USER MANUAL

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

Ver–1.0

[ITI Trainee Admission]

Submitted By

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1. Introduction

1.1 Overview

DGT in the Ministry of Skill Development And 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 Technical Training / 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 describes the functions of Admitted Trainee details entry of the Industrial Training Institutes in MIS system. Industrial Training Institutes (ITIs) are government owned and managed institutes that provide vocational and technical training in a large number of industrial trades. The main scope of this document is to cover Academic functionality of MIS system.

1.2.1 Academic

Academic functions of ITI include all the data related to the academics of each Trainee across the Institutes. Main functions are as follows:

   1.   Admitted Trainee Details

- Creating a record for **'new'** trainee.
- Editing the details of the **'existing'** trainees.
- Approving the records of the trainees.

2. Upload Admitted Trainee details(User can upload trainee detailing bulk as per the provided template)

3. Uploading Trainee Photograph (Only for the trainees uploaded from excel file)

4. Change Trade of Trainee (we are not discussing that function in this document)

2. About the Document

2.1 Intended Audience

All the users of ITIs 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*.

- Angle brackets (>) indicate the progression of menu choices the user should select in a graphical user interface (GUI).

- **Tip** provides easier methods to accomplish tasks.

- **Caution** means to take extra care, to avoid errors.

- **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)

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 ten 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 dropdown.

> **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

   - Designation

   - Date of Birth

   - 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.

To **Reset the Security Questions** follow the below mention steps:
1. Click on Reset Security Questions.
2. Select Hint Questions and answers
3. Click on **Submit** to save the hint questions or click on **Clear** to clear the data as displayed in below screenshot.

Figure: Hint Questions

3.4 Forgot Password

If the user forgets their password, they have 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

Login ID	*
Hint Question 1	
Answer	*
Hint Question 2	
Answer	*

Submit   Clear

Click here to go back to Login page

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 DGE & T.

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)

Hint Questions

Hint Question 1 :	····Select····
Answer :	
Hint Question 2 :	····Select····
Answer :	

Submit   Reset

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.

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

4. ITI

This module enables users of Industrial Training Institutes to manage the academic, data. The module will be accessible to all the ITIs.

4.1 Academic

Academic module manages the entire academic data of all the Trainees across the Institutes. All the data when a trainee is admitted into ITI is being maintained inside the MIS System. Various sub modules covered under Academic module are as follows:

5. Admitted Trainee Details

    - Creating a record for **'new'** trainee.
    - Editing the details of the **'existing'** trainees.
    - Approving the records of the trainees.

6. Upload Admitted Trainee details(User can upload trainee detail in bulk as per the provided template)

7. Uploading Trainee Photograph (Only for the trainees uploaded from excel file)

4.1.1 Admitted Trainee Details

This module enables the user to manage the information of new and existing trainees. User can create 'new' trainee record, save the new record as draft before submitting it, edit the existing record and approve the trainee details, as discussed in further sections.

4.1.1.1 Create

This link enables user to create a 'new trainee record' inside the MIS application. To create a new Trainee record, follow the steps as follows:

1. Select **MIS > ITI > Academic > Admitted Trainee Details > Create**.
2. Enter the required details as Session, Scheme, Sector, Module type, Trade/Module, Shift and Unit.
3. System would show available seats in selected Shift & Unit of selected Trade.

4. Click on '**Submit**' to submit the details or click on **Clear** to clear the data.

5. Once user will click on Submit, new form will be open to create the trainee and following information about the trainee is being captured inside the system:

   • Trainee Details: It includes general information as name, date of birth, Father's name etc. are captured as shown below:

Figure: Record Admitted Trainee Details - Trainee Details

   i. In the above figure, for Readmission user needs to enter the Trainee Registration Number and click on **'Show Data'**. Data for the Trainee gets populated in the screen.

   ii. Session should be selected in which trainees needs to be registered. On selection of session, system will populate list of affiliated trades as per the Affiliation records.

   iii. Candidate should be at least 14 years old to get registered in the institute.

   iv. Photograph to be uploaded should meet the guidelines displayed.

   • Office Use Information: It includes information as category of trainee, application form number of trainee and type of trainee.

- Only Affiliated Training Sector and Trade/Module list will appear on the basis of selected session.

- Trainee is allotted to the unit in a shift if vacant seats are available in that unit. For this, a check is being performed on the number of vacant seats available in the selected unit as:

  - If the number of vacant seats is greater than zero, trainee gets admitted to the Unit.

  - If the number of vacant seats is equal to zero, another unit in the shift is to be selected for admitting the trainee.

6. User need to select any of the following option to process:

   - **Submit:** To create a new Trainee record. Admission Request Number is generated for trainees. Once submitted, record will go for approval to the designated authority and display in **Approve** screen.

   - **Save as Draft:** To save the record as draft and to submit it later.

   - **Clear:** To clear the entered details in the form.

   - **Close:** To close the form and it will redirect to the previous page.

Note: To create an applicant as Trainee, following conditions must be met:
- ✓ Applicant must appear on the merit list of the institute and has been selected by the Institute for admission.
- ✓ Vacant Seat should be available in the Trade, Shift and Unit in which Trainee needs to be registered.

