USER MANUAL

Development & Maintenance of Web Based Portal and MIS for Monitoring & Evaluation of Vocational Training Improvement Project

Ver–1.02

[ITI MODULE]

Submitted By
WIPRO Limited (Infotech Division)
Plot No. 480-481, UdyogVihar, Phase III
Gurgaon – 122016
Haryana
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1. Introduction

1.1 Overview

The Directorate General of Resettlement & Employment (DGR&E), now known as the Directorate General of Employment & Training (DGE&T), was set up in 1945 for the purpose of resettling demobilized Defense Service personnel and discharged War Workers in civil life. Currently, the scope of the Directorate General has been extended to cover employment service to all categories of job seekers and training services to civilians.

DGE&T in the Ministry of Labor & Employment is the nodal agency responsible for conducting vocational training programs to meet the skilled manpower requirement of industry. Because vocational training is a concurrent subject the Central Government is responsible for laying down norms, standards, policies, conducting of trade tests, and award of certificates. Other major responsibilities include research in vocational training, development of instructional materials and affiliation of ITIs/ITCs, whereas State Governments / Union Territories are responsible for day to day administration of Employment Exchanges and ITIs. Each State Government has a Directorate of Technical Training / Directorate of Employment & Training which is responsible for:

(a) Carrying out the policy laid down by the National Council for Vocational Training (NCVT)
(b) Ensuring examinations are conducted by the State Board of Examinations
(c) Issuing the National Trade Certificates
(d) Arranging for inspection of training institutes / centers
(e) Affiliating trade units of training institutes / centers
(f) Conducting NCVT and non NCVT courses
(g) Implementing the provisions of Apprenticeship Act in respect of State Government / Private establishments and providing employment services.
1.2 Scope of the Document

This document details the functions of the Industrial Training Institutes. Industrial Training Institutes (ITIs) are government owned and managed institutes that provide vocational and technical training in a large number of industrial trades. The main function of ITIs is Examination Management.

1.2.1 Examination Management

Examination Management includes all the activities for conducting exams and reflecting the fees status across the institutes of the students. The main function is to create, edit and approved the Sessional Marks and Trainee Fees status.
2. About the Document

2.1 Intended Audience
All the users of the DGE&T web based portal will be the intended audience of this document.

2.2 Document Conventions
This guide uses the following conventions:

- Menu items, Options, Dialog boxes and Functions are mentioned in **Bold**.
- Error messages are displayed in *Italics*.
- Angle brackets (>) indicate the progression of menu choices the user should select in a graphical user interface (GUI).
- **Tip** provides easier methods to accomplish tasks.
- **Note** provides additional information.
3. Getting Started

3.1 System Requirements

To run this application there are some basic requirements as:

- Window's Machine
- IE 8 or above/Firefox 27 or above/Chrome 32 or above.
- MS Office (2007 or above) and Adobe PDF Reader (6 or above).
- Internet Connectivity (256 kbps or above)

**NOTE For Master update:**

“In Application if you need to get Add/edit/delete/update values available in Drop Down (so called Master), please contact your system Admin.”

3.2 Accessing Portal

Management Information System has been designed as a comprehensive system to allow timely and transparent flow of information through the various tiers of the public vocational training sector in the country i.e. ITI, the State and the Centre. The MIS will allow easy handling of storage, processing and retrieval of data, searching and sorting of various information accurately and quickly.

To access, type the address in the address bar as: **https://ncvtmis.gov.in/mis/**. Click on Internal Users. User will be redirected to the login page of the Management Information System Portal.

3.3 Login Page

Login page provides access to authorized users inside the MIS application. Authorized users include ITIs, States etc. This page also has links to recover the forgotten password. Login Page for the MIS is as follows:
The login page allows the user to login inside the portal. The user has to enter the User Name, Password, select the name of the Business Unit to which she/he belongs and click on Login. Business Unit field is a drop down menu that displays the Business Units that have been assigned to the user.

In case of unsuccessful login, a message ‘Invalid password, please check…!’ would be displayed. On ten unsuccessful login attempts in a row, the user’s account would be locked and a message ‘Your account is locked due to 10 unsuccessful login attempts, please contact System Administrator.’ Would be displayed.

**Tip:** Click on the password field once Username is entered, to populate the Business Unit.

**Note:** If the user account has been locked, user should contact the administrator.

In case of successful Login, No two users can login using the same **Username** into the MIS Application. If one user is already logged into the application, and the other user tries to access the MIS using the same Username, he gets the **Warning** screen as follows indicating if user wants to terminate the session for the first user:

**Figure: Warning**

<table>
<thead>
<tr>
<th>Login IP Adress</th>
<th>Last Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.201.51.16</td>
<td>12 Oct 2012 12:00 PM</td>
</tr>
</tbody>
</table>

Continue will result in Termination of the other session. Please select from one of the following options:

- Continue the session
- Cancel
Clicking on ‘Continue the session’, will continue existing session for the user & user will be redirected to Home page as displayed in the below screen. Clicking ‘Cancel’ redirects the logged in user to the Logout page.

**Figure: Home Page**
4. ITI

This module enables users of Industrial Training Institutes to manage the examination data including fees status. The module will be accessed to all the ITIs.

4.1 Examination Management

This module enables user to manage the exams conducted by the institute and also helps to manage the fees status of trainees. Using this module, user can ‘create’, ‘edit’ and ‘approve’ Sessional Marks of trainees and Trainee Fees status.

