

User Manual for Bifocal Application Type







Delivered by – Talisma Corporation Pvt. Ltd.

TALISMA

CONFIDENTIALITY NOTICE:

The information contained in this document is confidential. It is the property of Talisma Corporation and shallnot be used, disclosed, or reproduced without the express written consent of Talisma Corporation.

Table of Content

Table of Contents

Tabl	e of Content	4
1.	Home Page:	5
2.	Registration Page	5
3.	Login Page	11
4.	Application Form	12
4.	1 Promoting Organization Details	12
4.	2 Promoters Details	15
4.	3 Institute Details	18
4.	4 Proposed Course/Unit Details	20
4.	5 Staff Details	25
4.	6 Self-Declaration	26
5. In	frastructure Details and Submit for Inspection	27
5.	1 Funds availability and Requirement Details	27
	2 Building Space Details	
-	5.2.1 Steps to capture and upload geotag photos:	
	3 Workshop Space Details	
5.	4 Common Facility Space Details	
	5 Power Details	
5.	6 Agricultural Land and Open Space Details:	
5.	7 Tools, Equipment's, and Machinery Details	37
5.	8 Other Infrastructure Details	
5.	9 Inspection Fee	
5.	10 Submit Details and Request for Inspection	
5.	11 Dashboard	
6.	Post Inspection	40
6.	1 Download Order	40
6.2 F	Resubmission	40
7.	Message Box	42
7.	1 General Queries:	42
7.	2 Issues Related to Inspection Committee.	42

This application is used by the unaided +2 Bifocal vocational institutes for registration.

1. Home Page:

- Log in URL: <u>https://vti.dvet.gov.in</u>
- ▶ For new institute users can click on New Institute Registration.

		मह स व उदयोजकता विभाग,मंत्र 1 ण व प्रशिक्षण संचालना		Maharashtra nt and Entrepreneurship Departme Vocational Education and Train	nt 🗍 8104	ine Number (From 10:00 AM to 06:00 PM) -493-361, 9108-259-812 desk@dvet.edu.in
Home	About Us	Search Courses	Search Existing Institutes	Government Resolutions V	Search for Affiliated Institutes	Çandidates Institutes
		Of Vocational Educ	ation and Training 1, Maharashtra State, Mumbai is	committed to provide quality	ा CM Maha Hea मुख्यमंत्री महा-आरोग्य	Alleddy Registered Histitute Login
institute		Maharashtra State to n	raining services to educational i neet the needs of industry , busi		🗮 User Manual	Grievance/Suggestions
	tal facilitates t ng institutes	he registration for the a	pproval of the Government of M	laharashtra for the following type	Recent News	0
0		ently unaided Industrial ently unaided +2 Bifoca	Training Institutes (ITI) Il Vocational Institutes		街 Notifications	0
0		ently unaided Pre-SSC ning Institutes (VTI)	Vocational Institutes		Related Websit	tes O
⊘ s	Skill Assessme	ent Agency (SAA)			Related Video:	s

2. Registration Page

> The New Institute Registration page will be displayed below.

	Directorate of Vocational Education & Training Maharashtra State व्यवसाय शिक्षण व प्रशिक्षण संवालनालय, महाराष्ट्र राज्य	anguage 🗸
Home / Inst	Ite Registration	
	Registration	
	Application for * Select \vee	

Select **Bi Focal** under **Application for**.

Registration	
Application for * Bi Focal	~
Select	
Private Industrial Training Institute	
Bi Focal	

> Select Yes if the permission is granted to the institute of educational department from

Maharashtra state.

Registration					
Application for *		Does institute has permsision from school			
Bi Focal \checkmark		education department of			
		Maharashtra State?			
		Yes No			
Enter all the mandatory	fields required to regi	ster organizational details for ITI.			

Note: All fields with red asterisk mark (*) are mandatory to enter.

Application for * BI Focal	Does institute has permsision from school education department of Maharashtra State?	Passport Photo of Authorized Person *
Type of Institute attached with for courses demanded	No. of units already sanctioned by maharashtra school education department *	
 Senior College / Isolated Junior College Junior College attached to Secondary School 	No.of units	no image
Upload GR of Maharashtra school education depart	tment *	SELECT IMAGE
* Is already existing institute type?	Yes No	

Field	Description
Type of Institute attached with for	Select the appropriate radio button
courses demanded.	forthe type of institute.
No. of units already sanctioned by	Enter the number of batches that
Maharashtra school education	aresanctioned.
department.	
Upload GR of Maharashtra school education	Click Select File and upload the
department.	document as proof.
Passport photo of Authorized person	Click Select Image to upload the
	image of authorized person.
Is already existing institute type.	Select appropriate radio button
	as yes or no.

Enter institute code Enter institute Code.

- Search Institute Code: Click on Search Existing Institute Code link.
- > This link will redirect users to the Search Existing Institute menu on home page.
- > Click on bifocal option, institute data will be displayed on screen.
- > A user can select district and taluka to search institute code.
- > In the search box enter institute name to find institute code.

	कोशल्य विकास व्यवसाय शिक्षण	व उदयोजकता विभ 1 व प्रशिक्षण संच	महाराष्ट्र शासन Government of Maharashtra गु-मंत्रादय, मुंबई Skill Development and Entrepreneurship Department सनारायपांतर्यनि Directorate of Vocational Education and Training	٥	Helpline Number (From 09:00 8104-493-361,9108-259-812 helpdesk@dvet.edu.in) AM to 09:00 PM)
Home	About Us	Search Course	s • Search Existing Institutes • Norms & Standards 🗸 Government Resolutions 🗸		Candidates -	Institutes -
		-	Bi Focal Institute Detrans District Taluka Select Select Selec			
			SEARCH INSTITUTE DETAILS O CANCEL			
			Excel PDF Show 10 v entries Search:			
			Institute Aume Code			
			2715001041 ARTS & SCIENCE JUNIOR COLLEGE MANGRUL NAVGHARE, TQ. CHIKHLI, DIST. BULDANA			
			2715001043 BHARAT JR.COLLEGE BULDANA			
			2715001047 DILIPRAO RAHATE ARTS & SCIENCE J.CO.MEHAKAR			
			2715001048 DINDYAL JR.COLLEGE DEULGAON. RAJA			

> Enter Promoting Organization Details and Authorized Representative Details:

Type of Pron	noting Organization *	Enter Name of	Promoting Or	ganization *	
Select	~				
O Authori	ized Representative Detail	s			
Title	First Name *			Middle / Father/ Husband Name	Last / Surname *
Mr 🗸 FIRST NAME			MIDDLE / FATHER/ HUSBAND NAME		LAST / SURNAME
Gender *	Date of Birth	*	Mobile Numb	er 🔁 *	
Male	✓ DD/MM/YY	YY 🛗	+91 -	Mobile Number 📞 VERIFY	
Alternative N	Nobile Number		Email ID *		
+91	Alternative Mobile Number	e.	EMAIL ID		
Designation * Upload -R			Unload -Reco	lution pertaining to nominating authorized p	person *

Field	Description
Promoting Organization Details	
Type of Promoting Organization.	Select the type of promoting organization from the drop-down list.
Enter Name of Promoting Organization.	Enter the name of promotingorganization.
Authorized Representative Details.	
Title.	Select the respective title of therepresentative.
First Name.	Enter the first name of therepresentative.
Middle / Father/ Husband Name.	Enter the Middle name or Father nameor Husband name.
Last/Surname.	Enter the last or Surname.
Gender.	Select the appropriate Gender fromthe dropdown list.
Date of Birth.	Enter the date of birth of therepresentative.
Mobile Number.	Enter Mobile Number details of therepresentative.
Alternative mobile number.	This field is an optional field to updatealternate mobile number, if any.
Email ID.	Enter Email ID of the representative.
Designation.	Enter the name of the designation of an authorized person.
Create and Confirm Password.	Create the new password and retypein confirm password.
Upload -Resolution pertaining to nominating authorized person.	Click Select File and upload the document as proof.
Streamwise Unit Details (Already Sanctioned).	Note: Document upload is mandatory for no. of units is more than 0.
Stream Name – Arts, Commerce and Science.	Enter no. units sanctioned. Enter Intake per unit.

Upload GR of Maharashtra School Education Department.	Click Select File and upload the document as proof.
Upload Deputy Directors Permission Letter.	Click Select File and upload the document as proof

> Note: Click Verify to verify the mobile number entered.

Mobile Nu			
+91	-	Mobile Numb 📞	VERIFY

> Click **Create Account** to complete the registration of the organization.

Create Password *	\$2.55		
Confirm Password *	****		
		CREATE ACCOUNT	×CAN

Success notification pops up, click **OK**.

Notification	×
Successfully registered with user name : PBF00389T. Please Click on OK to Continue for Paying the Registration Fee to	
Proceed to Payment Gateway.	
ок	

> To pay the registration fee, a payment page will display.

