

***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.**



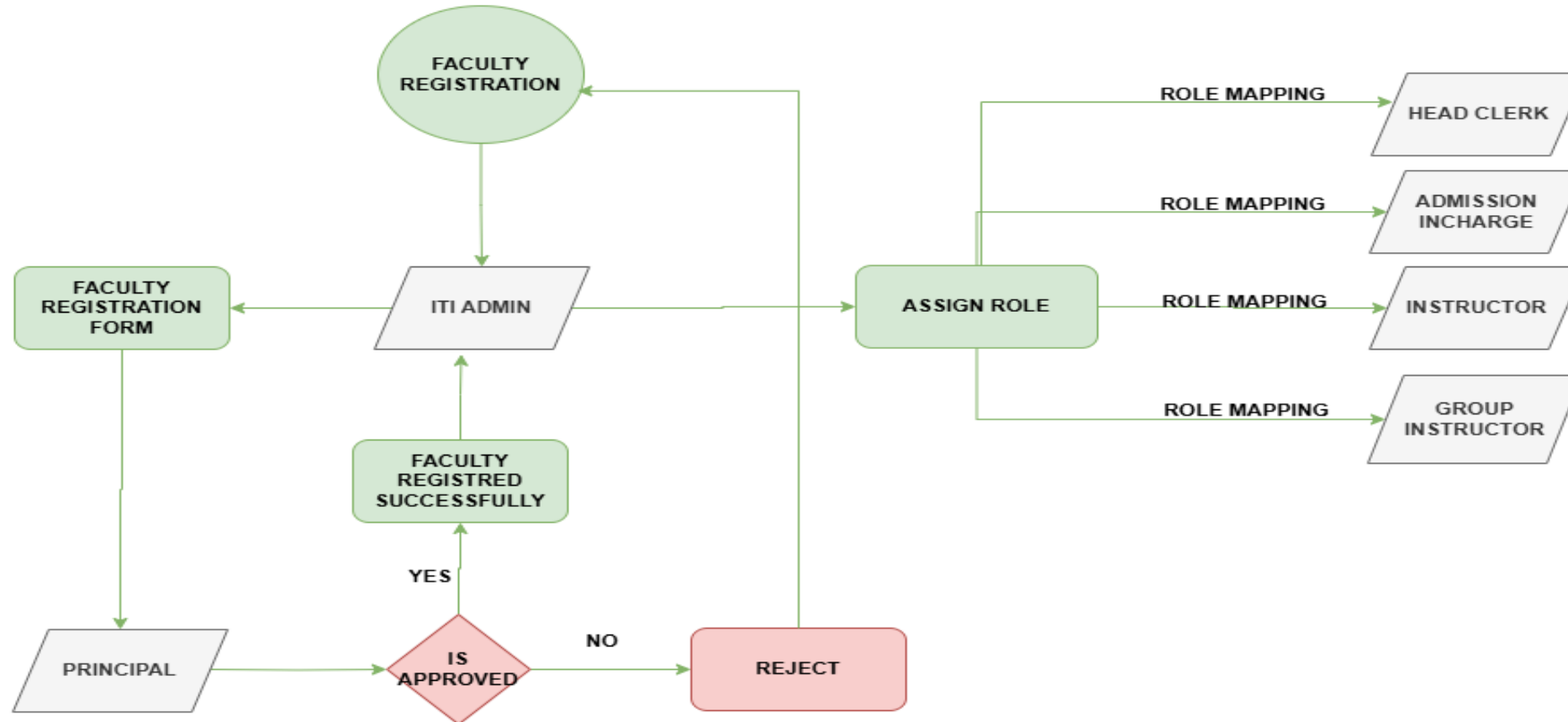
Workflow



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

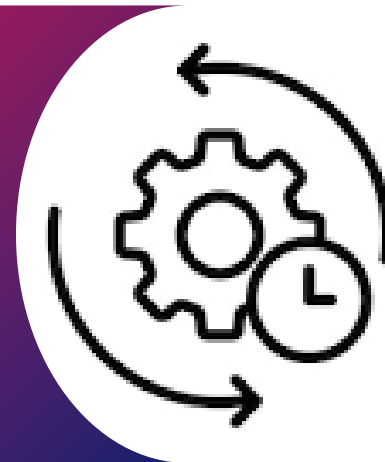
- Login to the DET portal as Principal and reviews the submitted Pvt. faculty data.
- Under the Pvt. Faculty Registration List, the super admin : Selects the record