4.1.1.2 **View Draft**

This link enables the user to view the draft records of Trainees saved by the administrator. To view the draft records, follow the steps as follows:

1. Select **MIS > ITI > Academic > Admitted Trainee Details > View Draft**.

2. Search the record by the Trainee name which has been saved as draft.

3. Select the name which is to be edited using the hyperlink available on the name in the search results as shown below:

Figure: Admitted Trainee Details - View Draft

4. Clicking on the name opens a new screen where user can modified the drafted record in both panel Trainee Details, and for Office Use.

5. User can **'Submit'** the details to generate Admission Request Number for use by Trainees across all ITI, save the record as **'Draft'** or can **Clear** the update data.

Note: Only Submitted record will reflect in **Approve** Screen and drafted record will appear in **View Draft** screen

4.1.1.3 Approve

This link enables user to approve the details of the Trainee. On approval, Registration Number is generated for all Trainees which can be used by them across ITIs. To approve users, follow the steps as follows:

1. Select **MIS > ITI > Academic > Admitted Trainee Details > Approve**.
2. Search the record to be approved using any one of the following fields as Admission Request Number, Registration Number, Training Scheme, Module Type, Training Sector, Trainee Name and Trade/Module.
3. All the records matching the search criteria are displayed as shown below on the screen:

Figure: Approval - Admitted Trainee (i)

Figure: Approval - Admitted Trainee (ii)

4. User can view the details of the Trainee using the hyperlink in the field **Admission Request Number**.

5. To approve the record, select the record using the checkbox available in the rightmost column and Status among the following field from the drop down list.

- **Approved**- To approve the trainee Record and Unique Registration Number is generated for the Trainee.

- **Rejected**- To reject the trainee Record. In this trainee details need to register again.

- **Correction Required**- To send the record for the Correction. In this, Trainee record is visible under the Edit screen where the details can be corrected and again sent for approval

6. Click on **'Submit'** to approve, reject or sending the record for correction.

Note: Records which are '**Approved/Sent for Correction'** will appear on the Edit screen. User can make the necessary corrections using Edit screen.

4.1.1.4 Edit

This link enables user to edit the Trainee records. To edit a record, follow the steps as:

1. Select **MIS > ITI > Academic > Admitted Trainee Details > Edit**.
2. Search the record to be edited using any one of the following fields as Admission Request Number (For Trainees which are yet to be approved), Registration Number (For registered and approved Trainees), Training Scheme, Module Type, Training Sector, Trade/Module or Trainee Name.
3. Click on the link available in the column **'Admission Request Number'** in search results to view the Trainee record.
4. Click on Edit ( ) to make changes in the Trainee Record as shown below

Figure: Admitted Trainee Details – Edit

5. Click on **Submit** to update the details, on **Clear** to clear the entered data or select **Cancel** to discard the changes.

6. If user will select Submit, the record will go for approval to the designated authority

4.1.2 Upload Admitted Trainee Details

This module enables the user to upload the trainee detail in bulk. To upload trainee detail, follow the steps as follows:
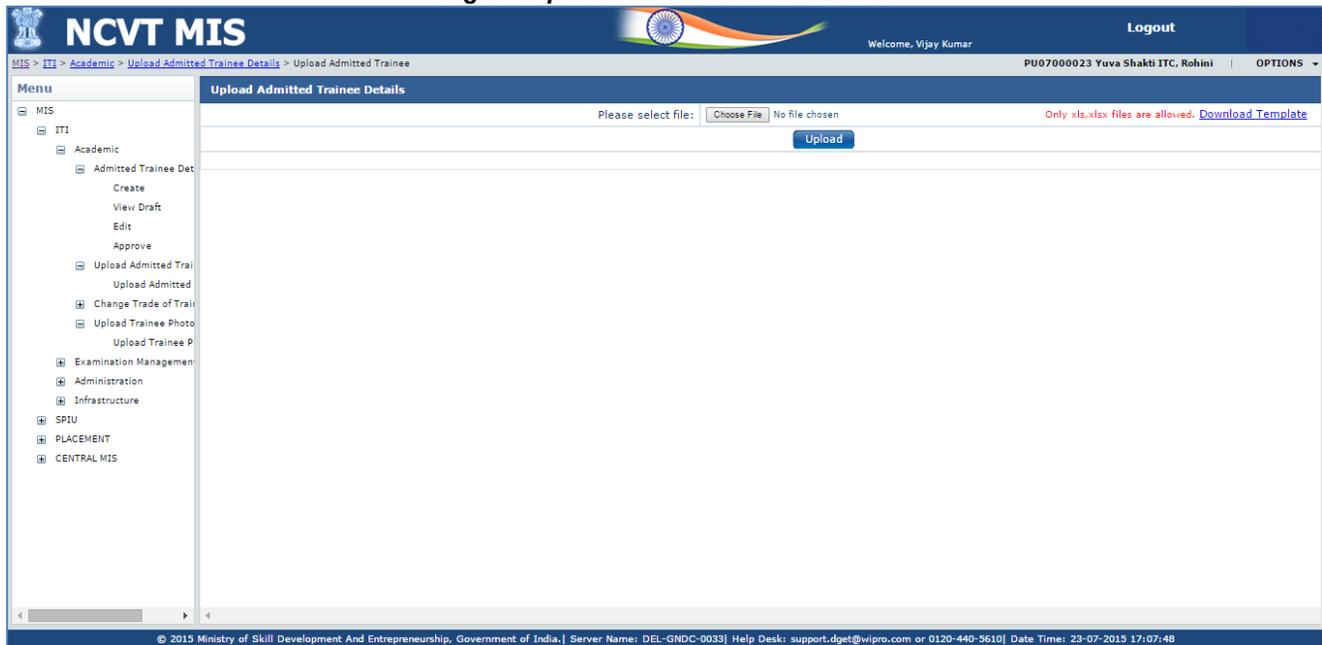
1. Select **MIS > ITI > Academic >Upload Admitted Trainee.**

