
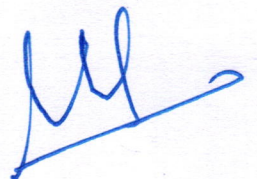
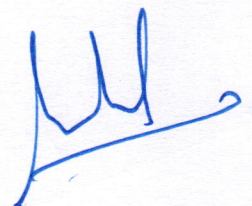


DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI		
	TRAINING BRANCH	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	Guidelines for Conducting maritime courses using virtual classes/Live Video Sessions	File No. TR/CIR/6(1)/2020
Approved by : Director General of Shipping, GoI	DGS Circular No. : 16 of 2020	Dated 24.04.2020

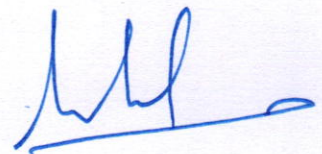
1. Whereas the "Standards of Training, Certification and Watchkeeping for seafarers" (STCW) 1978, Convention as amended, required maritime administration to control, monitor and supervise the Maritime Training Institutes (MTI) approved for conducting the maritime courses.
2. Whereas the said Convention also required 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 such as basic, modular and competency courses and pre-sea training 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 intends to allow the students and the seafaring community at large to continue/engage with their approved maritime education and training programs.
7. Taking cognizance of the above, the DGS has reformed and continues to reform processes using Digital technologies for the training, examination and certification of seafarers. These reforms are consistent with national objectives and programmes.
 - 7.1. The DGS has initiated the process of approving the use of Digital technologies for the conduct of all approved maritime courses by existing approved MTIs.
 - 7.2. The DGS encourages the use of Digital technologies for Virtual Classes/ Live Video Sessions to be conducted. It is also imperative that the controls and procedures that currently exist are adhered to.
 - 7.3. Administrative requirements, as outlined in Part 4 of the Training Manual (2018) will be modified to allow for Digital verification of processes (CAS authentication or equivalent approved authentication, Digital Signature and other approved Digital methods) for the purposes of eligibility, authentication, attendance, documentation and certification (to minimize physical contact/interaction for activities such as submission and handover of certificates and similar).
 - 7.4. The MTIs that intend to conduct Virtual Classes/ Live Video Sessions should express their interest and demonstrate their ability to communicate with their Faculty and Students and confirm their basic Digital readiness (Connectivity, and adequate IT infrastructure availability with MTI, MTI's Faculty and Students to conduct such classes) through the Digital submission process as outlined in Annexure - 1.
 - 7.5. The Directorate has provided guidelines, in Annexure - 2, for the use of Digital technologies for Virtual Classes/ Live Video Sessions to cover the Theory/Lecture part of the maritime courses.

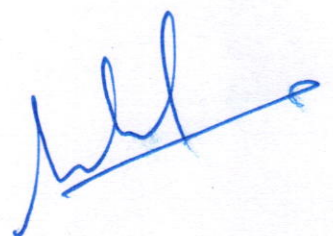


- 7.6. The Directorate will, in due course, issue guidelines to cover other aspects, including those related to (i) qualifications of faculty / instructors, supervisors & assessors, (ii) monitoring and compliance, (iii) assessment, (iv) certification (v) virtual enablement of practical/ simulation components of courses, (vi) course specific requirements, if any, and (vii) any other requirements subsequently.
- 7.7. On completion of the submissions and guidelines as outlined in Annexure - 1 and Annexure - 2, MTIs will receive an intimation/ instruction for the provisional approval of continuation of courses for enrolled students and commencement of new courses using Virtual Classes/Live Video Sessions. The Directorate will, in due course, issue procedures for obtaining the formal approval for the conduct of maritime courses using Virtual Classes/Live Video Sessions.
8. This Training Circular enters in to force with immediate effect.
9. This issues with the approval of the Director General of Shipping, Govt. of India.



[Ashish Wankhede]

Deputy Director General of Shipping



Annexure - 1 - MTI Digital Readiness Confirmation

To assess the state of readiness of MTIs, their faculty and students for conducting maritime courses using Virtual Classes / Live Video Sessions, and to standardize the digital platform and processes the following steps are to be undertaken:

1. MTIs will access this link (<http://220.156.188.183:443/>) for the following forms for Digital Readiness Confirmation:

Form 1 – for MTI: (QSP/DR/CF/MTI/001/v1.0)

Each MTI will require a separate form to be completed.

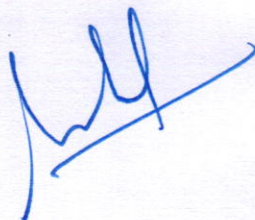
Form 2 for Faculty: (QSP/DR/CF/FAC/002/v1.0)

MTIs to share the link and ensure that their associated Faculty members complete this form.

