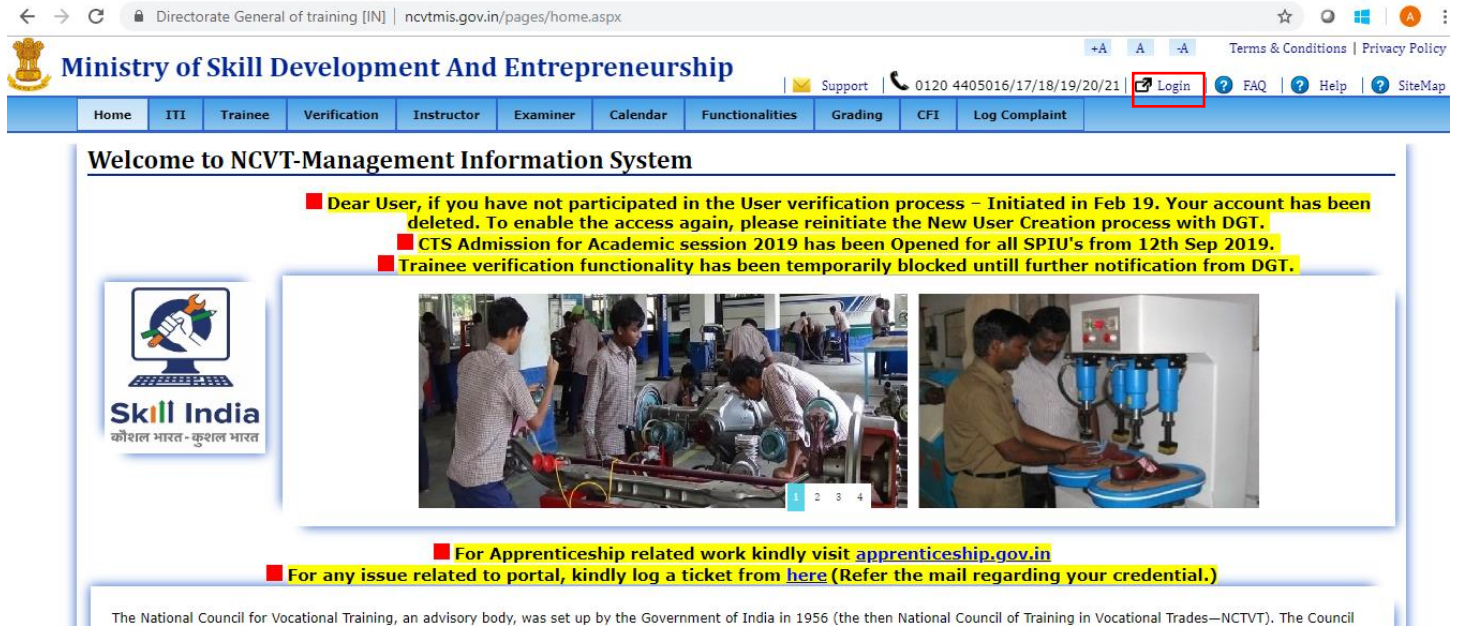


USER MANUAL

NCVT MIS ITI Trainee Verification

STEP – 1:- Open NCVT site using the URL, <https://ncvtmis.gov.in/pages/home.aspx>

STEP – 2:- Click the **Login** Link on page



The screenshot shows the homepage of the NCVT MIS. At the top, there is a navigation bar with the Ministry of Skill Development and Entrepreneurship logo and name. Below this is a menu with various options like Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. A 'Login' link is highlighted with a red box. The main content area features a 'Welcome to NCVT-Management Information System' message, followed by several announcements in yellow boxes. There are also images of students in a workshop and a Skill India logo. At the bottom, there is a footer with information about the National Council for Vocational Training.

Welcome to NCVT-Management Information System

- Dear User, if you have not participated in the User verification process – Initiated in Feb 19. Your account has been deleted. To enable the access again, please reinitiate the New User Creation process with DGT.
- CTS Admission for Academic session 2019 has been Opened for all SPIU's from 12th Sep 2019.
- Trainee verification functionality has been temporarily blocked until further notification from DGT.

■ For Apprenticeship related work kindly visit apprenticeship.gov.in

■ For any issue related to portal, kindly log a ticket from [here](#) (Refer the mail regarding your credential.)

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council

STEP – 3:- Login with ITI credentials.

