



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 shall not be used, disclosed, or reproduced without the express written consent of Talisma Corporation.

Table of Content

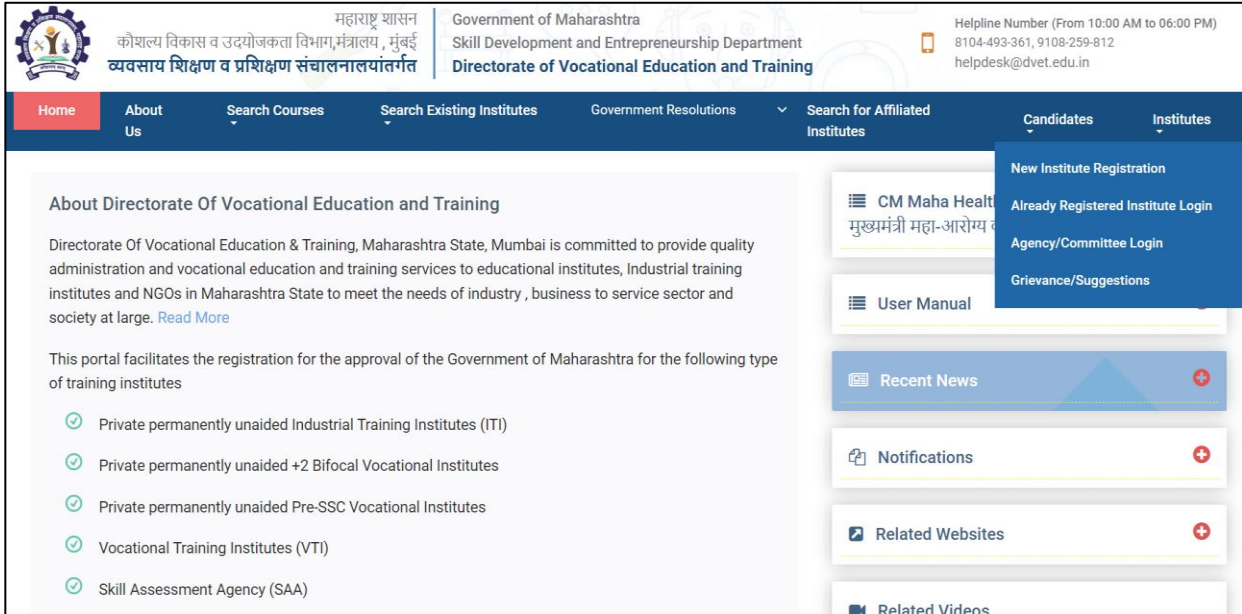
Table of Contents

- Table of Content.....4**
- 1. Home Page:5**
- 2. Registration Page.....5**
- 3. Login Page 11**
- 4. Application Form12**
 - 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. Infrastructure Details and Submit for Inspection27**
 - 5.1 Funds availability and Requirement Details 27
 - 5.2 Building Space Details 28
 - 5.2.1 Steps to capture and upload geotag photos:..... 30
 - 5.3 Workshop Space Details 33
 - 5.4 Common Facility Space Details 34
 - 5.5 Power Details 34
 - 5.6 Agricultural Land and Open Space Details: 36
 - 5.7 Tools, Equipment’s, and Machinery Details 37
 - 5.8 Other Infrastructure Details 38
 - 5.9 Inspection Fee 38
 - 5.10 Submit Details and Request for Inspection 39
 - 5.11 Dashboard 39
- 6. Post Inspection 40**
 - 6.1 Download Order. 40
- 6.2 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.

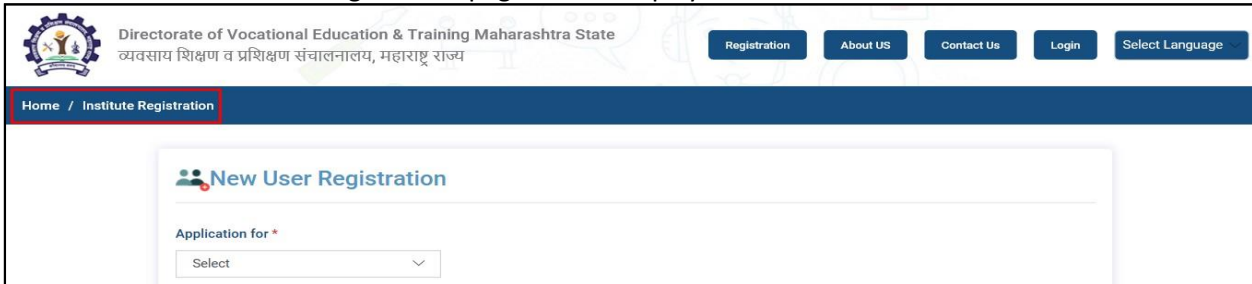
1. Home Page:

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

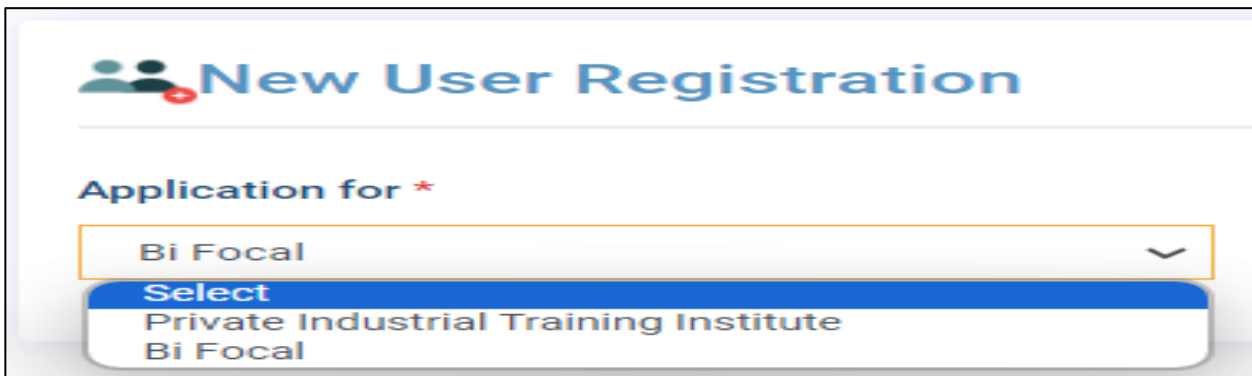


2. Registration Page

- The New Institute Registration page will be displayed below.



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



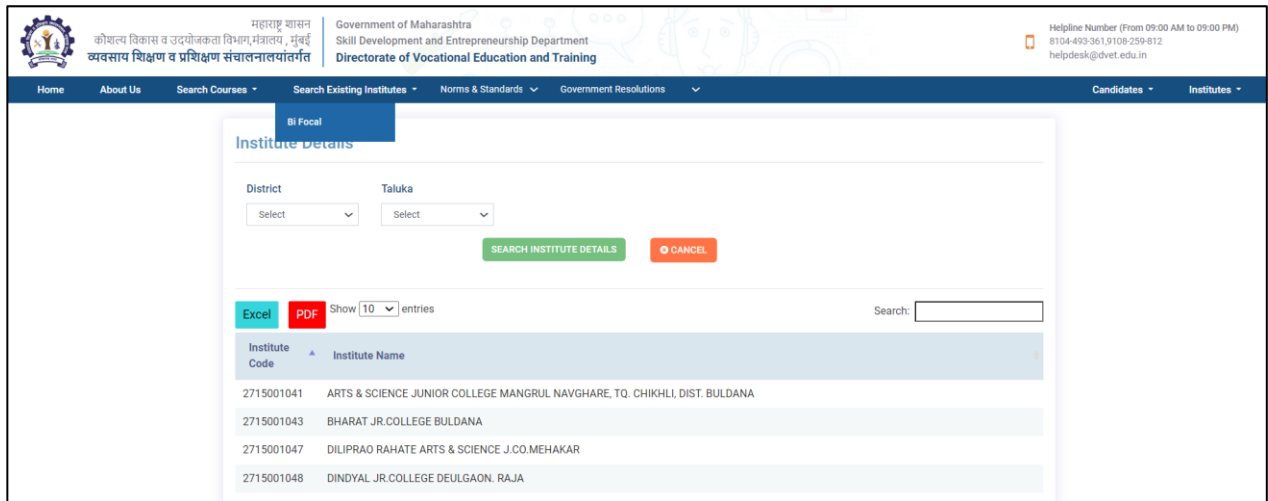
- Select **Yes** if the permission is granted to the institute of educational department from **Maharashtra** state.

- Enter all the mandatory fields required to register organizational details for ITI.
- **Note:** All fields with red asterisk mark (*) are mandatory to enter.

Field	Description
Type of Institute attached with for courses demanded.	Select the appropriate radio button for the type of institute.
No. of units already sanctioned by Maharashtra school education department.	Enter the number of batches that are sanctioned.
Upload GR of Maharashtra school education department.	Click Select File and upload the 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.



- **Enter Promoting Organization Details and Authorized Representative Details:**

Promoting Organization Details

Type of Promoting Organization * Enter Name of Promoting Organization *

Select

Authorized Representative Details

Title First Name * Middle / Father/ Husband Name Last / Surname *

Mr FIRST NAME MIDDLE / FATHER/ HUSBAND NAME LAST / SURNAME

Gender * Date of Birth * Mobile Number * ?

