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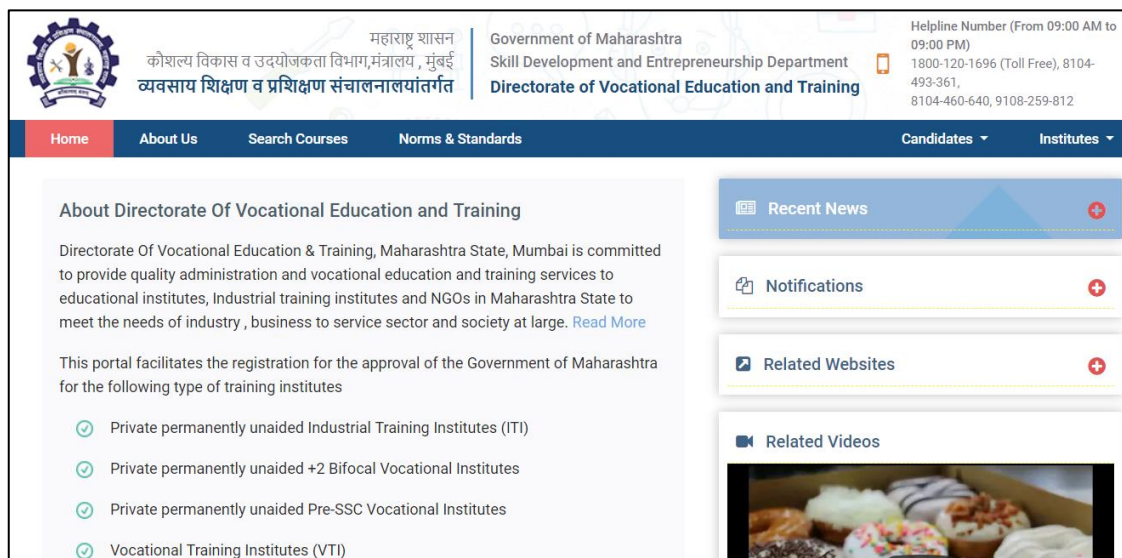
Introduction

This application is used by the unaided Pre SSC vocational institutes for registration.

Home Page

1. Login to the URL:

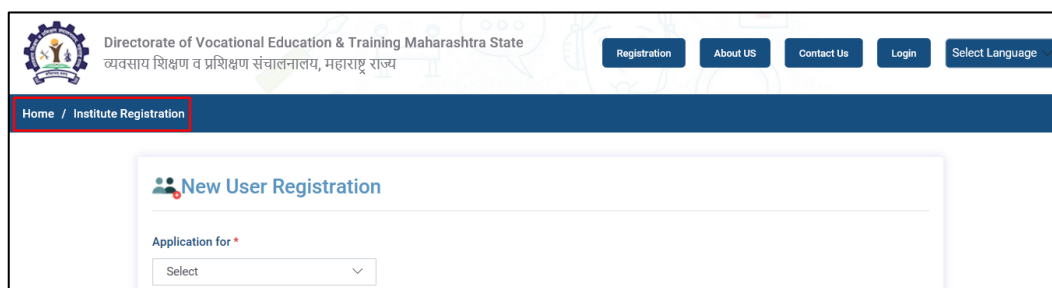
<http://vti.dvet.gov.in/>



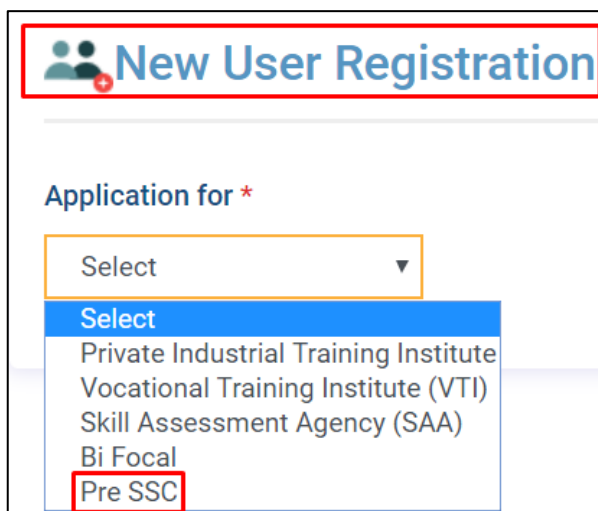
2. Click **New Institute Registration** under **Institutes**.



