User Manual of Maharashtra DVET for

MSBVEE Application

CONFIDENTIALITY NOTICE:

Table of Content

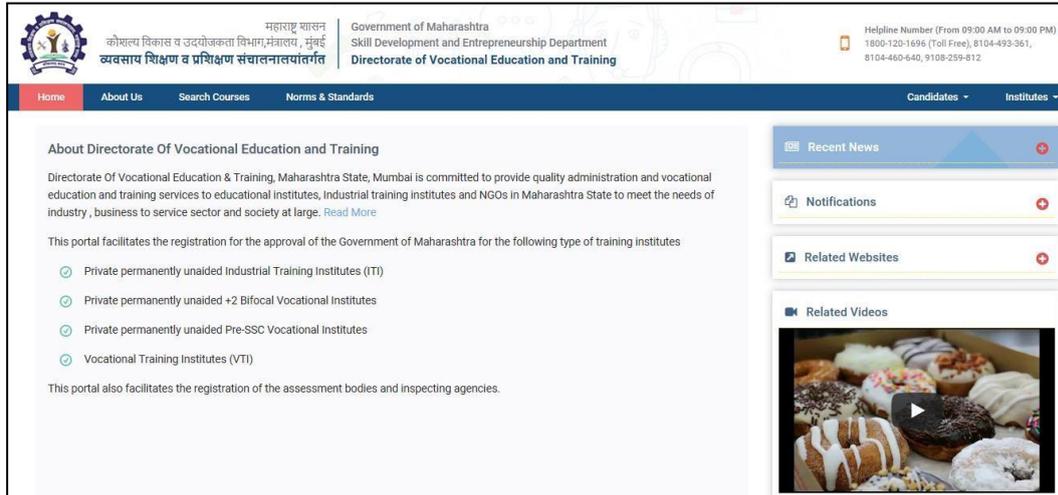## Introduction

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

Home Page

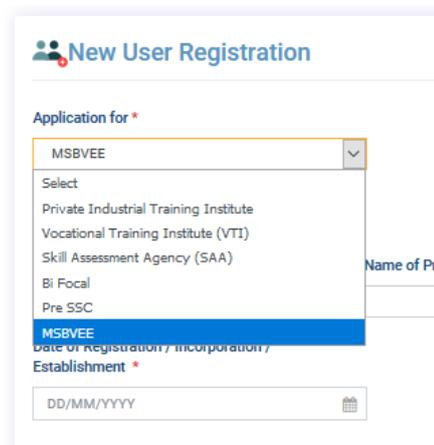1. Login to the URL:

   http://vti.dvet.gov.in/

2. **New User Registration** page is displayed.

3. Select **MSBVEE** under **Application for**.

## Register with Organization Details

1. Enter all the mandatory fields required to register organizational details for ITI.

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

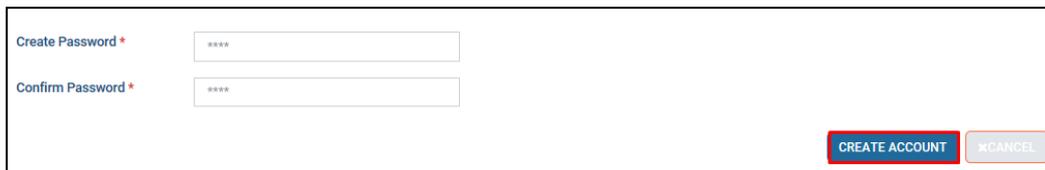| Field	Description
Type of Institute attached with for courses demanded	Select the appropriate radio button for the type of institute
Passport photo of Authorized person	Click **Select Image** to upload the image of authorized person
Promoting Organization Details-	
Type of Promoting Organization	Select the type of promoting organization from the drop down list
Enter Name	Enter the name of promoting organization
Authorized Representative Details-	
Title	Select the respective title of the representative

First Name	Enter the first name of the representative
Middle / Father/ Husband Name	Enter the Middle name or Father name or Husband name
Last/Surname	Enter the last or Surname
Gender	Select the appropriate Gender from the dropdown list
Date of Birth	Enter the date of birth of the representative
Aadhaar Number	Enter Aadhaar Number details of the representative
Mobile Number	Enter Mobile Number details of the representative
Alternative mobile number	This field is an optional field to update alternate 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 retype in confirm password

