Speed Post

No. MSDE- 18011/02/Sem-July/2015-TTC

GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

DIRECTORATE GENERAL OF TRAINING

Shram Shakti Bhawan, Rafi Marg,

New Delhi, Dated 6th July, 2015

To

1. **All the State Directors (Dealing with Craftsmen Training Scheme).**
2. **The Principal, NVTI-Noida and RVTIs-Mumbai, Bangalore, Trivandrum, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur and Vadodara**

Subject: Generation of Hall Ticket for AITT under CTS (Semester System) to be held in July, 2015 - Regarding.

Sir/Madam,

As you are aware that the Semester system AITT under CTS is scheduled to be commence from 20th July, 2015.

In this connection, it is informed that the NCVT-MIS Portal is available to all State Directorate from **06th- 13th July, 2015** for Generation of Hall Tickets of Trainees who were admitted in August, 2014.

Further, once the Hall Tickets are generated by the State Directorates, it will be available for download through NCVT MIS Portal by respective ITI's.

In this regard, the following points may be noted:-

(a) Hall tickets will not be generated if Examination Centre Mapping is in-complete or not provided by the State Directorate.
(b) Hall Tickets of Semester-II for a trainee will be available only if Q1, Q2 sessional marks of Semester-II and Exam Fee Status has been entered by ITI's.
(c) Trainee must have at least 40% sessional marks (average of 2 quarters) in each paper.
(d) Separate Hall tickets will also be generated from NCVT MIS Portal for all trainees, who will be re-appearing for semester 1 exam.
(e) Candidate will not be permitted to appear for AITT unless he has a valid hall ticket generated from the NCVT MIS Portal.
(f) The Hall Ticket for SCVT candidates appearing for NCVT qualifying exam will be provided by State Directorates, as being done until now.
(g) Principals of respective ITI's are requested to ensure "Attendance Compliance (80% Attendance)" of trainees prior to handing over Hall Tickets to trainees and to comply with the guidelines issued by NCVT from time to time.

You are requested to follow Guidelines containing Step-by-Step User Manual for generation of Hall Tickets by State Directorates and also containing steps to be followed by ITI's to download and print hall tickets of their trainees (copy enclosed).

Kindly contact to Wipro for any queries on phone-0120-441560 and e-mail Id support.dget@wipro.com

Yours faithfully,

(Sunil Kumar Gupta)
Director (TTC)

USER MANUAL

Development & Maintenance of Web Based Portal and MIS for Monitoring & Evaluation of Vocational Training Improvement Project

Ver–1.0

[Generate Hall Ticket]

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1. Introduction

1.1 Overview

The Directorate General of Resettlement & Employment (DGR&E), now known as the Directorate General of Training (DGT), was set up in 1945 for the purpose of resettling demobilized Defense Service personnel and discharged War Workers in civil life. Currently, the scope of the Directorate General has been extended to cover employment service to all categories of job seekers and training services to civilians.

DGT in the Ministry of Skill Development & Entrepreneurship is the nodal agency responsible for conducting vocational training programs to meet the skilled manpower requirement of industry. Because vocational training is a concurrent subject the Central Government is responsible for laying down norms, standards, policies, conducting of trade tests, and award of certificates. Other major responsibilities include research in vocational training, development of instructional materials and affiliation of ITIs/ITCs, whereas State Governments / Union Territories are responsible for day to day administration of Employment Exchanges and ITIs. Each State Government has a Directorate of Directorate of Training which is responsible for:

(a) Carrying out the policy laid down by the National Council for Vocational Training (NCVT)

(b) Ensuring examinations are conducted by the State Board of Examinations

(c) Issuing the National Trade Certificates

(d) Arranging for inspection of training institutes / centers

(e) Affiliating trade units of training institutes / centers

(f) Conducting NCVT and non NCVT courses

(g) Implementing the provisions of Apprenticeship Act in respect of State Government / Private establishments and providing employment services.

1.2 Scope of the Document

This document explains the Generate & Print Hall Ticket functionality.

2. About the Document

2.1 Intended Audience

All the users of the DGT web based portal will be the intended audience of this document.

2.2 Document Conventions

This guide uses the following conventions:

- Menu items, Options, Dialog boxes and Functions are mentioned in **Bold**.
- Error messages are displayed in *Italics*.
- Angular brackets (>) indicate the progression of menu choices the user should select in a graphical user interface (GUI).
- **Tip** provides easier methods to accomplish tasks.
- **Note** provides additional information.