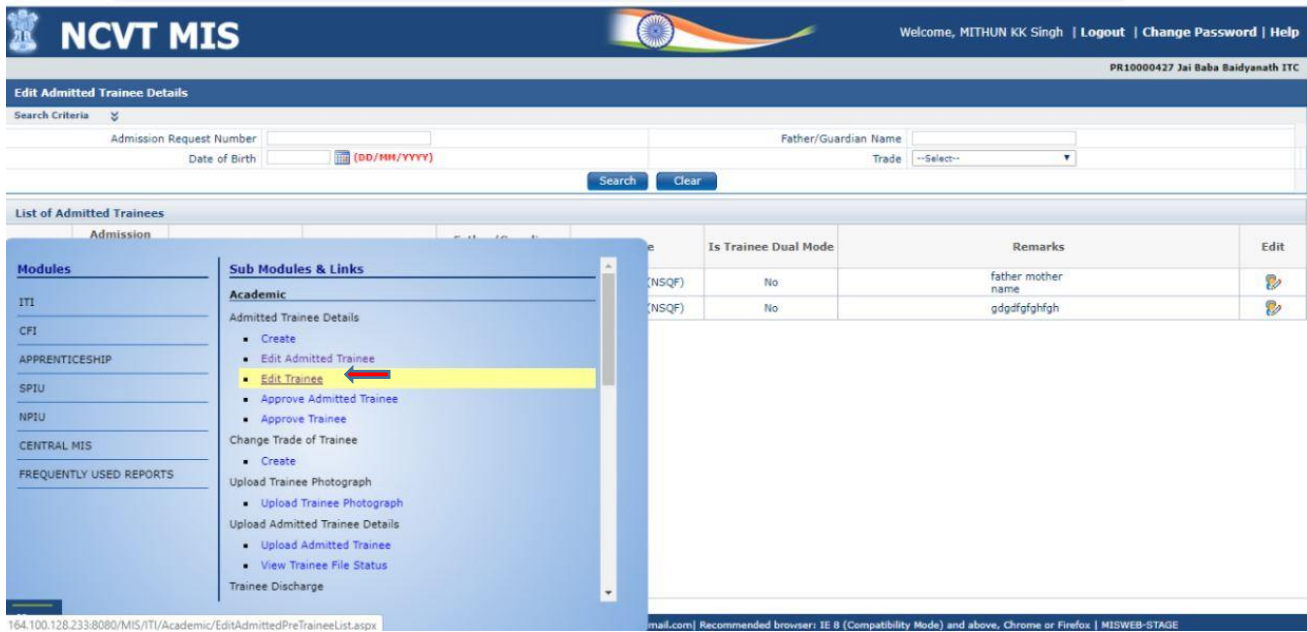


The screenshot shows the login page of the NCVT MIS. The page has a blue header with the text 'NCVT MIS'. Below the header, there is a login form titled 'Welcome to MIS Application'. The form contains the following fields and buttons:

- Enter Credentials to login to MIS System
- Login ID:
- Password:
- Remember Me
-
- [Forgot Password](#)

