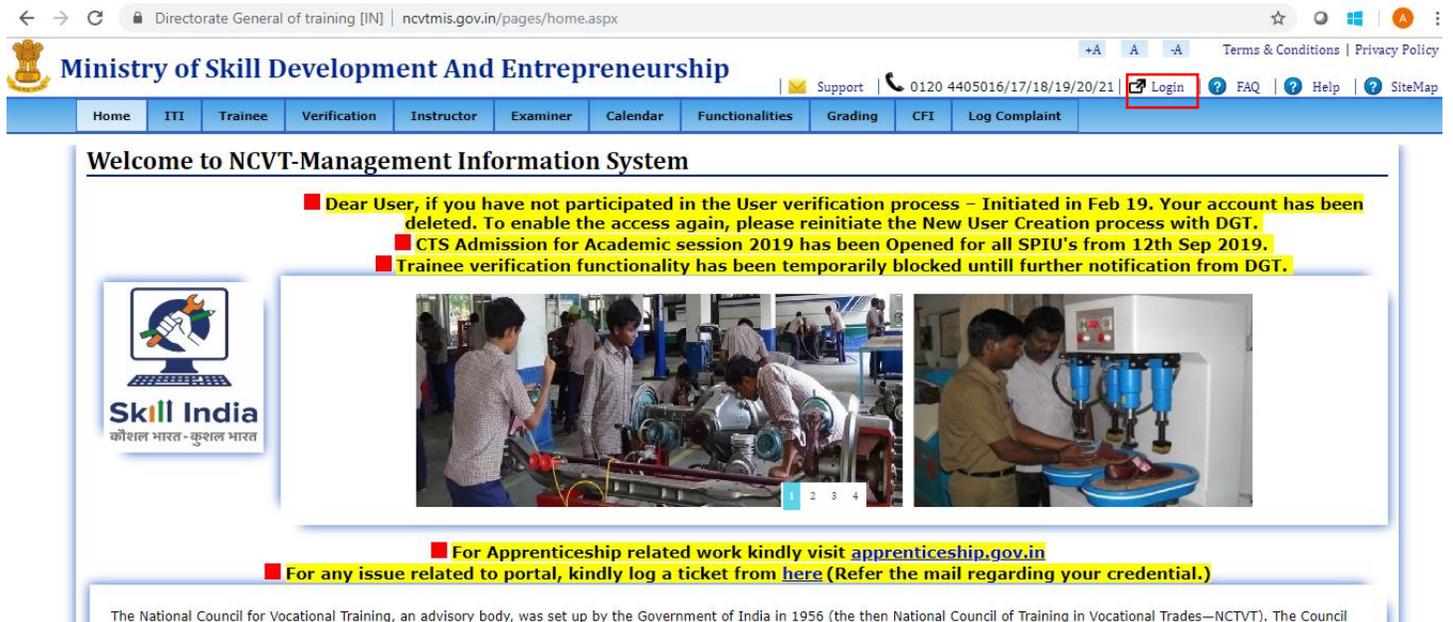


USER MANUAL

NCVT MIS SPIU/ITI Trainee Upload

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 a menu with items like Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, and Log Complaint. A 'Login' link is highlighted in a red box. Below the navigation bar, a welcome message reads 'Welcome to NCVT-Management Information System'. Three red-bordered boxes contain important notices: 1) '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.' 2) 'CTS Admission for Academic session 2019 has been Opened for all SPIU's from 12th Sep 2019.' 3) 'Trainee verification functionality has been temporarily blocked until further notification from DGT.' Below these notices are three images: a Skill India logo, a group of students working on a lathe machine, and a student working on a lathe machine. At the bottom, there are two more red-bordered boxes: 'For Apprenticeship related work kindly visit apprenticeship.gov.in' and 'For any issue related to portal, kindly log a ticket from [here](#) (Refer the mail regarding your credential.)'. A footer note states: '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

