



User Manual for Bifocal Application Type.

User Manual – Inspection Committee.



Delivered By – Talisma Corporation Pvt. Ltd.

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This application is used by an **Inspection Committee** which assigns the application form to the committee.

1. Log In page:

- Click on this link: vti.dvet.gov.in to enter the committee module portal.
- Enter the login details and captcha shown. Click **Login**.



Login

SSC00011-DU

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K4P83

RETYPE THE ABOVE CAPTCHA CODE

LOGIN

[Forgot Password?](#)

2. Home Page

- An inspection committee received the application from the inspection agency.
- On the home page the user must be able to view two menus as – Submission of inspection request and correction received.

2.1 Submission of inspection report

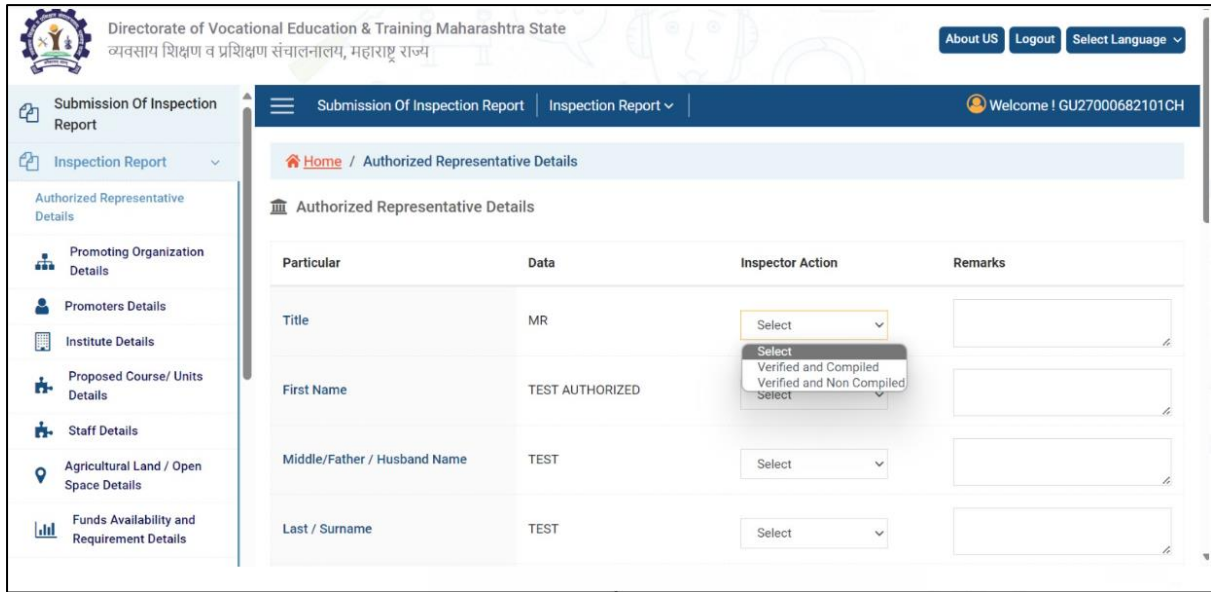
- In this menu user must be able to view the list of inspection request received to the inspection committee.
- The user can view the status of the application as – Approved, Rejected, Pending.
- Users can click on the institute name to start the inspection of the application.

S.No	Type of Institute	Name of Promoting Organization	Name of proposed / existing Institute	District	Date of Expression of Interest	Date of Expression of Interest	Date of Inspection	Status	Date of Completion of Inspection	Committee	Print Inspection Report
1	Bi Focal	TEST HARSHAD SANAP	TEST	Mumbai	03/11/2023	17/01/2024	03/11/2023 - 23/11/2023	Approved	17/01/2024	TEST	INSPECTION AGENCY
2	Bi Focal	TEST HARSHAD SANAP	TEST AUTHORIZED TEST TEST	Mumbai	19/12/2023	19/12/2023	19/12/2023 - 22/12/2023	Rejected	19/12/2023	TEST	INSPECTION AGENCY
3	Bi Focal	TEST PROMOTE	JAYHIND COLLEGE.BASANTSING INSTITUTE OF SCIENCE & J T LALAVANI COLLEGE OF COMMERCE	Mumbai	16/01/2024	16/01/2024	16/01/2024 - 31/01/2024	Approved	16/01/2024	TEST	INSPECTION AGENCY
4	Bi Focal	TEST PROMOTE	TEST TEST TEST	Mumbai	18/01/2024	18/01/2024	18/01/2024 - 24/01/2024	Approved	18/01/2024	TEST	INSPECTION AGENCY
5	Bi Focal	TEST HARSHAD	TESTHARSHAD TESTHARSHAD TESTHARSHAD	Mumbai	18/01/2024	18/01/2024	18/01/2024 - 24/01/2024	Pending		TEST	

