
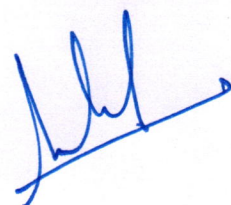


| DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF<br>SHIPPING, GOVT. OF INDIA, MUMBAI  |  |  |
|---|--|--|
|  | TRAINING BRANCH  | Ref : QMS 7.0<br>IS / ISO Clause No. 7.1 |
|   | <b>Conduct of maritime courses using<br/>Virtual classes / Live Video sessions</b> | File No.<br>TR/CIR/6(1)/2020             |
| Approved by :<br>Director General<br>of Shipping, GoI                             | DGS Circular No. : 19 of 2020  | Dated 18.05.2020                         |

1. Whereas the "Standards of Training, Certification and Watchkeeping for seafarers" (STCW) 1978 Convention as amended, requires maritime administration to control, monitor and supervise the Maritime Training Institutes (MTI) approved for conducting the maritime courses.
2. Whereas the said Convention also requires the maritime administration to approve the maritime courses conducted by Maritime Training Institutes.
3. Whereas the said Convention additionally required that the seafarers / candidates are imparted training and assessed for the stated competency.
4. Whereas the provision of distance learning and e-learning for training seafarers as contained in Section B-1/6 of STCW 1978, (as amended) allows for the training of seafarers by distance learning and e-learning in accordance with the standards of training and assessment set out in Section A-1/6 of the said Convention.
5. Whereas the maritime courses were suspended by the Directorate vide DGS Order No. 02 of 2020 dated 16 Mar 2020 and DGS Order No. 05 of 2020 dated 23 Mar 2020 respectively owing to the pandemic COVID 19. The pandemic COVID 19 has disrupted the delivery of training programs.
6. Whereas the Directorate vide DGS Training Circular No. 16 of 2020 dated 24 Apr 2020 issued Guidelines for conducting courses using Virtual Classes /





Live Video Sessions for the Theory / Lecture part of the curriculum and for seeking Readiness Confirmation from the MTIs, faculty and candidates.

7. Whereas a large number of training institute have expressed their readiness and willingness to resume and conduct courses through virtual classes/Live video sessions.
8. Having reviewed the prevailing circumstances with respect to the threat and spread of COVID 19, and having due regard to the Orders and Advisories issued by the Ministry of Home Affairs (MHA) and the Ministry of Health and Family Welfare (MoHWF), it has been decided that all the Maritime Training Institutes, will be permitted to conduct some of the courses through Virtual classes/Live video sessions as per Guidelines provided in Section B-I/6 of the STCW Code as amended.
9. The Maritime Training Institutes (MTIs) conducting long duration pre-sea courses and Competency courses for the Nautical and Engineering Discipline are hereby permitted to conduct the Theory/Lecture part of the curriculum of these courses through Virtual classes/Live video sessions subject to compliance with the following conditions:
  - 9.1. The approval for conducting maritime courses using Virtual Classes / Live Video sessions (VC / LVS) is granted only to the Maritime Training Institutes (MTI) already approved by the Directorate and only for the **Theory / Lecture** part of the curriculum. The Virtual classes can be conducted only for the courses intake capacity and the batch frequency already approved. These classes will first cover the batches whose training have got disrupted mid-way due to the suspension of classes.
  - 9.2. As and when the situation improves, the candidates will have to attend the remaining part of the course as applicable at the DGS approved Maritime Training Institute, where they have enrolled and from the MTI which has



uploaded their batch details on the E-Governance system of the DGS. Any training imparted to other unauthorized students shall not be counted for any purpose whatsoever.

- 9.3. The Theory/Lecture part of the curriculum would include faculty centred delivery explanation of concepts, methodologies, steps and calculations for numericals, etc. Tools such as smart board or similar, presentations, training videos and animation may be used during the Theory / Lecture session.
- 9.4. No pre-recorded lectures of the faculty will be allowed as a replacement for Virtual Classes/Live Video Sessions. However, the MTIs can make available, before or after the session, content / media as they deem appropriate that will make the Theory / Lecture class more effective.
- 9.5. The period when the maritime competency courses were suspended by the Directorate vide DGS Order No. 02 of 2020 dated 16 Mar 2020 and DGS Order No. 05 of 2020 dated 23 Mar 2020 respectively owing to the pandemic COVID 19 will be treated as “lost time/holidays” and will not be counted as part of the calculation for the duration of courses.
- 9.6. All MTIs must complete the Theory / Lecture part of the curriculum for their existing batches prior to starting a new batch. MTIs can utilize Saturdays and Holidays to make up for the lost time.

