



User Manual for Bifocal Application Type.

User Manual – Inspection Agency.



Delivered By – Talisma Corporation Pvt. Ltd.

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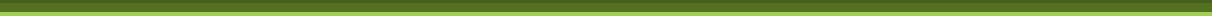


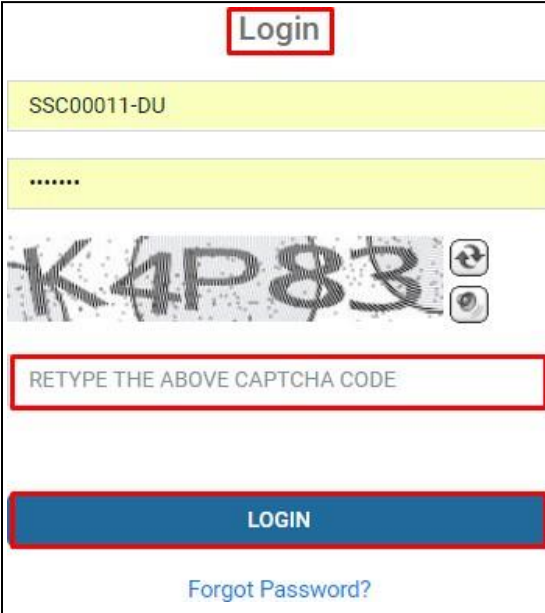
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This application is used by an **Inspection Agency** which assigns the application form to the committee.

1. Log In page:

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

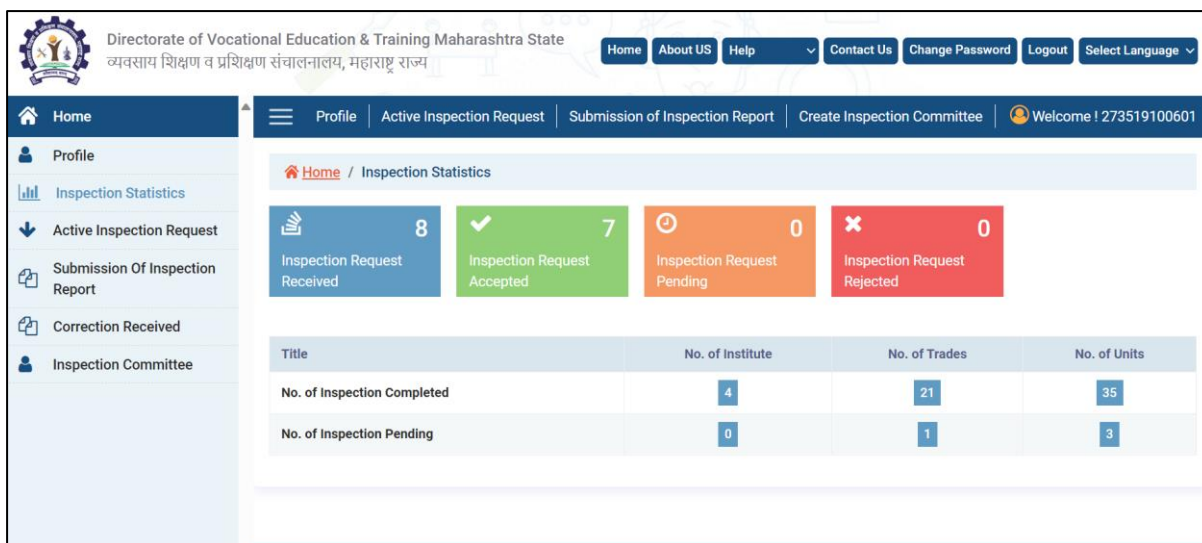


The screenshot shows a login form with the following elements:

- A header with the word "Login" in a red-bordered box.
- A text input field containing the value "SSC00011-DU".
- A password input field with masked characters "*****".
- A captcha image displaying the characters "K4P83" with a refresh icon and a volume icon.
- A text input field with the placeholder text "RETYPE THE ABOVE CAPTCHA CODE".
- A blue button labeled "LOGIN".
- A link labeled "Forgot Password?" below the button.

