

***Directorate of Employment and Training,  
Labour Resource Department, Govt of Bihar***

**User Manual New Web Portal of Directorate of  
Employment and Training**

**Private Faculty Registration and  
Role Assignment.**



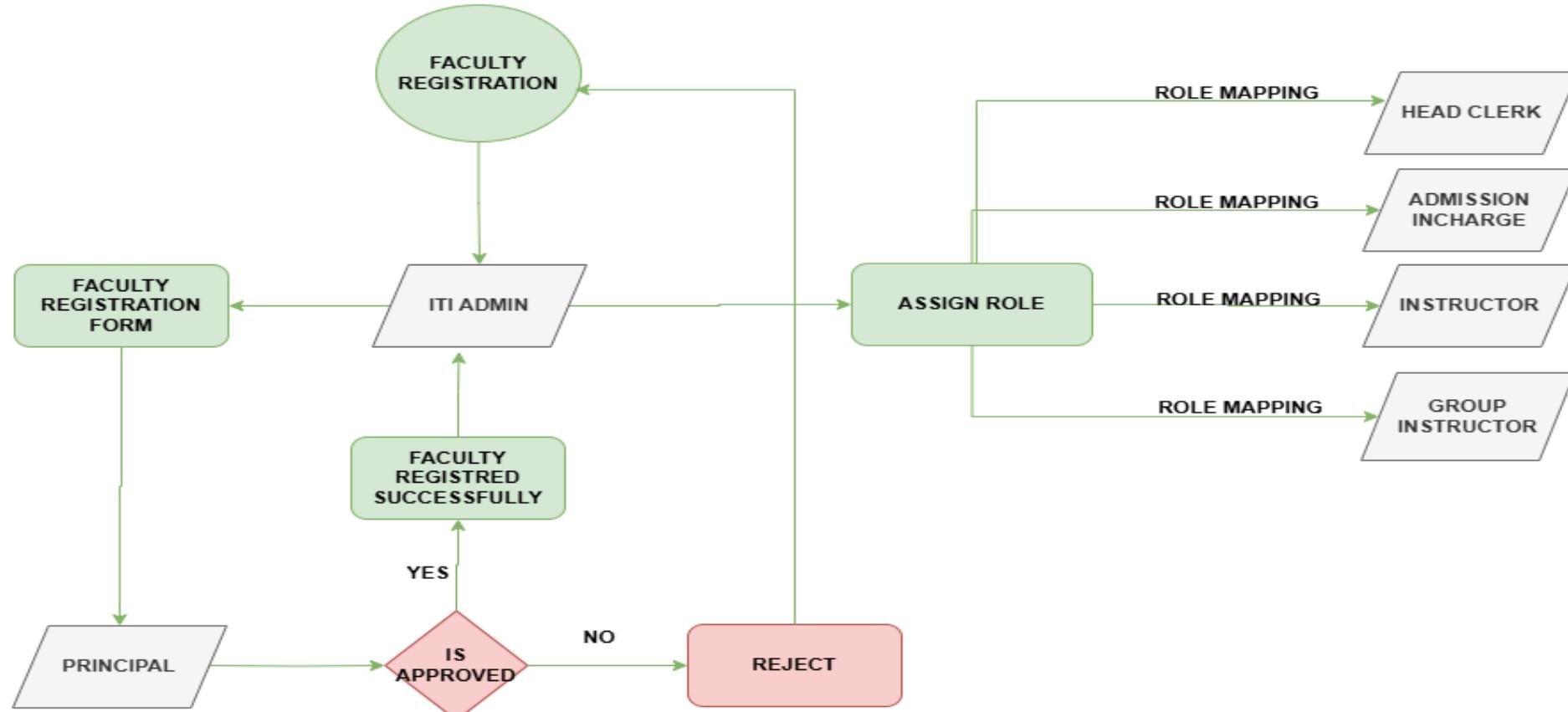
# Workflow



# Workflow: Private Faculty Registration & Role Mapping.



PVT ITI





# Overview of Private Faculty Registration & Role Assignment

## 1. ITI Admin – Private Faculty Registration

- Login to the DET portal as ITI Admin.
- Go to User Management → private Faculty Registration.
- Select Faculty Type (Teaching/Non-Teaching).
- Fill in all mandatory fields.
- Select the appropriate Designation .
- Generate OTP for Email & Mobile Number and click "Submit" to create the private faculty record.