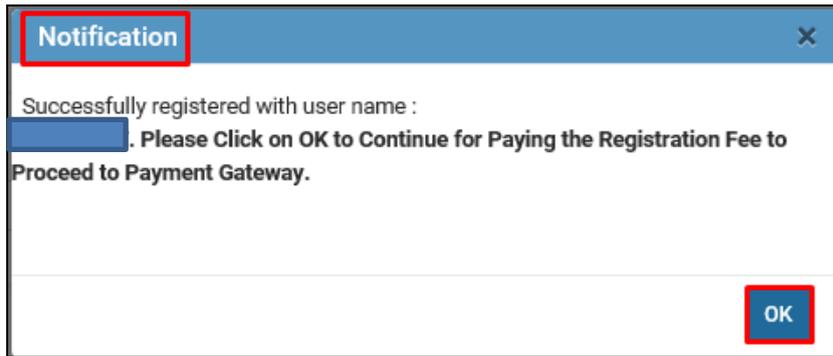**Note:** Click **Verify** to verify the mobile number entered.
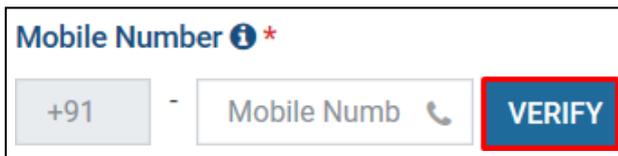
Click **Create Account** to complete the registration of the organization.

2. Success notification pops up, click **OK.**
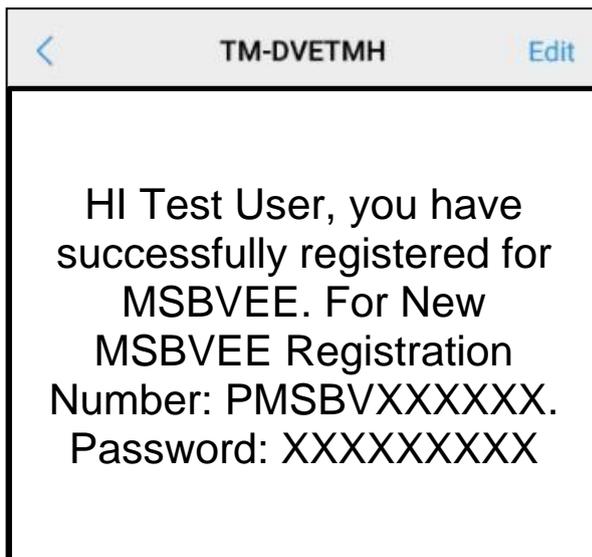
3. To pay the registration fee, payment page is displayed.
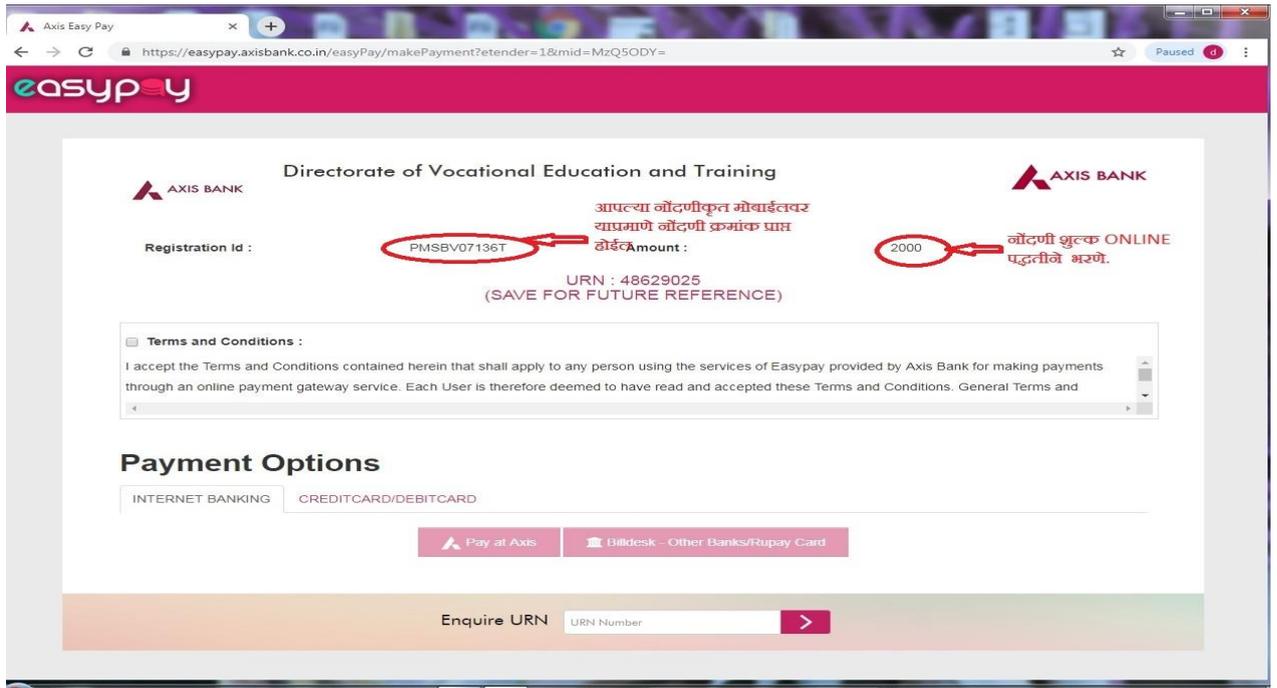
4. An SMS is received to the registered mobile number regarding registration details.

