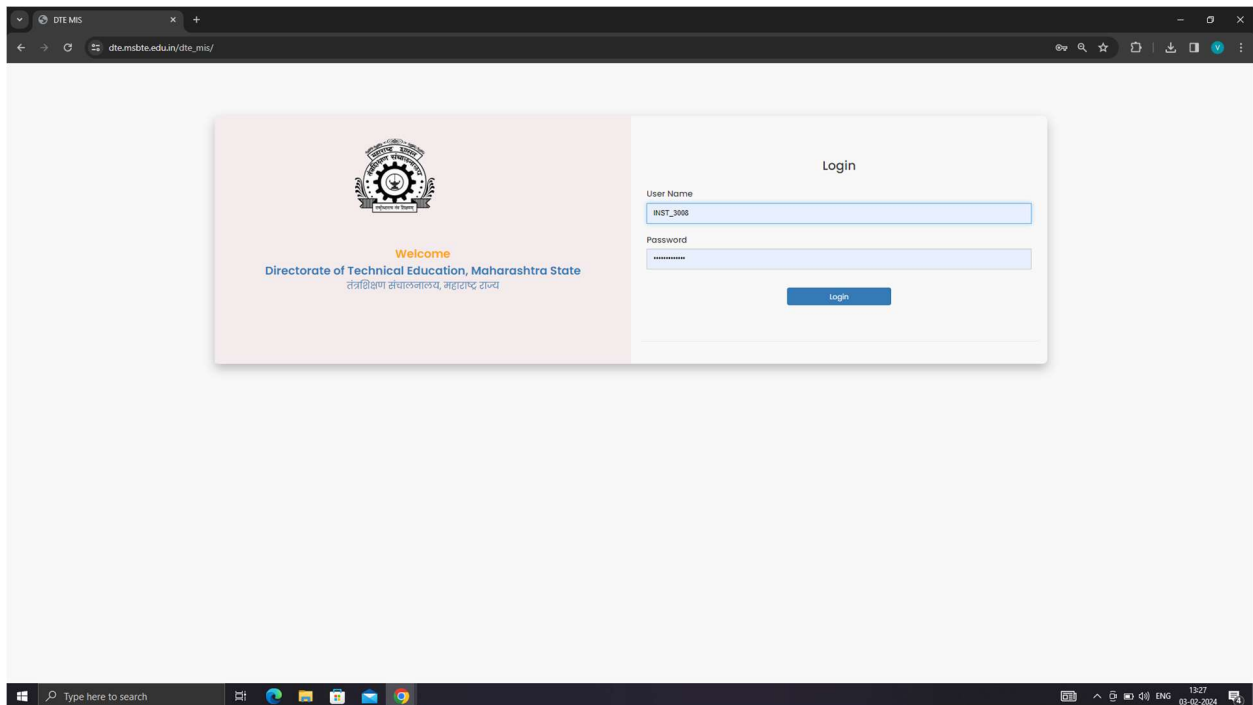


DTE Employee Management System

Employee Data Entry User Manual.

1) How to Access DTE Employee Management System:-

- Visit https://dte.msbte.edu.in/dte_mis/ and enter your credentials which are shared with you through Email.
- Then Click on the Login Button.



Institute Home Page:-

- After Successful login, you will be redirected to the DTE Employee Management System Home page.
- On this page, you will get information about your institute's filled posts, vacant posts, and employee data entry counts.

Directorate of Technical Education, Maharashtra State
तंत्रशिक्षण मंचालनालय, महाराष्ट्र राज्य

Home | Government College of Engineering, Amravati | Username :INST_1002 | Logout

Home Page
Employee Management
Transfer Management
Raise a Issue/Query
Download Employee form

Welcome To DTE Employee Management System

Please read below instruction before proceeding.

- Please check
- If there is any

Please confirm post data.

OK

Search..

