



भारत सरकार / GOVERNMENT OF INDIA  
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

**DGS Order 28 of 2020**

**File No.20-16/4/2020-O/o TRG – DGS**

**Date: 01.10.2020**

**Subject: Re-Opening of Maritime Training Institutes for Practical Training under Controlled Conditions**

The Government of India, Ministry of Health & Family Welfare Directorate General of Health Services (EMR Division) has issued SOP dated 08.09.2020 enabling safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work. As far as skill or entrepreneurship training is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Taking all the above into cognizance, the Directorate has now decided to permit operation of post and pre-sea MTI based on a Risk assessment and Mitigation methodology detailed in “Standard Operating Procedures on Phase-wise unlocking of Training Activities at MTI to enable safe resumption of Training/Teaching activities’ attached as an annexure to this Order.

All Pre-Sea MTI can start conduct of practical training after compliance with necessary conditions detailed in attached SOP for Post Sea MTI, while Post-Sea can start preparation for opening of MTI in accordance with SOP for Post Sea MTI for conduct of practical/simulator training pending issuance of Addendum to DGS Order 20 of 2020 with necessary modifications.

Recognizing that the GOI has not permitted use of swimming pools, those part of all STCW Courses, which require a candidate to enter inside water are not permitted, and after satisfactory completion Three-Tier Mechanism of Training comprising of E-Learning, Virtual

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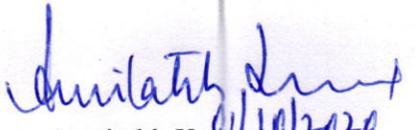
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Classes/Live Video Sessions/Remaining Practical at MTI and Exit exam, a candidate shall be issued course completion certificate valid for 18-months pending completion of remaining practical after opening of Swimming Pools after which the provisional certificate will be made a regular certificate for full period.

Recognizing the risk of visit to a Hospital mandatorily required for completion of Medicare Course, all Candidates after satisfactory completion Three-Tier Mechanism of Training comprising of E-Learning, Virtual Classes/Live Video Sessions/Remaining Practical at MTI and Exit exam shall be issued course completion certificate valid for 18-months pending visit to Hospital after risk is reduced, after which the provisional certificate will be made a regular certificate for full period.

  
(Amitabh Kumar)  
Director General of Shipping



**Standard Operating Procedures on Phase-wise unlocking of Training Activities at MTI to enable safe resumption of Training/Teaching activities**

- A. In pursuance to the Guidelines for phased Re-opening (Unlock-4) issued vide Government of India, Ministry of Home Affairs Order No. 40-3/2020/DM-I (A) dated 29.08.2020, the Directorate General of Shipping, Ministry of Shipping, Government of India issues the Standard Operating Procedures for Phase-wise unlocking of Training Activities to enable safe resumption of Training/Teaching activities at Maritime Training Institutes (MTIs). This SOP shall be subject to any further Orders/SOP/Guidelines issued by Ministry of Home Affairs, Government of India or/and any Order/SOP/Guidelines issued by the State Government/any concerned authority within the jurisdiction of which the Maritime Training Institute is located.
- B. Standard Operating Procedures: Pre-Sea Maritime Institutes**
1. **Generic Preventive Measures:** Refer to Ministry of Health & Family Welfare Directorate General of Health Services (EMR Division) SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work needs to be complied by all Maritime Training Institutes.
  2. MTI can enter into tie-up with other MTIs under an intimation to DGS for completion of practical's in case some students find it difficult to travel to remote locations,. However, this only to be done after ensuring that the MTI conducting practical on their behalf has followed all procedures laid down in this SOP and an Instructor from the MTI is in attendance during the period of training. Batch details uploading, Exit Exam and facial biometric attendance shall be responsibility of original MTI.
  3. The NTIs shall install Centralized Attendance System (CAS) in accordance with Training Circular 14 of 2020 dated 13.04.2020.
  4. **Planning and Scheduling of Activities:**
    - a) Ensure compliance with Paragraph 4.1b) of SOP issued by MoHFW.
    - b) **Re-structuring the Pre-Sea Course:**
      - (i) Each pre-sea MTI to re-work the syllabus in such a way that all elements of a course that can be delivered online are moved to this on-line format. This would preclude

practical elements/assessments such as workshop skills, laboratory and ship-in-campus training.