2. Download the template using the link Download template.

3. Fill the details in the template and save.

4. Browse the file & click on **Upload** to upload the trainee Details.

5. Once submitted acknowledgement message will display as shown below:

Figure: Upload Admitted Trainee Detail

6. After submission, uploaded data will reflect in Upload Trainee Photograph.

4.1.3 Upload Trainee Photograph

This module enables the user to upload the photograph of the uploaded trainee details. To upload trainee photograph, follow the steps as follows:

1. Select **MIS > ITI > Academic >Upload Photograph.**

2. Search the Trainee whose Photograph is to be uploaded. Search can be performed on any one of the following fields as Admission Request No, Upload Date, Trainee Name or Trade/Module.

3. All the records matching the search criteria are displayed as shown below:

Figure: Upload Trainee Photograph

4. Select the trainee by clicking the checkbox and select the photograph to be uploaded.

5. Click on **'Submit'** to upload the photograph or Click on **Clear** to clear the selected data.

6. Once submitted, photograph of the trainee gets uploaded and that trainee record will reflect in approve screen. To approve the trainee record refer section 4.1.1.4

4.2 Guildelines

To guide the data entry operator of ITI's to fill data under various fields while creating/uploading admitted trainee.

4.2.1 Guidelines to Create form

S.No.	Field	Data to be filled	Remarks
1	State_Registration_Number	Use alphabets & numbers	No special characters, comma, dash, dot, hyphen etc. to be used
2	Application_Form_Number	Use alphabets & numbers	Any special characters, comma, dash, dot, hyphen etc. can be used
3	Admission_Date	Use Calendar functionality provided to select the date	Use inbuilt calendar functionality. In case of bulk upload using excel template, please use dd/mm/yyyy format
4	Trainee_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
5	Mobile_Number	Use only 10 digit numbers	No special characters, comma, dash, dot, hyphen etc. to be used
6	Email_ID	Use alphabets & numbers	Only dot, underscore, hyphen and @ special characters to be used
7	Date_Of_Birth	Use Calendar functionality provided to select the date	Use inbuilt calendar functionality. In case of bulk upload using excel template, please use dd/mm/yyyy format
8	Father_Guardian_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
9	Mother_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
10	UID_Number	Use only 12 digit numbers	No special characters, comma, dash, dot, hyphen etc. to be used
11	Remarks	NA	Any special characters, comma, dash, dot, hyphen etc. can be used

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4.2.2 Guidelines to Upload Form

S.No.	Field	Data to be filled	Remarks
1	Session	Use only numbers	No special characters, comma, dash, dot, hyphen etc. to be used
2	State_Registration_Number	Use alphabets & numbers	Only hyphen and forward slash special characters to be used
3	Application_Form_Number	Use alphabets & numbers	Only hyphen and forward slash special characters to be used
4	Admission_Date	Use Calendar functionality provided to select the date	Use inbuilt calendar functionality. In case of bulk upload using excel template, please use dd/mm/yyyy format
5	Trainee_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
6	Mobile_Number	Use only 10 digit numbers	No special characters, comma, dash, dot, hyphen etc. to be used
7	Email_ID	Use alphabets & numbers	Only dot, underscore, hyphen and @ special characters to be used
8	Date_Of_Birth	Use Calendar functionality provided to select the date	Use inbuilt calendar functionality. In case of bulk upload using excel template, please use dd/mm/yyyy format
9	Father_Guardian_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
10	Mother_Name	Use only alphabets and space between first, middle and last name	Only dot and apostrophe special characters to be used
11	Shift	Use only numbers	No special characters, comma, dash, dot, hyphen etc. to be used
12	Unit	Use only numbers	No special characters, comma, dash, dot, hyphen etc. to be used
13	UID_Number	Use only 12 digit numbers	No special characters, comma, dash, dot, hyphen etc. to be used
14	Remarks	NA	Any special characters, comma, dash, dot, hyphen etc. can be used

5. Help

For any online support user can Refer Help option on the Extreme top right corner of MIS application page. Through this link user can download user manual any time, number of times.

Figure: Help

Note: If user has logged in as ITI user then ITI user manual would be available in Help. In the same way if logging as SPIU user then SPIU user guide and if as NPIU user then NPIU user guide would be available.

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