Course/Subject Name	Designation	Sanctioned Posts		Filled Posts		Vacant Posts		Employee Details Added in MIS	
		Shift1	Shift2	Shift1	Shift2	Shift1	Shift2	Shift1	Shift2
-	Principal/Director (प्राचार्य / संचालक)	1	0	1	0	0	0	1	0
-	TPO (प्रशिक्षण व आस्थापना अधिकारी)	1	0	0	0	1	0	0	0
Civil Engineering (स्थापत्य अभियांत्रिकी)	Professor (प्राध्यापक)	1	0	0	0	1	0	0	0

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24°C Smoke 07:13 11-03-2024

Directorate of Technical Education, Maharashtra State
 तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home Government Polytechnic, Pen Username :INST_3008 Logout

Welcome To DTE Employee management System

Government Polytechnic, Pen Staff Position Details

Course/Subject Name	Designation	Sanctioned Posts		Filled Posts		Vacant Post		Employee Details Added	
		Shift1	Shift2	Shift1	Shift2	Shift1	Shift2	Shift1	Shift2
Chemical Engineering	Lecturer	5	0	5	0	0	0	1	0
Instrumentation Engineering	Lecturer	1	0	1	0	0	0	0	0
Physics	Lecturer	2	0	2	0	0	0	0	0
Electronics Engineering	Lecturer	4	0	4	0	0	0	0	0
Mechanical Engineering	Lecturer	8	0	5	0	3	0	0	0
Civil Engineering	Lecturer	6	0	3	0	3	0	0	0
Chemistry	Lecturer	2	0	0	0	2	0	0	0
English	Lecturer	2	0	2	0	0	0	0	0
Computer Engineering	Lecturer	6	0	3	0	3	0	1	0
Electrical Engineering	Lecturer	1	0	1	0	0	0	0	0
Applied Mechanics	Lecturer	2	0	0	0	2	0	0	0
Mathematics	Lecturer	1	0	1	0	0	0	0	0
Instrumentation and Control Engineering	Head of Department (HoD)	1	0	1	0	0	0	0	0
Civil Engineering	Head of Department (HoD)	1	0	1	0	0	0	0	0

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- Kindly cross-check all post data mentioned in home page is correct or not.
- If there is any mismatch/correction then contact DTE office or raise an issue/query by visiting Raise a issue/Query tab.
- If all data is correct then click on confirm button

Browser: dte.msbt.edu.in/dte_mis/inst_home

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07:27 11-03-2024

English (इंग्रजी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	0	0	1	0	0	0
Geo Technical Engineering (निओ टेक्निकल इंजिनीअरिंग)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Information Technology (माहिती तंत्रज्ञान)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	5	0
Instrumentation Engineering (उपकरणगीकरण)	Assistant Professor (सहाय्यक प्राध्यापक)	4	0	4	0	0	0	4	0
Mathematics (गणित)	Assistant Professor (सहाय्यक प्राध्यापक)	3	0	2	0	1	0	2	0
Mechanical Engineering (यंत्र अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	7	0
Metallurgical Engineering (मेटलर्जिकल अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Physics (भौतिकशास्त्र)	Assistant Professor (सहाय्यक प्राध्यापक)	2	0	1	0	1	0	1	0
-	Librarian (ग्रंथपाल)	1	0	0	0	1	0	0	0
	Total	89	0	55	0	34	0	52	0

