



सर्वश्रमं बलम्



## **USER MANUAL**

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

**Ver-1.02**

**[ITI MODULE]**

**Submitted By**

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### 1. Introduction

#### 1.1 Overview

The Directorate General of Resettlement & Employment (DGR&E), now known as the Directorate General of Employment & Training (DGE&T), 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.

DGE&T in the Ministry of Labor & Employment 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 Employment & 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.



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### 1.2 Scope of the Document

This document details the functions of the Industrial Training Institutes. 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 function of ITIs is Examination Management.

#### 1.2.1 Examination Management

Examination Management includes all the activities for conducting exams and reflecting the fees status across the institutes of the students.

The main function is to create, edit and approved the Sessional Marks and Trainee Fees status.



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## 2. About the Document

### 2.1 Intended Audience

All the users of the DGE&T 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.
- **Note** provides additional information.



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### 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/>. Click on Internal Users. 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:



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**Figure: Login Page**

Welcome to MIS Application

**Sign In**

Username :

Password :

Business Unit : --Select--

Remember Me | [Forgot Password](#)

[Help me sign in to MIS Application.](#)

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 she/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.

**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**

Warning	
There are already other user sessions in progress:	
Login IP Adress	Last Access Time
10.201.51.16	12 Oct 2012 12:00 PM
Continue will result in Termination of the other session.Please select from one of the following options:	
<input type="button" value="Continue the session"/>	<input type="button" value="Cancel"/>



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Clicking on ‘Continue the session’, will continue existing session for the user & user will be redirected to Home page as displayed in the below screen. Clicking ‘Cancel’ redirects the logged in user to the **Logout** page.

*Figure: Home Page*

07000001-Yuva Shakti Industrial Training Center (For Women) Rohini | OPTIONS

### WELCOME TO MIS APPLICATION

**My Profile**

First Name	MANOJ	Last Name	SAXENA	<a href="#">Edit My Profile</a>	
Middle Name		Designation	Craft Instructor		
Phone Number		Mobile Number	9818648358	Email ID	dharmender.jhamb@nisg.org

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### 4. ITI

This module enables users of Industrial Training Institutes to manage the examination data including fees status. The module will be accessed to all the ITIs.

#### 4.1 Examination Management

This module enables user to manage the exams conducted by the institute and also helps to manage the fees status of trainees. Using this module, user can 'create', 'edit' and 'approve' Sessional Marks of trainees and Trainee Fees status.

##### 4.1.1 Quarterly Attendance and Sessional Marks

This module enables the institute to 'create', 'edit' and 'approve' the sessional marks of the trainee for each quarter. In this module, user can create the new records and edit the approved records of the trainee and approved the created records.

###### 4.1.1.1 Create

This link enables users to create the new record (which are not created yet in the MIS system) of the sessional marks for the trainees. To capture the sessional marks, follow the below mention steps:

1. Select **MIS >ITI >Examination Management >Quarterly Attendance and Sessional Marks >Create.**
2. Search the record using any one of the following fields:
  - Training Scheme
  - Module
  - Training Sector
  - Session
  - Trade/Module



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- Shift
- Unit
- Year (for which details needs to be entered)
- Quarter (for which details needs to be entered)
- Semester

3. The trainee records needs to be searched by the searching criteria shown in the below screen:

**Figure: Quarterly Attendance & Sessional Marks –Search**

The screenshot displays the NCVT MIS web portal interface. The header includes the NCVT logo, the text 'NCVT MIS', and the user's name 'Welcome, ITI Master'. The breadcrumb trail shows the path: 'MIS > ITI > Examination Management > Quarterly Attendance And Sessional Marks > Create'. The main content area is titled 'Record Trainee Sessional Marks' and features a search criteria form with the following fields:

Search Criteria	
Training Scheme	--Select--
Training Sector	--Select--
Session	--Select--
Unit	--Select--
Semester	--Select--
Module Type	--Select--
Trade/Module	--Select--
Shift	--Select--
Year	--Select--
Quarter	--Select--

A 'Search' button is located below the search criteria fields. The left sidebar contains a menu with options like 'Admitted Trainee Details', 'Change Trade of Trainee', and 'Quarterly Attendance and Sessional Marks'. The footer of the page reads 'Copyright © 2015, DGE&T.'.

