

DGE&T-18030/01/MIS/2015-TTC
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 13th March, 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: Roles and Responsibilities of Stakeholders – DGET MIS Project

As you are aware that Trainee records of more than 9.5 Lakh Trainees (admitted in August 2014 session) have been uploaded on NCVT MIS portal and their hall tickets generated for February 2015 Semester 1 Examination, through this portal. To start with, data for limited fields was captured to meet the stringent timelines and facilitate hall ticket generation.

In order to generate marksheet and certificates through MIS system, State directorates and ITIs are required to perform following activities:

(a) Data Update - Semester – 1 {Aug 2014 batch}. Is to be undertaken by respective ITI's. States to share the user credentials shared by DGET with the individual ITI's and to support ITIs of their State for updating at-least the following mandatory fields of Trainee Data on NCVT MIS portal: Trainee's Date of Birth, Gender, Trainee Mother's name, Trainee Minority Category and Sessional Marks (Q1 & Q2). Additionally, Aadhar/UID be also captured, wherever available. Attendance & Exam fee is not to be filled for this semester. Specific instructions, user manual & timelines for ITIs for updating this data has been shared vide e-mail communication titled "Data Entry of Remaining Mandatory Fields of Semester 1 Trainees on NCVTMIS Portal" dated March 5th , 2015. Same is attached at Annexure 'A' for ready reference.

(b) Practical Marks Entry for Semester – 1 {Aug 2014 batch}. To be entered by State Directorates. From 1st April to 15th April, once the sessional marks have been entered by ITIs, the system would be enabled to allow the State directorates to

upload practical marks. Specific instructions and guidelines have been shared vide email titled " Instructions for State Directorate Users Entering the Practical Marks in MIS Portal for Semester 1 (Aug 2014)" dated March 2nd , 2015. Same is attached at Annexure 'B' for ready reference. It may be noted that the ITI's would not be able to further upload any sessional marks once the window for practical marks is opened for the states in the system.

(c) **OMR Marks by NPIU for Semester 1 {Aug 2014 batch}**. Subsequently post entry of practical marks by States, TT Cell, NPIU shall upload the OMR based marks for theory subjects wef 15 – 25 Apr so that mark sheets can be generated in first week of May.

The MIS system is currently being rolled out to all ITI's. Going forward, ITI's would be required to capture complete trainee details as part of the enrolment process. Attendance, Exam fee and Sessional marks will also be required to be captured in the system to make the trainee eligible for appearing in the examination. The detailed responsibility for ITIs, State Directorates, and DGET are attached as **Annexure 'C'** to this letter. For performing any task/activity in MIS application, users should refer the user manuals (link).

Yours faithfully



(Sunil Gupta)

Director of Training (TTC)

Annexure 'A'

INSTRUCTIONS FOR TRAINEE DATA UPDATION BY ITI's FOR SEMESTER-1

{AUG 2014 BATCH}

(NCVTMIS.GOV.IN)

Trainee data upload exercise (phase-1) undertaken by DGET with involvement of States during Feb 15, successfully achieved data upload of over 9.5+ lac candidates of Aug 14 session. Examination Hall Tickets for these trainees have also been generated through the NCVT MIS system for the semester-1 exams currently under-way. As part of the process, ITI affiliation data records were also captured for both Govt and Pvt ITI's.

Due to mammoth scale, limited data fields for each trainee record were captured during the Phase-1 exercise, sufficing the need of hall ticket generation. Going forward, there is an impending requirement and urgency to capture data for additional fields, which will be needed for "**mark-sheet**" and subsequently "**certificate**" generation. **This exercise is to be undertaken through ITI's.**

During the current phase (phase-2) of data capture exercise, ITIs are required to enter the data for the trainees already uploaded in the system, during the phase 1 with following trainee data fields as "Mandatory" for data entry :-

- (i) Date of Birth of trainee
- (ii) Gender of trainee
- (iii) Trainee's Mother's name
- (iv) Trainee's Minority Category
- (v) Sessional Marks (Quarter 1 and Quarter 2)

Note - States/ITI's are advised to capture **Aadhar/UID number** of the trainees, in addition to the above fields. Provision for capturing the Aadhar/UID for trainees is available under the same data entry screen as part of the process.

Attendance & Exam fee details are NOT to be entered by ITI's for Semster-1 Aug 2014 batch.

