	<u>DIRECTORATE GENERAL OF SHIPPING,</u> <u>GOVT.OF INDIA, MUMBAI</u>	IS/ISO Clause No.7.1
Ref.:QMS - 7.0 Page 1	Subject: Amendment in DGS Order No.7 of 2016 and DGS Order No.5 of 2016- reg	No.TR/Mis/9(3)/2018
	Training Circular No. 11 of 2018	Date : 16.04.2018

Attention is invited to the DGS Order No.5 of 2013 dated 15.3.2013 with regard to the approvals, qualifications, age limits, teaching hours of the faculty engaged by the DGS approved maritime training institutes.

2. The issue was re-visited by this office and the Competent Authority has decided to amend the following:

Para 1.2 of PART-1 Approvals for the instructors, faculty and Principal may be read as follows:

1.2 The verification of the number, qualifications, experience and age limits of the faculty shall be done during the inspections carried out by the organizations carrying out QSS audits for the institutes, and the respective academic councils. The requirement of submitting half yearly report has been dispensed with. Instead, the details of faculty shall be updated in DGS website as per the following procedure:

Following are the steps for Institute Faculty Update:

Step1. Go to DGS - website dgshipping.gov.in

Step2. Click on e-governance tab and select e-governance section. Login with the User id and password.

Step3. Select the menu 'profile'. Go to submenu 'Faculty Details'.

Step4. System would show the list of all faculties with 'Discontinue' link for each faculty.

Step5. In case of deletion of the faculty, click on the link 'Discontinue' for a Faculty and follow the steps below from step 6 to step 10.

Step6. System will show the Faculty Detail page with mandatory parameter 'Last date of service'.

Step7. Enter the 'Last date of service' and add 'remarks' if any.

Step8. Click on the button 'Discontinue Service'.

Step9. The system would show the Faculty record with the text as 'Discontinued'.

Step10. In case for adding new faculty follow the step1 to step3 - 'Add Faculty Details' and click on 'Add to List' button

2.1 Whenever there is a change in faculty, the MTI must upload afresh the faculty load matrix.

2.2 If there is no change in faculty, faculty load matrix is to be uploaded every six months.

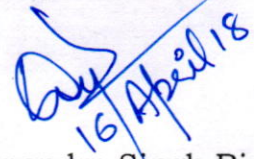
3. Simultaneously, para 1.3.2 of DGS Order 5 of 2016 was revisited by this office and in order to have a uniformity in clause for the opening up of pre-sea and post-sea institutes it has been decided to amend the para 1.3.2 and the same to be read as follows:

Para 1.3.2 Form of Institute - Only such institutes as promoted, owned, managed by Central and State Govt. or by registered non-profit public trust or a company registered under section 8 of Indian companies Act, 2013, with management support of shipping professionals, can apply for approval for setting up of maritime training institute for conducting maritime post-sea courses.

In general terms, the Competent Authority has decided to withdraw the clause allowing Society to open a maritime training institute. Hence, wherever, the clause "Society" appears in DGS Order No.5 of 2016 shall be treated as deleted.

3.1 Any Society which has been granted approval by this Directorate for setting up of maritime training institute should get the same converted to registered non-profit making public trust or a company registered under Section 8 of Indian companies act within six months from the date of issue of this circular. All the approvals granted to a society shall be deemed to be cancelled in case of non-compliance.

4. This issues with the approval of Director General of Shipping and special Secretary to the Govt.of India.


16 April 18

(Deependra Singh Bisen)
Asstt. Director General of Shipping

To
All DGS approved maritime training institutes