

Training Circular No. 14 of 2004

No: 11-TR(36)/2003

Dated: March 22, 2004

Sub: Guidelines - Chief Mate NCV (Phase I) Course

Maritime safety and efficiency is of utmost concern to the Directorate General of Shipping(DGS), the constituted authority of the Government of India for all maritime affairs.

It was noticed that some training institutes barely met the minimum standards set by the Directorate, while other provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all, old guidelines were revised and new ones formulated. This was done by the DGS in consultation with the training institutes and employers (shipowners and manning agencies). Draft guidelines were displayed on the website of the DGS and comments invited from interested parties, regardless of the position or office held.

Meetings of interested parties were held and modification made to the draft guidelines. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable. The final guidelines for [Chief Mate NCV \(Phase I\)](#) Course is attached herewith.

It is expected that training institutes would follow these guidelines in letter and spirit.

The above guidelines shall come into force w.e.f. 01.05.2004.

This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Government of India.

Sd/-

(Naresh Salecha)

Sr.Dy. Director General of Shipping

GUIDELINES FOR THE CONDUCT OF

CHIEF MATE (PHASE II) COURSE

ISSUED BY

THE DIRECTORATE GENERAL OF SHIPPING

To avoid unnecessary repetition, reference has been made herein to DGS Order no: 1 of 2003 (Guidelines for the conduct of Pre-Sea Training courses for Merchant Navy) wherever appropriate.

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Revalidation course for Masters & Deck Officers

1. BASIC DETAILS OF THE COURSE
 1. Aims:
 2. This course covers part of the education and training required under Regulation II/2 and aims to meet the standards of competence specified in Section A-II/2 of the STCW 95. Appendix M-II/2A of META Manual Vol. II and IMO Model course 7.01 should be used in the preparation of material for this course.Objectives:
 3. The objectives of this course are to prepare a student to appear for the examinations of Phase II of the Certificate of Competency as Chief Mate of a Foreign going Ship.Application:
2. Compliance with these guidelines shall be mandatory for all institutes from 1st May 2004.
3. APPROVALS
4. Only those institutions that have satisfactorily conducted the Second Mate FG course for at least a year shall be eligible for approval to conduct this course.QUALIFICATION AND ELIGIBILITY OF CANDIDATES
 1. Entry Standards:
 2. Comply with the eligibility criteria specified in Rule 14(2) (i) & (ii) of M.S. (STCW) Rules 1998 and Section M-II/2 of META Manual Vol. I, as amended from time to time (Refer to MS Notices 10 of 1998 and 2 of 1999).Required Attendance:
 3. The minimum attendance required shall normally be 90%. However, in exceptional cases, the head of the institution may accept attendance of 75% and above, if he is satisfied that the reasons for reduction from 90% are genuine and that the student's performance in the course has been good. The institute shall keep proper records of such cases and intimate Chairman of respective Academic Council. On successful completion of the course, a student will be issued a certificate, by the training institution, as per Annexure 2. Students falling short of the required attendance, or unsuccessful in their Internal Assessment Tests, must

not be given this certificate or any similar certificate that could be mistaken for such a certificate. Course intake limitations:

5. The number of students should not exceed 40 per class and they shall be subjected to adequate supervision and internal assessment.

For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 8 students per instructor.

6. INFRASTRUCTURE REQUIREMENT

7. Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, faculty room, study environment and teaching equipment are to be provided as per DGS order 1 of 2003.

The institute shall have a library-cum-reading room of not less than 36m² in area.

Library books to include books as contained in Annexure 1. COURSE DETAILS

8. Course duration: 12 weeks.

Course outline: As per Appendix M-II/2 A of META Manual Vol. II.

Detailed teaching syllabus: As per Appendix M-II/2 A of META Manual Vol. II. HOLIDAYS

9. Sundays shall be holidays.

Independence Day and Republic Day shall be compulsory holidays.

Students shall normally enjoy the holidays observed by the Govt of the state in which the institute is located. FACULTY REQUIREMENT

1. Qualifications and experience of Course " in " charge

2. Certificate of Competency, issued or recognised by the Government of India, as Master of a Foreign Going Ship

And

At least 5 years service on Merchant ships

and

At least one year in the rank of Master and experience as a regular (full time) faculty member of at least four years in Competency Courses of which at least two year must have been at Management level.

Or

One year as Chief Officer and experience as a regular (full time) faculty member of at least five years in Competency Courses of which at least two years must have been at Management level.

or

Extra Master Certificate. Qualifications and experience of faculty members

3. Certificate of competency, issued or recognised by the Government of India, as Master of a Foreign Going Ship

and

At least 5 years service on Merchant ships

and

At least one year in the rank of Master and experience as a regular (full time) faculty member of at least three years of which at least one year must have been at Management level.

or

One year as Chief Officer and experience as a regular (full time) faculty member of at least four years of which at least one year must have been at Management level. Extra Master Certificate.

