

Guidelines - Master (FG) - Advanced Shipboard Management

Training Circular No. 19 of 2004

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Sub: Guidelines - Master (FG) - Advanced Shipboard Management

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 [Master \(FG\) Advanced Shipboard Management Course](#) is attached herewith.

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

MASTER F.G.

(ADVANCED SHIPBOARD MANAGEMENT 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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Master FG (Advanced Shipboard Management) Course

1. BASIC DETAILS OF THE COURSE

i. Aims:

The aims of this course are to prepare a student to appear for the examinations of Certificate of Competency as Master of a Foreign going Ship.

ii. Objectives:

This course covers the contents of Appendix M-II/3A of META Manual Vol. II.

iii. Application:

Compliance with these guidelines shall be mandatory for all institutes from 1st May 2004.

2. APPROVALS

Only those institutes that have satisfactorily conducted the Chief Mate Phase I & II courses for over a year are eligible to conduct this course.

3. QUALIFICATION AND ELIGIBILITY OF CANDIDATES

1. Entry Standards:

Comply with the eligibility criteria specified in Rule 15 (2) (i) & (ii) of M.S. (STCW) Rules 1998 and Section M-II/3 of META Manual Vol. I. (Refer to MS Notices 10 of 1998 and 2 of 1999).

2. Required Attendance:

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.

3. Course intake limitations:

the number of students should not exceed 40 per class.

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.

4. INFRASTRUCTURE REQUIREMENT

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.

5. COURSE DETAILS

Course duration: 4 weeks.

Course outline: As per Appendix M-II/3A of META Manual Vol. II.

Detailed teaching syllabus: As per Appendix M-II/3A of META Manual Vol. II

6. HOLIDAYS

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.

7. FACULTY REQUIREMENT

i. Qualifications and experience of Course " in " charge

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.

ii. Qualifications and experience of faculty members

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.

iii. Visiting faculty members:

The qualifications of the visiting faculty should be same as that of regular faculty.

iv. Age Limit

As DGS order No. 1 of 2003

8. FACULTY / INSTRUCTOR STRENGTH

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.

A minimum of 50% of the lectures on the weekly timetable shall be delivered by regular (full time) faculty members may be on full-time or on visiting (part time) basis.

Additional faculty members may be on full-time or on visiting (part time) basis.

9. COURSE DURATION

A total of 120 hours of lectures and internal assessment.

10. ASSESSMENT

The institute shall carry out written internal assessment near the end of the course.

11. QUALITY STANDARDS

As per DGS Order no: 1 of 2003.

12. INSPECTIONS

As per DGS Order no: 1 of 2003.

13. FEES TO GOVT.

As per DGS Order no: 1 of 2003.

14. 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

TECHNICAL EQUIPMENT TO INCLUDE:

ANNEXURE ' 2

Master F.G. (ASM) 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
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* Indian Nationals must fill in only Indian C.D.C. No.