



WEB BASED INTEGRATED E-GOVERNANCE SYSTEM
of
Directorate of Vocational Education and Training

Powered by Talisma, a wholly owned subsidiary of Campus Management

Help Manual
For
Institute Users
Of
Institute Information System
Of
Academic Management System

Updates On: 6th Dec 2018



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Affiliated Trade/Course

Manage Trade & Units

(a) Clicking on **Manage Trade & Units** displays the details about the course, duration, added scheme and current status

MANAGE COURSE/TRADE										ADD NEW COURSE/TRADE	
Action	Scheme	Sector	Course/Trade Code	Course/Trade Name	Course/Trade Unit Intake	Course/Trade Duration(Duration in Sem)	First Unit Started Year	Total Units(Approved Units) ⓘ	Current Status ⓘ		
MANAGE UNITS DELETE TRADE ⓘ SET TRADE AS INACTIVE ⓘ	CTS		10612	Painter General	21	4		2	Trade Is Active		
MANAGE UNITS DELETE TRADE ⓘ SET TRADE AS INACTIVE ⓘ	CTS		11619	Turner	16	4		4	Trade Is Active		
MANAGE UNITS DELETE TRADE ⓘ SET TRADE AS INACTIVE ⓘ	CTS	Automobile	10209	Mechanic Diesel	21	2		4	Trade Is Active		

(b) Clicking on **ADD NEW COURSE/TRADE** details allows to add new scheme and its corresponding course/trade from the drop down list

(c) Click on **SAVE CHANGES** to add the course



Add New Course/Trade

Scheme *
Select

Course/Trade
Select

Total Intake Capacity(TradeLevel)
[Input Field]

GR Number *
[Input Field]

GR Year *
YYYY

GR Document * ⓘ
SELECT FILE

From Course/Trade Details

Course/Trade Code
[Input Field]

Sector
[Input Field]

Course/Trade Unit Intake
[Input Field]

Course/Trade Duration(Duration in Sem)
[Input Field]

SAVE CHANGES CLOSE

TRAINING INSTITUTE, AURANGABAD, TAL: AURANGABAD, DIST: AURANGABAD

ADD NEW COURSE/TRADE

Course/Trade Unit Intake	Course/Trade Duration(Duration in Sem)	First Unit Started Year	Total Units(Approved Units) ⓘ	Current Status ⓘ
21	4		2	Trade Is Active
16	4		4	Trade Is Active
21	2		4	Trade Is Active

Clicking on **MANAGE UNITS** allows to add new units and send the added units for Approval

1.Manage Units

MANAGE COURSE/TRADE									
ADD NEW COURSE/TRADE									
Action	Scheme	Sector	Course/Trade Code	Course/Trade Name	Course/Trade Unit Intake	Course/Trade Duration(Duration in Sem)	First Unit Started Year	Total Units(Approved Units) ⓘ	Current Status ⓘ
MANAGE UNITS	CTS		10612	Painter General	21	4		2	Trade Is Active
DELETE TRADE ⓘ									
SET TRADE AS INACTIVE ⓘ									



(a) Add Units

(i) Once the new unit is added the confirmation dialog box opens to confirm the data

Add Units

Unit * 3 Shift * 2 Unit Intake 0

Unit Category * Adivasi Sub Minority Type Unit Starting Year * 2018

Funding Source * Not Applicable Affiliation Order Number * 123344 Affiliation Order Date * 03-12-2018

Affiliated By * National Council for Vocational Ti Attachment of Affiliation Order * CHANGE

Application201807A0381251110201890854AM.pdf

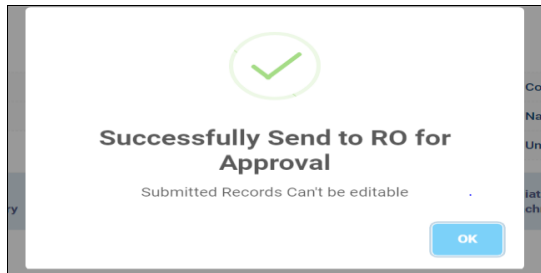
SEND FOR APPROVAL CLOSE

(ii) Once clicking on **OK** button the Success-full approval message is shown

Please confirm

Data once submitted to RO cannot be edited. Please confirm correctness of data before submission