- Adds remarks.
- If any changes are required during verification by the Principal, click the 'Send Back button to return the form to the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

5. Role Assignment by Pvt. ITI Admin

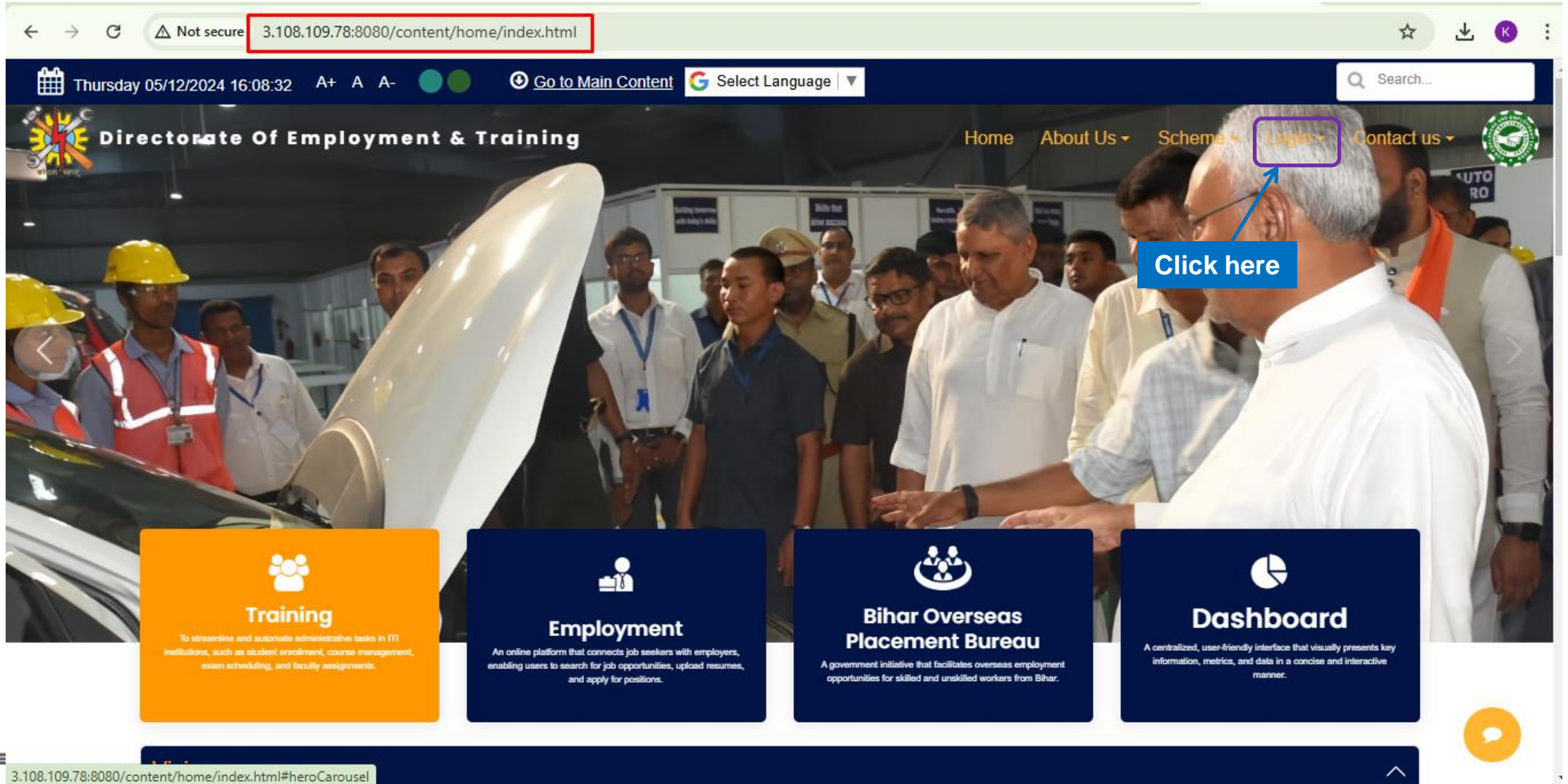
After approval, ITI Admin logs in again.

