

## **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**

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**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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## **Chief Mate (Phase II) Course**

### **1. BASIC DETAILS OF THE COURSE**

#### 1.1. Aims:

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.

#### 1.2. Objectives:

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.

#### 1.3. Application:

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

### **2. APPROVALS**

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.

### **3. QUALIFICATION & ELIGIBILITY OF STUDENTS**

#### 3.1. Entry Standards:

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).

#### 3.2. 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.

#### 3.3. Course intake limitations:

- 3.3.1. The number of students should not exceed 40 per class and they shall be subjected to adequate supervision and internal assessment.
- 3.3.2. 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**

- 4.1. 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.
- 4.2. The institute shall have a library-cum-reading room of not less than 36m<sup>2</sup> in area.
- 4.3. List of library books and equipment to include the items contained in **Annexure 1**.

#### **5. COURSE DETAILS**

- 5.1. Course duration: 12 weeks.
- 5.2. Course outline: As per Appendix M-II/2 A of META Manual Vol. II.
- 5.3. Detailed teaching syllabus: As per Appendix M-II/2 A of META Manual Vol. II.

#### **6. HOLIDAYS**

- 6.1. Sundays shall be holidays.
- 6.2. Independence Day and Republic Day shall be compulsory holidays.
- 6.3. Students shall normally enjoy the holidays observed by the Govt of the state in which the institute is located.

#### **7. FACULTY REQUIREMENT**

- 7.1. Qualifications and experience of course in charge:
  - 7.1.1. Certificate of Competency, issued or recognised by the Government of India, as Master of a Foreign Going Ship  
and
  - 7.1.2. At least 5 years service on Merchant ships  
and
  - 7.1.3. At least one year in the rank of Master and experience as a regular (full time) faculty member for at least three years of which at least one year at Management level Competency Courses and two years at Operational level Competency courses..

or

One year as Chief Officer and experience as a regular (full time) faculty member for at least four years of which at least one year at Management level Competency Courses and three years at Operational level Competency courses.

or

Extra Master Certificate.

## 7.2. Qualifications and experience of faculty members:

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

and

7.2.2. At least 5 years service on Merchant ships

and

7.2.3. At least one year in the rank of Master and experience as a regular (full time) faculty member of at least two years at Operational level Competency courses.

or

One year as Chief Officer and experience as a regular (full time) faculty member of at least three years at Operational level Competency courses.

or

Extra Master Certificate.

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

## 7.3. Training of Trainers & Assessors Course:

As per DGS Order no: 1 of 2003.

## 7.4. Visiting faculty members:

Qualifications and experience of visiting faculty members should be the same as that of regular faculty.

## 7.5. Age limit for regular faculty members:

As per DGS Order no: 1 of 2003.

## 8. FACULTY STRENGTH

1.1. 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.

8.1 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.

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

## **9 COURSE DURATION**

A total of 360 hours of lectures, practical training and internal assessment.

## **10 ASSESSMENT**

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.

## **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.

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**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:**

1. Magnetic Compass in a Binnacle with correctors
2. Gyro Compass (Not necessarily operational)
3. Marine sextant.



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.