



SEASKILLS MARITIME ACADEMY

COIMBATORE -641 020

INSTRUCTIONS FOR ONLINE CLASS

COURSE	: AFF
Total Course duration	: 6 Days – 36 Hrs.
Online Class	: 4 Days – 24 Hrs.
Practical's at Institute	: 2 Days – 12 Hrs.
Online Class conducted on	: Zoom Platform

Guidelines for online class

- All candidates are requested to **book for the courses through online mode** from the Institute website www.seaskillsmaritime.com
- Once you have paid the course fees online and your seat is confirmed, a **watsapp group will be created** by SeaSkills Admin team.
- Candidates are requested to download the **zoom software** (available as a free software) in their laptops, desktops or on their mobile phones.
- The **user name and password** to join the zoom online class **will be sent to the whatsapp group**
- Candidates should give their full name and INDOS number as "participant name" when logging onto Zoom for identification purposes.
- All the sessions are recorded and are subject to inspection by the DGS officials.
- Candidates should be dressed in formals and should be sitting on a chair and table and should have their videos on at all times.
- Audio should be muted and can be unmuted whenever required.

Documentation procedure.

- Candidates to send the completed application forms and all the necessary documents to get admitted to the course. Documents should be sent immediately on booking the course to confirm your seat.
- If documents are not proper / inadequate the candidates will be intimated by the Admin team. The documents to be rectified within 6 hours failing which the admission will be cancelled.
- Institute will not be responsible for the student's delay in sending the proper documents which is a prerequisite for verifying the eligibility criteria for joining the course.
- Fees once paid will not be refunded. It is the responsibility of the candidate to verify that he is in possession of all required documents and he is eligible for the course, prior payment of the fees. If in doubt please call the helpline numbers given in the website.
- Application form will be sent in the PDF format. Application to be filled in pen & candidate should sign in the application. Photo to be pasted. Filled up application to be scanned and a copy sent to the below mail id. Incomplete application will be rejected.
- scanned copy of the following documents to be sent to this mail id as given seaskillsonlinemod@gmail.com

All copies should be clear and legible.

1. Filled up application form with sign and photograph
2. Passport
3. Master checker downloaded from the DGS e-governance website containing Details of various courses completed, sea time and COC.
(If master checker is not available, please send scanned copy of CDC, COC & Advance Firefighting course certificate)
4. Passport size photo (Jpeg format)
5. Valid medical certificate.

Online exit exam procedure:

- Candidates need to complete online classes and practical classes from MTI and E-learning from DGS website to become eligible to appear for exit exam.
- Once online class, practical training and E-learning is completed, you need to transfer exit exam fees to the Institute and send the proof of fees payment (transfer id) to the whatsapp group.
- Candidates can appear for the exit exams two days after payment of exit exams fees.
- Candidate can appear for the exit exams from their home.
- Maximum 3 attempts is allowed for exit exams. If candidate cannot clear the exit exams in 3 attempts they need to re-do the entire course.

For undergoing practical training at the Institute refer separate instructions given in the website.