It is to be noted that ITI's will neither be able to add/delete any trainee nor be able to alter the data fields captured during the earlier phase. In case any amendment is required to the existing trainee data, consolidated request be forwarded by ITI's to DGET through State directorate.

For the purpose of structured and controlled roll-out, the States have been divided in 3 groups (Annexure 'A'). For entering the data, ITIs of each state will have independent access to the system, as per the dates mentioned against each group. **The Phase 2**

Data capture activity will be controlled and monitored by respective States Directorates. State directorates are to ensure that the activity is completed within the allocated time. The entire process is structured as below :-

- (a) State's & respective ITI's divided in 3 groups
- (b) Access to the system for each group, as follows :-

S No	Group	Data upload slots (access for ITI's will be available only during these slots)
01	Group 1	09-16 Mar 15
02	Group 2	17-24 Mar 15
03	Group 3	25 – 31 Mar 15

- (c) Application can be accessed on following link :

<http://www.ncvtmis.gov.in>

- (d) Login ID's & Password for all ITI's have been created, as follows :-

- (i) <ITI Code>_C for creator {Eg : GR1000010_C}
- (ii) <ITI Code>_C1 for 2nd creator {additional login} {Eg : GR1000010_C1}
- (iii) <ITI Code>_A for approver {Eg : GR1000010_A}
- (iv) Default password for all accounts have been set to wipro@123 {to be changed on first login}

- (e) ITI's to login using the ID & pwd provided and follow the steps provided in the user manual (attached) for completing the data entry.

- (f) In case additional login ID's are required, request can be forwarded to DGET.

Central helpdesk has been made operational to support ITI's. Helpdesk can be reached at :-

e-mail : support.dget@wipro.com

Phone : 0120-4405610

States are requested to roll-out the process to respective ITI's. States falling under group 2 & 3 are requested to direct ITI's to use the lead time available to prepare required data and keep it ready for upload, to speed up the process.

Further, States are requested to update DGET on the progress achieved at the end of 4th day & 8th day, of the specified date slots :

S/N	Name of State	Total Number Govt ITI's	Total Number of Pvt ITI's	ITIs Completed Data Entry	
				Govt	Pvt

Annexure 'B'

Instructions for State Directorate Users Entering the Practical Marks (1st Semester, August 2014) in MIS Portal

These instructions are for state directorate users for uploading the Practical marks in MIS application.

1. State directorate users should log in into MIS application with login Credentials provided by DGET
2. On the Left side of the screen, user should click on the MIS > SPIU > Academic > Upload Trainee Marks Details > Upload marks
3. Download the template and enter the details of the admitted trainee using Template link (as per figure I below).
4. State directorate should prepare the List (as per the downloaded template) of Practical marks of trainees to be uploaded into MIS application.
 - a. This list should contain the roll numbers which has been provided to the state & ITIs on the hall ticket & examination center wise roll list
 - b. For preparation of list as per template and to avoid data entry errors, state users may leverage the 'Exam Center Roll List' which was earlier shared by DGET before the start of examinations.

Table 1: Template for Uploading Practical Marks

RollNumber*	Practical*	Engineering_Drawing	Remarks
140824000022	190	70	Test/sample data

Pls Note - Engineering drawing practical is not applicable for Semester-1.

5. After preparation of the list, user should log in again & follow mentioned in step 1 & 2 ((as per figure I below).
6. User Select as Exam type as 'Final', Semester as '1' and Examination Session as 'Aug 2014'
7. Select the file to be uploaded using 'Choose File' button; after selection of file click 'Upload' button
8. On Click of 'Upload' Trainee Marks gets uploaded. Also a message will display Details saved successfully



Figure I: Screen shot of MIS application

Annexure 'C'
Roles and Responsibility – DGET MIS System

NCVT MIS system is designed with multi-layer operation approach with the ITI's, State Directorates' and DGET (NPIU's) as primary stakeholders. System is also designed to capture functioning of CFI's, APY Scheme and complete functionality of other institutes. The system captures ITI affiliations under various trades, shifts and units, ensures compliances whilst trainee enrolments, captures critical training parameters like attendance & sessional marks, provisions on-line hall ticket generation for exams, system generated mark-sheets and e-certificates. In the process of achieving these milestones, compliance to all policies and provisions is ensured in the system.