Male DD/MM/YYYY +91 - Mobile Number

Alternative Mobile Number Email ID *

+91 - Alternative Mobile Number EMAIL ID

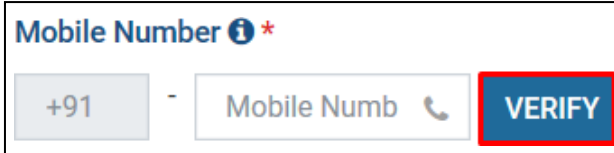
Designation * Upload -Resolution pertaining to nominating authorized person *

DESIGNATION

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 ofan 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.



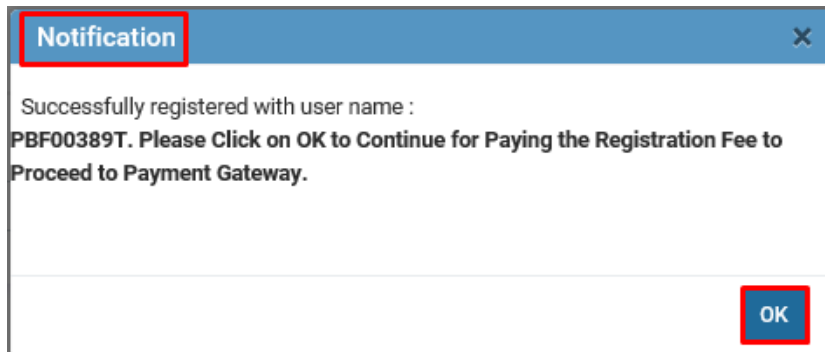
A form for mobile number verification. It features a label "Mobile Number" with an information icon and an asterisk. Below the label is a dropdown menu showing "+91" and a text input field containing "Mobile Numb" with a phone icon. To the right of the input field is a blue button with the text "VERIFY" in white, which is highlighted with a red border.

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



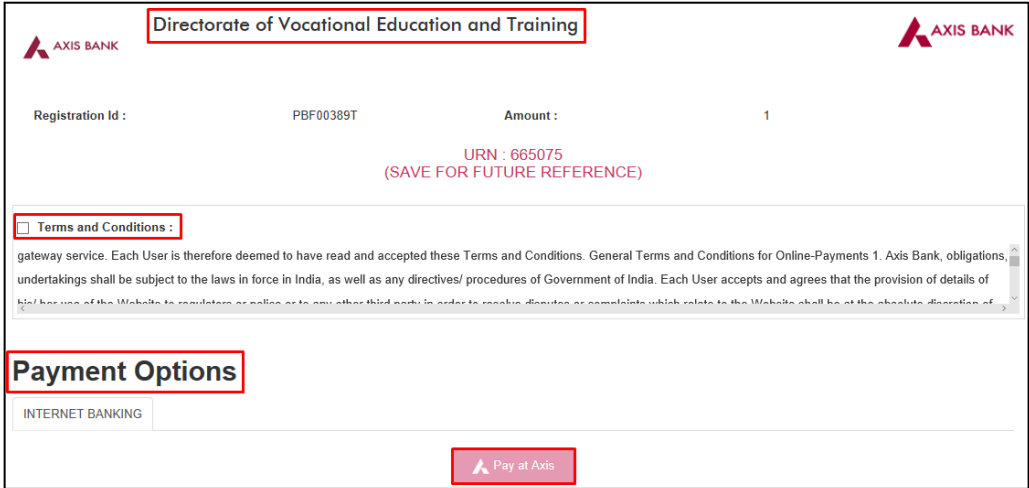
A form for creating an account. It has two input fields: "Create Password" and "Confirm Password", both with asterisks and masked with "****". At the bottom right of the form are two buttons: "CREATE ACCOUNT" (highlighted with a red border) and "CANCEL" (disabled).

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



A notification pop-up window with a blue header bar containing the word "Notification" and a close button (X). The main text reads: "Successfully registered with user name : PBF00389T. Please Click on OK to Continue for Paying the Registration Fee to Proceed to Payment Gateway." At the bottom right of the pop-up is a blue button with the text "OK" in white, highlighted with a red border.

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



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



3. Login Page

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

The screenshot shows a login form with the following elements:

- A red-bordered button labeled "Login" at the top center.
- An input field labeled "REGISTRATION NUMBER".
- A password input field with asterisks "*****".
- A CAPTCHA image showing the text "PNSCB" with a refresh icon.
- An input field labeled "RETYPE THE ABOVE CAPTCHA CODE".
- A large blue button labeled "LOGIN".
- A link labeled "Forgot Password?" below the login button.

- Application Dashboard page is displayed.

The screenshot displays the "Application Form - Dashboard" page. The header includes the logo of the Directorate of Vocational Education & Training Maharashtra State and navigation links: Home, About US, Help, Contact Us, Change Password, Logout, and Select Language. The main content area shows the progress of the application form, categorized into three sections:

- Application Form:**
 - Promoting Organization Details: 100%
 - Promoters Details: 100%
 - Institute Details: 100%
 - Proposed Courses/Units Details: 100%
 - Staff Details: 0%
 - Self Declaration: 0%
- Infrastructure Details & Submit for Inspection:**
 - Funds Availability and Requirement Details: 0%
 - Building Details: 0%
 - Workshop Space Details: 0%
 - Common Facility Space Details: 0%
 - Power Details: 0%
 - Agricultural Land details: 0%
 - Tools, Equipment & Machinery Details: 0%
 - Other Infrastructure Details: 0%
 - Inspection Fees: 0%
 - Submit Details and Request for Inspection: 0%
- Post Inspection:**
 - Download Order

4. Application Form

➤ Click the respective tab to complete application.

The screenshot shows a dashboard for the Directorate of Vocational Education & Training Maharashtra State. The main content area is titled 'Application Form' and displays progress bars for several sections:

- Promoting Organization Details:** 31% complete.
- Promoters Details:** 35% complete.
- Institute Details:** 0% complete.
- Proposed Course/Units Details:** 100% complete.
- Staff Details:** 0% complete.
- Self Declaration:** 0% complete.

Below these, there is a section for 'Infrastructure Details & Submit for Inspection' with progress bars for:

- Funds Availability and Requirement Details: 0%
- Building Details: 0%
- Workshop Space Details: 0%
- Common Facility Space Details: 0%
- Power Details: 0%
- Agricultural Land / Open Space Details: 0%
- Tools, Equipment & Machinery Details: 0%
- Other Infrastructure Details: 0%
- Inspection Fees: 0%
- Submit Details and Request for Inspection: 0%

At the bottom, there is a 'Post Inspection' section with a 'Download Order' button.

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. (*).

The screenshot shows the 'Promoting Organization Details' form. The breadcrumb trail is 'Home / Promoting Organization Details'. The form contains the following fields:

- 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

Mobile Number*

Email Id *

Upload Registration / Incorporation Certificate ⓘ*

Enter PAN no of the organisation

Upload PAN Card of the organization ⓘ

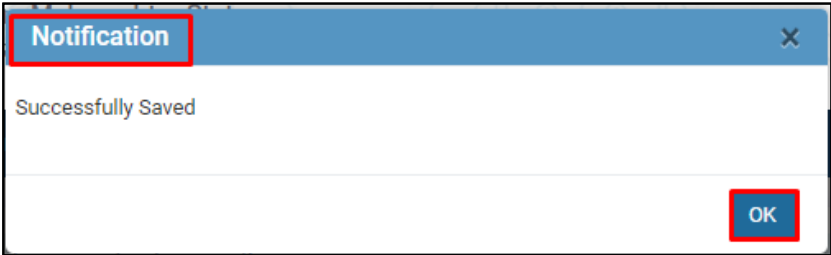
Enter TAN number of the organisation

Upload TAN Card of the organization ⓘ

Field	Description
Type of Promoting Organization	Displays as it was entered at the time of registration.
Name of Society	Displays as it was entered at the time of registration.
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 Certificate	Upload the respective certificate in PDF format.
Enter PAN number of the organization	Enter PAN number.
Upload PAN card of the organization	Upload the document in PDF format.

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**.



4.2 Promoters Details

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

Directorate of Vocational Education & Training Maharashtra State
 व्यावसाय शिक्षण व प्रशिक्षण संचालनसत्य, महाराष्ट्र राज्य

Home Help Contact Us Logout Select Language

Dashboard Application Form Infrastructure Details Application Status TEST TEST, PBF30831T

Application Form

Promoting Organization Details

Promoters Details

Institute Details

Proposed Course/Units Details

Staff Details

Self Declaration

Infrastructure Details

Download Orders & Pay Deposit

Home / Promoters Details

Title	MR	First Name	TEST
Middle/ Father/ Husband Name	TEST	Last / Surname	TEST
Date of Birth		Gender	
Primary Mobile No.	+91 9766642816	Alternative Mobile Number	
Email ID	HARSHADSANAPWORK16@GMAIL.COM		
Designation	DIRECTOR		
Passport Photo			

➤ Fill Chairman / President details.

Directorate of Vocational Education & Training Maharashtra State
 व्यावसाय शिक्षण व प्रशिक्षण संचालनसत्य, महाराष्ट्र राज्य

Home Help Contact Us Logout Select Language

Dashboard Application Form Infrastructure Details Application Status TEST TEST, PBF30831T

Application Form

Promoting Organization Details

Promoters Details

Institute Details

Proposed Course/Units Details

Staff Details

Self Declaration

Chairman / President Details

Title * MR First Name * FIRST NAME Middle/ Father/ Husband Name MIDDLE/ FATHER/ HUSBAND NAME

Last / Surname * LAST / SURNAME Date of Birth * DD/MM/YYYY Gender * Male Mobile Number * +91 MOBILE NO.


