

## Module: Instructor

**STEP – 1:** - Login in to MIS using (ITI-Creator).



**NCVT MIS**

**Welcome to MIS Application**



Enter Credentials to login to MIS System

Login ID :

Password :

☐ Remember Me  [Forgot Password](#)

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**NCVT MIS**

**Welcome to MIS Application**

Enter Credentials to login to MIS System

Login ID : PR10000427\_C

Password : \*\*\*\*\*


☐ Remember Me

Login


[Forgot Password](#)

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**STEP – 2: - Navigate to Menu -> ITI -> Administration -> Instructor Details -> Create**



# NCVT MIS


Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

MIS

PR10000427 Jai Baba Baidyanath ITC

WELCOME TO MIS APPLICATION

My Profile

Name

Email ID

Designation

Mobile Number

[Edit My Profile](#)  
[Reset Security Question](#)  
[Complete Strive Activity](#)

Modules

ITI

CFI

APPRENTICESHIP

SPIU

NPIU

CENTRAL MIS

FREQUENTLY USED REPORTS

Create

Approve

Staff Instructor Mapping

Instructor Mapping

Infrastructure

Create/Edit

Instructor Details

Create

Edit

View Draft

Examination Management

Print Hall Ticket

Print

Quarterly Attendance and Sessional Marks

Create

Edit

Approve


Action Items

S. No.	Action Item	Record Count
1	Trainee's NEW record(s) pending CORRECTION, for Year: 1 Academic Session: 2019	1
2	Trainee's record(s) pending with Trainee, for Year: 1 Academic Session: 2019	5
3	Trainees' Sessional Marks entry MISSING, for Q1 Semester: 3 Academic Session: 2014	26
4	Trainees' Sessional Marks entry MISSING, for Q2 Semester: 3 Academic Session: 2014	26
5	Trainees' Sessional Marks entry MISSING, for Q1 Semester: 1 Academic Session: 2018	2
6	Trainees' Sessional Marks entry MISSING, for Q2 Semester: 1 Academic Session: 2018	2
7	Trainees' Sessional Marks entry MISSING, for Q1 Semester: 2 Academic Session: 2018	2
8	Trainees' Sessional Marks entry MISSING, for Q2 Semester: 2 Academic Session: 2018	2
9	Trainees' Sessional Marks entry MISSING, for H2 Year: 1 Academic Session: 2019	5
10	Trainees' Sessional Marks entry MISSING, for H1 Year: 1 Academic Session: 2018	33


[1](#) [2](#)

Action Items are refreshed overnight, to force refresh now click [here](#).

**STEP – 3: - Record Instructor details page gets Opened.**



# NCVT MIS



Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).

Instructor Details

Educational Qualification Details

Employment Details

Bank Details

Personal Details

UID No.

296531239807

Date of Birth

19/05/1995

DD/MM/YYYY

Marital Status

Unmarried

Language Known

ENGLISH

Blood Group

--Select--

Mobile No.

7978224045

Instructor Name

AKASH PRADHAN

Gender

Male

Category

General

Father/Husband Name

DURVODHAN PRADHAN

GPF/EPF/CPF/NPS No.

Email Address

akash199682@gmail.com

Permanent Address

Correspondence Address

☒ Same as Permanent Address

Address

BSS LAYOUT

State

Karnataka

District

Bangalore

Pin Code

560102

Alternate Mobile Number

7978224044

Address

HSR LAYOUT

State

Karnataka

District

Bangalore

Pin Code

560102

Alternate Mobile Number

7978224044

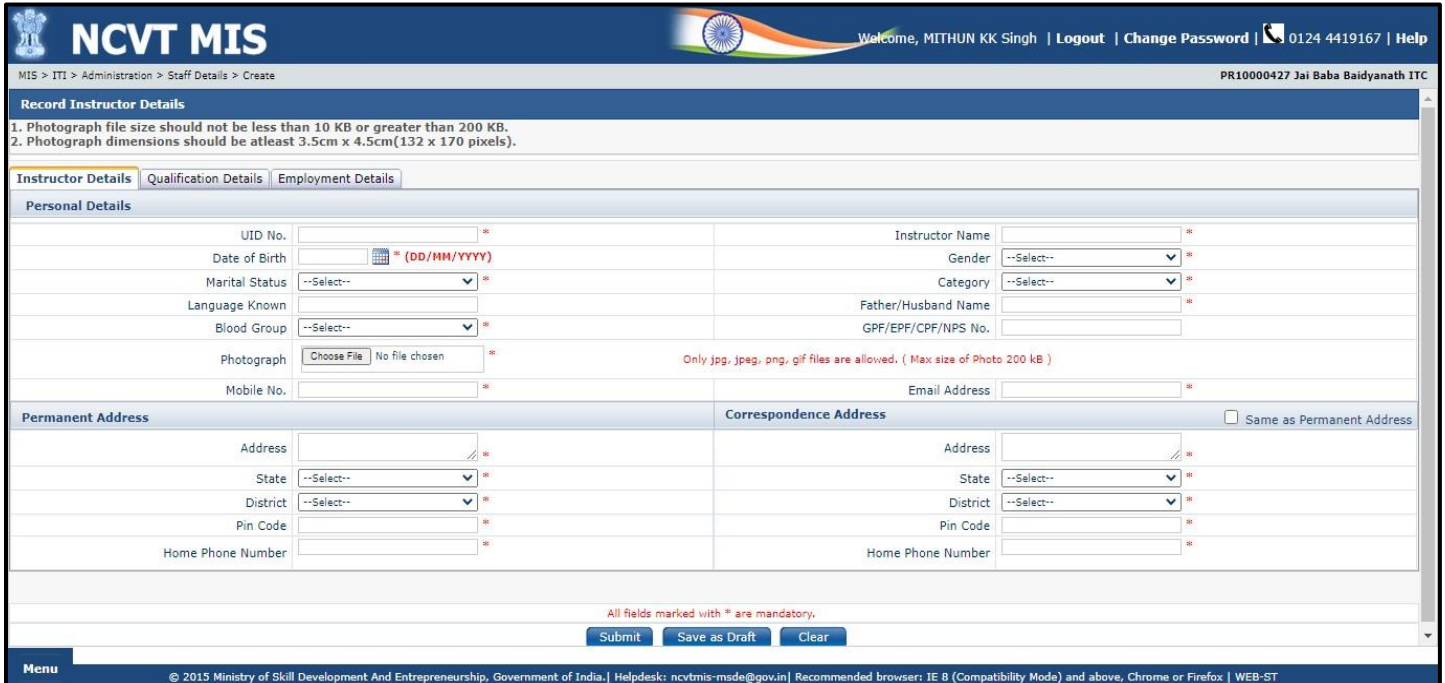
All fields marked with \* are mandatory.

Save and Upload documents

Save as Draft

Clear

**STEP – 4:** - After Redirected to Instructor details Page you will see available tabs to fill Instructor Details: Instructor Details, Educational Qualification Details, Employment Details, and Bank Details.



**NCVT MIS** Welcome, MITHUN KK Singh | Logout | Change Password | 0124 4419167 | Help

MIS > ITI > Administration > Staff Details > Create PR10000427 Jai Baba Baidyanath ITC

**Record Instructor Details**

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).

**Instructor Details** | Qualification Details | Employment Details

**Personal Details**

UID No. \*  
Date of Birth \* (DD/MM/YYYY)  
Marital Status --Select-- \*  
Language Known  
Blood Group --Select-- \*  
Photograph Choose File No file chosen \*  
Mobile No. \*  
Instructor Name \*  
Gender --Select-- \*  
Category --Select-- \*  
Father/Husband Name \*  
GPF/EPF/CPF/NPS No. \*  
Email Address \*

Only jpg, jpeg, png, gif files are allowed. ( Max size of Photo 200 kB )

**Permanent Address** | **Correspondence Address** ☐ Same as Permanent Address

Address \*  
State --Select-- \*  
District --Select-- \*  
Pin Code \*  
Home Phone Number \*  
Address \*  
State --Select-- \*  
District --Select-- \*  
Pin Code \*  
Home Phone Number \*

