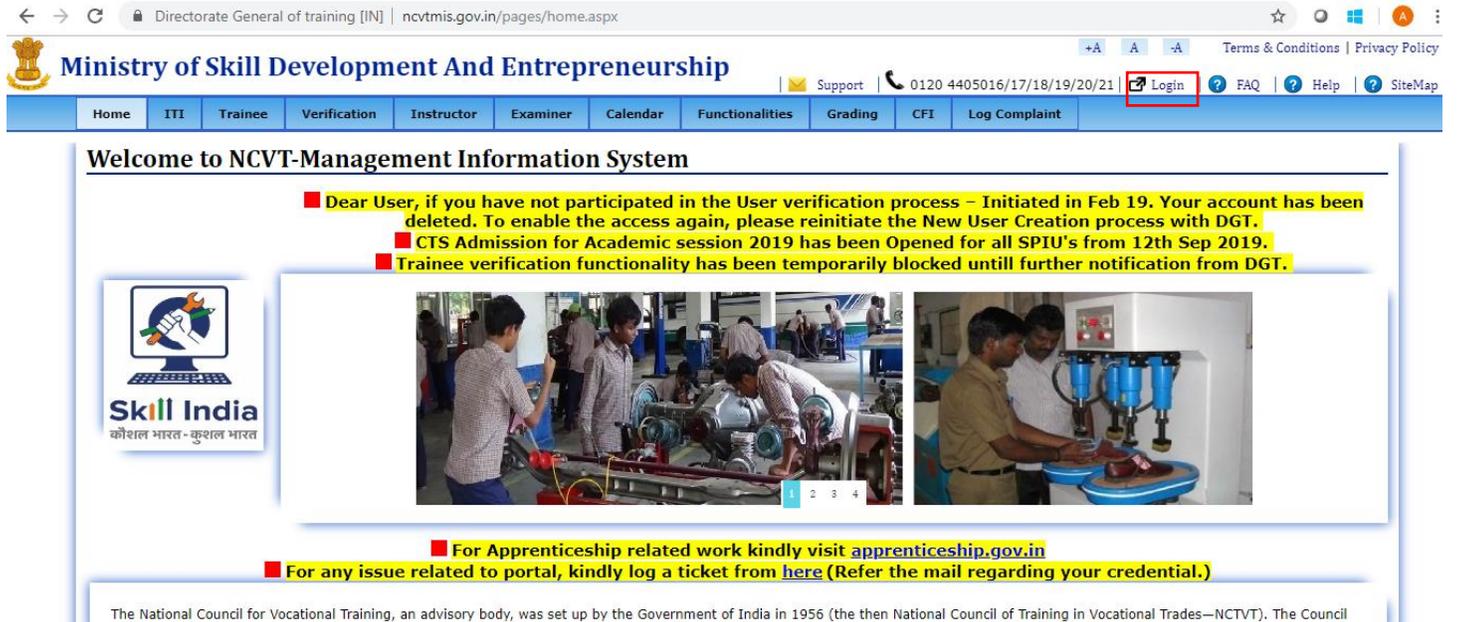


USER MANUAL

NCVT MIS SPIU 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 system. 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 and 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.

Directorate General of training [IN] | ncvtmis.gov.in/pages/home.aspx

Ministry of Skill Development And Entrepreneurship

Support | 0120 4405016/17/18/19/20/21 | **Login** | FAQ | Help | SiteMap

Home | ITI | Trainee | Verification | Instructor | Examiner | Calendar | Functionalities | Grading | CFI | Log Complaint

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 SPIU credentials.



The screenshot shows the login page of the NCVT MIS system. 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 fields for 'Login ID' and 'Password', a 'Remember Me' checkbox, and 'Login' and 'Forgot Password' buttons.

