



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

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आज़ादी का
अमृत महोत्सव

File No. 20-16/4/2020-O/o TRG-DGS (Comp. No.2101)

Date: 16.09.2022

DGS Circular No. 21 of 2022

Guidelines and infrastructure required for conduct of EXIT Exam

1. Whereas, the Directorate vide DGS Circular No. 17 of 2020 dated 24.04.2020 issued Guidelines for Online Exit Exam for DGS approved Modular Courses. Para 8.1 of the Circular 'Procedures to be followed by MTI' and Para 8.2 'Procedures to be followed by candidates' were issued.
2. Whereas, the Directorate vide DGS Order 20 of 2020 dated 03.08.2020 issued 'Standard Operating Procedure (SOP) and Instructions for MTI and Candidate on EXIT Examination'.
3. Whereas, as per Para 10 of DGS Order 20 of 2020 candidates were given instructions for smooth conduct of examination which stated "MTI shall ensure that following system requirements are available with the Candidate for smooth conduct of EXIT Examination:
 - RAM – Minimum 1 GB; Hard Disk – Minimum 250 GB
 - Processor – Dual Core or Higher (Preferred Intel i3/i5 processor)
 - Operating System – Windows 7/8/10 or Higher (Preferred 64 bit); IP Camera / Web Camera minimum Resolution 640 X 480 px (with Audio Mic Option)"
4. Whereas, the Directorate vide DGS Order No. 11 of 2022 dated 23.03.2022 at Part vii of Para 8 stated "*It is expected that the MTIs are having dedicated computer labs and required infrastructure as per the issued Guidelines. The MTIs have to arrange an examination hall, having sufficient number of computers/laptops with IP cameras. Computers/Laptops cameras are to be so arranged that multiple face detentions should be avoided during the exam. Examination Room/ Computer Lab should be well illuminated having one or two CCTV cameras for continuous recording. It is to further clarify that all the candidates have to appear for online Exit Exam from MTI premises on the last*

date of theory. In case, if candidate fails in his online Exit Exam, then for the next attempt he has to again appear from the same concerned MTI only."

5. All MTIs are further directed to arrange computers with inbuilt camera only. No movable or detachable Cameras are allowed to be used for Exit Examination.
6. Further, all MTIs are directed to install High resolution CCTV cameras capturing the entire examination hall with clear view of all examinee appearing for the online Exit Exam.
7. The recording of the entire examinations period shall be maintained for a minimum period of three years from the date of examination. All such videos may be verified by the Surveyors during inspection of the Institute.
8. Non observance or any deviation from the instructions in para 5 to 7 above shall be treated as a "Major non-conformity" and "Major- deficiency" and necessary action shall be initiated against MTI as per DGS Order 5 and DGS Order 7 of 2016.
9. This issues with the approval of the Director General of Shipping and Additional Secretary to the Government of India.


16/09/2022

(Dr. Pandurang K. Raut)

Deputy Director General of Shipping (Training)