

	DIRECTORATE GENERAL OF SHIPPING, MUMBAI	IS/ISO Clause No.7.1
Ref: QMS EACQP-07-1 Page 1 of 2	Subject: Monitoring Process of the Placement Record for the Training Marine Engineers passing out from DGS approved Training Institutes.	File No. ENG/MISC-29 (59)/ 2012
Approved by the Director General of Shipping	Training Circular No. 07 of 2014	Date: 13.06.2014

This has reference to the emphasis given by the Directorate on regular basis on provision of a Placement record, required to be maintained by the DGS approved Training Institutes, imparting training to candidates for future employment. In this connection, to monitor the gap between the number of candidates trained and the number of trained candidates found to be employable, the Directorate has delegated the responsibility of monitoring the on-board training programme to the Institute of Marine Engineers (IME), India. This monitoring process in turn will indicate whether necessary steps would be required to minimize such gaps, if found during the process.

The IME (I) will be required to make necessary provision to keep track of entire on-board training schedule of candidates passing out of their respective pre-sea training institutes, till they acquire their first certificate of competency. It is envisaged that this method of monitoring would give useful data to the Directorate regarding the following:

1. Availability of training berths;
2. Requirement of certified officers.

Above information shall also facilitate the Directorate to formulate any policy with respect to the requirement of training slots in the near future.


IME (I) has been advised to develop suitable programme, initially for the seafarers pursuing the Engineering stream, adopting the following methodology:

1. Each candidate, on passing out of the training institute will register on the IME (I) website and fill up his/her personal details;
2. A unique number for the Training Assessment Record (TAR) Book will be generated for each candidate, which will be given to him/her along with the TAR Book;
3. Candidates, after completion of their on-board training and before signing off from the training ships, will be required to fill up the details of the vessel in the TAR Book;
4. The candidates will also be required to keep updating his/her data whenever there is any change in their training schedule or every 3 months, whichever is earlier.

All Maritime Institutes conducting pre-sea training courses for Engineers, are directed to ensure that their students on completion of their pre-sea training should follow above mentioned process after procuring their TAR Books which may be procured either directly from the IME (I) or through their respective training institutes.

It is mandatory for the candidates to register themselves on IME (I) website, www.imare.in since their on-board training programme will be monitored when they appear for their MEO Class IV (part-B) examination.

This is issued with the approval of the Director General of Shipping and ex-Officio Additional Secretary to the Govt. of India.


(A.B. Dutta)
E&SS-cum-Dy.DG(Tech)

To,
All Maritime Training Institutes [conducting pre-sea courses] through DGS website.

Copy to:

1. The Principal Officers/ Mercantile Marine Department, Mumbai/ Kolkata/ Chennai/ Kandla/ Cochin.
2. The Surveyor-in-charge, Mercantile Marine Department, Goa/ Jamnagar/ Port Blair/ Visakhapatnam/ Tuticorin/ Delhi/ Haldia/ Paradip/ Mangalore.
3. INSA/ MASSA/ ICCSA/ FOSMA/ MUI / ROs
4. Nautical Branch
5. Engineering Branch
6. Management Representative [QMS], EAC Branch, DGS
7. INDOS Cell
8. CS/ NA/ CSS/ Jt.DG
9. Hindi Cell with a request to provide Hindi version for dissemination.
10. Guard file
11. Computer Cell with a request to upload in the website.
12. E-Governance Cell.