- (ii) The practical part of the course to be clubbed together along with the necessary theory required for proper understanding of this practical element for conduct of same at the MTI with physical presence of the students.
  - (iii) After above assessment, each MTI to generate a record of number of practical hours which remain outstanding to be completed by students for each course {GME, Marine Engineering, DNS, BSC (Nautical Science), ETO etc.) and stage of the course (1<sup>st</sup> year, 2<sup>nd</sup> Year etc.}. These practical hours should be those which would have been completed by April 2021 had the MTI being operational normally.
  - (iv) Each MTI should grade each batch of students for each course for preferential completion of practical's. This assessment to be based on the stage on which the course is, that is, students who would have passed out in 2020 under normal situation should be given first preference for completion of practical training.
  - (v) Records of such re-structuring with proper justification must be available for inspection at next CIP Audit/Inspection.
  - (vi) MTI can shift the theory portion normally taught in the 3<sup>rd</sup> and 2<sup>nd</sup> year to the 2<sup>nd</sup> and 1<sup>st</sup> year respectively and postpone practical for 1<sup>st</sup> and 2<sup>nd</sup> year students to utilize their time properly without the necessity of calling them to MTI for practical.
  - (vii) MTI are permitted to conduct practical classes 12-hrs a day including Saturday and Sunday and in single or two shifts. MTI to ensure that no practical, which is unsafe or involve demonstration inside mock-up/on a water front are conducted after it is dark. Proper cleaning and sanitization of laboratory/workshop and equipment shall be done between two shifts.
- c) **Assessment of Infrastructure:**
- (i) Each MTI to assess its infrastructure to calculate the number of students of a particular batch who could be called to MTI for practical's and based on the following:
    - Ensuring availability of infrastructure for compliance to requirements of Safe Stay at Hostels, guest houses and other residential complexes detailed in Paragraph 8 of the SOP issued by MoHFW prior deciding the number of students which shall be permitted at a time for residential conduct of practical aspects of a course.

- The number of students who can be imparted practical training at the same time in either laboratory, workshop, ship-in-campus etc. while maintaining social distancing norms of 6-feet. This to be based on the area of laboratory/ship-in-campus/workshop, utilization of any outdoor space by relocating equipment's, if possible, availability of required equipment's and availability of instructor/trainer and their maximum permitted teaching/instructing hours.
  - However, the number of students to be permitted in the Institute campus at any point of time shall be on the basis of infrastructure/hostel facility or 1/3<sup>rd</sup> of batch strength, whichever is less.
- (ii) Based on above assessment each MTI to draw out a schedule for completion of practical part of the course for each batch.
  - (iii) Prior start of practical, the MTI shall ensure that each candidate joins the MTI with a negative COVID-19, RT-PCR test report, carried out within 48 hours prior joining and the candidate stays in quarantine for a minimum period of 14-days. During the period of quarantine separate toilet seat shall be ensured to each candidate. After 14-day quarantine period, the MTI may relax the requirements after ensuring that candidates under quarantine do not mix with candidates who have come out of quarantine
  - (iv) All Candidates planning to join MTI should take all necessary precautions while travelling to join the MTI.

##### **5. Planning for opening of MTI for conduct of Practical Part of the Course**

- a) Ensure following guidelines detailed in the SOP issued by MoHFW are met:
  - (i) Paragraph 4.1a) regarding contactless attendance, sanitization of all areas, queue management, display of helpline numbers, air-conditioner/ventilation, use of gymnasiums, use of student lockers and Prominently display signage's, posters and standees must indicate the dos and don'ts for the staff and students
  - (ii) Paragraph 4.1c): Availability and Management of Supplies.
- b) Plan for all necessary employees to stay put in the Campus after due isolation and regular monitoring of their temperature and oxygen levels.
- c) As far as possible Instructors/Trainers to stay put in campus or come to the campus in their own vehicle.

- d) If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.
- e) Ensuring that full and part time staff have signed up to Argogya Setu Application.
- f) Availability of adequate provision of antibacterial hand-washes / soap in all toilet facilities at all times and regular sanitization of toilet facilities.