## 2. Principal Pre-view

- Login to the DET portal as principal and reviews the submitted faculty data.
- Under the Faculty Registration List, the principal:Selects the record
- Adds remarks
- Click on Approve button for approval



### **3. Principal - Approval**

The Principal user logs in using their official credentials.

- Navigates to Pvt. Faculty Registration List.
- Reviews the submitted record:
  - Checks the box
  - Adds remarks
  - Clicks "Approve"
- A confirmation pop-up confirms successful approval.

### **4. Principal – Send back**

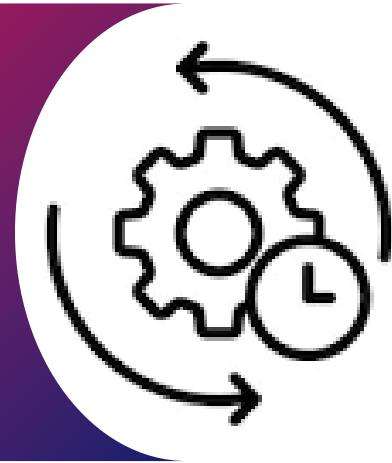
- Login to the DET portal as Principal and reviews the submitted Pvt. faculty data.
- Under the Pvt. Faculty Registration List, the super admin : Selects the record
- Adds remarks.
- If any changes are required during verification by the Principal, click the 'Send Back' button to return the form to the ITI Admin level under List page for necessary Modification.

## 5. Role Assignment by Pvt. ITI Admin

After approval, ITI Admin logs in again.

- Go to user management →Pvt. Faculty List.
- Clicks the ‘+’ icon under “Assign Role”.
- Selects appropriate roles via checkbox.
- Clicks “Submit” to assign roles.
- A pop-up confirms successful role mapping.

# Process flow





Visit the DET portal by using this URL:[det.bihar.gov.in](http://det.bihar.gov.in)

Not secure 3.108.109.78:8080/content/home/index.html

Thursday 05/12/2024 16:08:32 A+ A- Go to Main Content Select Language

Search...

Directorate Of Employment & Training

Home About Us Scheme Login Contact us

Click here

**Training**  
To streamline and automate administrative tasks in ITI institutions, such as student enrollment, course management, exam scheduling, and faculty assignments.

