User Manual of Maharashtra DVET

Inspection Agency-Committee

13th Dec 2018

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Table of Content

Introduction

This application is used by an **Inspection Committee** which is assigned by **Agency** for inspecting institutes and verify directly.

Login Page

Click this link: vti.dvet.gov.in to enter into the agency module portal.

Enter the login details and captcha shown. Click **Login**.

Home page

In committee module **Home page**, quick review of inspection report is displayed.

Click institute from the list displayed to review the inspection.

S.No	Type of Institute	Name of Promoting Organization	Name of proposed / existing Institute	District	Date of Expression of Interest	Date of Acceptance of Inspection Request	Date of Inspection	Status	Date of completion of Inspection	Committee
1	Vocational Training Institute (VTI)	Talisma	Sandip Kajale Vocational Training Institute	Ratnagiri	30/10/2018	30/10/2018	16/11/2018 - 19/11/2018	Rejected	30/10/2018	Testing Committe 1
2	Bi Focal	Talisma	Sandip Kajale	Mumbai	06/11/2018	06/11/2018	29/11/2018 - 08/12/2018	Pending		Testing Committe 1

Inspection Report Status is displayed.

⚙ Inspection Report Status

Type of Institute	Vocational Training Institute (VTI)		
Name of Promoting Organization	Talisma		
Name of proposed/ existing Institute	Sandip Kajale Vocational Training Institute		
District	Ratnagiri	Date of Expression of Interest	
Status	Rejected	Committe	Testing Committe 1
Date of Completion of Inspection	30/10/2018		

Details	Inspection Report Status	Inspection Remark
Authorized Representative Details	✖ Rejected	committee testing
Promoting Organization Details	✖ Rejected	committe testing

Note: Committee will verify page wise description details in which institute has submitted.

Authorized Representative Details

Committee profile details are displayed to verify.

🏠 Home / Authorized Representative Details

🏛 Authorized Representative Details

Particular	Data	Inspector Action	Remarks
Title	MR	Verified and Non C ▼	ZXC
First Name	SANDIP	Verified and Comp ▼	
Middle/Father / Husband Name		Verified and Comp ▼	
Last / Surname	KAJALE	Verified and Comp ▼	

Inspection Report ˅
- Authorized Representative Details
- Promoting Organization Details
- Promoters Details
- Proposed Institute Details
- Proposed Trade / Units Details
- Land Details
- Funds Availability and Requirement Details
- Workshop Space Details

Promoting Organization details

Verify promoting organizational details.

1. Specific action is recorded by the committee, related to the documents. Also, can write remarks if applicable.

2. Click **Add New** to upload additional images or documents.

3. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Promoters Details

Verify Promoter details.

1. Click **Verify** to verify partner details.

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Proposed Institute Details

Verify proposed institute details.

Click **Add New** to upload additional images or documents. Verification and its remarks are entered.

Click **Save & Next** to save and go to the next page of verification.

Proposed Trade/Unit Details

Proposed trade or unit details are verified.

1. Click **Verify** to verify trade details.

⚙ Proposed Trade / Units Details

S.N.	Action	Name of Trade / Course	Course Code	Trade Type	Course Approved by	Sector	No. of Concurrent Units	No. of concurrent Units already Affiliated / Approved	No. of concurrent Units for Inspection	Total Concurrent Units Re
1	VERIFY	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFGSTH0030	NON ENGINEERING	Maharashtra State Council of Vocational Training	BANKING AND FINANCE	1	1	2	2

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Next** to save and go to the next page of verification.

Additional Images / Documents List   ⊕ ADD NEW

S.No	Document / Image Name	Attachment	Action
1	kjklj	⬇ View	DELETE

Verification by IA   Reject ▾

Remark for Rejection *   committe testing

🖫NEXT

Land Details

Verify Land details.

⚙ Land Details

Particular	Data	Inspector Action	Remarks
Total Land Required as per Norms	Not Applicable		
Total Land Available in Sq. Meter	234 Sq. Meter	Verified and Comp ▾	
Variation	234		
Whether Land is Shared or Dedicated for Proposed Institute	Dedicated		
Google Map	Google Map Link	Verified and Comp ▾	
Land Map Document	⬇AESbyExample.pdf-Download	Verified and Comp ▾	

Left sidebar menu:
- Inspection Report
  - Authorized Representative Details
  - Promoting Organization Details
  - Promoters Details
  - Proposed Institute Details
  - Proposed Trade / Units Details
  - Land Details
  - Funds Availability and Requirement Details
  - Workshop Space Details
  - Common Facility Space Details

Click **Add New** to upload additional images or documents. Verification and its remarks are entered.
Click **Save & Next** to go to the next page of verification.

