



# TRAINING MANUAL VOL – III

**MTI – E Governance**  
**Compendium of DGS Orders,  
Circulars & Notices**



[www.dgshipping.gov.in](http://www.dgshipping.gov.in)

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## PART 3- E-GOVERNANCE

1. MTIS shall keep their MTI profile completely updated for all the approvals granted for conducting maritime training courses. No MTIs shall be allowed to access the e-Governance module for entering batch details, if it fails to keep profile section updated.

### ONLINE PROCEDURES:

#### 1.1 PROCEDURE FOR IN-PRINCIPLE APPROVAL OF NEW PRE-SEA/POST SEA MTI

**Step 1:** Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e-governance" under "I.T AND E- GOVERNANCE" menu.

**Step 3:** Under 'Internal Reference Links', on left hand side select 'Training Institute' from the drop down menu & click on 'Go'.

**Step 4:** Click on 'Application for In-principle Approval'.

**Step 5:** Read Instructions to submit application.

**Step 6:** Click on 'Application'.

**Step 7:** Fill the data & click on 'Save data and proceed for payment'.

**Step 8:** Pay fees using link 'Pay Fees, upload documents & view application status'.

**Step 9:** Upload documents using link 'Pay Fees, upload documents & view application status'.  
(Note: Documents can only be uploaded upon payment of fees)

**Step 10:** In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents

**Step 11:** Track your application status using link 'Pay Fees, upload documents & view application status.'

**Step 12:** The Directorate shall accord in-principle approval to the Institute following the approval of the STCW Compliance Board.

**Step 13:** Upon approval, the system shall send the user ID and password to the registered email ID of the MTI. The Institute shall use these login details to update the MTI profile.

#### 1.2. PROCEDURE FOR UPDATING THE PROFILE OF THE MTI

**Step 1:** Go to DGS website [www.dgshipping.gov.in](http://www.dgshipping.gov.in) and click the sub menu "e-governance" under "I.T AND E-GOVERNANCE" menu.

**Step 2:** Login using your user ID & password & go to "Profile".

**Step 3:** Update profile details as under "Profile" namely, (a) Institute Details (b) Approved Course Details (c) Faculty Details (d) Upload Documents & (e) Authorized Signatory.

The MTI which fails to update its profile in the e-governance system of DGS will not be able to upload the batch details on the DGS website and the approvals granted shall remain suspended till the profile of the Institute is duly uploaded and verified.

### **1.3. PROCEDURE FOR APPROVAL OF NEW MARITIME COURSES / ENHANCEMENT OF CAPACITY**

**Step 1:** Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu “e- governance” under "I.T AND E-GOVERNANCE" menu.

**Step 3:** Log in using the user ID & Password.

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

**Step 5:** Under tab 'Application for course approval click on 'Application'.

**Step 6:** Fill in the requisite fields as instructed in the application.

**Step 7:** Click 'Save data and proceed for payment'.

**Step 8:** Pay fees using link 'Pay fees, upload documents and view application status'.

**Step 9:** Upload documents using link 'Pay Fees, upload documents & view application status'.

(Note: Documents can only be uploaded upon payment of fees)

**Step 10:** Track your application status using link 'Pay Fees, upload documents & view application status'.

**Step 11:** The application is then scrutinized at DGS.

**Step 12:** In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents.

**Step 13:** The application after scrutinizing is then forwarded to PO MMD.

**Step 14:** PO MMD then allocates a surveyor who inspects the MTI and subsequently submits the report to PO MMD in online mode.

**Step 15:** In case a query is raised the Institute may see the same and rectify by re-submitting the compliance documents.

**Step 16:** The PO MMD presents the presentation to the STCW Compliance Board, and then forwards the application to DGS for processing (approval/rejection).

**Step 17:** The Directorate shall grant approval for the conduct of the said maritime course following the approval of the STCW Compliance Board.

**Step 18:** Upon approval, the system will send course approval details, including the course name, the number of batches per year, and the number of students per batch, to the registered email ID. If rejected, the system will send the reason for rejection to the registered email ID.

### **1.4 PROCEDURE FOR UPLOADING FACULTY LOAD MATRIX**

**Step 1:** Login to e-Governance system in [www.dgshipping.gov.in](http://www.dgshipping.gov.in) with login details provided by DGS.

**Step 2:** Click on "Training" Module link-

**Step 3:** Go to "Upload Documents" link in the "Profile" menu.

**Step 4:** Download the blank format available in the Instructions no. 3 for Faculty Matrix & Class room utilization matrix.