2. Home Page

- In inspection agency login, on the home page user must be able to view inspection statistics data.
- In the [Inspection Request Received](#) menu, users will be able to view the list of inspection requests received from the inspection agency. Inspection requests are allotted to the inspection agency based on pin code entered by the institute user.
- In the [Inspection Request Accepted](#) menu, users will be able to view the list of inspection requests accepted by the inspection agency.
- In the [Inspection Request Pending](#) menu, user will be able to view the list of inspection requests which are pending i.e., those inspection requests which are not yet allotted to inspection committee.
- In the [Inspection Request Rejected](#) menu, users must be able to view the list of inspection requests which are rejected by the inspection agency.



3. Profile

- In this menu user must be able to view and update inspection agency details.
- User must be able to enter Inspection Agency Details.

☰ Inspecting Agency Details

Name of Inspecting Agency	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE		
Address	GOVERNMENT INDUSTRIAL TRAINING INSTITUTE, (ADIVASI), VIKRAMGAD, TAL: VIKRAMGAD, DIST: PALGHAR DAHANU ROAD, MANGAL KAYALAY NEAR POST OFFICE		
Pincode	401605	State	Maharashtra
District	Palghar	Taluka	Vikramgad
City / Village		Phone	8123449198
E-Mail	iti.vikramgad@dvet.gov.in		

- The user must be able to enter **Authorized Person Details**.

☰ Authorized Person Details

Name of Authorized Person			
Primary Mobile Number		Secondary Mobile Number	
E-Mail		Aadhar Number	
Passport Photo * <div style="text-align: center;"> <p>no image</p> </div> <div style="text-align: center; margin-top: 5px;"> SELECT PHOTO </div>			
Sectors for Inspection			
Date of Empanelment			

- The user must be able to enter **Bank Details**.

Type of Account *	IFSC *	Name and Branch of Bank *	Account Number *	Amount in Account (E)	Upload last 6 months Bank Statement ⓘ

4. Active Inspection Request

- Here users will be able to view list of institutes that are requested for inspection.
- Click on the institute name to view the inspection request details.

S.No	Type of Institute	Name of Promoting Organization	Name of proposed / existing Institute	District	Date of Application Submission	Date of Allotment By System	Time Lapsed for Response
1	Vocational Training Institute (VTI)	Saraswati	saraswati VOCATIONAL TRAINING INSTITUTE	Mumbai	05/08/2022	05/08/2022	12884 Hours

- User will be able to view details of institutes, such as promoting organization details, proposed institute details and proposed Course / Division details.

[Profile](#) | [Active Inspection Request](#) | [Submission of Inspection Report](#) | [Create Inspection Committee](#)

Welcome !
 273519100601

[Home](#) / [Acceptance / Rejection of Inspection Request](#)

☰ Promoting Organization Details

Type of Promoting Organization	Society		
Name of Society/ Trust/ Company/ Partnership (As appeared on Registration Certificate)	Saraswati		
Address as mentioned during Registration	abc		
Pin Code	400001	State	Maharashtra
District	Mumbai	Taluka	Mumbai
City / Village	Mumbai G.P.O.		

☰ Proposed Institute Details

Name of Institute	saraswati VOCATIONAL TRAINING INSTITUTE		
Address	kalyan		
Pin Code	400001	State	Maharashtra
District	Mumbai	Taluka	Mumbai
City / Village	Mumbai G.P.O.		

☰ Proposed Trade/ Units Details

S.N.	Course Approved by	Sector	Name of Trade	Course Code	Intake Per Unit	Durataion in Hours	No.of Proposed Units	No.of Already Affiliated Units	Affiliation Approval Copy	Admission Approval Copy
1	IT-ITeS Sector Skill Council	IT-ITeS	Analyst Compliance Audit	SSC/Q0907	30	400	2	0	No Document	No Document
2	Automotive Skills Development Council	Road Transportation	Commercial Vehicle Driver Level 4	ASC/Q9703	30	400	1	0	No Document	No Document
Total							3	0		

- Under the inspection date, the user will select the inspection date provided by the applicant or select the date within the date provided by the applicant and submit the response.
- Also, users will click on select committee to assign the inspection request to that selected committee, which will be going to perform the physical inspection for that institute.

