

	<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
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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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