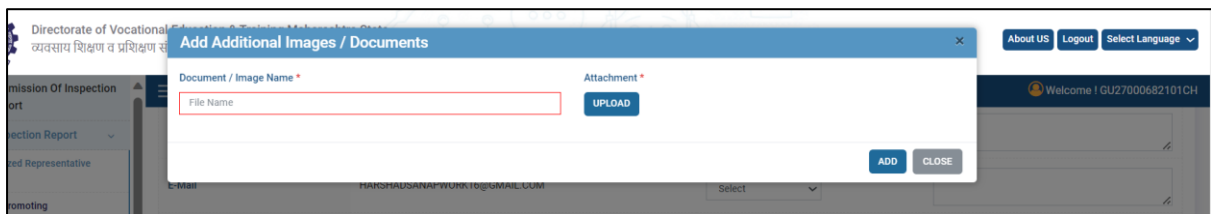
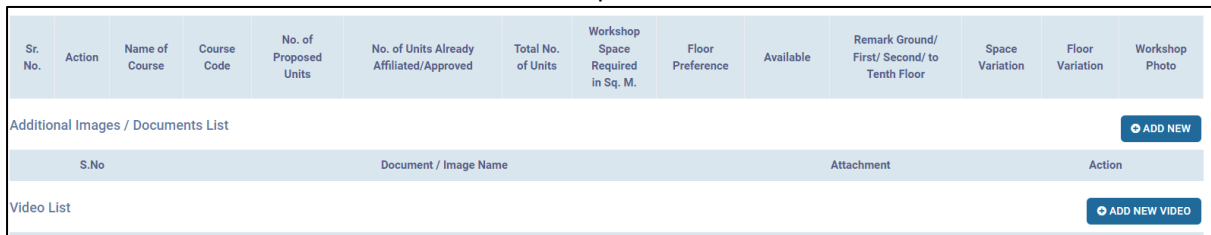
- Once the application opens the user must be able to view the status of every menu of application form as Pending.

Details	Inspection Report Status	Inspection Remark
Authorized Representative Details	Pending	-
Promoting Organization Details	Pending	-
Promoters Details	Pending	-
Proposed Institute Details	Pending	-
Proposed Trade/ Units Details	Pending	-

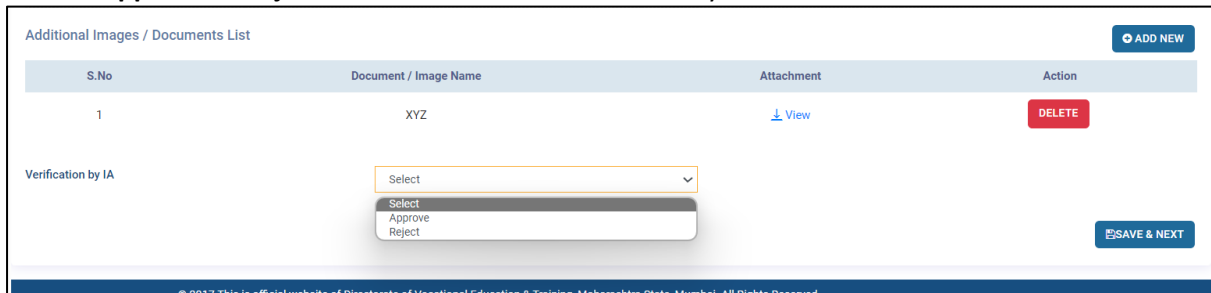
- User can click on menu name and start verifying the details and submit response in inspection action section as – **Verified and Compiled or Verified and Non-Compiled.**
- **If the response is submitted as Verified and Non-Compiled, then user must submit detail explanation in remark section.**