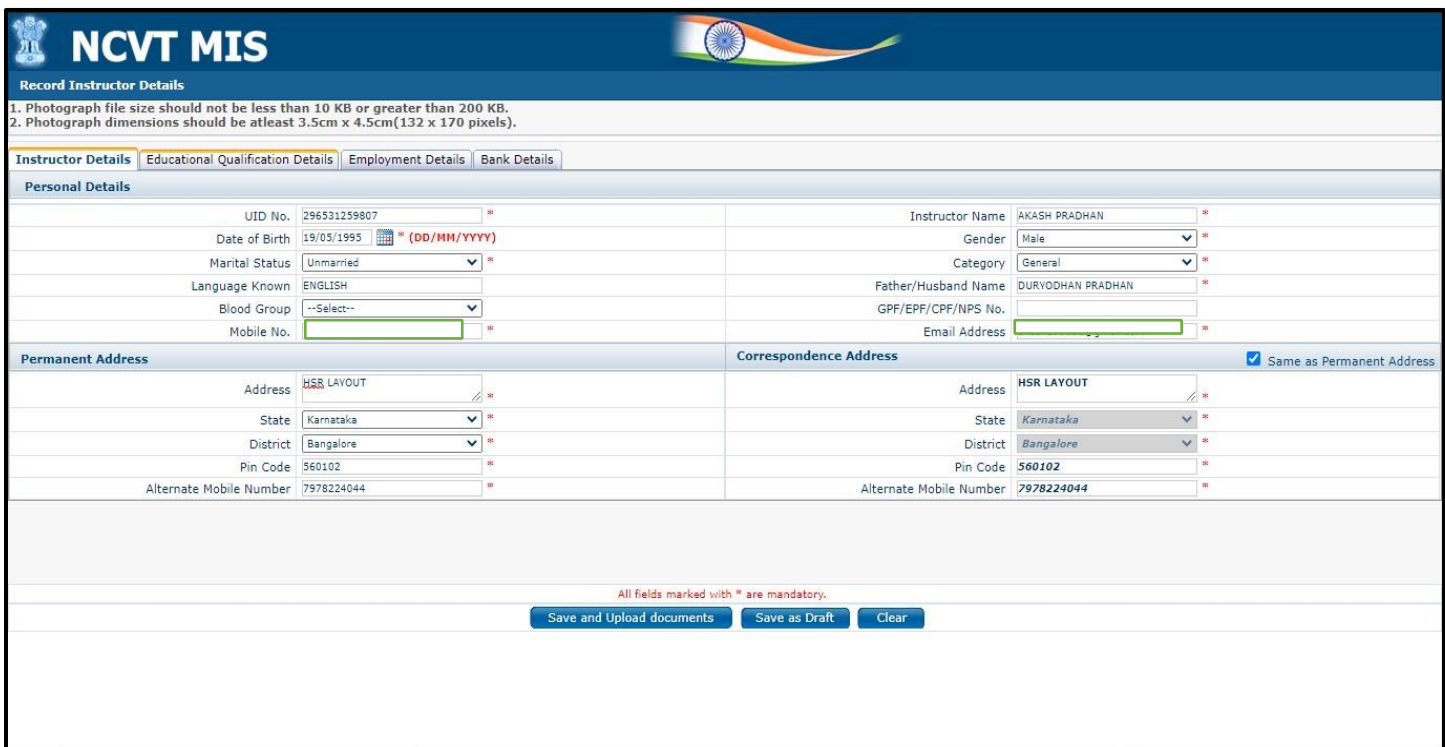
All fields marked with \* are mandatory.

Submit Save as Draft Clear

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**STEP – 5:** - Filling The details of Instructor tab Wise: -

1. Instructor Details: -



**NCVT MIS**

**Record Instructor Details**

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).

**Instructor Details** | Educational Qualification Details | Employment Details | Bank Details

**Personal Details**

UID No. 296531259807 \*  
Date of Birth 19/05/1995 \* (DD/MM/YYYY)  
Marital Status Unmarried \*  
Language Known ENGLISH  
Blood Group --Select-- \*  
Mobile No. \*  
Instructor Name AKASH PRADHAN \*  
Gender Male \*  
Category General \*  
Father/Husband Name DURVODHAN PRADHAN \*  
GPF/EPF/CPF/NPS No. \*  
Email Address \*


**Permanent Address** | **Correspondence Address** ☒ Same as Permanent Address

Address HSR LAYOUT \*  
State Karnataka \*  
District Bangalore \*  
Pin Code 560102 \*  
Alternate Mobile Number 7978224044 \*  
Address HSR LAYOUT \*  
State Karnataka \*  
District Bangalore \*  
Pin Code 560102 \*  
Alternate Mobile Number 7978224044 \*

All fields marked with \* are mandatory.

Save and Upload documents Save as Draft Clear

## 2. Educational Qualification Details:-


**NCVT MIS**

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MIS > ITI > Administration > Staff Details > Create

PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).  
3. Select any one of the field marked as #.

Instructor Details | **Educational Qualification Details** | Employment Details | Bank Details

Educational Qualification Details\*

Add Row Delete Row

	S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
<input type="checkbox"/>	1	--Select--	--Select--			#	#

Technical Qualification Details\*

Add Row Delete Row

	S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
<input type="checkbox"/>	1	--Select--	--select--			#	#


Whether CITS Certified ☐ Yes ☒ No

All fields marked with \* are mandatory.

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Menu

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**NCVT MIS**

Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | 0124 4419167 | [Help](#)

MIS > ITI > Administration > Staff Details > Create

PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).  
3. Select any one of the field marked as #.

Instructor Details | **Educational Qualification Details** | Employment Details | Bank Details

Educational Qualification Details\*

Add Row Delete Row

	S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
<input type="checkbox"/>	1	--Select--	--Select--			#	#

Technical Qualification Details\*

Add Row Delete Row

	S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)
<input type="checkbox"/>	1	--Select--	--select--			#	#

Whether CITS Certified ☒ Yes ☐ No

CITS Certification Details\*

Add Row Delete Row

	S. No.	Training Scheme	Trade *	Passing Year	Examination Body	Aggregate (%) of Marks	Duration of Training(In month(s))
<input type="checkbox"/>	1	CITS	--Select--	Result Awaited	DGT		

All fields marked with \* are mandatory.

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**NOTE:** Either Grade/ percentage should be filled. CITS Certification details is not mandatory if selected "NO" otherwise it is mandatory to be filled.

## 3. Employment Details: -

Restricted

V1.0

Page | 5


NCVT MIS


Record Instructor Details

Instructor Details | Qualification Details | Employment Details | Bank Details

**Employment Details**


Employee Code: AK394989 *	Department: Administration *
Employee Type: Regular *	Salary PM: 90000 *
Employee Group: --Select--	Basic Pay:
Grade Pay:	Scale of Pay:
PAN Number: CRMPP8147C *	Designation: Others *
Date of joining: 01/01/2020 * (DD/MM/YYYY)	Other Designation:
Basic pay as on: (DD/MM/YYYY)	Contract End Date: 01/01/2022 * (DD/MM/YYYY)
Date of Last Promotion: (DD/MM/YYYY)	Duties: --Select-- Group Instructor Instructor for Employability Skills Instructor for Engg. Drawing *
Trade: Electrician *	Unit: Unit 1 *
Shift: Shift 1 *	

All fields marked with \* are mandatory.

Submit
Clear

**NOTE:** If designation selected as others, then user needs to specify the designation in other designation text box. The PAN Number should be a valid format.

#### 4. Bank Details: -


NCVT MIS

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PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).  
3. Select any one of the field marked as \*.

Instructor Details | Educational Qualification Details | Employment Details | Bank Details

**Bank Details**


Bank Account: *	Bank Name: --Select-- *
IFSC Code: *	


--Select--  
Abu Dhabi Commercial Bank Ltd.  
American Express Banking Corporation  
Antwerp Diamond Bank N.V.  
Arab Bangladesh Bank Ltd.(AB Bank)  
Australia and New Zealand Banking Group Ltd.  
Axis Bank Ltd.  
Bandhan Bank  
Bank International Indonesia  
Bank of America  
Bank of Bahrain & Kuwait B.S.C  
Bank of Baroda (Including Vijaya Bank and Dena Bank)  
Bank of Ceylon  
Bank of India)  
Bank of Maharashtra  
Bank of Nova Scotia  
Bank of Tokyo - Mitsubishi Ltd.  
Barclays Bank  
BNP Paribas  
Canara Bank (Including Syndicate Bank)

All fields marked with \* are mandatory.

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**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Create
PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).  
3. Select any one of the field marked as #.

Instructor Details | Educational Qualification Details | Employment Details | **Bank Details**

Bank Details

Bank Account

Bank Name

IFSC Code

Other Bank Name


All fields marked with \* are mandatory.


[Save and Upload documents](#)
[Save as Draft](#)
[Clear](#)

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**NOTE:** All above create tabs have Mandatory field, please make sure to Fill those fields, otherwise, you will not be able to save or Upload Documents for instructor Details Page.

**STEP – 6:** - Now either the User can Save or Save and Upload Documents for the Instructor details, if he selects save as Draft a new window will open where mentioned “Details Saved Successfully”.


**NCVT MIS**


Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | 0124 4419167 | [Help](#)


MIS > ITI > Administration > Staff Details > Create
PR10000427 Jai Baba Baidyanath ITC


Record Instructor Details

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).

