



User Manual of Maharashtra DVET for Bifocal Application



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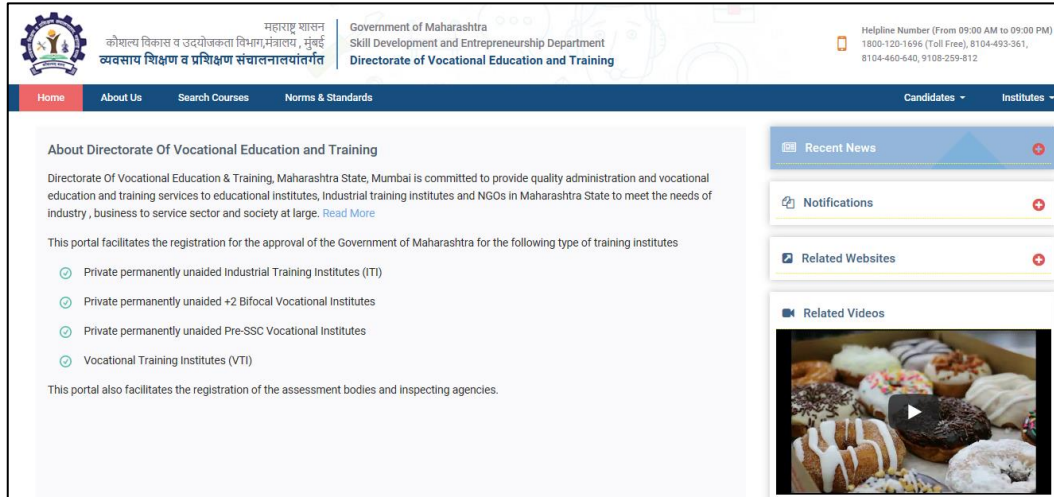
Introduction

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

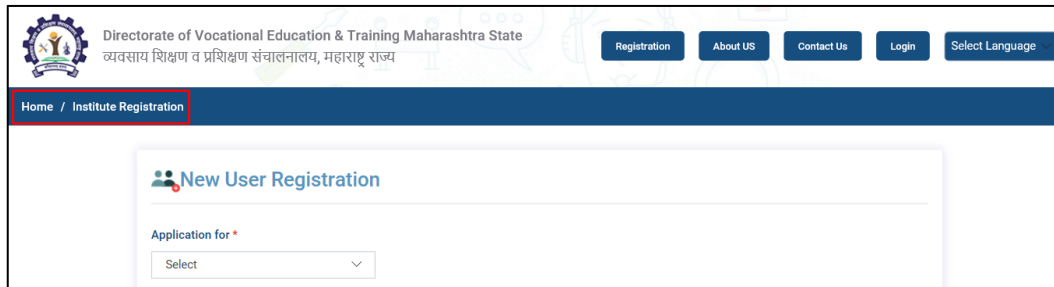
Home Page

1. Login to the URL:

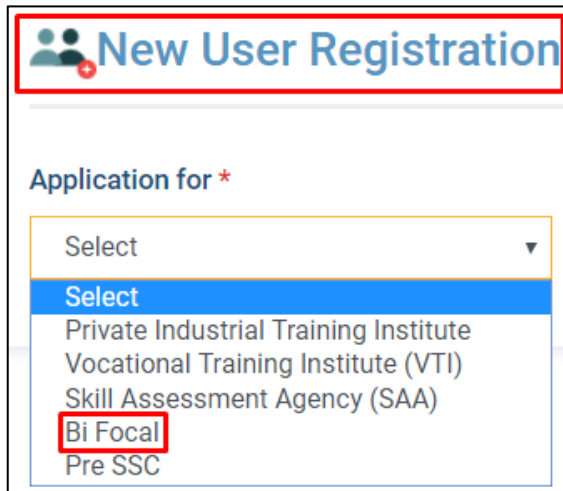
<http://vti.dvet.gov.in/>



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



3. Select **Vocational Training Institute (VTI)** under **Application for**.



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

Register with Organization Details

- 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
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

Field	Description
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.

