

	<u>DIRECTORATE GENERAL OF SHIPPING, GOVT. OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.: QMS 7.0 Page 1 of 4	Subject: Online procedure for batch details, withdrawals, certification, uploading of faculty load matrix and class room utilization matrix.	F. No. TR/CIR/6(7)/2018 of TRAINING BRANCH
Issued by the Director General of Shipping & Secretary to the Govt. of India	Training Circular No. 32 of 2018	Date : 02.11.2018

1. Whereas the online procedure for entering batch details of a maritime course conducted at Maritime Training Institute (MTI) existed as per DGS Training Circular 3 of 2011.
2. Whereas the existing system required lot of data entering to be completed prior the commencement of a maritime course and MTI's were finding it difficult to upload the entire data of the candidate within the stipulated time.
3. Whereas numerous errors were noted relating to candidates name, date of birth, Indian National Database of seafarers (INDoS) number, continuous Discharge certificate (CDC) number, Passport number, Commencement and end date of maritime courses, Date of issue of certificate.
4. Whereas voluminous requests were received at the Directorate for corrections in certificate consuming lots of resources, time and energy.
5. Whereas the candidates undertaking maritime courses were subjected to difficulties related to discrepancies in the certificate and were helpless in pursuing correct certification.
6. Whereas the certification numbering system across MTIs was not standardized.

7. Noting that the e-governance system of the Directorate has made tremendous improvement recently and is now capable of handling data. Noting that the systems are now developed to inter-relate the capture data.
8. Noting that the Directorate is keen to take steps to facilitate ease of business.
9. The Directorate has now developed the following online procedures.

9.1 Online procedure to upload candidate details of a batch of a maritime course.

- Step 1: Go to DGS website at www.dgshipping.gov.in
- Step 2: Go to E-governance tab and click on "e-governance".
- Step 3: Login with user id and password provided by DGS.
- Step 4: Click on "Training" Module link and go to "Submit details" tab.
- Step 5: From the drop down list, click on "Batch Details"(New).
- Step 6: Enter the data in the requisite fields.
- Step 7: In the INDoS Number field, the INDoS numbers for all candidates undertaking the particular maritime course must be entered. Each INDoS number shall be entered separated by a comma (,). The system shall not count the INDoS number which is not separated by a comma.
- Step 8: Ensure that the entered data is correct in all respect and click on "Continue".
- Step 9: The system shall generate list giving Name, date of birth against each INDoS numbers entered.
- Step 10: Verify the details and click on "Submit" tab to submit the batch details.
- Step 11: An acknowledgement will be generated on successful submission of the batch details.

9.2 Online procedure to withdraw candidate details from a list of uploaded batch of a maritime course.

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: GO to “e-Governance” tab and click on e-governance.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on “Training” Module link and go to Submit details.

Step 5: Select name of course, batch start date and batch id and click on “View Batch Details”.

Step 6: The details corresponding to the batch will be populated.

Step 7: Select the option “Withdraw” from the dropdown (provided under “Generate certificate number/ Withdraw”) if the candidate has not successfully completed the maritime course and click on submit.

9.3 Online procedure to obtain system generated certificate number for certificates to be issued to candidate upon successful completion of course.

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: Go to “e-Governance” tab and click on e-governance.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on “Training” Module link and go to Submit details.

Step 5: Select name of course, batch start date and batch id and click on “View Batch Details”.

Step 6: The details corresponding to the batch will be populated.

Step 7: Click “Generate Certificate number” from the dropdown (provided under “Generate certificate number/ Withdraw”) to issue system generated certificate number for candidates who have successfully completed the course.

Step 8: The system generated certificate number shall be mentioned in the certificate issued to the candidate by the Institute. (MTI shall not give any other certificate number to the certificate).

Step 9: An acknowledgement will be generated for the certificate numbers generated and a print of the report may be taken for ready reference.

9.4 Online procedure for uploading complete faculty load matrix.

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: GO to “e-Governance” tab and click on e-governance.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on “Training” Module link and go to Submit details.

Step 5: Go to “Upload Documents” link and go to the submit details.

Step 6: Download the bank template available in the third instructions for “Faculty Matrix”.

Step 7: Upload the file in the.pdf format for faculty matrix.

9.5 Online procedure for uploading class room utilization matrix.

Step 1: Go to DGS website at www.dgshipping.gov.in

Step 2: GO to “e-Governance” tab and click on e-governance.

Step 3: Login with user id and password provided by DGS.

Step 4: Click on “Training” Module link and go to Submit details.

Step 5: Go to “Upload Documents” link in the “Profile New” menu.

Step 6: Download the blank template available in the Instructions number three for “Class room utilization matrix”.

Step 7: Fill the data in the downloaded blank template.

Step 8: Upload the file in the.pdf format for class room utilization matrix.

10. This training circular supersedes the Training Circular No. 3 of 2011 and shall come in to force with immediate effect.
11. This issue with the approval of the Director General of Shipping and Secretary to Government of India.


02 Nov. 2018

(Deependra Singh Bisen)
Asstt. Director General of Shipping

All DGS approved Maritime Training Institutes.