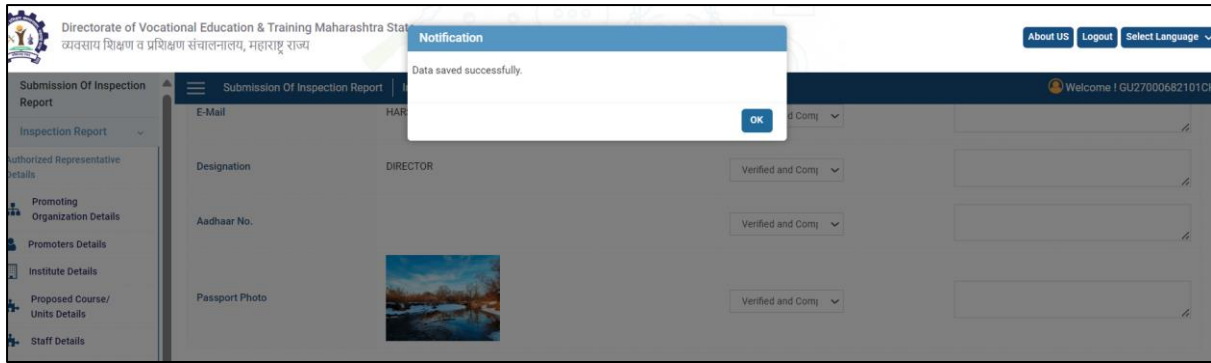


- Users can click on the **Add New** button to add supporting or relevant documents of applicant.
- Users must enter document name and upload the attachment and add the document.

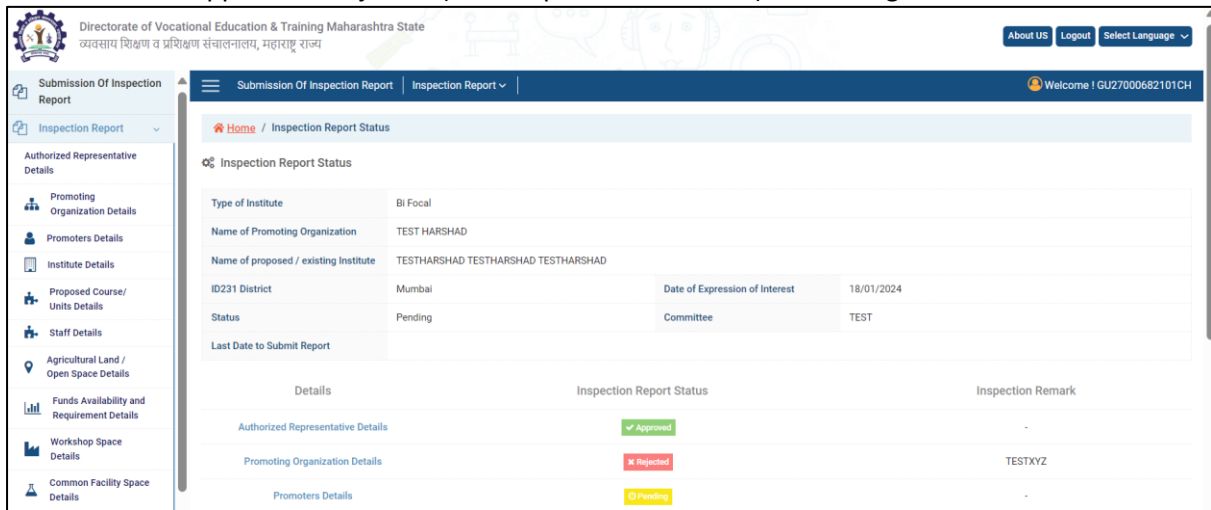


- User can click on the **Add New Video** button to add video of Building, Power meter, Workshop Space and To
- Additional documents will be displayed in the Additional Images / Documents List menu.
- For every menu of the application form, user must submit final response for that menu as **Approve or Reject** and click on save & next to verify next menu.