**6. Procedures after opening up of MTI:**

- a) Ensure compliance with following Paragraphs of the SOP issued by MoHFW and attached with this SOP:
  - (i) Precautions at entry point to MTI detailed in Paragraph 4.2a).
  - (ii) Paragraph 4.2b): Conduct of teaching activities in Class room: This is only applicable for those necessary part of class room training which is necessary for understanding the practical's and only when cannot be conducted virtually.
  - (iii) Paragraph 4.2c): Conduct of skill based training in workshops/laboratories
  - (iv) Paragraph 4.2d): Activities in common area – library, canteen, common rooms, gymnasium, etc.
  - (v) Paragraph 5: Hygiene and Sanitation.
  - (vi) Paragraph 6: Risk Communication
- b) Ensure that students do not enter the water in case any activity is planned in a water body. The practical part of any course which require student to inside water is not permitted.
- c) Any equipment where chemical products cannot be used it is either washed or steam cleaned after every use.
- d) Items such as breathing apparatus, fire-fighting PPE, immersion suits and coveralls to be washed and thoroughly dried after every use to reduce the risk of pathogens and infections. Further equipment such as Fire-Suits, immersion suits etc. to be put on by candidates after proper sanitization and after wearing full body PPE.
- e) High risk, smooth non-porous, surfaces where the virus can survive longer shall be frequently sanitized with 1% sodium hypochlorite solution. Such areas to be specially marked.
- f) Increased cleaning routines with specific instructions to daily disinfect all frequently touched surfaces.
- g) Instructions to nominated internal staff to clean down frequently touched areas throughout the day.
- h) No outsider is permitted in the Campus.
- i) Staggered comfort breaks to avoid any unnecessary large groups of individuals in the canteen allowing for additional cleaning between breaks.

- j) As far as possible all should wear gloves during their stay at Campus unless these create safety hazards while conduct of practical.
  - k) Ensure at-least 10-feet distance is maintained between any two persons in cafeteria and dining room.
  - l) Any hair-cutting saloon inside the campus to follow SOP for Hair-Cutting Salons and Parlours issued by various State Governments. Order No. NMMC/DM/651/2020 dated 27.06.2020 issued by NMMC, Maharashtra and SOP No. COM/HFW/PS/SOP/HC/2020-21 issued by Government of Karnataka and available at <https://covid19.karnataka.gov.in/storage/pdf-files/SOP%20for%20hair%20cut.pdf> is attached for reference.
7. **Contingency Procedures** to be prepared and kept ready in line with Paragraph 9(SOP to be followed in case a student/faculty/staff develops symptoms such as fever, cough, difficulty in breathing etc.) of the SOP issued by MoHFW:
8. **Monitoring and Records:** A responsible person to be nominated to ensure that all activities in the MTI are being conducted in accordance with this SOP and records are maintained to be verified at future inspections.

### C. POST SEA MARINE TIME INSTITUTES

#### 1. Planning and Scheduling of Activities:

- a) There are many post-sea courses which have both theoretical and practical part. For complete compliance to STCW Convention requirements, both the parts are required to be completed in full. All theory classes to be conducted using Virtual Classes/Live Video Sessions while candidate may be called to MTI only for practical classes.
- b) Each MTI approved for any Post-sea course to divide the said course/s into number of theoretical and practical hours to be completed respectively for completion of full course based on the course outline detailed in TEAP B manual.
- c) No batch shall commence practical without completion of theoretical portion of the course.
- d) Ensure that students do not enter the water in case any activity is planned in a water body. The practical part of any course which require student to inside water is not permitted.
- e) Based on the permitted on-line classes for 6 hrs/day/student and number of students permitted per on-line class, the number of days required to complete theoretical part to be calculated for each batch of a particular course.
- f) MTI shall be allowed to conduct practical's per day for only those number of students of a particular course or different courses as calculated based on  $1/3^{\text{rd}}$  of the students per batch from all courses being conducted every day under normal situation **or** the number of students based on an assessment on the below mentioned aspects, whichever is less.

- (i) Maritime Training Institutes are permitted to conduct practical classes' 12-hrs a day including Saturday and Sunday and in single or two shifts. MTI to ensure that no practical, which is unsafe or involve demonstration inside mock-up/on a water front etc. are conducted after it is dark. Proper cleaning and sanitization of laboratory/workshop and equipment shall be done between two shifts.
- (ii) Number of teaching hours/day/faculty permitted and number of trainers/instructors with the MTI.
- (iii) Ensuring a floor area of 4m<sup>2</sup> per person is available for working on equipment/work station.
- (iv) Wherever skill based training on equipment's, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in veranda, courtyard, shed, etc.
- (v) For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- (vi) Time taken to disinfect each equipment before each use.
- (vii) Time taken to disinfect any equipment where chemical products cannot be used and it is either washed or steam cleaned after every use.
- (viii) Time taken for items such as breathing apparatus, fire-fighting PPE, immersion suits and coveralls to be washed and thoroughly dried after every use to reduce the risk of pathogens and infection. Further equipment such as Fire-suits, immersion suits etc. are worn by candidates after wearing full body PPE.
- (ix) Area of MTI particularly common areas such as library, canteen, common rooms, gymnasium, etc. enabling maintenance of physical distancing of 6 feet at all times between students, trainers, instructors and employees.