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



4. Select **Pre SSC** under **Application for**.



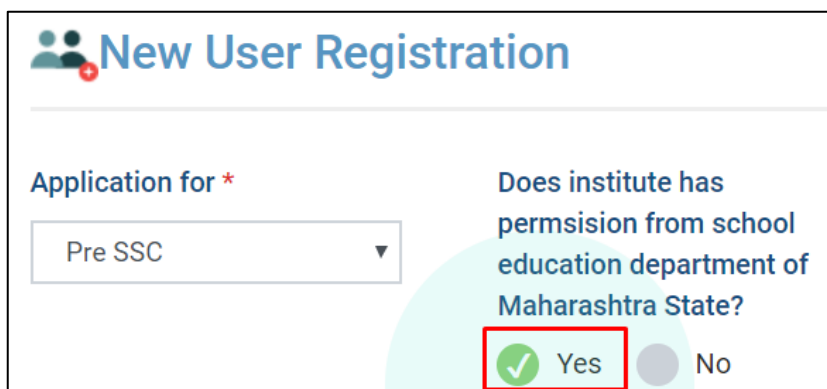
New User Registration

Application for *

Select ▼

- Select
- Private Industrial Training Institute
- Vocational Training Institute (VTI)
- Skill Assessment Agency (SAA)
- Bi Focal
- Pre SSC**

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



New User Registration

Application for *

Pre SSC ▼

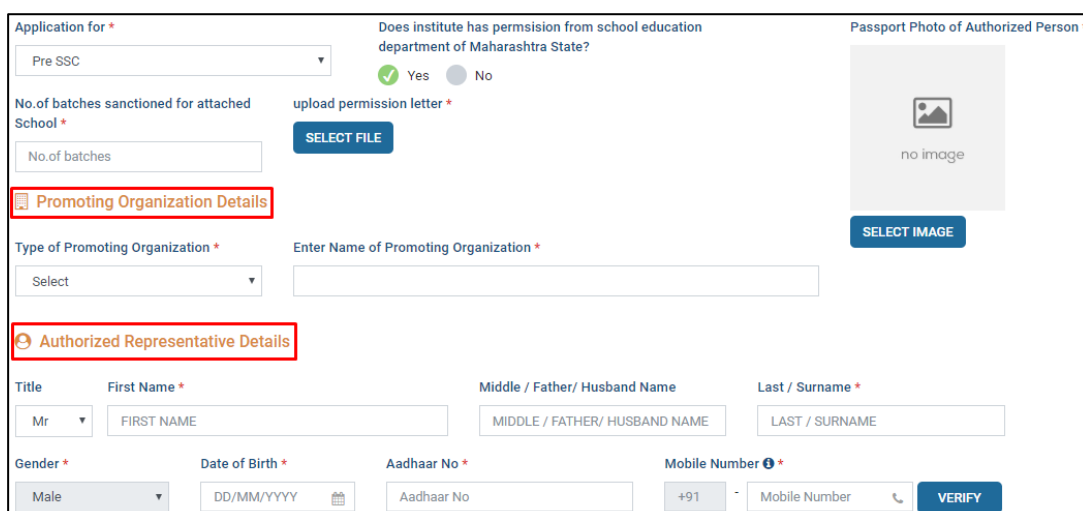
Does institute has permission from school education department of Maharashtra State?

☒ Yes ☐ No

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.



Application for *
Pre SSC ▼

Does institute has permission from school education department of Maharashtra State?
☒ Yes ☐ No

No. of batches sanctioned for attached School *
No. of batches

upload permission letter *
SELECT FILE

Passport Photo of Authorized Person *
no image
SELECT IMAGE

Promoting Organization Details

Type of Promoting Organization *
Select ▼

Enter Name of Promoting Organization *

Authorized Representative Details

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

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

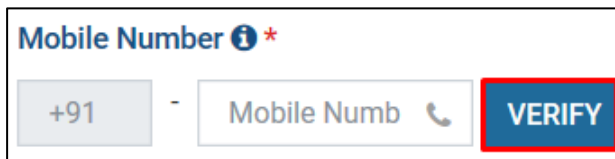
Gender * Date of Birth * Aadhaar No * Mobile Number * *