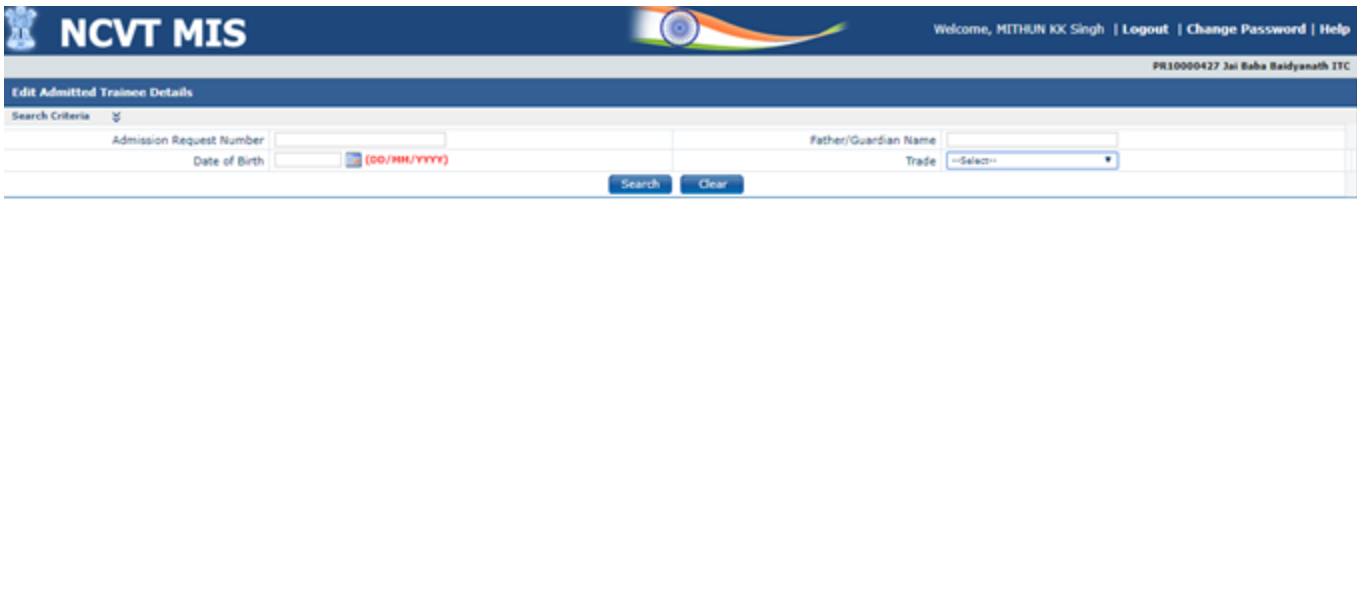
STEP – 4:- Navigate to the below path:-

Menu → ITI → Academic → Admitted Trainee Details → Edit Trainee



The screenshot shows the NCVT MIS interface. At the top, it says "NCVT MIS" and "Welcome, MITHUN KK Singh | Logout | Change Password | Help". Below this is a search bar for "Edit Admitted Trainee Details" with fields for "Admission Request Number", "Date of Birth", "Father/Guardian Name", and "Trade". A "List of Admitted Trainees" table is visible with columns for "Admission", "Is Trainee Dual Mode", "Remarks", and "Edit". A sidebar menu is open, showing "Modules" and "Sub Modules & Links". Under "Sub Modules & Links", the "Academic" section is expanded, and "Edit Trainee" is highlighted with a red arrow.

STEP – 5:- On clicking 'Edit Trainee' link the below Page will open.



This screenshot shows the same NCVT MIS interface as the previous one, but with the sidebar menu closed. The search bar and the "List of Admitted Trainees" table are the primary focus. The table has two rows of data, both with "No" in the "Is Trainee Dual Mode" column and "father mother name" and "gdpdfgfhgh" in the "Remarks" column.

STEP – 6:- Click to ‘Search’ Button then you will find the trainees for Editing. Click on Edit. As shown to below.





NCVT MIS Welcome, MITHUN KK Singh | Logout | Change Password | Help
PR1000427 Jai Baba Baidyanath ITC