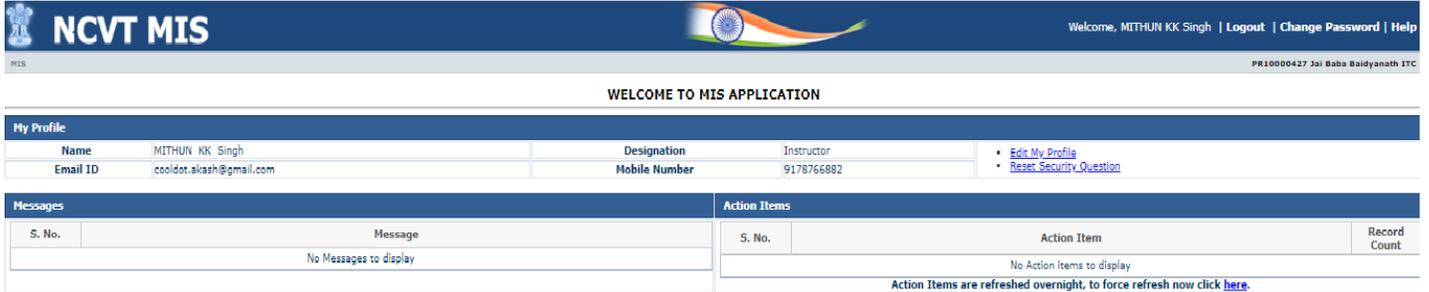
STEP – 3:- Login with SPIU/ITI credentials.



The screenshot shows the login page of the NCVT MIS. The header reads 'NCVT MIS'. The main content area is titled 'Welcome to MIS Application' and contains the text 'Enter Credentials to login to MIS System'. There are two input fields: 'Login ID' and 'Password'. Below the password field, there is a 'Remember Me' checkbox, a 'Login' button, and a 'Forgot Password' link.

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

Menu → SPIU/ITI → Academic → Upload Admitted Trainee Details → Upload

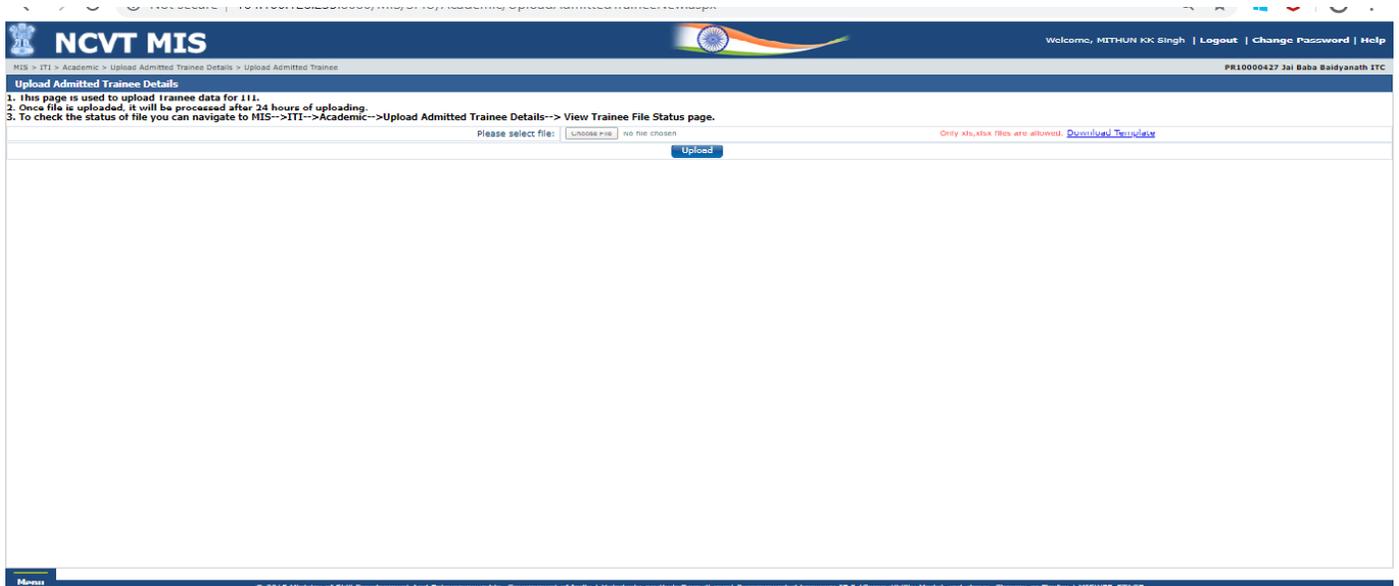


The screenshot shows the NCVT MIS application home page. At the top, there is a navigation bar with the NCVT logo, the text 'NCVT MIS', and a welcome message for 'MITHUN KK Singh'. Below this, a 'WELCOME TO MIS APPLICATION' banner is displayed. The main content area is divided into two sections: 'My Profile' and 'Messages/Action Items'. The 'My Profile' section shows user details: Name (MITHUN KK Singh), Designation (Instructor), Email ID (cooldot.akash@gmail.com), and Mobile Number (9178766882). The 'Messages' section is empty, and the 'Action Items' section also shows no items. A footer note states: 'Action Items are refreshed overnight, to force refresh now click [here](#).'