3. Getting Started

3.1 System Requirements

To run this application there are some basic requirements as:

- Window's Machine
- IE 8 or above/Firefox 27 or above/Chrome 32 or above.
- MS Office (2007 or above) and Adobe PDF Reader (6 or above).
- Internet Connectivity (256 kbps or above)

NOTE For Master update:
"In Application if you need to get Add/edit/delete/update values available in Drop Down (so called Master), please contact your system Admin."

3.2 Accessing Portal

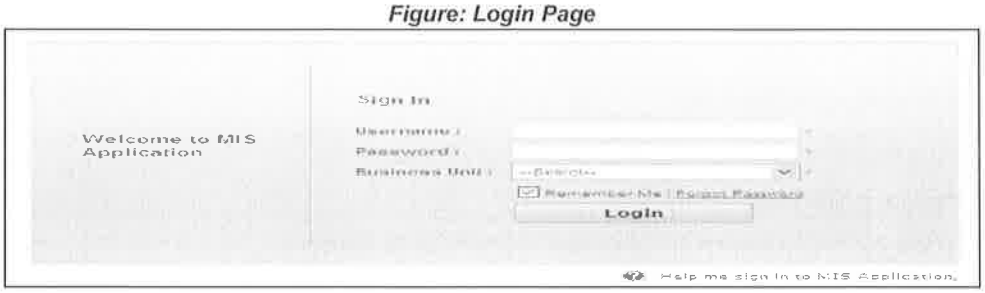
Management Information System has been designed as a comprehensive system to allow timely and transparent flow of information through the various tiers of the public vocational training sector in the country i.e. ITI, the State and the Centre. The MIS will allow easy handling of storage, processing and retrieval of data, searching and sorting of various information accurately and quickly.

To access, type the address in the address bar as: https://ncvtmis.gov.in/mis/. User will be redirected to the login page of the Management Information System Portal.

3.3 Login Page

Login page provides access to authorized users inside the MIS application. Authorized users include ITIs, States etc. This page also has links to recover the forgotten password. Login Page for the MIS is as follows:

Figure: Login Page



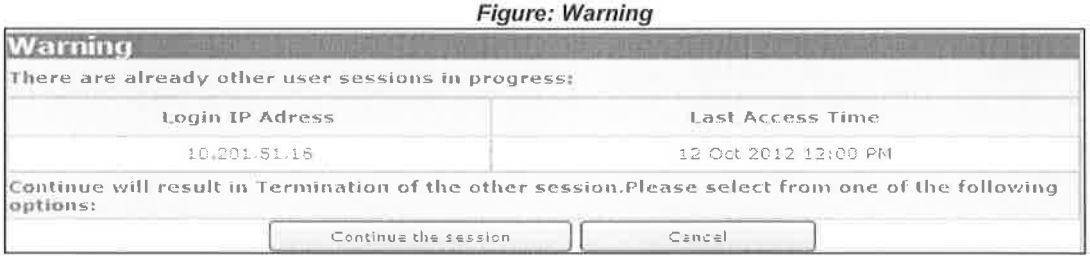
The login page allows the user to login inside the portal. The user has to enter the User Name, Password, select the name of the Business Unit to which s/he belongs and click on Login. Business Unit field is a drop down menu that displays the Business Units that have been assigned to the user.
In case of unsuccessful login, a message *'Invalid password, please check…!'* would be displayed. On 10 unsuccessful login attempts in a row, the user's account would be locked and a message *'Your account is locked due to 10 unsuccessful login attempts, please contact System Administrator.'* Would be displayed.

Tip: Click on the password field once Username is entered, to populate the Business Unit.

Note: If the user account has been locked, user should contact the administrator.

In case of successful Login, No two users can login using the same **Username** into the MIS Application. If one user is already logged into the application, and the other user tries to access the MIS using the same Username, he gets the **Warning** screen as follows indicating if user wants to terminate the session for the first user:

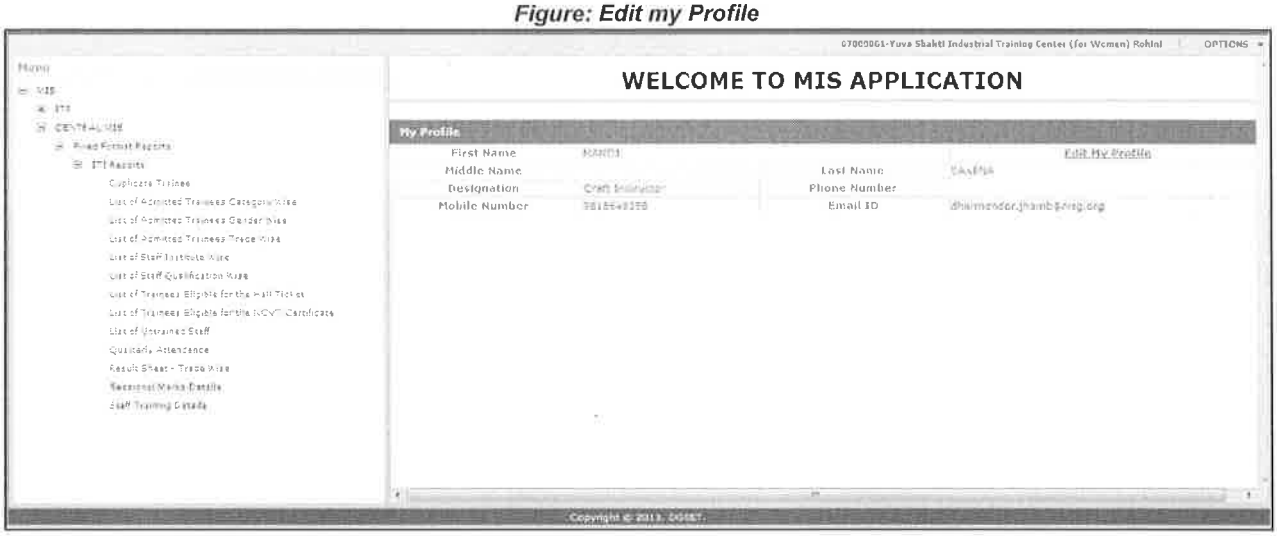
Figure: Warning



Clicking on **'Continue the session'**, terminates the session for the first user. Clicking **'Cancel'** redirects the logged in user to the **Logout** page.

After successful login user can also edit his/her profile by clicking on **Edit my Profile** Link as displayed in the below screen:

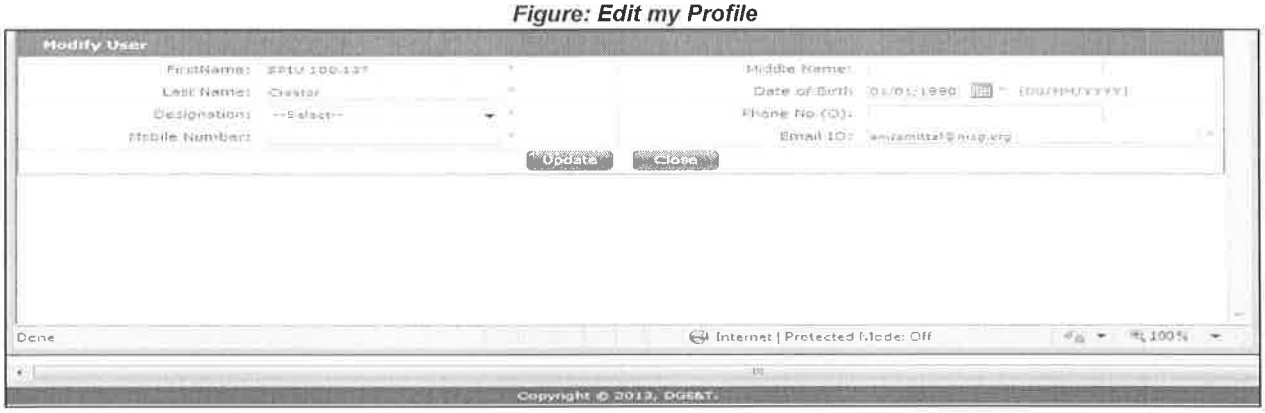
Figure: Edit my Profile



To edit the profile, follow the steps as follows:

1. Click on **Edit My Profile.**
2. A Pop up will appear with the following fields as displayed below:
    - First Name
    - Middle Name
    - Last Name
    - Date of Birth
    - Designation
    - Phone Number
    - Mobile Number
    - Email ID

Figure: Edit my Profile



3. Now you can update any of the field.
4. Click on the Update to save the changes.

3.4 Forgot Password

If the user forgets his password, s/he has to recover the password. On clicking Forgot Password link, a new page prompts the user to answer his/her security question. To recover the password:

1. Click **Forgot Password** link on the **Login** page. Screen for Forgot Password is as follows:

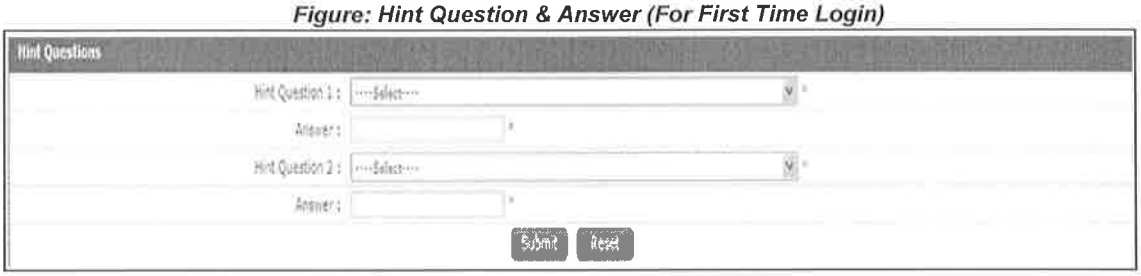
Figure: Forgot Password

2. Enter the login id.
3. Both the security questions set by users would be displayed.
4. Enter the answer and click **Submit**. On successful validation, user's password is sent on the e-mail ID registered with the DGT.

User can set his Hint Question and answer as follows:

5. When logged in for the time, user is redirected to the following screen.

Figure: Hint Question & Answer (For First Time Login)



6. Select Hint Question 1 and set the answer to the question.
7. Select Hint Question 2 (Question that has been selected in the Hint Question 1 will not get visible again in the drop down field of Hint Question 2) and set the answer to Hint Question 2.
8. Click on 'Submit' to save the Hint Question and Answer.
9. User is redirected to change his password. On changing Password, user can access modules of MIS application.

Note: In case user has forgotten the answers to the security question, user should contact the administrator.

Tip: Click the tab key on entering Login ID such that Hint Questions are displayed on Forgot Password page

4. SPIU

The STATE DIRECTORATE enables management of MIS related information pertaining to the State Directorate. This includes all relevant functional areas of the State Directorate i.e. Academic, Administration, etc. This module is accessible at the State Directorate.

4.1 Academic

Academic module records details as number of Trainees appearing in the examination and their pass/fail status etc. Hall tickets (Admit card) for appearing in examination by the eligible Trainees are being generated using this module, which can be downloaded at the Institute level. Also, NCVT certificates to be awarded to the Trainees qualifying the final examinations are generated using Academic module

4.1.1 Generate Hall Ticket

This module enables users to generate the Hall Ticket for the Trainees. Once the Hall ticket has been generated, either state directorate or ITIs (authorized by state directorate) can print the tickets for the Trainees.

Note: Criteria for Hall ticket Eligibility:

1. Private Trainee:
   - Exam Fee Status should be yes.
2. Regular Trainee
   - Sessional marks should be available for both Quarter
   - Average marks of two quarter should be 40 % or more in each paper
   - Exam fee status should be yes.

4.1.1.1 Create

This link enables users to generate the Hall Ticket for the Trainees. To generate Hall Ticket, follow the steps as:

1. Select **MIS > SPIU > Academic > Generate Hall Ticket > Create.**
2. Search the record for which the hall ticket is to be generated using following fields:
    - Institute Name
    - Trade
    - Academic Session
    - Semester
    - Examination Type
3. All the records matching the search criteria are displayed as follows:

Figure 15: Generate Hall Ticket - Create

4. Select the Trainee for whom the ticket is to be generated.
5. Click on **'Generate Hall Ticket'** to generate the ticket.
6. After clicking on generate hall ticket hall ticket gets generated and displayed as below screen:

Figure 16: Generate Hall Ticket - Create

Note: Upper limit of 6 attempts has been given to each Trainee for completing the Trade. After that MIS application does not allow user to generate the Hall Ticket.

4.1.2 Print Hall Ticket

This module enables users to print Hall Ticket of final/supplementary exam for the trainees who are authorized by the State Director for appearing in the exam . The Hall Ticket of Eligible trainees are generated by the State Directorate. Once the Hall tickets are generated in the MIS system, the same can be printed by the State Directorate/ITI.