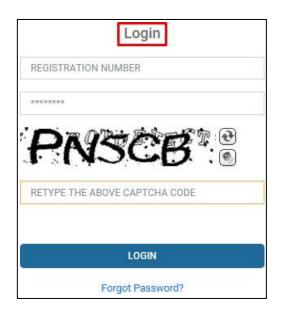
AXIS BANK	Directorate of Vocationa	l Education and Training		
Registration Id :	PBF00389T	Amount :	1	
		URN : 665075 (SAVE FOR FUTURE REFEREN	CE)	
undertakings shall be s	User is therefore deemed to have read ar ubject to the laws in force in India, as well	Id accepted these Terms and Conditions. Gene as any directives/ procedures of Government it third party is order to reachin disputce as comm	of India. Each User accepts and agrees tha	t the provision of details of
		Reaver at Axis		

> An SMS is received on the registered mobile number regarding registration details.

<	TM-DVETMH	Edit
	10:26 🗊	
hav regi For	Nandhini sdfd, Yo e successfully istered for Bi Foc New Bi Focal jistration Numbe	cal.
	- <u>00389</u> T. Passwo	

3. Login Page

> Login Page is displayed. Enter the login credentials, enter the captcha details, and click Login.



Application Dashboard page is displayed.

	Directorate of Vocational Education & Trai व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र	ining Maharashtra State राज्य				Home About US Help	Contact Us Change Password Logout Select Language 🗸
Home	Select Payment Receipt	 Application Status 	Message-Box	~		SD PRAMOD SD, PBF30826T	
		Application Form - D	ashboard				
		Application Form					
		Details	December 2007 Promoters Details	100% Institute Details	Details	C 0% Staff Details	
		O% Self Declaration					
		Infrastructure Details & Su	Ibmit for Inspection				
		D% Funds Availability and Requirement Details	O% Building Details	U 0% Workshop Space Details	Common Facility Space Details	Dever Details	
		C 0%. Agricultural Land details	C 0% Tools, Equipment & Machinery Details	C 00% Other Infrastructure Details	D 0%	□ 0% Submit Details and Request for Inspection	
		Post Inspection					
		Download Order					

4. Application Form

> Click the respective tab to complete application.

	Directorate of Vocational Education & व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, मह		H		100	Home About US Help Contact Us Change Password Logout Select Language V
Home	Select Payment Receipt	 Application Status 	Message Box	×	🙆 test	AUTHORIZED TEST, PBF30848T
		Application Form				
		Promoting Organization Details	35% Promoters Details	Institute Details	h 100% Proposed Course/Units Details	Staff Details
		හරි 0% Self Declaration				
		Infrastructure Details & S	ubmit for Inspection			
		Lul 0% Funds Availability and Requirement Details	Building Details	Workshop Space Details	Common Facility Space Details	O% Power Details
		Agricultural Land / Open Space Details	د 0% Tools, Equipment & Machinery Details	Cther Infrastructure Details	D 0%	Q 0% Submit Details and Request for Inspection
		Post Inspection				
		L Download Order				

4.1 Promoting Organization Details

> Enter the Promoting Organization Details and click Save And

Next.Note: Enter all the mandatory fields that are marked as red

asterisk. (*).

Application Form Infrastructure Details Application State	38	TEST AUTHORIZED TEST, PBF30848T
Reference / Promoting Organization Details		
Type of Promoting Organization	SOCIETY	
Name of Society/Trust/Company/Partnership(As appeared on Registration Certificate)	TEST PROMOTE	
Date of Registration *	DD/MM/YYYY	
Address as mentioned during Registration *	ADDRESS	
Pin Code *	Pin Code	
State *	MAHARASHTRA	
District *	SELECT 🗸	
Taluka *	~	
City / Village *	~	



Phone Number	STD Phone Number	ŝ,	
Mobile Number*	+91 Mobile Number	٥	
Email Id *	EMAIL ID	M	
Upload Registration / Incorporation Certificate () *	SELECT FILE		
Enter PAN no of the organisation	ENTER PAN NO OF THE ORGANISATION		
Upload PAN Card of the organization ()	SELECT FILE		
Enter TAN number of the organisation	ENTER TAN NUMBER OF THE ORGANIS	ATION	
Upload TAN Card of the organization O	SELECT FILE		

Field	Description
Type of Promoting Organization	Displays as it was entered at the time ofregistration.
Name of Society	Displays as it was entered at the time ofregistration.
Date of Registration.	Enter the date of registration.
Address as mentioned during registration	Enter the address line.
Pin code	Enter the pin code details of organization.
State	As per pin code details State name will be display.
District	As per pin code details District name will be display.
Taluka	As per pin code details Taluka name will be display.
City/Village	As per pin code details City/Village name will be display.
Phone Number	Enter the registered Land line number.
Mobile Number	Enter the registered Mobile number.
Email ID	Enter the registered Email ID.
Upload Registration / Incorporation	Upload the respective certificate in
Certificate	PDFformat.
Enter PAN number of the organization	Enter PAN number.
Upload PAN card of the organization	Upload the document in PDFformat.

Enter TAN number of the organization	Enter TAN number.
Upload TAN card of the organization	Upload the document in PDFformat.

Save the data. Success message pops up, click **OK**.

Notification	×
Successfully Saved	
	ок



4.2 Promoters Details

> Enter promoters' details will be displayed as fill on registration page.

A Dashboard	Application Form Infrastr	ucture Details Application Status			O TEST TEST, PBF3083
Application Form ~	A Home / Promoters Details				
Promoting Organization Details	Title	MR	First Name	TEST	
A Promoters Details	Middle/ Father/ Husband Name	TEST	Last / Sumame	TEST	
Institute Details	Date of Birth		Gender		
Proposed Course/Units Details	Primary Mobile No	+91 9766642816	Alternative Mobile Number		
Staff Details	Email ID	HARSHADSANAPWORK16@GMAIL.COM			
Self Declaration	Designation	DIRECTOR			
Sa Infrastructure Details >					
Download Orders & Pay > Deposit	Passport Photo				

> Fill Chairman / President details.

		cational Education & Training Mah शिक्षण संचालनालय, महाराष्ट्र राज्य	narashtra State						Home Help Conta	act Us Logout Select Language 🗸
*	Dashboard	Application Form Int	frastructure Details	Application Status						O TEST TEST, PBF30831T
# /	Application Form Y	m Chairman / President De	etails							
h	Promoting Organization Details	Title *	First Name *			Middle/ Father	r/ Husband Name		Passport Photo *	
	Promoters Details	MR 🗸	FIRST NAME			MIDDLE/ FAT	THER/ HUSBAND NAME			
	Institute Details	Last / Surname *	Date of	f Birth *	Gender *		Mobile Number 0 *			
6 -	Proposed Course/Units Details	LAST / SURNAME	DD/M	m/vvv	Male	~	+91 * MOBILE NO.	<i>e</i> .	no image	
-	Staff Details	Alternative Mobile Number		Email ID *						
Ó	Self Declaration	Alternative Mobile Number		C EMAIL ID		2			SELECT PHOTO	

Field	Description
Title.	Select the respective title of the from
	drop-down.
First Name	Enter the First Name.
Middle Name	Enter the Middle Name.
Last Name	Enter the Last Name.
Date of Birth	Select date of birth from the calendar.
Gender	Select gender.
Mobile Number	Enter the mobile number.
Alternative Number	Enter the alternative mobile number.
Email Id	Enter email id.
Passport Photo	Select image and upload.

➢ Fill Secretory details.

盦 Secretory Details						
Title *	First Name *	Middle/ Father/ Husband Name	Passport Photo *			
MR 🗸	FIRST NAME	MIDDLE/ FATHER/ HUSBAND NAME				
Last / Surname *	Date of Birth * Gender * DD/MM/YYYY Male		no image			
Alternative Mobile Number	Email ID * EMAIL ID		SELECT PHOTO			

Field	Description
Title.	Select the respective title of the from
	drop-down.
First Name	Enter the First Name.
Middle Name	Enter the Middle Name.
Last Name	Enter the Last Name.
Date of Birth	Select date of birth from the calendar.
Gender	Select gender.
Mobile Number	Enter the mobile number.
Alternative Number	Enter the alternative mobile number.
Email Id	Enter email id.

Passport Photo

Select image and upload.

Save the data. Success message pops up, click **OK**.