Cancel **OK**



(i) Add Shift Yearly Admissions

* Under Manage Units --> Action --> **ADD SHIFT YEARLY ADMISSIONS**, will get enabled only if the **RO Review Status** is **Approved**

Course/Trade Data

Scheme

Sector

Course/Trade Code

Course/Trade Name

Course/Trade Unit Intake 0

Action	Unit	Shift	Unit Category	Defined Unit Intake	Unit Starting Year	Affiliation Order Number	Affiliation Order Date	Affiliation Order Attachment	Is History Data Added	Current Status	RO Review Status ⓘ	Remarks ⓘ
<div>ADD SHIFT YEARLY ADMISSIONS</div> <div>DELETE UNIT ⓘ</div> <div>SET UNIT AS INACTIVE ⓘ</div> <div>ADD SHIFT YEARLY ADMISSIONS</div>	1	1		0	2014	1234	08-11-2018		No	Trade Is Active	Submitted	



* Clicking on **ADD SHIFT YEARLY ADMISSIONS** shows the information's of added course/trade and unit

MANAGE SHIFT YEARLY ADMISSIONS

Course/Trade

Scheme	CTS
Sector	Construction, Construction Material, and Real Estate
Course/Trade Code	10604
Course/Trade Name	Carpenter
Course/Trade Duration(Duration in Sem)	2

Unit

Unit	1
Shift	1
Unit Category	Govt ITI – General
Defined Unit Intake	26
Unit Starting Year	
Affiliation Order Number	BEFORE 1969
Affiliation Order Date	01-08-1969

* Clicking on **ADD SHIFT YEARLY ADMISSIONS --> VIEW CANDIDATE** will display the information of **Course/Trade** and **Admitted Candidates** shown below



MANAGE SHIFT YEARLY ADMISSIONS

Course/Trade

Scheme	CTS
Sector	Construction, Construction Material, and Real Estate
Course/Trade Code	10604
Course/Trade Name	Carpenter
Course/Trade Duration(Duration in Sem)	2

Unit

Unit	1
Shift	1
Unit Category	Govt ITI – General
Defined Unit Intake	26
Unit Starting Year	
Affiliation Order Number	BEFORE 1969
Affiliation Order Date	01-08-1969

Action

<div>VIEW CANDIDATE</div> <div>VIEW</div>	(2018-2019) 1st Year	22	1	23
	(2018-2019) 2nd Year			
<div>VIEW CANDIDATE</div> <div>VIEW</div>	(2017-2018) 1st Year	25	0	25

VIEW CANDIDATE

VIEW CANDIDATE

Course/Trade

Scheme	CTS
Sector	Construction, Construction Material, and Real Estate
Course/Trade Code	1
Course/Trade Name	Carpenter
Course/Trade Unit Intake	20
Course/Trade Duration(Duration in Sem)	2

Unit

Unit	1
Shift	1
Unit Category	Govt ITI – General
Defined Unit Intake	26
Unit Starting Year	0
Affiliation Order Number	BEFORE 1969
Affiliation Order Date	01-08-1969

Year : (2018-2019)1st Year

Admitted Candidates

Show 5 entries

Search:

Candidate Name	Gender	Category Name	Physically Handicapped	Defence	Linguistic Minority	Religious Minority
ANJANA	Female	DT/VJ	No	No	No	No
SHUBHAM	Male	Open	No	No	No	No
SOMINATH	Male	Open	No	No	No	No
SUDARSHAN	Male	Open	No	No	No	No



* Clicking on **ADD SHIFT YEARLY ADMISSIONS --> MANAGE SHIFT ADMISSIONS** allows to add new candidates to be admitted in the institute and click on **Save** to save the added candidates

MANAGE SHIFT YEARLY ADMISSIONS

Course/Trade

Scheme	CTS
Sector	Construction, Construction Material, and Real Estate
Course/Trade Code	10604
Course/Trade Name	Carpenter
Course/Trade Duration(Duration in Sem)	2

Unit

Unit	1
Shift	1
Unit Category	Govt ITI - General
Defined Unit Intake	26
Unit Starting Year	
Affiliation Order Number	BEFORE 1969
Affiliation Order Date	01-08-1969