NCVT MIS

Welcome to MIS Application

Enter Credentials to login to MIS System

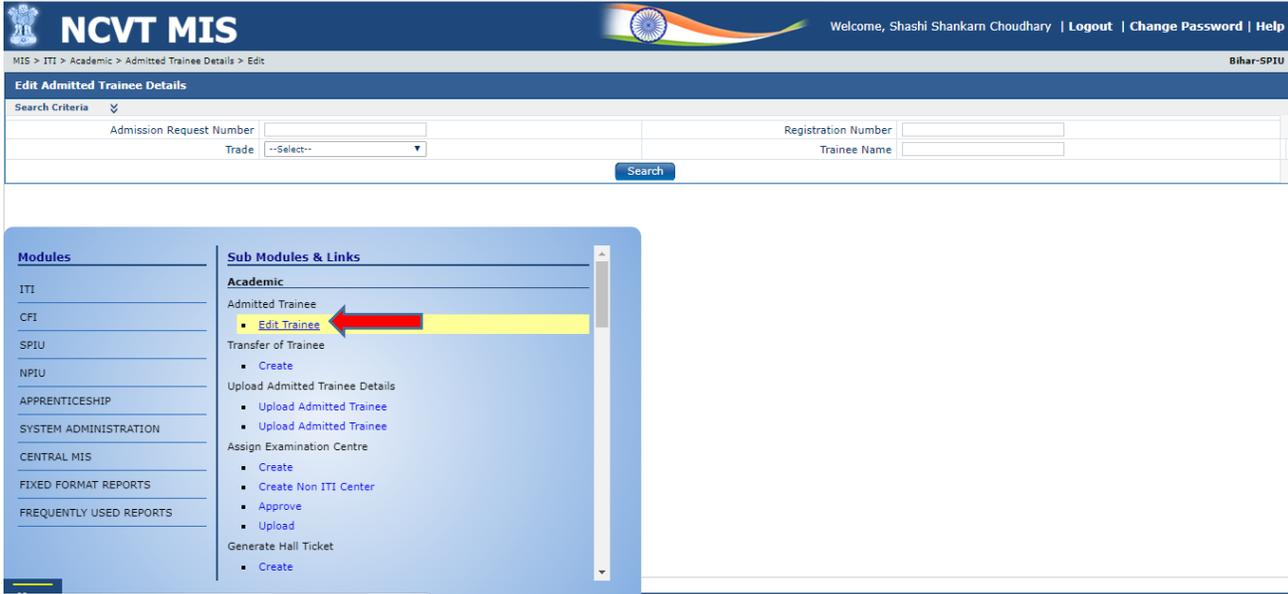
Login ID []

Password []

Remember Me [Forgot Password](#)