Notification	×
Successfully Saved	
	ок

4.3 Institute Details

> Enter	Enter Institute Details and click Save And Next.						
	ocational Education & Training Maharashtra State प्रशिक्षण संचालनालय, महाराष्ट्र राज्य	₽° i=	I S (V)		Home Help Cor	tact Us Logout Select Language 🗸	
Dashboard		Application Status				TEST TEST, PBF30831T	
Application Form Y	D <u>Home</u> / Institute Details						
Promoting Organization Details	Name of Institute *	Address *					
Promoters Details	NAME OF INSTITUTE	ADDRESS					
Institute Details	Pin Code * 0	State *		District *	Taluka *		
Proposed Course/Units Details	Pin Code	MAHARASHTRA		Select	~	~	
Staff Details	City / Village *	Location Category *		Phone Number			
🖒 Self Declaration		✓ Urban	~	STD Phone Number			
Infrastructure Details >	Mobile Number *		Email Id *				
Download Orders & Pay >	+91 Mobile Number		Email Id 🔤		5		
Deposit	Upload Resolution to Start Institute 0 *		Institute Code				
	SELECT FILE						
	Google Map link of institute location O*			Go To Мар	Institute Site Plan *		
					SELECT FILE		
	Longitude *			Latitude *			
	0			0			

Field	Description
Name of Institute	Enter the name of institute
Address	Enter the address of the institute
Pin code	Enter the Pin code details of organization
State	As per pin code details State name will be display.
District	As per pin code details District name will be display.
Taluka	As per pin code details Taluka name will be display.
City/Village	As per pin code details City/Village name will be display.
Location Category	Select Rural or Urban from the drop-down list.
Phone Number	Enter registered land line number of the institute.
Mobile Number	Enter registered Mobile number of the institute.
Email ID	Enter the registered Email ID.
Upload resolution to start institute	Upload the respective document in PDF format.
Institute Code	Enter Institute code.
Google Map link of institute location	Paste link of institute location from Google Map.

Institute Site Plan	Upload respective document in PDF.
Longitude	Enter longitude details.
Latitude	Enter latitude details.

Save the data. Success message pops up, click **OK**.

Notification	×
Successfully Saved	
	ОК

4.4 Proposed Course/Unit Details

- > Enter **Proposed Course/Unit Details**. Click **+Add New Course** to add more columns.
- Note: Click on Download Course Group Information link and view course group list.
- > It is mandatory to select course groups or combination of the course groups as per GR.

				$ \alpha (1) $		
📄 Ар	pplication Form Infrastructure Deta	ils Application	Status			TEST AUTHORIZED TEST, PBF308
() Harry	- / Drepend Course, Unite Dataile					
The Hom	e / Proposed Course- Units Details					
+ ADD NE	EW COURSE					
Sr. No.	Name of Course	Course Code	No. of Proposed units	No. of Units already Affiliated / Approved	Total No. of Units	Action
1	Auto Service Technician (Two and Three Wheeler)	Q1411	1	0	1	VIEW EDIT X DELETE
2	Four-Wheeler ServiceTechnician	Q1402	1	0	1	VIEW EDIT X DELETE
		Total	2	0	2	
					N	Note : -Download Course Group Inform

Click View to Add new Course details.

> To select course group please refer to the table below:

	Bifocal Courses						
Group Name	Paper	Sector	Course Name				
Group - 1	Paper - 1	Electronics	Field Technician-Wireman Control Panel (Qualification Pack: Ref.Id.ELE/Q7302)				
	Paper - 2	Power	Lineman Distribution (Qualification Pack: Power-PSS/Q0102)				
Group - 2	Paper - 1	Electronics	Field Technician-Computing and Peripherals (Qualification Pack: Ref. Id. ELE/Q4601)				
	Paper - 2	Electronics	Field Technician – Air Conditioner (Qualification Pack:Ref. Id. ELE/3102)				
Group - 3	Paper - 1	Automotive Classes	Four-Wheeler ServiceTechnician (Old: - Auto Service Technician L4) (Qualification Pack: Ref. Id.ASC/Q1402)				
	Paper - 2	Automotive	Auto Service Technician (Two and Three-Wheeler) (Qualification Pack: Ref. Id.ASC/Q1411)				

Group - 4	Paper - 1	IT-ITes	Junior Software Developer
			(Qulification Pack: Ref. Id. SSC/Q0508)
	Paper - 2	IT-ITes	Field Technician-Computing and Peripherals
			(Qualification Pack: Ref. Id. ELE/Q4601)
Group - 5	Paper - 1	Construction	General Mason (Qualification Pack:
			Ref.Id.CON/Q0103)
	Paper - 2	Construction	Construction Painter and Decorator
			(Qualification Pack: Ref. Id. CON/QP-0503
Group - 6	Paper -1	Plumbing	Plumber - General
			(Qualification Pack: Ref. Id. PSC/Q0104)
	Paper - 2	Agriculture	Agriculture Machinery Operator
			(Qualification Pack: Ref.Id. AGR/Q1103)
Group - 7	Paper - 1	Banking, Financial	Business Correspondent and Business Facilitator
		Services and Insurance	(Qualification Pack: Ref. Id.BSC/Q8401)
	Paper - 2	Retail	Distributor Salesman
			(Qualification Pack: Ref. Id. RAS/Q0604)
Group - 8	Paper - 1	Agriculture	Dairy Farmer / Dairy Entrepreneur
			(Qualification Pack: Ref. Id. AGR/Q4101)
	Paper - 2	Agriculture	Small Poultry Farmer
			(Qualification Pack: Ref. Id. AGR/Q4306
Group - 9	Paper - 1	Agriculture	Organic Grower
			(Qualification Pack: Ref. Id. AGR/Q1201)
	Paper - 2	Agriculture	Irrigation Service Technician
			(Qualification Pack: Ref. Id. AGR/Q1104)
Group -	Paper - 1	Agriculture	Floriculturist (Open Cultivation)
10			(Qualification Pack: Ref. Id. AGR/Q0701)
	Paper - 2	Agriculture	Gardener
			(Qualification Pack: Ref. Id.AGR/Q0801)

Add New course details.

Add New Course		ne - Irán - Okoka		×
Course Approved by		Sector	Name of Course	Course Code
Maharashtra State Board	\sim	AGRICULTURE V	Agriculture Machinery OPERATOR	Q1103
Trade/ Course Duration in Year		No. of Proposed Units/Batch		
2		2		
I Affiliation / Approval Details				
Whether the Trade/ Course already Affiliated /		No. of units already Sanctioned*	Upload Sanctioned GR ()*	Upload Admission Approval Copy 🗨
Approved? Ves No		2	CHANGE PDF SS.pdf ×	CHANGE PDF SS.pdf ×
		Number of Batches completed in last 3 Years*	STUDENT DETAILS	
Total No. of Units 4				
i≣ Intake				
Intake Per Unit/Batch	50			
Intake for Proposed "2" Unit/Batch/s	100			
Intake for Total "4" Unit/Batch/s	200			

Add student details if the response for whether the trade/course already affiliated/approved is – yes.

Add Studen	t Detail				×
Sr. No.	Batch Year*	Batch wise Intake*	Number of student admitted in 11th*	Number of student appeared in 12th exam*	Number of student cleared 12th exam*
1	2022-2023	0	0	0	0
2	2021-2022	0	0	0	0
3	2020-2021	0	0	0	0
					SUBMIT

Field	Description
Course Approved By	Select course approved by from drop – down.
Sector	Select sector from the drop – down.
Name of the Course	Select name of the course.
Course Code	Course code will be fetching automatically once name of the course is enter.
Course Duration in year	Course duration in year will be fetching automatically once name of the course is enter.
No. of Proposed Units / Batch	Enter the no. of proposed units / batch.
Affiliation / Approval Details	
Whether the Trade/ Course already Affiliated / Approved?	Select yes or no from radio button.

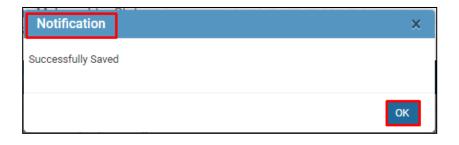
No. of units already Sanctioned	Enter no. of units already sanctioned.
Upload sanctioned GR.	Upload the respective document in PDFformat.
Upload Admission Approval Copy.	Upload the respective document in PDFformat.
Number of Batches completed in last 3 Years.	Enter number of batches completed in last 3 years.
Student Details	 Fill last 3 years students' data as follows – Batch Year – will be displayed automatically. Batch wise Intake. Number of students admitted in 11th. A number of students appeared in 12th exam. Number of students cleared the 12th exam.

- Required Agricultural Land Norms / Classroom Norms / Space Norms / Power Norms will be displayed as per total units = proposed + existing units.
- > Enter all the details of the course and click **Save Changes** and **Close** the tab.
- > Note: Available Land / Space / Classroom / Lab norms must be equal to or greater than required.