**Note:** Year and Quarter will populate on the basis of Trade Duration and Session in which trainee is registered.

4. All the records matching the search criteria are displayed in new screen as shown below:



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Figure: Quarterly Attendance & Sessional Marks –Create

**NCVT MIS**  
Record Trainee Sessional Marks

Year: 2014 Semester: Semester 1 Quarter: Q1

List of Trainees

S. No.	Registration No.	Roll No.	Name of Trainee	Attendance		Sessional Marks				Remarks	Select	
				Classes Attended(Days)*	Percentage	Practical	Theory & Employability Skills	Workshop Calculation & Engg. Drawing	Workshop Calculation & Engg. Drawing			TOTAL
						Practical(30)*	Trade Theory(20)*	Workshop Calculation & Science(10)*	Engineering Drawing(20)*			<input type="checkbox"/>
1	R140824008383	140824008383	VISHVAJITSINH			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
2	R140824008384	140824008384	AKSHAYKUMAR			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
3	R140824008389	140824008389	MRUGESHKUMAR			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
4	R140824008397	140824008397	PAVAN			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
5	R140824008456	140824008456	MILANKUMAR			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
6	R140824008481	140824008481	RAVIKUMAR			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
7	R140824008484	140824008484	AJAYKUMAR			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
8	R140824008491	140824008491	KRUNAL			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>

All fields marked with \* are mandatory.

5. User can update the details of sessional marks for the Trainees and submit the same by selecting the checkbox available at the rightmost column (only the selected records will be submitted).
6. On submitting, the details will go for approval to the designated authority.

### Note:

- ✓ Each Trainee must have minimum of 80% aggregate attendance to appear in examination.
- ✓ Only designated authority of the institute has the rights to make Trainees eligible who have more than 70% and less than 80% attendance, to appear in examination.
- ✓ Only Regular trainees will appear in the list (Private trainees will not appear in search).

### 4.1.1.2 Edit

This link is used to edit the approved sessional marks for the Trainees. Under this, we can edit only approved records. To edit, follow the below mention steps:

1. Select **MIS>ITI >Examination Management >Quarterly Attendance and Sessional Marks > Edit.**



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2. Search the record using any one of the following fields as displayed below in screenshot

- Training Scheme
- Module
- Training Sector
- Session
- Trade/Module
- Shift
- Unit
- Year
- Quarter
- Semester

**Figure: Quarterly Attendance & Sessional Marks - Search**

The screenshot displays the NCVT MIS web portal interface. The header includes the NCVT logo, the text 'NCVT MIS', and a navigation breadcrumb: 'MIS > ITI > Examination Management > Quarterly Attendance And Sessional Marks > Edit'. The main content area is titled 'Record Trainee Sessional Marks' and features a search form with the following fields:

Search Criteria	
Training Scheme	--Select--
Training Sector	--Select--
Session	--Select--
Unit	--Select--
Semester	--Select--
Module Type	--Select--
Trade/Module	--Select--
Shift	--Select--
Year	--Select--
Quarter	--Select--

A 'Search' button is located below the search criteria fields. The left sidebar contains a 'Menu' with various options under 'MIS' and 'ITI', including 'Academic', 'Admitted Trainee Details', 'Change Trade of Trainee', 'Examination Management', and 'Quarterly Attendance and Sessional Marks'. The 'Quarterly Attendance and Sessional Marks' option is expanded, showing 'Create', 'Edit', and 'Approve' sub-options. The 'Edit' option is selected. The footer of the page reads 'Copyright © 2015, DGE&T.'.

