

# CONFIDENTIALITY NOTICE:

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This application is used by an **Inspection Committe** 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
K4P830
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.

ł	Home		Submission of In	nspection Report								9	Welcome ! GU27000682
	Submission Of Inspection Report	A Hon	ne / Inspection	Report									
b	Correction Received	🔳 Instit	ute List For Ins	pection Report									
		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	
		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	
		5	Bi Focal	TEST HARSHAD	TESTHARSHAD TESTHARSHAD TESTHARSHAD	Mumbai	18/01/2024	18/01/2024	18/01/2024	Pending		TEST	

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

	ational Education & Training Maharashtr १क्षण संचालनालय, महाराष्ट्र राज्य	a State				About US Logout Select Language 🗸			
Contemport Submission Of Inspection Report	Submission Of Inspection Report	t   Inspection Report ~				Welcome   GU27000682101CH			
Conspection Report 🗸 🗸	A Home / Inspection Report Status	i							
Authorized Representative Details	Q <sub>6</sub> <sup>o</sup> Inspection Report Status								
Promoting Organization Details	Type of Institute	BiFocal							
Promoters Details	Name of Promoting Organization	TEST HARSHAD							
Institute Details	Name of proposed / existing Institute	TESTHARSHAD TESTHARSHAD TESTHARSHAD	1						
Proposed Course/ Units Details	ID231 District	Mumbai	Da	te of Expression of Interest	18/01/2024				
Staff Details	Status	Pending	Co	ommittee	TEST				
	Last Date to Submit Report								
Agricultural Land / Open Space Details									
Funds Availability and Requirement Details	Details	Inspec	ction Report	Status	Inspection Remark				
Workshop Space	Authorized Representative Details		O Pending			-			
Details	Promoting Organization Details		@ Pending						
Common Facility Space Details	Promoters Details		O Pending						
Inspection Fee	Proposed Institute Details		© Pending						
Building Details	Proposed Trade/ Units Details		O 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.

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Submission Of Inspection Report	Submission Of Inspection R	eport   Inspection Report ~		<sup>(2)</sup> Welcome ! GU27000682101Cl
Inspection Report 🛛 🗸	Authorized Represent	tative Details		
Authorized Representative Details	▲ Authorized Representative D	oetails		
Promoting Organization Details	Particular	Data	Inspector Action	Remarks
Promoters Details	Title	MR	Select ~	
Institute Details			Select	6
Proposed Course/ Units Details	First Name	TEST AUTHORIZED	Verified and Compiled Verified and Non Compiled Select	
the Staff Details				
Agricultural Land / Open Space Details	Middle/Father / Husband Name	TEST	Select 🗸	
Funds Availability and Requirement Details	Last / Surname	TEST	Select ~	

- 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.

Sr. No.	Action	Name of Course	Course Code	No. of Proposed Units	No. of Units Already Affiliated/Approved	Total No. of Units	Workshop Space Required in Sq. M.	Floor Preference	Available	Remark Ground/ First/ Second/ to Tenth Floor	Space Variation	Floor Variation	Workshop Photo
Additio	dditional Images / Documents List											• ADD NEW	
	S.No Document / Image Name										Action		
Video	List											O AI	

Directorate of Vocational व्यवसाय शिक्षण व प्रशिक्षण सं	Add Additional Images / Documents		×	About US Logout Select Language 🗸
mission Of Inspection	Document / Image Name *	Attachment *		Welcome ! GU27000682101CH
ection Report v			ADD CLOSE	h.
romoting	Mail HARSHADSANAPWURR 16@GMAIL.CUM	Select 🗸		1.

- 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.

Additional Images / Documents	s List		O ADD NEW
S.No	Document / Image Name	Attachment	Action
1	XYZ	<u>↓</u> View	DELETE
Verification by IA	Select Select Approve Reject	~ 	Esave & next
0.0047			

	ional Education & Training । अण संचालनालय, महाराष्ट्र राज्य	Maharashtra Stat Notification		About US Logout Select Language 🗸
Submission Of Inspection	Submission Of Insp	Data saved successfully.		Welcome ! GU27000682101Cl
Inspection Report ~	E-Mail	HAR	d Comj 🗸 🗸	
Authorized Representative Details	Designation	DIRECTOR	Verified and Com; 👻	
Promoting Organization Details	Aadhaar No.		Verified and Comp 🗸 🗸	
Promoters Details				
Proposed Course/ Units Details	Passport Photo		Verified and Com;	
Staff Details				

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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.

