



USER MANUAL

EXAMINER MODULE

Ver-1.01

[ITI MODULE]

Submitted By

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User Manual – Examiner Module

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1. Introduction

1.1 Overview

NCVT MIS portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). NCVT MIS system is designed to automate and facilitate day to day operation of ITIs regarding; Academics, Examination, Administration etc. which are governed by NCVT. Purpose is to implement and IT system too efficiently manage data of institutes running under purview of DGT/NCVT.

1.2 Scope of the document

This document provides step by step guide on how to manage the registered Examiner's data. It provide the below given functionalities to the Nodal ITIs:

1. Approve/Reject the application of Examiner's which are registered from Public portal.
2. Mapping of Examiner.
3. Edit Examiner's profile.

2. About the Document

2.1 Intended Audience

Only authorized user as Nodal ITIs would be intended audience for this process along with State Directorate for configuration of Nodal ITIs' access.

2.2 Document Convention

This User Guide has following conventions:

1. Fields which have * sign at the end, indicates that it is mandatory.
2. Error Messages are displayed in Red color.
3. Success messages are mentioned in pop-up.
4. All the links are given in Blue color with underline.

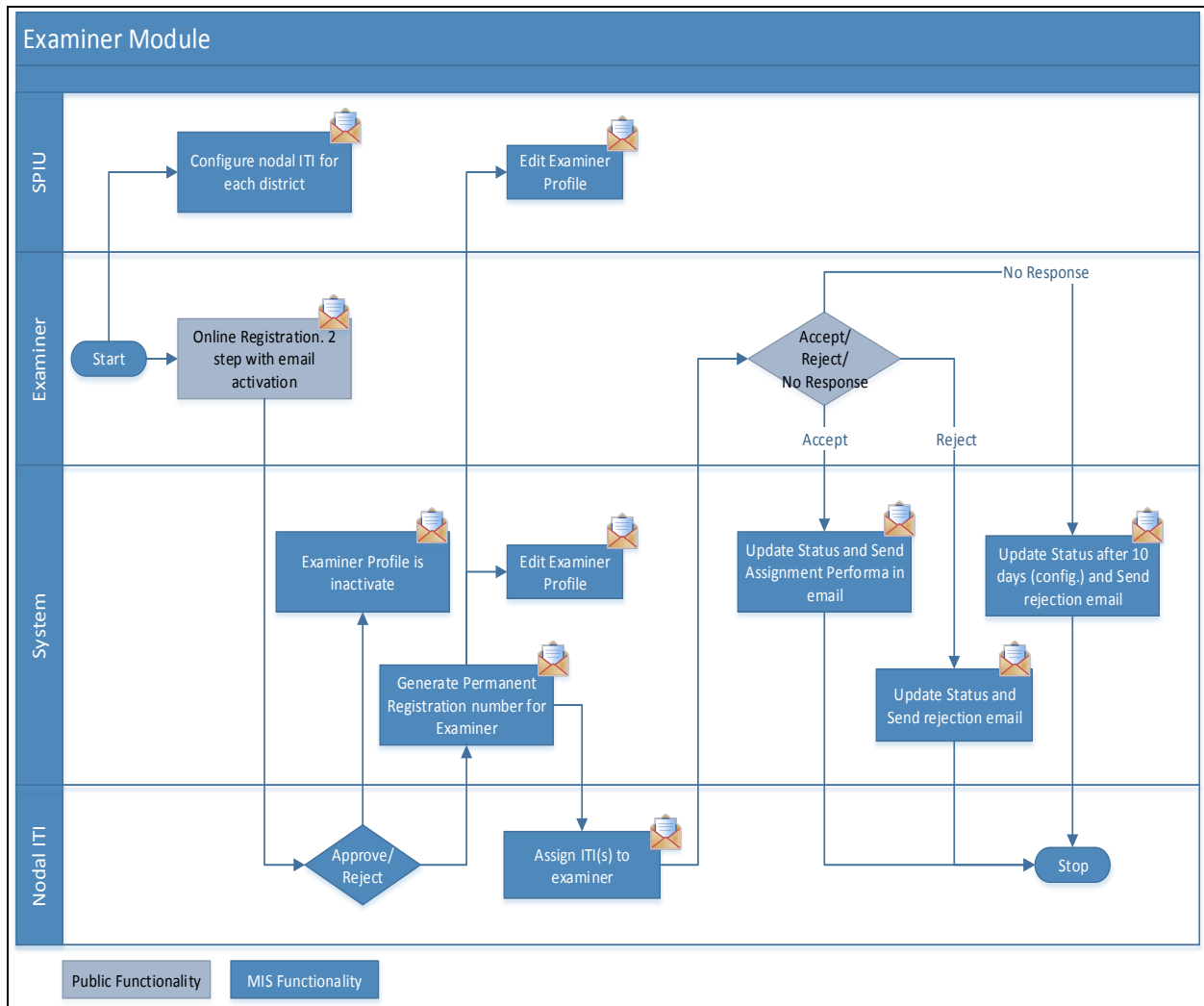
Instructions are mentions under “**Before Proceeding please ensure**” Point wise.