Every stakeholder has a specific role defined in the system towards achieving the required functionality. Whereas the exact operating steps and procedure are elaborated in the User Manual's (available in MIS application's help section), this document captures key roles, responsibilities and associated timelines. These functionalities shall be accessible to the respective group of users as per the academic calendar for example ITI Users can record the details of the admitted users in the system as per academic calendar timelines from 1st August to 31st August. These are as covered below:-

A. Industrial Training Institutes (ITI's) Users:

Trainee enrolment is the key activity of the ITI's, along with the trainee life-cycle management involving allocation of trade, compliance to attendance, sessional progress, examinations and certification. Associated activities like change of trade, exam fee etc also falls in the domain of ITI's. To achieve this, each ITI has been provided with the under-mentioned functionality. Each functionality shall be active as per the timelines defined in the Academic Calendar of each year (available on www.ncvtmis.gov.in), for which login access will be available to the ITI's for that duration.

(i) **Trainee enrolment.** At the start of the session, enrolment of trainees is to be done on MIS system. Necessary data fields, as specified in the system, are to be captured against each candidate. ITI's have been provided with two levels of functionality for enrolment and approval of candidates. ITI Creator User shall record the trainee details & ITI Approver User shall validate the details of the trainees and approve/reject the same. This activity shall be completed by ITIs as per defined timeframe by academic calendar available in the MIS application

- (ii) **Recording of Attendance.** Trainee attendance for Q1 & Q2 is to be recorded in the system at respective point in time
- (iii) **Recording of sessional marks.** Sessional marks for Q1 & Q2. d. Updation of Trainee Examination Fee Status e.
- (iv) **Downloading and printing of Hall Tickets.** Once hall tickets are generated by the state directorate, ITIs shall download & print Hall Tickets and further distribute this to the Trainees
- (v) **Downloading of Mark sheet .** Once Results are declared by NPIU (DGET), trainees can download the MIS generated mark sheet from application
- (vi) Other functionality available with ITI's:
 - Change of trade of trainee
 - Record staff data in the MIS
 - Update Attendance Eligibility Status
 - Update Trainee Examination Fee Status
 - Record Trainee Supplementary Examination details
 - Bank/police station mapping if ITI is exam center

B. Functionality available for State Directorate Users:

State Directorate users can access following list of functionalities, each functionality shall be active as per the timelines defined in the Academic Calendar of each year (Available on www.ncvtmis.gov.in), for which login access shall be available to the users for that duration.

- (i) **Assignment of examination Centre.** State directorate users shall assign Examination Centre to ITIs
- (ii) **Generate Hall Tickets.** State directorate shall approve generation of hall tickets of all the eligible trainees.
- (iii) **Download/Print Hall Tickets.** State directorate users can also print/download the hall tickets from the system.
- (iii) **Uploading of Marks for trainees.** Practical Marks and Engineering drawing marks (if applicable)) are to be uploaded by State directorate
- (iv) Other functionalities for State directorate users:
 - Approve Transfer of Trainee
 - Print Mark Sheet
 - Print NCVT Certificate
 - Transfer of Trainee
 - Upload instructor details

C. Functionality available for DGET (NPIU) Users:

DGET (NPIU) users can access following list of functionalities, the completion of which rests with the NPIU. Each functionality shall be active as per the timelines defined in the Academic Calendar of each year (Available on www.ncvtmis.gov.in):

- (i) Publish Academic Calendar
- (ii) Publish Examination Calendar
- (iii) Record OMR marks in the system
- (iv) Other functionalities for State directorate users: Transfer of Trainee
 - Approve Generation of NCVT Certificate
 - Print NCVT Certificate
 - Indent generation and dispatch of question papers

D. Functionality available for Public Users (such as Trainees, Employers etc.):

The PUBLIC module shall facilitate general public to access few functionalities of MIS (Management of Information System) related to ITI, Trainee & Instructor. This shall include ITI search, Trainee search, Instructor search by general public & view personal profile, attendance etc. by already enrolled trainee.

- (i) ITI Details: Public users such as prospective trainees, employers etc. may look for details of ITIs, Trades, seats capacity, & their affiliation. User may also see the state wise trainee count of various types of ITIs.
- (ii) Trainee Details: Public users such as potential employers etc. can search enrolled trainees against each of the ITI. Employers may also validate the details of the trainees by providing key details of trainee. Trainees may also see their profile after authenticating themselves print their hall tickets, marksheets and certificates.
- (iii) Instructor Detail: Public users can search the details of Instructors.
- (iv) Calendar: Public users can also see the published academic calendar and examination calendar for the current year