Dir ar	I≣ Space Norms						ut Select I	Language 🗸
A Dashboard			Workshop Space Required for "3" U	nit/Batch in Sq.M.	Floor Prefe	ference	RAMOD SD,	PBF308261
Application	0		0		-			
Promotion	i≣ Funds Required			I Power Norms				
Organizat	Civil Work @Rs. Oper Unit/Batch	0		Power Required Per Unit/Batch in F	Kw	0		
Promoters	Machine Infrastructure @Rs. 0 per Unit/Batch	0		Power Required for "3" Unit/Batch	in Sq.M.	0	Сору	Action
Institute De	Tools @Rs. 0 per Unit/Batch	0						
Proposed Details	Total Funds Required	0						
Staff Deta				i≣ Class Room Norms				NEXT 🏕
Self Declar	Agricultural Land Required Per Unit/Batch in Acre	0		Class Room Required Per Unit/Bate		0		
Download C Deposit	Agricultural Land Required for "3" Unit/Batch in Acre	NA		Class Room Required for "3" Unit/E Sq.M.		NA		
Deposit	Agricultural Land Available for "3" Unit/Batch in Acre			Class Room Available for "3" Unit/E Sq.M.	Batch in			
	Upload Agriculture Land 7/12 document ()							
	SELECT FILE							

i≣ Lab Demo Norms		≣ Drawing Hall Norms	
Lab Demo Required Per Unit/Batch in Sq.M.	0	Drawing Hall Required Per Unit/Batch in Sq.M	0
Lab Demo Required for "3" Unit/Batch in Sq.M.	NA	Drawing Hall Required for "3" Unit/Batch in Sq.M.	NA
Lab Demo Available for "3" Unit/Batch in Sq.M.		Drawing Hall Available for "3" Unit/Batch in Sq.M.	
			· · · · · · · · · · · · · · · · · · ·
			SAVE CHANGES CLOSE

Save the data. Success message pops up, click **OK**.



4.5 Staff Details

> Enter staff available and fill staff details.

Note: Staff available should be greater than or equal to staff required.

	Application Form Infrastructure Details Application Status								
8	A Home / Staff Details								
і≣ Ті	i≣ Trade / Course specific Post Details								
Sr. I	lo.	Name of Course	Post Name	Staff Required	Staff Available	Staff Details	Status		
1	Plumber - Gene	ral	Full Time Teacher (Practical)	1	0	STAFF DETAILS	Incomplete		
2	Auto Service Te	chnician (Two and Three Wheeler)	Full Time Teacher (Practical)	1	0	STAFF DETAILS	Incomplete		
3	Four-Wheeler S	erviceTechnician	Full Time Teacher (Practical)	1	0	STAFF DETAILS	Incomplete		
			Total	3	0				

Staff	Details	al an A Teslein a Listan shine a						×
i≣ Tra	de / Course specific Post	Details						
Name	e of Course	Plumber - General						
Post	Name	Full Time Teacher (Practical)						
Staff	Required							
Staff	Available							
Sr. No.	First Name*	Middle/ Father/ Husband Name*	Last / Surname*	Mobile Number*	Email ID*	Aadhaar No.*	Total Experience*	Highest Qualification*
1								
								Þ
								SAVE CLOSE

Field	Description
Staff Available	Enter staff available details.
First Name	Enter first name.
Middle Name	Enter middle name.
Last Name	Enter last name.
Mobile Number	Enter mobile number.
Email Id	Enter email id.
Aadhar Number	Enter valid number.
Total experience	Enter work experience.
Highest Qualification	Enter highest qualification details.
Qualification and experience certificate	Upload require document in pdf format.

Upload require document in pdf format.

4.6 Self-Declaration

I

> Declare the conditions applied for the application under **Self Declaration**.

🗮 Application Form Infrastructure Details Application Status	O TEST AUTHORIZED TEST, PBF30848T
☆ Home / Self Declaration	
Declaration	
I / We hereby certify and agree :	
१. महाराष्ट्र राज्य शासन मान्यता प्राप्त शालेय शिक्षण विभागाची शाळा / कनिष्ठ महाविद्यालय सुरु करावयाच्या परवानगीचे पत्र (शिक्षण उपसंचालक यांचे प्रथम खाते मान्यता पत्र) सोबत जोडण्यांत आले आहे.	
२. सदर अभ्यासक्रम सुरु करण्याकरीता आवश्यक असणाऱ्या विहित पायाभूत सुविधा (स्वतंत्र बांधकाम, यंत्रसामुग्री, विद्युत पुरवठा) संस्थेमध्ये उपलब्ध आहेत.	
३. संस्थेविरुध्द कोणलाही प्रकारच्या गंभीर स्वरुपाच्या वा अन्य तक्रारी नाहीत.	
४. संस्था मुंबई सार्वजनिक विश्वस्त अधिनियम 1950 व संस्था अधिनियम 1860 अंतर्गत नोंदणीकृत / पंजीकृत आहे. (सोबत प्रमाणपत्र जोडण्यांत आले आहे)	
५, संस्थेमध्ये सद्यस्थितीत सुरु असलेली कनिष्ठ महाविद्यालये, शाळा व इतर अभ्यासक्रमांची यादी सादर करण्यांत आलेली आहे.	
६. श्रासनाकठून संस्था ताब्यात घेणेबाबत व तत्सम बाबतीत कोणतीही न्यायालयीन प्रकरणे प्रतंबित नाहीत.	
७. संस्थेत अभ्यासक्रम सुरु करण्याची परवानगी ही कायम स्वरुपी विनाअनुदान तत्वावर देण्यांत आली असून भविष्यात कोणत्याही प्रकारचे अनुदान दिले जाणार नाही. या संबंधीच्या सोसायटीच्या ठरावाची प्रत रु	१००/- चे कोर्ट स्टॅम्प पेपरवर देण्यांत आलेली आहे.
८. विहित मानकानुसार आवश्यक कर्मचारी / शिक्षक नियमित वेतनश्रेणीत नेमण्याबाबतचा ठराव सादर करण्यांत आलेला आहे.	
९. संस्थेकडे अभ्यासक्रमास आवश्यक असणारे मानकांप्रमाणे सर्व प्रयोगाशाळा साहीत्य उपलब्ध करण्याबाबतचा ठराव व राष्ट्रीयकृत बँकेचे बँक बॅतेन्स प्रमाणपत्र (अर्ज सादर करण्यापूर्वीच्या ३ महिन्याच्या कालाव	धीतील) सादर करण्यांत आले आहे.
१०. अभ्यासक्रमास मंजूरी दिल्यानंतर कर्मचारी वर्गाची सेवाविषयक व वेतन विषयक संपूर्ण जबाबदारी संस्थेची राहील, याची नोंद घेण्यांत आली आहे.	
११. अभ्यासक्रम बंद करण्याबाबत शासनाने धोरणात्मक निर्णय घेतल्यास तो विनाअट व विनावित्तंब अमंलात आणण्याची हमी देण्यांत येत आहे.	
१२. प्रत्यक्ष विद्यार्थी प्रवेशाची संख्या सतत ३ वर्ष मंजूर क्षमतेच्या ५०% पेक्षा कमी असल्पास अभ्यासक्रमाची मान्यता काढून घेण्यांत यावी.	
१३. +२ स्तरावरीत द्वितक्षी व्यवसाय अभ्यासकम सुरु करण्याकरीता चालेय शिक्षण विभागांतर्गत इपत्ता ११ वी चे उच्च माध्यमिक वर्ग सुरु करण्यास मान्यता असून 80 विद्यार्थ्यांच्या तुकडीकरीता एक द्वितक्षी व्यवत् दोन द्वितक्षी व्यवसाय अभ्यासकमाच्या तुकडया सुरु करण्याकरीता संस्था पात्र आहे, याची मला जाणीव आहे.	सय अभ्यासक्रमाची तुकडी व 120 विद्यार्थ्यांच्या तुकडीकरीता



5. Infrastructure Details and Submit for Inspection

5.1 Funds availability and Requirement Details

- > Enter Funds availability and Requirement Details and save.
- > Enter funds available with promoting organization and upload last 6 months bank statement.
- > For multiple bank accounts click on Add Bank Account.