Login Page

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

Application Dashboard page is displayed.

Application Form

Click the respective tab to complete application.

Promoting Organization Details

1. Enter the **Promoting Organization Details** and click **Save And Next**.

   Note: Enter all the mandatory fields that are marked red asterisk (*).

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

Field	Description
Date of Registration/Incorporation/Establishment	Displays as it was entered at the time of registration
Address as mentioned during registration	Enter the address line
Pincode	Enter the pincode details of organization
State	As per pincode details State is displayed
District	As per pincode details District is displayed
Taluka	As per pincode details Taluka is displayed
City/Village	Select the taluka details from the drop down list
Phone Number	Enter the registered mobile number
Email ID	Enter the registered Email ID
Upload Registration/Incorporation Certificate	Upload the respective certificate in PDF format
Upload PAN card of the organization	Upload the respective certificate in PDF format

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

Promoters Details

1. Enter **Promoters Details** and click **Save & Next.**

2. If the **Proprietor details** provided are same as authorized representative then, click **YES or No** appropriately to edit the details**.**

3. Add the partner's details. Click **+Add New Member** to add more columns. Click **Save & Next**.

Note: Delete action deletes the row if necessary.

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

Proposed Institute Details

1. Enter **Proposed Institute Details** and click **Save And Next**.

Field	Description
Name of Institute	Enter the name of institute
Address	Enter the address of the institute
Address	Enter the address line
Pincode	Enter the pincode details of organization
State	As per pincode details State is displayed
District	As per pincode details District is displayed
Taluka	As per pincode details Taluka is displayed
City/Village	Select the taluka details from the drop down list
Location Category	Select Rural or Urban from the drop down list
Phone Number	Enter registered phone number of the institute
Email ID	Enter the registered Email ID
Upload resolution to start institute	Upload the respective document in PDF format

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

Proposed Trade-Unit Details
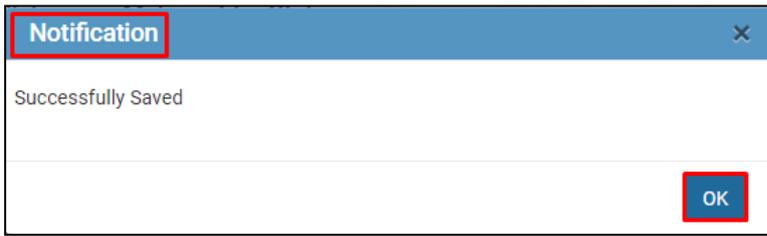
1. Enter **Proposed Trade-Unit Details**. Click **+Add New Trade** to add more columns. Click **Next** to go to the next page.

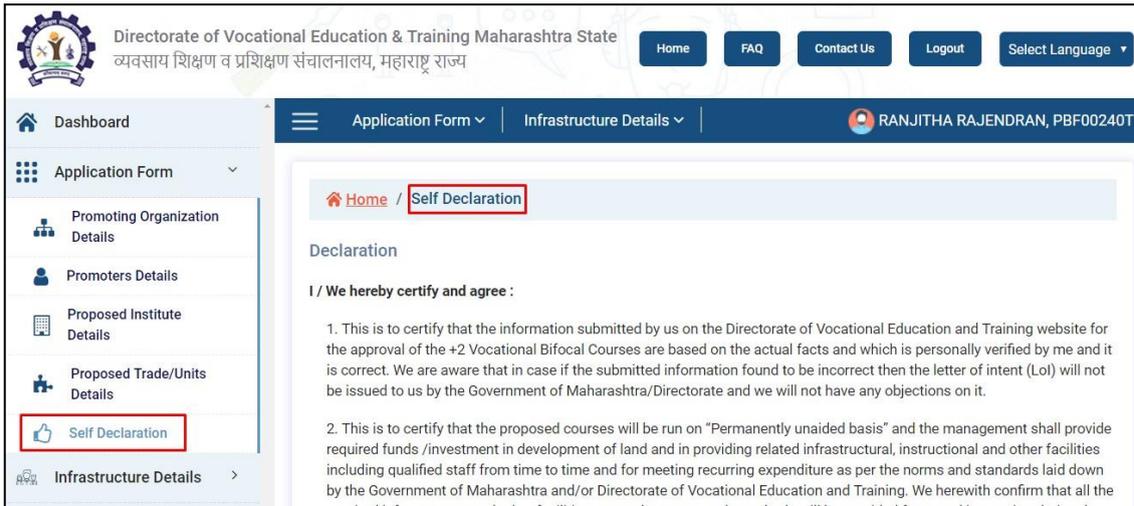2. Click **View** to **Add new Trade/Course details**.