Details Saved Successfully..

If user clicks on save and upload document button a new page will be opened where user need to upload photograph, pan Card and Joining letter.


**NCVT MIS**


Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

PR10000427 Jai Baba Baidyanath ITC

Record Staff Details

Photograph	<a href="#">Choose File</a> MyPic.jpg	*	Only jpg, jpeg, png, gif files are allowed. ( Max size of Photo 200 kB )
PAN Card	<a href="#">Choose File</a> PAN CARD.JPG	*	Only jpg, jpeg, png, gif files are allowed. ( Max size of Photo 200 kB )
Joining Letter	<a href="#">Choose File</a> PAN CARD.JPG	*	Only jpg, jpeg, png, gif files are allowed. ( Max size of Photo 200 kB )


All fields marked with \* are mandatory.


[Submit](#)
[Clear](#)

Menu

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**Note:** All fields are mandatory and Declaration check box is Mandatory.


**NCVT MIS**


Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

Educational Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)	Document
1	12th	2013	CBSE	SCIENCE	A	95	<a href="#">Choose File</a> 12TH MS.jpg

Technical Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/Council	Subject	Grade	Percentage(%)	Document
1	B.Tech/B.E.	2017	RPUT	MECHANICAL ENGG	A	90	<a href="#">Choose File</a> PROVISIO...TECH.jpg

CITS Certification Details

S. No.	Training Scheme	Trade *	Passing Year	Examination Body	Aggregate (%) of Marks	Duration of Training(In month(s))	Document
1	CITS	Electrician	2019	DGT	90	24	<a href="#">Choose File</a> PROVISIO...TECH.jpg

1. Document size should not be less than 10 KB or greater than 200 KB.  
2. Only jpg, jpeg, gif, png , tif files are allowed to upload.

☒ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.


[Submit](#)

Menu

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**NOTE:** If you have Save the draft then you can again view the draft by Navigating: -

Navigate to **Menu -> ITI -> Administration -> Instructor Details -> View Draft**


**NCVT MIS**

Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

MIS > ITI > Administration
PR10000427 Jai Baba Baidyanath ITC

WELCOME TO MIS APPLICATION

**My Profile**

Name		Designation	Instructor	<a href="#">Edit My Profile</a> <a href="#">Reset Security Question</a> <a href="#">Complete Strive Activity</a>
Email ID		Mobile Number		

**Modules**


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

- Start Instructor Mapping
  - Instructor Mapping
- Infrastructure
  - Create/Edit
- Instructor Details
  - Create
  - Edit
  - View Draft**
- Examination Management
  - Print Hall Ticket
  - Quarterly Attendance and Sessional Marks
    - Create
    - Edit
    - Approve
    - Upload
  - Trainee Exam Fee Status

**Action Items**

S. No.	Action Item	Record Count
1	Trainee's NEW record(s) pending CORRECTION, for Year: 1 Academic Session: 2019	1
2	Trainee's record(s) pending with Trainee, for Year: 1 Academic Session: 2019	5
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10	Trainees' Sessional Marks entry MISSING, for H1 Year: 1 Academic Session: 2018	33

Action Items are refreshed overnight, to force refresh now click [here](#).


**NCVT MIS**

Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

MIS > ITI > Administration > Staff Details > View Draft
PR10000427 Jai Baba Baidyanath ITC

**View Instructor Draft**


**List**

S. No.	Instructor Name	DOB	Department	Gender	Edit
31	TestDocumentException	01/01/2000	Accounts	Male	
32	asdsad	01/01/1990	Accounts	Female	
33	Gunjan	14/02/1990	Accounts	Female	
34	Akash		N/A		
35	Trapti Gupta	24/10/1989	N/A	Female	


**Menu**

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Click on Edit and you will be redirected to Instructor details page with all the saved data



## NCVT MIS



**Record Instructor Details**

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).

Instructor Details
Educational Qualification Details
Employment Details
Bank Details

**Personal Details**

UID No. <input type="text" value="296531259807"/> * Date of Birth <input type="text" value="19/05/1995"/> * (DD/MM/YYYY) Marital Status <input type="text" value="Unmarried"/> * Language Known <input type="text" value="ENGLISH"/> Blood Group <input type="text" value="--Select--"/> * Mobile No. <input type="text" value="7978224045"/> *	Instructor Name <input type="text" value="AKASH PRADHAN"/> * Gender <input type="text" value="Male"/> * Category <input type="text" value="General"/> * Father/Husband Name <input type="text" value="DURYODHAN PRADHAN"/> * GPF/EPF/CPF/NPS No. <input type="text"/> Email Address <input type="text" value="akash199682@gmail.com"/> *
--	---

**Permanent Address**


 Address  \*  
 State  \*  
 District  \*  
 Pin Code  \*  
 Alternate Mobile Number  \*

**Correspondence Address** ☒ Same as Permanent Address

 Address  \*  
 State  \*  
 District  \*  
 Pin Code  \*  
 Alternate Mobile Number  \*

All fields marked with \* are mandatory.

Save and Upload documents
Save as Draft
Clear



## NCVT MIS

Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | 0124 4419167 | [Help](#)

MIS > ITI > Administration > Staff Details > Create PR10000427 Jai Baba Baidyanath ITI

**Record Instructor Details**

1. Photograph file size should not be less than 10 KB or greater than 200 KB.  
2. Photograph dimensions should be atleast 3.5cm x 4.5cm(132 x 170 pixels).  
3. Select any one of the field marked as #.

Instructor Details
Educational Qualification Details
Employment Details
Bank Details

**Bank Details**


Bank Account <input type="text"/> * IFSC Code <input type="text"/> *	Bank Name <input type="text" value="--Select--"/> * <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           --Select--            Abu Dhabi Commercial Bank Ltd.            American Express Banking Corporation            Antwerp Diamond Bank N.V.            Arab Bangladesh Bank Ltd.(AB Bank)            Australia and New Zealand Banking Group Ltd.            Axis Bank Ltd.            Bandhan Bank            Bank International Indonesia            Bank of America            Bank of Bahrain &amp; Kuwait B.S.C            Bank of Baroda (Including Vijaya Bank and Dena Bank)            Bank of Ceylon            Bank of India            Bank of Maharashtra            Bank of Nova Scotia            Bank of Tokyo - Mitsubishi Ltd.            Barclays Bank            BNP Paribas            Canara Bank (Including Syndicate Bank)         </div>
---	--


All fields marked with \* are mandatory.

Save and Upload documents
Save as Draft
Clear

[Menu](#)

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MIS > ITI > Administration > Staff Details > Create
PR10000427 Jai Baba Baidyanath ITC

Record Instructor Details

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3. Select any one of the field marked as \*.

Instructor Details | Educational Qualification Details | Employment Details | **Bank Details**

Bank Details

Bank Account *	Bank Name --Others-- *
IFSC Code *	Other Bank Name *

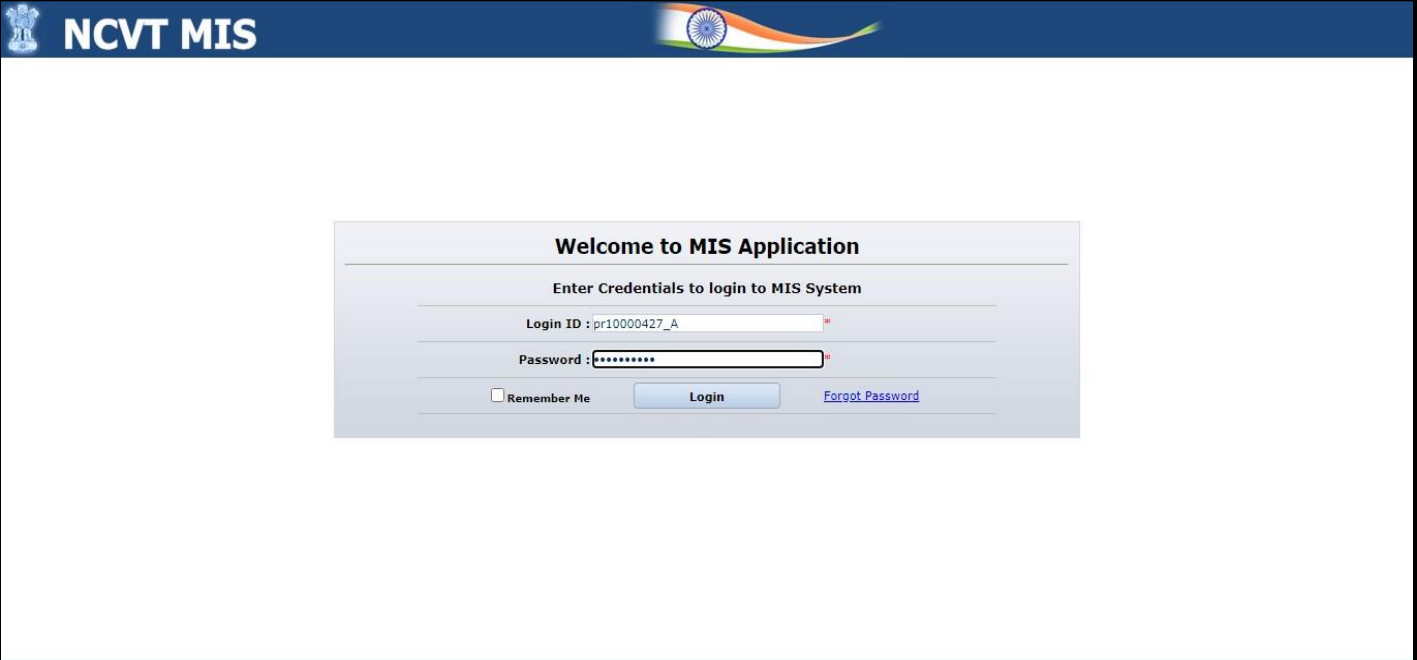
All fields marked with \* are mandatory.

