

NCVT MIS - Frequently Asked Questions

Frequently Asked Questions

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NCVT MIS - Frequently Asked Questions

1. Introduction

This FAQ document is prepared to provide one stop answers for most common queries from ITIs received at Help Desk. The document will be continuously revised and enhanced as per queries received and direction from DGET.

For any queries not covered in document you are requested to reach out to NCVT MIS Help Desk (support.dget@wipro.com | 0120 440 5610).

- When writing to help desk, please ensure you always mention your MIS ITI code and Login ID.
- Please write your queries in English Language.
- Please write your queries in details with relevant screenshots.

Any policy related matter can be enquired from DGET at pmu.dget@nic.in.

2. Where can I find instructions and User Manual for help?

For latest instructions from DGET you may **News and Updates** section on **Home Page** of **NCVT MIS portal**.

All the latest material, news and updates from DGET are posted in this section.

Detailed User Manual are also available for both public portal and MIS for internal users. User Manual can be accessed from top right corner of both public portal and NCVT MIS for internal users.



Figure 1. NCVT MIS Home Page



Figure 2. Top Header of Public Portal

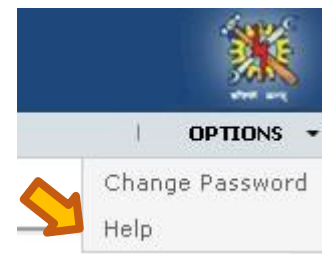


Figure 3. Top Header of MIS

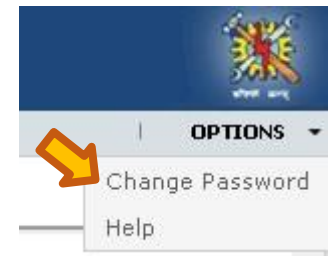
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3. Why is my session signing out repeatedly?

NCVT MIS has default timeout of 30 min, which means your session will expire after 30 minutes of inactivity. However, it will not expire if you are working continuously.

If your session expires while you are working that means someone else has logged in from your user id. In this case you should:

- Change your password immediately.
- You should not share password for your account with anyone else.
- Make sure you are not trying to login from different browser using same login id.



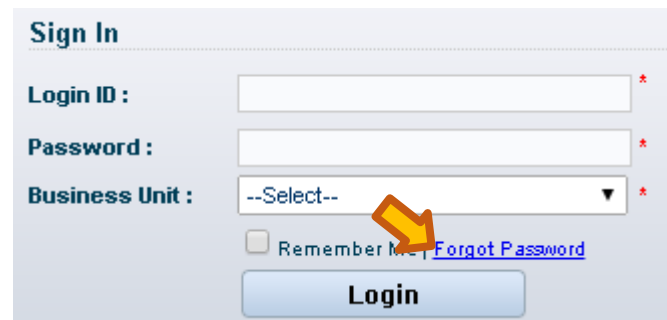
4. I forgot my password, what to do?

If you have forgotten your password, you can change it through change password functionality on login page.

System will ask you to answer security questions and password will be sent to your registered email id.

Security questions are typically set when login to system initially, if you want to change your security questions you can reach Help Desk, they will enable security password change on your profile.

If you want to change your email id, you can use Edit Profile feature on Home Page.



5. My account is locked what to do?

Typically more than 5 invalid login attempts with incorrect password can lock your account. In this case you should reach help desk to get your account unlocked.

6. When I enter my login id business unit drop down stays empty and I am not able to login?

Business Unit identifies to which ITI or ITIs you have access to. If your business unit is not populating that means your login Id is incorrect, please reach out to Help Desk or refer DGET's instructions to find out your login id.

7. When go to sessional marks edit screen, I fill criteria and hit search nothing happens. What to do?

When you hit search from sessional marks screen new window opens where you can enter the marks of trainees. However, your browser may have pop ups blocked, thus new window is not opening.

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If you are using Google Chrome Browser?