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3. Process Flow

Below is the Process Flow Diagram of Examiner process for better understanding:





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4. Getting Started

4.1 System Requirements

To run this application there are some basic requirements as:

- Window's Machine
- IE 8 or above/Firefox 27 or above/Chrome 32 or above.
- MS Office (2007 or above).
- Internet Connectivity (256 kbps or above)

4.2 Accessing Portal

Public portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGT to allow timely and transparent flow of information. The web portal will have information such as, details of examiner's and it's mapping details etc.

To access, type the address in the address bar as: <https://ncvtmis.gov.in/>. User will be redirected to the Home page of the Public Portal and also allows internal user (Nodal it is and SPIU's) to login into the MIS portal. Once user will click on 'Login', the user will redirect to NCVT MIS Login page

4.3 Login Page

Login page provides access to authorized users inside the MIS application. Authorized users include registered Nodal ITIs. This page also has links to recover the forgotten password. Login Page for the MIS is as follows:



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Figure: Login Page

The login page allows the user to login inside the portal. The user has to enter the User Name, Password, select the name of the Business Unit to which user belongs and click on Login. Business Unit field is a drop down menu that displays the Business Units that have been assigned to the user.

In case of unsuccessful login, a message *'Invalid password, please check...!'* would be displayed. On ten unsuccessful login attempts in a row, the user's account would be locked and a message *'Your account is locked due to 10 unsuccessful login attempts, please contact System Administrator.'* would be displayed.

Tip: Click on the password field once Username is entered, to populate the Business Unit drop down

Note: If the user account has been locked, user should contact the administrator.

In case of successful Login, No two users can login using the same **Username** into the MIS Application. If one user is already logged into the application, and the other user tries to access the MIS system using the same Username, the second user gets the **Warning** screen as follows indicating if user wants to terminate the session for the first user:



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Figure: Warning

Warning	
There are already other user sessions in progress:	
Login IP Address	Last Access Time
10.201.51.16	12 Oct 2012 12:00 PM
Continue will result in Termination of the other session. Please select from one of the following options:	
<input type="button" value="Continue the session"/>	<input type="button" value="Cancel"/>

Clicking on '**Continue the session**', terminates the session for the first user. Clicking '**Cancel**' redirects the logged in user to the **Logout** page.

After successful login user can also edit the profile by clicking on **Edit my Profile** Link and also reset the security questions by clicking on **Reset Security Question** as displayed in the below screen:

Figure: Edit my Profile

The screenshot shows the NCVT MIS application interface. The header includes the NCVT logo, 'NCVT MIS', and a user welcome message 'Welcome, Vijay Kumar'. The main content area displays 'WELCOME TO MIS APPLICATION' and a 'My Profile' section with the following details:

Name	Designation	Mobile Number
Vijay Kumar	Principal	9868552244

Below the profile details, there are two links: [Edit My Profile](#) and [Reset Security Question](#). The footer contains copyright information for the Ministry of Skill Development And Entrepreneurship, Government of India.