3. Enter all the details of the course and click **Save Changes** and **Close** the tab.
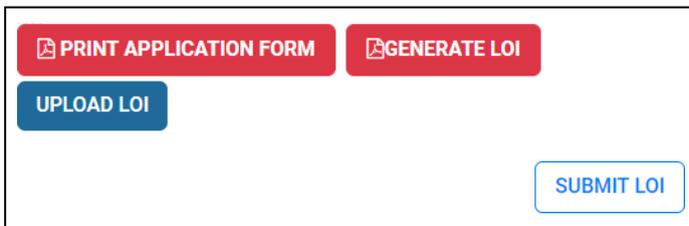
4. Save the data. Success message pops up, click **OK.**

Self-Declaration

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

2. Click **Submit LOI** for self-declaration of the application. Upload the appropriate related documents.

Infrastructure Details And Submit for Inspection

Funds availability and Requirement Details

1. Enter **Funds availability and Requirement Details** and save.

2. Enter the promoter funds details. Click **Select File** to upload the bank statement. Click **Delete** to delete the record. Click **+Add Bank Account** to add another bank details.

Building Space Details

1. 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**.

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

Workshop Space Details

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

Common Facility Space Details

Enter **Common Facility Space Details** and **Save** the record.

Power Details

Enter the **Power Details**. Click **Select File** to upload the Electricity Bill copy and NOC from building owner which is mandatory. Click **Save And Next** to save the data and move to next page.

Land Details

1. Enter **Land Details** and click **Save And Next**.

Field	Description
Total land required as per norms	Auto displayed
Total land available in Sq Meter	Enter the available land details in Sq Meter
Variation	Auto displayed
Whether land is Shared or Dedicated for proposed institute	Select appropriately from the drop down list
Google Map	Enter the area
Ownership type	Select appropriately from the drop down list
Upload document	Upload the document proof of the land details in PDF format

Infrastructure Details

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

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: Whether water supply is available or not is selected as **Yes,** then uploading files are mandatory.

Inspection Fee

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

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.
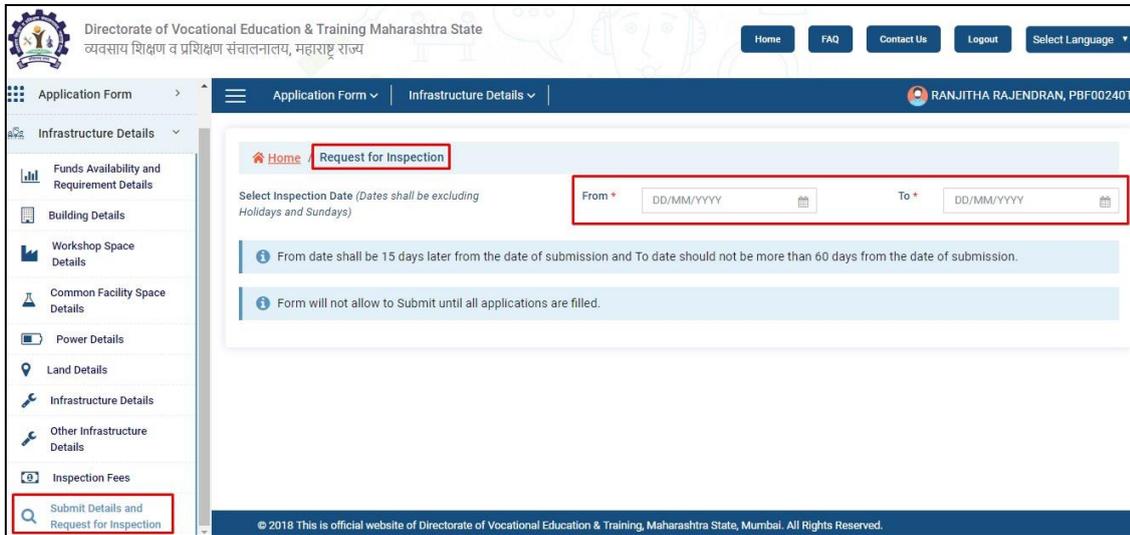
Dashboard

Dashboard displays the percentage of application completion.