Male ▼ DD/MM/YYYY Aadhaar No +91 - Mobile Number

VERIFY

Field	Description
No. of batches sanctioned for attached college	Enter the number of batches that are sanctioned
Upload permission letter	Click Select File and upload the permission letter as proof
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
Upload-Resolution proof	Upload the appropriate file
Create and Confirm Password	Create the new password and retype in confirm password

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



Mobile Number ⓘ *

+91 - Mobile Numb 📞

VERIFY

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

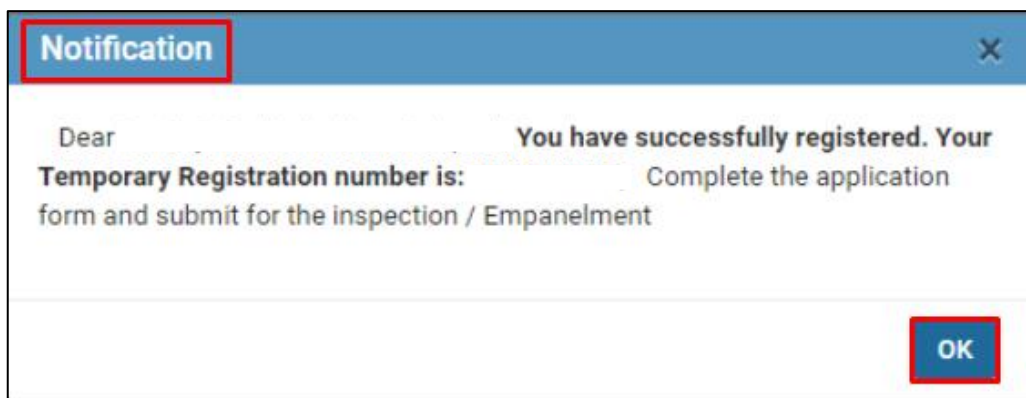


Create Password ⓘ *

Confirm Password *

CREATE ACCOUNT **X CANCEL**

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

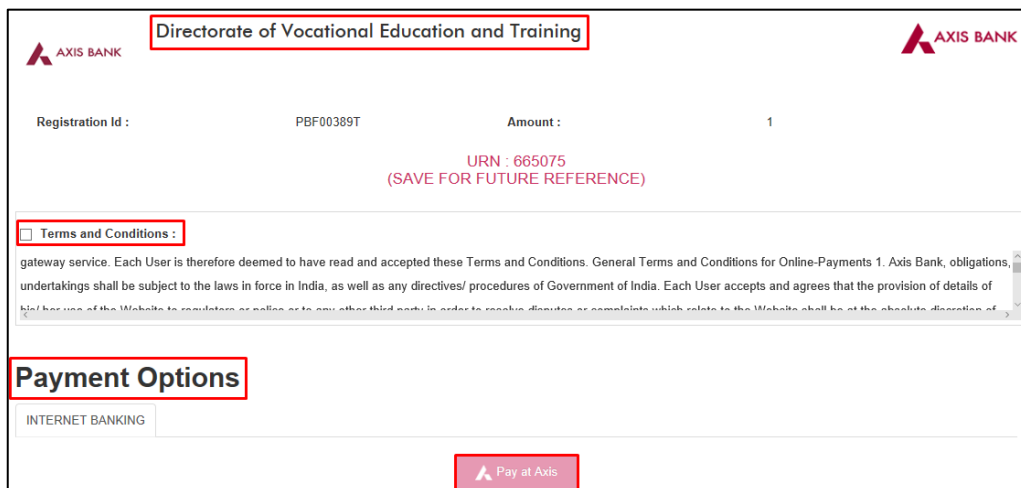


Notification X

Dear , You have successfully registered. Your Temporary Registration number is: Complete the application form and submit for the inspection / Empanelment

OK

4. To pay the registration fee, payment page is displayed.



AXIS BANK Directorate of Vocational Education and Training **AXIS BANK**

Registration Id : PBF00389T Amount : 1

URN : 665075
(SAVE FOR FUTURE REFERENCE)