## **10 Requirements for conducting maritime courses using Virtual Classes / Live Video sessions (VC / LVS)**

### **10.1 General requirements**

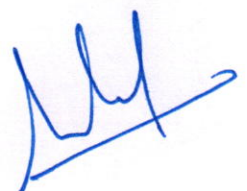
- 10.1.1 The MTIs shall ensure that the Virtual Classes / Live Video Sessions conducted for the theory / lecture part of the maritime course is suitable for the selected objectives and training tasks to meet the competence level of the subject covered.



- 10.1.2 The MTIs shall have clear and unambiguous instructions for the trainees to understand how the programme operates.
- 10.1.3 The MTIs shall ensure that the Virtual Classes / Live Video Sessions provide learning outcomes that meet all the requirements to provide the knowledge and proficiency of the subject.
- 10.1.4 The MTIs shall provide professional tutorial support through telephone, internet, video call or other digital means.
- 10.1.5 The MTIs shall advise students on the requirements for the Virtual Classes / Live Video Sessions with relation to safety and etiquettes to be followed.
- 10.1.6 The Virtual Class / Live Video Session should be provided in common information formats which offers flexible sharing of both the format and the data on world wide web / internet, etc.
- 10.1.7 The MTIs shall take due care to ensure the integrity and security of the systems that are being utilized.
- 10.1.8 The MTI shall be solely responsible for all matters related to Intellectual Property Rights (IPR) including protection of such property and any other property.

## **10.2 Digital Infrastructure requirements**

- 10.2.1 The MTIs shall ensure that the digital infrastructure meets the functional requirements for the conduct of Virtual Classes / Live Video Sessions.
- 10.2.2 The MTIs shall take due care that systems used should be secured from tampering and attempts to hack into the system.
- 10.2.3 The MTIs shall ensure availability of necessary technical support to conduct every class.
- 10.2.4 The MTIs shall set up every class with its unique Class or Session ID and password or equivalent system.



- 10.2.5** The MTI shall incorporate any recommendations / changes including but not limited to any of the IT Systems / Digital data, records submissions, processes, as deemed fit by the Directorate.

### **10.3 Quality Systems**

Each MTI shall formulate and issue / amend policies, guidelines, procedures including the Quality Systems for faculty and students for the conduct of Virtual Classes / Live Video Sessions. These shall also include in-class netiquette for Faculty and Students.

### **10.4 Capture, Transmission, Storage and Records**

- 10.4.1** Every class should be recorded and the stored videos should be maintained by the MTI for access by the students and the Directorate for the duration of the course and 1 year thereafter.
- 10.4.2** The digital system (admin) logs as generated by the Virtual Classes / Live Video Sessions should be compiled after every class. All such logs should be maintained and archived by the MTI for the duration of the course and 5 years thereafter.
- 10.4.3** All the capture, transmission and storage of data, records and submissions shall be automated. All records such as feedback, attendance, assessments, digital system logs, grievance redressal, etc. shall be maintained by the MTI in digital format.
- 10.4.4** The MTI shall also maintain digital records for all sessions taught (including breaks) per faculty mapped to the topic/course, all hours completed by the students with respect to the Theory/Lecture classes and faculty load matrix for a period of five years.





**10.4.5** The MTI shall maintain digital record of verification of documents, admission, and fee collection for students for enrolments.

**10.5 Feedback mechanism**

The MTI shall ensure that digital means is available for faculty and candidates to provide feedback for the conducted maritime course.

**10.6 Grievance Redressal**

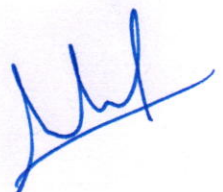
Existing procedures for Grievance Redressals (including those for Female seafarers) shall be followed.

