

USER MANUAL

NCVT MIS ITI Trainee Discharge

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 links for 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' heading and three red-bordered boxes with yellow backgrounds containing important notices. The first notice states that users who haven't participated in the user verification process initiated in Feb 19 have had their accounts deleted and need to reinitiate the new user creation process. The second notice mentions that CTS Admission for the Academic session 2019 is open for all SPIU's from Sep 12, 2019. The third notice states that trainee verification functionality is temporarily blocked. Below these notices are three images: the Skill India logo, a group of students working on a lathe machine, and a student working on a lathe machine. A fourth red-bordered box with a yellow background contains a notice for apprenticeship-related work, directing users to apprenticeship.gov.in. At the bottom, there is a link to log a ticket from [here](#). A footer note mentions that the National Council for Vocational Training was set up by the Government of India in 1956.

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. At the top, there is a blue banner with the text 'NCVT MIS' and the Indian national flag. Below this is a white box with the heading 'Welcome to MIS Application' and the sub-heading 'Enter Credentials to login to MIS System'. The login form contains two input fields: 'Login ID' and 'Password'. There is a 'Remember Me' checkbox and a 'Login' button. A 'Forgot Password' link is also present.

Welcome to MIS Application

Enter Credentials to login to MIS System

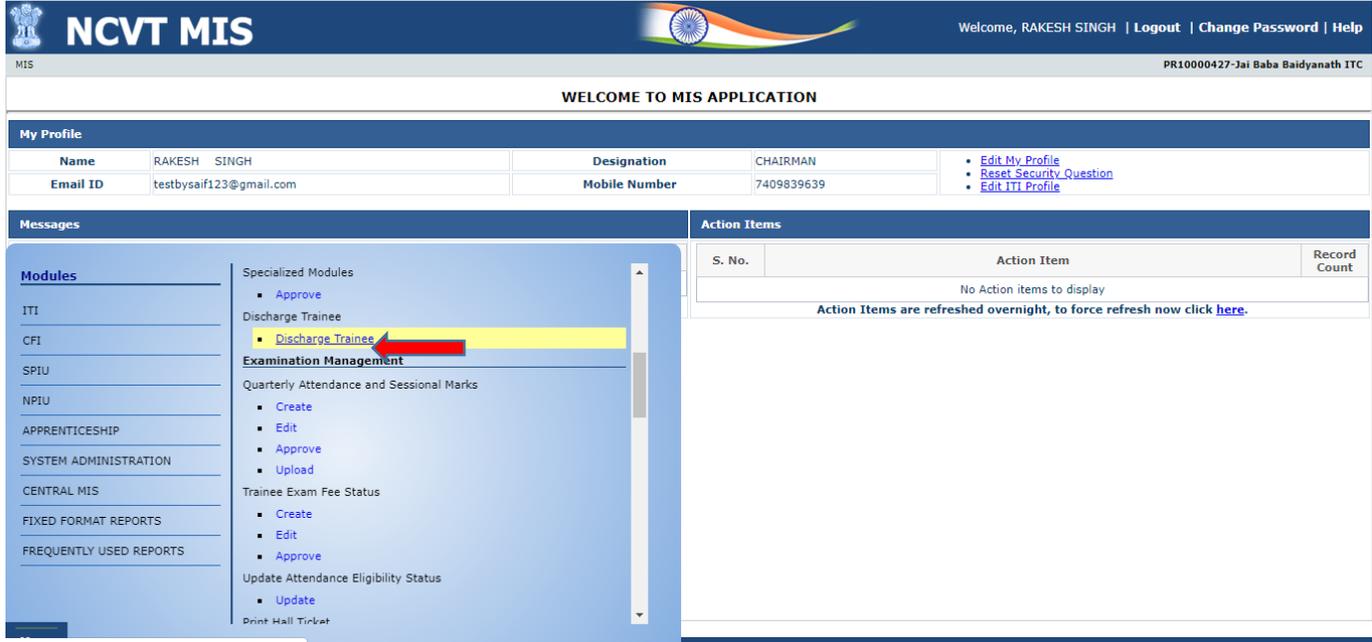
Login ID []

Password []

Remember Me [Forgot Password](#)