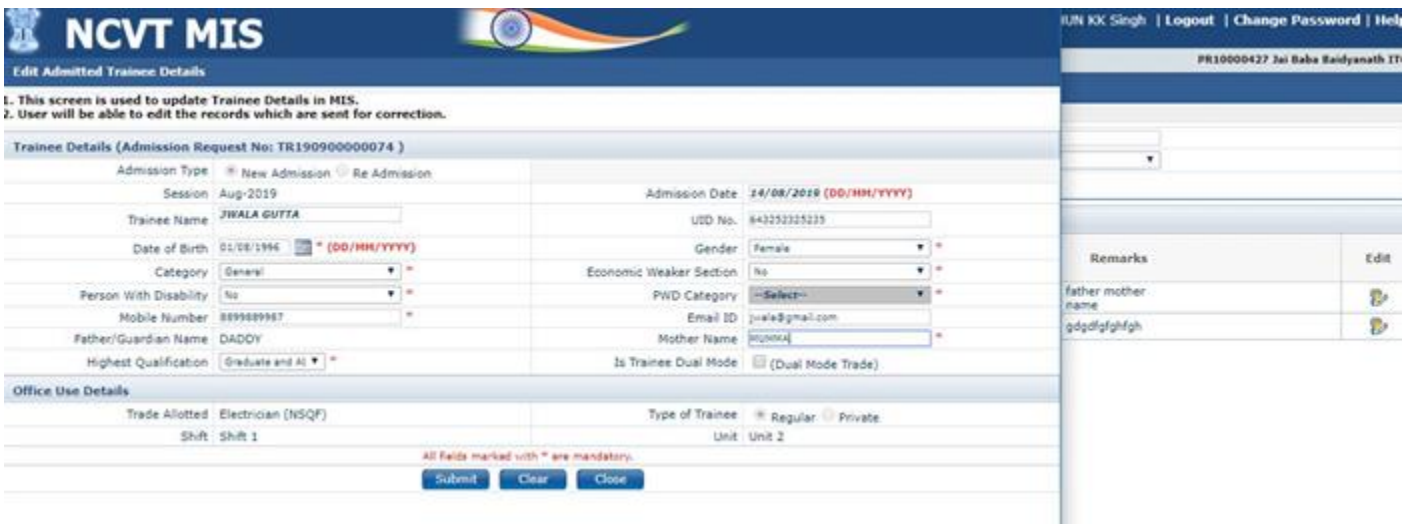
Edit Admitted Trainee Details

Search Criteria

Admission Request Number: Father/Guardian Name:
 Date of Birth: (DD/MM/YYYY) Trade:

S. No.	Admission Request Number	Trainee Name	Date of Birth	Father/Guardian Name	Trade	Is Trainee Dual Mode	Remarks	Edit
1	TR19090000074	JWALA GUTTA	01/08/1996	DADDY	Electrician (NSQF)	No	father mother name	
2	TR19090000086	VEDHA KRISHNAMURTHY	01/06/1991	DADDY	Electrician (NSQF)	No	gdgdgfhgh	

STEP – 7:- After clicking on ‘Edit’ blow screen will be open. ITI can edit trainee’s details



NCVT MIS MITHUN KK Singh | Logout | Change Password | Help
PR1000427 Jai Baba Baidyanath ITI

Edit Admitted Trainee Details

1. This screen is used to update Trainee Details in MIS.
2. User will be able to edit the records which are sent for correction.



Trainee Details (Admission Request No: TR19090000074)

Admission Type: New Admission Re Admission
 Session: Aug-2019 Admission Date: 24/08/2019 (DD/MM/YYYY)
 Trainee Name: JWALA GUTTA UDD No: 843252325235
 Date of Birth: 01/08/1996 (DD/MM/YYYY) Gender: Female
 Category: General Economic Weaker Section: No
 Person With Disability: No PWD Category:
 Mobile Number: 8899889987 Email ID: jwala@gmail.com
 Father/Guardian Name: DADDY Mother Name: WIPROKA
 Highest Qualification: Graduate and AI Is Trainee Dual Mode: (Dual Mode Trade)

Office Use Details

Trade Allotted: Electrician (NSQF) Type of Trainee: Regular Private
 Shift: Shift 1 Unit: Unit 2

All fields marked with * are mandatory.

Remarks	Edit
father mother name	
gdgdgfhgh	

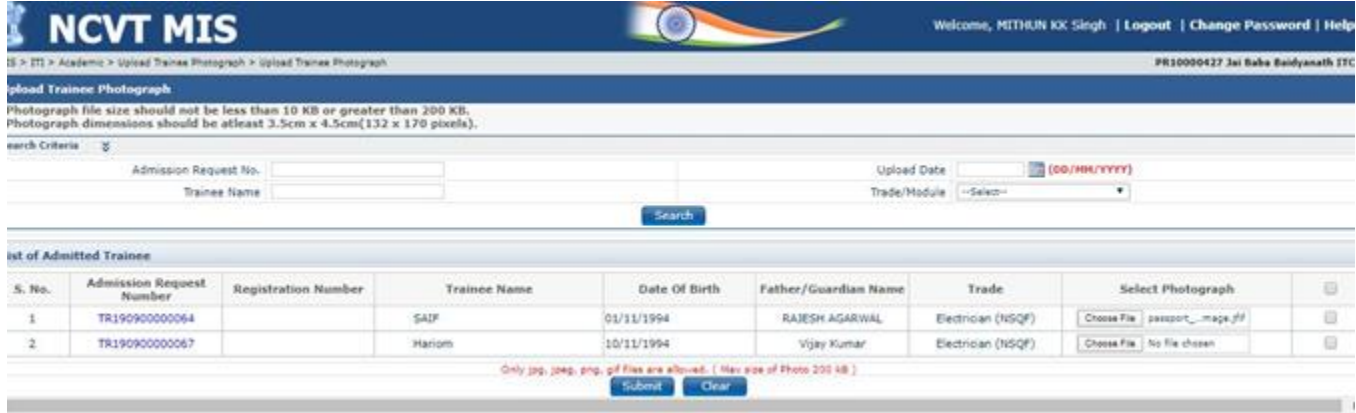
STEP – 8:- If Trainees have verify their self from ‘**Public Portal**’ then ITI will upload ‘**Verify Trainees Photograph**’ by navigating below **Path**.

