

## Grading Module

### Steps to be performed for Grading

#### A. Search Particular ITI

1. Log on to [www.ncvtmis.gov.in](http://www.ncvtmis.gov.in) for grading ITI.
2. Click on **Grading** tab
3. Search ITI of your interest by entering the name of the State & District

**OR**

Enter ITI MIS ITI code to locate particular ITI of interest

4. After clicking on the **Search** button, a list of ITIs will be populated as per the criteria provided by you

**OR**

ITI can also be searched by entering the ITI name. In case you don't know the complete name, type a few alphabets like \*xyz\*.E.g. Govt. Industrial Training Institute Arab-ki-sarai Nizmmudin can be searched by typing **\*arab\***

#### B. View Existing Grading of ITI (if available)

5. After the particular ITI has been identified, click on "**Rating**" tab (bottom right corner) under the heading **ITI Rating**
6. If you wish to view the ratings provided to the particular ITI, click on "**click here to view detailed ratings for ITI**"

#### C. Grade/ Rate an ITI

7. Click on "**Click here to submit ratings for ITI**" to rate the ITI
8. Fill the compulsory fields such as **You are, Name, Email ID** and **Mobile Number** and answer the parameters by **clicking on the stars against each parameter**. [For reference, you can read the Grading Framework by **clicking "?"** provided in front of each parameter. You can also provide specific value related to each parameter in the **Comment** column.

- a. If you wish to submit ratings as an ITI, SPIU and/or NPIU, you will be directed to the login window, where you have to provide the login credentials of NCVT MIS application. An ITI can only rate their mapped ITI as ITI user whereas there is no such binding on SPIU and NPIU roles.
  - b. If you are an ITI and not able to login, contact system administrator for unlocking the account, resetting the password or for any other query.
9. After attempting all parameters, click on the **Submit** tab to complete the grading process. You can also provide the details of other achievements which are not covered under any other parameter in the **Remarks** column. The screen will now show the rating obtained by the ITI.
10. Once submitted, you can't edit your ratings.
11. There is a provision of providing the ratings as anonymous/ unidentified user, without providing your name, email and mobile no., but in that case ratings provided will not be considered.

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