☐ Terms and Conditions :

gateway service. Each User is therefore deemed to have read and accepted these Terms and Conditions. General Terms and Conditions for Online-Payments 1. Axis Bank, obligations, undertakings shall be subject to the laws in force in India, as well as any directives/ procedures of Government of India. Each User accepts and agrees that the provision of details of his/her use of the Website to regulators or police or to any other third party in order to resolve disputes or complaints which relate to the Website shall be at the absolute discretion of

Payment Options

INTERNET BANKING

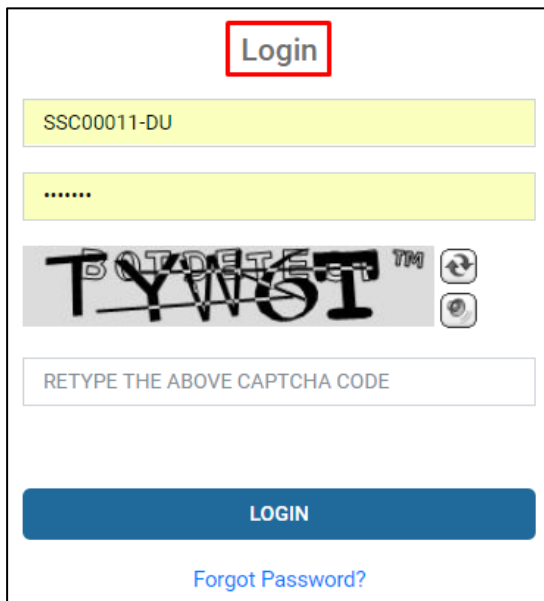
Pay at Axis

5. An SMS is received to the registered mobile number regarding registration details.

Hi _____ You have
successfully registered for Pre SSC.
For New Pre SSC Registration Number:
PPS00522T. Password - _____

Login Page

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



The screenshot shows the login interface for the Pre SSC Application. At the top, there is a red-bordered button labeled "Login". Below it are two yellow input fields: the first contains the text "SSC00011-DU" and the second contains six dots ".....". A captcha image is displayed below the password field, showing the word "TYWOT" in a stylized font with "BOT DETECT" and "TM" text. To the right of the captcha are two circular icons: a refresh icon and an eye icon. Below the captcha is a white input field with the placeholder text "RETYPE THE ABOVE CAPTCHA CODE". At the bottom of the form is a large blue button labeled "LOGIN". Below the button is a blue link that says "Forgot Password?".

Application Dashboard page is displayed.

Application Form - Dashboard

Application Form

- Promoting Organization Details: 100%
- Promoters Details: 100%
- Proposed Institute Details: 100%
- Proposed Trade/Units Details: 100%
- Self Declaration: 100%

Application Completed

Application Form

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 (*).

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

Home Help FAQ Contact Us Logout Select Language

Dashboard Application Form

Promoting Organization Details Promoters Details Proposed Institute Details Proposed Trade/Units Details Self Declaration

Home / Promoting Organization Details

Type of Promoting Organization: SOCIETY

Name of Society/Trust/Company/Partnership(As appeared on Registration Certificate): AUDISANKRA

Date of Registration *: DD/MM/YYYY

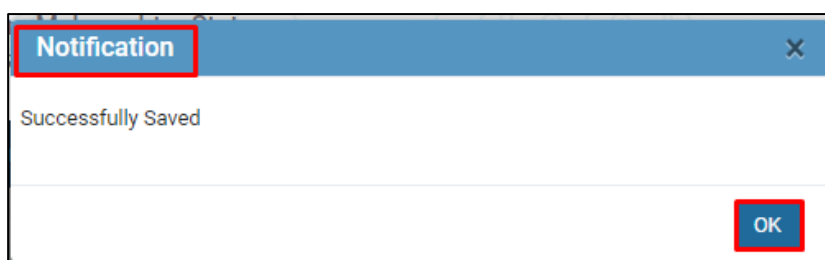
Address as mentioned during Registration *: ADDRESS

Pin Code *: Pin Code

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
Registration/Incorporation Number	Enter the Registration Number
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