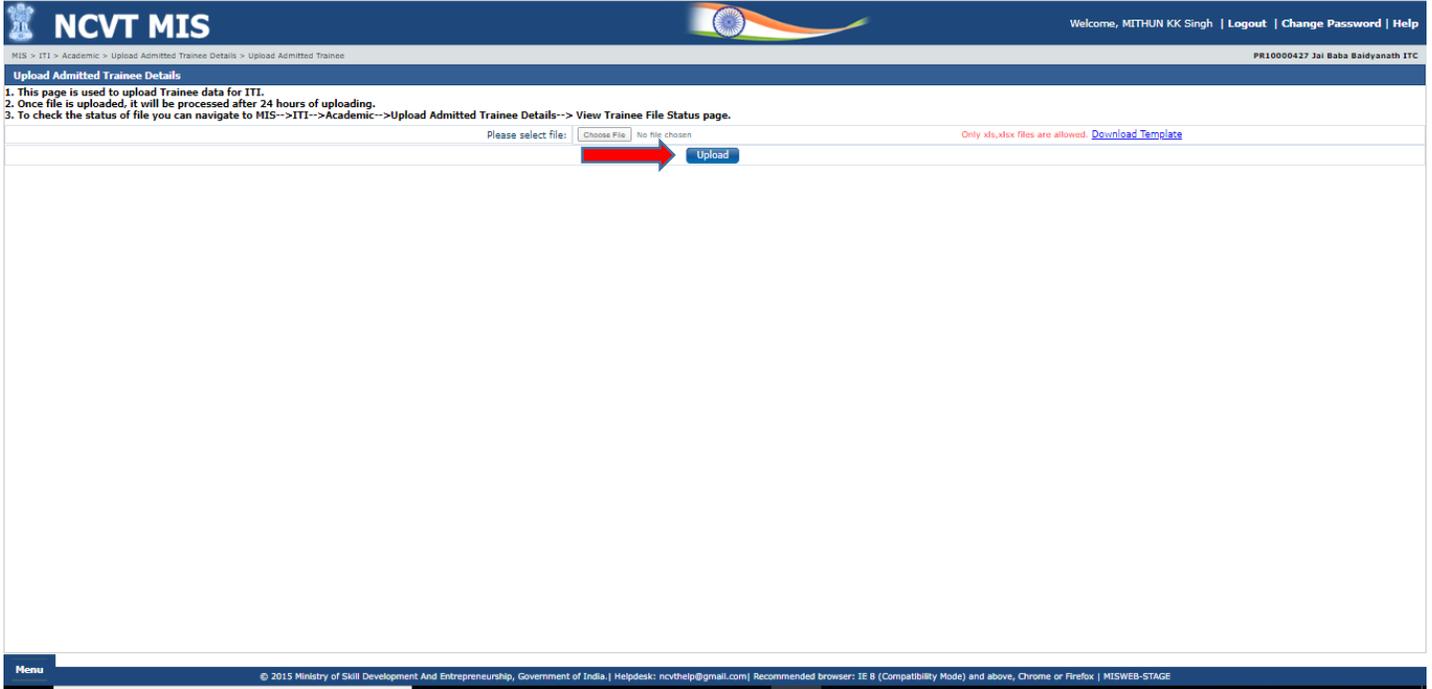
This screenshot shows the left-hand navigation menu of the NCVT MIS application. The 'Modules' list includes ITI, CFI, APPRENTICESHIP, SPIU, NPIU, CENTRAL MIS, and FREQUENTLY USED REPORTS. The 'Sub Modules & Links' section is expanded for 'Academic', showing 'Upload Admitted Trainee Details' (highlighted in yellow with a red arrow pointing to the 'Upload' link), 'Print Hall Ticket' (with a 'Print' link), 'Print Mark Sheet' (with a 'Print Mark Sheet' link), and 'Administration' (with an 'Approve' link).

STEP – 5:- On clicking 'Download Template' link, Excel template "AdmittedTraineeTemplate.xlsx" will be downloaded.



