USER MANUAL

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

Ver–1.0

[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.

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 functions of ITIs have been classified into:

1. Academic
2. Examination Management

1.2.1 Academic

Academic functions include all the data related to the academics of each Trainee across the Institutes. The main function is to edit and approve the Admitted trainee details.

1.2.2 Examination Management

Examination Management includes all the activities for conducting exams across the institutes.
The main function is to create, edit and approved the Quarterly Attendance and Sessional Marks.

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.

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 1: 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.

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 2: 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 3: 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

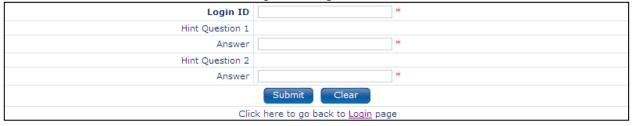   - Mobile Number

   - Email ID

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Figure 4: 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:
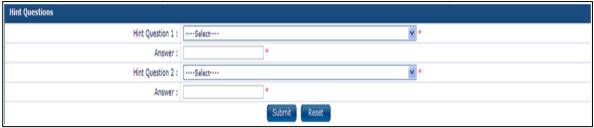
Figure 5: Forgot Password

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 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 6: 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. ITI

This module enables users of Industrial Training Institutes to manage the academic and examination data. The module will be accessed at all the ITIs.

4.1 Academic

Academic module manages the entire academic data of all the Trainees across the Institutes. 'Admitted Trainee Details' covered under Academic module. It enables user to 'edit' and 'approve' all the data of '**existing'** trainee inside the MIS System.

4.1.1 Admitted Trainee Details

This module enables the user to manage the information of existing trainees. User can 'edit' and 'approve' the existing trainee record as discussed in further sections.
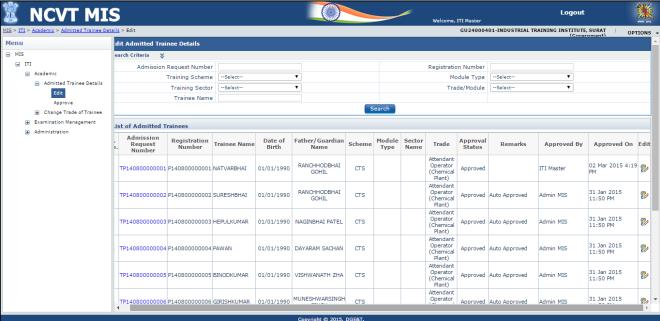
4.1.1.1 Edit

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

1. Select **MIS > ITI > Academic > Admitted Trainee Details > Edit**.
2. Search the record to be edited using any one of the following fields:
   - 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.
   - Trainee Name.

3. Click on the link available in the column **'Admission Request Number'** in search results to view the Trainee record as displayed in the below screenshot

Figure 7: Admitted Trainee Details – Search

4. Click on Edit ( ) to make changes in the Trainee Record as shown below:

Figure 8: Admitted Trainee Details – Edit (i)

Figure 9: Admitted Trainee Details – Edit (ii)

5. On editing, the record will go for approval to the designated authority. In case any change in the detail which comes under revalidation, record will go to the Revalidate Screen.
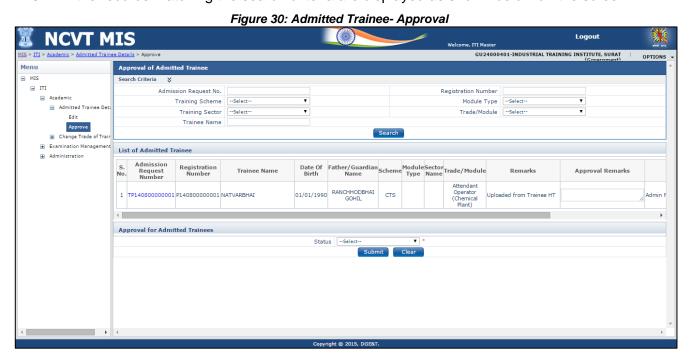
> **Note:** Records which are '**Approved/Sent for Correction'** will appear on the Edit screen. User can make the necessary corrections using Edit screen.