Field	Description
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

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



Promoters Details

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

The screenshot shows the 'Promoters Details' form within a web application. The top navigation bar includes links for Home, Help, FAQ, Contact Us, Logout, and a language selector. The left sidebar contains a menu with 'Dashboard', 'Application Form', 'Promoting Organization Details', 'Promoters Details' (highlighted with a red box), 'Proposed Institute Details', 'Proposed Trade/Units Details', and 'Self Declaration'. The main content area is titled 'Chairman/ President/ Signatory Partner/ Proprietor Details' and includes a checkbox 'Are the details same as that of Authorized Representative?' with 'Yes' selected. Below this is a table with the following details:


Title	MR	First Name	RAVITEJA
Middle/ Father/ Husband Name	RADHA KRISHNA	Last / Surname	ADEPUDI
Date of Birth	1/1/1994	Gender	MALE
Primary Mobile No. .	+91 9739204466	Alternative Mobile Number	+91 8585625511
Email ID	RAVIADEPUDI1994@GMAIL.COM		
Designation	TEACHER		
Aadhaar No.	467318678336		

At the bottom of the form, there is a small portrait photo of a man.

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


Chairman/ President/ Signatory Partner/ Proprietor Details

Are the details same as that of Authorized Representative ? ☒ Yes ☐ No

Title	MR	First Name	RAVITEJA
Middle/ Father/ Husband Name	RADHA KRISHNA	Last / Surname	ADEPUDI
Date of Birth	1/1/1994	Gender	MALE
Primary Mobile No. .	+91 9739204466	Alternative Mobile Number	+91 8585625511
Email ID	RAVIADEPUDI1994@GMAIL.COM		
Designation	TEACHER		
Aadhaar No.	467318678336		
			

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

Trustee / Director's / Members / Partners Details

Date of Birth *	Primary Mobile No. *	Alternative Mobile Number	Email ID *	Aadhaar No. *	Passport Photo	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 <input type="button" value="UPLOAD PHOTO"/>	<input type="button" value="DELETE"/>
<input type="button" value="+ ADD NEW MEMBER"/>						

Note: Delete action deletes the row if necessary.

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

Notification

Successfully Saved

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
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

Note: Google map helps to upload the map related document.

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

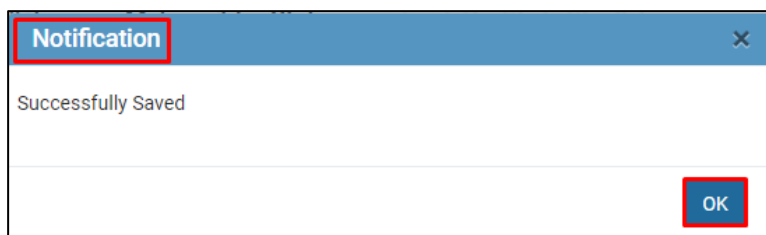
Proposed Trade-Unit Details

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

2. Click **Add new Trade Row** to add the trade details.

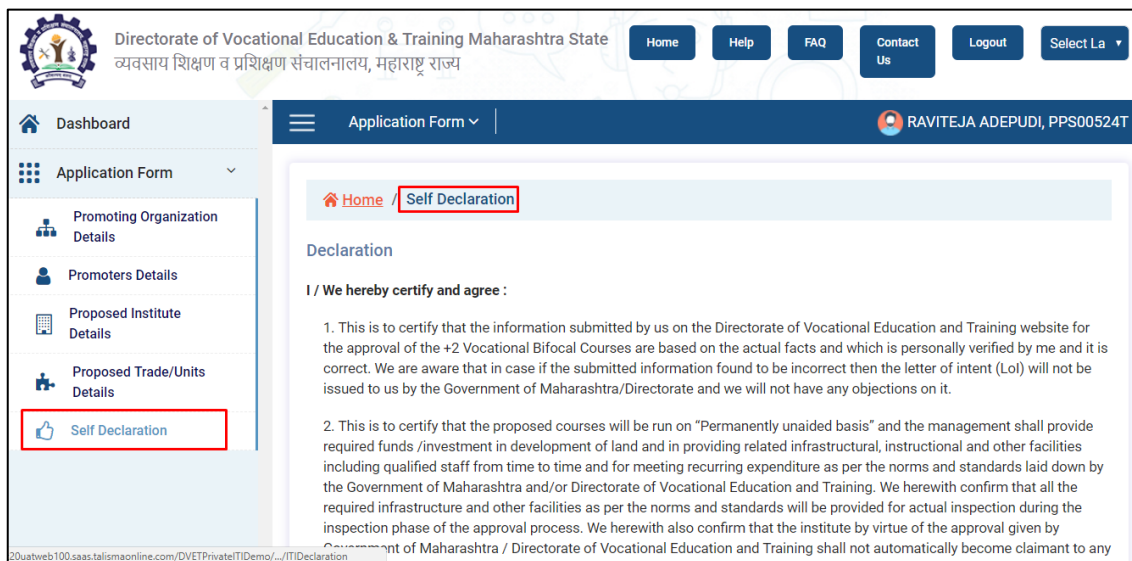
3. Enter all the details of the course and click **Save Changes** and **Close** the tab.