Action	Year	Admitted Male	Admitted Female	Total Capacity
VIEW CANDIDATE VIEW	(2018-2019) 1st Year	22	1	23
	(2018-2019) 2nd Year			
VIEW CANDIDATE VIEW	(2017-2018) 1st Year	25	0	25
	(2017-2018) 2nd Year			
MANAGE SHIFT ADMISSIONS VIEW	(2016-2017) 1st Year	0	0	0
	(2016-2017) 2nd Year			
MANAGE SHIFT ADMISSIONS VIEW	2015-2016 (9th or 11th) or 1st Year	0	0	0



MANAGE SHIFT ADMISSIONS

Trade

Scheme	CTS
Sector	Construction, Construction Material, and Real Estate
Trade Code	10604
Trade Name	Carpenter
Course/Trade Unit Intake	20
Trade Duration	2
Total Intake Capacity(TradeLevel)	182

Unit

Unit	1
Shift	1
Unit Category	Govt ITI – General
Defined Unit Intake	26
Unit Starting Year	0
Affiliation Order Number	BEFORE 1969
Affiliation Order Date	01-08-1969

Year : (2016-2017)1st Year

Admitted Candidates

Category Name	Male	Female
Open	5	5
ST		
SC		

Admitted Candidates

Category Name	Male	Female
Physically Handicapped		
Defence		
Linguistic Minority		

* Clicking on **ADD SHIFT YEARLY ADMISSIONS --> VIEW** allows to only view the added candidates



Action	Year	Admitted Male	Admitted Female	Total Capacity
VIEW CANDIDATE VIEW	(2018-2019) 1st Year	25	0	25
	(2018-2019) 2nd Year			
VIEW CANDIDATE VIEW	(2017-2018) 1st Year	24	1	25
	(2017-2018) 2nd Year			
MANAGE SHIFT ADMISSIONS VIEW	(2016-2017) 1st Year	0	0	0
	(2016-2017) 2nd Year			
MANAGE SHIFT ADMISSIONS VIEW	2015-2016 (9th or 11th) or 1st Year	0	0	0
	2015-2016 (9th or 11th) or 2nd Year			
MANAGE SHIFT ADMISSIONS VIEW	2014-2015 (9th or 11th) or 1st Year	0	0	0
	2014-2015 (10th or 12th) or 2nd Year			

(ii) Delete Unit

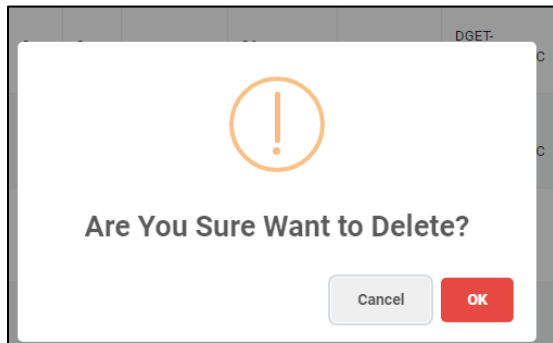
Clicking on **MANAGE UNIT --> DELETE UNIT**, will get enabled only if the RO Review Status is **Approved** and **IS History Data Added** column is **NO**

(i) History is NO & Status is Approved can able to delete the unit

ADD SHIFT YEARLY ADMISSIONS											
DELETE UNIT ⓘ	2	5	Adivasi - Women	26	2014	111	31-10-2018		No	Trade Is Active	Approved
SET UNIT AS INACTIVE ⓘ											



(ii) Once clicking on **DELETE UNIT** will show the confirmation to delete unit and click on OK button will show the **Reason For Delete Unit** fill it and send it for Approval



A form titled 'Reason For Delete Unit' with a blue header. It contains the following fields and buttons:

- GR Number**: A text input field with a green circular icon containing a person silhouette to its right.
- GR Year**: A text input field with the placeholder 'YYYY'.
- GR Document**: A label with an information icon, followed by a blue button labeled 'SELECT FILE'.
- Remarks ***: A text area for providing details.
- SEND FOR DELETE APPROVAL**: A blue button at the bottom right.
- CLOSE**: A grey button at the bottom right.