[Save and Upload documents](#)
[Save as Draft](#)
[Clear](#)

Menu
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## Action by ITI-Approver (MIS)

**STEP - 1:** - Login into MIS using ITI- Approver.



**NCVT MIS**

Welcome to MIS Application

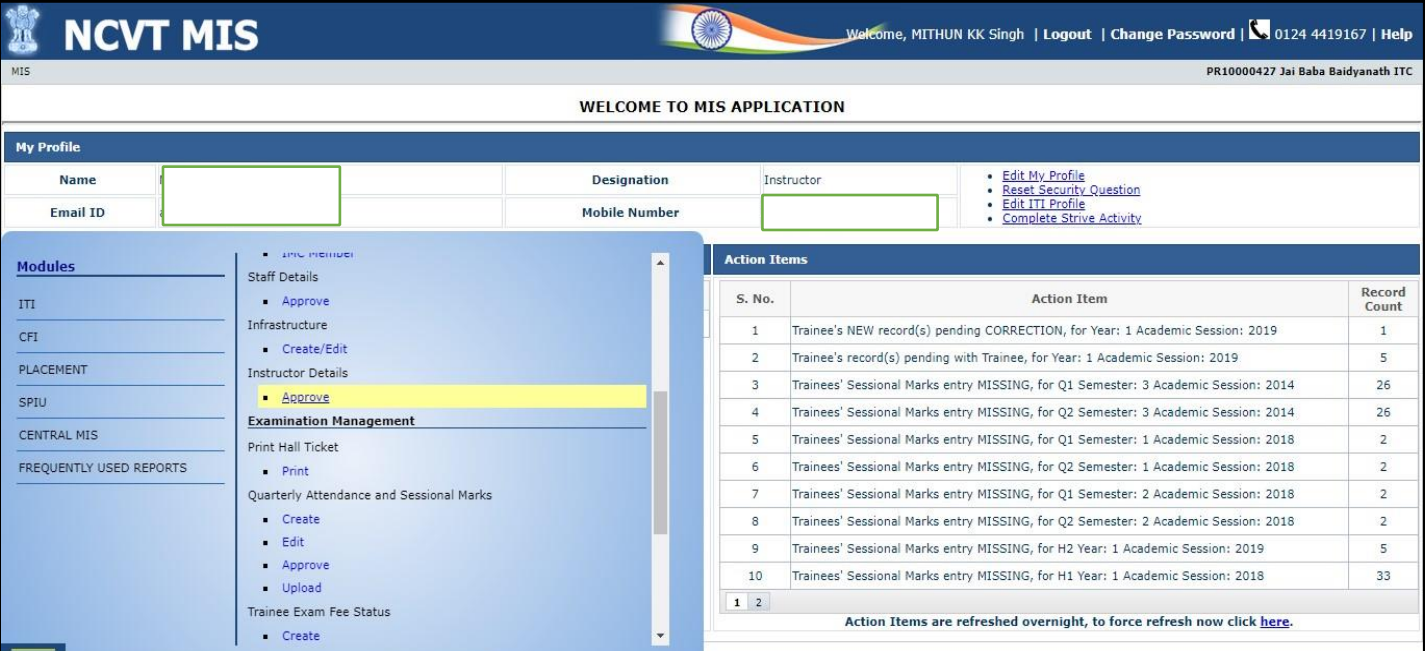
Enter Credentials to login to MIS System

Login ID :

Password :

☐ Remember Me  [Forgot Password](#)

**STEP - 2:** - Navigate to **Menu -> SPIU -> Administration -> Instructor details -> Approve.**



**NCVT MIS** Welcome, MITHUN KK Singh | Logout | Change Password | 0124 4419167 | Help

MIS PR10000427 Jai Baba Baidyanath ITC

WELCOME TO MIS APPLICATION

**My Profile**

Name		Designation	Instructor	<a href="#">Edit My Profile</a> <a href="#">Reset Security Question</a> <a href="#">Edit ITI Profile</a> <a href="#">Complete Strive Activity</a>
Email ID		Mobile Number		

**Modules**

- ITI
- CFI
- PLACEMENT
- SPIU
- CENTRAL MIS
- FREQUENTLY USED REPORTS

**Staff Details**

- Approve

**Infrastructure**

- Create/Edit

**Instructor Details**

- Approve

**Examination Management**

- Print Hall Ticket
- Print
- Quarterly Attendance and Sessional Marks
- Create
- Edit
- Approve
- Upload
- Trainee Exam Fee Status
- Create

**Action Items**

S. No.	Action Item	Record Count
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6	Trainees' Sessional Marks entry MISSING, for Q2 Semester: 1 Academic Session: 2018	2
7	Trainees' Sessional Marks entry MISSING, for Q1 Semester: 2 Academic Session: 2018	2
8	Trainees' Sessional Marks entry MISSING, for Q2 Semester: 2 Academic Session: 2018	2
9	Trainees' Sessional Marks entry MISSING, for H2 Year: 1 Academic Session: 2019	5
10	Trainees' Sessional Marks entry MISSING, for H1 Year: 1 Academic Session: 2018	33

Action Items are refreshed overnight, to force refresh now click [here](#).


**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**


Search Criteria


Instructor Name   
Department  Designation

Menu

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NOTE: Click on Search and you will be able to see all the instructors, which are pending for approval without selecting any field.


**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria

Instructor Name   
Department  Designation

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	<input type="text" value="--Select--"/>	
2	20000030	tegfdfhgh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	<input type="text" value="--Select--"/>	
3	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	<input type="text" value="--Select--"/>	
4	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	<input type="text" value="--Select--"/>	
5	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	<input type="text" value="--Select--"/>	
6	20000044	gvfgh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	<input type="text" value="--Select--"/>	
7	20000045	tefgdgd	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	<input type="text" value="--Select--"/>	
8	20000051	RAfdsgfd	01/01/1989	Examination	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	<input type="text" value="--Select--"/>	
9	20000053	Testforvalidation	01/01/1990	Accounts	Male	MITHUN KK Singh	26 Jun 2020 3:06 PM	<input type="text" value="--Select--"/>	
10	20000054	sdsgfsg	01/01/1990	Accounts	Female	MITHUN KK Singh	26 Jun 2020 3:10 PM	<input type="text" value="--Select--"/>	


☐ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.

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**STEP - 3:** - Select the data that you want to act on, as user can approve, either reject, or can send for correction.

## 1. Approved


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MIS > ITI > Administration > Staff Details > Approve

PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria ▼

Instructor Name   
Department --Select-- ▼ Designation --Select-- ▼


**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
11	20000045	tetgfdgf	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	<span>--Select--</span> <span>▼</span>	
12	20000047	Amandeep	01/01/2000	Accounts	Female	MITHUN KK Singh	25 Jun 2020 5:37 PM	<span>--Select--</span> <span>▼</span>	
13	20000051	RAfdsgfd	01/01/1989	Examination	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	<span>Approved</span> <span>▼</span>	
14	20000053	Testforvalidation	01/01/1990	Accounts	Male	MITHUN KK Singh	26 Jun 2020 3:06 PM	<span>Rejected</span> <span>▼</span>	
15	20000054	sdsgfsg	01/01/1990	Accounts	Female	MITHUN KK Singh	26 Jun 2020 3:10 PM	<span>Correction Required</span> <span>▼</span>	
16	20000056	TestInstructor	01/01/1989	Administration	Male	MITHUN KK Singh	26 Jun 2020 4:57 PM	<span>--Select--</span> <span>▼</span>	

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Click On Submit.