To edit the profile, follow the below given steps:

1. Click on **Edit My Profile**.
2. A Pop up will appear with the following fields as displayed below:
 - First Name
 - Middle Name



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- Last Name
- Date of Birth
- Designation
- Phone Number
- Mobile Number
- Email ID

Figure: Edit my Profile

Modify User	
First Name: <input type="text" value="Vijay"/>	Middle Name: <input type="text"/>
Last Name: <input type="text" value="Kumar"/>	Date of Birth: <input type="text" value="01/05/1968"/> * (DD/MM/YYYY)
Designation: <input type="text" value="--Select--"/>	Phone No.(O): <input type="text" value="01122558877"/>
Mobile Number: <input type="text" value="9868552244"/>	Email ID: <input type="text" value="dharmender.jhamb@nisg.org"/>
<input type="button" value="Update"/> <input type="button" value="Close"/>	

3. Enter the required details.
4. Click on the '**Update**' to save the changes or '**Close**' to close the window.

To reset the Security Questions, follow the below given steps:

1. Click on **Reset Security Question**.
2. A Pop up will appear as displayed below:

Figure: Reset Hint Questions

Hint Questions	
Hint Question 1 : <input type="text" value="----Select----"/>	*
Answer : <input type="text"/>	*
Hint Question 2 : <input type="text" value="----Select----"/>	*
Answer : <input type="text"/>	*
All fields marked with * are mandatory.	
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

3. Select the Hint Questions and enter their answers.
4. Click on **Submit** to update the changes or click on **Clear** to clear the entered data.
5. If user will select **Submit**, hint questions will be updated.



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4.4 Forgot Password

If the user forgets his password, user has to recover the password. On clicking Forgot Password link, a new page prompts the user to answer the security questions. To recover the password:

1. Click **Forgot Password** link on the **Login** page. Screen for Forgot Password is as follows:

Figure: Forgot password

Login ID	<input type="text"/>
Hint Question 1	<input type="text"/>
Answer	<input type="text"/>
Hint Question 2	<input type="text"/>
Answer	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	
Click here to go back to Login page	

2. Enter the login id.
3. Both the security questions set by users would be displayed.
4. Enter the answer and click **Submit** to submit the details or click on **Clear** to clear the entered details. On successful validation, user's password is sent on the e-mail ID registered with the DGT.

When logged in for the first time, user is redirected to the following screen to set the hint questions and their answers:

Figure: Hint questions

Hint Question 1 :	<input type="text" value="....Select...."/>
Answer :	<input type="text"/>
Hint Question 2 :	<input type="text" value="....Select...."/>
Answer :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

1. Select Hint Question 1 and set the answer to the question.
2. Select Hint Question 2 (Question that has been selected in the Hint Question 1 will not get visible again in the drop down field of Hint Question 2) and set the answer to Hint Question 2.
3. Click on '**Submit**' to save the Hint Question and Answer.



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4. User is redirected to change his password. On changing Password, user can access modules of MIS application.

Note: In case user has forgotten the answers to the security question, user should contact the administrator

Tip: Click the tab key on entering Login ID such that Hint Questions are displayed on Forgot Password page



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5. State Directorate

5.1 Nodal ITI configuration

This link enables user (NPIU/SPIU) to assign the roles Nodal Officer. User need to login with the **NPIU/SPIU** account. To assign roles, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Role**.
2. Search the record ITI details and Nodal ITI details using following fields Name, Institute Type, State, District (mandatory), Status and ITI code.
3. All the records matching to search criteria are displayed under the Nodal Role ITI details and List of ITI.
4. Select the ITI under List of ITI details panel to make it **Nodal ITI**.
5. Click on **Submit**, the selected record/ITI will display under Nodal Role ITI details.