Mobile Number ⓘ *

+91

-

Mobile Numb

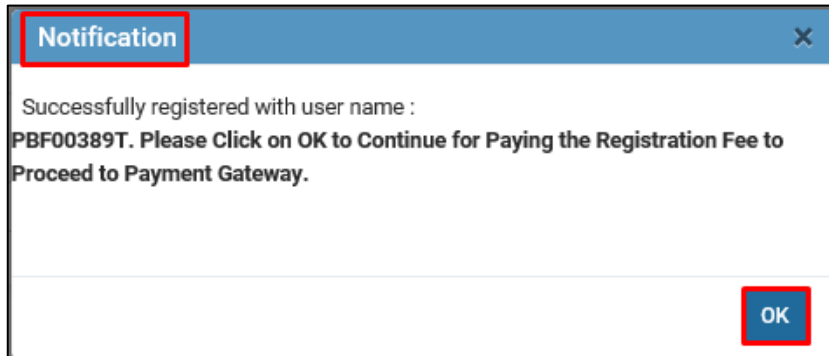
VERIFY

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



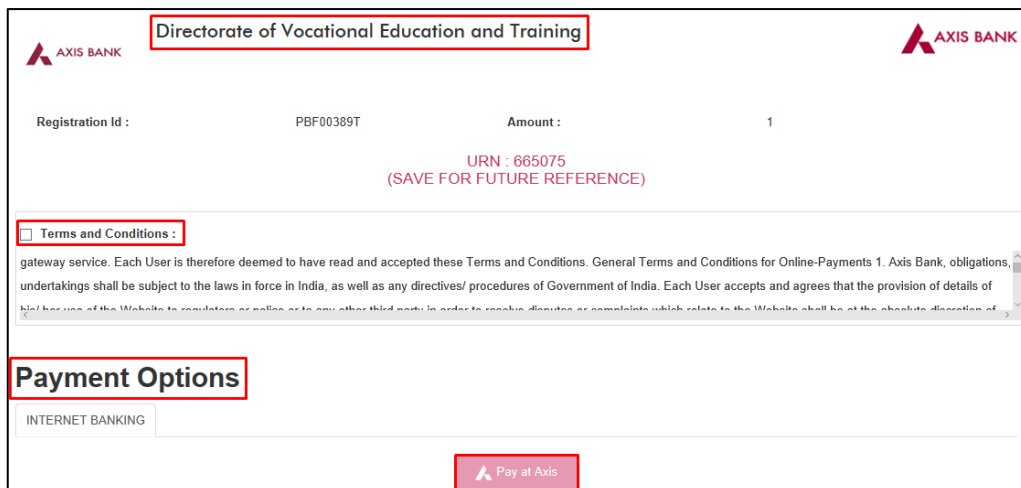
The screenshot shows a form with two password fields: 'Create Password *' and 'Confirm Password *', both containing four asterisks. At the bottom right, there are two buttons: 'CREATE ACCOUNT' (highlighted with a red box) and 'CANCEL'.

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



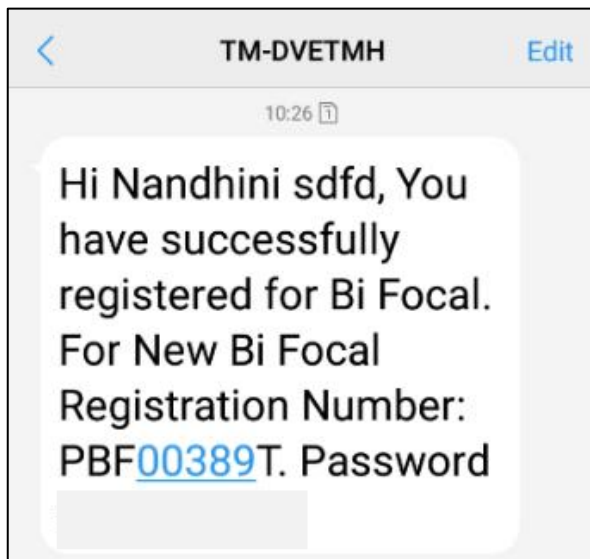
The screenshot shows a notification dialog box titled 'Notification' with a close button (X) in the top right corner. The text inside reads: 'Successfully registered with user name : PBF00389T. Please Click on OK to Continue for Paying the Registration Fee to Proceed to Payment Gateway.' At the bottom right, there is an 'OK' button highlighted with a red box.

