

	<u>DIRECTORATE GENERAL OF SHIPPING, GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.: QMS 7.0 Page 1 of 2	Subject: Online procedure for planning monthly timetable for Maritime Training Institutes.	File No. TR/CIR/6(3)/2019
Issued by the Director General of Shipping Govt. of India	Training Circular No. 06 of 2019	Date : 19.03.2019

1. Whereas most of the Maritime Training Institutes (MTI) did not maintain any Timetable for the maritime courses planned during a month and the aspiring candidates were finding it difficult to plan the dates they desire to undertake the course.
2. Noting that absence of a monthly timetable made it difficult for the MTI by and large to plan their visiting faculty and classes.
3. Noting that the absence of timetable also made it difficult for the inspectors to ensure that the MTI maintains proper faculty for the approved courses.
4. The issue was brought up by stakeholders during a meeting at the Directorate. It was decided that all MTI shall submit a monthly timetable to the Directorate.
5. In view of the above, the Directorate has now developed an online module for preparing a monthly Timetable for the MTI for planning the conduct of maritime courses during a month. The MTIs are directed to follow the online procedures given below.
6. **Online procedure for prepare/ edit / view monthly Timetable**
- 6.1. **Procedure to prepare monthly Timetable.**
 - Step 1: Go to DGS website www.dgshipping.gov.in
 - Step 2: Go to E-GOVERNANCE tab and click on e-governance
 - Step 3: Login with user id and password
 - Step 4: Click on **'Training'**
 - Step 5: Click on **'Submit Details'** menu and click on **'add timetable details'**.

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Step 6: Fill all the details in the form like 'batch details' and 'faculty/instructor details'. Click on **'Add faculty / Instructor to list'** for entering more than one faculty.

Step 7: Once all the faculty / instructor list is complete for a particular course batch, Click on **'submit time table'**.

Step 8: Steps 6 and 7 to be followed for entering all the batches for the maritime courses planned for the month.

6.2. Procedure to edit / view monthly Timetable.

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

Step 2: Go to E-GOVERNANCE tab and click on e-governance

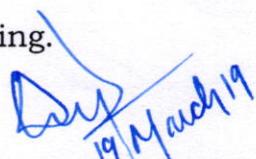
Step 3: Login with user id and password

Step 4: Click on **'Training'**

Step 5: Click on **'Submit Details'** menu and click on **'Click on "edit/view time table details"**.

Step 6: Search the desired batch details time table submitted by using the search criteria. Click on **'Edit'** to edit the details submitted, update the details and click on **'submit time table'**.

7. The Maritime Training Institutes are hereby directed to submit monthly Timetable latest by last Friday of the month for the next month Timetable. Example: The monthly Timetable for the month of April shall be submitted latest by last Friday of March.
8. The Directorate may initiate disciplinary action like denying access to e-governance portal for uploading batch details for maritime course for the month for which Timetable is not submitted.
9. This Training Circular enters in to force with immediate effect.
10. This issues with the approval of the Director General of Shipping.


(Deependra Singh Bisen)
Asstt. Director General of Shipping

To
All DGS approved MTIs.