Under **MANAGE UNIT --> DELETE UNIT**, is disabled if the RO Review Status is **Approved** and **IS History Data Added** column is **YES**

(a) History is Yes and Status is Approved cannot delete the unit

Action	Unit	Shift	Unit Category	Defined Unit Intake	Unit Starting Year	Affiliation Order Number	Affiliation Order Date	Affiliation Order Attachment	Is History Data Added	Current Status	RO Review Status ⓘ	Remarks ⓘ
ADD SHIFT YEARLY ADMISSIONS DELETE UNIT ⓘ SET UNIT AS INACTIVE ⓘ	1	1	General – Woman	26		BEFORE 1969	01-08-1969		Yes	Trade Is Active	Approved	

(iii) Set Unit As Inactive

Under Manage Units --> Action --> **SET UNIT AS INACTIVE**, will get enabled only if the RO Review Status is Approved



MANAGE UNIT
[+ ADD UNITS](#)

☰ Course/Trade Data

Scheme	CTS	Course/Trade Code	12820
Sector	Other	Course/Trade Name	Automobile Mechanic
		Course/Trade Unit Intake	0

Action	Unit	Shift	Unit Category	Defined Unit Intake	Unit Starting Year	Affiliation Order Number	Affiliation Order Date	Affiliation Order Attachment	Is History Data Added	Current Status	RO Review Status ⓘ	Remarks ⓘ
ADD SHIFT YEARLY ADMISSIONS DELETE UNIT ⓘ SET UNIT AS INACTIVE ⓘ	111	2	Adivasi	0	2018	EEQ	03-12-2018		No	Trade Is Active	Submitted	

[BACK](#)

2. Delete Trade

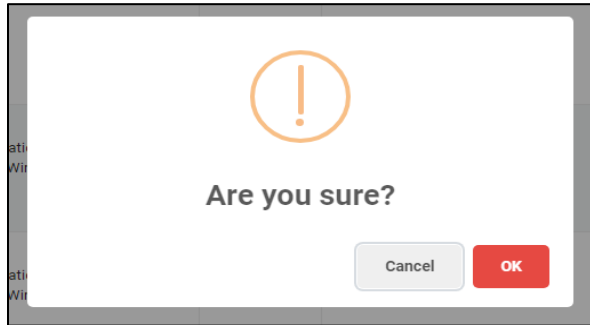
(a) Clicking on **DELETE TRADE** will show the message box for confirmation

MANAGE COURSE/TRADE
[+ ADD NEW COURSE/TRADE](#)

Action	Scheme	Sector	Course/Trade Code	Course/Trade Name	Course/Trade Unit Intake	Course/Trade Duration(Duration in Sem)	First Unit Started Year	Total Units(Approved Units) ⓘ	Current Status ⓘ
MANAGE UNITS DELETE TRADE ⓘ SET TRADE AS INACTIVE ⓘ	CTS	Other	12820	Automobile Mechanic					Trade Is Active



(b) Click on **OK** to delete the Trade and can Restore anytime by giving remarks & **SUBMIT**



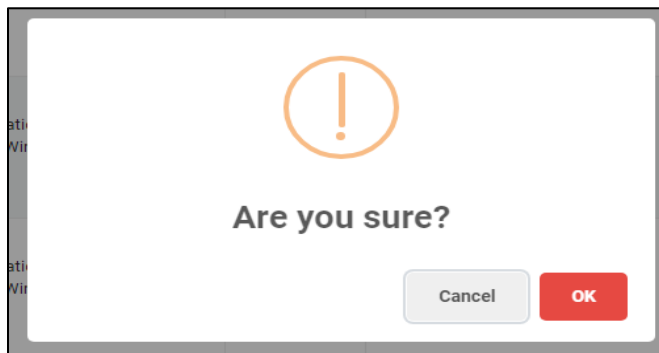
(A) After deleting the unit the button will display as **RESTORE**. By clicking on RESTORE the deleted unit will be displayed



MANAGE COURSE/TRADE										
Action	Scheme	Sector	Course/Trade Code	Course/Trade Name	Course/Trade Unit Intake	Course/Trade Duration(Duration in Sem)	First Unit Started Year	Total Units(Approved Units) 0	Current Status 0	
<div>MANAGE UNITS</div> <div>RESTORE</div> <div>SET TRADE AS INACTIVE 0</div>	CTS	Other	12820	Automobile Mechanic					Trade Is Active	

3. Set Trade As Inactive

(i) To set trade inactive click on **SET TRADE AS INACTIVE** which shows a confirmation box, then click on OK to make the trade INACTIVE





(ii) Make trade active anytime by clicking on **SET TRADE AS ACTIVE**

MANAGE UNITS									
DELETE TRADE	CTS	Power Generation, Transmission, Distribution, Wiring, and Electrical Equipments	11502	Wireman	21	4		3	Trade Is Inactive
SET TRADE AS ACTIVE									