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



The screenshot shows the payment page for the Directorate of Vocational Education and Training. It features the Axis Bank logo and the text 'Directorate of Vocational Education and Training'. Below this, it displays 'Registration Id : PBF00389T' and 'Amount : 1'. A red box highlights the 'Directorate of Vocational Education and Training' text. Below the registration details, there is a section for 'Terms and Conditions' with a checkbox. At the bottom, there is a 'Payment Options' section with 'INTERNET BANKING' selected and a 'Pay at Axis' button highlighted with a red box.

5. 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**.

REGISTRATION NUMBER

PNSCB

RETYPE THE ABOVE CAPTCHA CODE

LOGIN

[Forgot Password?](#)

Application Dashboard page is displayed.

Application Form - Dashboard

Application Form

Promoting Organization Details	31%	Promoters Details	100%	Proposed Institute Details	100%	Proposed Trade/Units Details	100%	Self Declaration	100%
--------------------------------	-----	-------------------	------	----------------------------	------	------------------------------	------	------------------	------

Infrastructure Details & Submit for Inspection

Funds Availability and Requirement Details	100%	Building Details	100%	Workshop Space Details	0%	Common Facility Space Details	0%	Power Details	0%
Land Details	0%	Infrastructure Details	0%	Other Infrastructure Details	0%	Inspection Fees	100%	Submit Details and Request for Inspection	0%

Application Incomplete

Application Form

Click the respective tab to complete application.

Promoting Organization Details

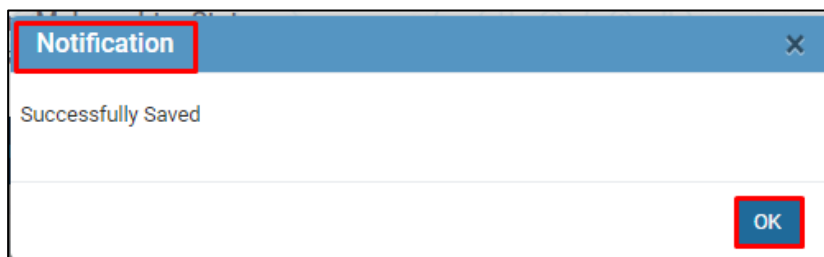
1. Enter the **Promoting Organization Details** and click **Save And Next**.

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**.

The screenshot displays the 'Promoters Details' section of the application form. The page header includes the logo of the Directorate of Vocational Education & Training Maharashtra State and navigation links like Home, FAQ, Contact Us, Logout, and Select Language. The left sidebar shows a menu with 'Promoters Details' highlighted. The main content area shows the 'Chairman/ President/ Signatory Partner/ Proprietor Details' form. A question 'Are the details same as that of Authorized Representative?' is answered 'Yes'. Below this is a table with the following data:

Title	MS	First Name	RANJITHA
Middle/ Father/ Husband Name	RAJENDRAN	Last / Surname	RAJENDRAN
Date of Birth	8/21/1998	Gender	FEMALE
Primary Mobile No. .	+91 9789729911	Alternative Mobile Number	

- 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	MS	First Name	RANJITHA
Middle/ Father/ Husband Name	RAJENDRAN	Last / Surname	RAJENDRAN
Date of Birth	8/21/1998	Gender	FEMALE
Primary Mobile No. .	+91 9789729911	Alternative Mobile Number	
Email ID	RAMUMYTHILI95@GMAIL.COM		
Designation			
Aadhaar No.	219610616410		