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MIS > ITI > Administration > Staff Details > Approve

PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria ▼


Instructor Name   
Department --Select-- ▼ Designation --Select-- ▼


**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
11	20000045	tetgfdgf	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	<span>--Select--</span> <span>▼</span>	
12	20000047	Amandeep	01/01/2000	Accounts	Female	MITHUN KK Singh	25 Jun 2020 5:37 PM	<span>Approved</span> <span>▼</span>	
13	20000051	RAfdsgfd	01/01/1989	Examination	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	<span>--Select--</span> <span>▼</span>	
14	20000053	Testforvalidation	01/01/1990	Accounts	Male	MITHUN KK Singh	26 Jun 2020 3:06 PM	<span>--Select--</span> <span>▼</span>	
15	20000054	sdsgfsg	01/01/1990	Accounts	Female	MITHUN KK Singh	26 Jun 2020 3:10 PM	<span>--Select--</span> <span>▼</span>	
16	20000056	TestInstructor	01/01/1989	Administration	Male	MITHUN KK Singh	26 Jun 2020 4:57 PM	<span>--Select--</span> <span>▼</span>	

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MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria

Instructor Name

Department
--Select--

Designation
--Select--

Search

Details Saved Successfully..

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
11	20000045	tefgfdgf	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	--Select--	
12	20000051	RAfdsgfd	01/01/1989	Examination	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	--Select--	
13	20000053	Testforvalidation	01/01/1990	Accounts	Male	MITHUN KK Singh	26 Jun 2020 3:06 PM	--Select--	
14	20000054	sdsgfsg	01/01/1990	Accounts	Female	MITHUN KK Singh	26 Jun 2020 3:10 PM	--Select--	
15	20000056	TestInstructor	01/01/1989	Administration	Male	MITHUN KK Singh	26 Jun 2020 4:57 PM	--Select--	

1 2


Submit Clear


S. No.	Instructor ID	Instructor Name
1	20000047	Amandeep

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2. Rejected:


**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Approve
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Department
--Select--
Designation
--Select--
Search

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhfgfh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000034	FileA	01/01/1989	Admission	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	--Select--	
6	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
7	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	--Select--	
8	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
9	20000042	Tererg	01/01/1989	Admission	Male	MITHUN KK Singh	24 Jun 2020 4:50 PM	--Select--	
10	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	Rejected	

1 2


Submit Clear


S. No.	Instructor ID	Instructor Name
1	20000047	Amandeep

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Click on Submit.


**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC


Department 
Designation

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhgfh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000034	FileA	01/01/1989	Admission	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	--Select--	
6	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
7	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	--Select--	
8	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
9	20000042	Tererg	01/01/1989	Admission	Male	MITHUN KK Singh	24 Jun 2020 4:50 PM	Rejected	
10	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	--Select--	

S. No.	Instructor ID	Instructor Name
1	20000047	Amandeep


**NCVT MIS**


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MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria 

Instructor Name 
Department 
Designation

Details Saved Successfully..

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhgfh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000034	FileA	01/01/1989	Admission	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	--Select--	
6	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
7	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	--Select--	
8	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
9	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	--Select--	
10	20000045	tefgfdgf	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	--Select--	

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3. Send for Correction:

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MIS > ITI > Administration > Staff Details > Approve
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**Instructor Details Approval**

Search Criteria

Instructor Name

Department

Details Saved Successfully..

Designation

Search

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhgh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000034	FileA	01/01/1989	Admission	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	--Select--	
6	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
7	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	Correction Required	
8	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
9	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	--Select--	
10	20000045	tefgdgdg	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	--Select--	

1 2

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4.Click on Submit.

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Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | [0124 4419167](#) | [Help](#)

MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria

Instructor Name

Department

Details Saved Successfully..

Designation



Search

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhgh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000034	FileA	01/01/1989	Admission	Female	MITHUN KK Singh	23 Jun 2020 11:55 AM	Correction Required	
6	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
7	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	--Select--	
8	20000040	TestAsfdjhg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
9	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	--Select--	
10	20000045	tefgdgdg	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	--Select--	

1 2

Submit Clear


**NCVT MIS**

Welcome, MITHUN KK Singh | [Logout](#) | [Change Password](#) | 0124 4419167 | [Help](#)

MIS > ITI > Administration > Staff Details > Approve
PR10000427 Jai Baba Baidyanath ITC

**Instructor Details Approval**

Search Criteria

Details Saved Successfully..

Instructor Name
Department
--Select--
Designation
--Select--

Search

**List of Instructor**

S. No.	Instructor ID	Instructor Name	DOB	Department	Gender	Created By	Created On	Status *	Remarks
1	20000028	TestD	01/01/1991	Administration	Female	MITHUN KK Singh	17 Jun 2020 5:02 PM	--Select--	
2	20000029	TestE	01/01/1991	Admission	Female	MITHUN KK Singh	17 Jun 2020 5:06 PM	--Select--	
3	20000030	tegfdfhgfh	01/01/1989	Examination	Transgender	MITHUN KK Singh	17 Jun 2020 5:22 PM	--Select--	
4	20000033	TestFile	01/01/1991	Admission	Male	MITHUN KK Singh	23 Jun 2020 11:43 AM	--Select--	
5	20000035	FileDE	01/01/1989	Finance	Transgender	MITHUN KK Singh	23 Jun 2020 1:15 PM	--Select--	
6	20000037	FileNoDoc	01/01/1989	Admission	Male	MITHUN KK Singh	23 Jun 2020 1:43 PM	--Select--	
7	20000040	TestAsfdjhjg	01/01/1989	Administration	Male	MITHUN KK Singh	24 Jun 2020 4:41 PM	--Select--	
8	20000044	gyfgfh	01/01/1989	Examination	Female	MITHUN KK Singh	25 Jun 2020 12:04 PM	--Select--	
9	20000045	tefgfdgf	01/01/1988	HR	Male	MITHUN KK Singh	25 Jun 2020 12:13 PM	--Select--	
10	20000051	RAfdsgfd	01/01/1989	Examination	Male	MITHUN KK Singh	26 Jun 2020 2:51 PM	--Select--	

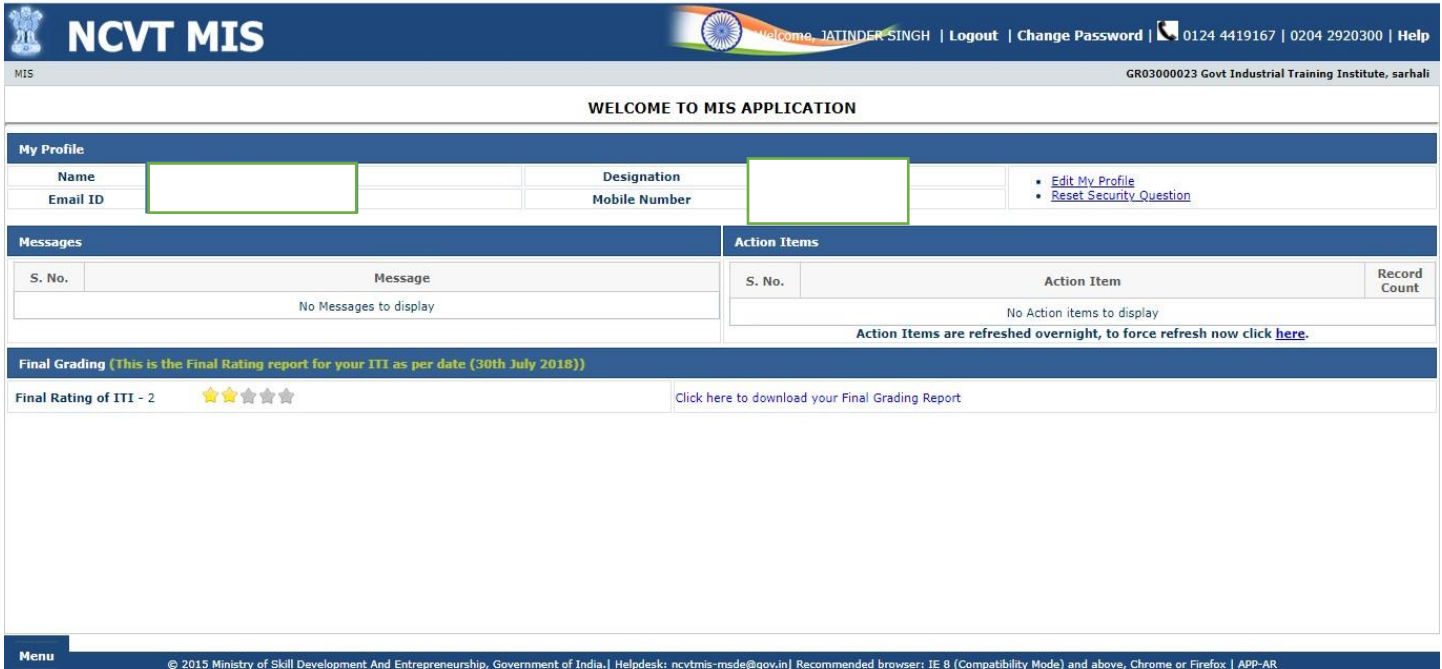
Menu
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NOTE: If “correction required” is selected,

## Edit Approved Instructor


After Approval of instructor details, ITI –approver can delete or edit the instructor from the system.