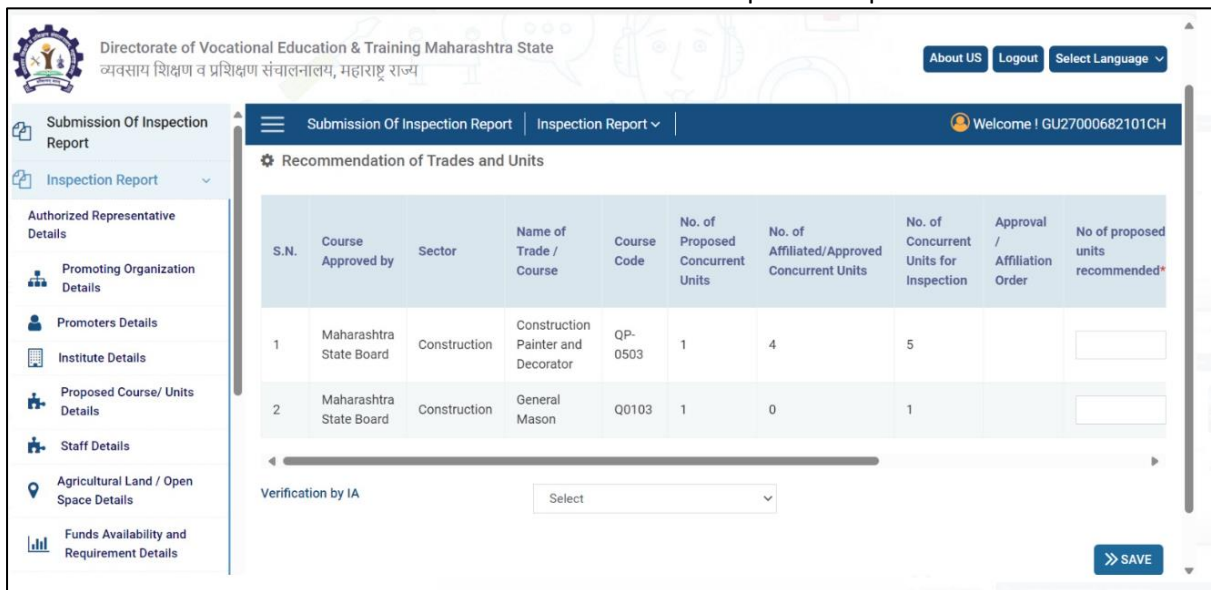




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- The user must be able to view the inspection report status of every menu on application for as Approve or Rejected (with inspection remarked) or Pending.



- Once all the menus of application form are verified then user must submit the final recommendation of Trades and Units with remark.
- After the submission of recommendations, the user must submit the final response of the inspection report as Approve or Rejected (with remarks).
- Users must click on the save button to submit the inspection report.



2.2 Correction Received

- Once the inspection committee has submitted the inspection report, the inspection report will be sent to the director for the 2nd level inspection.
- The director will submit responses of the inspection report as – Approve or Rejected (with remarks) or send for correction.
- In the correction received menu user must be able to view the list of application which are sent for correction by the director.

S.No	Type of Institute	Name of Promoting Organization	Name of proposed / existing Institute	District	Date of Expression of Interest	Date of Expression of Interest	Date of Inspection	Status	Date of Completion of Inspection
1	Bi Focal	TEST HARSHAD SANAP	TEST	Mumbai	03/11/2023	17/01/2024	03/11/2023 - 23/11/2023	Approved	17/01/20
2	Bi Focal	TEST PROMOTE	JAYHIND COLLEGE, BASANTSING INSTITUTE OF SCIENCE & J T LALAVANI COLLEGE OF COMMERCE	Mumbai	16/01/2024	16/01/2024	16/01/2024 - 31/01/2024	Approved	16/01/20
3	Bi Focal	TEST PROMOTE	TEST TEST TEST	Mumbai	18/01/2024	18/01/2024	18/01/2024 - 24/01/2024	Approved	18/01/20

- Once the user clicks on the application, the correction form will be displayed with the fields for which correction needs to be submitted.
- **Note: Only the inspection committee will submit the correction.**
- The inspection committee will submit a document with remark or clarification remark and click on submit button to submit the correction response.

Details	Inspection Report Status	Inspection Remark	Institute Grievance*	File Upload	Administrator Status	Administrator Remark
Building Details	Correction	NO DOCUMENTS		SELECT FILE	Pending	
Power Details	Correction	NO DOCUMENTS		SELECT FILE	Pending	
Over All Recommendation By IA	Pending					

Sr. No.	Sector	Trade / Course Name	No. of Units Proposed		No. of Units Recommended By Inspection		No. of Units Approved By administrator		Remarks By Inspection Committee		Approval / Affiliation Order	Remarks By Administrator	
			Proposed	Affiliated	Proposed	Affiliated	Proposed	Affiliated	Proposed	Affiliated		Proposed	Affiliated
1	Automotive	Auto Service Technician (Two and Three Wheeler)	1	0	1	0	0	0	NA	NA			
2	Automotive Classes	Four-Wheeler Service Technician	1	0	1	0	0	0	NA	NA			

The end