**10.7** The Directorate will, on a continuous basis, analyze/examine the transmission and storage of data, records and submissions, including system logs, and other records such as feedback, attendance, assessments, digital system logs etc., for various purposes such authenticity/verification, level of digitalization, automation and standardization of processes of the IT system, VC/LVS system, etc.

**11 Training and Familiarization**

**11.1** The MTIs should organize a Training session for their Faculty on the netiquettes, use of technology and tools and techniques for better course delivery for these VC/LVS and should include a minimum of one practice session for each faculty which shall be peer reviewed by faculty and by representatives of industry associations. MTIs will maintain a digital record of all faculty training and review.

**11.2** A familiarization session should be held with all the students on Course netiquettes and decorum. MTIs will maintain a digital record of all student familiarization.





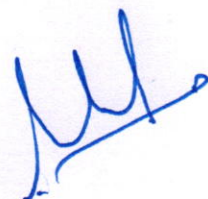
- 11.3** The MTI agrees that it shall have to undertake any course/ action related to the qualifications / certifications of the faculty engaged with the VC/LVS for the Theory/ Lecture part of the maritime courses as deemed fit by the Directorate.

## **12 Admission procedure**

- 12.1** The existing procedure of uploading batch details, etc. shall be strictly followed.
- 12.2** The MTI shall use digital methods for the verification of documents for students for enrolments. The MTI should keep a digital record of all such processes.
- 12.3** The MTI shall use digital methods for registration and fee collection for new enrolments. The MTI should keep a digital record of all such processes.

## **13 Conduct of maritime course using VC / LVS**

- 13.1** The MTIs shall be responsible to design/redesign the content, presentation material/content and methodology to make it effective for the digital medium and for better student engagement.
- 13.2** The MTIs shall send one dedicated class or session access link / invite to training-dgs@nic.in or a designated mail ID/link. This meeting access link / invite will be used for monitoring the class or session and may also be used by the Directorate or their designated officials to join the class or session with authorized status.
- 13.3** The MTIs shall only allow authorized persons to join the classes. MTIs shall not invite any others to the Virtual Class/Live Video Session other than those enrolled and approved to attend the course.





- 13.4** The MTI shall conduct only the Theory / Lecture part of the curriculum of the maritime competency course using the Virtual Class / Live Video Session. The number of hours to be dedicated for theory /lecture part of the curriculum is mentioned in the respective maritime course guidelines issued by the Directorate.
- 13.5** The duration of a maritime course in terms of number of days may be reasonably extended in order to comply with the requirement of number of hours specified for the Theory / Lecture part of the curriculum using VC/LVS for a maritime course.
- 13.6** The MTI shall conduct a maritime course using the Virtual Class / Live Video Session for a maximum period of six hours in a day. The MTI shall spread these six hours from 8 AM to 8 PM to provide for breaks for the faculty and the candidates. In any case, the duration of one lecture should not exceed 45 minutes without break.
- 13.7** The permanent or the visiting faculty shall be allowed to teach for a maximum of 24 hours in a week. However, the maximum number of teaching hours for a faculty shall not exceed 4 hours in a day.
- 13.8** Existing guidelines with respect to uploading time-table, attendance, certification, holidays, and those which are not specifically addressed in these guidelines shall remain applicable. The MTI shall ensure that student and faculty attendance is kept via the use of the 'live' video feed / audio feed that will be taken during every class or session. Evidence of such attendance shall be available/ stored by the MTIs for a period of 5 years. The Centralized Attendance System (CAS), when available in on-line mode, shall be used to authenticate the credentials of the candidate and faculty.
- 13.9** Due consideration shall be given to the students who face issues to access the VC/LVS due to internet access, interruptions, network congestion or bandwidth issues. All such interruptions should be logged by the MTI. The MTI shall have a provision for the students to access the recordings of the



Theory class and provide/ arrange for assistance to such candidates. The MTI shall maintain a digital record of the “missed time period” and the “catch up time period” for such students. The MTI shall ensure that the candidates are made aware of the attendance requirements for a maritime course.

- 13.10** The MTI shall use IT Systems of their own choice, for the conduct of Virtual Classes/ Live Video Sessions (VC/LVS). The MTI shall make available for verification, the digital records or any other records for access by the Directorate.