Menu → ITI → Academic → Upload Trainee Photograph → Upload Trainee Photograph



The screenshot shows the NCVT MIS application interface. At the top, there is a header with the NCVT logo, the text "NCVT MIS", and a welcome message for "MITHUN KK Singh". Below the header, there is a "My Profile" section with fields for Name, Designation, Email ID, and Mobile Number. To the right of the profile, there are links for "Edit My Profile" and "Reset Security Question". Below the profile, there is a "Messages" section and an "Action Items" table. The "Action Items" table is currently empty, displaying "No Action items to display" and a link to refresh the items. On the left side, there is a "Modules" menu with "ITI" selected. Under "ITI", there is a "Sub Modules & Links" section with "Academic" selected. Under "Academic", there is a "Upload Trainee Photograph" section with a link "Upload Trainee Photograph" highlighted in yellow and a red arrow pointing to it.

STEP – 9:- On clicking ‘Upload Trainee Photograph’ link the below Page will open.



The screenshot shows the 'Upload Trainee Photograph' page in the NCVT MIS system. The page header includes the NCVT MIS logo and navigation links. Below the header, there are search criteria fields for Admission Request No., Trainee Name, Upload Date (DD/MM/YYYY), and Trade/Module. A 'Search' button is present. Below the search fields, there is a table titled 'List of Admitted Trainee' with columns: S. No., Admission Request Number, Registration Number, Trainee Name, Date Of Birth, Father/Guardian Name, Trade, and Select Photograph. The table contains two rows of data. Below the table, there are 'Submit' and 'Clear' buttons. A message at the bottom states: 'Only .jpg, .jpeg, .png, .gif files are allowed. (Max size of Photo 200 KB)'.

S. No.	Admission Request Number	Registration Number	Trainee Name	Date Of Birth	Father/Guardian Name	Trade	Select Photograph
1	TR190900000064		SAIF	01/11/1994	RAJESH AGARWAL	Electrician (NSQF)	Choose File passport_image.jpg
2	TR190900000067		Harion	10/11/1994	Vijay Kumar	Electrician (NSQF)	Choose File No file chosen

STEP – 10:- Upload the ‘Trainee Photo’ by Choose File from your desktop location.



The screenshot shows the 'Upload Trainee Photograph' page in the NCVT MIS system after a successful upload. The page header is the same as in the previous screenshot. Below the search fields, there is a 'Details Updated Successfully' message. The 'List of Admitted Trainee' table now contains only one row of data. Below the table, there are 'Submit' and 'Clear' buttons. A message at the bottom states: 'Only .jpg, .jpeg, .png, .gif files are allowed. (Max size of Photo 200 KB)'.

S. No.	Admission Request Number	Registration Number	Trainee Name	Date Of Birth	Father/Guardian Name	Trade	Select Photograph
1	TR190900000067		Harion	10/11/1994	Vijay Kumar	Electrician (NSQF)	Choose File passport_gst_2.png

After photo upload by ITI Creator, ITI Approval will approve the trainees as shown below.

STEP – 11:- Login with ITI Approval credentials.



Welcome to MIS Application

Enter Credentials to login to MIS System

Login ID :

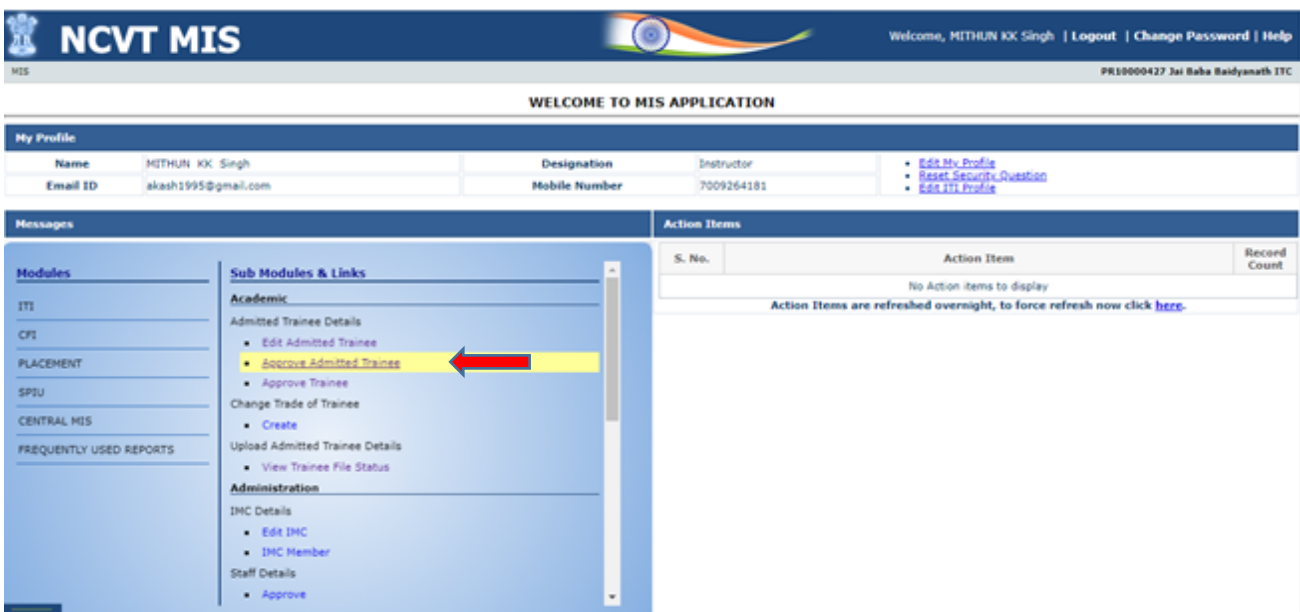
Password :