<td< th=""><th>Application Form Infrastructure Details Application Status </th><th></th><th></th><th>TEST AUTHORIZED TEST, PBF30B48T</th></td<>	Application Form Infrastructure Details Application Status			TEST AUTHORIZED TEST, PBF30B48T
I de la case en So M. Ca Total Funcio available with promoting organisation I per l' Account III Account (III Quice la té causant (IIII Quice la té causant (III Quice la té causant (IIII Quice la té causant (III Quice la té causant (IIII Quice la té causant (III Quice la té causant (IIII Q				
23 Total Annos a valable with promoting organisation				
Type of Account* IESC* Name and Banch of Bat* Account (S) Up fued last 6 members 0.0% Select Image: Company of Bath* Image				
Sele:				
Total Amount in Fued Seposit (F) Intel Amount in Fued Seposit (F) <td>Type of Account * IFSC * Name and Branch of Bank *</td> <td>Account Number * Amount in Account (E)</td> <td>Upload last 6 months Bank Statement 🔅*</td> <td></td>	Type of Account * IFSC * Name and Branch of Bank *	Account Number * Amount in Account (E)	Upload last 6 months Bank Statement 🔅*	
Image: State Account Image: State Account Field Amount In Field Separat (F) Image: State Account Upload Field Deparat Centificate 0 Image: State Account Tatal Amount In Musial Finandia Stateser (to (to) Image: State Account Upload Centificates 0 Image: State Account Upload Centificates 0 Image: State Account Upload Centificates 0 Image: State Account Upload Lent 3 Years Audited Finandia Statement 0* Image: State Account Tatal Amount a seliable with Promoter (H = E F + 0) Year	Select V		SELECT FILE	XDELETE
Total Amount In Fued Deposit (F) E Upload Fued Deposit Centriface 0 E Total Amount In Mutual Funder Shareer etc (b) E Upload Centriface 0 E Total Amount in Mutual Financial Brannent (h = E + F - 0) F	Te	otal Amount in Account (E) ₹0		
Upload Fand Dapont Carifloare O EXECTED Tatal Amount in Mutal Finded Shares/etc (0) T Upload Carifloare O EXECTED Upload Carifloare O EXECTED Upload Lard 3 Years Audred Financial Statement O* EXECTED Tatal Amount exelable with Promoter (H * E * F * 0) To	+ADD BANK ACCOUNT			
Upload Fand Dapont Carifloare O EXECTED Tatal Amount in Mutal Finded Shares/etc (0) T Upload Carifloare O EXECTED Upload Carifloare O EXECTED Upload Lard 3 Years Audred Financial Statement O* EXECTED Tatal Amount exelable with Promoter (H * E * F * 0) To				
Tatal Amout In Mutal Fundo's Shares/etc (0) E Upload Centificares O External Upload Lest 3 Yans Audited Financial Statement O* External Total Amout e walable with Promote (N + E + F + 0) Ed	Total Amount in Fixed Deposit (F)		۲	
Uplead Lensificanee O EXECUTIVE Uplead Lensificaneer O EXECUTIVE Tatal Amount evaluate with Promoter (M × E + F + 0) PO	Upload Fixed Deposit Certificate 0		SELECT FILE	
Uplead Lensificanee O EXECUTIVE Uplead Lensificaneer O EXECUTIVE Tatal Amount evaluate with Promoter (M × E + F + 0) PO				
Upload Last 3 Years Audited Frencial Datement Or External Total Amount evaluate with Promoter (N + E + F + 0) P0	Total Amount in Mutual Funds/ Shares/ etc (6)		₹	
Total Amount available with Promoter (H + E + F + G) Total Amount available with Promoter (H + E + F + G) Total Amount available with Promoter (H + E + F + G)	Upload Certificates		SELECT FILE	
	Upload Last 3 Years Audited Financial Statement $\pmb{\Theta}^*$		SELECT FILE	
	Total Amount available with Promoter $(H \ast E \ast F \ast G)$		*0	
ESAVE AND NEXT X CANCEL				ESAVE AND NEXT X CANCEL

Field	Description					
Type of account	Select account type from drop – down.					
IFSC	Enter bank IFSC code.					
Name and Branch of bank	Bank name and branch name will be automatically fetched and display by the system.					
Account Number	Enter account number.					
Amount in account	Enter amount balanced in mention account.					
Upload last 6-month bank statement	Upload last 6-month bank statement in PDF form.					
Total amount in account (E)	Sum of amount balanced in the bank account will be display.					
Total amount in fixed deposit (F)	Enter amount available in fix deposit.					
Upload fixed deposit certificate	Upload fixed deposit certificate in pdf format.					
Total amount available in mutual fund / shares / etc. (G)	Enter amount available in mutual fund / shares / etc.					
Upload certificate	Upload required document in PDF format.					
Upload last 3 years audited financial statement.	Upload required document in PDF format.					

Total amount available with promoter H =	Sum of total amount available with promoter.
E+F+G.	

5.2 Building Space Details

> Click +Add Building to enter the Building Space Details and save the record then, click Next.

For the existing record, any action can be performed as **View**, **Edit** or **Delete**.

	Directorate of Vocational Education & Training Maharashtra State व्यवसाय शिक्षण व प्रशिक्षण संवालनालय, महाराष्ट्र राज्य																											
6 (Dashboard		Appl	lication Form	Infrastructure Det	ails Applic	ation Status				9	SD PRAMOD SD, PBF30826T																
 /	Application Form ~	tion Form 🐣 Home / Building Details																										
a⊊a I	nfrastructure Details 🛛 🗸	+4	DD BUILI	DING																								
<u>lahl</u>	Funds Availability and Requirement Details	Sr. No		Name of Building	Owned / Rented	No. of Stories	Area on Ground Floor in sq.m	Area other than Ground Floor in sq.m.	Total Area in sq.m.	Building Floor Plan	Building Photo	Action																
H	Building Details																											
k	Workshop Space Details	1	1 Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Workshop	Rented	G + 3	20 sq.m	30 sq.m	50 sq.m		no image	XIEW EDIT
₫	Common Facility Space Details																											
	Power Details																											
•	Agricultural Land details											NEXT 🏟																
"c	Tools, Equipment & Machinery Details	-																										
"C	Other Infrastructure Details																											
0	Inspection Fees																											
Q	Submit Details and Request for Inspection																											
	Download Orders & Pay > Deposit				© 2019 This is offic	ial website of Dire	ctorate of Vocational Educatio	n & Training, Maharashtra State, Mumb	ai. All Rights Reserved																			

Directorate of Voca व्यवसाय शिक्षण व प्रशि	Add New Building Details									×	stact Us 🛛 Logout 🖉 Select Language 🗸
Dashboard	Name of Building		Building Own	nership							SD PRAMOD SD, PBF30826T
	Workshop						~				
Application Form Y	Date of Lease	Expiry of Lea	sse				Lease Document				
🕼 Infrastructure Details 🐣	04/10/2023		18/10/202	8				Download			
Funds Availability	Whether Building Ready		Whether Bui	lding is Dedic	cated for Proposed Institut	te					
Libl and Requirement Details	Yes		Ƴ Yes					\checkmark			
Building Details	Upload OC/Building Completion Document*										TTLICK TOT
Workshop Space Details	Download										
	Whether Approachable Road Available				Road Front in Meter			Upload Photo of Road Front			
Common Facility Space Details	Yes			~	2 Meters		~	and the			
Power Details								Margaret Margaret			NEXT (#
Agricultural Land details											
F Tools, Equipment & Machinery Details	Type of Construction	Number Stories				Area on Ground Floor in sq.m.		Area other than Ground Floor in sq.m.	Total Area in sq.m.		
Other Infrastructure Details	Loed Bearing	✓ 0+3			~	20		30	50		
	Average Height between Ceiling and Flooring in Feets	Year of Constru	tion								
Inspection Fees	20	2015			~						
Submit Details and Q. Request for Inspection	Floor wise Plan demarcating existing and proposed trades/ Units and Com	mon Facilities	Building Pho	180							
Download Orders & Pay Deposit	Downlaad				V						
										CLOSE	

- For Building Type Owned Upload 7/12 or Property Card.
- For Building Type Rented Difference between Date of Lease and Date of expiry of lease must be 5 years.

Field	Description
Name of building	Select building name from drop-down.
	- Administrative.
	- Workshop.
	- Integrated.
Building ownership.	Select building ownership.
	- Owned.
	- Rented.
Upload 7/12 or Property Card.	Upload required document in pdf format.
Upload registered lease document.	Upload required document in pdf format.
Whether building is ready.	Click on yes or no radio button.
Whether building is dedicated for Proposed Institute.	Click on yes or no radio button.
Upload OC/Building completion document.	Click on yes or no radio button.
Whether approachable road available.	Click on yes or no radio button.
Road front in meter	Select length of road available in meter.
Upload photo of road front.	Select and upload photo.
Type of construction.	Select type of construction from drop-down.
Number stories.	Select number stories from drop-down.
Area on ground floor in sq.m.	Enter area on ground floor in sq.m.
Area other that ground floor in sq.m.	Enter area other than ground floor in sq.m.
Total area in sq.m.	Addition of = Area on ground floor in sq.m. +
	Area other that ground floor in sq.m.
Avg height between Ceiling and Flooring in feet.	Enter avg height between ceiling and flooring in feet.
Year of construction	Enter year of construction.
Upload approved floor wise plan demarcating	Upload required document in pdf format.
existing and proposed trades/batches and	
common facilities	
Upload building photo	Please upload geotagged building photo.

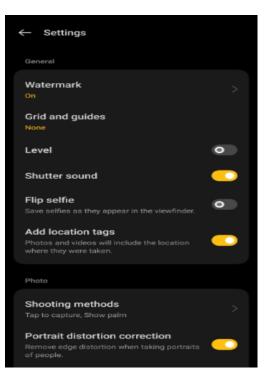
Enter the building detailed plan and click Select File to upload respective documents and images.Click Save to save the data.