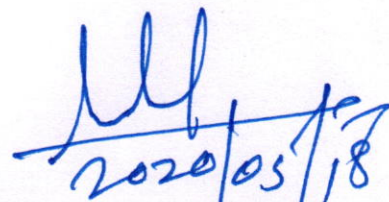
#### **14 Control measures**

- 14.1** The Maritime Training Institute should submit a DECLARATION as in Annexure II to this circular prior to starting virtual classes/live video sessions.
- 14.2** Any deviation from the stated requirements in this guideline, or any recommendations that are issued by the Directorate from time-to-time, shall be treated as major non-conformity and shall warrant strict disciplinary action. In case of doubt, the MTI is advised to seek clarification from the Directorate prior implementing.
- 14.3** Strict disciplinary action like immediate withdrawal of all granted approvals will be taken against the MTI if the MTI has falsified any records or misrepresented any facts.
- 14.4** Strict disciplinary action like blacklisting for a period up to five years may be initiated against Trustees, Principal and faculty for falsifying any records and issuing certificates without conducting the course.
- 14.5** Strict disciplinary action like cancellation of CDC, COC and INDOS number for a period up to five years may be initiated against candidates for claiming attendance through incorrect means and acquiring course certificate.





- 15 This Training Circular supersedes DGS Training Circular No. 16 of 2020 dated 24 Apr 2020.
- 16 This Training Circular enters in to force with immediate effect.
- 17 This issues with the approval of the Director General of Shipping, Govt. of India.



Handwritten signature of Ashish Wankhede in blue ink, with the date 2020/05/18 written below it.

[Ashish Wankhede]  
Deputy Director General of Shipping (Trg.)



## ANNEXURE-I

### DECLARATION OF THE MARITIME TRAINING INSTITUTE ON COMPLIANCE REQUIRED FOR CONDUCTING MARITIME COURSES USING VIRTUAL CLASSES / LIVE VIDEO SESSIONS

The MTI shall fully complete the checklist below and e-mail a scanned signed pdf copy to [training-dgs@nic.in](mailto:training-dgs@nic.in) before starting conduct of maritime courses using virtual classes / live video sessions.

#### Checklist

Name of MTI: \_\_\_\_\_

MTI Number: \_\_\_\_\_

| Item                 | Details  | Check for compliance (yes/no) |
|----------------------|--|-------------------------------|
| Digital Readiness    | MTI has completed the Digital Readiness Confirmation on the link <a href="http://220.156.188.183:443/mti">http://220.156.188.183:443/mti</a>                                     |                               |
|                      | MTI has asked its Faculty to complete the Digital Readiness Confirmation on the link <a href="http://220.156.188.183:443/faculty">http://220.156.188.183:443/faculty</a>         |                               |
|                      | MTI has asked its students to complete the Digital Readiness Confirmation on the link <a href="http://220.156.188.183:443/student">http://220.156.188.183:443/student</a>        |                               |
|                      | MTI confirms that its Faculty for conducting VC / LVS has access to a desktop / laptop or a suitable device with a camera and a broadband internet connection                    |                               |
| General requirements | MTI has ensured that the Virtual Classes / Live Video Sessions are suitable for the selected objectives and training tasks to meet the competence level for the subject covered. |                               |
|                      | MTI has designed/redesigned the content, presentation material/content and methodology to make it effective for the digital medium and for better student                        |                               |



| Item                                       | Details  | Check for compliance (yes/no) |
|--|--|-------------------------------|
|  | engagement.  |                               |
| Digital Infrastructure requirements        | MTI has Digital infrastructure that meets the functional requirements for the conduct of Virtual Classes/ Live Video Sessions (VC/LVS)   |                               |
|  | MTI has ensured that systems used are secured from tampering and attempts to hack into the system.   |                               |
|  | MTI shall ensure that only enrolled and approved authorized persons are allowed to join/ attend the Virtual Class/Live Video Sessions classes/sessions.  |                               |
|  | MTI has availability of necessary technical support to conduct every class.  |                               |
|  | MTI will ensure that all classes/sessions have their unique class or session ID and password or equivalent system.   |                               |
| Capture, Transmission, Storage and Records | <p>MTI will ensure that every class shall be recorded and the stored videos shall be maintained for access by the students and the Directorate for the duration of the course and 1 year thereafter.</p> <p>The digital system (admin) logs as generated by the Virtual Classes / Live Video Sessions should be compiled after every class and submitted to training-dgs@nic.in or a designated mail ID/link at the end of each day. All such logs should be maintained and archived by the MTI for the duration of the course and 5 years thereafter.</p> <p>All the capture, transmission and storage of data, records and submissions shall be automated. All records such as feedback, attendance, assessments, digital system logs, etc. shall be maintained by the MTI in digital format that is accessible by the Directorate</p> |                               |
|  | The MTI shall incorporate any recommendations/ changes including but not limited to any of the IT Systems/ Digital data, records submissions, processes, as  |                               |