**STEP - 1:** - Login into MIS using ITI- Approver.



The screenshot shows the NCVT MIS application interface. At the top, there is a header with the NCVT logo, the text "NCVT MIS", and user information: "Welcome - JATINDER SINGH | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help". Below the header, there is a sub-header "WELCOME TO MIS APPLICATION". The main content area is divided into several sections: "My Profile" with fields for Name, Email ID, Designation, and Mobile Number; "Messages" and "Action Items" tables, both showing "No Messages to display" and "No Action items to display" respectively; and a "Final Grading" section showing a rating of 2 stars and a link to download the final grading report. At the bottom, there is a footer with copyright information and recommended browsers.

**STEP - 1:** - Navigating to the path: **Menu>> ITI >> Administration >> instructor details >> Edit Approver instructor**


**NCVT MIS**


Welcome, JATINDER SINGH | [Logout](#) | [Change Password](#) | 0124 4419167 | 0204 2920300 | [Help](#)

MIS

GR03000023 Govt Industrial Training Institute, sarhali

WELCOME TO MIS APPLICATION

**My Profile**

Name		Designation		<a href="#">Edit My Profile</a> <a href="#">Reset Security Question</a>
Email ID		Mobile Number		

**Modules**

- ITI
- SPIU
- PLACEMENT
- CENTRAL MIS
- FREQUENTLY USED REPORTS

**Administration**

- Trainee Exam Fee Status
  - [Approve](#)
- Creator/Approver Details
  - [Edit](#)
- Infrastructure
  - [Create/Edit](#)
- Approve ITI Details
  - [Approve ITI Details](#)
- Instructor Details
  - [Approve](#)
  - [Edit Approved Instructor](#)
- Strive
  - Activity Details
    - [Create](#)
    - [View](#)


**Action Items**

S. No.	Action Item	Record Count
No Action items to display		
Action Items are refreshed overnight, to force refresh now click <a href="#">here</a> .		

here to download your Final Grading Report

<https://stage.ncvtmis.gov.in/MIS/MIS/Administration/staffEditApproval.aspx>
[ncvtmis-msde@gov.in](mailto:ncvtmis-msde@gov.in) | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox | APP-AR

**STEP - 2:** - click on “Edit approved instructor” Link, redirected to the below page.


**NCVT MIS**


Welcome, JATINDER SINGH | [Logout](#) | [Change Password](#) | 0124 4419167 | 0204 2920300 | [Help](#)

GR03000023 Govt Industrial Training Institute, sarhali

Staff Edit Approval

Search Criteria ▼


Staff Name	<input type="text"/>	Designation	--Select-- ▼
Department	--Select-- ▼		

Search

Menu

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**STEP - 3:** - Directly click on search button; page will be open with the staff details.


NCVT MIS
Welcome JATINDER SINGH | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help

GR03000023 Govt Industrial Training Institute, sarhali

Staff Edit Approval

Search Criteria ▼

Staff Name   
 Department --Select--

Designation --Select--

List of Staff

S. No.	Staff ID	Staff Name	DOB	Department	Gender	Created By	Created On	Action *	Remarks *
1	20000332	SUKHNEET SINGH	07/11/1986	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<span>--Select--</span>	
2	20000335	SHARANJEET SINGH	17/07/1987	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<span>--Select--</span>	
3	20000338	HARMANJIT SINGH	29/09/1988	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<span>--Select--</span>	


☐ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.

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**STEP - 1:** - from action drop down, user can select edit or delete option.

**Case 1.** If user selects the edit option, then the record will show for editing on ITI creator.

**Case 2.** If user selects the delete option, then the record will be deleted from our system.


NCVT MIS

[Welcome, JATINDER SINGH](#) | 
 [Logout](#) | 
 [Change Password](#) | 
 0124 4419167 | 0204 2920300 | 
 [Help](#)

GR03000023 Govt Industrial Training Institute, sarhali

**Staff Edit Approval**

Search Criteria ▼

Staff Name

Department --Select-- ▼

Designation --Select-- ▼

S. No.	Staff ID	Staff Name	DOB	Department	Gender	Created By	Created On	Action *	Remarks *
1	20000332	SUKHNEET SINGH	07/11/1986	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         Edit <span>▼</span>                          --Select--                          Edit                          Delete                     </div>	
2	20000335	SHARANJEET SINGH	17/07/1987	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         Edit                          Delete                     </div>	
3	20000338	HARMANJIT SINGH	29/09/1988	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         --Select-- <span>▼</span> </div>	

☒ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.


Menu

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**STEP - 2:** - After selecting any option along with remarks, check on the declaration box and submit the record.

**STEP - 3:** - Before deleting the record, the pop-up message ("Are you sure? This instructor will be deleted from The ITI.") Will be shown. User should be click on ok button for deleting the record.

Gmail YouTube Maps IT SERVICE DESK: L... DGT MIS
Home | myWipro S-NOW Management Infor...



NCVT MIS

**Staff Edit Approval**

Search Criteria ▼

Staff Name

Department --Select-- ▼

Designation --Select-- ▼


stage.ncvtmis.gov.in says  
 Are you sure? this instructor will be deleted from the ITI.


S. No.	Staff ID	Staff Name	DOB	Department	Gender	Created By	Created On	Action *	Remarks *
1	20000332	SUKHNEET SINGH	07/11/1986	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         Edit <span>▼</span> </div>	
2	20000335	SHARANJEET SINGH	17/07/1987	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         Delete <span>▼</span> </div>	
3	20000338	HARMANJIT SINGH	29/09/1988	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	<div style="border: 1px solid #ccc; padding: 2px;">                         --Select-- <span>▼</span> </div>	

☒ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.

Menu

**STEP - 4:** - After submitting the details, “details saved successfully” message will show in below screen.


**NCVT MIS**


Welcome JATINDER SINGH | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help

GR03000023 Govt Industrial Training Institute, sarhali

Staff Edit Approval

Search Criteria ▼

Staff Name

Department

Designation

Details Saved Successfully..

Search

List of Staff

S. No.	Staff ID	Staff Name	DOB	Department	Gender	Created By	Created On	Action *	Remarks *
1	20000338	HARMANJIT SINGH	29/09/1988	Training	Male	JATINDER SINGH	11 Aug 2020 1:10 PM	-Select-	


☐ I/We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.


Submit Clear

Menu

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**STEP - 1:** - Login into MIS using ITI-Creator.


**NCVT MIS**


Welcome JATINDER SINGH | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help

MIS

GR03000023 Govt Industrial Training Institute, sarhali

WELCOME TO MIS APPLICATION

My Profile

Name

Designation

Email ID

Mobile Number

[Edit My Profile](#)  
[Reset Security Question](#)

Messages

S. No.

Message

No Messages to display

Action Items

S. No.

Action Item

Record Count

No Action items to display

Action Items are refreshed overnight, to force refresh now click [here](#).

Final Grading (This is the Final Rating report for your ITI as per date (30th July 2018))