4.1.1 Quarterly Attendance and Sessional Marks

This module enables the institute to ‘create’, ‘edit’ and ‘approve’ the sessional marks of the trainee for each quarter. In this module, user can create the new records and edit the approved records of the trainee and approved the created records.

4.1.1.1 Create

This link enables users to create the new record (which are not created yet in the MIS system) of the sessional marks for the trainees. To capture the sessional marks, follow the below mention steps:

1. Select MIS > ITI > Examination Management > Quarterly Attendance and Sessional Marks > Create.

2. Search the record using any one of the following fields:
   - Training Scheme
   - Module
   - Training Sector
   - Session
   - Trade/Module
3. The trainee records needs to be searched by the searching criteria shown in the below screen:

Figure: Quarterly Attendance & Sessional Marks – Search

Note: Year and Quarter will populate on the basis of Trade Duration and Session in which trainee is registered.

4. All the records matching the search criteria are displayed in new screen as shown below:
5. User can update the details of sessional marks for the Trainees and submit the same by selecting the checkbox available at the rightmost column (only the selected records will be submitted).

6. On submitting, the details will go for approval to the designated authority.

**Note:**

- Each Trainee must have minimum of 80% aggregate attendance to appear in examination.
- Only designated authority of the institute has the rights to make Trainees eligible who have more than 70% and less than 80% attendance, to appear in examination.
- Only Regular trainees will appear in the list (Private trainees will not appear in search).

### 4.1.1.2 Edit

This link is used to edit the approved sessional marks for the Trainees. Under this, we can edit only approved records. To edit, follow the below mention steps:

1. Select **MIS > ITI > Examination Management > Quarterly Attendance and Sessional Marks > Edit.**
2. Search the record using any one of the following fields as displayed below in screenshot
   - Training Scheme
   - Module
   - Training Sector
   - Session
   - Trade/Module
   - Shift
   - Unit
   - Year
   - Quarter
   - Semester

   Figure: Quarterly Attendance & Sessional Marks - Search

3. All the records matching the search criteria are displayed in new screen.
4. Edit the required record and click on submit as displayed in the below screenshot
5. On submitting, the record goes for approval to the designated authority.

4.1.1.3 Approve

This link is used for approving the sessional marks for the Trainees. To approve, follow the below mention steps:

1. Select **MIS > ITI > Examination Management > Quarterly Attendance and Sessional Marks > Approve**.

2. Search the record using any one of the following fields:
   - Training Scheme
   - Module
   - Training Sector
   - Session
   - Trade/Module
   - Shift
   - Unit
   - Year
   - Quarter
   - Semester
3. All the records matching the search criteria are displayed in new screen as shown below:

   *Figure: Quarterly Attendance & Sessional Marks - Approve*

4. Select the records that are to be approved using the checkbox and select the one of the following status from the Status drop down field:

   - Approved: Record is approved and details have been saved in the database.
   - Rejected: Record has been rejected. User needs to capture the Quarterly attendance and sessional marks again.
   - Correction Required: User needs to update the record before approval can be done. Record will be visible under the Edit link where correction can be done and submitted for approval to the designated authority.

**4.1.2 Trainee Exam Fee Status**

This module enables users to capture the status of payment of trainee examination fee for appearing in exam by the trainee.
4.1.2.1 Create

This link enables user to update the status of receipt of fee by the institute. To update the fee status, follow the steps as follows:

1. Select MIS > ITI > Examination Management > Trainee Exam Fee Status > Create.
2. Search the record using any one of the following fields:
   - Training Scheme
   - Module Type
   - Training Sector
   - Trade/Module
   - Exam Type
   - Semester
   - Examination Session
3. All the records matching with the search criteria are displayed as follows:

   Figure: Trainee Exam Fee Status - Create
4. Select the status as ‘Received’ or ‘Not Received’ from the Fee Status drop down field and click on ‘Submit’.

5. On submitting, the record goes for approval to the designated authority.

4.1.2.2 Edit

This link enables user to edit the status of receipt of fee by the institute. To edit the fee status, follow the steps as follows:

1. Select MIS > ITI > Examination Management > Trainee Exam Fee Status > Edit.

2. Search the record using any one of the following fields:
   - Training Scheme
   - Module Type
   - Training Sector
   - Trade/Module
   - Exam Type
   - Semester
   - Examination Session

3. All the records matching with the search criteria are displayed as follows:
4. Click on Edit (edit) to edit the record.

5. Record gets opened in the editable mode. Update the record and submit it. On submitting, record will go for approval to the designated authority.

4.1.2.3 Approve

This link enables user to approve the status of receipt of fee by the institute. To approve the fee status, follow the steps as follows:

1. Select MIS > ITI > Examination Management > Trainee Exam Fee Status > Approve.

2. Search the record using any one of the following fields:
   - Training Scheme
   - Module Type
   - Training Sector
   - Trade/Module
   - Exam Type
   - Semester
   - Examination Session
3. All the records matching with the search criteria are displayed as follows:

   *Figure: Trainee Exam Fee Status - Approve*

4. Select the records to be approved using checkbox and select one of the following status:
   - Approved: Record is approved and details have been saved in the database.
   - Rejected: Record has been rejected. User needs to update the Fee status again.
   - Correction Required: User needs to update the record before approval can be done. Record will be visible under the Edit link where correction can be done and submitted for approval to the designated authority.

5. Click on ‘Submit’ to update the status.

5. Contact Information

For any queries please contact to support.dget@wipro.com or you may dial help desk - 0120 4405610