5.2.1 Steps to capture and upload geotag photos:

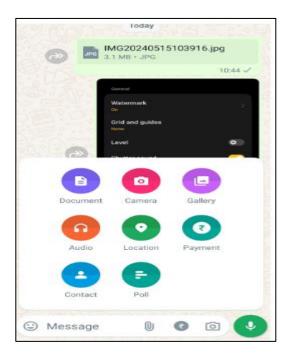
- > Below are screenshots and steps to follow to capture and upload geotag image steps:
 - 1. Open mobile camera and click on settings menu.



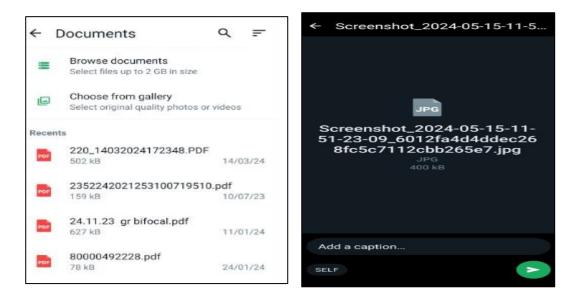
2. Enable Add location Tags options.

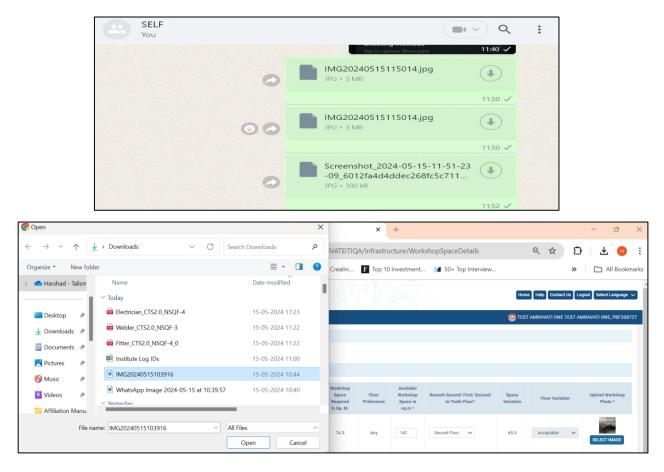


3. Click the picture < go to what's app < Click on attachments < select document option.



4. Click on Browse document / Choose from gallery option < Select the image < Send the attachment.





5. Download the image document file on the mobile or pc and upload it on the portal.

5.3 Workshop Space Details

6. Enter **Workshop Space Details** and click **Save And Next** to save the record and move to next page.

Directorate of Voca व्यवसाय शिक्षण व प्रशि	ational Edu राक्षण संचाल	ucation & Training Maha नालय, महाराष्ट्र राज्य	arashtra Sta	ate	l'i			0/0)	0			Home Help	Contact Us Logout S	elect Language 🗸
Tashboard		Application Form	astructure D	etails Applic	ation Status								🙆 SD PRAMO	D SD, PBF30826T
Application Form	Application Form >> 🖗 Home / Workshop Space Details													
🛱 Infrastructure Details 🐣	III Tr	ade wise Workshop Spa	ace Details											
Funds Availability and Requirement Details	0	All areas are in Sq M.												
Building Details														
Workshop Space Details	Sr. No.	Name of Course	Course Code	Trade Type	No. of Proposed Units	No. of units already affiliated/approved	Total No. of Units	Workshop Space Required	Floor Preference	Available Workshop Space in	Remark Ground/ First/ Second/ to Tenth Floor*	Space Variation	Floor Variation	Upload Workshop Photo *
Common Facility Space Details								in Sq. M.		sq.m *				
Power Details		FIELD TECHNICIAN	LD TECHNICIAN EMAN CONTROL Q7302 PANEL		NGINEERING 2	0	2	93 Any		ny 93 Fourth Floor			Acceptable 🗸	
Agricultural Land details	1			Q7302 ENGINEERING					Any		Fourth Floor 🗸	0.00		CHANGE
Tools, Equipment & Machinery Details														
Conter Infrastructure													E	SAVE AND NEXT
Inspection Fees														
Q Submit Details and Request for Inspection														
Download Orders & Pay > Deposit														

- Available workshop space in sq. m. must be greater than equal to workshop space required in sq.m.
- Remark ground / first / second / to tenth floor enter floor preference.
- > Please upload a geotag workshop photo. (Please follow the steps mentioned in point 5.2.1)

5.4 Common Facility Space Details

- > Enter **Common Facility Space Details** and **Save** the record.
- Note: Total available number of units and available space must be equal or greater than the total required number of units and space.

Directorate of Vocational Education & Training Maharashtra State विद्यालय प्रशिक्षण व प्रशिक्ष												
A Dashboard	🕆 Dashboard 🔺 🚍 Application Form Infrastructure Detains Application Status											
Application Form >	Application Form > Reference / Common Facility Space Details											
🚎 Infrastructure Details 🎽	🙃 Infrastructure Details 🎽 🔠 Common Facility Type Wise List & Details											
Funds Availability and Requirement Details			Already Affiliated	Annroved Unite	Required for P	nnoead Unite	Total P	equired	Available		Variation (-ve m	eans shortane)
Building Details	Туре	Utility	Number	Space	Number	Space	Number	Space	Number	Space	Number	Space
Workshop Space Details		Principal Cabin	•	-	1	20	1	20	1	20	0	0
Common Facility Space Details	Administrative Office Space	Office (4 Sq.Meter Per Staff)			1	4	1	4	1	4	0	0
Power Details		Record Room			1	20	1	20	1	20	0	0
Agricultural Land details	Common Facilities	Library cum Reading Room			1	40	1	40	1	40	0	0
F Tools, Equipment & Machinery Details	Toilets	Gents Toilet = 15 Sq. Meter	÷		1	15	1	15	1	15	0	0
Other Infrastructure Details		Ladies Toilet = 15 Sq. Meter			1	15	1	15	1	15	0	0
Inspection Fees												
Q Submit Details and Request for Inspection											ESAVE AND NEX	T X CANCEL
Download Orders & Pay > Deposit												

5.5 Power Details

> Enter the **Power Details**. Click **Save And Next** to save the data and move to the next page.

		onal Education & १ण संचालनालय, मह	Training Maharashtra State ाराष्ट्र राज्य	K	Ĥ			Home	lp Contact Us Logout Select La	inguage 🗸
A Dashboard	^	Applicati	ion Form Infrastructure Details	Application S	Status				🙆 TEST DVET TEST DVET, F	PBF30871T
Application Form	>	Power Deta	ils List							
ARE Infrastructure Details	~	Sr. No.	Name of Course		Course Code	Required per unit as per Norms	Type (Single / Three Phase)	Total Units	Total Required (in KW)	
Funds Availability and	4	1	Plumber - General		Q0104	5.00	Three Phase	2	10	
Requirement Details		2	Agriculture Machinery OPERA	ATOR	Q1103	5.00	Three Phase	2	10	
Building Details							Total	New Required (in KW)	20.00	
Workshop Space Details							Total power required in KW (For already affiliat	ed units All courses) *	5	
Common Facility Space Details							Total power required in KW ((New unit + Old units) *	10	
Power Details								Available Type *	Three Phase	~
Agricultural Land / Open Space Details							Uploa	d Power Meter photo *		
Fools, Equipment & Machinery Details									SELECT IMAGE	
Conter Infrastructure Details		Is the meter conn Yes 🕢 N	ection in the name of School/organizat	tion Uplo	ad NOC from building Ov	wher O SELECT FILE Upload L	atest 3 months Light bill SELECT FILE	Metre Seal Rep	port needs to be uploaded SELECT FI	
Inspection Fees		1 Tes V N	0	Dow	nload sample PDF.pdf	Download	đ	Download		
Q Submit Details and Request for Inspection	n	4								,
Download Orders & Pa Deposit	ay>								SAVE AND NEXT	CANCEL

Note – required power type will be defined as per course, machine, or power norms.

Field	Description
Total New required (IN KW)	Auto Display as per proposed units.
Total Power required in KW (For already affiliated units all courses)	Fill power available in KW for already affiliated units.
Total Power Required in KW (New Units + Old Units)	Fill details.
Available Type	Select available power phase type. - Single Phase - Three Phase.
Upload Power meter photo	Please upload geotag power meter photo.
Upload latest electric bill copy	Upload required document in PDF.
Is the meter connection in the name of School/organization	Select yes or no radio button.
Upload NOC from building owner.	Upload required document in PDF.
Upload latest 3 months light bill	Upload the required document in PDF.
Meter seal report needs to upload	Upload required document in PDF.