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

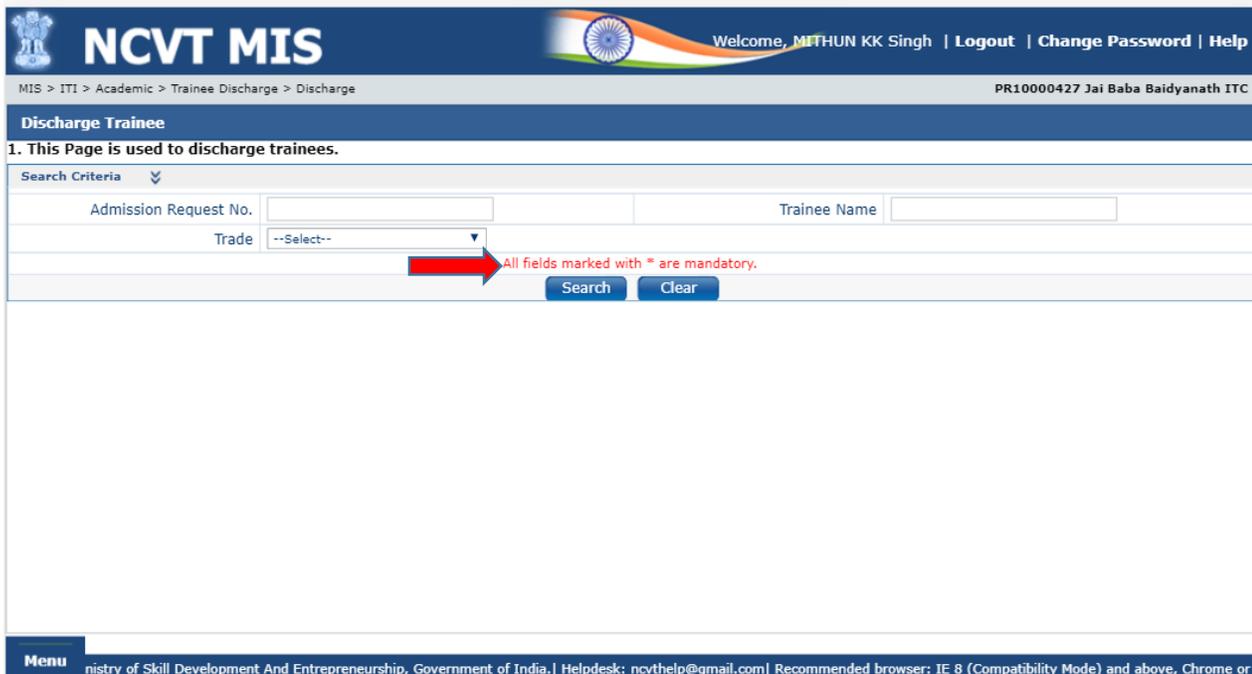
Menu → ITI → Academic → Discharge Trainee → Discharge Trainee



The screenshot shows the NCVT MIS home page for user RAKESH SINGH. The navigation menu on the left includes ITI, CFI, SPIU, NPIU, APPRENTICESHIP, SYSTEM ADMINISTRATION, CENTRAL MIS, FIXED FORMAT REPORTS, and FREQUENTLY USED REPORTS. Under the ITI section, 'Discharge Trainee' is highlighted with a red arrow. The 'Action Items' table is empty, displaying the message: 'Action Items are refreshed overnight, to force refresh now click [here](#).'

STEP – 5:- Following screen will appear on clicking on Discharge Trainee menu, fill the trainee details (Admission Request No, Trainee Name or Select Trade) or click on “Search” button.

NOTE : “Admission Request No, Trainee Name or Select Trade” fields are non-mandatory and user can directly click on search to get List of Trainees.



The screenshot shows the 'Discharge Trainee' page. It includes a search form with the following fields: 'Admission Request No.', 'Trade' (a dropdown menu currently showing '--Select--'), and 'Trainee Name'. A red arrow points to the 'Trade' dropdown with the text 'All fields marked with * are mandatory.' Below the form are 'Search' and 'Clear' buttons. The page header shows the user as MITHUN KK Singh.

STEP – 6:- List of trainees will be displayed for discharge.

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

MIS > ITI > Academic > Trainee Discharge > Discharge

Discharge Trainee
1. This Page is used to discharge trainees.

Search Criteria: Admission Request No. [] Trade: --Select-- Trainee Name: []

All fields marked with * are mandatory.