Alternative Mobile Number Alternative Mobile Number Email ID * EMAIL ID

Passport Photo * no image 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 Secretary details.**

Secretary Details

Title * First Name * Middle/ Father/ Husband Name Passport Photo * 

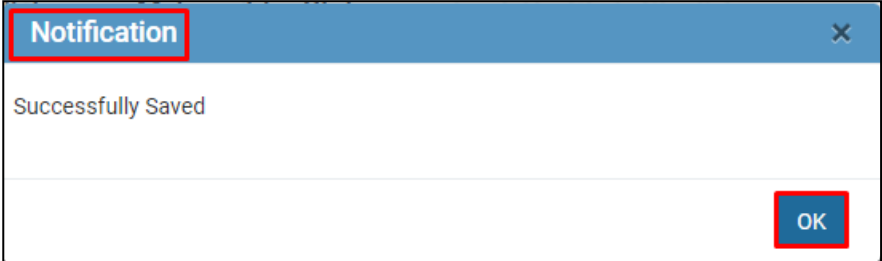
Last / Surname * Date of Birth * Gender * Mobile Number *

Alternative Mobile Number Email ID *

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**.



4.3 Institute Details

➤ Enter **Institute Details** and click **Save And Next**.

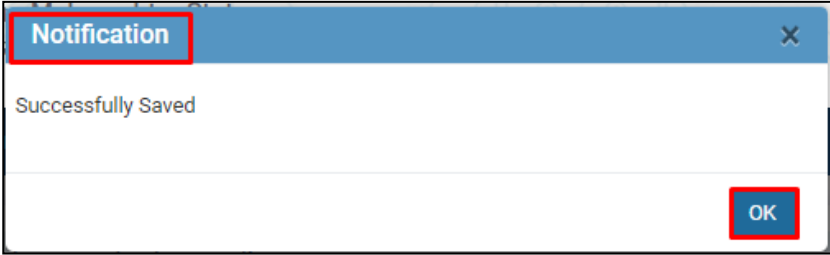
The screenshot shows the 'Institute Details' form within the application. The form is divided into several sections with the following fields:

- Name of Institute:** A text input field labeled 'NAME OF INSTITUTE'.
- Address:** A text input field labeled 'ADDRESS'.
- Pin Code:** A text input field labeled 'Pin Code'.
- State:** A dropdown menu currently showing 'MAHARASHTRA'.
- District:** A dropdown menu labeled 'Select'.
- Taluka:** A dropdown menu labeled 'Select'.
- City / Village:** A dropdown menu.
- Location Category:** A dropdown menu with 'Urban' selected.
- Phone Number:** A text input field with 'STD' and 'Phone Number' sub-fields.
- Mobile Number:** A text input field with a '+91' prefix and a 'Mobile Number' sub-field.
- Email ID:** A text input field labeled 'Email Id'.
- Institute Code:** A text input field.
- Upload Resolution to Start Institute:** A button labeled 'SELECT FILE'.
- Google Map link of institute location:** A text input field with a 'Go To Map' button.
- Institute Site Plan:** A button labeled 'SELECT FILE'.
- Longitude:** A text input field with '0' entered.
- Latitude:** A text input field with '0' entered.

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**.



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.

- 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 (Qualification 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 Services and Insurance	Business Correspondent and Business Facilitator (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 - 10	Paper - 1	Agriculture	Floriculturist (Open Cultivation) (Qualification Pack: Ref. Id. AGR/Q0701)
	Paper - 2	Agriculture	Gardener (Qualification Pack: Ref. Id.AGR/Q0801)

➤ Add New course details.

Add New Course
✕

Course Approved by Maharashtra State Board	Sector AGRICULTURE	Name of Course Agriculture Machinery OPERATOR	Course Code Q1103
Trade/ Course Duration in Year 2	No. of Proposed Units/Batch 2		

Affiliation / Approval Details

Whether the Trade/ Course already Affiliated / Approved? <input checked="" type="radio"/> Yes <input type="radio"/> No	No. of units already Sanctioned* 2	Upload Sanctioned GR <input type="button" value="CHANGE"/> PDF SS.pdf ✕	Upload Admission Approval Copy <input type="button" value="CHANGE"/> PDF SS.pdf ✕
	Number of Batches completed in last 3 Years* 3	<input type="button" value="STUDENT DETAILS"/>	

Total No. of Units **4**

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 Student 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	<input type="text" value="2022-2023"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2	<input type="text" value="2021-2022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3	<input type="text" value="2020-2021"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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 – <ul style="list-style-type: none"> - 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.

The screenshot shows a web application interface for entering norms. It includes a sidebar with navigation options like Dashboard, Application, Promoters, and Staff Details. The main content area is titled 'Space Norms' and contains several input fields and tables:

- Workshop Space Required Per Unit/Batch in Sq.M.**: Input field with value 0.
- Workshop Space Required for "3" Unit/Batch in Sq.M.**: Input field with value 0.
- Floor Preference**: Input field.
- Funds Required**: Table with rows for Civil Work, Machine Infrastructure, Tools, and Total Funds Required, all with values of 0.
- Agricultural Land Norms**: Table with rows for Agricultural Land Required Per Unit/Batch in Acre (0), Agricultural Land Required for "3" Unit/Batch in Acre (NA), and Agricultural Land Available for "3" Unit/Batch in Acre (input field).
- Power Norms**: Table with rows for Power Required Per Unit/Batch in Kw (0) and Power Required for "3" Unit/Batch in Sq.M. (0).
- Class Room Norms**: Table with rows for Class Room Required Per Unit/Batch in Sq.M. (0), Class Room Required for "3" Unit/Batch in Sq.M. (NA), and Class Room Available for "3" Unit/Batch in Sq.M. (input field).

At the bottom, there is a section for 'Upload Agriculture Land 7/12 document' with a 'SELECT FILE' button.

The screenshot shows the 'Lab Demo Norms' and 'Drawing Hall Norms' sections of the application interface. Each section contains a table with input fields for required and available norms:

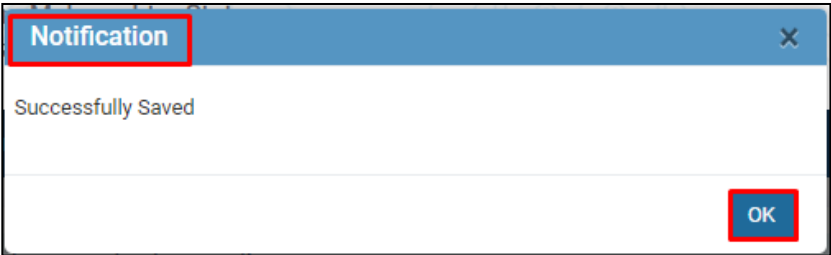
- Lab Demo Norms**:

Lab Demo Required Per Unit/Batch in Sq.M.	0
Lab Demo Required for "3" Unit/Batch in Sq.M.	NA
Lab Demo Available for "3" Unit/Batch in Sq.M.	<input type="text"/>
- Drawing Hall Norms**:

Drawing Hall Required Per Unit/Batch in Sq.M	0
Drawing Hall Required for "3" Unit/Batch in Sq.M.	NA
Drawing Hall Available for "3" Unit/Batch in Sq.M.	<input type="text"/>

At the bottom right, there are 'SAVE CHANGES' and 'CLOSE' buttons.

➤ 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.

Sr. No.	Name of Course	Post Name	Staff Required	Staff Available	Staff Details	Status
1	Plumber - General	Full Time Teacher (Practical)	1	<input type="text" value="0"/>	STAFF DETAILS	Incomplete
2	Auto Service Technician (Two and Three Wheeler)	Full Time Teacher (Practical)	1	<input type="text" value="0"/>	STAFF DETAILS	Incomplete
3	Four-Wheeler Service Technician	Full Time Teacher (Practical)	1	<input type="text" value="0"/>	STAFF DETAILS	Incomplete
Total			3	0		

Staff Details ✕

Trade / Course specific Post Details

Name of Course	Plumber - General
Post Name	Full Time Teacher (Practical)
Staff Required	1
Staff Available	1

Sr. No.	First Name*	Middle/ Father/ Husband Name*	Last / Surname*	Mobile Number*	Email ID*	Aadhaar No.*	Total Experience*	Highest Qualification*
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Appointment Order

Upload require document in pdf format.