Figure: Role- Assign Nodal ITI

The screenshot shows the NCVT MIS interface for assigning a Nodal Officer role to an ITI. The page title is "Nodal Officer Role Assign to ITI". The interface includes a search form with fields for Name, State (set to Delhi), Institute Type (dropdown), District (set to Central), Status (dropdown), and ITI Code. There are "Search" and "Reset" buttons. Below the search form is a section for "Nodal Role ITI Details" which currently shows "No data found...". Below that is a "List of ITI" table with two rows:

S. No.	ITI Code	Name	Address	District	State
1	PU07000023	Yuva Shakti Industrial Training Center (for Women)	gfgjghhfhf	Central	Delhi
2	PR07000074	Nav Prabhat (ITI)	52 A, S.P. Mukherjee Market, Faiz Road, Karol Bagh	Central	Delhi

A "Submit" button is located below the table. The left sidebar contains a menu with options like MIS, ITI, Academic, Examination Management, Administration, Examiner, ITI Examiner Assignment, Map, Approve, Edit, Role, SPIU, NPIU, PLACEMENT, SYSTEM ADMINISTRATION, and CENTRAL MIS. The top right corner shows "Logout" and "Welcome, Admin Amin Test".



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6. ITI

This module enables users of Industrial Training Institute to manage the Examiner's data. The module will be accessible to all Nodal ITIs.

6.1 Examiner

6.1.1 ITI Examiner Assignment

This module enables the Nodal ITI user's to manage the registered Examiner data (if verified/activated) across the District in MIS system. User can approve the registered Examiner (the one who registered for Examiner from Public page), can map the Examiner as per the preferred Trade and District and also can edit the Examiner data, as discussed in further sections.

6.1.1.1 Approve Registered Examiners

This link enables user to approve the details of the registered Examiner. User need to login with the **Approver** account. On approval, Unique Registration Number (Permanent) is generated for the Examiner. To approve, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Approve**.
2. Search the record to be approved using its Registration Number/Reference Number or Examiner's name under Examiner Approval panel.
3. All the records matching search criteria are displayed under Search Result panel as shown below on the screen:



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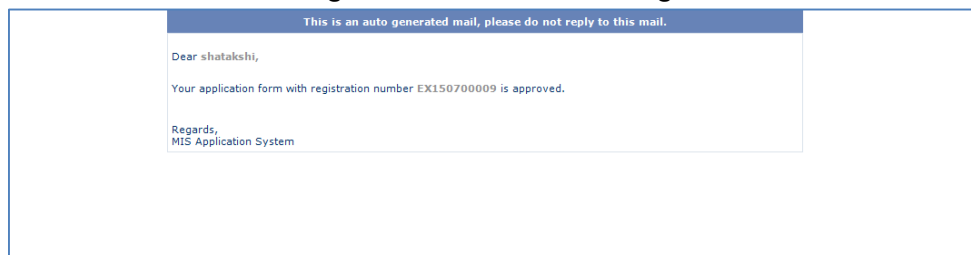
Figure: Approve Screen

The screenshot displays the 'Examiner Approval' interface in the NCVT MIS system. It includes a search bar for registration numbers or names, a table with columns for selection, registration number, examiner name, location, and trade, and a remarks field with 'Approve' and 'Reject' buttons.

Select	Registration Number	Examiner Name	Preferred Location	Preferred Trade
<input type="checkbox"/>	EX152400000	Neha Katyal	Central, New Delhi, North West	Building Maintenance, Computer Operator and Programming Assistant, Electrician
<input type="checkbox"/>	TX150700006	shatakshi	Central, Chandigarh, New Delhi	Computer Operator & Programming Assistant (VI), Electrician, Fitter
<input type="checkbox"/>	TX150700007	Aditya Chadha	Central, New Delhi, North	Architectural Assistant, Architectural Draughtsman, Architectural Draughtsmanship

4. User can view the Examiner details using the hyperlink in the field **Registration Number**.
5. To approve the record, select the record using the checkbox available in the rightmost column and Status between the following fields.
 - **Approve**- To approve the records and Unique Registration Number is generated for the Examiner.
 - **Reject**- To reject the records. In this Examiner needs to register again.
6. Enter the remarks and click on Approve/Reject button.
7. If user will click on **Approve/Reject** a confirmation mail will be triggered to the examiner's registered email ID. Confirmation message will be displayed as shown in below screenshot.