Funds Availability and Requirement Details

Verify Funds Availability and Requirement Details.

1. Click **Verify** to verify total funds available with promoter.

2. Specific action is recorded by the committee, related to the documents. Also, can write remarks if applicable.

3. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

S.No	Document / Image Name	Attachment	Action

Additional Images / Documents List   ⊕ ADD NEW

Verification by IA   Reject ▾

Remark for Rejection *   committe testing

≫ SAVE & NEXT

Workshop Space Details

Verify workshop space details.

Sr. No.	Action	Name of Trade	Course Code	Trade Type	No. of Concurrent Units	No. of Concurrent Units Already Affiliated/Approved	Total concurrent Units	Workshop Space Required in Sq. M.	Floor Preferenc
1	VERIFY	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFGSTH0030	NON ENGINEERING	1	1	2	100	ANY

Trade Wise Workshop Space Details

Additional Images / Documents List   ⊕ ADD NEW

1. Click **Verify** to verify workspace details.

Sr. No.	Action	Name of Trade	Course Code	Trade Type	No. of Concurrent Units	No. of Concurrent Units Already Affiliated/Approved	Total concurrent Units	Workshop Space Required in Sq. M.	Floor Preferenc
1	VERIFY	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFGSTH0030	NON ENGINEERING	1	1	2	100	ANY

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Additional Images / Documents List   ⊕ ADD NEW

S.No	Document / Image Name	Attachment	Action

Verification by IA   Reject ⌄

Remarks for Rejection *   committe testing

≫SAVE & NEXT

Common facility Space Details

Verify common facility space details.

1. Click **Verify** to verify each type of facility space details.

Type	Action	Utility	Already Affiliated/Approved Units		Required for Proposed Units		Total Required		Available		Variation (-ve means shortage)	
			Number	Space	Number	Space	Number	Space	Number	Space	Number	Space
Administrative Office Space	VERIFY	Principal Cabin	1	20	1	20	1	20	24	25	23	5
	VERIFY	Office (4 Sq.Meter Per Staff)	1	4	1	4	1	4	23	26	22	22

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Fees Calculation

Verify fees calculation.

Verify the calculations and enter the remarks, if any. Click **Save & Next** to save and go to the next page for verification.

S.No	Label	Edit Type
1.	Total Concurrent Units Proposed	1
2.	Total Concurrent Units for Inspection	2
3.	Total Concurrent Units exempted from Inspection	1
5.	Fees Per Unit for Inspection	10,000.00
6.	Fees Per Unit for Units exempted from Inspection	5,000.00
7.	Total Applicable Inspection Fees	15,000.00
8.	Date of Payment	30/10/2018

Verification by IA: Reject

Remark for Rejection *: test

SAVE & NEXT

Building Details

1. Click **Verify** to verify the building details. Click **View/Download** to download or view the building floor plan.

S.N.	Action	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
1	VERIFY	Administrative	Owned	G	1	1	2	View / Download	

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Power Details

Verify power details.

1. Click **Verified and Compiled** to verify the power details

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

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Infrastructure Details

Verify infrastructure details.

1. **Click Here to Submit Inspection Report** to verify and submit the infrastructure details.

Sr.No.	Name of Trade	Course Code	Units	Infrastructure Norms	Status of Submission
1	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFGSTH0030	1	CLICK HERE TO SUBMIT INSPECTION REPORT	100 %
	Total		1	-	

2. Click **Verify and Submit** to complete verification.

3. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Other Infrastructure Details

Verify other infrastructure details.

1. Verify the details.

2. Click **Add New** to upload additional images or documents. Verification and its remarks are entered. Click **Save & Next** to save and go to the next page of verification.

Recommendations of Trades and Units

Final Approval for the institute on verification of details are made here.

Click **Download** to download approval order. Enter the remarks, after the verification click **Accept/Reject** accordingly. Click **Save** to save the verification details and submit the final verification data of the institute.

Log Out

Click **Logout** to exit from the page.