Final Rating of ITI - 2

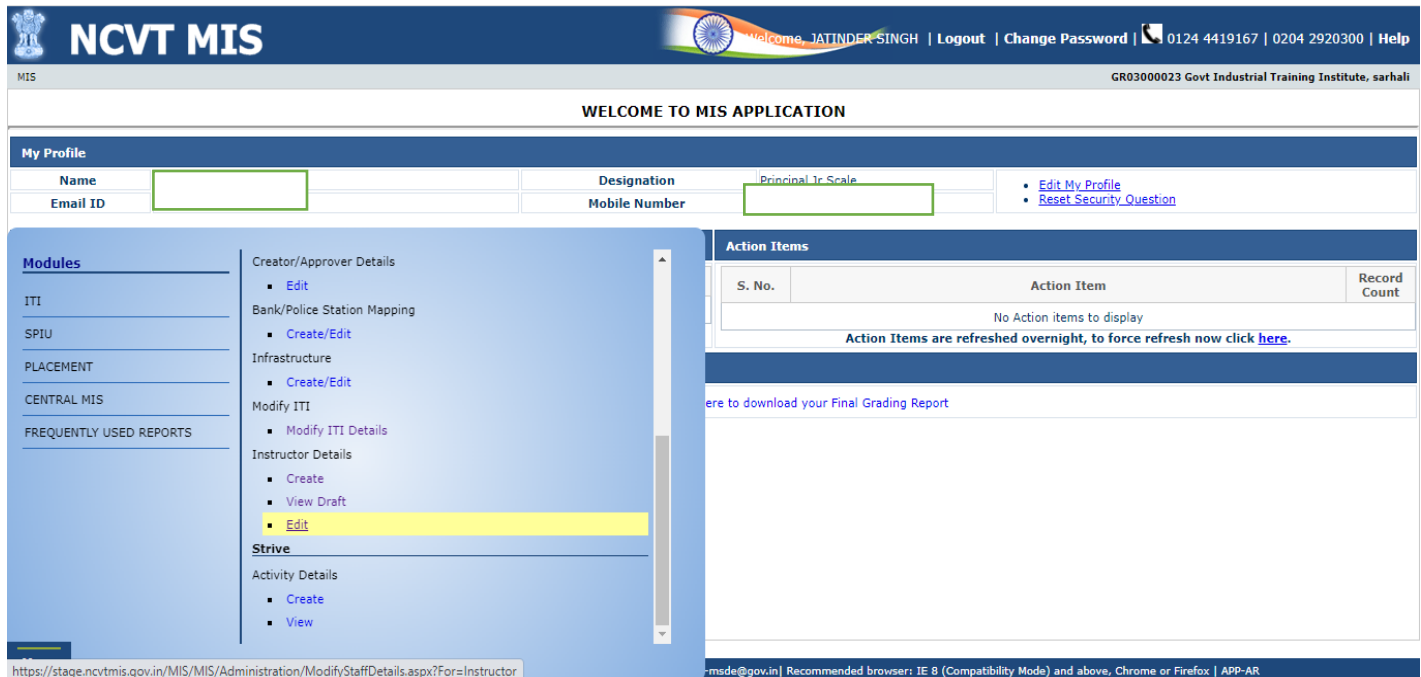
★
★
★
★
★

Click here to download your Final Grading Report

Menu

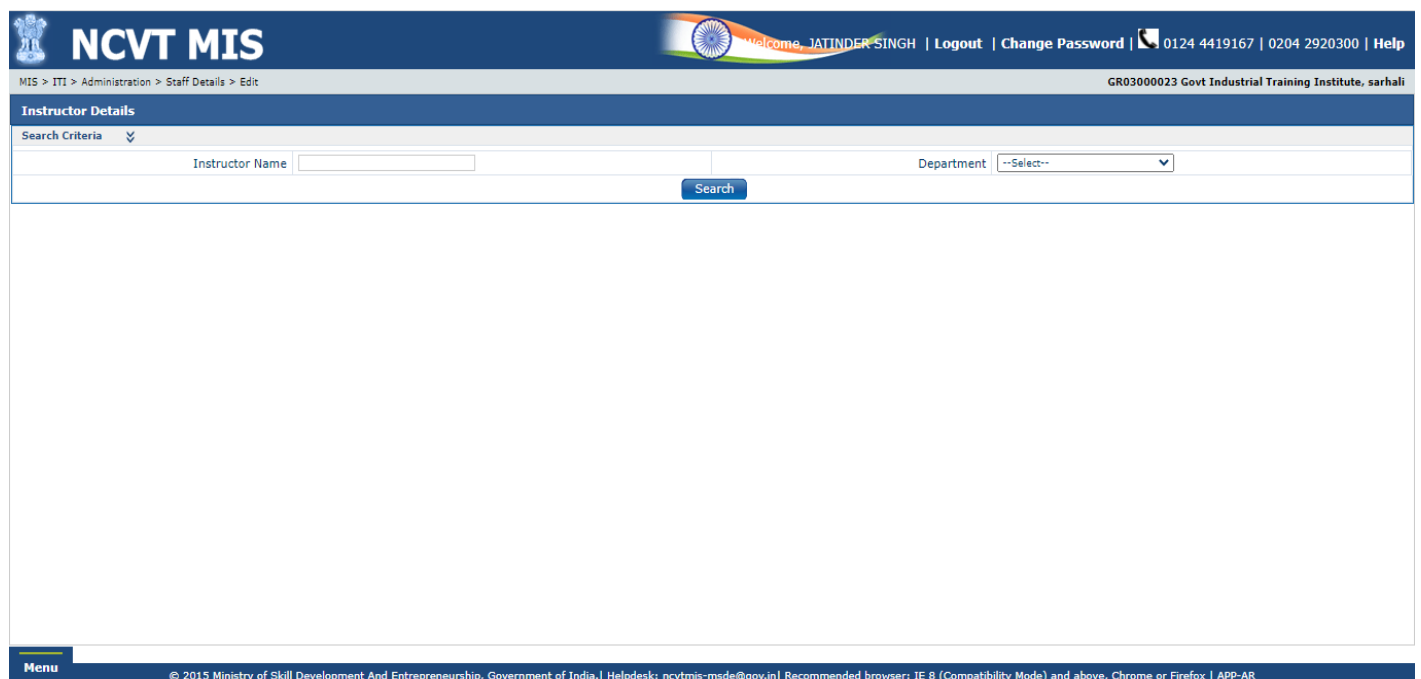
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**STEP - 2:** Navigating to the path: **Menu >> ITI >> Administration >> instructor details >> Edit**




The screenshot shows the NCVT MIS application interface. At the top, there is a header with the NCVT logo, the text "NCVT MIS", and a welcome message for "JATINDER SINGH". Navigation links include "Logout", "Change Password", and contact information. Below the header, a "WELCOME TO MIS APPLICATION" banner is displayed. The main content area is divided into several sections: "My Profile" with fields for Name, Email ID, Designation (Principal Jr Scale), and Mobile Number; "Modules" with a list of options including ITI, SPIU, PLACEMENT, CENTRAL MIS, and FREQUENTLY USED REPORTS; "Creator/Approver Details" with links for Edit, Create/Edit, and Infrastructure; "Modify ITI" with links for Modify ITI Details and Instructor Details; "Instructor Details" with links for Create, View Draft, and Edit (highlighted in yellow); "Strive" with links for Activity Details, Create, and View; and "Action Items" with a table showing S. No., Action Item, and Record Count. A message states "No Action items to display" and provides a link to refresh the items. At the bottom, there is a footer with the URL "https://stage.ncvtmis.gov.in/MIS/MIS/Administration/ModifyStaffDetails.aspx?For=Instructor" and browser recommendations.

**STEP - 3:** click on “edit” link, below page will be shown.



The screenshot shows the "Instructor Details" page in the NCVT MIS application. The header is identical to the previous page. Below the header, there is a breadcrumb trail: "MIS > ITI > Administration > Staff Details > Edit". The main content area is titled "Instructor Details" and contains a search form. The search form has a "Search Criteria" dropdown menu, an "Instructor Name" text input field, a "Department" dropdown menu, and a "Search" button. The page is currently blank, indicating that the search results have not yet been displayed.

**STEP - 4:** Directly click on search button; page will be open with the instructor details.


**NCVT MIS**

Welcome, JATINDER SINGH | Logout | Change Password | 0124 4419167 | 0204 2920300 | Help

MIS > ITI > Administration > Staff Details > Edit

GR03000023 Govt Industrial Training Institute, sarhali

**Instructor Details**




Search Criteria

Instructor Name

Department

Search

**List of Instructor**


S. No.	Instructor ID	Instructor Name	Gender	Department	DOB	Approval Status	Approval Remarks	Approved By	Approved On	Edit
1	20000310	MANJIT SINGH	Male	Training	15/02/1974	Sent for Correction	Edit instructor	JATINDER SINGH	11 Aug 2020 1:10 PM	
2	20000332	SUKHNEET SINGH	Male	Training	07/11/1986	Sent for Correction	test	JATINDER SINGH	11 Aug 2020 1:10 PM	
3	20000338	HARMANJIT SINGH	Male	Training	29/09/1988	Approved	reeee	JATINDER SINGH	11 Aug 2020 1:10 PM	

Menu

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**STEP - 3:** click on edit button new page will be opened. User can edit the details of the instructor.

stage.ncvtmis.gov.in/MIS/MIS/Administration/CreateStaffDetailPopUp.aspx?For=Instructor&StaffTempID=sKEq0w8%2baNWxqq%2bYczUGtg%3d%3d&StaffID=sKEq0w8%2baNWxqq%2bYczUGtg%3d%3d&Tab...