Figure: Confirmation message





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Note: In case of Rejection, 'reason' will be displayed in confirmation mail/message which is triggered to Examiner's registered email ID.

6.1.1.2 Map ITI to Examiner

This link enables user to map the approved examiner as per their preferred Trade and District. User need to login with the **Creator** account. To map the examiner, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Map**.
2. Search the records to be mapped using following fields Academic Year, Semester, Examination Type, and ITI name.
3. All the records matching to search criteria are displayed under the Mapping Details panel as shown below on the screen:

Figure: Examiner Mapping Details View

Select	Trade	Shift*	Unit*	Subject*	Examiner*
<input type="checkbox"/>	Building Maintenance	--Select--	--Select--	ALL	--Select--
<input type="checkbox"/>	Excavator Operator	--Select--	--Select--	ALL	--Select--

4. User can Map the examiner as per the shift, unit, subject & trade.



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- Copy Row**- Copy row is used when we need to select different combination of Shift, Unit, and Subject to map the Examiner under the same trade. To use copy row functionality, follow the below mention steps:
 - Enter the details in the row as Shift, Unit, Subject and Examiner which needs to be copied.
 - Select that record.
 - Click on **Copy Row**, a new row will be copied under Mapping Details panel with same trade name which is selected.
- Click on Map to map the selected examiner details. Once the examiner has been mapped a mail will be triggered to examiner's registered email ID with the link Accept or Reject. If Examiner will click on '**Accept/Reject**' a confirmation mail will be triggered and the response status will be displayed under Examiner Response History as shown below on the screen.

Figure: Examiner Response History

The screenshot shows the NCVT MIS interface. The top navigation bar includes the NCVT MIS logo, the user's name 'Welcome, Vijay Kumar', and a 'Logout' button. The breadcrumb trail is 'MIS > ITI > Examiner > Examiner Details > Examiner ITI Mapping'. The page title is 'ITI Examiner Assignment'. There are filters for 'Academic Year' (August 2013), 'Semester' (Semester 1), and 'Examination Type' (Final). A 'Search' button and a 'Clear' button are present. Below the filters is the 'Mapping Details' section, which has a 'Mapped Details' tab. Under this tab, there is a 'Search Results' section with a 'Copy Row' link. The table below has columns for 'Select', 'Trade', 'Shift', 'Unit', 'Subject', and 'Examiner'. The first row is selected and has a 'Map' button below it. The 'Examiner Response History' section is a table with columns for 'Examiner Registration Number', 'Accepted Count', 'Rejected Count', and 'No Response Count'. The first row shows 'EX150700009' with 'NA' in all three count columns.

Academic Year*	August 2013	Semester*	Semester 1
Examination Type*	Final	ITI Name*	PU07000023-PU07000023

Mapping Details | Mapped Details

Search Results

[Copy Row](#)

Select	Trade	Shift*	Unit*	Subject*	Examiner*
<input checked="" type="checkbox"/>	Computer Operator and Programming Assistant	Shift 1	Unit 1	ALL	EX150700009 - shatakshi
<input type="checkbox"/>	Cutting Sewing	ALL	ALL	ALL	--Select--
<input type="checkbox"/>	Secretarial Practice (English)	ALL	ALL	ALL	--Select--

Map

Examiner Response History

Examiner Registration Number	Accepted Count	Rejected Count	No Response Count
EX150700009	NA	NA	NA

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- User can view the Examiner details using the hyperlink in the field **Examiner Registration Number** and the details will be shown as below screenshot:



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Figure: View Registered Examiner Details