4.6 Self-Declaration

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

Application Form | Infrastructure Details | Application Status
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 जोडण्यात आले आहे.
२. सादर अभ्यासक्रम सुरु करण्याकरीता आवश्यक असणाऱ्या विहित पायाभूत सुविधा (स्वतंत्र बांधकाम, चंत्रसामुग्री, विद्युत् पुरवठा) संस्थेमध्ये उपलब्ध आहेत.
३. संस्थेविरुद्ध कोणत्याही प्रकारच्या गंभीर स्वरूपाच्या वा अन्य तक्रारी नाहीत.
४. संस्था मुंबई सार्वजनिक विश्वस्त अधिनियम 1950 व संस्था अधिनियम 1860 अंतर्गत नोंदणीकृत / पंजीकृत आहे. (सोबत प्रमाणपत्र जोडण्यात आले आहे)
५. संस्थेमध्ये सद्यस्थितीत सुरु असलेली कनिष्ठ महाविद्यालये, शाळा व इतर अभ्यासक्रमांची यादी सादर करण्यात आलेली आहे.
६. शासनाकडून संस्था ताब्यात घेणेबाबत व तत्सम बाबतीत कोणतीही न्यायालयीन प्रकरणे प्रतंबित नाहीत.
७. संस्थेत अभ्यासक्रम सुरु करण्याची परवानगी ही कायम स्वरुपी विनाअनुदान तत्वावर देण्यात आली असून भविष्यात कोणत्याही प्रकारचे अनुदान दिले जाणार नाही. या संबंधीच्या सोसायटीच्या ठरावाची प्रत रु.१००/- चे कोर्ट स्टॅम्प पेपरवर देण्यात आलेली आहे.
८. विहित मानकानुसार आवश्यक कर्मचारी / शिक्षक नियमित वेतनश्रेणीत मेमण्याबाबतचा ठराव सादर करण्यात आलेला आहे.
९. संस्थेकडे अभ्यासक्रमास आवश्यक असणारे मानकांप्रमाणे सर्व प्रयोगशाळा साहीत्य उपलब्ध करण्याबाबतचा ठराव व राष्ट्रीयकृत बँकेचे बँक बँलेन्स प्रमाणपत्र (अर्ब सादर करण्यापूर्वीच्या ३ महिन्यांच्या कालावधीतील) सादर करण्यात आले आहे.
१०. अभ्यासक्रमास मंजूरी दिल्यानंतर कर्मचारी वर्गाची सेवाविषयक व वेतन विषयक संपूर्ण जबाबदारी संस्थेची राहिल, याची नोंद घेण्यात आली आहे.
११. अभ्यासक्रम बंद करण्याबाबत शासनाने धोरणात्मक निर्णय घेतल्यास तो विनाअट व विनाविलंब अर्मलात आणण्याची हमी देण्यात येत आहे.
१२. प्रत्यक्ष विद्यार्थी प्रवेशाची संख्या सतत ३ वर्षे मंजूर क्षमतेच्या ५०% पेक्षा कमी असल्यास अभ्यासक्रमाची मान्यता काढून घेण्यात यावी.
१३. +२ स्तरावरील द्विलक्षी व्यवसाय अभ्यासक्रम सुरु करण्याकरीता शालेय शिक्षण विभागांतर्गत इयत्ता ११ वी चे उच्च माध्यमिक वर्ग सुरु करण्यास मान्यता असून 80 विद्यार्थ्यांच्या तुकडीकरीता एक द्विलक्षी व्यवसाय अभ्यासक्रमाची तुकडी व 120 विद्यार्थ्यांच्या तुकडीकरीता दोन द्विलक्षी व्यवसाय अभ्यासक्रमाच्या तुकड्या सुरु करण्याकरीता संस्था पात्र आहे, याची मत्सा जाणीव आहे.

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**.

The screenshot shows a web application interface for 'Funds Availability and Requirement Details'. The form is titled '(3) Total Funds available with promoting organisation'. It contains several input fields and buttons:

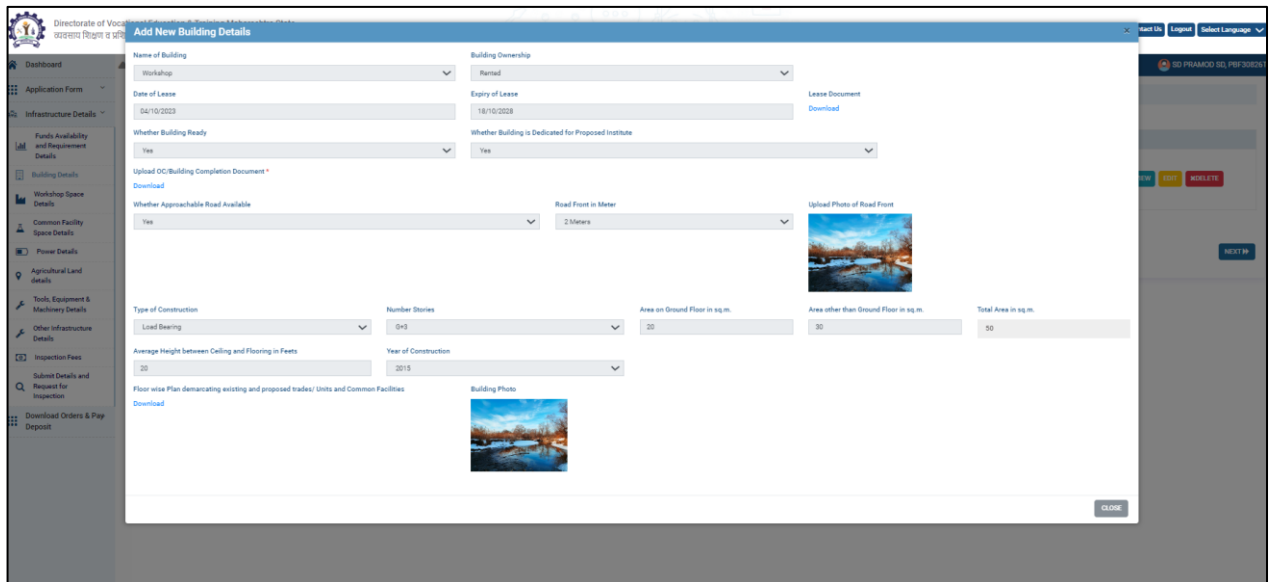
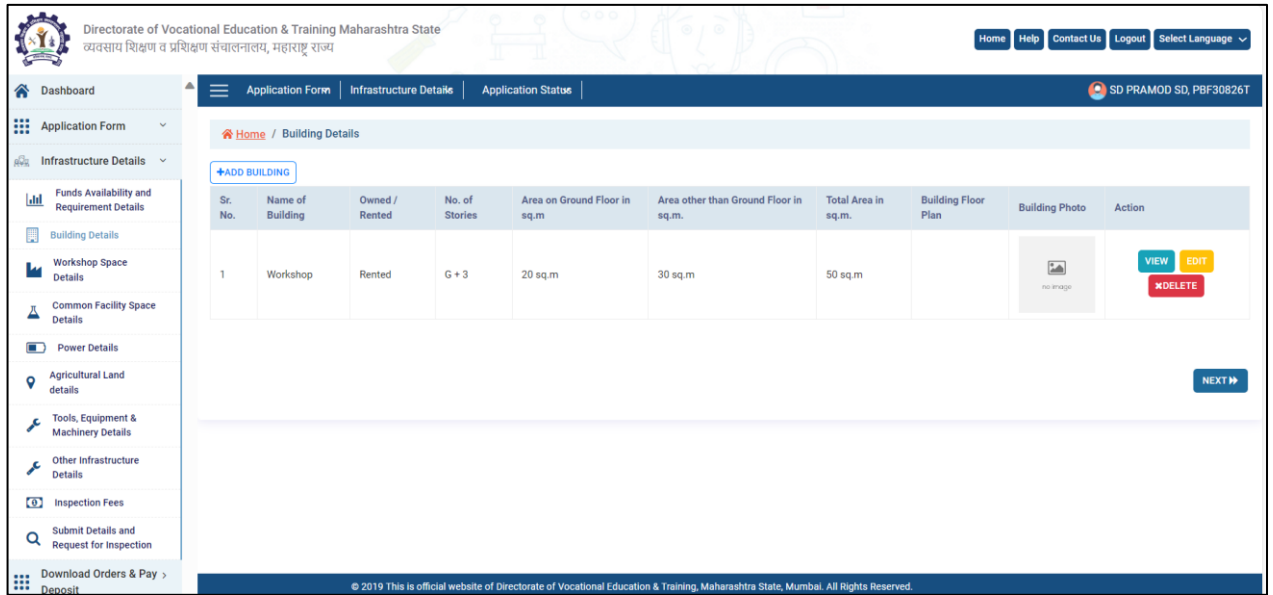
- Type of Account ***: A dropdown menu with 'Select' as the current value.
- IFSC ***: An empty text input field.
- Name and Branch of Bank ***: An empty text input field.
- Account Number ***: An empty text input field.
- Amount in Account (E)**: An empty text input field.
- Upload last 6 months Bank Statement**: A 'SELECT FILE' button.
- Total Amount in Account (E)**: A display field showing '₹ 0'.
- DELETE**: A red button.
- +ADD BANK ACCOUNT**: A red button.
- Total Amount in Fixed Deposit (F)**: An empty text input field.
- Upload Fixed Deposit Certificate**: A 'SELECT FILE' button.
- Total Amount in Mutual Funds/ Shares/ etc (G)**: An empty text input field.
- Upload Certificate**: A 'SELECT FILE' button.
- Upload Last 3 Years Audited Financial Statement**: A 'SELECT FILE' button.
- Total Amount available with Promoter (H = E + F + G)**: A display field showing '₹ 0'.
- SAVE AND NEXT** and **CANCEL**: Buttons at the bottom right.

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

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**.



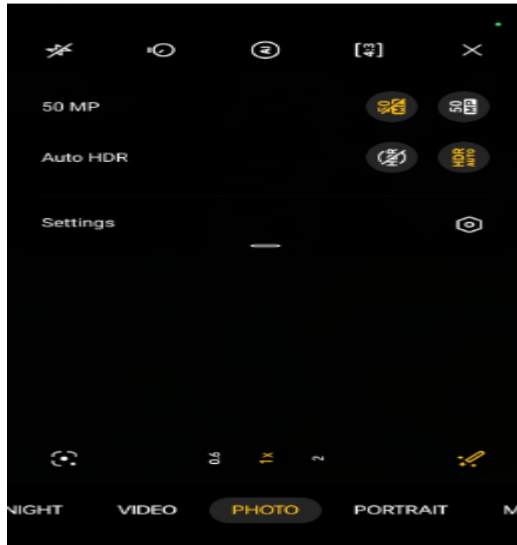
- For Building Type – Owned – Upload 7/12 or Property Card.
- For Building Type – Rented – Difference between Date of Lease and Date of expiry of lease must be 5 years.