Form 3 – for Students / Candidates: (QSP/DR/CF/STU/003/v1.0)

MTIs to share the link and ensure their students complete this form.

2. The MTIs can contact the e-mail address training-dgs@nic.in for any issues or queries.
3. MTIs should ensure that their Administrators, faculty members and students should complete the process as soon as possible and latest by **Monday, 27 April 2020.**



Annexure - 2 - Guidelines for conducting Virtual Classes/ Live Video Sessions

1. This Annexure provides the overall Guidelines for the MTI.
2. These guidelines address the use of Digital technologies for Virtual Classes/ Live Video Sessions for the **Theory/Lecture** part of the curriculum. Other aspects will be addressed subsequently.

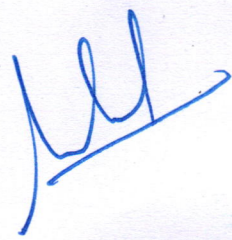
3. **Guidance for the conduct of Virtual Classes/ Live Video Sessions**

3.1. **Applicability:**

This is applicable to DGS approved MTIs and for the maritime courses for which they are approved by the DGS. All terms of approval shall remain unchanged including the approved duration, intake capacity (candidates / batch), frequency of batches (batches / year) and course schedule.

3.2. **Programmes:**

1. The MTIs to ensure 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.
2. The MTIs shall have clear and unambiguous instructions for the trainees to understand how the programme operates.
3. The MTIs shall ensure that the Virtual Classes/ Live Video Sessions provide learning outcomes that meet all the requirements to provide the underpinning knowledge and proficiency of the subject.
4. The MTIs shall ensure that ensure that the Virtual Classes/ Live Video Sessions are structured in a way that enables the trainee to systematically reflect on what has been learnt through both self-assessment and tutor-marked assignments.



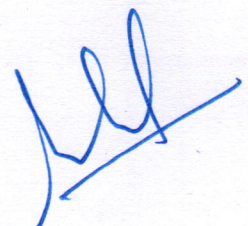
5. The MTIs shall provide professional tutorial support through telephone, internet, video call or other digital means.
6. The MTIs shall advise students on the requirements for the Virtual Classes/ Live Video Sessions with relation to safety and etiquettes to be followed.
7. The MTIs shall use digital methods that are extensible, may be shared securely and yet accessible in a flexible way.
8. The MTIs shall take due care to ensure the integrity and security of the systems that are being utilized.

3.3. **Content and Delivery:**

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.
2. The MTIs shall have peer reviews of faculty practice sessions prior to going live with the students and suitably document the same.
3. The MTIs shall have the flexibility for scheduling the timing of the virtual classes, however, the total number of hours for the course should be as per the approved course guidelines.

3.4. **Digital Infrastructure:**

1. The MTIs shall ensure that the Digital infrastructure meets the functional requirements for the conduct of Virtual Classes/Live Video Sessions.
2. The MTIs shall take due care that systems used should be secured from tampering and attempts to hack into the system.
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.



4. The MTIs shall ensure availability of necessary technical support to conduct every class.
5. The MTIs shall set up every class with its unique Class or Meeting ID and password or equivalent system.
6. Provisional IT Systems requirements will be provided on completion of Digital Readiness assessment as per Annexure - 1.

3.5. **Quality Systems:**

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

3.6. **Dedicated access link:**

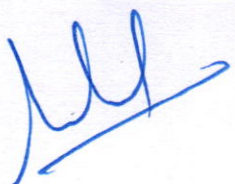
The MTIs are required to send one dedicated meeting access link/invite to training-dgs@nic.in or a designated mail ID/link. This meeting access link/invite will be used for monitoring the class and may also be used by the Directorate officials to join the meeting/class.

3.7. **Attendance:**

Student attendance via the use of the students' video feed / live picture/ snapshot or other digital identification such as iris, voice, etc. will be taken during every class. 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.

3.8. **Feedback mechanism:**

Through the use of digital means, a mechanism shall be in place for:
(i) Feedback by the faculty/tutor: to provide feedback on every student assignment.



(ii) Submissions by the Student: on self- assessments and faculty/tutor marked assignments at the end of every course.

All such records for (i) and (ii) above shall be maintained by the MTI for the duration of the course and for a period of 5 years after the completion of the course.

3.9. **Grievance Redressal:**

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

3.10. **Transmission, Storage and Records:**

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.

2. 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.

3. All the 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.

3.11. **IPR:**

The MTI is solely responsible for all matters related to Intellectual Property including protection of such property and any other Property.