The screenshot shows the 'Upload Admitted Trainee Details' page in the NCVT MIS application. The page header includes the NCVT logo, 'NCVT MIS', and a welcome message for 'MITHUN KK Singh'. Below the header, there are instructions for uploading: '1. This page is used to upload trainee data for ITI.', '2. Once file is uploaded, it will be processed after 24 hours of uploading.', and '3. To check the status of file you can navigate to MIS → ITI → Academic → Upload Admitted Trainee Details → View Trainee File Status page.' A file upload area is visible with the text 'Please select file:' and a file selection button. Below this, there is an 'Upload' button. A note at the bottom right states: 'Only xls,xlsx files are allowed. Download Template'. The footer contains copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Helpdesk: ncvthelp@gmail.com | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | MISWEB-STAGE'.

STEP – 7:- Select the file and click on **'Upload'** button.



The screenshot shows the NCVT MIS interface for uploading trainee details. At the top, there is a navigation bar with the NCVT logo, the text 'NCVT MIS', and a welcome message for MITHUN KK Singh. Below this is a breadcrumb trail: 'MIS > ITI > Academic > Upload Admitted Trainee Details > Upload Admitted Trainee'. The main content area is titled 'Upload Admitted Trainee Details' and contains three instructions: 1. This page is used to upload Trainee data for ITI. 2. Once file is uploaded, it will be processed after 24 hours of uploading. 3. To check the status of file you can navigate to MIS-->ITI-->Academic-->Upload Admitted Trainee Details--> View Trainee File Status page. Below the instructions is a file upload form with a 'Please select file:' label, a 'Choose File' button, and a 'No file chosen' status. A red arrow points to the 'Choose File' button. To the right of the form is an 'Upload' button. A red text message states 'Only xls,xlsx files are allowed.' with a 'Download Template' link. At the bottom of the page, there is a footer with a 'Menu' link, a copyright notice for 2015 Ministry of Skill Development And Entrepreneurship, Government of India, and recommended browser information.

NCVT MIS Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [Help](#)

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

Upload Admitted Trainee Details

1. This page is used to upload Trainee data for ITI.
2. Once file is uploaded, it will be processed after 24 hours of uploading.
3. To check the status of file you can navigate to MIS-->ITI-->Academic-->Upload Admitted Trainee Details--> View Trainee File Status page.

Please select file: No file chosen Only xls,xlsx files are allowed. [Download Template](#)

Trainee file (Size: 98 KB) uploaded successfully. Result will be displayed after 24 hours of uploading on MIS-->ITI-->Academic-->Upload Admitted Trainee Details--> View Trainee File Status page.

[Menu](#) © 2015 Ministry of Skill Development And Entrepreneurship, Government of India | Helpdesk: ncvthelp@gmail.com | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | MISWEB-STAGE

STEP – 8:- Menu → SPIU / ITI → Academic → Upload Admitted Trainee Details → View Trainee File Status

SPIU / ITI after 24 hours could check the trainees uploaded with the help of below screen.

NCVT MIS Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [Help](#)

MIS > ITI > Academic > Upload Admitted Trainee Details > View Trainee File Status PR10000427 Jai Baba Baidyanath ITC

Uploaded Trainee File Results

Status Description

- Please click on the File Name link to view the uploaded Trainee Details.
- Pending : File has not been processed yet
- Running : File is getting processed
- Complete : File has been processed

View Uploaded Trainee File Status

Search Criteria Upload From Upload To

Modules

- ITI
- CFI
- APPRENTICESHIP
- SPIU
- NPIU
- CENTRAL MIS
- FREQUENTLY USED REPORTS

Sub Modules & Links

Academic

- Admitted Trainee Details
 - Create
 - Edit Admitted Trainee
 - Edit Trainee
 - Approve Admitted Trainee
 - Approve Trainee
- Change Trade of Trainee
 - Create
- Upload Trainee Photograph
 - Upload Trainee Photograph
- Upload Admitted Trainee Details
 - Upload Admitted Trainee
 - **View Trainee File Status**
- Trainee Discharge

STEP – 9:- Select Upload From and Upload To Dates and click on “Search” button.

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

MIS > IT1 > Academic > Upload Admitted Trainee Details > View Trainee File Status

Uploaded Trainee File Results

Status Description

1. Please click on the File Name link to view the uploaded Trainee Details.
2. Pending : File has not been processed yet
3. Running : File is getting processed
4. Complete : File has been processed

View Uploaded Trainee File Status

Search Criteria: [v] Upload From: [] (DD/MM/YYYY) * Upload To: [] (DD/MM/YYYY) * [Search]

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STEP – 10:- Click on File Name as shown below to check the trainees data uploaded.