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 than 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 than 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 existing and proposed trades/batches and common facilities	Upload required document in pdf format.
Upload building photo	Please upload geotagged building photo.

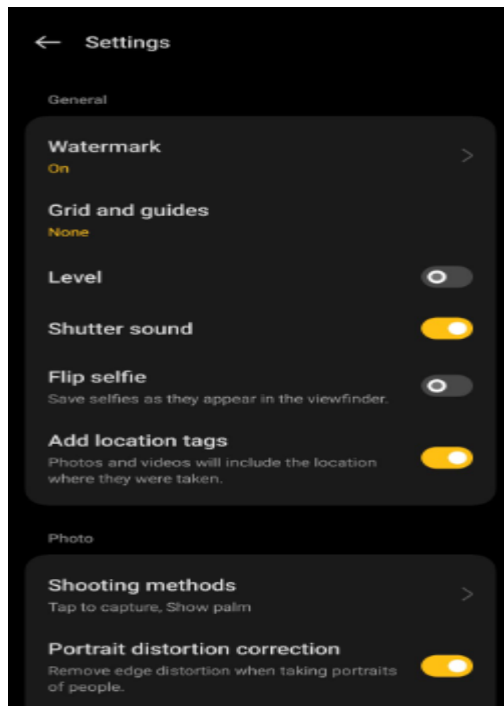
- Enter the building detailed plan and click **Select File** to upload respective documents and images. Click **Save** to save the data.

5.2.1 Steps to capture and upload geotag photos:

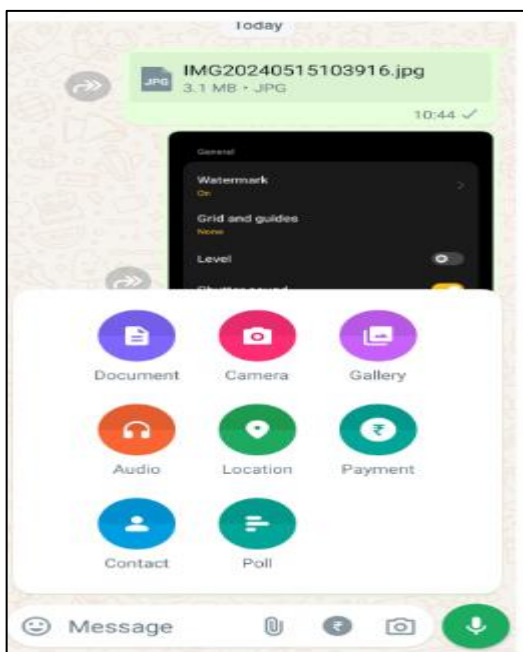
- Below are screenshots and steps to follow to capture and upload geotag image steps:
 1. Open mobile camera and click on settings menu.



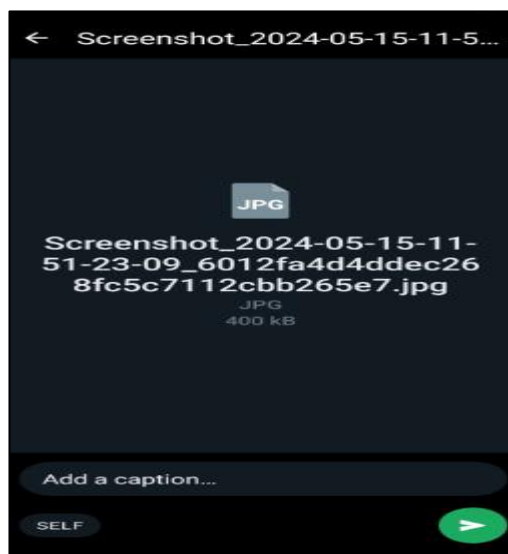
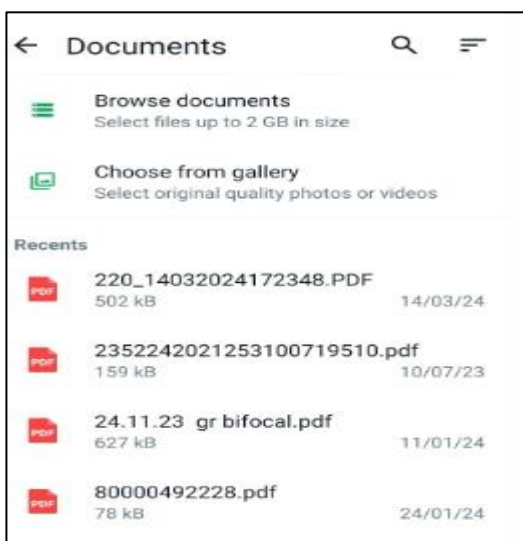
2. Enable Add location Tags options.



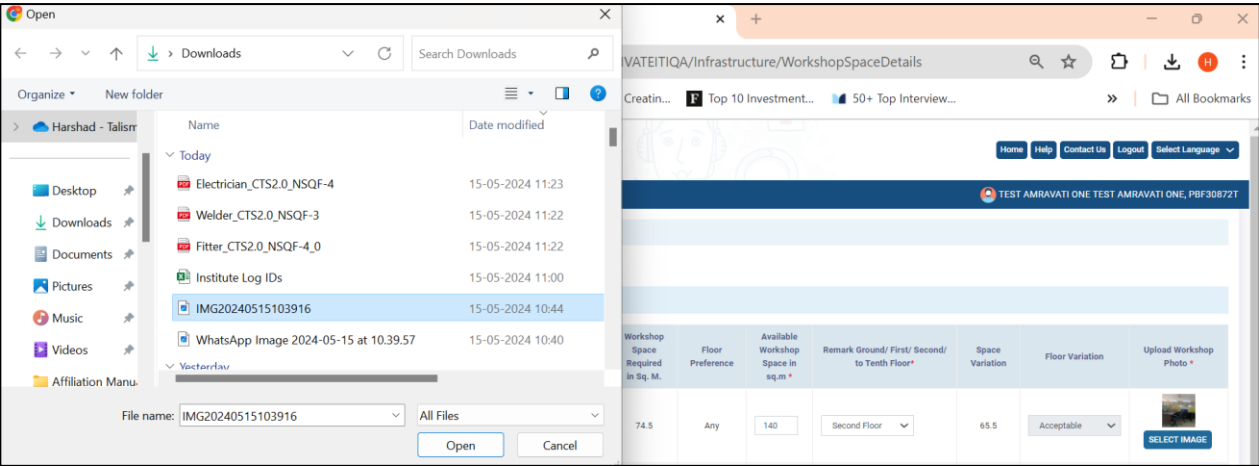
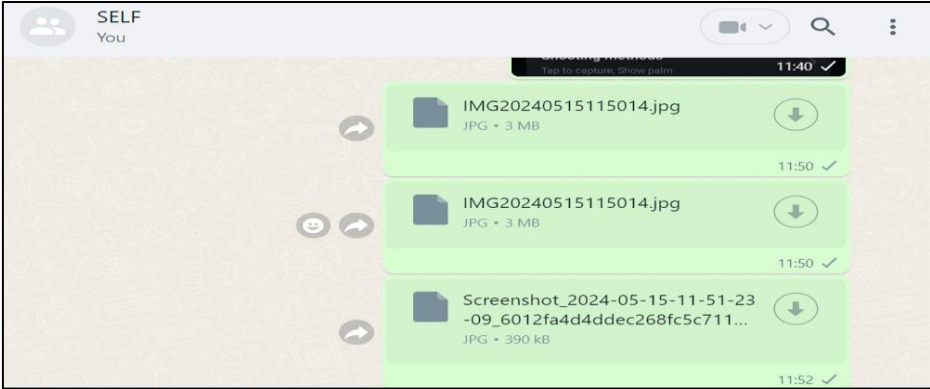
3. Click the picture < go to what's app < Click on attachments < select document option.