4.1.2.1 Create

This link enables users (SPIU/ITI) to print the Hall Ticket for the Trainees. There are two ways in which the Hall Ticket can be printed:

- Single Hall Ticket Print
- Batch Print

To print the hall ticket, follow the steps as:

1. If Logged in user is SPIU then, Select **MIS > SPIU > Academic > Print Hall Ticket > Create OR** If Logged in user is ITI, Select **MIS > ITI > Examination Management > Print Hall Ticket > Create**

Figure 17: Print Hall Ticket - Create

1. Select the option to print the hall ticket as shown in above screen.
2. In case of Single Hall Ticket Print, enter the Registration Number of the Trainee for whom the ticket is to be printed. Screen is displayed as follows:

Note: The user device should have QR code Scanner to scan the QR image and get the hidden details from the QR image.

Figure 18: Print Hall Ticket - Single Print

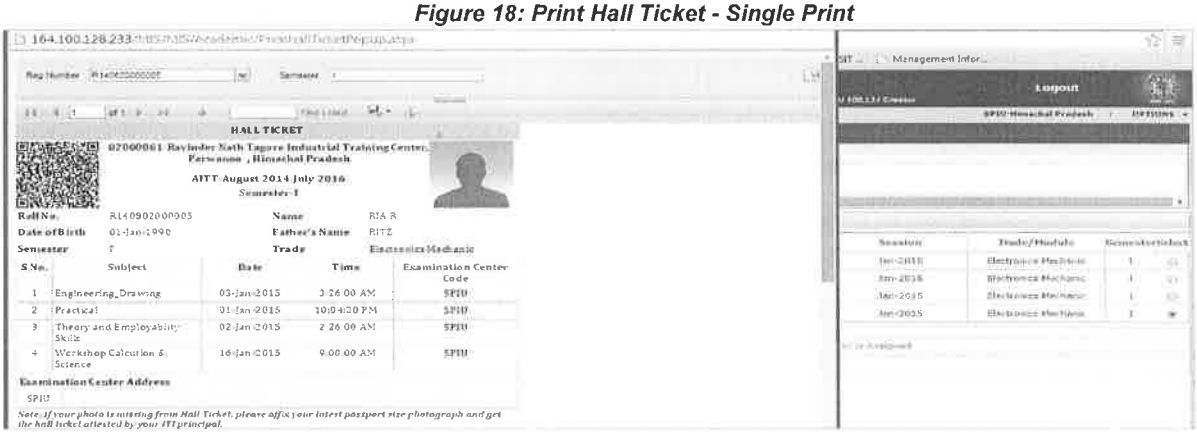


Figure 19: Print Hall Ticket - Single Print

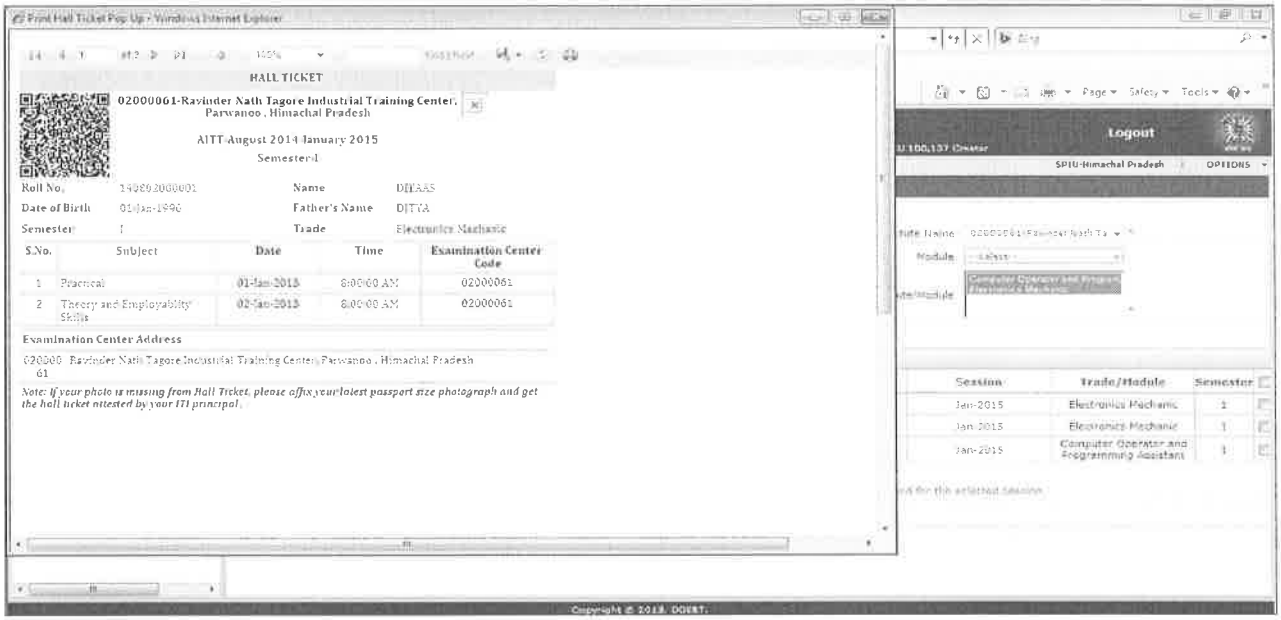
3. Select the hall ticket and click on **'Print'.** Screen is displayed as follows:
4. In case of batch print, provide the following details:
    - Semester
    - Institute Name
    - Session
    - Training Scheme
    - Module

