



Seaskills Maritime Academy

Student Code of Conduct – for online class

Dated: 10.05.2020

Student Code of conduct/ Netiquette

To make online training effective and a pleasant experience for the students, faculties and the Management, the students are expected to adhere to the following code of conduct / netiquette.

I. Dress code:

Candidates are requested to be dressed properly with a presentable attire while attending online classes. **Collarless T- Shirts / banians not permitted**. The entire online class sessions are recorded and shall be telecast on YouTube / social media as decided by the Management from time to time. The entire video sessions are subject to review by the authorities of DG Shipping / MMD Surveyors.

II. Punctuality

- Candidates are requested to **log-in to online classes on time**. Within five (5) minutes after the scheduled starting of the class, attendance will be taken by the faculty and then the class room will be locked. **Candidates coming after this time is considered to be absent for that session**. It is advisable to log in a few minutes before the actual start time and make sure that the internet connection is proper.
- Candidates to **log in only from the registered email id** given by them in their application forms and shall use their **name** (As required in the certificate and **INDOS number**) which will **appear on the screen** for the faculties to identify the candidates.
- The faculties shall call out the name of the candidates and verify with the picture of the candidates and his name and INDOS number with the approved attendance register available with him.



Seaskills Maritime Academy

Student Code of Conduct – for online class

- Any malpractice / proxy to circumvent the system shall be considered as a serious breach of code of conduct and the candidate shall be expelled from the Institute and same reported to DG Shipping / MMD for further action.

III. Audio visual ambience / presentation by the candidates

- Candidates to set aside a calm and quiet place at home for attending the online lectures
- Candidates to be facing the light and preferably have a mic / headphone
- An exclusive study table and chair to be allocated for this purpose (Sitting on the day room sofa / dining table / sleeping on bed / attending classes while travelling etc., will not be accepted and the candidate will be removed from the classroom and attendance will not be given.
- Candidates to keep a pen and notebook handy to take down notes of the lecturer
- Videos shall be kept on at all times throughout the lecture
- Audio should be muted to avoid any background noise. Candidates can unmute to talk and can mute themselves again to avoid disturbance to the class.
- All candidates are to ensure that the surrounding area under camera coverage is presentable. Candidates may use virtual backgrounds for this purpose.
- Ensure that no banned books, pictures, articles etc., coming under camera coverage.



Seaskills Maritime Academy

Student Code of Conduct – for online class

IV. Etiquettes during the online class

- Official language of communication is English.
- Candidates are strictly prohibited discussing any controversial topics in the class such as political, religious or any other socially sensitive topics.
- Candidates should not discuss / comment / criticize any other Maritime Training Institute/s, faculties, staff associated with the Institutes / Administration / MMD etc.
- Candidates to ensure that their **mobile phones / TV / other devices are muted and shall not use them during the lectures.**
- Candidates shall ensure a socially acceptable behavior and a cordial relationship with the faculties, staff, and fellow students. If any grievances, it shall be put up in the proper forum following proper procedures and shall await for the grievance redressal.
- Use of **abusive language, inappropriate gestures, talking rudely, sarcastically, arguments during the online class session, either targeting the faculties or the fellow candidates, is strictly prohibited.** Such incidents will lead to strict disciplinary action against the student by the Management, **including dismissal of the candidate from the class and reporting the incident to MMD / DG Shipping authorities for necessary action.**
- The candidates dismissed from the class, shall not be given attendance certificate and fees shall not be refunded. If the **incident / behavior is grave**, the same **shall be reported and action taken as per Information Technology Act** and same **reported as a Cybercrime** for the action of the officials.



Seaskills Maritime Academy

Student Code of Conduct – for online class

V. Familiarization with the online class room application

- Familiarization of the online platform / course plan, syllabus, schedule, format of question paper etc. shall be given by the Academic Director / Course - coordinator during the first day of the start of the Course. Candidates are requested to attend the familiarization lecture without fail.
- Any doubts / late comers can request for a familiarization session which will be conducted during the offline hours, so that it will not hamper / disrupt the progress of the online classes.

VI. Attendance

- Attendance shall be taken before 5 minutes of starting of the scheduled lectures. Late comers shall need to be in the waiting room and shall be approved by the faculty to enter the class. Frequent defaulters shall be considered absent for that particular lecture.
- A candidate running short of attendance will not be eligible to get the certificate. Candidate running short of attendance will have to attend additional sessions during the next course schedule to compensate for the shortage of attendance.
- The attendance records maintained by the faculties / automatic records taken from the online platforms will be considered for the attendance eligibility. No requests / justification from candidates citing personnel problems, internet connectivity etc. will be not acceptable.



Seaskills Maritime Academy

Student Code of Conduct – for online class

VII. Use of offline / Learning Management System (For Competency Courses)

- SeaSkills Maritime Academy shall give the candidates support through offline learning by Learning Management System (**LMS**). Candidates are requested to register with the **SeaSkills LMS** and co-ordinate with the concerned faculty for the assignments / offline lectures etc.
- SeaSkills Maritime Academy reserves the rights of intellectual property. All the materials / videos are for education purpose only and the sole property of SeaSkills Maritime Academy.
- Candidates shall not download / copy these materials in any format and shall not transmit the same in any manner. Any infringement shall be considered as a breach / theft of Intellectual property and shall be dealt as per the Information Technology Act.

VIII. Notification to candidates

- The meeting ID and Password to join the class will be conveyed to the students by the course incharge, through whatsapp group.

IX. Assessment

- SeaSkills Maritime Academy will conduct assessment as per the guidelines issued by Directorate General of Shipping. A candidate not appearing for the assessment, or not scoring minimum passing marks during the assessment will not be eligible for the course certificate.



Seaskills Maritime Academy

Student Code of Conduct – for online class

X. Grievance redressal

- All grievance shall be reported in the proper format and sent to the HR. Manager. You shall use the reporting form for the same. Grievance reporting form shall be sent to you in the whatsapp group / registered email id.
- Grievance can also be sent as a mail to the seaskillsgrievances@gmail.com.
- You shall expect a response to your grievance by mail or a call from Hr. Manager within 3 days of receipt of your grievance.
- If the candidates are not satisfied with the redressal, they shall send a mail to Academic Director - seaskillsad@gmail.com who will take up the issue at the Management level and address your grievance.

We should all be very thankful to the Directorate General of Shipping, who took a positive step and a pragmatic decision to help all the students to study online sitting at the comfort of your homes and the faculties to teach from their homes without the need to travel far off distances spending time, money and efforts.

Our faculties, staff and the Management is doing their best to make online learning a pleasant experience for you.

Your kind co-operation in this regards is solicited.

A warm welcome to SeaSkills Maritime Academy.

Warm Regards
Capt. H. Kumar
CEO – SeaSkills