3. All the records matching the search criteria are displayed in new screen.

4. Edit the required record and click on submit as displayed in the below screenshot



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Figure: Quarterly Attendance & Sessional Marks - Edit

S. No.	Registration No.	Roll No.	Name of Trainee	Attendance		Sessional Marks				Remarks	Approved By	Approved On	Select
				Classes Attended(Days)	Percentage	Practical	Theory & Employability Skills	Workshop Calculation & Engg. Drawing	Workshop Calculation & Engg. Drawing				
1	R140824008383	140824008383	VISHVAJITSINH			23	18	9	18	68	ITI Master	04 Mar 2015 11:51 AM	<input type="checkbox"/>

All fields marked with \* are mandatory.

5. On submitting, the record goes for approval to the designated authority.

### 4.1.1.3 Approve

This link is used for approving the sessional marks for the Trainees. To approve, follow the below mention steps:

1. Select **MIS > ITI > Examination Management > Quarterly Attendance and Sessional Marks > Approve.**
2. Search the record using any one of the following fields:
  - Training Scheme
  - Module
  - Training Sector
  - Session
  - Trade/Module
  - Shift
  - Unit
  - Year
  - Quarter
  - Semester



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

**Figure: Quarterly Attendance & Sessional Marks - Approve**

S. No.	Registration No.	Roll No.	Name of Trainee	Attendance		Sessional Marks					Remarks	Created By	Created On
				Classes Attended(Days)	Percentage	Practical	Theory & Employability Skills	Workshop Calculation & Engg. Drawing	Workshop Calculation & Engg. Drawing	TOTAL			
1	R140824008383	140824008383	VISHVAJITSINH			Practical(30)	Trade Theory(20)	Workshop Calculation & Science(10)	Engineering Drawing(20)			ITI Master	04 Mar 2015 11:48 AM

4. Select the records that are to be approved using the checkbox and select the one of the following status from the Status drop down field:

- Approved: Record is approved and details have been saved in the database.
- Rejected: Record has been rejected. User needs to capture the Quarterly attendance and sessional marks again.
- Correction Required: User needs to update the record before approval can be done. Record will be visible under the Edit link where correction can be done and submitted for approval to the designated authority.

### 4.1.2 Trainee Exam Fee Status

This module enables users to capture the status of payment of trainee examination fee for appearing in exam by the trainee.



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### 4.1.2.1 Create

This link enables user to update the status of receipt of fee by the institute. To update the fee status, follow the steps as follows:

1. Select **MIS > ITI > Examination Management > Trainee Exam Fee Status > Create.**
2. Search the record using any one of the following fields:
  - Training Scheme
  - Module Type
  - Training Sector
  - Trade/Module
  - Exam Type
  - Semester
  - Examination Session
3. All the records matching with the search criteria are displayed as follows:

*Figure: Trainee Exam Fee Status - Create*

The screenshot displays the NCVT MIS web portal interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', and a 'Logout' link. Below the navigation bar, the breadcrumb trail reads 'MIS > ITI > Examination Management > Trainee Exam Fee Status > Create'. The main content area is titled 'Update Trainee Examination Fee Details' and contains a search form with the following fields: Training Scheme (CTS), Training Sector (Select), Exam Type (Final), Examination Session (May-2015), Module Type (Select), Trade / Module (Electrician), and Semester (Semester 1). A 'Search' button is located below the search criteria. Below the search form is a table titled 'List of Trainees' with the following data:

S. No.	Registration No.	Roll NO.	Name of Trainee	Scheme	Module Type	Sector Name	Trade/Module	Session	Fee Status *	Remarks
1	R140821140822	140821140822	TESTT	CTS			Electrician	May-2015	Select	

Below the table, there is a red warning message: 'All fields marked with \* are mandatory.' and two buttons: 'Submit' and 'Clear'. The footer of the page contains the text: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE | Help Desk: support.dget@wipro.com or 0120-440-5610 Friday, May 22, 2015'.



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4. Select the status as '**Received**' or '**Not Received**' from the Fee Status drop down field and click on '**Submit**'.
5. On submitting, the record goes for approval to the designated authority.

