



**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: 7<sup>th</sup> 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

The screenshot displays the RO Home Page interface. On the left sidebar, the 'Institute/Trade Verification List' option is highlighted. The main content area shows the 'Home / Institute Details Verification' page. A 'Select District' dropdown menu is open, showing options: Mumbai, Select, ALL, Mumbai (highlighted), Palghar, Raigad, Ratnagiri, Sindhudurg, and Thane. A 'SEARCH' button is visible next to the dropdown. Below the dropdown, a table lists verification items. The table has columns: S.No, Institute Name, Request Type, Item for approval, Date Submitted, and RequestID. The first entry is for 'SHREE MANAV SEVA SANGH SANCHALIT SMT. SAVITRIBEN AND SHRI. NENUMAL PARDASANI PRIVATE INDUSTRIAL TRAINING INSTITUTE, SION (WEST), TAL: MUMBAI CITY, DIST: MUMBAI' with Request Type 'Insert', Item for approval 'Hostel Details', Date Submitted '07-12-2018', and RequestID '54'. A 'Previous' button and a 'Next' button are at the bottom right of the table.

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



## 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

Institute/Trade Verification List

Home / Institute Details Verification

Select District \*

Mumbai

SEARCH CLEAR

Pending 1 Approved 0 Rejected 0

Pending List

Show 10 entries

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

(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'

2S

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 \(271510103811@dvvet.edu.in\)](#)  
Requesting **Edit** permission for [Directorate of Vocational Education & Training, Maharashtra Team Site](#)

I'd like access, please.

Approve

Decline