**Step 5:** Fill the data in the downloaded blank template.

**Step 6:** Upload the file in the .pdf format for Faculty Matrix.

## 1.5 PROCEDURE FOR UPDATING FACULTY DETAILS

The details of the Principal, Vice Principal, faculty, and instructors shall be updated by following the procedure given below.

**Step 1:** Go to the DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu “e- governance” under “I.T AND E-GOVERNANCE” menu.

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link.

**Step 5:** Go to "Faculty Details" link in the “Profile” menu.

**Step 6:** Add the faculty details by filling the required details and click on ‘Add to List’ button.

## 1.6 PROCEDURE FOR UPDATING CLASSROOM UTILIZATION MATRIX

**Step 1:** Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e- governance" under "I.T AND E-GOVERNANCE" menu.

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link and go to Submit details.

**Step 5:** Go to "Upload Documents" link in the "Profile" menu.

**Step 6:** Download the blank template available in the Instructions number three for "Classroom utilization matrix".

**Step 7:** Fill the data in the downloaded blank template.

**Step 8:** Upload the file in the .pdf format for Classroom utilization matrix.

## 1.7 PROCEDURE FOR UPLOADING BATCH DETAILS

All the DGS approved MTIs are hereby directed that the deadline for uploading batch details in the e- Governance module shall be as per the table below:

Sl No.	Type of course (pre-sea or post-sea)	Time allowed
01	All pre-sea course	15 days from the date of commencement of the course
02	Post sea courses, modular courses, and basic STCW courses EFA, PST, FPFF, PSSR, STSDSD	Till 1000 hrs same day commencement course.
03	Competency courses	7 days from the date of commencement of the course.

**Step 1:** Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu “e- governance” under “I.T AND E-GOVERNANCE” menu.

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link and go to "Submit details" tab.

**Step 5:** From the drop down list, click on "Batch Details".

**Step 6:** Enter the data in the requisite fields.

**Step 7:** In the INDOS Number field, the INDOS numbers for all the candidates undertaking the particular maritime course must be entered. Each INDOS number shall be entered separated by a comma (.). The system shall not count the INDOS number which is not separated by a comma. **Step 8:** Ensure that the entered data is correct in all respect and click on "Continue".

**Step 9:** The system shall populate list with the details of candidates like Name, Date of Birth, Email Id, Mobile no. along with photo and signature against each INDOS number entered.

**Step 10:** Verify the auto populated details, enter other required details and click on "Submit" tab to submit the batch details.

**Step 11:** An acknowledgement will be generated on successful submission of the batch details.

### **1.8 PROCEDURE FOR UPDATING ATTENDANCE DETAILS**

**Step 1:** Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e- governance" under "I.T AND E-GOVERNANCE" menu.

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link and go to Submit details.

**Step 5:** From the drop down list, click on "Update Attendance".

**Step 6:** Select name of course, batch start date and batch id and click on "View Batch Details".

**Step 7:** The details corresponding to the batch will be populated.

**Step 8:** Select the YES/NO option under "Attended the Course?" click on submit.

### **1.9 PROCEDURE FOR WITHDRAWING CANDIDATE FROM BATCH**

**Step 1:** Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e- governance" under "I.T AND E-GOVERNANCE" menu. **Step**

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link and go to Submit details.

**Step 5:** From the drop down list, click on "Generate Certificate No./ Withdraw from Batch".

**Step 6:** Select name of course, batch start date and batch id and click on "View Batch Details".

**Step 7:** The details corresponding to the batch will be populated.

**Step 8:** Select the option "Withdraw" from the dropdown (provided under "Generate certificate number / Withdraw") if the candidate has not successfully completed the maritime course and click on submit.

### **1.10 PROCEDURE FOR ISSUANCE OF SYSTEM GENERATED CERTIFICATE NUMBER**

**Step 1:** Go to DGS website at [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e- governance" under "I.T AND E- GOVERNANCE" menu.

**Step 3:** Login with user id and password provided by DGS.

**Step 4:** Click on "Training" Module link and go to Submit details.

**Step 5:** From the drop down list, click on "Generate Certificate No. /Withdraw from Batch".

**Step 6:** Select name of course, batch start date and batch id and click on "View Batch Details".

**Step 7:** The details corresponding to the batch will be populated.

**Step 8:** Select "Generate certificate number" from the dropdown against each record (provided under "Generate certificate number / Withdraw") to generate certificate number and digital certificate for candidates who have successfully completed the course.

