responsible for overall development of NINI.

(D) The quorum of the Administrative and Technical Committee will be considered complete on availability of one third of the members outlined at sub-para 4(A) above. In case of absence of Hydrographic Chief, Director (Finance) will chair the meeting. The committee may constitute not more than 2 sub committee at a time related audit, Training and Financial management with not more than 4 members. The report of sub committee will be approved by committee before any action is initiated.

5. Academic Advisory Committee

The committee have a task towards achieving excellence and to prepare proposals for change / introduction / updating of training curriculum and training aids in keeping with latest trends. The committee composition and its responsibilities are below.

(A) Composition

- | | | |
|------------------|---|---|
| Chairman | - | Hydrographic Chief or person looking after NINI at HQ |
| Member Secretary | - | Principal NINI |

- Members
- (i) Representative of Technical, Mechanical & Hydrographic, IWAI
 - (ii) Heads of Desk & Engine room faculty NINI
 - (iii) Representative, DG Shipping (Training Division)
 - (iv) Representative, IMU
 - (v) Representative, Bihar IWT
 - (vi) Representative CoP, Goa
 - (vii) Nominated Member, NHO
 - (viii) Representative from NSDC (Skill Council)
 - (ix) Representative of Barge owners / operator Association / Industry.
 - (x) Representative of CWC, New Delhi
 - (xi) Subject Matter Expert (SME) from World Bank

(B) Roles and Responsibility

- (i) Prepare training curriculum and lesson plans to conduct training at NINI.
- (ii) Maintaining all standards in training.
- (iii) Ensure suitability of infrastructure, training aids, training curriculum and training techniques. Ensure that all of these are in keeping with the latest technology in use Internationally & Nationally.
- (iv) Prepare proposals for change / introduction / updating training curriculum and training aids in keeping with latest trends.
- (v) Ensure training audit of the trainers / MTIs and recommend steps to improve / augment training staff.
- (vi) Recommend steps to ensure that the knowledge of instructors at NINI should be updated and in keeping with the latest technology and techniques.
- (vii) Promulgate career progression of the instructors at NINI.
- (viii) Ensure that the library at NINI is well stocked with books and publications on nautical subject.
- (ix) Formulate guidelines to encourage instructors/startups at NINI to carry out research on subjects related to IWT sector to recommend new techniques & technology in the sector.
- (x) Planning of workshop, conference on academic & IWT matters.
- (xi) Any other responsibility assigned by Management committee/ Administrative & Technical committee.

(C) The committee would meet at least once in two months and deliberate upon matters related to training etc.

(D) The quorum of the Academic Advisory Committee will be considered complete on availability of one third of the members outlined at sub-Para 5(A) above. The committee may make not more than two sub committee at a time to address a specific task or project identified. Such sub committee will not have more than three members and one staff. These sub-committees will report back with their recommendation and action and policy need to be approved by full committee.

6. This issues with the approval of Competent Authority of IWAI.


Colonel Manish Pathak
Secretary, IWAI

Addressed to: -

- (i) The Chief Hydrographer
- (ii) Director General Shipping
- (iii) Chairman, CWC, New Delhi
- (iv) Indian Registrar of Shipping
- (v) CEO, Gujarat Maritime Board
- (vi) Captain of Ports, Goa.
- (vii) Oi/C National Maritime Academy
- (viii) V.C, Indian Maritime University
- (ix) Director, IWT, Govt. of Bihar & Assam
- (x) Director (RO Patna/ Kolkata/ Kochi)
- (xi) Director KoPT
- (xii) Oi/C, NINI
- (xiii) Director (NSDC Skill council)
- (xiv) President (Barge Owner Association), Goa
- (xv) Director (NTCPWC)
- (xvi) Director (NAMAC)
- (xvii) Director, CICMT, IIT Kharagpur
- (xviii) World Bank

Internal

- i. PPS to Chairperson
- ii. PS to Vice Chairman
- iii. PA to Member (Finance)
- iv. PA to Member (Technical)
- v. PA to Member (Traffic & Logistics)
- vi. Chief Engineer (Technical)
- vii. Hydrographic Chief
- viii. All Committee Members of IWAI