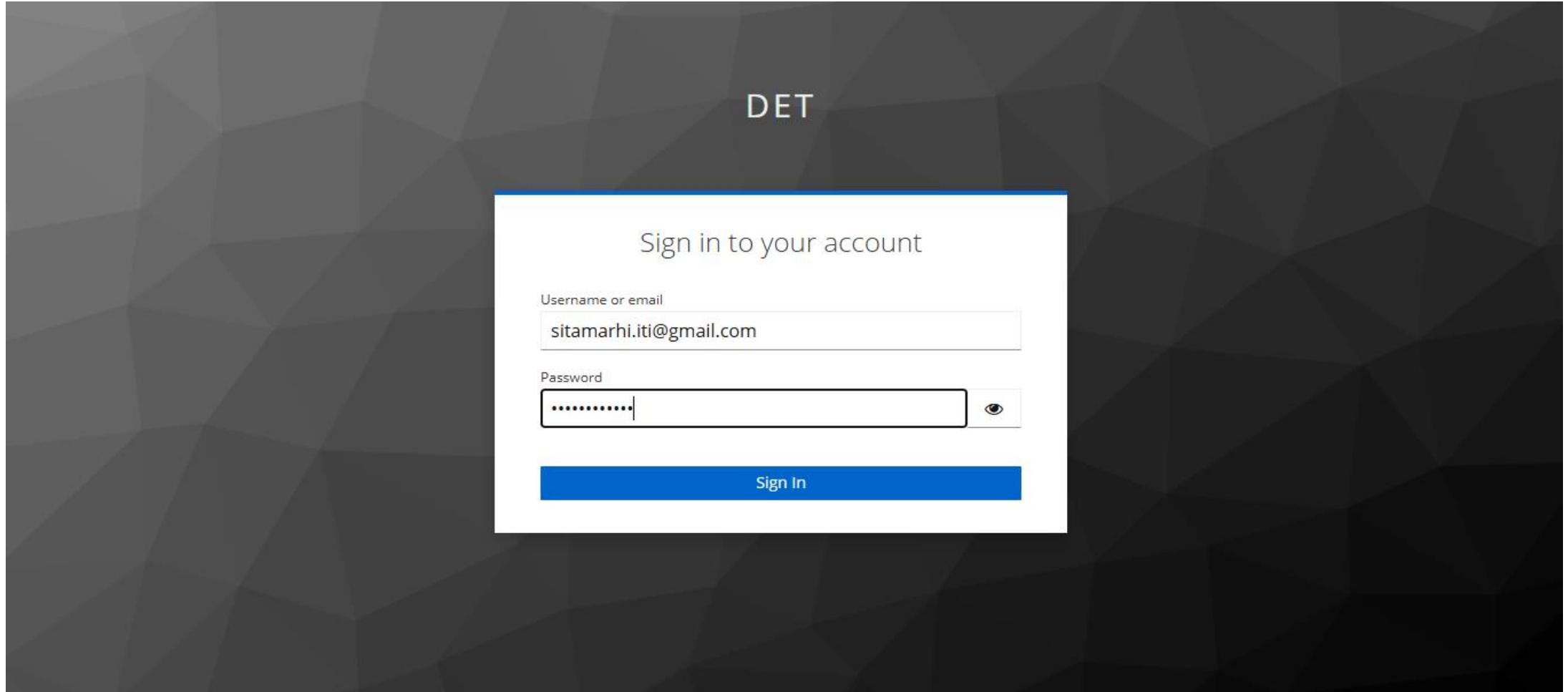
**Employment**  
An online platform that connects job seekers with employers, enabling users to search for job opportunities, upload resumes, and apply for positions.

**Bihar Overseas Placement Bureau**  
A government initiative that facilitates overseas employment opportunities for skilled and unskilled workers from Bihar.

**Dashboard**  
A centralized, user-friendly interface that visually presents key information, metrics, and data in a concise and interactive manner.



**Access the training portal and log in to the Pvt. ITI Admin.**



Once you open the Pvt. ITI Admin dashboard, go to the left sidebar, click on “user management,” and then choose “Private Faculty Registration” from the dropdown list.



The screenshot shows the Directorate Of Employment & Training (DET) Admin dashboard. The sidebar on the left contains the following navigation items:

- Dashboard
- Institutional Profile
- User Management 
- Faculty Registration 
- Faculty List
- Assets/Inventory 
- ITI Grading 
- Change Password

A blue button labeled "Click here" is positioned in the center of the dashboard, pointing towards the "Faculty Registration" option in the sidebar.

On the right side of the dashboard, there is a calendar for June 2024. The calendar shows the following details:

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**CLICK TO SEE 5**  
WEDNESDAY JUNE/2024 HOLIDAYS

At the bottom of the dashboard, there is a copyright notice: © Copyright DET | BIHAR .All right reserved by CMS Computers India Pvt. Ltd

In the Pvt. faculty registration, select the faculty type — whether it is teaching or non-teaching. Fill all the mandatory fields generate OTP & click on submit button to Create the Faculty .