**NCVT MIS**

Record Instructor Details

Instructor Details | Qualification Details | Employment Details | Bank Details

**Personal Details**

UID No.	955461300173 *	Instructor Name	MANJIT SINGH *
Date of Birth	15/02/1974 * (DD/MM/YYYY)	Gender	Male *
Marital Status	Married *	Category	General *
Language Known	PUNJABI	Father/Husband Name	JOGINDER SINGH *
Blood Group	B+ *	GPF/EPF/CPF/NPS No.	110001896071
Mobile No.	9914689221 *	Email Address	jsmanjitichehra@gmail.com *

**Permanent Address**

**Correspondence Address**
☐ Same as Permanent Address

Address	VILLAGE MALIA , PO TARNTARAN *	Address	VILLAGE MALIA , PO TARNTARAN *
State	PUNJAB *	State	PUNJAB *
District	TARN TARAN *	District	TARN TARAN *
Pin Code	143401 *	Pin Code	143401 *
Home Phone Number	7986504780 *	Home Phone Number	7986504780 *

All fields marked with \* are mandatory.

Submit Clear

Now user can edit the instructor details, qualification details employment details and bank details and click on submit button.

If user clicks on submit button a new page will be opened where user need to upload photograph, pan Card and Joining Letter again and click on update button.

**NCVT MIS**

Record Staff Details

Photograph	<input type="button" value="Choose File"/> No file chosen *	 <small>Only jpg, jpeg, png, gif files are allowed. ( Max size of Photo 200 kB )</small>
PAN Card	<input type="button" value="Choose File"/> No file chosen *	 <small>Only jpg, jpeg, png, gif,pdf files are allowed. ( Max size of Photo 200 kB )</small>
Joining Letter	<input type="button" value="Choose File"/> No file chosen *	 <small>Only jpg, jpeg, png, gif,pdf files are allowed. ( Max size of Photo 200 kB )</small>

All fields marked with \* are mandatory.

**NCVT MIS**

Record Instructor Details

Educational Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/ Council	Subject	Grade	Percentage(%)	Document
1	10th	2002	PSEB MOHALI	COMPULSORY SUBJECT	#	66 #	<input type="button" value="Choose File"/> saravanan s fit,j

Technical Qualification Details

S. No.	Examination Passed	Passing Year	School/University/Board/ Council	Subject	Grade	Percentage(%)	Document
1	B.Tech/B.E.	2008	PTU JALANDHAR	MECH, ENGG	#	74 #	<input type="button" value="Choose File"/> Photo Ab...odra_
2	Diploma In Engin	2005	PSBTE IT CHD	MECHANICAL ENGG.	#	59 #	<input type="button" value="Choose File"/> Photo Ab...odra_

1. Document size should not be less than 10 KB or greater than 200 KB (For Photograph) and 2MB (For pdf).

2. Only jpg, jpeg, gif, png , tif, pdf files are allowed to upload.

☒ /We hereby certify the information of faculty is verified and for any false information ITI is liable to face any action by DGT.

After submitting the document, click on submit button.

### Instructor Details

Search Criteria 

Details Updated Successfully

Instructor Name

Department

--Select--

Search

### List of Instructor

S. No.	Instructor ID	Instructor Name	Gender	Department	DOB	Approval Status	Approval Remarks	Approved By	Approved On
1	20000310	MANJIT SINGH	Male	Training	15/02/1974	Sent for Correction			
2	20000338	HARMANJIT SINGH	Male	Training	29/09/1988	Approved	reeee	JATINDER SINGH	11 Aug 2020 1:10 PM
3	23000117	Sunil	Male	Training	26/12/1988	Sent for Correction			

## From Public Portal:

You can search instructor from Public Portal.

**STEP – 1:** - Open NCVT public portal site using the URL, <https://ncvtmis.gov.in/pages/home.aspx>



The screenshot shows the homepage of the Ministry of Skill Development And Entrepreneurship. The header includes the Ministry's name, a navigation menu with links like Home, ITI, Trainee, Verification, Instructor, Examiner, Calendar, Functionalities, Grading, CFI, Help, Dashboard, and Complaint Tool. A banner for 'MannKiBaat' on 31st July, 2022, is prominently displayed. Below the banner, there is a section titled 'Welcome to DGT-Manager' with a sub-menu for 'Instructor Search' and 'Instructor Data'. A paragraph describes the National Council for Vocational Training (NCVT) and its role. At the bottom, there is a yellow bar with the text 'ED and Practical Marks Update link' and a footer with the copyright notice '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India'.

**STEP – 2:** click on “Instructor Search”, below page will open.



The screenshot shows the 'Instructor Search' form. The form has a header 'Enter Search Criteria' and contains several input fields: 'Instructor State\*' (a dropdown menu showing 'ANDAMAN AND NICOBAR ISLAND', 'ANDHRA PRADESH', and 'ARUNACHAL PRADESH'), 'Instructor District' (a dropdown menu showing '-Select State-'), 'ITI Name' (a text input field with a hint 'Use wild card(\*) for partial search'), 'Trade' (a dropdown menu showing 'Additive Manufacturing Technician', 'Additive Manufacturing Technician', and 'ADVANCED CNC MACHINING TECHNICIAN'), 'Instructor ID' (a text input field with a hint 'Use wild card(\*) for partial search'), and 'Instructor Name' (a text input field with a hint 'Use wild card(\*) for partial search'). There is also a 'Qualification' dropdown menu showing '-Select-'. At the bottom of the form are 'Search' and 'Cancel' buttons.

**STEP – 3:** After filling, all the details of the instructor, below page will show.



Ministry of Skill Development And Entrepreneurship

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FAQ

Help

S

Home	ITI	Trainee	Verification	Instructor	Examiner	Calendar	Functionalities	Grading	CFI	Dashboard	Data	Grievance	
ID	Instructor Name	Trade	Trained	ITI Name	ITI Address	ITI District	ITI State	Shift	Unit				
20006271	YATENDRA KUMAR	Computer Operator and Programming Assistant (NSQF)	No	Gautam Buddha I.T.I., Chhajajarsi, Sector-63, Noida (Distt. G.B.Nagar)-[Ins.Code]	13th Milestone HN-24 Near Community Centre Vill- C	GAUTAM BUDDH A NAGAR	UTTAR PRADESH	1	1				
20006760	DHARMENDRA KUMAR		No	Delhi Public I.T.I., Khora (Ghaziabad) [Ins. Code]	B-509 PRATEEK FEDERA SEC 61 NOIDA	GHAZIABAD	UTTAR PRADESH	1	1				
20016602	KARUNA SINGH		No	National Industrial Training Centre - Aligarh	190, Avas Vikas Colony G.T.Road Aligarh	ALIGARH	UTTAR PRADESH	1	1				
20017697	Manoj Kumar Verma	Electronics Mechanic (NSQF)	Yes	Government ITI, Atrauli, Aligarh	Chaurpur Hauz Ram ghat road Atrauli Aligarh	ALIGARH	UTTAR PRADESH	1	1				
20019600	KM ARCHANA SINGH	Fitter (NSQF)	Yes	VBS Private ITI	VBS Pvt. ITI Post & Vill. Saya	KAUSHAMBI	UTTAR PRADESH	1	1				
20020551	SH MAAN KUMAR	Electrician (NSQF)	No	Government ITI, Gulawati, Bulandshahr	Govt ITI Gulaothi (Vill-Mohana) Bulandshahr	BULANDSHAHR	UTTAR PRADESH	1	1				
20021919	Mahesh Chandra	Electrician (NSQF)	No	SHREE JAGDISH SHANTI PRIVATE ITI	SALAI ROAD KASGANJ	KASGANJ	UTTAR PRADESH	1	1				
20022341	RAJ KUMAR	Electrician (NSQF)	Yes	Shanti Swaroop Mittal Pvt. Iti	GIJROLI PALI ROAD	ALIGARH	UTTAR PRADESH	1	1				
20022489	SUMAN RAJPUT		No	Government Industrial Training Institute, Dadri Near Kot Ka Pul Gautambudh Nagar 203207	Dadri, Near Kot Ka Pul Nangla Nainsukh Road	GAUTAM BUDDH A NAGAR	UTTAR PRADESH	1	1				
20025795	harendra kumar	Electrician (NSQF)	No	Jay Hanuman Private I.T.I.	Agra Narendra Nagar Shyamo	AGRA	UTTAR PRADESH	1	1				
20027863	DEENA NATH	Electrician (NSQF)	No	JANHIT PRIVATE ITI	VILLAGE and POST - PISAWA TE HSIL - GABANA DIST.	ALIGARH	UTTAR PRADESH	1	1				
20028049	SONU ATTRI	Electrician (NSQF)	No	JANHIT PRIVATE ITI	VILLAGE and POST - PISAWA TE HSIL - GABANA DIST.	ALIGARH	UTTAR PRADESH	1	1				
20028158	RAHUL CHAUDHARY	Electrician (NSQF)	No	JANHIT PRIVATE ITI	VILLAGE and POST - PISAWA TE HSIL - GABANA DIST.	ALIGARH	UTTAR PRADESH	1	1				

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Is Instructor CTS