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

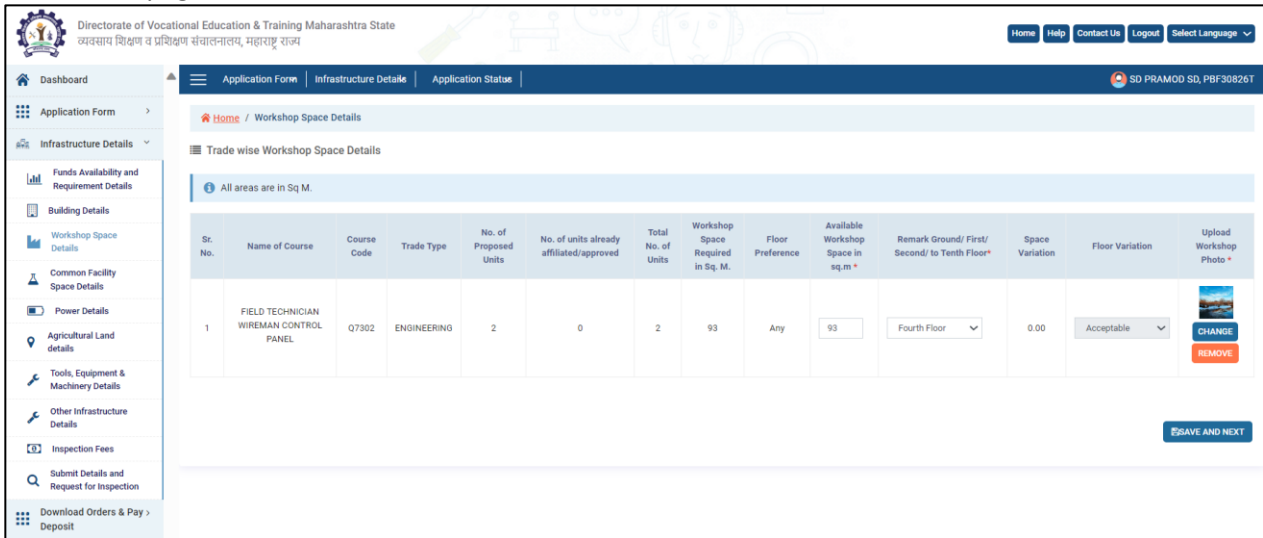


5. Download the image document file on the mobile or pc and upload it on the portal.



5.3 Workshop Space Details

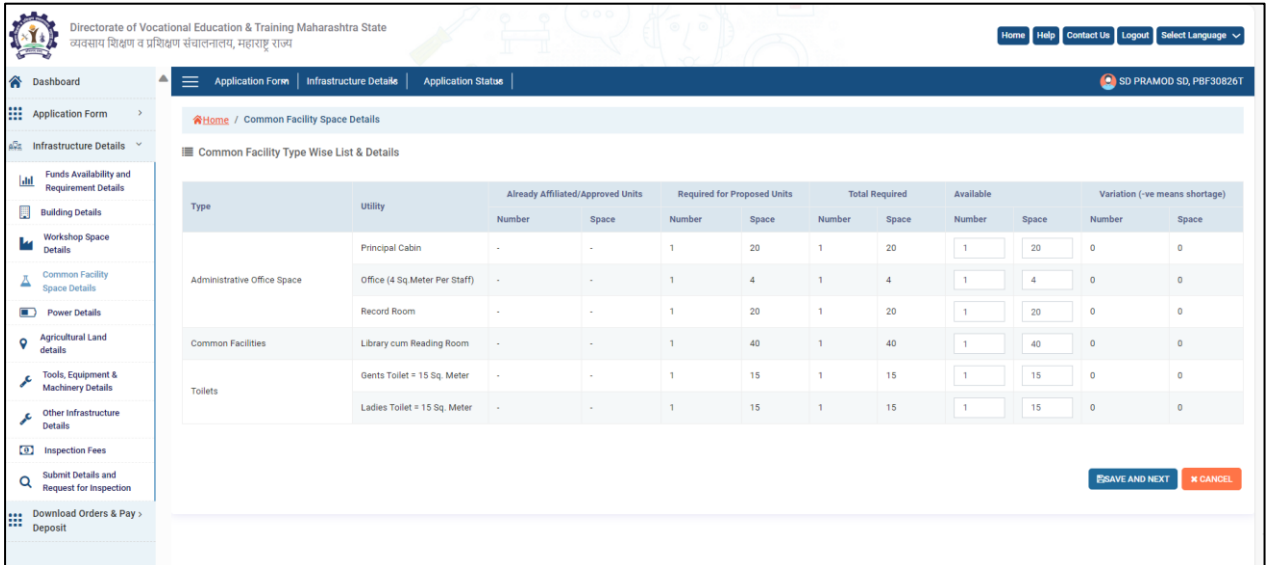
6. Enter **Workshop Space Details** and click **Save And Next** to save the record and move to next page.



- 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)**

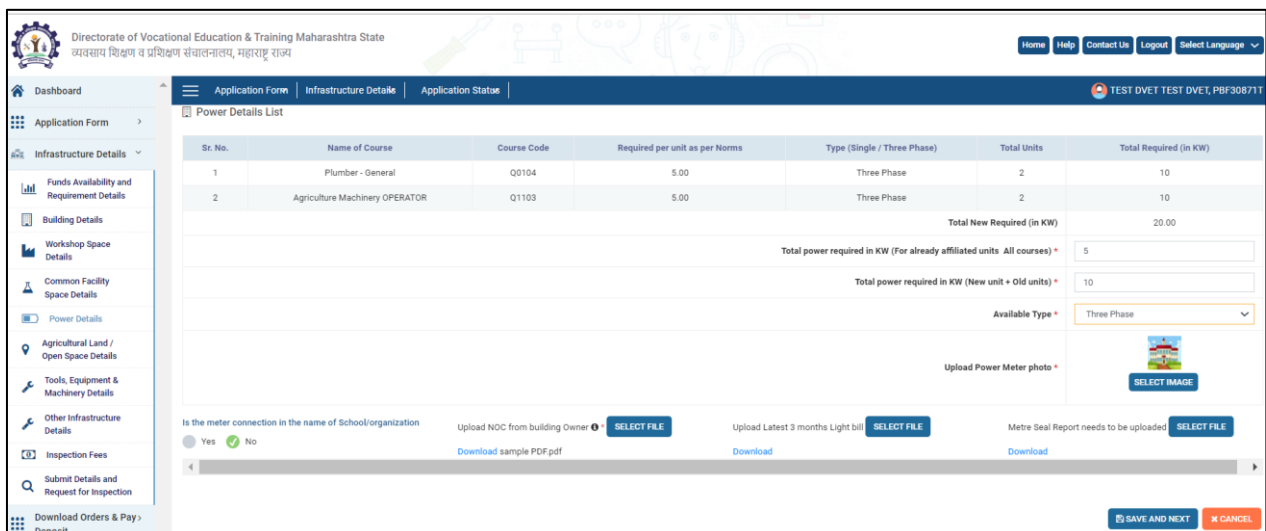
5.4 Common Facility Space Details

- 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.



5.5 Power Details

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

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.

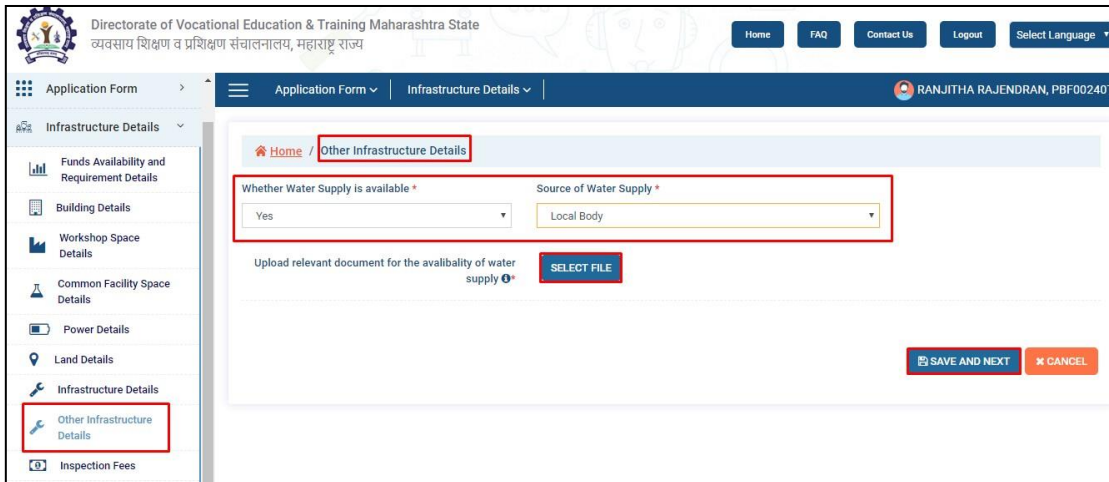
The screenshot shows the 'Tools, Equipment & Machinery Details' section of the application form. It includes a table with columns: Sr. No., Name of Course, Course Code, Status, Total Units, Infrastructure Norms, and Status of Submission. The table lists one course: FIELD TECHNICIAN WIREMAN CONTROL PANEL (Course Code: Q7302). The status is 'Existing+Planned' with 0 total units. The infrastructure norms are 'SUBMIT AVAILABILITY' and the status of submission is 0%. There are buttons for 'SAVE AND NEXT' and 'SCORES'.

The screenshot shows the 'Tools, Equipment & Machinery Details' form. It includes a 'Percentage Availability' section showing 100.00%. Below this is a table with columns: S.N., Name of Item, Required as per Norms, Remark for Utilization, DSR, Required as, Total Required, and Total Available. The table lists 6 items: Video recording equipment, Spray Machine, Pesticides- Any type, Safety Shoes, Hedge cutter, and Watering Can. There is a note: 'Submit details are mandatory where DSR Item is "YES"'. There is an 'ADD MORE DOCUMENTS' button.

The screenshot shows the 'Tools, Equipment & Machinery Details' form. It includes a table with columns: S.N., Name of Item, Required as per Norms, Remark for Utilization, DSR, Required as, Total Required, and Total Available. The table lists 143-148 items: Set of Ring Spanners, Vehicle or Aggregate - Special Service Tools (Manufacturer specific according to Vehicle / aggregate), C Clamp, Electrical - Cluster Meter; Starter Motor, sensors, Spirt plugs, bulbs, Switches, Fuel Pump, ignition coil, pickup coil, etc., Hand Pallet Truck, and Work tables (Wooden or Fabricated). There is an 'ADD MORE DOCUMENTS' button and a document upload section for 'Upload Machinery Tax Invoice' with a 'SELECT FILE' button. There are 'SAVE' and 'CANCEL' buttons at the bottom.