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Faculty Registration

Faculty Type \* Non-Teaching Select Faculty type from Dropdown

Employee First Name \* Subh

Employee Middle Name Enter Middle Name

Employee Last Name Mishra

Mobile No \* 9471095348 Resend 921032 Resend 123456 Validate Aadhaar 123456 Verified 123456 Verified 123456 Verify OTP will expire in 4:10

E-mail Id \* nonteaching@gmail.com Resend

Aadhaar No. \* 324325344565 Validate Aadhaar

Click here to select designation

Click here to submit

Submit

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After clicking the submit button, a confirmation message is displayed to indicate successful registration.

det.bihar.gov.in says

Faculty has been registered successfully and Faculty Id is 24

OK

Click here

Faculty Registration

Employee Id

Employee Middle Name

Employee Last Name

Designation

Employee First Name \*

Enter First Name

Mobile No \*

Enter Mobile No

Generate OTP

Enter OTP

Verify

E-mail Id \*

Enter Email Id

Generate OTP

Enter OTP

Verify

Aadhaar No. \*

Enter Aadhaar

Validate Aadhaar

Enter OTP

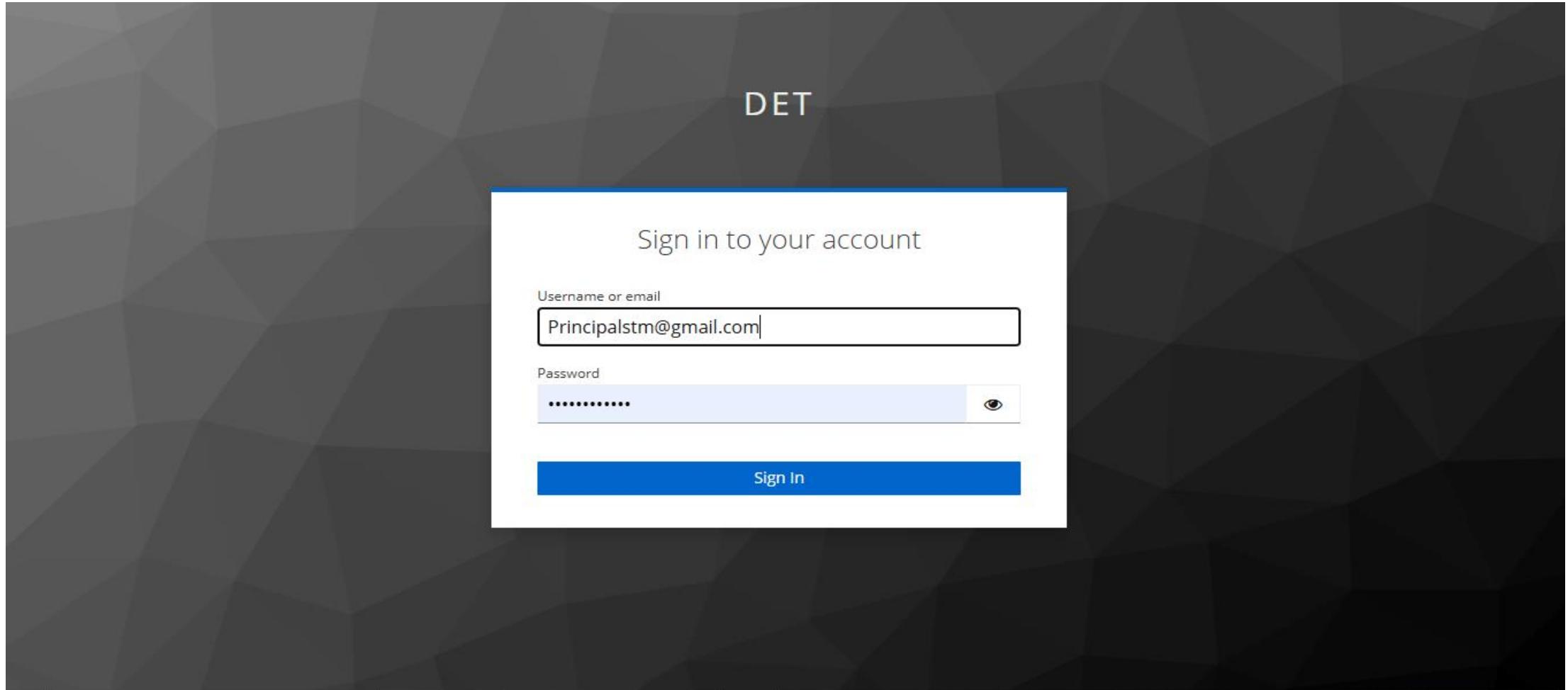
Verify

Submit

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**Once the Pvt. ITI Admin forwards the request of Pvt. faculty registration, it becomes visible in the Principal's login. The Principal can then log in using valid credentials to Verify.**



In the Pvt Principal's login, the faculty information is displayed under the Faculty Registration List.

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Dashboard

Faculty Registration List

Admission Enroll List

Academic Curriculum

Sessional Marks & Attendance List

Examination Enrollment

Faculty Unit Mapping

Attendance Application

Click here

CLICK TO SEE 5  
WEDNESDAY JUNE/2024 HOLIDAYS

Total No. Of Admission Request 120

Total No. Of Sessional Marks & Attendance Request 120

Friday 30/05/2025 14:23:21

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Select the mandatory checkbox, enter appropriate remarks, then click 'Send Back' to send the request back at ITI Admin level.

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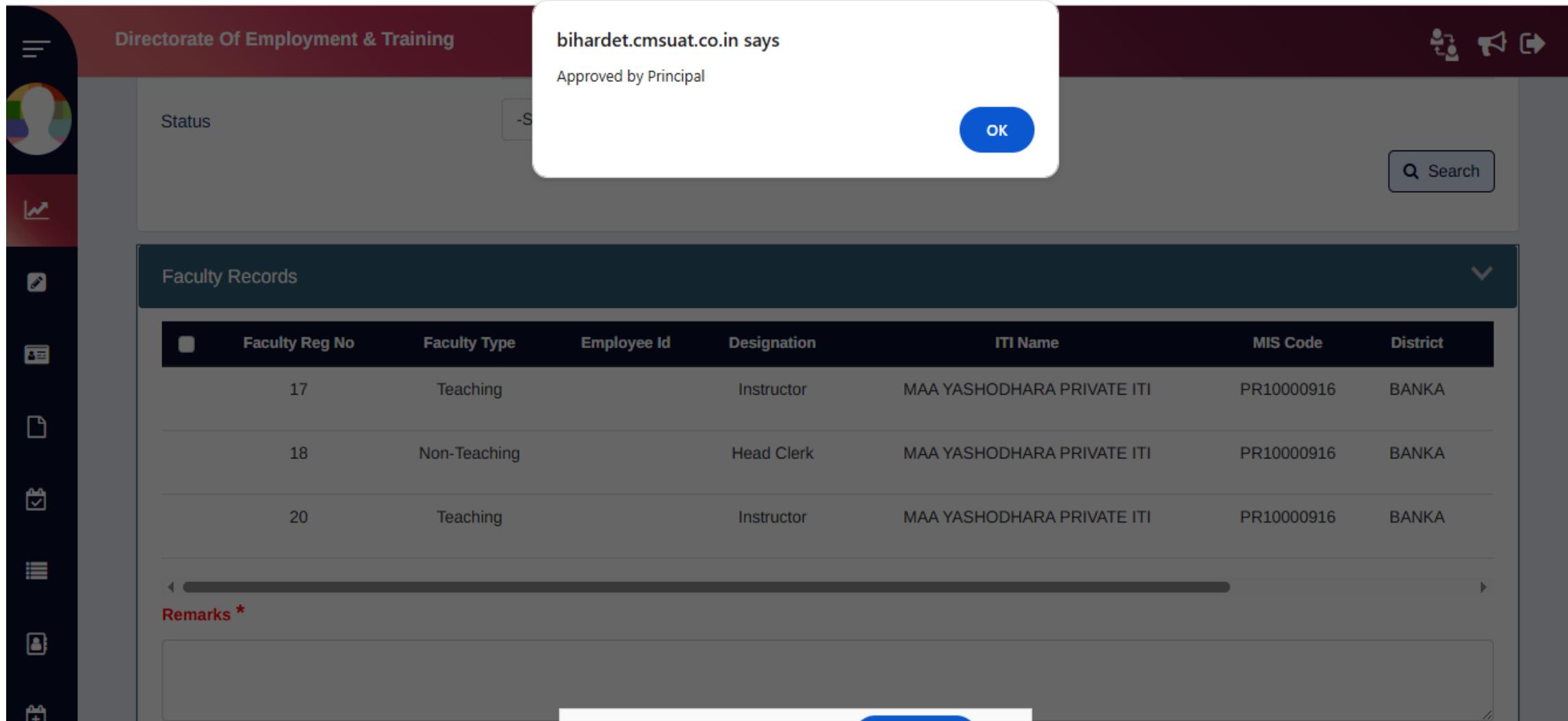
Faculty Records

