

	<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.