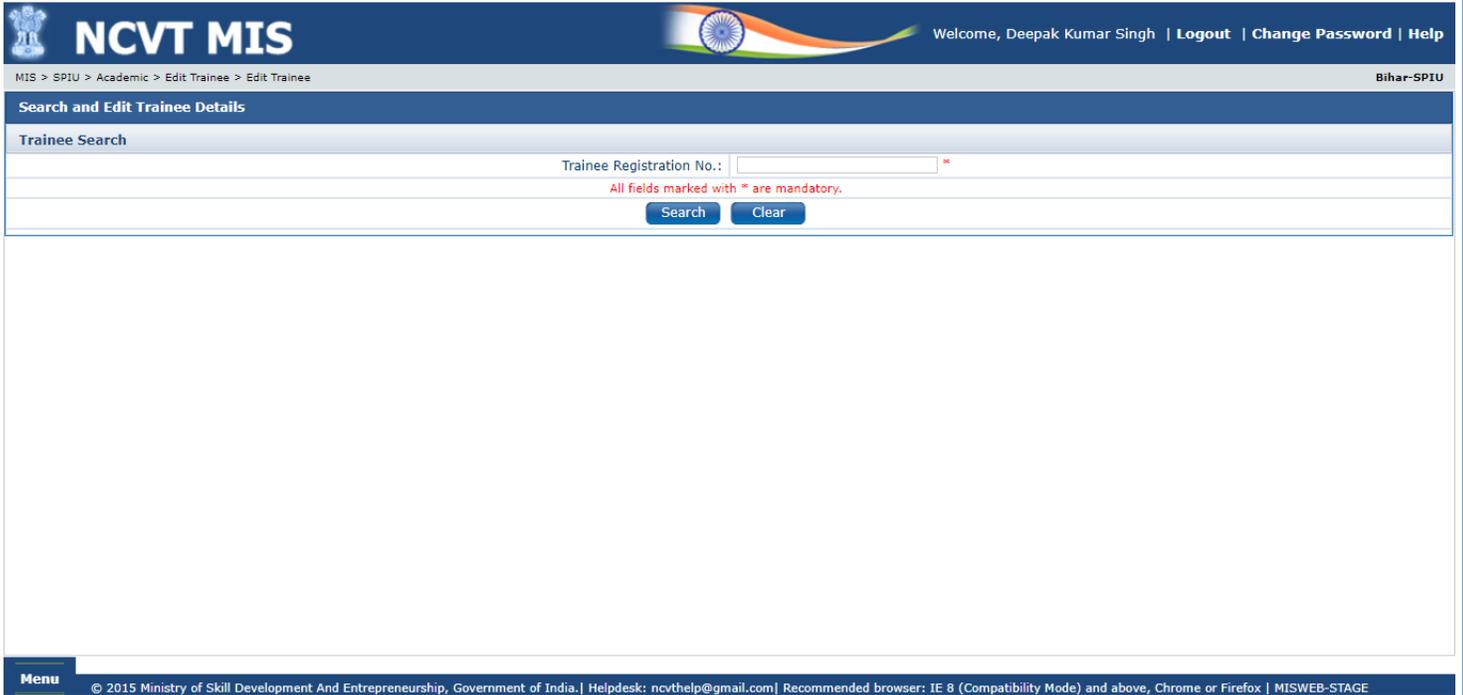
STEP – 4:- Navigate to the below path:-

Menu → SPIU → Academic → Admitted Trainee → Edit Trainee



The screenshot shows the NCVT MIS interface. At the top, there is a header with the NCVT logo, the text 'NCVT MIS', and a user welcome message: 'Welcome, Shashi Shankam Choudhary | Logout | Change Password | Help'. Below the header is a breadcrumb trail: 'MIS > ITI > Academic > Admitted Trainee Details > Edit'. The main content area is titled 'Edit Admitted Trainee Details' and includes a search form with fields for 'Admission Request Number', 'Trade' (a dropdown menu), 'Registration Number', and 'Trainee Name'. A 'Search' button is located below these fields. On the left side, there is a 'Modules' sidebar with a tree view. Under the 'Academic' module, 'Admitted Trainee' is expanded, and 'Edit Trainee' is highlighted with a red arrow. Other sub-modules include 'Transfer of Trainee', 'Upload Admitted Trainee Details', 'Assign Examination Centre', and 'Generate Hall Ticket'. The 'Bihar-SPIU' logo is visible in the top right corner of the page.

STEP – 5:- Following screen will appear on Edit Trainee menu clicked, fill the trainee registration number and click on “Search” button. SPIU_XA role should be assigned to the SPIU for this functionality, if not then please contact to NPIU for getting this role.



NCVT MIS | Welcome, Deepak Kumar Singh | [Logout](#) | [Change Password](#) | [Help](#)

MIS > SPIU > Academic > Edit Trainee > Edit Trainee | Bihar-SPIU

Search and Edit Trainee Details

Trainee Search

Trainee Registration No.: *

All fields marked with * are mandatory.

[Search](#) [Clear](#)

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 – 6:- Trainee details will appear on Trainee Edit section as shown in the screen below. Registered Trainee Registration number required here is, not the admission request number. Only approved trainee can be discharged.


NCVT MIS
Welcome, Deepak Kumar Singh | [Logout](#) | [Change Password](#) | [Help](#)

MIS > SPIU > Academic > Edit Trainee > Edit Trainee Bihar-SPIU

Search and Edit Trainee Details

Trainee Search

Trainee Registration No.: *

All fields marked with * are mandatory.

Trainee Edit

State Registration No.:		ITI Name:	PR10000427-Jai Baba Baidyanath ITC
Trainee Registration No.:	R190810000005	Roll No.:	190810000005
Trainee Name:	ABHAY *	Trainee Father/Guardian Name:	DHARAMVIR SINGH *
Trainee Mother Name:	REMMA *	Trainee DOB:	05/12/1994 <input type="text" value="(DD/MM/YYYY)"/>
Trainee Photograph	<input type="button" value="Choose File"/> No file chosen <p style="font-size: 10px; color: red; margin-top: 5px;">* Only jpg, jpeg, png, gif files with minimum size of 10 KB and maximum size of 200 KB are allowed. Dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels)</p>		
Exam System	Annual *	Changing Exam System (Annual to semester or Semester to annual) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.	
Trade:	Electrician (NSQF) *	Changing Trade across group (Engineering, Non Engineering, Draughtsman) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.	
Shift:	Shift 1 *	Unit:	Unit 2 *
Trainee Type:	Regular	Changing trainee type will discharge current trainee and create copy of record with same roll number. However, this will lead to loss of all data for trainee, other than trainee profile, like; Attendance, Sessional Marks, Main Marks etc.	
Check undo the result	<input type="checkbox"/> Result Undo		
Year:	Year- 1 *	Changing the Year will undo result and allow marks upload for new selected Year, after that result must be processed to proceed trainee to subsequent Years.	