(Note: System shall validate completion of eLearning and Exit exam for courses as applicable.)

**Step 9:** An acknowledgment will be generated for the certificate numbers generated and a print of the report may be taken for ready reference.

**Step 10:** The generated certificate will be available for the course in-charge to put the digital signature followed by Principle's digital signature using the using DCA application.

### **1.11 PROCEDURE FOR UPDATING MEDICAL FITNESS => NAUTICAL BRANCH**

The Medical examiners shall obtain their user ID and password upon seeking DGS approval as Medical examiner. The medical examiners shall follow the procedures given below for reporting medical fitness of candidates.

**Step 1:** Go to [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click the sub menu "e- governance" under "I.T AND E-GOVERNANCE" menu.

**Step 3:** Login to the system & go to "medical fitness".

**Step 4:** Go to "Submit application" & click on "fitness certificate".

**Step 5:** Enter **INDOS** No. & click on "Get Seafarers Details".

**Step 6:** Enter the 'Date of Examination' and select 'Medically Fit' YES/NO.

**Step 7:** Enter the relevant details of medical certificate issued to seafarer.

**Step 8:** Click on the 'Add' button.

**Step 9:** The medical fitness details of seafarers are submitted.

### **1.12 PROCEDURE FOR REPORTING OF CIP (PRE-SEA AND POST SEA)**

1.12.1 The MTI may follow the steps as given below for submitting the self-assessment ratings:

**Step 1:** Go to DGS website - [www.dgshipping.gov.in](http://www.dgshipping.gov.in)

**Step 2:** Click on "I.T AND E-GOVERNANCE" tab and select e-governance section using the user id and Password'

**Step 3:** Click on Training Module from home page.

**Step 4:** In the training module select the top menu 'Submit Details' and go to sub menu 'CIP Modular Courses. Fill in the assessment details and submit the form. (Note: The RO/ MMD is selected at this step)

Note:- System shows the confirmation message as an acknowledgement of CIP self-assessment data has been submitted to RO/ MMD for their Inspection.

### 1.13 PROCEDURE FOR REPORTING OF CIP MODULAR COURSE

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

**Step 2:** Click on "I.T AND E-GOVERNANCE" tab and select e-governance section using the user id and Password'

**Step 3:** Click on Training Module from home page.

**Step 4:** In the training module select the top menu 'Submit Details' and go to sub menu 'CIP Modular Courses'. Fill in the assessment details and submit the form. (Note: The RO / MMD is selected at this step)

**(Note:-** System shows the confirmation message as an acknowledgement of CIP self-assessment data has been submitted to RO/ MMD for their Inspection.)

#### 1.13.1 THE INSPECTION AUTHORITY (RO/MMD) MAY FOLLOW THE STEPS GIVEN BELOW FOR REPORTING THE ASSESSMENT RATINGS FOR THE MTI:

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

**Step 2:** Click on "I.T AND E-GOVERNANCE" tab and select e-governance section using the user id and Password.

**Step 3:** Click on 'CIP Reporting' module from home page

**Step 4:** In the CIP reporting section select the top menu 'Submit Inspections' and go to sub menu 'CIP - Institute Inspection'.

**Step 5:** Select the Institute from the drop down menu and click on 'submit' button. Fill in the assessment details and submit the form.

**Note:-** System shows the confirmation message as an acknowledgement of CIP assessment. - Once the assessment report is submitted on-line, the Institute or RO/MMD can click view link on the main page to see the assessed record.

### 1.14 GENERATION OF INDOS

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

**Step 2:** Click on e-governance tab and select e-governance section using the user id and Password.

**Step 3:** Click on Training Module from home page.

**Step 4:** Click the sub menu "Verify and Upload Documents" under INDOS menu.

**Step 5:** Enter Reference No. shared by the candidate and click the "Click to view details"

**Step 6:** System shall populate the personal details for the reference No. filled by the candidate at the time of generation of reference no.

**Step 7:** Verify the details with the original documents and upload scanned copy of photo, signature in pdf, scanned copy of 10th class mark sheet and passport in pdf and click the button "Add to List ". Follow the same process for other reference number, click the button "Submit" and the system generates application number.

**Step 8:** Click the sub menu “ePayment” and click the “Pay now” link to make online payment.

**Step 9:** Click the sub menu “Generate INDOS No.” and click “Generate” button of each record to generate INDOS No. System send an auto generated mail to the candidate mentioning the INDOS no.