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

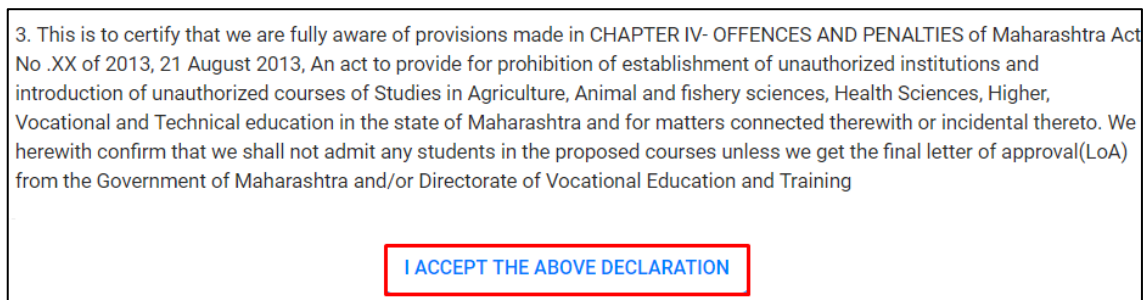


Self-Declaration

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

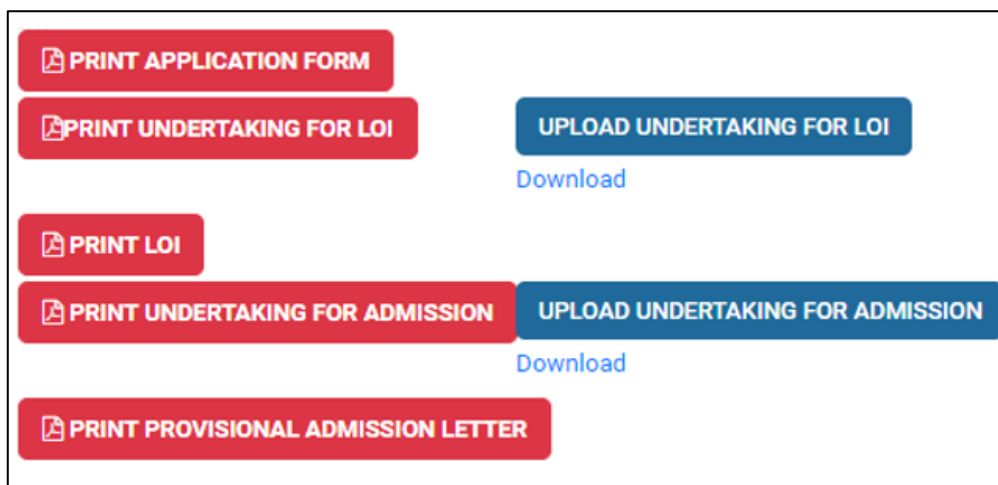


2. Click **I Accept The Above Declaration** for self-declaration of the application.



3. After accepting the self-declaration form:

- Click **Print Application form**, document is downloaded in the system.
- Click **Print Undertaking LOI**, document is downloaded and then, upload the same document under **Upload undertaking for LOI**.
- Click **Print LOI**, document is downloaded.
- Click **Print Undertaking for Admission**, document is downloaded and then, upload the same document under **Upload undertaking for Admission**.
- Click **Print Provisional Admission Letter**



Note: Document which is uploaded can also be downloaded by clicking to the link **Download**.

Dashboard

Dashboard displays the percentage of application completion.