Examiner Details										
Personal Details										
Name	shatakshi			Date of Birth	09-Sep-1997					
Gender	Female			Father Name	mr.					
Marital Status	-Select-			Category	General					
UID (Aadhar No)				Email ID	shatakshi.porwal@wipro.com					
Mob No	9875632314									
Correspondence Address										
Address	central			District	Central					
State	Delhi			Phone No						
Pin Code	123698									
Permanent Address										
Address	central			District	Central					
State	Delhi			Phone No						
Pin Code	123698									
Qualification Details										
S. No	Examination Passed	Year of Passing	School/Board/University Type	Subject	Grade	Percentage %	Attached Documents			
1	12th	2013	CS	PCM		90.00 %	Click to download			
Technical Qualification Details										
S. No	Training Scheme	Trade	Certificate No	Year of Passing	Institute Name	Over all % of marks	Duration of Training (In Months)	Attached Documents		
1	CTS	Computer Operator and Programming Assistant	569	2014	por	0.00	10	Click to download		
Work Experience Certificate										
No Record Found.										
Location Preference					Trade Preference					
S.No	Preference Order	Location Preference	District Name	S.No	Preference Order	Trade Preference	Trade Name			
1	1st preference		Central	1	1st preference	Computer Operator and Programming Assistant				
2	2nd preference		New Delhi	2	2nd preference	Computer Operator & Programming Assistant (VI)				
3	3rd preference		North	3	3rd preference	Electrician				

8. User can view all the mapped details under Mapped Details panel as shown in below screenshot:

Figure: Examiner Mapped Details View

The screenshot shows the 'ITI Examiner Assignment' page in the NCVT MIS system. The 'Mapped Details' tab is active, displaying a table of assigned records. The table includes columns for Select, ITI Name, Trade, Shift, Unit, Subject, Examiner, and Status. The records are as follows:

Select	ITI Name	Trade	Shift	Unit	Subject	Examiner	Status
<input type="checkbox"/>	PU07000023 - Yuva Shakti Industrial Training Center (for Women)	Computer Operator and Programming Assistant	2	1	Engineering Drawing	EX150700001 - Rajni	Pending for Acceptance
<input type="checkbox"/>	PU07000023 - Yuva Shakti Industrial Training Center (for Women)	Computer Operator and Programming Assistant	1	1	ALL	EX150700001 - Rajni	Pending for Acceptance
<input type="checkbox"/>	PU07000023 - Yuva Shakti Industrial Training Center (for Women)	Cutting Sewing	ALL	ALL	ALL	EX150700001 - Rajni	Pending for Acceptance
<input type="checkbox"/>	PU07000023 - Yuva Shakti Industrial Training Center (for Women)	Computer Operator and Programming Assistant	1	1	ALL	EX150700009 - shatakshi	Rejected
<input type="checkbox"/>	PU07000023 - Yuva Shakti Industrial Training Center (for Women)	Computer Operator and Programming Assistant	2	1	ALL	EX150700009 - shatakshi	Accepted

At the bottom of the page, there is a copyright notice: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033| Help Desk: support.dget@wipro.com or 0120-440-5610| Date Time: 22-09-2015 16:09:37

9. User can view the Examiner details using the hyperlink in the field **Examiner**.



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6.1.1.3 Edit Examiner Profile

This link enables user to edit the examiner details. User need to login with the **Creator** account. To edit the examiner details, follow the given below steps:

1. Select **MIS > ITI > Examiner > ITI Examiner Assignment > Edit**.
2. Search the record to be edit using its Registration Number or Examiner's name under Edit Examiner panel.
3. All the records matching to search criteria are displayed under the View/Edit Examiner Details panel as shown below on the screen:

Figure: View/Edit Examiner

The screenshot displays the NCVT MIS web application interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, the user name 'Welcome, Vijay Kumar', and a 'Logout' button. Below the navigation bar, the breadcrumb trail reads 'MIS > ITI > Examiner > Examiner Details > Edit Examiner'. The main content area is titled 'Edit Examiner Details' and features a search bar with the placeholder text 'Please enter Registration Number/Name of the Examiner' and a 'Search' button. Below the search bar, a table titled 'View / Edit Examiner Details' displays a list of examiner records. The table has columns for S. No., Registration No., Name, Email Id, District, Approval Status, Assignment Status, and Edit. The footer of the application shows the copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 22-09-2015 16:09:03'.