4.1.1.2 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 will follow the below mention steps:

1. Select **MIS > ITI > Academic > Admitted Trainee Details > Approve**.

2. Search the record to be approved using any one of the following fields:

   - Admission Request Number

   - Registration Number

   - Training Scheme

   - Module Type

   - Training Sector

   - Trainee Name

   - Trade/Module

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

Figure 30: Admitted Trainee- Approval

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 in the drop down field.

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

7. Once approved, Unique Registration Number is generated for the Trainee.

8. On rejection, Trainee needs to be registered again.

9. When the status is set to **'Correction required',** Trainee record is visible under the Edit screen where the details can be corrected and again sent for approval.

4.2 Examination Management

This module enables user to manage the exams conducted by the institute. Using this module, user can 'create', 'edit' and 'approve' Quarterly Attendance and Sessional Marks of trainees.

4.2.1 Quarterly Attendance and Sessional Marks

This module enables the institute to 'create', 'edit' and 'approve' the attendance and 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.

4.2.1.1 Create

This link enables users to create the new record (which are not created yet in the MIS system) of the quarterly attendance and sessional marks for the trainees. To capture attendance and 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
   - Shift
   - Unit
   - Year (for which details needs to be entered)
   - Quarter (for which details needs to be entered)
   - Semester

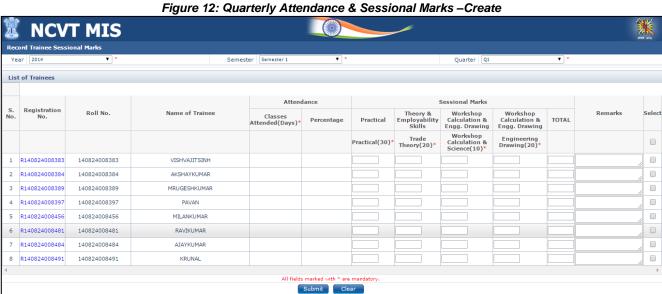3. The trainee records needs to be searched by the searching criteria shown in the below screen:

Figure 11: Quarterly Attendance & Sessional Marks –Search

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:

Figure 12: Quarterly Attendance & Sessional Marks –Create

5. User can update the details of Quarterly Attendance and 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:

  ✓ Only Regular trainees will appear in the list (Private trainees will not appear in search).
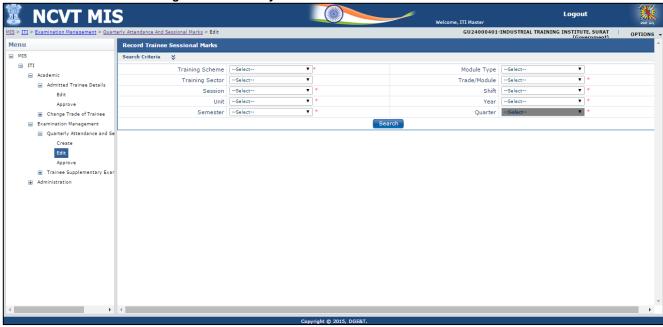
4.2.1.2 Edit

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

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

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
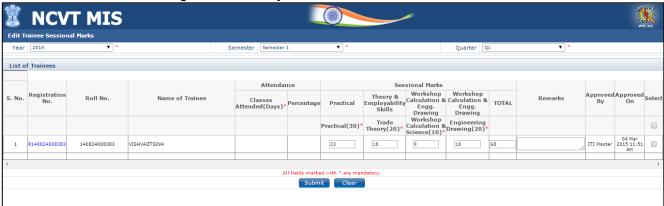- Unit
- Year
- Quarter
- Semester

Figure 13: Quarterly Attendance & Sessional Marks - Search

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

Figure 14: Quarterly Attendance & Sessional Marks - Edit

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

4.2.1.3 Approve

This link is used for approving the attendance and sessional marks for the Trainees. Under this, we can approve only created records. 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

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

Figure 15: Quarterly Attendance & Sessional Marks - Approve

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.

5. Contact Information

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