### 4.1.2.2 Edit

This link enables user to edit the status of receipt of fee by the institute. To edit the fee status, follow the steps as follows:

1. Select **MIS > ITI > Examination Management > Trainee Exam Fee Status > Edit**.
2. Search the record using any one of the following fields:
  - Training Scheme
  - Module Type
  - Training Sector
  - Trade/Module
  - Exam Type
  - Semester
  - Examination Session
3. All the records matching with the search criteria are displayed as follows:



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Figure1: Trainee Exam Fee Status - Edit

The screenshot displays the NCVT MIS interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', and the user's name 'Welcome, ITI Master'. The main content area is titled 'Update Trainee Examination Fee Details'. It features a search criteria form with the following fields: Training Scheme (CTS), Training Sector (Select-), Exam Type (Final), Examination Session (May-2015), Module Type (Select-), Trade / Module (Electrician), and Semester (Semester 1). A 'Search' button is located below the form. Below the search form is a table titled 'List of Trainees' with the following data:

S. No.	Registration No.	RollNO	Name of Trainee	Scheme	Module Type	Sector Name	Trade / Module	Session	Approval Status	Approved By	Approved On	Remarks	Edit
1	R140821042574	140821042574	ABHI MANYU BEHERA	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
2	R140821042575	140821042575	ABHISHEK DASH	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
3	R140821042576	140821042576	ADITYA KUMAR SAHOO	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
4	R140821042577	140821042577	AJAYA KUMAR PURTY	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
5	R140821042578	140821042578	AKASH KUMAR SETHI	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
6	R140821042579	140821042579	AKSHAYA KUMAR DAS	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	
7	R140821042580	140821042580	AMAR KUMAR NAIK	CTS			Electrician	May-2015	Approved	Admin MIS	04 Mar 2015 6:20 PM	Auto approved	

4. Click on Edit ( ) to edit the record.

5. Record gets opened in the editable mode. Update the record and submit it. On submitting, record will go for approval to the designated authority.

### 4.1.2.3 Approve

This link enables user to approve the status of receipt of fee by the institute. To approve the fee status, follow the steps as follows:

1. Select **MIS > ITI > Examination Management > Trainee Exam Fee Status > Approve**.
2. Search the record using any one of the following fields:
  - Training Scheme
  - Module Type
  - Training Sector
  - Trade/Module
  - Exam Type
  - Semester
  - Examination Session



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3. All the records matching with the search criteria are displayed as follows:

**Figure: Trainee Exam Fee Status - Approve**

The screenshot shows the NCVT MIS web portal interface. The main heading is 'Update Trainee Examination Fee Details'. Below this, there is a search criteria section with several dropdown menus: Training Scheme (CTS), Training Sector (--Select--), Exam Type (Final), Examination Session (May-2015), Module Type (--Select--), Trade / Module (Electrician), and Semester (Semester 1). A 'Search' button is located below these fields.

Below the search section is a table titled 'List of Trainees' with the following data:

S. No.	Registration No.	Roll NO.	Name of Trainee	Scheme	Module Type	Sector Name	Trade/Module	Session	Examination Fee Status	Remarks	Created By	Created On
1	R140821140822	140821140822	TESTT	CTS			Electrician	May-2015	Recieved		ITI Master	22 May 2015 11:55 AM

Below the table is an 'Approval for Trainee Examination Fee' section with a 'Status' dropdown menu (set to --Select--), a 'Remarks' text area, and 'Submit' and 'Clear' buttons. A note states: 'All fields marked with \* are mandatory.'

The footer of the page contains: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India, | Server Name: MISWEB-STAGE | Help Desk: support.dget@wipro.com or 0120-440-5610

4. Select the records to be approved using checkbox and select one of the following status:

- Approved: Record is approved and details have been saved in the database.
- Rejected: Record has been rejected. User needs to update the Fee status again.
- Correction Required: User needs to update the record before approval can be done. Record will be visible under the Edit link where correction can be done and submitted for approval to the designated authority.

5. Click on '**Submit**' to update the status.

## 5. Contact Information

For any queries please contact to [support.dget@wipro.com](mailto:support.dget@wipro.com) or you may dial help desk- 0120 4405610