- 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



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

Directorate Of Employment & Training

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Training
To streamline and automate administrative tasks in ITI institutions, such as student enrolment, 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.

DET

Sign in to your account

Username or email

sitamarhi.iti@gmail.com

Password

.....











Sign In



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 Pvt. ITI Admin dashboard. The left sidebar is dark blue with a white profile icon at the top. Below the profile icon, the sidebar contains the following menu items: Dashboard, Institutional Profile, User Management (expanded), Faculty Registration (highlighted with a blue arrow and a 'Click here' callout box), Faculty List, Assets/Inventory, ITI Grading, and Change Password. The main content area is white and contains a large empty box. On the right side of the dashboard, there is a calendar for June 2024, showing the days of the week and the date. The calendar is titled 'CLICK TO SEE 5' and 'WEDNESDAY JUNE/2024 HOLIDAYS'. The footer of the dashboard is dark blue and contains the text '© 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

Employee First Name *

Subh

Mobile No *

9471095348

E-mail Id *

nonteaching@gmail.com

Aadhaar No. *

324325344565

Select Faculty type from Dropdown

Employee Id

Employee Middle Name

Enter Middle Name

Resend

921032

Resend

123456

Validate Aadhaar

123456

Click here to select designation

Designation

Clerk

Employee Last Name

Mishra

Verified

OTP will expire in 4:10


Verified

Verify

Click here to submit

Submit

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

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det.bihar.gov.in says
Faculty has been registered successfully and Faculty Id is 24

OK

Click here

Faculty Registration

Faculty Type *
Select

Employee Id

Designation

Employee First Name *
Enter First Name

Employee Middle Name
Enter Middle Name

Employee Last Name
Enter Last Name

Mobile No *
Enter Mobile No

E-mail Id *
Enter Email Id

Aadhaar No. *
Enter Aadhaar

Generate OTP

Enter OTP

Verify

Generate OTP

Enter OTP

Verify

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.

DET

Sign in to your account

Username or email

Principalstm@gmail.com

Password

.....

Sign In



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

Directorate Of Employment & Training

Dashboard

Faculty Registration List

Admission Enroll List

Academic Curriculum

Sessional Marks & Attendance List

Examination Enrollment Request

Faculty Unit Mapping

Attendance Application

Click here

CLICK TO SEE 5 WEDNESDAY JUNE/2024 HOLIDAYS

Examination Request 20

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

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bihardet.cmsuat.co.in says
Approved by Principal
OK

Status -S

Search

Faculty Records

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

Remarks *



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

DET

Sign in to your account

Username or email
sitamarhi.iti@gmail.com

Password
.....

Sign In



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 TO SEE 5 WEDNESDAY JUNE/2024 HOLIDAYS

Click here

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

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Role Assignment

Faculty Type

Non-Teaching

Employee Id

Designation

Clerk

Employee First Name

Subh

Employee Middle Name

Employee Last Name

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"/>

Submit

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Tick the check box

click for submit



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

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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

Designation
Clerk

Employee Last Name
ishra

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

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Thank you

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