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Constant Submission Of Inspection Report	Submission Of Inspection Repo	rt   Inspection Report ~			Welcome ! GU27000682101CH
Conspection Report 💦 🗸	A Home / Inspection Report Statu	1			
Authorized Representative Details	0° Inspection Report Status				
Promoting Organization Details	Type of Institute	Bi Focal			
Promoters Details	Name of Promoting Organization	TEST HARSHAD			
Institute Details	Name of proposed / existing Institute	TESTHARSHAD TESTHARSHAD TESTHARSHAD			
Proposed Course/ Units Details	ID231 District	Mumbai	Date of Expression of Interest	18/01/2024	
Staff Details	Status	Pending	Committee	TEST	
Agricultural Land /	Last Date to Submit Report				
Agricultural Land / Open Space Details			-		
Funds Availability and	Details	Inspection R	eport Status		Inspection Remark
Requirement Details	Authorized Representative Details	✓ A	oproved		
Workshop Space Details	Promoting Organization Details	x R	ajected		TESTXYZ
Common Facility Space Details	Promoters Details	OP	ending		

- > 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).

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Submission Of Inspection Report		Submission Of	Inspection Repo	rt   Inspection	n Report 🗸	1		<u>@</u> v	/elcome ! GU:	27000682101CH
Inspection Report ~	🌣 Rec	ommendation	of Trades and	Units						
Authorized Representative Details	S.N.	Course Approved by	Sector	Name of Trade / Course	Course Code	No. of Proposed Concurrent	No. of Affiliated/Approved Concurrent Units	No. of Concurrent Units for	Approval / Affiliation	No of proposed units recommended*
Details						Units		Inspection	Order	
Promoters Details	1	Maharashtra	Construction	Construction Painter and	QP-	1	4	5		
Institute Details		State Board		Decorator	0503					
Proposed Course/ Units Details	2	Maharashtra State Board	Construction	General Mason	Q0103	1	0	1		
Staff Details										
Agricultural Land / Open Space Details Verification by IA				Select	Select ~					
Funds Availability and Requirement Details										>> SAVE

Users must click on the save button to submit the inspection report.  $\triangleright$ 

## 2.2 Correction Received

- Once the inspection committee has submitted the inspection report, the inspection report will be sent to the director for the 2<sup>nd</sup> 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.

		ational Education & शेक्षण संचालनालय, महा		Maharashtra State				Home About US	Help 🗸	Contact Us Cha	nge Password	Logout Select Langua
<b>^</b>	Home	Submiss	ion of Inspe	ection Report							<u>@</u> w	/elcome ! GU270006821
æ	Submission Of Inspection Report			on Submitted From Date		Submitted To Date		h				
2	Correction Received		DD/MM/	YYYY	DD/MM/Y	YYY	m Searc					
			Show 1	0 🗸 entries						Search:		
			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 Completic of Inspectio
			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
			Showing 1	to 3 of 3 entries						Previous	1	Next
			4								1	•

- 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.

Home		Submission of I	nspection f	Report										🚇 Welcome ! GU	27000682101
Submission Of Inspection Report	0	Open for correct	ion submis	sion and you car	ı submit corre	ection for be	low modules.								
Correction Received	Detai	ls	Inspection Report Status		Inspection Remark		Institute Grievance* Fi		File U	Upload Administrato		or Status Administrator Remark			
	Buildir	ng Details	Correction		NO DOCUMENTS		4		SELE	ECT FILE	Pending	~			
	Power	Details		Correction		NO DOCU	NO DOCUMENTS				Pending				*
	Over A	Over All Recommendation By IA			Pending										
	Sr. No.	Sector	Trade / Course Name		No.of Units	Proposed	No.of Units Recommende Inspection	By No.of Units Approved administrator			Remarks By Inspection Committee		Approval / Affiliation Order		
					Proposed	Affiliated	Proposed	Affiliated	Proposed	Affiliated	Proposed	Affiliated	Urder	Proposed	Affiliated
	1	Automotive	Auto Service Technician (Two and Three Wheeler)		1	0	1	0	0	0	NA	NA			
	2	Automotive Classes	Four-Wheeler ServiceTechnician		1	0	1	0	0	0	NA	NA			

The end