- Training Sector
- Trade/Module

Figure 20: Print Hall Ticket - Batch Print

5. Click on **'Print'/'Print All'.**
6. After Clicking on 'print'/'print All' hall tickets gets generated for the trainees as displayed in screenshot:

Figure 21: Print Hall Ticket - Batch Print



4.2 Reports

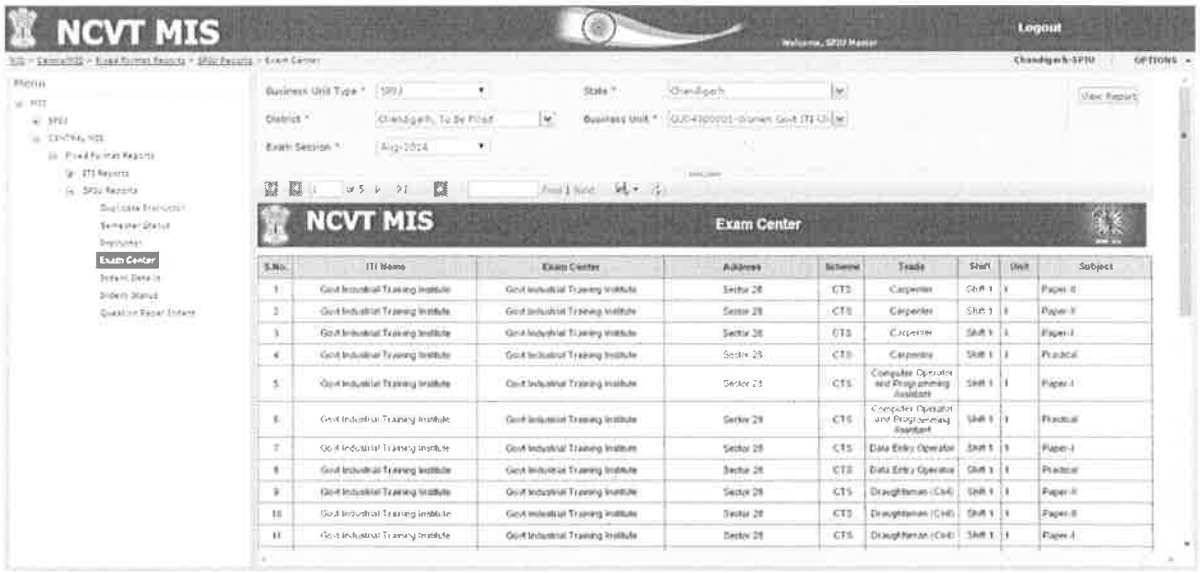
This module enables users to generate or view reports to be fetched from MIS database based on selected filter criteria.

4.2.1 Examination Center

This report enables users to view the ITI wise examination center mapping list. To generate report, follow the below mention steps:

1. Select **MIS > Central MIS > SPIU Reports > Exam Center.**
2. Enter the search criteria such as State, District, Business Unit, Exam session values.
3. Click on 'View report'.
4. Report will be generated on the basis of selected criteria as shown in below screenshot.

Figure: Report-Examination Center List



4.2.2 Hall Ticket Eligibility

This report enables users to generate or view the facility list. To generate report, follow the below mention steps:

1. Select **MIS > Central MIS > ITI Reports > Hall Ticket Eligibility.**
2. Enter the search criteria such as State, District, Business Unit, Academic session, Semester, Trade values.
3. Click on 'View report'.
4. Report will be generated on the basis of selected criteria as shown in below screenshot.

Figure: Report-Hall Ticket Eligibility

5. Contact Information

For any queries please contact to support.dget@wipro.com or you may dial help desk- 0120 4405610