Menu
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STEP – 6:- checked the checkbox “check to Discharge a trainee” and click on Submit button as shown in the screen below.

NCVT MIS
Welcome, Deepak Kumar Singh | [Logout](#) | [Change Password](#) | [Help](#)

MIS > SPTU > Academic > Edit Trainee > Edit Trainee
Bihar-SPTU

Trainee Photograph	<input type="button" value="Choose File"/> No file chosen	* Only jpg, jpeg, png, gif files with minimum size of 10 KB and maximum size of 200 KB are allowed. Dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels)
Exam System	Annual	Changing Exam System (Annual to semester or Semester to annual) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.
Trade:	Electrician (NSQF)	Changing Trade across group (Engineering, Non Engineering, Draughtsman) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.
Shift:	Shift 1	Unit: Unit 2
Trainee Type:	Regular	Changing trainee type will discharge current trainee and create copy of record with same roll number. However, this will lead to loss of all data for trainee, other than trainee profile, like; Attendance, Sessional Marks, Main Marks etc.
Check undo the result	<input type="checkbox"/> Result Undo	Result of the trainee will be undone when you select this check box.
Year:	Year- 1	Changing the Year will undo result and allow marks upload for new selected Year, after that result must be processed to proceed trainee to subsequent Years.
<input checked="" type="checkbox"/> Check to Discharge a Trainee	<input checked="" type="checkbox"/> Discharge	Discharging trainee will delete Trainee and all relevant data like; Attendance, Sessional Marks, Main Marks etc.
Aadhaar Number	800000000001	
Category	General	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
Remarks:		

Menu
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STEP – 7:- Confirmation message “Are you sure you want to Discharge Trainee? This will delete complete data of trainee from MIS system will be displayed, click on OK button of confirmation message and click on Submit button as shown in the below screen.



NCVT MIS

MIS > SPIU > Academic > Edit Trainee > Edit Trainee

164.100.128.233:8080 says

Are you sure you want to Discharge Trainee? This will delete complete data of trainee from MIS system.

OK
Cancel

Home, Deepak Kumar Singh | [Logout](#) | [Change Password](#) | [Help](#)

Bihar-SPIU

Trainee Photograph	<input type="button" value="Choose File"/> No file chosen	
Exam System	Annual *	Changing Exam System (Annual to semester or Semester to annual) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.
Trade:	Electrician (NSQF) *	Changing Trade across group (Engineering, Non Engineering, Draughtsman) will lead to deletion of all marks data for trainee, due to different subject pattern of these groups.
Shift:	Shift 1 *	Unit: Unit 2 *
Trainee Type:	Regular	Changing trainee type will discharge current trainee and create copy of record with same roll number. However, this will lead to loss of all data for trainee, other than trainee profile, like; Attendance, Sessional Marks, Main Marks etc.
Check undo the result	<input type="checkbox"/> Result Undo	Result of the trainee will be undone when you select this check box.
Year:	Year- 1 *	Changing the Year will undo result and allow marks upload for new selected Year, after that result must be processed to proceed trainee to subsequent Years.
Check to Discharge a Trainee	<input checked="" type="checkbox"/> Discharge	Discharging trainee will delete Trainee and all relevant data like; Attendance, Sessional Marks, Main Marks etc.
Aadhaar Number	800000000001 *	
Category	General *	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other *	
Remarks:	Discharged	