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

MIS > IT1 > Academic > Upload Admitted Trainee Details > View Trainee File Status

4. Complete : File has been processed

View Uploaded Trainee File Status

Search Criteria: [v] Upload From: 29/11/2018 (DD/MM/YYYY) * Upload To: 28/02/2020 (DD/MM/YYYY) * [Search]

List of Trainee Files:

S. No.	File Name	Total Processed Records	Success Record Count	Error Record Count	Status	Uploaded By	Processed On
1	AdmittedTraineeTemplate(3)_20200227110253.xlsx	0	0	0	Pending	PR1000427 Jai Baba Baidyanath ITC	27/02/2020
2	AdmittedTraineeTemplateIT1Upload_20200218149156.xlsx	20	2	18	Complete	PR1000427 Jai Baba Baidyanath ITC	18/02/2020
3	AdmittedTraineeTemplate(4)_20200218120542.xlsx	0	0	0	Pending	PR1000427 Jai Baba Baidyanath ITC	18/02/2020
4	AdmittedTraineeTemplate(6)_20200130173857.xlsx	0	0	0	Complete	PR1000427 Jai Baba Baidyanath ITC	30/01/2020
5	AdmittedTraineeTemplate(6)_20200130172814.xlsx	3	0	3	Error	PR1000427 Jai Baba Baidyanath ITC	30/01/2020
6	AdmittedTraineeTemplate(6)_20200130161202.xlsx	3	0	3	Complete	PR1000427 Jai Baba Baidyanath ITC	30/01/2020
7	AdmittedTraineeTemplate91_20200121183257.xlsx	1	0	1	Error	PR1000427 Jai Baba Baidyanath ITC	22/01/2020
8	AdmittedTraineeTemplate90_20200121185303.xlsx	2	2	0	Complete	PR1000427 Jai Baba Baidyanath ITC	22/01/2020
9	AdmittedTraineeTemplate89_20200121185243.xlsx	3	0	3	Complete	PR1000427 Jai Baba Baidyanath ITC	22/01/2020
10	AdmittedTraineeTemplate90_20200121183236.xlsx	2	0	2	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
11	AdmittedTraineeTemplate89_20200121183216.xlsx	3	1	2	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
12	AdmittedTraineeTemplate86_20200121120151.xlsx	2	2	0	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
13	AdmittedTraineeTemplate85_20200121120133.xlsx	3	0	3	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
14	AdmittedTraineeTemplate86_20200121114723.xlsx	2	0	2	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
15	AdmittedTraineeTemplate85_20200121114702.xlsx	3	3	0	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
16	AdmittedTraineeTemplate84_20200121114644.xlsx	2	2	0	Complete	PR1000427 Jai Baba Baidyanath ITC	21/01/2020
17	AdmittedTraineeTemplate_20200120180325.xlsx	3	0	3	Complete	PR1000427 Jai Baba Baidyanath ITC	20/01/2020
18	AdmittedTraineeTemplate_20200120173254.xlsx	3	0	3	Complete	PR1000427 Jai Baba Baidyanath ITC	20/01/2020

Menu | © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Helpdesk: ncvthelp@gmail.com | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | MISWEB-STAGE

STEP – 11:- Below screen will appear with List of Trainee Success Records and List of Trainee Error Records.

NCVT MIS				
Uploaded Trainee Results				
List of Trainee Success Records: Export				
S. No.	File Name	Mobile No.	Trainee Name	
1	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		23123123123	
2	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		Asada24124124	
List of Trainee Error Records: Export				
S. No.	File Name	Mobile No.	Trainee Name	Error Description
1	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		BOULT	Admission Date year should be same as Session Year.
2	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		SANTNER	Admission date month should be between August and December.
3	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		GRANDHOMME	Admission Date year should be same as Session Year.
4	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		SOUTHEE	Mandatory field missing Mobile Number.
5	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		LATHAM	Mandatory field missing Mobile Number.
6	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		MUNRO	Mandatory field missing Mobile Number.
7	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		BLUNDELL	Age can not be greater than 60 years.Please check Date of Birth.
8	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		SODHI	Age can not be less than 14 years.Please check Date of Birth.
9	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		FERGUSON	Mandatory field missing Gender.
10	AdmittedTraineeTemplateTTUUpload_20200218145156.xlsx		NEESHAM	Mandatory field missing Category.

End Functionality