

Please note the following instructions carefully for smooth and successful completion of your online course.

Step 1: Read these instructions carefully.

Step 2: Document Uploading Form

Document Uploading Form will be sent to you by a separate email one day before the course. Once received please complete the form carefully along with all uploads, as far as possible by 1800 hrs one the day before the course commencement date.

Step 3: Preparation

a. Click <http://220.156.188.183:443/student> to Complete the DG Shipping office's "Digital Readiness Confirmation Form QSPP/DR/CF/STU/003/v1.0

b. Please visit the following link and go through the DG Shipping order number "20 of 2020" regarding Virtual classes.

[https://www.dgshipping.gov.in/writereaddata/ShippingNotices/202008051143354130779DGS\\_ORDER\\_20\\_OF\\_2020.pdf](https://www.dgshipping.gov.in/writereaddata/ShippingNotices/202008051143354130779DGS_ORDER_20_OF_2020.pdf)

Pay special attention to "Standard Operating Procedure (SOP) and Instructions to Candidate on EXIT Examination". Please Ensure proper Lighting and blank backdrop during exit Exam, incase you are coming as unauthorised please send email to [bpmarine.academy@gmail.com](mailto:bpmarine.academy@gmail.com) mentioning

1. Indos Number
2. Name of course attended online at BPMA.
3. Date of Course attended at BPMA.
4. Attach Passport Size Photograph.

For Any other technical support contact [rakesh@bpmarineacademy.in](mailto:rakesh@bpmarineacademy.in)

C. The sessions will be conducted on "Google meet" (digital platform). Please make suitable arrangements to access "Google meet" or call our technical support for any help. You can access the sessions from Mobile, laptop, desktop or any other compatible, suitable, electronic device of your choice.

D. The class can be accessed by authorized candidates only for which you will be sent a link by a separate email 1 day before the class starts. Please make sure that you have received the link well in advance. Please mail our technical support if you do not receive the joining link at least 30 min before the commencement of the session or if you have any difficulty logging in. The link will remain same for all the sessions.

E. Please make sure that you have arrangement of high speed internet connection and power backup. Connection should be as per the declaration in point number "a" above.

Step 4: Attending the class

For the first session of the day, please log in at least 10 min before start time and log in well before time for other sessions. Under exceptional circumstances, you may be allowed entry only within 10 minutes after the session starts, depending on the instructor's discretion.

Class timings 9:00 am, Log on 10 minutes before to avoid any technical inconvenience.

**Attendance and Terms.**

1. Attending all the sessions is compulsory. Though, the complete session will be recorded, an attendance will be recorded by your voice and video at the beginning of every session. Make sure your Mike and Camera is switched on.
2. Failure to register your attendance in any one of the sessions will lead to your disqualification from the course. No request will be entertained in this regard.
3. No leave is authorized for the full duration of the course. If you have already started a course and are unable to attend any class or to continue the course you will be withdrawn from the course. No appeal will be entertained in this respect.
4. The instructor will inform you once the attendance is complete, kindly switch off your microphones to mute (to reduce interference) for the rest of the session unless you want to speak.
5. The College reserves the rights to reschedule the courses due to technical issues or insufficient candidates, and students will be allotted seats on the next available date, Or credit note of the fees will be issued. Which the student can utilize later on.

### **Conduct during the class**

Do not engage in conversation with other participants unless asked by your instructor. Please dress up appropriately and make sure that your background is appropriate for public view.

As far as possible, sit in a quiet, well lit place away from any disturbance. Avoid any direct light falling on the camera.

Keep some drinking water with you. Do not eat in between any session.

Utilize the breaks wisely so that you don't have to leave the session in between.

Sit in an upright posture throughout the session. Keep sitting at the same place for the complete session and do not move around.

### Step 5: After the course

1. Please <https://forms.gle/2PUyY44Aq5fC4qzn8> and complete the “ Feed back form”
2. **Attend E-learning programe on DGS site if not already attended.**
3. Attend the online Exit-Exam on DGS site. Between 2 to 5 pm. Next day after completion of course. Watch video for more information  
<https://youtu.be/rgQtdaeRCJs>

Please mail for any Support: [rakesh@bpmarineacademy.in](mailto:rakesh@bpmarineacademy.in)