



**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
Regional Officers
Of
Institute Information System
Of
Academic Management System

Updated on: 7th December 2018



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Introduction

This application is used by the Regional Officers

1.RO Home Page

- Regional Officers can able to Accept / Reject based on district wise

(1) Login to RO home page using RO credentials

(2) Clicking on **Institute/Trade Verification List** will display the list of districts in drop down & by clicking any one district or ALL and click on **SEARCH** button will display the list of items which need to be Approve by RO

Dashboard

Welcome ! Mumbai

Home / Institute Details Verification

Select District *

Mumbai

Select

ALL

Mumbai

Palghar

Raigad

Ratnagiri

Sindhudurg

Thane

SEARCH CLEAR

Search:

S.No	Institute Name	Request Type	Item for approval	Date Submitted	RequestID
1	SHREE MANAV SEVA SANGH SANCHALIT SMT. SAVITRIBEN AND SHRI. NENUMAL PARDASANI PRIVATE INDUSTRIAL TRAINING INSTITUTE, SION (WEST), TAL: MUMBAI CITY, DIST: MUMBAI	Insert	Hostel Details	07-12-2018	54

Showing 1 to 1 of 1 entries

Previous 1 Next



Note:

1. **Pending** display the items yet to be Approved
2. **Approved** display the items which has been Approved
3. **Rejected** display the items Rejected

Home / Institute Details Verification

Select District *
Mumbai

SEARCH CLEAR

Pending 1 Approved 0 Rejected 0

Pending List

Show 10 entries

S.No	Institute Name	Request Type	Item for approval	Date Submitted	RequestID
1	SHREE MANAV SEVA SANGH SANCHALIT SMT. SAVITRIBEN AND SHRI. NENUMAL PARDASANI PRIVATE INDUSTRIAL TRAINING INSTITUTE, SIGN (WEST), TAL: MUMBAI CITY, DIST: MUMBAI	Insert	Hostel Details	07-12-2018	54

Showing 1 to 1 of 1 entries

Previous 1 Next

(3) Clicking on **Item for approval** will allow the RO to ACCEPT / REJECT

Home / Institute / Hostel Details

HOSTEL FACILITY AVAILABLE

Hostel Facility Available	Yes		
Hostel Name	Mumbai Hostel		
Total Boys	0	Total Girls	22
Total Capacity	22		

ACCEPT REJECT BACK



2.RO Approval for SharePoint

Share Point Pages → Institute → Institute Profile

1. Power, Water & Communication Details
2. Gallery & Social Presence
3. Staff Quarters
4. Occupants in Institute Premise
5. Certificate Details
6. Sports
7. Seminars
8. Student Council
9. Conference Hall
10. Canteen
11. House Keeping Facility

(1) All the above modules have to be Approved by RO through Outlook Email & data can be viewed in the main page itself



271510103811 Technical School wants to access 'Directorate of Vocational Education & Training, Maharashtra Team Site'



271510103811 Technical School <no-reply@sharepointonline.com>

Mon 12/3, 3:07 PM

Admin



Reply all

SharePoint

Action Required

You have a pending access request.



Requested by: [271510103811 Technical School \(271510103811@dvet.edu.in\)](#)

Requesting **Edit** permission for [Directorate of Vocational Education & Training, Maharashtra Team Site](#)

I'd like access, please.

Approve

Decline