- **Note: After submission, the committee will receive message about the assigned institute for inspection.**

5. Submission of Inspection Report.

- Once the inspection request is approved and the committee is allotted to that inspection request, the inspection application will be displayed in submission of inspection report menu with the status displayed as **Pending**.
- Once the application is approved by the inspection committee, the status will be displayed as **Approved**.
- Once the application is rejected by the inspection committee, the status will be displayed as **REJECTED**.
- Users can click on the institute name view inspection report and response fill by the

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	Vocational Training Institute (VTI)	anjuman I islam	mohammaed haji saboo siddik polytechnic	Mumbai	20/01/2020	20/02/2020	31/01/2020 - 31/01/2020	Approved	20/02/2020
2	Bi Focal	TESTHARSHAD	TEST	Mumbai	13/09/2023	02/11/2023	13/09/2023 - 20/09/2023	Rejected	03/11/2023
3	Bi Focal	TEST HARSHAD SANAP	TEST	Mumbai	03/11/2023	07/11/2023	03/11/2023 - 23/11/2023	Pending	

inspection committee.

- **Note:** Status report Approved/Rejected/Pending is displayed here only after the committee approves/rejects after thorough inspection.

6. Correction Received

- In the correction received menu user must be able to view the list of application which are sent for correction by the director to inspection committee.
- Once the inspection committee submits the inspection report, this second level verification will be done by the director.
- After the 2nd level verification is done by the director, director will take action as application is approved, reject, or send for verification.
- If there is any correction or clarification needed, the director will send that application to the inspection committee to submit the correction.
- **The correction will be updated by the inspection committee only.**
- **The inspection agency will have view only access.**

The screenshot shows the web application interface for the Directorate of Vocational Education & Training Maharashtra State. The top navigation bar includes links for Home, About US, Help, Contact Us, Change Password, Logout, and Select Language. The main navigation menu on the left includes Home, Profile, Active Inspection Request, Submission of Inspection Report, Create Inspection Committee, Profile, Inspection Statistics, Active Inspection Request, Submission Of Inspection Report, Correction Received, and Inspection Committee. The 'Correction Received' menu item is highlighted.

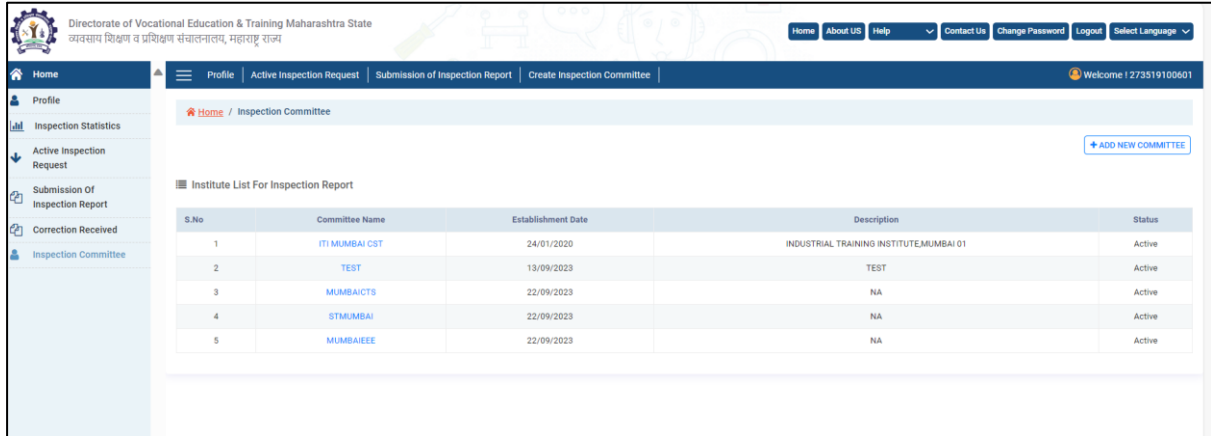
The main content area displays a table of inspection requests with the following columns: S.No, Type of Institute, Name of Promoting Organization, Name of proposed / existing Institute, District, Date of Expression of Interest, Date of Expression of Interest, Date of Inspection, Status, and Date of Completion of Inspection. The table contains three entries:

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

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

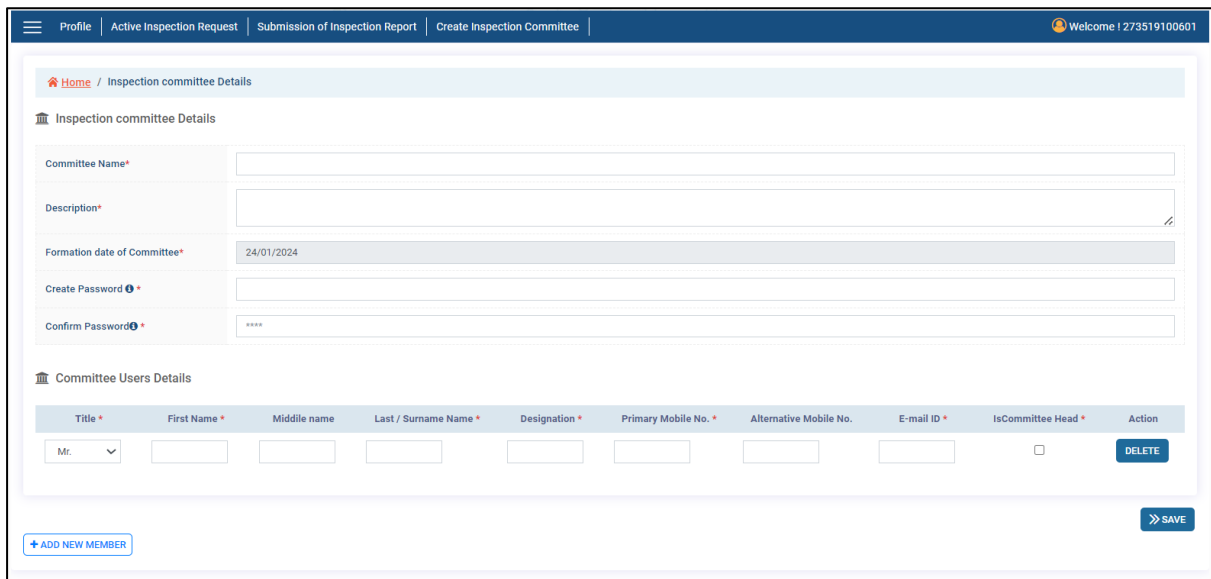
7. Inspection Committee

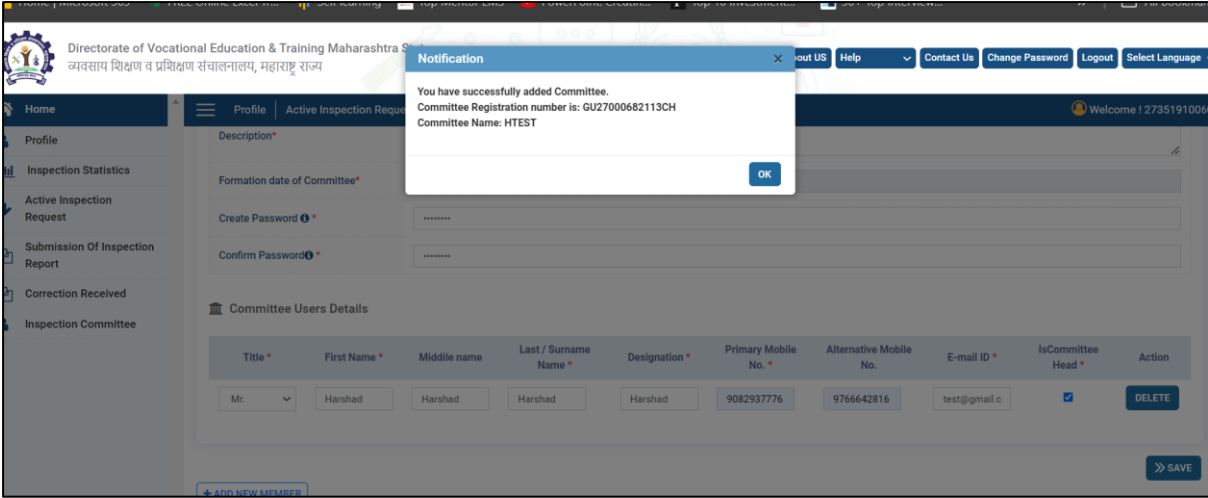
- In this menu user must be able to view list of committees with there status as active or inactive.
- User can click on the committee’s name to view the committee details.



7.1 Add Inspection Committee:

- Click on the add new committee button to create a new committee.
- Fill inspection committee details and committee user details.
- User must create committee password, and it will be maintained by institute only,
- Users can create multiple users.
- After clicking on the save button a new committee will be created.
- **Once save the committee username and committee name will be displayed on the screen.**





Thank you.