Search Clear

S. No.	Admission Request No.	Trainee Name	Date of Birth	Father Name	Trade	Is Dual
1	TR19090000062	Yash	05/11/1994	Dharmvir Singh	Electrician (NSQF)	No
2	TR19090000064	SAIF	01/11/1994	RAJESH AGARWAL	Electrician (NSQF)	No
3	TR19090000067	Harlom	10/11/1994	Vijay Kumar	Electrician (NSQF)	No
4	TR19090000073	ASHWININ PONAPPA	17/04/1995	DADDY	Electrician (NSQF)	No
5	TR19090000074	JWALA GUTTA	01/08/1996	DADDY	Electrician (NSQF)	No
6	TR19090000075	POONAM YADAV	01/06/1991	DADDY	Electrician (NSQF)	No
7	TR19090000076	ANJUM CHOPRA	15/09/1992	DADDY	Electrician (NSQF)	No
8	TR19090000086	VEDHA KRISHNAMURTHY	01/06/1991	DADEV	Electrician (NSQF)	No
9	TR19090000099	NARENDRA MODI	01/06/1991	SH. RAM DAS	Electrician (NSQF)	No
10	TR19090000100	SONIA GANDHI	17/04/1995	SH. SHABHAZ KHAN	Electrician (NSQF)	No

Discharge

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STEP – 7:- Select the trainee record which is to be discharged and click on “Discharge” button.

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

MIS > ITI > Academic > Trainee Discharge > Discharge

Discharge Trainee
1. This Page is used to discharge trainees.

Search Criteria: Admission Request No. [] Trade: --Select-- Trainee Name: []

All fields marked with * are mandatory.

Search Clear

S. No.	Admission Request No.	Trainee Name	Date of Birth	Father Name	Trade	Is Dual
1	TR19090000067	Harlom	10/11/1994	Vijay Kumar	Electrician (NSQF)	No <input checked="" type="checkbox"/>
2	TR19090000073	ASHWININ PONAPPA	17/04/1995	DADDY	Electrician (NSQF)	No
3	TR19090000074	JWALA GUTTA	01/08/1996	DADDY	Electrician (NSQF)	No
4	TR19090000075	POONAM YADAV	01/06/1991	DADDY	Electrician (NSQF)	No
5	TR19090000076	ANJUM CHOPRA	15/09/1992	DADDY	Electrician (NSQF)	No
6	TR19090000086	VEDHA KRISHNAMURTHY	01/06/1991	DADEV	Electrician (NSQF)	No
7	TR19090000099	NARENDRA MODI	01/06/1991	SH. RAM DAS	Electrician (NSQF)	No
8	TR19090000100	SONIA GANDHI	17/04/1995	SH. SHABHAZ KHAN	Electrician (NSQF)	No
9	TR19090000103	AJIT DOVAL	17/06/2000	SH. SHABHAZ KHAN	Electrician (NSQF)	No

Discharge

STEP – 8:- Message “Trainee Discharge successfully” message will be displayed on Page. And Trainee details will be removed from the List of Trainee on Page.

NCVT MIS

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

MIS > ITI > Academic > Trainee Discharge > Discharge
PR10000427 Jai Baba Balidyanath ITC

Discharge Trainee

1. This Page is used to discharge trainees.

Search Criteria ▼

Admission Request No.

Trade ▼

Trainee Discharge Successfully.

All fields marked with * are mandatory.

Search
Clear

List of Trainees

S. No.	Admission Request No.	Trainee Name	Date of Birth	Father Name	Trade	Is Dual	<input type="checkbox"/>
1	TR190900000067	Hanom	10/11/1994	Vijay Kumar	Electrician (NSQF)	No	<input type="checkbox"/>
2	TR190900000073	ASHWININ PONAPPA	17/04/1995	DADDY	Electrician (NSQF)	No	<input type="checkbox"/>
3	TR190900000074	JIWALA GUTTA	01/08/1996	DADDY	Electrician (NSQF)	No	<input type="checkbox"/>
4	TR190900000075	POONAM YADAV	01/06/1991	DADDY	Electrician (NSQF)	No	<input type="checkbox"/>
5	TR190900000076	ANJUM CHOPRA	15/09/1992	DADDY	Electrician (NSQF)	No	<input type="checkbox"/>
6	TR190900000086	VEDHA KRISHNAMURTHY	01/06/1991	DADEY	Electrician (NSQF)	No	<input type="checkbox"/>
7	TR190900000099	NARENDRA MODI	01/06/1991	SH. RAM DAS	Electrician (NSQF)	No	<input type="checkbox"/>
8	TR190900000100	SONIA GANDHI	17/04/1995	SH. SHABHAZ KHAN	Electrician (NSQF)	No	<input type="checkbox"/>
9	TR190900000103	AJIT DOVAL	17/06/2000	SH. SHABHAZ KHAN	Electrician (NSQF)	No	<input type="checkbox"/>

Discharge

Menu
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End Functionality