5.8 Other Infrastructure Details

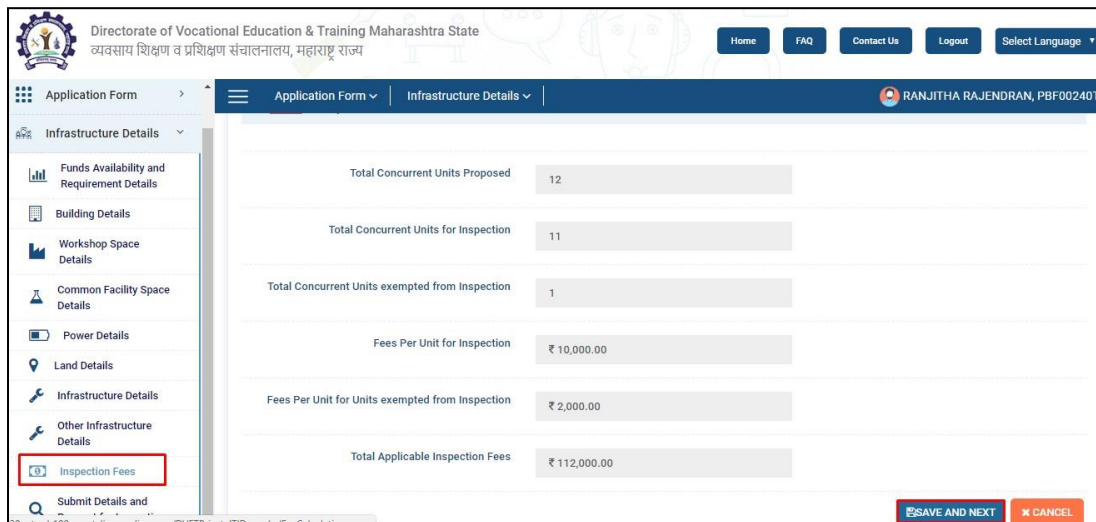
- Enter the **Other Infrastructure Details**, click **Select Image** to upload the respective images of infrastructure and then, click **Save And Next** to save the data and move to next page.



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

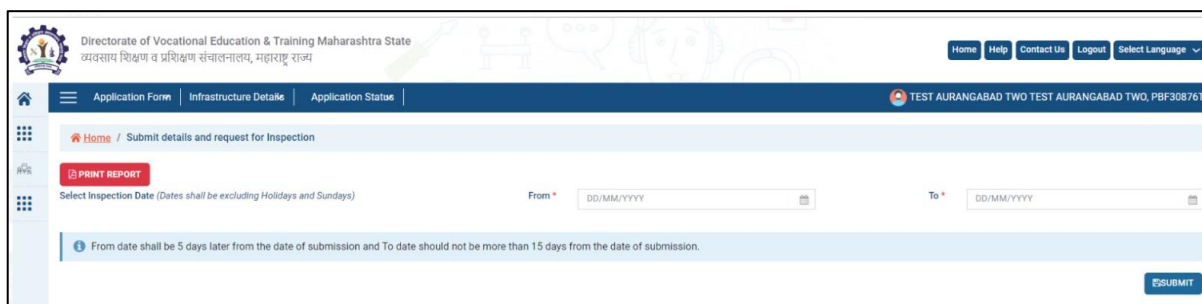
5.9 Inspection Fee

- Update **Inspection Fee** details and click **Save & Next**.



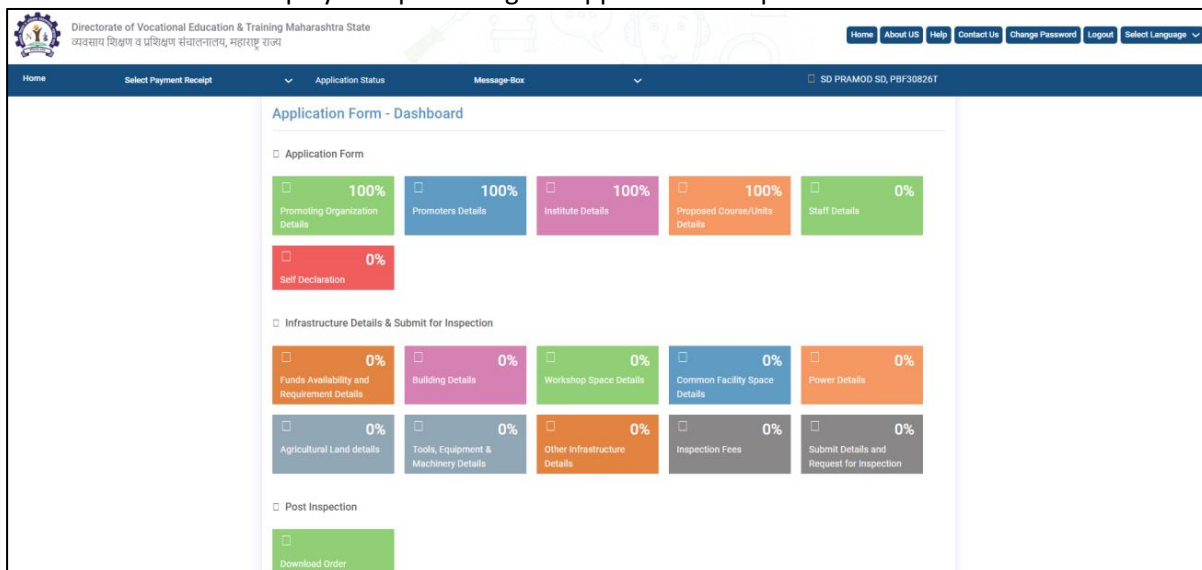
5.10 Submit Details and Request for Inspection

- 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.**



5.11 Dashboard

- Dashboard displays the percentage of application completion.

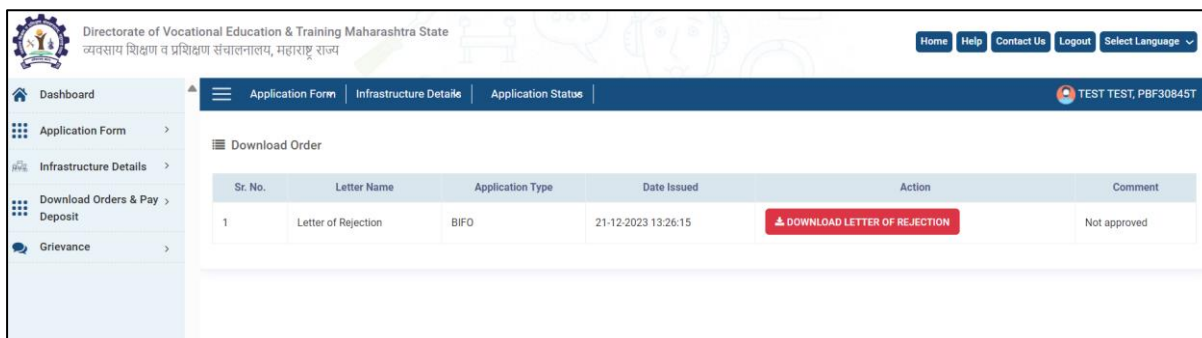


6. Post Inspection

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

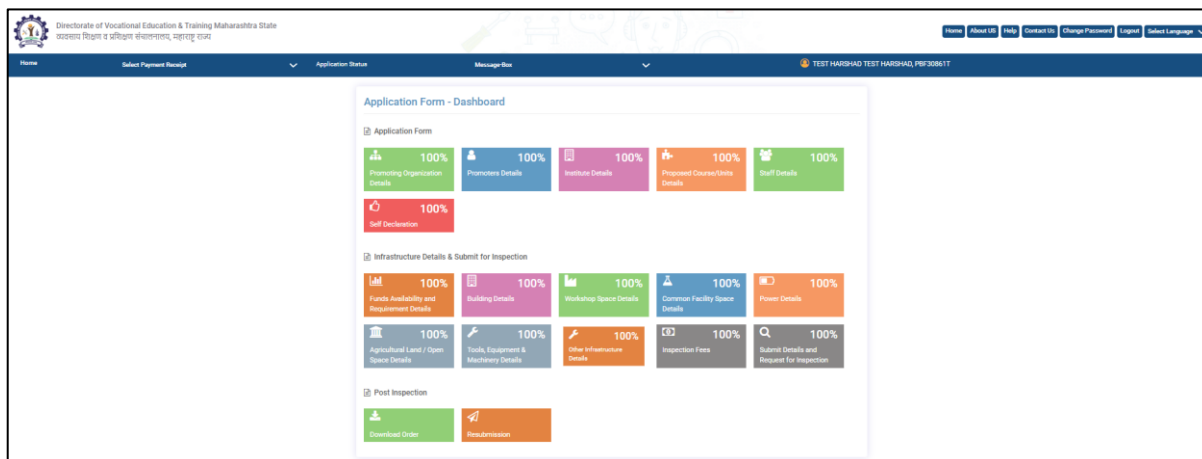
6.1 Download Order.

- 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.



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.



- 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.

Directorate of Vocational Education & Training Maharashtra State
व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home Help Contact Us Logout Select Language

Dashboard Application Form Infrastructure Details Application Status TEST TEST, PBF30845T

Resubmission

I / We hereby certify and agree:

प्रिय संस्था,
तपासणी समितीनुसार आपला संस्था अर्ज नाकारला गेला आहे. आपण संपूर्ण अर्ज पुन्हा तपासणीसाठी भरू शकता. मागील समितीच्या निरीक्षणामागे अंमलबजावणी झाली याची खात्री करूनच परत निरीक्षणस जाणवची तयारी दाखवावी.
घोषणा:
मी सहमत आहे की समितीच्या टिप्पणीनुसार मी तत्तुद केला आहे. मी पुन्हा निरीक्षणस सामोरे जाईन.
Dear Institute,
Your Institute application is rejected as per Inspection Committee. By submitting OTP you can resubmit the entire application again for inspection. Please make sure that as per the previous committee observation, it has implemented before calling for an inspection.
Declaration:
I agree that I have made provision as per committee remarks. I will again go for inspection.