<input type="checkbox"/>	Faculty Reg No	Faculty Type	Employee Id	Designation	ITI Name	MIS Code	District
<input checked="" type="checkbox"/>	17	Teaching		Instructor	MAA YASHODHARA PRIVATE ITI	PR10000916	BANKA
	18	Non-Teaching		Head Clerk	MAA YASHODHARA PRIVATE ITI	PR10000916	BANKA
	20	Teaching		Instructor	MAA YASHODHARA PRIVATE ITI	PR10000916	BANKA

Remarks \*

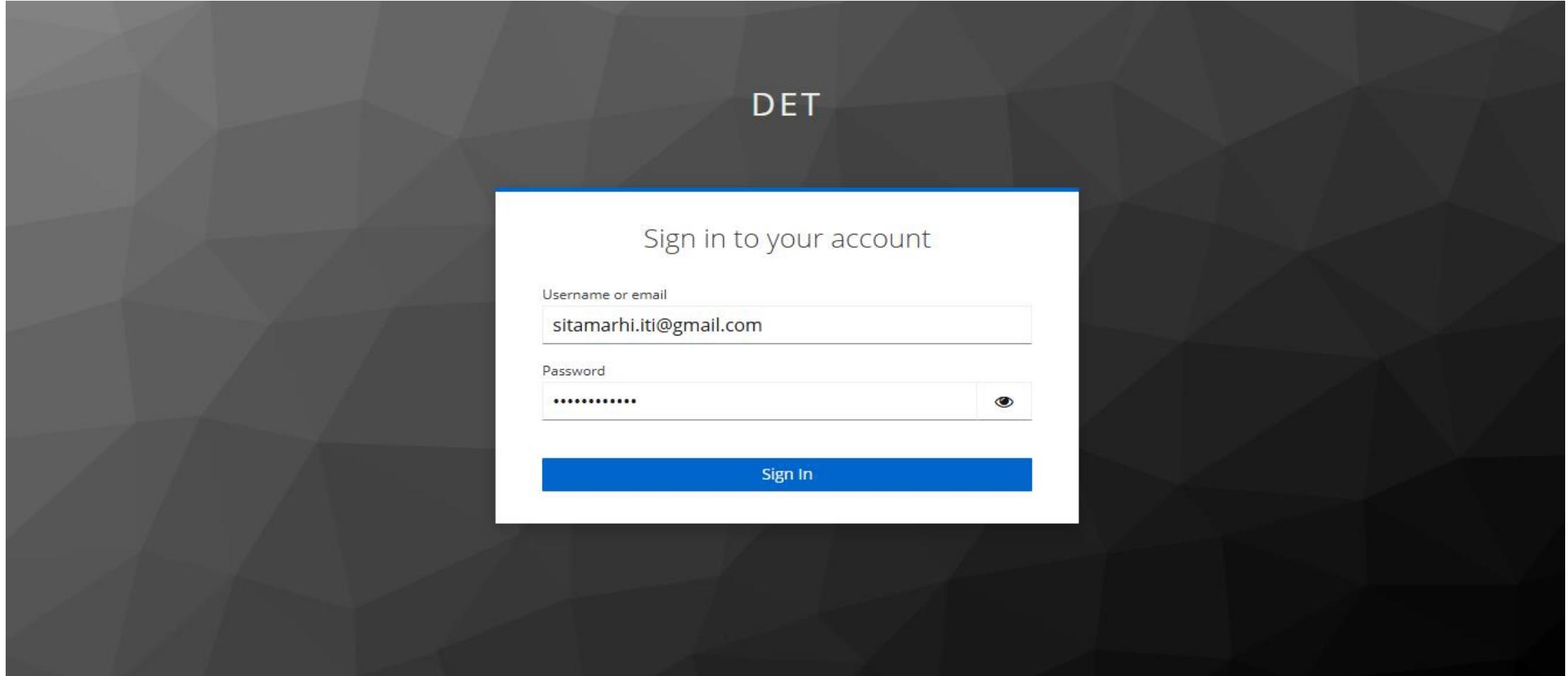


**Select the checkbox, enter appropriate remarks, and click on 'Approve' button to process the selected request.**





**Now ITI Admin Login with registered email and password, then click 'Sign In' to access your DET account.**





**Login as ITI Admin, navigate to 'User Management', and click on 'Faculty List' to assign roles.**



# Directorate Of Employment & Training

Dashboard

Institutional Profile

User Management ▾

> Faculty Registration

> Faculty List

Assets/Inventory ▾

ITI Grading ▾

Change Password

[Click here](#)

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

CLICK  
TO SEE **5**

WEDNESDAY  
JUNE/2024  
HOLIDAYS

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Click the '+' icon under the 'Assign Role' column to assign a specific or multiple role to the selected faculty member.

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Faculty Type: Select Employee's Name:

Designation: Select

**Faculty List**

SI No.	Faculty Type	Employee Name	Mobile No.	E-mail Id	Workflow Status	Assign Role