Note: Please upload geotag power meter photo. (Please follow the steps mentioned in point 5.2.1)

5.6 Agricultural Land and Open Space Details:

- > Enter Agricultural Land and Open Space Details and click Save And Next.
 - Note- If a Is land required as per norms is Applicable, then it is mandatory to fill all details in agricultural land details.
 - **Note-** Difference between Date of lease and date of expiry of lease must be greater than equal to 5 years.

Application Form Infrastructure Details Application Status		TEST HARSHAD TEST HARSHAD, PBF3086
All areas are in Sq M.		
Is land required as per norms?	Applicable	
Total Land Available in Sq. Meter *	500	
Google map link of Agricultural land location O *	https://goo.gl/maps/LPD/was1doovA1FxV9	Go To Map
Agricultural site plan 0^*	Select FILE Deveload assople pdf Text_0514_075e40e4-dfce_df16-407e4051bas7_c5807c16-476c4906+0314-407ce409050c0_ae00e50-2118-487c-860b- d072c4d39f26.pdf	
Latitude *	496	
Longitude *	476	
Ownership Type *	Rented V (Select	
Distance between institute and agriculture land in KM *	Swetch Owned Rentad	
Date of Lease *	01/04/2024	
Expiry of Lease Ø*	29/04/2029	
Upload registered lease deed ${f 0}^*$	SELECT FILE	
	Download	
No Objection Certificate 🖲 *	SELECT FILE	
	Download	
		* CANCEL

Field	Description
Is land required as per norms	Auto displayed
Total land available in Sq Meter	Enter the available land details in Sq Meter
Agricultural Site Plan	Upload required document in PDF format.
Google Map link of Agricultural Land Location	Paste the agricultural land location link from google map.
Longitude	Enter longitude details.
Latitude	Enter latitude details.
Ownership type	Select appropriately from the drop-down list.
Distance between Institute and Agricultural land in KM.	Enter required details in KM.
Date of lease	Enter lease start date.
Date of expiry	Enter expiry date of lease.
Upload registered lease deed	Upload required document in PDF.

No objection certificate	Upload required document in PDF.

5.7 Tools, Equipment's, and Machinery Details

- > Enter the **Tools, Equipment's, and Machinery Details**.
- Click on submit availability to fill available tools, machinery and equipment's details and upload tax invoice of all.
- > Users can click on **the Add document** button to add more documents for upload.
- > Click **Save And Next** to save the data and move to next page.

Directorate of Voc व्यवसाय शिक्षण व प्रशि	Directorate of Vocational Education & Training Maharashtra State व्यवसाय विध्युण व अधिक्षण संचारलनालय, महरराष्ट्र राज्य						Home Help Contact Us Logout Select Language 🗸
A Dashboard	Applicatio	on Form Infrastructure Details Application Status					SD PRAMOD SD, PBF30826T
Application Form	R Home / To	ols, Equipment & Machinery Details					
🙈 Infrastructure Details ~	I Trade List -	Tools, Equipment & Machinery Details					
Funds Availability	Sr. No.	Name of Course	Course Code	Status	Total Units	Infrastructure Norms	Status of Submission
Details Building Details	1		07302	Existing/Affliated	0	SUBMIT AVAILABILITY	0
	1 FIELD TECHNICIAN WIREMAN CONTROL PANEL		Q7302	Proposed	2	SOUMIT AVAILABLE ITY	0 %
Details			Total	Existing	0		
A Common Facility Space Details				Proposed	2		
Power Details							
Agricultural Land details							ESSAVE AND NEXT ROANCEL
Tools, Equipment & Machinery Details							
Cother Infrastructure Details							
Inspection Fees							
Submit Details and Q Request for Inspection							
Download Orders & Pay Deposit							

≣ Item	tem List - Tools, Equipment & Machinery Details										
Name of Course Floriculturist (Open Cultivation)					Percentage Availability						
Number of Existing Units				1	100.00%						
Number of Proposed Units 1 Total Units 1					mit deteile ere mondeten:	where DCD Item is WECT					
		1			Submit details are mandatory where DSR Item is "YES"						
S.N.	Name of Item	Required as per Norms	Remark for Utilization	DSR	Required as	Total Required	Total Available				
1	Video recording equipment	1	Upto 2 units	Yes	Mandatory	1	1				
2	Spray Machine	1	Upto 2 units	Yes	Mandatory	1	1				
3	Pesticides- Any type	1	Upto 2 units	No	Mandatory	1	1				
4	Safety Shoes	50	Upto 2 units	No	Mandatory	50	50				
5	Hedge cutter	12	Upto 2 units	Yes	Mandatory	12	12				
6	Watering Can	1	Upto 2 units	No	Mandatory	1	1				

143	Set of Ring Spanners		3	Upto 2 units	Yes	Mandatory	3	
144	Vehicle or Aggregate - Special Service Tools (Manufacturer specific according to Vehicle / aggregate	1	Upto 2 units	Yes	Mandatory	1		
145	C Clamp	1	Upto 2 units	Yes	Mandatory	1		
146	Electrical - Cluster Meter, Starter Motor, Sensors, Spart plugs, bulbs, Switches, Fuel Pump, ignition co	1	Upto 2 units	No	Mandatory	1		
147	Hand Pallet Truck	1	Upto 2 units	Yes	Mandatory	1		
148	Work tables (Wooden or Fabricated)		2	Upto 2 units	Yes	Mandatory	2	
ADD	MORE DOCUMENTS							
Sr. I	lo.	Upload Machinery Tax Invoice						
1		SELECT FILE						
								ESAVE X CANCEL

5.8 Other Infrastructure Details

Enter the Other Infrastructure Details, click Select Image to upload the respective images of infrastructure and then, click Save And Next to save the data and move to

next page.

	onal Education & Training Maharashtra State ण संचालनालय, महाराष्ट्र राज्य	Home	FAQ Contact Us Logout Select Language *
Application Form	Application Form ~ Infrastructure Details ~		🙆 RANJITHA RAJENDRAN, PBF00240T
ase Infrastructure Details 🗠			
Funds Availability and Requirement Details	Home / Other Infrastructure Details Whether Water Supply is available * S	Source of Water Supply *	
Building Details	Yes Yes	Local Body	×
Workshop Space Details	Upload relevant document for the availbality of water	SELECT FILE	
Common Facility Space Details	supply 🗨		
Power Details			
Q Land Details			SAVE AND NEXT CANCEL
🖋 Infrastructure Details			
Conter Infrastructure			
Inspection Fees			

> Note: If water supply is available is selected as Yes, then uploading files are mandatory.

5.9 Inspection Fee

Directorate of Vocational व्यवसाय शिक्षण व प्रशिक्षण संग	Education & Training Maharashtra State चालनालय, महाराष्ट्र राज्य	Home FAQ	Contact Us Logout Select Language V
Application Form >	\equiv Application Form \checkmark Infrastructure Details \checkmark		RANJITHA RAJENDRAN, PBF00240T
ASe Infrastructure Details Y			
Funds Availability and Requirement Details	Total Concurrent Units Proposed	12	
Building Details	Total Concurrent Units for Inspection		
Workshop Space Details	total concurrent onno tot inspection	11	
Common Facility Space Details	Total Concurrent Units exempted from Inspection	1	
Power Details	Fees Per Unit for Inspection	₹ 10,000.00	
Land Details			
S Infrastructure Details	Fees Per Unit for Units exempted from Inspection	₹ 2,000.00	
Conter Infrastructure Details	Total Applicable topopolise Free		
Inspection Fees	Total Applicable Inspection Fees	₹112,000.00	
Q Submit Details and	Damo/ /FaaCalculation		ESAVE AND NEXT X CANCEL

> Update Inspection Fee details and click Save & Next.

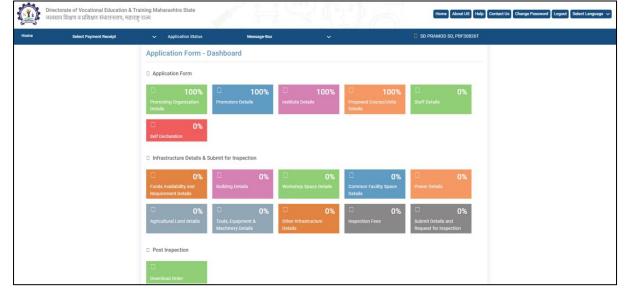
5.10 Submit Details and Request for Inspection

- Select the inspection date as per availability and complete the application submission.
- > Note: Click **Print Report** for reference of acknowledgement.
- Please select from date shall be 5 days later from the date of submission and to date should not be more than 15 days from the date of submission.