2. **Declaration of Time Table:** Based on the above assessment, a time table of each course which a MTI plans to conduct to be published on its web-site for information and planning by each seafarer and shipping company.

3. **Planning for opening of MTI for conduct of Practical Part of the Course**

- a) MTI shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- b) No Hostel facilities shall be permitted unless all requirements pertaining to residential pre-sea courses for stay of students are complied with.
- c) **Generic Preventive Measures:** The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be

observed by all (faculty, employees, students and visitors) in these places at all times. These include:

- (iii) Physical distancing of at least 6 feet to be followed as far as feasible.
  - (iv) Use of face covers/masks to be made mandatory.
  - (v) Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
  - (vi) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
  - (vii) Self-monitoring of health by all and reporting any illness at the earliest.
  - (viii) Spitting shall be strictly prohibited.
  - (ix) Installation & use of Aarogya Setu App shall be advised wherever feasible
- d) Prior to resumption of activities, all work areas including workshops, laboratories, and other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- e) Instead of biometric attendance alternate arrangements for facial biometric attendance shall be made.
- f) For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- g) The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- h) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and  
Cross ventilation should be there.
- i) Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- j) Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- k) Swimming Pool (wherever applicable) shall remain closed. Training at any water body should not involve students going in the water.
- l) Prominently display signage, posters and standees must indicate the dos and don'ts for the staff and students.

**m) Availability and management of supplies:**

- (i) Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- (ii) Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- (iii) Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- (iv) Ensure availability of sufficient covered dustbins and trash cans
- (v) Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)).
- (vi) Housekeeping staff to be informed & trained about norms for waste management & disposal

**4. After opening of MTI:**

**a) At the entry point to MTI:**

- (i) Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- (ii) Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- (iii) Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises.
- (iv) If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health centre.
- (v) Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- (vi) Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- (vii) Entry of visitors should be strictly regulated/restricted.
- (viii) Availability of adequate provision of antibacterial hand-washes / soap in all toilet facilities at all times.
- (ix) Ensure that at-least 10-feet distance should be maintained between any two person in cafeteria and dining room

**b) Conduct of skill based training in workshops/laboratories:**

- (i) Any equipment where chemical products cannot be used it is either washed or steam cleaned after every use.

- (ii) Items such as breathing apparatus, fire-fighting PPE, immersion suits and coveralls to be washed and thoroughly sanitized and dried after every use to eliminate the risk of pathogens.
- (iii) As far as possible all should wear gloves during their stay at Campus unless these create safety hazards while conduct of practical.
- (iv) Ensure that student/trainer/staff sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/labs etc.
- (v) The faculty will ensure that they themselves as well as the student's wear masks throughout the conduct of the teaching activities.
- (vi) Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.

**c) Activities in common area – library, canteen, common rooms, gymnasium, etc:**

- (i) Physical distancing of 6 feet needs to be maintained.
- (ii) Person using the common areas need to use mask/face cover all the time.
- (iii) Canteens may remain closed as far as possible. Candidates/Faculty/Instructors/Staff should be advised to bring food and water from home.
- (iv) Wherever applicable, avoid cash transactions and e-wallets etc. may be promoted.

**d) Transportation to and from the institution:**

- (i) If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.
- (ii) Faculty, staff and Students should preferably come to MTI either in their own vehicle or MTI arranged vehicle.

**5. Hygiene and Sanitation:**

- a) Daily cleaning of the floors shall be taken up.
- b) Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- c) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- d) Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- e) Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

- f) Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.

**6. Risk Communication:**

- a) Create awareness to ensure the students do not gather when leaving the institute and in their free time.
- b) Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- c) If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

**7. Contingency Proceduresto be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing):**

- a) Place the ill person in a room or area where they are isolated from others.
- b) Inform parents/guardians as the case may be.
- c) Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- d) Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- e) A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- f) Disinfection of the premises to be taken up if the person is found positive.

**8. Monitoring and Records:** A responsible person to be nominated to ensure that all activities in the MTI are being conducted in accordance with this SOP and records are maintained to be verified at future inspections.

**9. Non Compliance:** MTI/Faculty/Student/Seafarer to note that the Directorate will work with a policy of zero tolerance for non-compliance to this SOP. MTI's may be subjected to unscheduled inspections and any non-compliance may lead to immediate closure of MTI and further punitive action. Similarly, non-compliance by Students may result in debarring the student from attending any course at any MTI for next 6-months.