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

Trustee / Director's / Members / Partners Details

Name *	Date of Birth *	Primary Mobile No. *	Alternative Mobile Number	Email ID *	Aadhaar No. *	Passport Photo	Action
<input type="text"/>	<input type="text" value="06/06/2000"/>	<input type="text" value="9789729911"/>	<input type="text"/>	<input type="text" value="POP@GMAIL.COM"/>	<input type="text" value="589068118612"/>	 <input type="button" value="CHANGE PHOTO"/>	<input type="button" value="DELETE"/>
<input type="text"/>	<input type="text" value="06/06/2000"/>	<input type="text" value="9789729911"/>	<input type="text"/>	<input type="text" value="POP@GMAIL.COM"/>	<input type="text" value="589068118612"/>	 <input type="button" value="CHANGE PHOTO"/>	<input type="button" value="DELETE"/>

+ ADD NEW MEMBER

Note: Delete action deletes the row if necessary.

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

Notification
✕

Successfully Saved

Proposed Institute Details

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

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व्यवसाय शिक्षण व प्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home | FAQ | Contact Us | Logout | Select Language

Application Form | Infrastructure Details | RANJITHA RAJENDRAN, PBF00240T

Dashboard | Application Form | Promoting Organization Details | Promoters Details | **Proposed Institute Details** | Proposed Trade/Units Details | Self Declaration | Infrastructure Details

Home / **Proposed Institute Details**

Name of Institute * Address *

SDFS DFSDF

Pin Code * State * District * Taluka *

414504 MAHARASHTRA Ahmadnagar Shevgaon

City / Village * Location Category * Phone Number *

Gaikwad-jalgaon Rural 999 77776545

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**.

Notification

Successfully Saved

OK

Proposed Trade-Unit Details

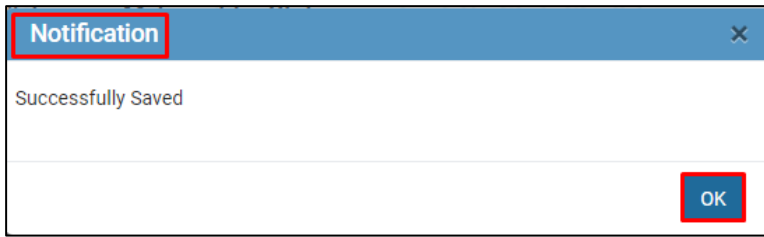
1. Enter **Proposed Trade-Unit Details**. Click **+Add New Trade** to add more columns. Click **Next** to go to the next page.

Sr. No.	Name of Trade	Course Code	Trade Type	Status	No. of concurrent units	No. of concurrent Units already Affiliated / Approved	No. of concurrent Units for Inspection	Approval / Affiliation Order	Action
1	DRONE TECHNICIAN CUM OPERATOR	MHEAEDTOH0300	ENGINEERING NON MACHINE	Existing	0	0	10		VIEW
				Proposed	11	1			
2	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFGSTH0030	NON ENGINEERING	Existing	0	0	1		VIEW
				Proposed	1	0			
Total					12	1	11	-	-

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

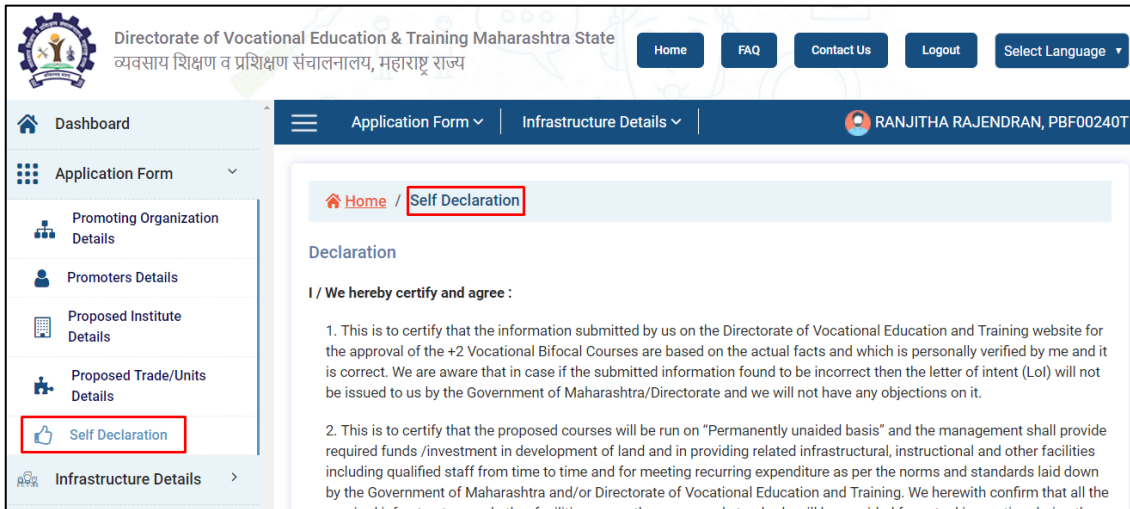
3. Enter all the details of the course and click **Save Changes** and **Close** the tab.

