No. MSDE- 18011/06/Sem/July/2016-TTC
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 10th June, 2016

To

1. **All the State Directors/UTs (Dealing with Craftsmen Training Scheme).**
2. **The Principal, NVTI-Noida and RVTIs-Mumbai, Bengaluru, Thiruvananthapuram, Panipat, Kolkata, Tura, Indore, Allahabad, Jaipur, Vadodara, Shimla, Patna, Agartala, Trichy and Mohali.**

Subject:- Uploading of sessional marks, attendance and examination fees of ITIs - Regarding.

Sir,

As you are aware that AITT under CTS (Semester System) is scheduled to be held from **20.07.2016** to **10.08.2016**. In this regard, NCVT MIS portal is open for upload of sessional marks, attendance of trainees and examination fee. The attendance and sessional marks entry is done together, but some ITIs have already done sessional marks entry before attendance entry was enabled.

In this connection, kindly adhere following instructions for completing the process:-

(a) If sessional marks are already entered and attendance was not entered but it's NOT approved, then ITIs need to:-
  (i)   Go to Approve Screen and select entries and **send for correction**.
  (ii) Go to **Edit** Marks & Attendance and fill Attendance, Marks Entry will already be there, and submit.
  (iii) Go to Approve Screen and **Approve**.

(b) If sessional marks are already entered and approved but attendance was not entered, ITIs need to:-
  (i) Go to **Edit** Marks and Attendance and fill Attendance, Marks Entry will already be there, and submit
  (ii) Go to Approve Screen and **Approve**.

(c) If sessional marks were not previously entered.
  (i) Go to **Create** Marks and Attendance and fill Attendance & Marks, and submit.
  (ii) Go to Approve Screen and **Approve**.

In view of above, you are requested to please follow the above steps for entry of data in portal, so that the eligibility criteria for issue of Hall Ticket are complete before **30.06.2016**.

The candidates will not be allowed to appear in AITT July/August, 2016 without NCVT MIS generated Hall Ticket. ITI itself can download hall tickets or it is generated by the State Directorate concern.

Yours faithfully

(K. Singh)
Director of Training