
	<u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.: QMS - 7.0 Page 1	Sub: Requirements for implementing Centralized Attendance System (CAS).	No.TR/Cir./6(14)/2019
Approved by the Director General of Shipping.	Training Circular No. 14 of 2020	Date: 13th April, 2020

1. Whereas the Directorate is implementing e-governance for Maritime Training Institutes (MTI).
2. Whereas the Directorate has introduced Biometric Attendance System for recording attendance of Principal, Faculty, Instructors and candidates vide its Training Circular No. 04 of 2018 dated 23 / 01 / 2018. The biometric attendance systems for attendance was subsequently stopped vide DGS Training Circular No. 09 of 2020 dated 13 / 03 / 2020 owing to outbreak of COVID – 19 diseases.
3. Whereas the Biometric Attendance System was localized to MTI and required registration of the candidates.
4. The Directorate has now developed a Centralized Attendance System (CAS) for recording attendance of Principal, Faculty, Instructors and candidates.
 - 4.1. The system hardware requirements for utilizing the Centralized Attendance System are given in **Annexure** to this Training Circular.
 - 4.2. The software to utilize the CAS can be downloaded from following Link
<https://220.156.188.35/DGSA%20Attendance%20System%20Setup.zip>

- 4.3. In case of problem in installing the software, the MTI may contact the training branch / e-governance branch of the Directorate. A complete guide shall shortly be available at the DGS website also to take you through the installation procedure step by step.
5. All MTIs are required to make arrangements to install the CAS system as mentioned in Annexure to record attendance of Principal, Faculty, Instructors and candidates latest by 15 / 05 / 2020.
6. This Training Circular enters in to force with immediate effect.
7. This issues with the approval of the Director General of Shipping.


13 April 2020

(Deependra Singh Bisen)

Assistant Director General of Shipping [Training]

To

1. All the stakeholders through DGS website.
2. All DGS approved Maritime Training Institutes
3. All Mercantile Marine Department [MMDs]
4. Chief Surveyor & Chief Examiner of Engineers, DGS, GoI
5. Nautical Advisor and Chief Examiner of Master and Mates, DGS, GoI

Annexure – Centralized Attendance System requirements

1. Software Features –

- Attendance through looking into camera
- Detection of unique face image amidst the other natural components such as walls, backgrounds etc.
- Extraction of unique characteristic features of a face useful for face recognition.
- Detection of faces amongst other face characters such as beard, spectacles etc.
- Effective recognition of unique faces in a crowd (individual recognition in crowd).
- Automated update in the database without human intervention
- Enrolment options - through SID Data, INDOS data, excel Sheet or system form.
- Signature Storage on server
- Integration with certification system
- Attendance of variable height people

2. Operating Environment –

- A well-lit space.
- Camera will be mounted on the wall with live streaming and monitor display always on.
- Person intending to mark the attendance will be standing in front of camera. (Avoid crowding)
- Software will process the video for live face and match the face with existing database and hence the attendance of the person will be recorded and name of the person will be displayed on screen.

3. Hardware Requirement

1. Desktop computer – Technical specifications

Memory - 8 GB RAM or higher.

Hard Disk Drive - 50 GB or higher.

Keyboard and Mouse

(Operating systems - The software has been tested on Windows 8 and Windows 10)

2. Display Monitor for Result Display

14 inch or higher VGA monitor to be connected to the desktop

3. Web Camera specifications for image capture

USB Camera

Video Capture Resolution - Full HD 1080p (1920 x 1080 pixels or higher)

Still Image Sensor Resolution - 8 MP Image Resolution

Automatic low-light correction

Suggested models –

Logitech HD Webcam C615

Logitech C922 Pro Stream Webcam

Peoplelink Webcamera01

4. Internet Connection

5. Software to install - The software to utilize the CAS can be downloaded from the following Link

<https://220.156.188.35/DGSA%20Attendance%20System%20Setup.zip>

6. Number of stations for attendance –

Normally, one attendance station can handle attendance of 75-100 people within a span of 5-8 minutes. The Maritime Training Institutes may install

number of attendance systems depending on the expected number of candidates, faculty, staff, etc.