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

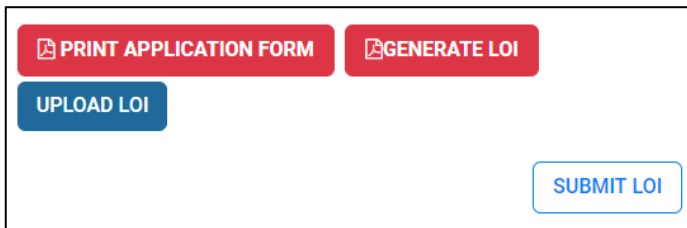


Self-Declaration

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.

Total Funds available with Promoter

Type of Account	IFSC	Name and Branch of Bank	Account Number	Amount in Account (E)	Upload last 6 months Bank Statement	
Current	ABHY0065005	ABHYDAYA COOPERATIVE BAN	66887765445	345345	SELECT FILE Download RASALE INFOTECH.pdf	XDELETE
Total Amount in Account (E)				₹ 345345		

[+ADD BANK ACCOUNT](#)

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.

Sr. No.	Name of Trade	Course Code	Status	No. of Concurrent Units	Workshop Space Required in Sq. M.	Floor Preference	Available *	Remark Ground/ First/ Second/ to Tenth Floor*	Space Variation
1	DRONE TECHNICIAN CUM OPERATOR	MHEAEDTOH0300	Existing	-	-	-	-	-	-
			Proposed	11	550	Any	<input type="text"/>	Select	-550
			Total	11	-	-	-	-	-
2	GST ASSISTANT (REGISTRATION AND...)	MURAGSTH0020	Existing	-	-	-	-	-	-
			Proposed	1	50	Any	<input type="text"/>	Select	50

Common Facility Space Details

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

Type	Utility	Required for Existing		Required for Proposed Units		Total Required		Available		Variation (-ve means shortage)	
		Number	Space	Number	Space	Number	Space	Number	Space	Number	Space
Administrative Office Space	Principal Cabin	-	-	1	20	1	20	<input type="text"/>	<input type="text"/>	-1	-20
	Office (4 Sq.Meter Per Staff)	-	-	1	4	1	4	<input type="text"/>	<input type="text"/>	-1	-4
	Record Room	-	-	1	20	1	20	<input type="text"/>	<input type="text"/>	-1	-20
Common Facilities	Library cum Reading Room	-	-	1	40	1	40	<input type="text"/>	<input type="text"/>	-1	-40
Toilets	Gents Toilet = 15 Sq. Meter	-	-	1.5	22.5	1.5	22.5	<input type="text"/>	<input type="text"/>	-1.5	-22.5
	Ladies Toilet = 15 Sq. Meter	-	-	1.5	22.5	1.5	22.5	<input type="text"/>	<input type="text"/>	-1.5	-22.5

SAVE AND NEXT **CANCEL**

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.