	Directorate of Vocational Education & Training Maharashtra State व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य				Home Help Contact Us	Logout Select Language 🗸
*	Application Form Infrastructure Detaile Application Statue				O TEST AURANGABAD TWO TEST AU	RANGABAD TWO, PBF30876T
	R Home / Submit details and request for Inspection					
aVa	Select Inspection Date (Dates shall be excluding Holidays and Sundays)	From *	DD/MM/YYYY	8	To * DD/MM/YYYY	8
	From date shall be 5 days later from the date of submission and To date sho	ould not be more than 15 days t	rom the date of submission.			
						Взивмит

5.11 Dashboard

> Dashboard displays the percentage of application completion.



6. Post Inspection

> In this section users will get all updates regarding application after the inspection.

6.1 Download Order.

- > In this menu the user will receive Letter of Approval or Letter of Rejection Information.
- > Users must check the comment section to know the actual reason.

A CAL	Directorate of व्यवसाय शिक्षण			& Training Maharashtra S ग्हाराष्ट्र राज्य	State	200	Home Help Conta	act Us Logout Select Language 🗸
*	Dashboard	^	Applica	ation Form Infrastructure	Details Application State	s		O TEST TEST, PBF30845T
	Application Form	>	I Download	d Order				
н П а.	Infrastructure Details	>						
	Download Orders & Pay	>	Sr. No.	Letter Name	Application Type	Date Issued	Action	Comment
	Download Orders & Pay Deposit		1	Letter of Rejection	BIFO	21-12-2023 13:26:15	A DOWNLOAD LETTER OF REJECTION	Not approved
2	Grievance	>						

6.2 Resubmission

Once an application is rejected by the inspection team, an institute user can opt for resubmission process and the application will be open.

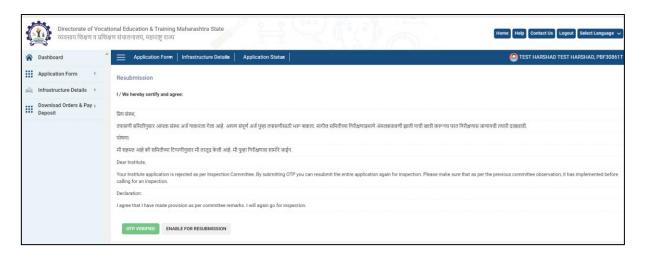
	Directorate of Vocational Education & Training Maharashtra State অৱবহায় যিপ্ৰদা ব সমিগ্ৰদা संचालनालय, মন্তাবাচু ব্যত্ত্ব		H			Home About US Help Contact Us Charge Password Logent Select Language 🗸
Home	Salect Payment Receipt 🗸 🗸	Application Status	Message-Box		TEST HARSHAD TEST HARSHAD	AD, PBIF30861T
	alas transf	Application Form - I Application Form - I Application Form Application Form Application Form Application Form Application Page Application Page Appl	Aughboard 100% Promoters Details	100% 100% Proceedings 100% Modeling Space Density Common Facility Common Facility Common Facility Common Facility Common Facility Common Facility	100%, 2017 Deals	AL RESOLUT

- User can click on resubmission option and submit the resubmission declaration after otp verification.
- > After OTP verification, user can enable application for resubmission.

Note: Schedule for filling resubmission application will be declare by the DVET on VTI portal.

User Manual-Bifocal Application

X			onal Education & Training ण संचालनालय, महाराष्ट्र राज्य				Home Help Contact Us Logout Select Language 🗸
*	Dashboard	•	Application Form	Infrastructure Detaiks	Application Statue		TEST TEST, PBF30845T
	Application Form	>	Resubmission				
ଖଳିଛ	Infrastructure Details	>	I / We hereby certify and ag	ree:			
	Download Orders & Pay	>	Omerine				
			प्रिय संस्था, तपाचगी यमितीनचार आपला चंर	था अर्ज नाकारला गेला आहे. आपण ग्रंप	र्णा अर्ज पन्दा नपासणीसाठी धरह शकता. समीत	अभिनीन्या निजीशणाप्रमाणे अंमलतजातणी द्याली या	ग्री खात्री करूनच परत निरीक्षणास जाणायची तयारी दाखवावी.
~	Glievance	>	घोषणाः	-1 014 -1477(11 -141 0110, 011-1 (13	for and 3 for an annual street street is street.		יישטעראיניינע איניונע אייוויאע ערשעוער.
			मी सहमत आहे की समितीच्या टि	प्पणीनुसार मी तरतूद केली आहे. मी पुन्	ग निरीक्षणास सामोरे जाईन.		
			Dear Institute,				
			Your Institute application is it has implemented before c		ittee. By submitting OTP you can resubr	nit the entire application again for inspection	n. Please make sure that as per the previous committee observation,
			Declaration:				
			I agree that I have made pro	vision as per committee remarks.	I will again go for inspection.		
			Mobile Number:	+91XXXXXX776	EnterOTP	GENERATE OTP	
			© 201	19 This is official website of Directo	orate of Vocational Education & Training, I	Maharashtra State, Mumbai. All Rights Reserve	ed.



7. Message Box

- > In this feature an institute user can communicate to DVET team through mail messaging.
- > The user can send messages to DVET team by selecting Compose Message option.

	Directorate of Vocational Ed व्यवसाय शिक्षण व प्रशिक्षण संचाल	lucation & Training Maharasht ानालय, महाराष्ट्र राज्य	tra State				ome About US Hel	P Contact Us Change Password Logout Select Lan
Home	Select Payment Receipt	t V Application S		essage-Box lessage-Box	~	O TEST DVE	T TEST DVET, PBF30	1887T
		Application Form - [N	ompose Message on Replied Messages eplied Messages lessages Received From Admin				
		Promoting Organization Details	A 3 Promoters Details	5%	0%	Proposed Course/Units Details	Staff Details	0%
		0% Self Declaration						
		Infrastructure Details & S	Submit for Inspection					
		Funds Availability and Requirement Details	Building Details	0% Morkshop Space	0% e Details	Common Facility Space Details	Power Details	0%
						1777		

- > In **the compose** message menu, user needs to select title from the dropdown.
- > There are 2 options available for selection.
 - 1. General Queries.
 - 2. Related to Inspection Committee.

7.1 General Queries:

- In this category, users can communicate to DVET team for queries related to online applications issues.
- > These queries will be addressed by ITI Admin and team.

7.2 Issues Related to Inspection Committee.

- In this category, users can communicate to DVET team for queries / complaints related to committee inspections.
- > These queries will be addressed to the ITI Director.

	Directorate of Vocational Education & Trai व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र	ning Maharashtra State राज्य	PH ^C			Home About US Help Contact Us	B Change Password Logout Select Language 🗸
Home	Select Payment Receipt	 Application Status 	Message-Box	~	4 TEST DVET T	IEST DVET, PBF30887T	
		Home / Compose Message Title * SELECT SELECT RELATED TO INSPECTION COMMITTE Attachment (Only jpg. jpsg. png. xls., Message *	e e dax, cay and .pdf files allowed) <u>Choose</u>	File No file chosen			
			l	SEND MESSAGE			

In non- replied messages user will be able to view the list of messages whose response is pending from DVET team.

Home	e Microsoft 365 🛛 🗾 FREE Online	Excel Tr	શ Top Mentor LMS 🛛 💼 PowerPoin	t: Creatin F	Top 10 Investment 🖬 50+ Top Interview	» All Bookmarks
	Directorate of Vocational Education & व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महा				Home About US Help Contact Us	thange Password Logout Select Language 🗸
Home	Select Payment Receipt	 Application Status 	Message-Box	~	TEST DVET TEST DVET, PBF30887T	
		R Home / Non Replied Message	3 : ·			
		Show 5 🗸 entries			Search:	
		Sr. No. Subject	Message		Sent Time 👻	
		1 Issue in upload	ng institute site plan XYZ Attachment		28/05/2024 2:49:39 PM	
		Showing 1 to 1 of 1 entries			Previous 1 Next	

In the replied messages menu user will be able to view the list of messages replied by DVET team.

	Directorate of Vocational Education & Tra व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र्	ining Maha राज्य	rashtra State				Home About US Help Contact Us Change Password Logout Select Language v
Home	Select Payment Receipt	~	Application Status M	lessage-Box	~	O TEST	DVET TEST DVET, PBF30887T
		R Home / Replied Messages					
		Show 5 🗸	entries				Search:
		Sr. No.	Sent Message			Replied Message	
		1	Sender : P8F30887T Sent Time : 28/05/2024 11:14:27 A Subject : Issue in uploading institut Message : XYZ Attachment			Replied By : Admin_ITI Replied Time : 28/05/2024 11:14:49 AM Replied Message : XYZ	
		2	Sender : PBF30887T Sent Time : 28/05/2024 11:12:22 A Subject : Inspection Committee Fair Message : XYZ Attachment			Replied By : Admin_Dir Replied Time : 28/05/2024 11:43:23 AM Replied Message : XYZ	
		Showing 1 to 2 of 2 entries					Previous 1 Next

THE END