Submit
Cancel

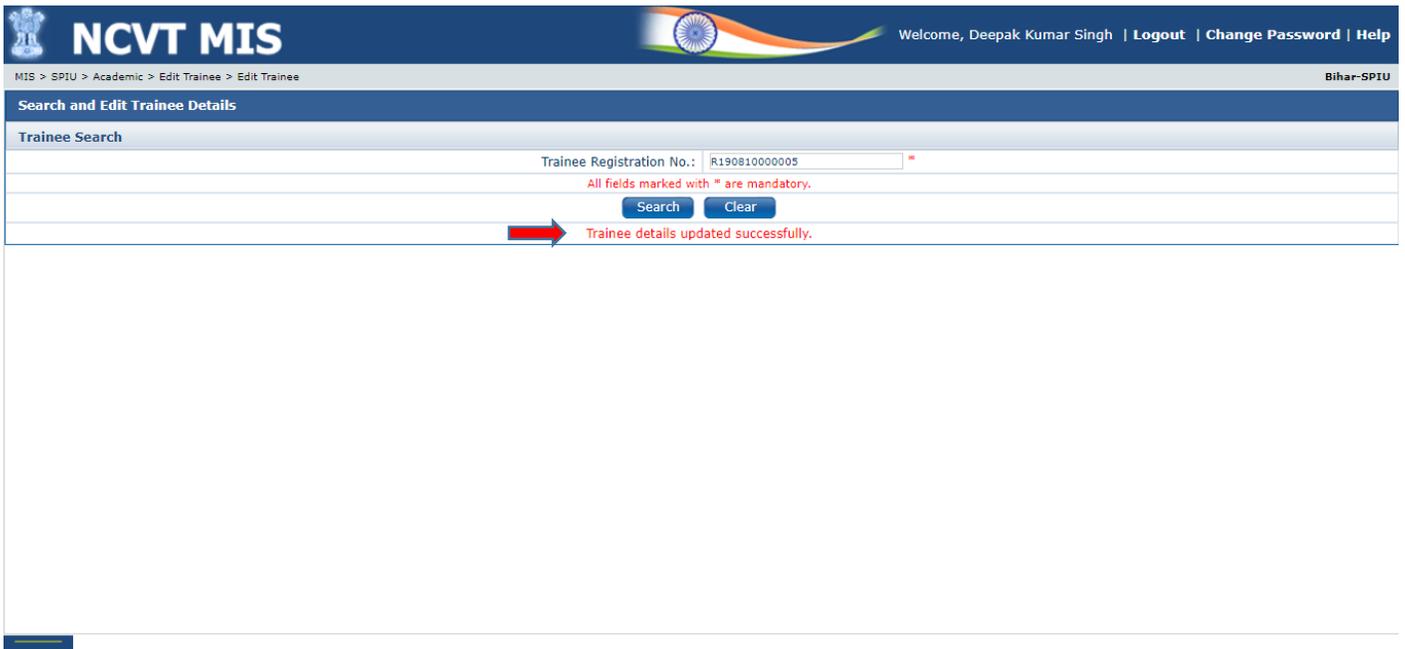
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STEP – 8:- OTP verification screen will be displayed, enter the OTP number received on your registered number and click on Submit button as shown in the below screen.



The screenshot shows the NCVT MIS OTP verification interface. At the top, there is a header with the NCVT MIS logo, the Indian national flag, and a welcome message for Deepak Kumar Singh. Below the header, there is a breadcrumb trail: MIS > SPIU > Academic > Edit Trainee > Edit Trainee. The main content area displays a message: "You can Re Send OTP in 10 Seconds" and "If delay in receiving the OTP due to network congestion please try after sometime". Below this, there is a text input field with the prompt "Enter OTP for 8059441105 and neerajkumar05111994@gmail.com : 697509" and a "Re Send OTP" link. At the bottom of the input field, there are two buttons: "Submit" and "Back". A red arrow points to the "Submit" button. The footer contains a "Menu" button and 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 – 9:- Trainee details updated successfully message will be displayed on successful discharged of the trainee as shown in below screen.



The screenshot displays the NCVT MIS interface. At the top, there is a navigation bar with the NCVT logo and the text "NCVT MIS". To the right of the logo, it says "Welcome, Deepak Kumar Singh | Logout | Change Password | Help". Below the navigation bar, there is a breadcrumb trail: "MIS > SPIU > Academic > Edit Trainee > Edit Trainee". On the far right of this bar, it says "Bihar-SPIU". The main content area is titled "Search and Edit Trainee Details". Underneath, there is a "Trainee Search" section. It contains a text input field for "Trainee Registration No." with the value "R190810000005" and a red asterisk indicating it is mandatory. Below the input field, there is a red message: "All fields marked with * are mandatory." There are two buttons: "Search" and "Clear". A red arrow points to a red message below the buttons: "Trainee details updated successfully."

End Functionality