Confirm ✓

Employee Data Entry:-

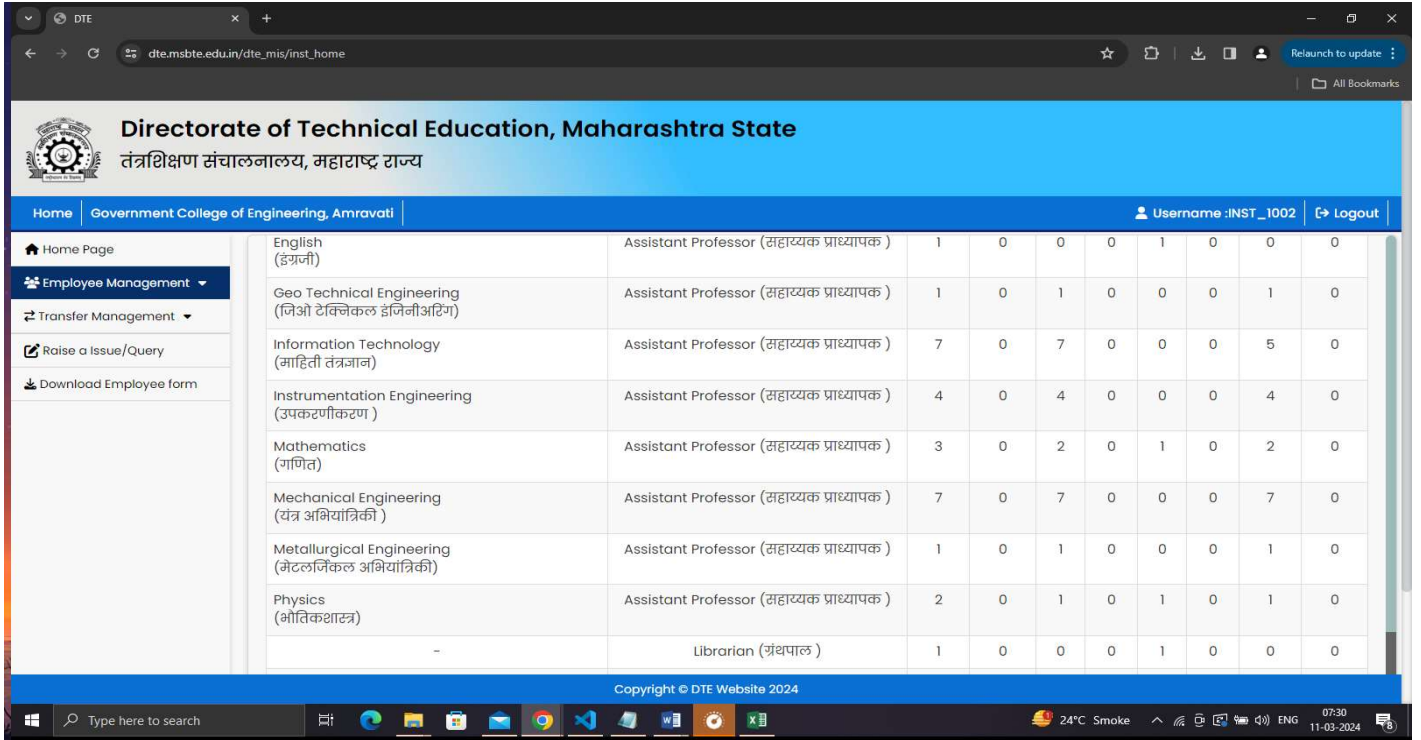
- Employee Data Entry Part is divided into two parts 1st one is to create an Employee Profile(Add Employee).
- The second one is filling all the details of the employee like Personal Details, Educational Details, Experience Details Etc.

Flow Of Data Entry:-

- First Institute will create an Employee Profile by filling the basic details of the employee.
- Then After Creating the profile Institute will able to fill the other details of the employee.

How To Create Employee Profile:-

- On the left side of the page, there are two tabs one is the Home Page and another is the Employee Management tab.
- Click on the Employee Management tab.



The screenshot shows the website of the Directorate of Technical Education, Maharashtra State. The navigation menu on the left has "Employee Management" selected. The main content area displays a table of employees. The table has the following data:

Subject	Designation	1	0	0	0	1	0	0	0
English (इंग्रजी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	0	0	1	0	0	0
Geo Technical Engineering (जिओ टेक्निकल इंजिनीअरिंग)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Information Technology (साहिती तंत्रज्ञान)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	5	0
Instrumentation Engineering (उपकरणिकरण)	Assistant Professor (सहाय्यक प्राध्यापक)	4	0	4	0	0	0	4	0
Mathematics (गणित)	Assistant Professor (सहाय्यक प्राध्यापक)	3	0	2	0	1	0	2	0
Mechanical Engineering (यंत्र अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	7	0	7	0	0	0	7	0
Metallurgical Engineering (मेटलर्जिकल अभियांत्रिकी)	Assistant Professor (सहाय्यक प्राध्यापक)	1	0	1	0	0	0	1	0
Physics (भौतिकशास्त्र)	Assistant Professor (सहाय्यक प्राध्यापक)	2	0	1	0	1	0	1	0
-	Librarian (ग्रंथपाल)	1	0	0	0	1	0	0	0

- After clicking on the Employee Management tab the dropdown list will open.

Directorate of Technical Education, Maharashtra State
तंत्रशिक्षण मंचालनालय, महाराष्ट्र राज्य

Home | Government College of Engineering, Amravati | Username :INST_1002 | Logout

Welcome To DTE Employee Management System

Please read below instruction before proceeding.