- In the top-right corner of Chrome, click the Chrome menu > **Settings**.
- At the bottom of the page, click **Show advanced settings**.
- In the **Privacy** section, click the **Content settings** button.
- In the **Pop-ups** section, click **Manage Exception**.
- In the end enter website address (ncvmtmis.gov.in) in the text box select “Allow” and click on **done**. If you are using Mozilla browser
- Click the **Menu** button on top right corner and choose Options.
- Select the **Content Tab > Exception**
- Put address of website (ncvmtmis.gov.in) and click **Add > Close > Ok**

If you are using Internet explorer browser

- Click the **Tools Menu** (Alt +T), and then tap or click **Internet options**.
- On the **Privacy** tab, under **Pop-up Blocker**, click **settings**.
- Put address of website (ncvmtmis.gov.in) and click **Add > Close > Ok**

8. When go to sessional marks edit screen, I fill criteria and hit search no records found appears. What to do?

Any workflow in MIS has three parts Create, Edit and Approve. Please note:

Create Page: Create Page is used when new record is created. On creation record will go for approval before being committed to system.

Edit Page: Edit Page is used to modify already created and approved records in system. This page can be used to make corrections if incorrect entry was approved by mistake.

Approve Page: All newly created records or “Edited” records come for approval in this page. On Approval records are committed to system.

Thus, when looking for record you need to visit respective page to work on the record.

9. I want to delete trainees as they have been discharged, what to do?

Kindly contact your state directorate. Only state directorate have access for such changes.

10. I want to make changes Trainee Name and/or Trainee’s Father/Guardian Name, what to do?

Kindly contact your state directorate. Only state directorate have access for such changes.

11. I want to changes Shift/Unit of a Trainee Name, what to do?

Kindly contact your state directorate. Only state directorate have access for such changes.

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12. AM I required to fill sessional marks for both Quarter 1 and Quarter 2?

Yes, as per NCVT guidelines sessional marks are required to be captured twice in a semester, thus 2 entries are required, one each for Quarter 1 and Quarter 2.

13. Data not found in Create/Approve, what to do?

If trainees are available but you are not able to find them, please refer following details:

- On create screen, records only appear if there is no existing entry in system.
- On approve screen, records appear after entry has been created and it's not approved.
- On edit screen, records appear after entry has been created and it's approved.

Kindly refer to the list of admitted trainee trade wise report to get clarity on this. Please follow below path -

MIS -> Central MIS -> Fixed format report -> ITI report -> List of admitted trainee trade wise report.

14. Data not found in create/Approve for sessional marks, what to do?

If trainees are available but you are not able to find them in sessional marks screen, please refer following details of pages:

- On create screen, records only appear if there is no existing entry in system.
- On approve screen, records appear after entry has been created and it's not approved.
- On edit screen, records appear after entry has been created and it's approved.

Kindly refer to the Sessional marks status report to get clarity on this. Please follow below path -

MIS -> Central MIS -> Fixed format report -> ITI report -> Sessional marks status report.

15. Exam fee status report shows missing, what to do?

If trainees are available but you are not able to find them in fee status screen, please refer following details of pages:

- On create screen, records only appear if there is no existing entry in system.
- On approve screen, records appear after entry has been created and it's not approved.
- On edit screen, records appear after entry has been created and it's approved.

Kindly refer to the fee status report to get clarity on this. Please follow below path -

MIS -> Central MIS -> Fixed format report -> ITI report -> Fee status report.

16. Result is not declared, what to do?

Kindly refer to the marks status report to get clarity on this. Please follow below path -

MIS -> Central MIS -> Fixed format report -> ITI report -> Marks status report.

Kindly check status in last 3 columns, if Q1/Q2 marks are missing please make entry in MIS system, as sessional marks entry is done by ITI. If Main Marks are missing for practical, please contact state directorate and if main marks are missing for OMR papers please reach out to DGT.

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17. Correction required in result, to whom I need to contact?

Please reach out to DGET Examination Cell for this. They can guide you on if and how to go for rechecking of result.

You may contact Shri. Kritanand Singh at kritanand.s@gov.in regarding this.

18. Why Approve/Create/Upload/Edit option is not showing in my login?

Right to create/edit/upload and approve has been given only to those ITIs who have sent admitted trainee data to DGT as pre-specified format. If you did not get right for the same kindly contact Shri. Umesh Motish at u.motish@nic.in.

19. My ITI's affiliation data is incorrect, whom I need to contact?

Please contact Shri. Sushil Agrawal at s_gwal@nic.in, s_gwal@yahoo.com for affiliation related changes.