### **1.15. PROCEDURE OF DOWNLOAD AND INSTALLATION OF DCA APPLICATION:**

**Step 1:** Go to <https://digital.dgshipping.gov.in>.

**Step 2:** Enter your FIN/MTI Login ID and password.

**Step 3:** After confirming all pre-requisites, click on “Digital Certification Application” to start the download.

**Step 4:** Open the downloaded folder named “ARI Digital Certification App Setup”.

**Step 5:** Double-click Setup to initiate the installation process.

**Step 6:** Agree to Microsoft’s terms and proceed with the installation. Follow the **Install Shield** steps to complete the process. Once installed, a shortcut will appear on your desktop.

### **1.16. PROCEDURE FOR COURSE-IN-CHARGE (INITIAL/FIRST SIGNATURE):**

**Step 1:** Open the DCA Application and log in using your Course-in-Charge credentials.

**Step 2:** If associated with multiple MTIs, choose the appropriate MTI for which you are signing certificates.

**Step 3:** Select the candidate based on Course Name, Start Date, Batch ID, and INDoS Number.

**Step 4:** Click on “Generate Certificate” to create the candidate’s certificate.

**Step 5:** Verify the certificate details. Choose the appropriate digital signature if multiple are available.

**Step 6:** Enter the PIN for your DSC USB token.

**Step 7:** Click “Sign/Submit” and press Next to complete the signature process.

### **1.17. PROCEDURE FOR PRINCIPAL (FINAL/SECOND SIGNATURE):**

**Step 1:** Open the DCA Application and log in using the Principal credentials.

**Step 2:** Ensure the Initial/First Signature from the Course-in-Charge is present.

**Step 3:** Check the available Certificate Credits.

**Step 4:** Select the certificate and verify the details.

**Step 5:** Enter the PIN for your DSC USB token and click “Sign/Submit”.

**Step 6:** Press Next to finalize the certificate.

### **1.18 PROCEDURE FOR MTI ADMIN FUNCTIONS:**

**Step 1:** Open the DCA portal and click on the “Admin” button.

**Step 2:** Log in using your e-Governance MTI Login ID and password.

**Step 3:** To purchase certificate credits, click the “Add Credits” button and complete the transaction via the secure payment gateway.

**Step 4:** After successful payment, download the Order Receipt and review the Transaction Details.

**Step 5:** To view specific transactions, click the “Details” button on the transaction history page.

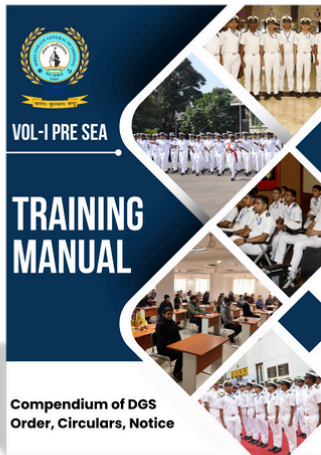
**Step 6:** To view signed certificates, click on the “Certificates” button and select “Details” for more information.



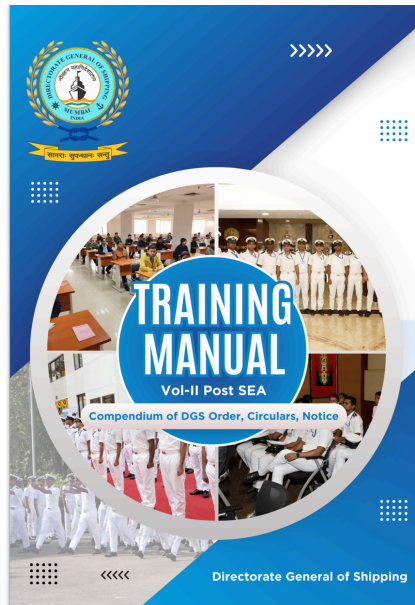


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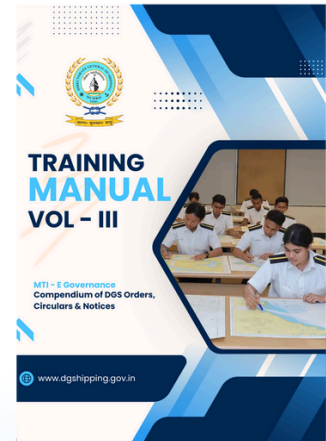
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