1	Teaching	Subh Mishra	9471095348	Instructorstm@gmail.com	Approved by Superadmin	
2	Teaching	Aishvariya Singh	6207152099	Groupinstructor@gmail.com	Approved by Superadmin	
3	Non-Teaching	Subh Mishra	9471095348	nonteaching@gmail.com	Approved by Superadmin	

**Click here to assign the role**



Select the appropriate role by ticking the checkbox and click 'Submit' to assign the role to the faculty.

Directorate Of Employment & Training

Role Assignment

Faculty Type	Employee Id	Designation
Non-Teaching		Clerk
Employee First Name	Employee Middle Name	Employee Last Name
Subh		Mishra

User Role Mapping Details

Role Name	Assigned Role	Assign
INSTRUCTOR		<input checked="" type="checkbox"/>
CHIEF_INSTRUCTOR		<input type="checkbox"/>
ADMISSION_INCHARGE		<input type="checkbox"/>

**Tick the check box**

**Submit**

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**Click 'OK' to confirm that the role has been successfully mapped to the faculty.**

det.bihar.gov.in says

Role has been mapped successfully

**OK**

**Click here** 

**Role Assignment**

Faculty Type: Non-Teaching

Employee First Name: Subh

Employee Middle Name:

Employee Last Name: Mishra

Designation: Clerk

**User Role Mapping Details**

Role Name	Assigned Role	Assign
INSTRUCTOR		<input checked="" type="checkbox"/>
CHIEF_INSTRUCTOR		<input type="checkbox"/>
ADMISSION_INCHARGE		<input type="checkbox"/>

**Submit**



Thank you

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