Sr. No.	Name of Trade	Course Code	Required per unit as per Norms	Type (Single / Three Phase)	Required for Existing Units	Required for Proposed Units	Total Required
1	DRONE TECHNICIAN CUM OPERATOR	MHEAEDTOH0300	2.00 KW	Three Pahse	---	22 KW	22.00 KW
2	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBAFSTH0030	1.00 KW	Three Pahse	---	1 KW	1.00 KW
						Total Required	23.00 KW
						Total Available *	<input type="text"/>
						Available Type *	Select
						Upload Latest Electricity Bill Copy *	SELECT FILE
Is the meter connection in the name of School/organization <input checked="" type="checkbox"/>			Upload NOC from building Owner *	Upload 3 months Light bill	Metre Seal Report needs to be uploaded		
			SELECT FILE	SELECT FILE	SELECT FILE		

SAVE AND NEXT **CANCEL**

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.

Sr. No.	Name of Trade	Course Code	Status	Total Units	Infrastructure Norms	Status of Submission
1	DRONE TECHNICIAN CUM OPERATOR	MHEAEDTOH0300	Existing	0	SUBMIT AVAILABILITY	0 %
			Proposed	11		
2	GST ASSISTANT (REGISTRATION AND RETURNS)	MHBFGSTH0030	Existing	0	SUBMIT AVAILABILITY	0 %
			Proposed	1		
Total			Existing	0		
			Proposed	12		

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.

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Home FAQ Contact Us Logout Select Language

Application Form Infrastructure Details RANJITHA RAJENDRAN, PBF00240T

Home / Other Infrastructure Details

Whether Water Supply is available * Source of Water Supply *

Upload relevant document for the availability of water supply

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**.

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Home FAQ Contact Us Logout Select Language

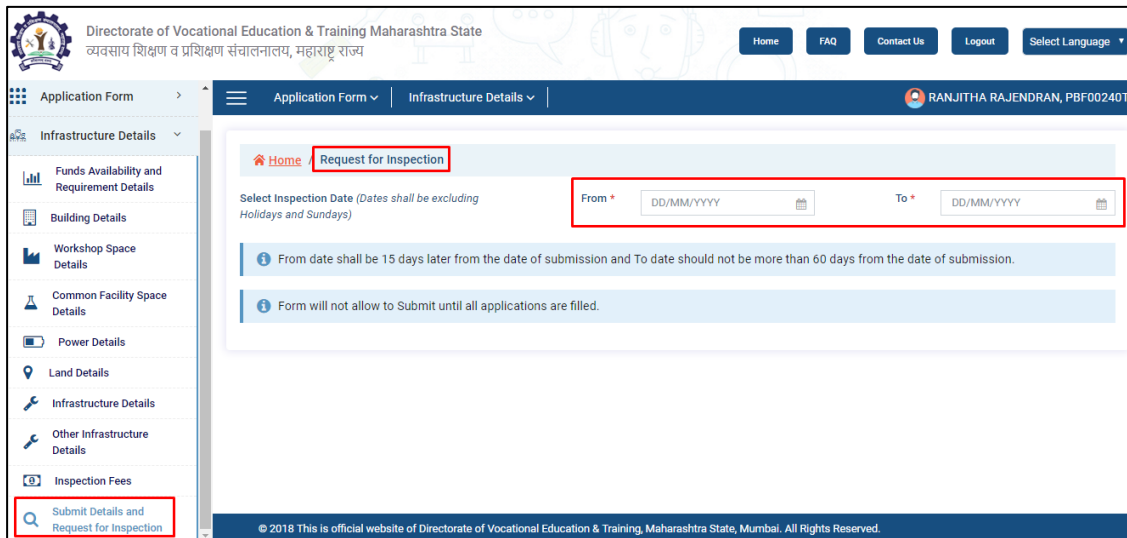
Application Form Infrastructure Details RANJITHA RAJENDRAN, PBF00240T

Total Concurrent Units Proposed	12
Total Concurrent Units for Inspection	11
Total Concurrent Units exempted from Inspection	1
Fees Per Unit for Inspection	₹ 10,000.00
Fees Per Unit for Units exempted from Inspection	₹ 2,000.00
Total Applicable Inspection Fees	₹ 112,000.00

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.