Mobile Number: +91XXXXXXXX76

© 2019 This is official website of Directorate of Vocational Education & Training, Maharashtra State, Mumbai. All Rights Reserved.

Directorate of Vocational Education & Training Maharashtra State
व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home Help Contact Us Logout Select Language

Dashboard Application Form Infrastructure Details Application Status TEST HARSHAD TEST HARSHAD, PBF30861T

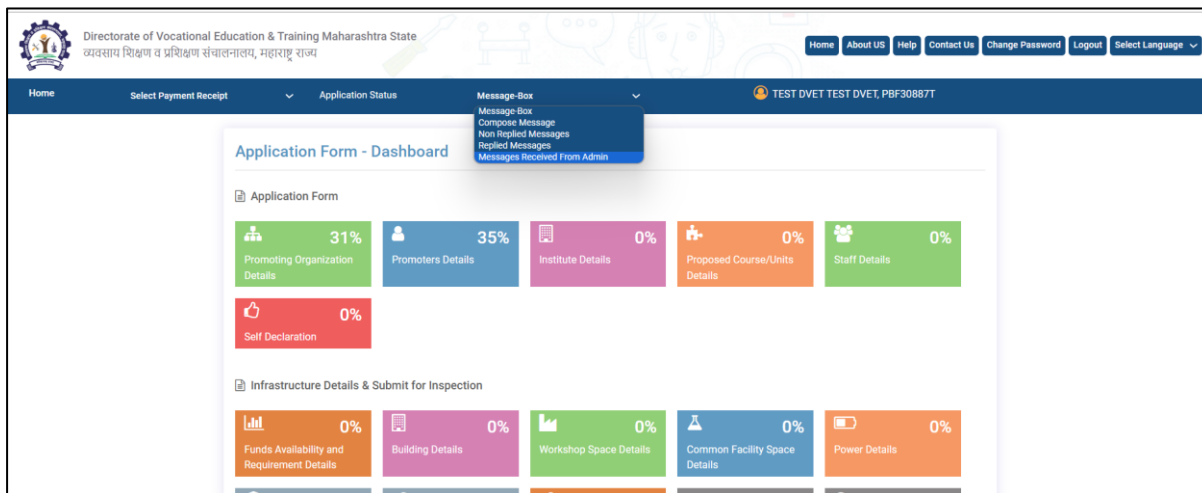
Resubmission

I / We hereby certify and agree:

प्रिय संस्था,
तपासणी समितीनुसार आपला संस्था अर्ज नाकारला गेला आहे. आपण संपूर्ण अर्ज पुन्हा तपासणीसाठी भरू शकता. मागील समितीच्या निरीक्षणामागे अंमलबजावणी झाली याची खात्री करूनच परत निरीक्षणस जाणवची तयारी दाखवावी.
घोषणा:
मी सहमत आहे की समितीच्या टिप्पणीनुसार मी तत्तुद केला आहे. मी पुन्हा निरीक्षणस सामोरे जाईन.
Dear Institute,
Your Institute application is rejected as per Inspection Committee. By submitting OTP you can resubmit the entire application again for inspection. Please make sure that as per the previous committee observation, it has implemented before calling for an inspection.
Declaration:
I agree that I have made provision as per committee remarks. I will again go for inspection.

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.



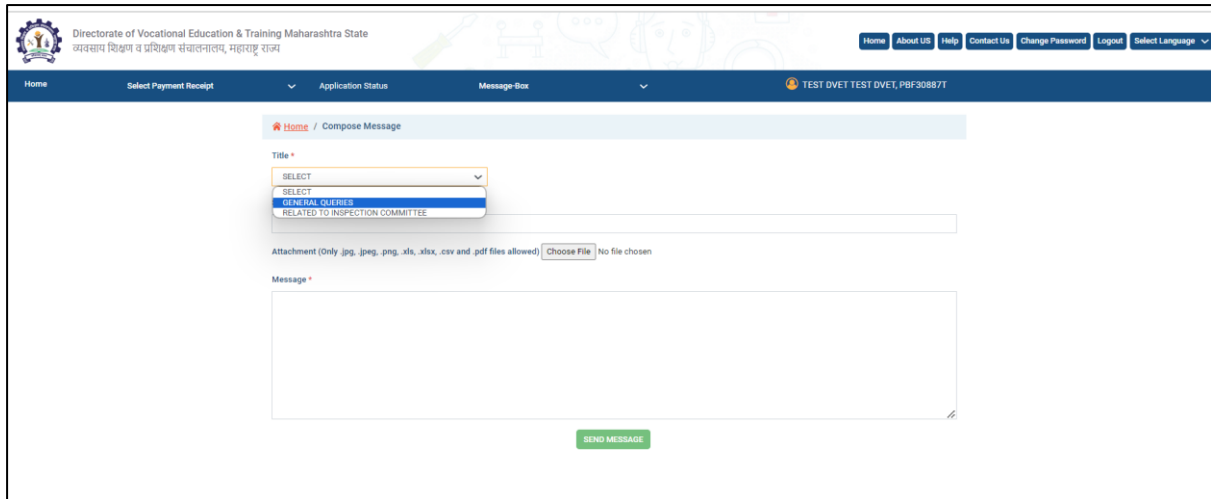
- In the **compose** message menu, user needs to select title from the dropdown.
- There are 2 options available for selection.
 1. General Queries.
 2. Related to Inspection Committee.

7.1 General Queries:

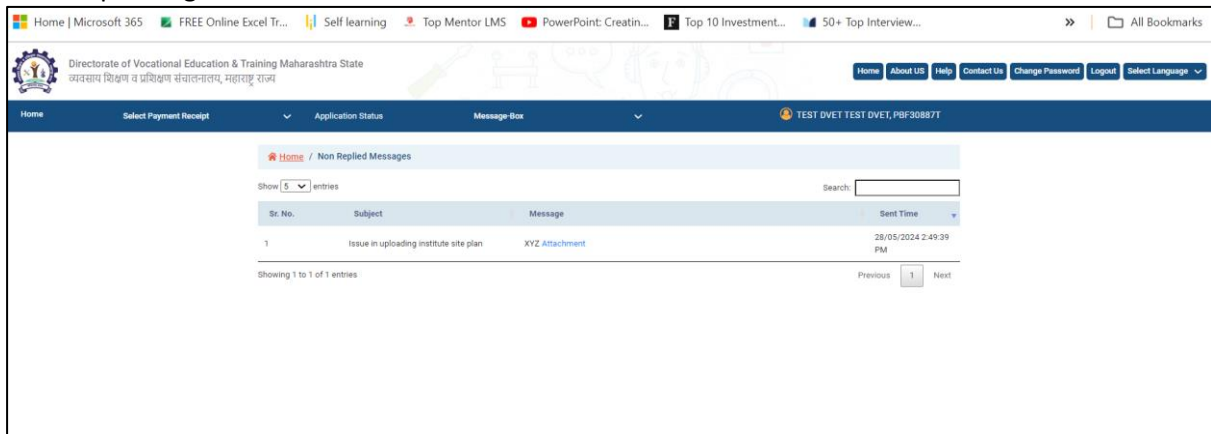
- In this category, users can communicate to DVET team for queries related to online applications issues.
- These queries will be addressed by ITI Admin and team.

7.2 Issues Related to Inspection Committee.

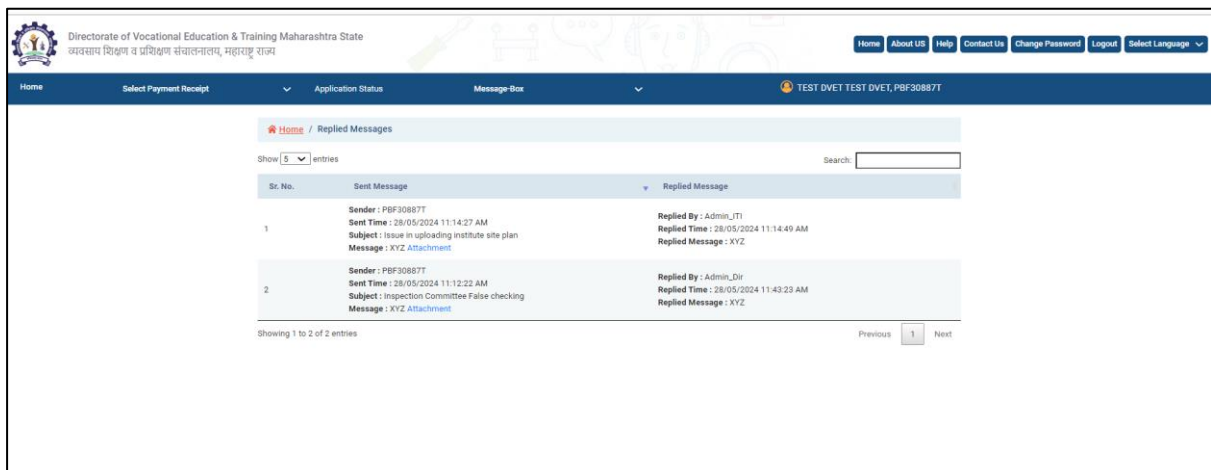
- In this category, users can communicate to DVET team for queries / complaints related to committee inspections.
- These queries will be addressed to the ITI Director.



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



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



THE END