In lieu of the above, a person with specialisation & 5 years experience in the field related to the lecture. Visiting faculty members:

4. The qualifications of the visiting faculty should be same as that of regular faculty. Age Limit
10. As DGS order No. 1 of 2003
11. FACULTY / INSTRUCTOR STRENGTH
12. For a class (maximum 40 students), not less than two Master Mariners (including the course in-charge) shall be the regular (full time) faculty. However, in cases where Institute is also conducting other courses that require Master Mariner faculty, one Master Mariner (including the course in-charge) on regular (full time) basis will suffice provided at least two Master Mariners on regular basis form the faculty for this course. Additional faculty members may be on regular (full-time) or on visiting (part time) basis.
This being a specialised course for the revalidation of certificates of Masters and Mates, expert faculty on visiting basis should be encouraged.
- COURSE DURATION
13. A total of 360 hours of lectures, practical training and internal assessment
- ASSESSMENT
14. The institute shall carry out two written internal assessments, one of which should be conducted mid way during the course and the other, near the end of the course.
- QUALITY STANDARDS
15. As per DGS Order no: 1 of 2003.
- INSPECTIONS
16. As per DGS Order no: 1 of 2003.
- FEES TO GOVT.
17. As per DGS Order no: 1 of 2003.
- Annexure 1 ' List of library books.

ANNEXURE '1

LIBRARY BOOKS, PUBLICATIONS, ETC. TO INCLUDE:

1. STCW'95
2. IMO Model Course 7.01
3. Solas 1974
4. Marpol 73/78
5. IMO Load Line Rules 1966
6. IMO LSA Code
7. Colregs 1972
8. IAMSAR Vol III
9. ICS Bridge Procedures Guide
10. The Shiphandler's Guide By R.W. Rowe
11. Code Of Safe Practices For Merchant Seamen
12. DGS Orders, Circulars And MS Notices
13. META Manual Vol. I And II
14. International Safety Guide For Oil Tankers & Terminals (ISGOTT)
15. Admiralty Manual Of Seamanship
16. Admiralty Manual of Navigation
17. The Theory & Practice of Seamanship By Danton
18. Nautical Watchkeeping By Capt. H. Subramaniam
19. Ship Board Operations By H.I. Lavery
20. Stability, Trim and Cargo Calculations on MV Hindship And Oil Tankers by Joseph Aand Rewari
21. Ship Stability Volumes I, II & III by Capt. H. Subramaniam
22. Ship Stability By D.R. Derret
23. Merchant Ship Construction By D.A. Taylor
24. Ship Construction By D.J. Evers
25. Ship Construction Notes By Kemp and Young

26. Ship Construction By Capt. Edrich Fernandes
27. Safety, Emergency And Environmental Protection By Errol Fernandes
28. Practical Navigation By Capt. H. Subramaniam
29. Shipborne Radar & ARPA By Capt. H. Subramaniam
30. Arpa By A. Bole
31. Radar & Electronic Navigation By G.J. Sonnenberg
32. Bridge Equipment By Edrich Fernandes
33. Ship's Magnetism & Magnetic Compass By Merrifield
34. Ship's Magnetic Compass By Joseph & Rewari
35. Marine Gyro Compass By Frost & Grant
36. Bridge Equipment By Capt. A. G. Bhatia
37. Marine Meteorology By Capt H. Subramaniam
38. Basic Marine Engine Reeds Series
39. Introduction to Marine Engineering By D.A. Taylor
40. Engineering Knowledge for Deck Officers by J K Dhar
41. Business And Law for the Shipmaster By F.N. Hopkins
42. Indian Merchant Shipping Act
43. TECHNICAL EQUIPMENT TO INCLUDE:
 1. Magnetic Compass in a Binnacle with correctors
 2. Gyro Compass (Not necessarily operational)
 3. Marine sextant.

ANNEXURE ' 2

CHIEF MATE (F.G.) PHASE II COURSE

Forms of Certificate to be issued

Name of the Institution

Full postal address

Phone, Fax, E-mail Address

ATTENDANCE CERTIFICATE

This is to certify that Mr. _____, date of birth _____ C.D.C. No.* _____ P.P. No: _____ of (issuing country) _____ Indian National Database of seafarers (INDos) No: _____ was a student of this college for the Chief Mate (FG) Phase II Course from _____ to _____.

His attendance during the above period and his performance in Internal Assessment Tests was satisfactory.

His name is at Sr. No. _____ in the consolidated list of students of this course sent to the Chief Examiner of Masters and Mates, MMD Mumbai, MMD Calcutta and MMD Chennai, vide letter No. _____ dated _____.

Signature of Student Date of issue and seal of institute Signature & name of Course Officer/HOD Signature & name of Head of the Institution or Authorized person

* Indian Nationals must fill in only Indian C.D.C. No.