Remember Me

[Forgot Password](#)

STEP – 12:- Navigate to the below path:-

Menu → ITI → Academic → Admitted Trainee Details → Approve Admitted Trainee



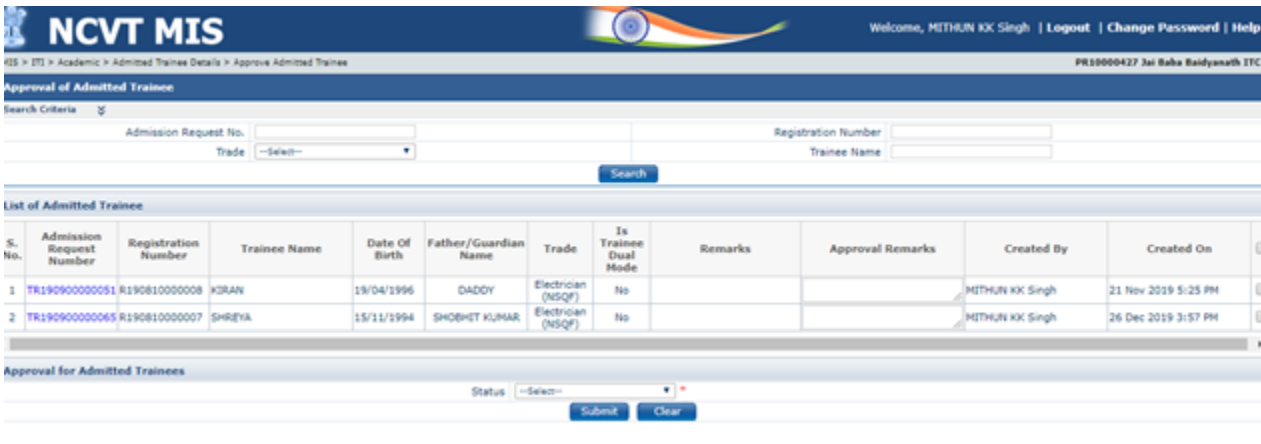
The screenshot shows the NCVT MIS application interface. At the top, it says 'WELCOME TO MIS APPLICATION' and 'Welcome, MITHUN KK Singh | Logout | Change Password | Help'. Below this is a 'My Profile' section with fields for Name, Designation, Email ID, and Mobile Number. To the right of the profile are links for 'Edit My Profile', 'Reset Security Question', and 'Edit ITI Profile'. Below the profile is a 'Messages' section and an 'Action Items' table. The 'Action Items' table is currently empty, showing 'No Action items to display' and a link to refresh. On the left side, there is a 'Modules' menu with 'ITI' selected. Under 'ITI', there is a 'Sub Modules & Links' section. Under 'Academic', 'Admitted Trainee Details' is expanded, and 'Approve Admitted Trainee' is highlighted with a red arrow. Other options under 'Admitted Trainee Details' include 'Edit Admitted Trainee', 'Approve Trainee', and 'Change Trade of Trainee'. Under 'Change Trade of Trainee', there is a 'Create' option. Under 'Upload Admitted Trainee Details', there is a 'View Trainee File Status' option. Under 'Administration', there are sections for 'IMC Details' (with 'Edit IMC' and 'IMC Member' options), 'Staff Details', and 'Approve'.

