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

Contents

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

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

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

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