| Item                                     | Details  | Check for compliance (yes/no) |
|--|--|-------------------------------|
|  | deemed fit by the Directorate.   |                               |
| Feedback mechanism                       | MTI shall ensure that digital means are available for faculty and candidates to provide feedback for the conducted maritime course.  |                               |
| Grievance Redressal                      | MTI shall ensure that existing procedures for Grievance Redressals (including those for Female seafarers) shall be in place.   |                               |
| Faculty Training                         | MTI shall ensure that a training session for Faculty on the netiquettes, use of technology and tools and techniques for better course delivery for VC/LVS to be conducted and should include a minimum of one practice session for each faculty which shall be peer reviewed by faculty and by representatives of industry associations. MTIs will maintain a digital record of all faculty training and review. |                               |
| Student Familiarisation (4.2)            | MTI shall ensure that a familiarization session should be held with all the students on course netiquettes and decorum. MTIs will maintain a digital record of all student familiarization.  |                               |
|  |  |                               |
| Admission procedure                      | MTI shall use digital methods for the verification of documents for students for enrolments. The MTI shall keep a digital record of all such processes.  |                               |
|  | MTI shall use digital methods for registration and fee collection for new enrolments. A digital record of all such processes shall be kept.  |                               |
| Conduct of maritime courses using VC/LVS | The MTI shall, at the time of grant of provisional approval, use IT Systems of their own choice, for the conduct of Virtual Classes/ Live Video Sessions (VC/LVS). The MTI shall make available for verification, the digital records or any other records for access by the Directorate.  |                               |



| Item                    | Details  | Check for compliance (yes/no) |
|-------------------------|--|-------------------------------|
|                         | MTIs are required to send one dedicated class or session access link/invite to <a href="mailto:training-dgs@nic.in">training-dgs@nic.in</a> or a designated mail ID/link. This meeting access link/invite will be used for monitoring the class or session and may also be used by the Directorate or their designated officials to join the class or session with authorised status   |                               |
|                         | MTI shall ensure that student and faculty attendance is kept via the use of the 'live' video feed / audio feed that will be taken during every class or session. Evidence of such attendance shall be available/ stored by the MTIs for a period of 5 years. The CAS system, when available in on-line mode, shall be used to authenticate the credentials of the candidate and faculty.   |                               |
| Submission of documents | MTI confirms that it will submit the following documents by 25 May 2020:<br>(i) Combined Faculty (full-time and visiting) Load Matrix for the courses planned to be conducted during the validity period of the provisional approval and List of courses for which the MTI is seeking provisional approval (To submit - please click on the link <a href="http://220.156.188.183:443/mti-faculty-load-matrix">http://220.156.188.183:443/mti-faculty-load-matrix</a> )<br>(ii) Detailed Teaching Syllabus from the MTI's latest audited QMS system (To submit - please click on the link <a href="http://220.156.188.183:443/mti-courses">http://220.156.188.183:443/mti-courses</a> ) |                               |
| Applicable Laws         | MTI shall abide by all applicable laws.  |                               |

Comments, if any:



List of the courses for which the MTI will be conducting virtual classes/live video sessions for the theory/lecture part of the curriculum:

[illegible]

I hereby declare that all the confirmations of compliance made in this checklist are true and complete. Any changes shall be informed to the Directorate immediately.

Signature of the Principal/Head of the MTI: \_\_\_\_\_

Name of Principal/Head of the MTI: \_\_\_\_\_

Date:

