WORK FLOW CHART FOR COLLEGE/INSTITUTIONS

1. College/Institution will create their profile by the sign up. There having two different link for the Govt college & Pvt. College.

INSTITUTE REGISTRATION

Government and Private ITI College of Bihar can be register here. After registration of college login to there profile and they can submit their register student details as well as upload documents

Create Account?

Government College Sign Up   Private College Sign Up

2. According to the sign up page, college will fill all the data into the sign up pages.

3. There is an option to upload the self declaration format to upload documents, form there they can get the format & prepare on their letter head with authorized sign.

Upload Authorisation Letter (Prescrived FORMAT)   Choose File | No file chosen

Upload Afflicated Trade (Prescrived FORMAT)   Choose File | No file chosen

4. After completion of the sign up, you will get the popup message that, you sign up page submitted successful or not.

5. If successfully submitted, then you have to wait for the approval of Nodal admin, to make login credentials approval.

6. Once its get approved by the Nodal admin, you will get a mail that your account has been approved, then you will be able to login to your profile.

Students Data filling Instruction

1. College can login their profile by their login credentials.

2. Here you will get the options to upload the details of students application. From here you have to fill the form & upload the documents, one by one.

3. After successful submission of the students data, you will see the details into students details options.

4. These all students data will be forwarded to the nodal admin, from there they will approve your uploaded students details.

5. After approval, you can see the details that how much students details has been approved or rejected.

6. For the rejected students data , you have again make correction or upload the required informations.

7. For make the corrections, you have to raise the ticket from the support ticket options, then you will get the options to edit the students profile.

State Admin / Nodal Admin Login Credentials

1. There is an defferent link to login their profile.

2. By this link, nodal can login their profile, their credentials has been created by admin.

3. Admin will share the login credentials, after login you can change your password, and required details which are permissible.