STEP –13:- On clicking ‘Approve Admitted Trainee’ link the below Page will open.



The screenshot shows the 'Approval of Admitted Trainee' page in the NCVT MIS system. The header includes the NCVT MIS logo, a navigation menu (MIS > IIT > Academic > Admitted Trainee Details > Approve Admitted Trainee), and user information (Welcome, MITHUN KK Singh | Logout | Change Password | Help). The page title is 'Approval of Admitted Trainee'. Below the header is a search criteria section with fields for 'Admission Request No.', 'Trade' (a dropdown menu), 'Registration Number', and 'Trainee Name'. A 'Search' button is located below these fields.

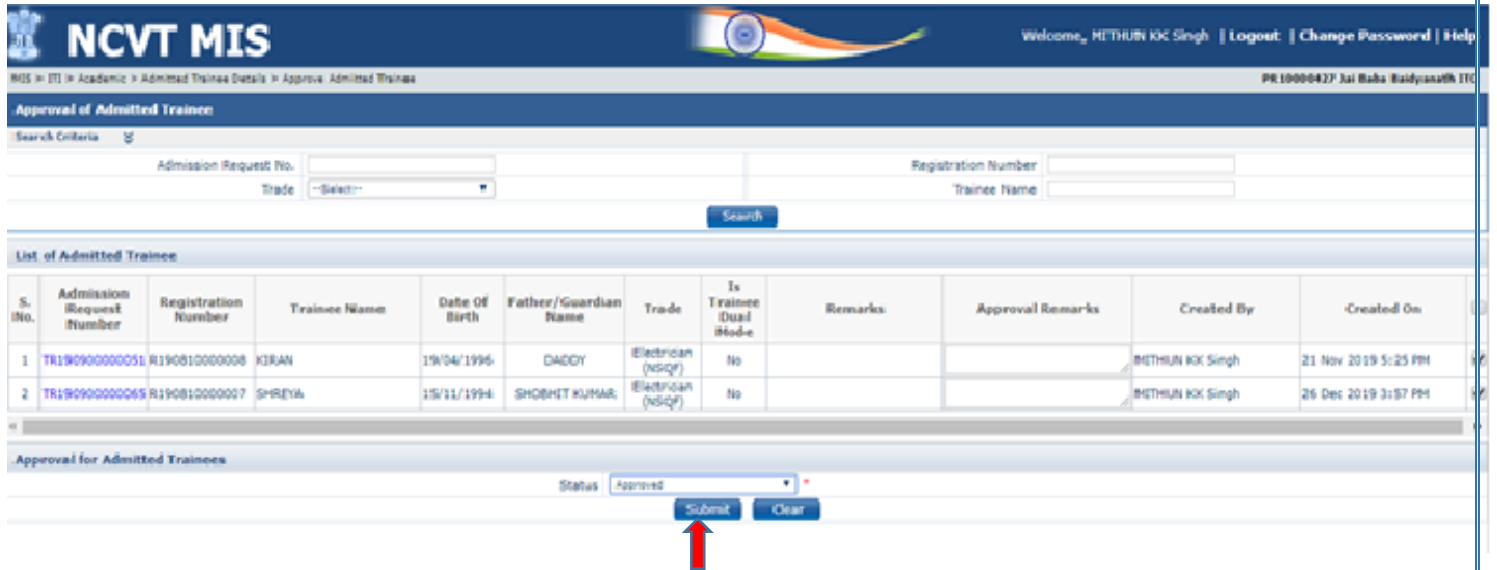
STEP –14:- On clicking ‘Search Button’ Trainees will show to for approve.



The screenshot shows the 'List of Admitted Trainee' page in the NCVT MIS system. The header is identical to the previous screenshot. Below the search criteria section is a table listing admitted trainees. The table has columns for S. No., Admission Request Number, Registration Number, Trainee Name, Date Of Birth, Father/Guardian Name, Trade, Is Trainee Dual Mode, Remarks, Approval Remarks, Created By, and Created On. There are two rows of data. Below the table is an 'Approval for Admitted Trainees' section with a 'Status' dropdown menu and 'Submit' and 'Clear' buttons.

S. No.	Admission Request Number	Registration Number	Trainee Name	Date Of Birth	Father/Guardian Name	Trade	Is Trainee Dual Mode	Remarks	Approval Remarks	Created By	Created On
1	TR190900000051	R190810000008	YGRAN	19/04/1996	DADDY	Electrician (NSQF)	No			MITHUN KK Singh	21 Nov 2019 5:25 PM
2	TR190900000065	R190810000007	SHREYA	15/11/1994	SHOHEET KUMAR	Electrician (NSQF)	No			MITHUN KK Singh	26 Dec 2019 3:57 PM

STEP –15:- Select the Trainees with Status as ‘**Approve**’ and click on ‘**Submit**’ button as shown below.



NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | Help

MIS > ITI > Academic > Admitted Trainee Details > Approve Admitted Trainee | PR10000427 Jai Baba Baidyanath ITC

Approval of Admitted Trainees

Search Criteria

Admission Request No. Registration Number

Trade Trainee Name

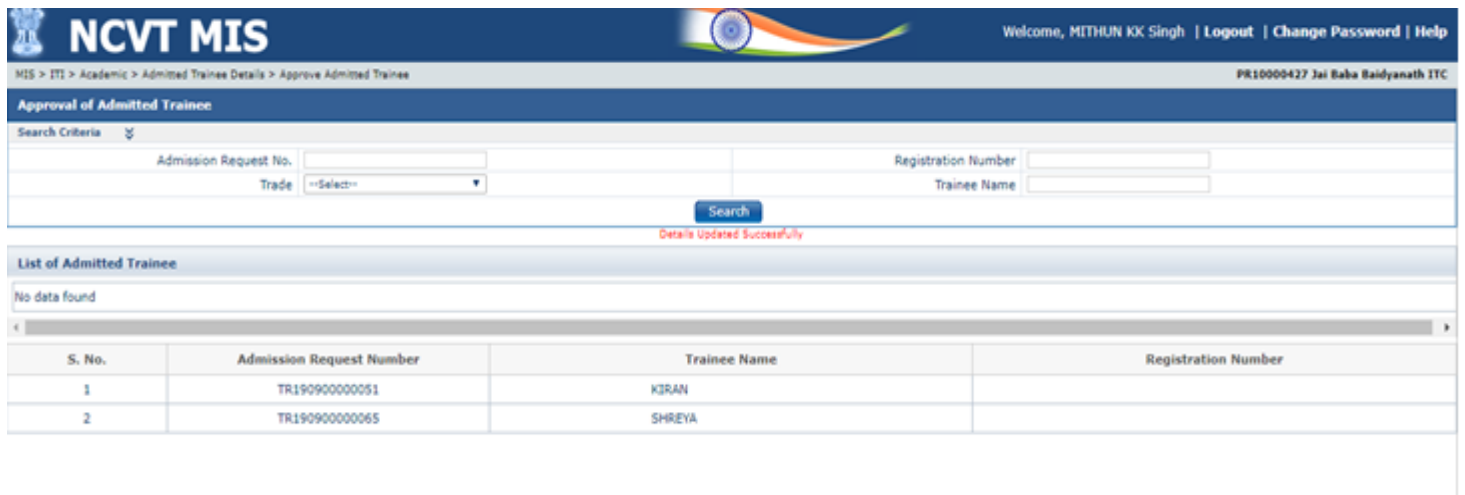
List of Admitted Trainees

S. No.	Admission Request Number	Registration Number	Trainee Name	Date Of Birth	Father/Guardian Name	Trade	Is Trainee Dual Mode	Remarks	Approval Remarks	Created By	Created On
1	TR190900000051	R190810000008	KIRAN	19/04/1996	DADDY	Electrician (nsqf)	No			MITHUN KK Singh	21 Nov 2019 5:25 PM
2	TR190900000065	R190810000007	SHREYA	15/11/1994	SHOBHET KUMAR	Electrician (nsqf)	No			MITHUN KK Singh	26 Dec 2019 3:57 PM

Approval for Admitted Trainees

Status:

STEP –16:- After click on ‘**Submit**’ Trainees will be verify successfully. The message will be show that ‘**Details Uploaded Successfully**’



NCVT MIS | Welcome, MITHUN KK Singh | Logout | Change Password | Help

MIS > ITI > Academic > Admitted Trainee Details > Approve Admitted Trainee | PR10000427 Jai Baba Baidyanath ITC

Approval of Admitted Trainees

Search Criteria

Admission Request No. Registration Number

Trade Trainee Name

Details Updated Successfully

List of Admitted Trainee

No data found

S. No.	Admission Request Number	Trainee Name	Registration Number
1	TR190900000051	KIRAN	
2	TR190900000065	SHREYA	

End Functionality