S. No.	Registration No	Name	Email Id	District	Approval Status	Assignment Status	Edit
1	EX150700002	Dholu	wip@ghn.com	Central		Not Assigned	
2	EX150700004	Geeta	gong@ghj.com	Central		Not Assigned	
3	EX150700001	Rajni	jdsh@wip.com	Central	Pending for acceptance	Assigned	
4	EX150700005	Shalini gupta	fil2@gmail.com	Central		Not Assigned	
5	EX150700009	shatakshi	shatakshi.porwal@wipro.com	Central	Accepted	Assigned	
6	EX150700009	shatakshi	shatakshi.porwal@wipro.com	Central	Rejected	Assigned	

4. User can view the Examiner details using the hyperlink in the field **Registration Number**.
5. Click on Edit () and a pop up screen will be open to make changes in the Examiner Record as shown in below screen:



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Figure: Edit Examiner Page (i)

NCVT MIS
Edit Details for Examiner Registration

Personal Details

Name*	shatakshi	Date of Birth*	09/09/1997 (DD/MM/YYYY)
Gender*	Female	Father Name*	mr.
Marital Status*	-Select-	Category*	General
UID(Aadhar No.)		Email ID*	shatakshi.porval@vipro.co
Mobile No*	9875632314	Photograph	<input type="button" value="Choose File"/> No file chosen <small>* Only jpg, jpeg, png, gif files are allowed.</small>

Permanent Address

Address*	central	District*	Central
State*	Delhi	Phone No.	
Pincode*	123698		

Correspondence Address

Same as Permanent Address

Address*	central	District*	Central
State*	Delhi	Phone No.	
Pincode*	123698		

Figure: Edit Examiner Page (ii)

NCVT MIS
Edit Details for Examiner Registration

Qualification Details

[Add Row](#) [Delete Row](#)

Select	S. No.	Examination Passed*	Year of Passing*	Subject*	School/Board/University Name*	Grade	Percentage(%)	Relevant Document
<input type="checkbox"/>	1	12th	2013	PCM	CS		90.00 %	Click to Download

Technical Qualification Details

[Add Row](#) [Delete Row](#)

Select	S. No.	Training Scheme*	Trade*	Certificate No.*	Year of Passing*	Institute Name*	Overall % of marks*	Duration of Training (In Months)*
<input type="checkbox"/>	1		Computer Operator and Programming Assistant	569	2014	por	0.00	10

Work Experience Certificate

Attach Document No file chosen



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Figure: Edit Examiner Page (iii)

NCVT MIS
Edit Details for Examiner Registration

Location Preference

State*
Andaman & Nicobar Islands
Andhra Pradesh
Arunachal Pradesh

District*
Central
East
New Delhi

Select as 1st Preference x
Select as 2nd Preference x
Select as 3rd Preference x

Trade Preference

Trade*
Agro Processing
Architectural Assistant
Architectural Draughtsman

Select as 1st Preference x
Select as 2nd Preference x
Select as 3rd Preference x

6. Click on any of below buttons as per their functionality:
 - **Previous button**- To go to Previous page
 - **Clear button**-To clear the existing data
 - **Next Button**- To go to Next page.
 - **Submit Button**- To submit the Updated changes.
7. If user will click on **Submit** button, the record will go for approval to the designated authority.



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7. Help

For any guidance user can Refer Help section on the extreme top right corner of MIS application in OPTIONS (refer below image). Through this link user can download user manual any time, number of times. Path to access User manual is:

Login into MIS Application > OPTIONS > Help

Figure: Help

The screenshot shows the NCVT MIS application interface. At the top, there is a blue header with the NCVT logo and 'NCVT MIS' text on the left, and 'Logout' on the right. Below the header, there is a navigation bar with 'RDAT Chennai' and 'OPTIONS' (with a dropdown arrow). The main content area displays 'WELCOME TO MIS APPLICATION' and a 'My Profile' section with the following details:

My Profile			
Name	RDAT MASTER	Designation	Allied Trade Instructor
Email ID	support.dget@wipro.com	Mobile Number	9643321358

On the right side of the 'My Profile' section, there are links for 'Edit My Profile' and 'Reset Security Question', and a 'Help' button.