- Please check Sanction Post, Filled Post, Vacant Post, Employee Added in MIS against that post is correct or not.
- If there is any mismatch/corection in below data then contact dte or raise a issue.

Post Details

Search...

Course/Subject Name	Designation	Sanctioned Posts		Filled Posts		Vacant Posts		Employee Details Added in MIS	
		Shift1	Shift2	Shift1	Shift2	Shift1	Shift2	Shift1	Shift2
-	Principal/Director (प्राचार्य / संचालक)	1	0	1	0	0	0	1	0
-	TPO (प्रशिक्षण व आस्थापना अधिकारी)	1	0	0	0	1	0	0	0
Civil Engineering (स्थापत्य अभियांत्रिकी)	Professor (प्राध्यापक)	1	0	0	0	1	0	0	0

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- In this list there are two tabs, one is Add Employee and the other one is Employee List (We will see this in the next part).
- Click on the Add Employee tab. After clicking this tab Current Employee Profile page will appear.

(Please see the below screenshot for an example)

Home | Government Polytechnic, Pen | Username :NST_3008 | Logout

Current Employee Profile

* Indicates required field

Basic Details

Enter Sevarth no.* | Select Title* | Full Name* | Name in Marathi*

Enter Sevarth No. | Select Title | Enter Full Name | Enter Full Name in Marathi

Gender* | Date of Birth* | Email* | Contact Number*

Please Select Gender | Click here to select date | Enter Email Address | Enter Contact Number (Please Enter Number without '0' or '+91')

Appointment Details

Mode of Selection*

Please Select Mode of Selection

Select Cadre* | Select Course* | Select Appointment Designation* | Pay Scale*

Please Select Cadre | Please Select Course | Select Designation | Enter Employee Pay scale

Current Posting Details

Job Role In Institute* | Select Post* | Whether Promoted Under CAS?*

Please Select Job Role | Please Select Post | Yes NO

Institute Joining Date* | Current Working Status*

Click here to select date | Please Select Working Status

Submit

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- Now enter the details of the Employee which are asked in the form (page). Please see the below screenshot for an example.

Current Employee Profile

* Indicates required field

Basic Details

Enter Sevarth no.*: test1234567 | Select Title*: Mr | Full Name*: test | Name in Marathi*: विठ्ठल

Gender*: Male | Date of Birth*: 07/02/2024 | Email*: 123@gmail.com | Contact Number*: 1234567891 (Please Enter Number without 0 or +91)

Appointment Details

Mode of Selection*: Nomination | Enter Appointment Order Number*: 12345 | Enter Appointment Order Date*: 01/02/2024 | Appointment Category*: Open (शिराळीत)

Select Cadre*: शासकीय अभियांत्रिकी महाविद्यालय, महाराष्ट्र अर्थ | Select Course*: AIME | Select Appointment Designation*: Lecturer | Pay Scale*: 10

Current Posting Details

Job Role in Institute*: Teaching | Select Post*: Head of Department (HoD) Mechanical Er | Whether Promoted Under CAS?: Yes No

Institute Joining Date*: 04/02/2024 | Current Working Status*: Serving

Submit




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- After filling all the details, click on the Submit button.
- Now you will be redirected to the Employee List page.
- After creating the profile, the employee's name will appear in this list.
- Employee list is a list of employees whose profile is created in the MIS System.

Directorate of Technical Education, Maharashtra State
तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य

Home | Government Polytechnic, Pen | Username: INST_3008 | Logout

Employee List

Sr.No	Employee Name	Sevarth No.	Gender	DOB	Designation	Department	Contact No	Action
1	test	test1234567	Male	07/02/2024	Head of Department (HoD)	Mechanical Engineering	1234567891	  

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- In this list, one column is the Action column. In this Action column, there are three buttons
- 1) Edit 2)Delete 3) Lock. Let's see the functions of these buttons one by one.
- 1)Edit Button:- Using this button you can view or edit the employee profile information.
- 2)Delete Button:- Using this button you can delete the profile.
- 3) Lock Button:- Using this button you can lock the profile and proceed next to our second part of the employee data entry.

Kindly note that once the employee profile is locked you are not able to change the data of the profile or delete the employee profile from the list.

Please see below screenshot for example.

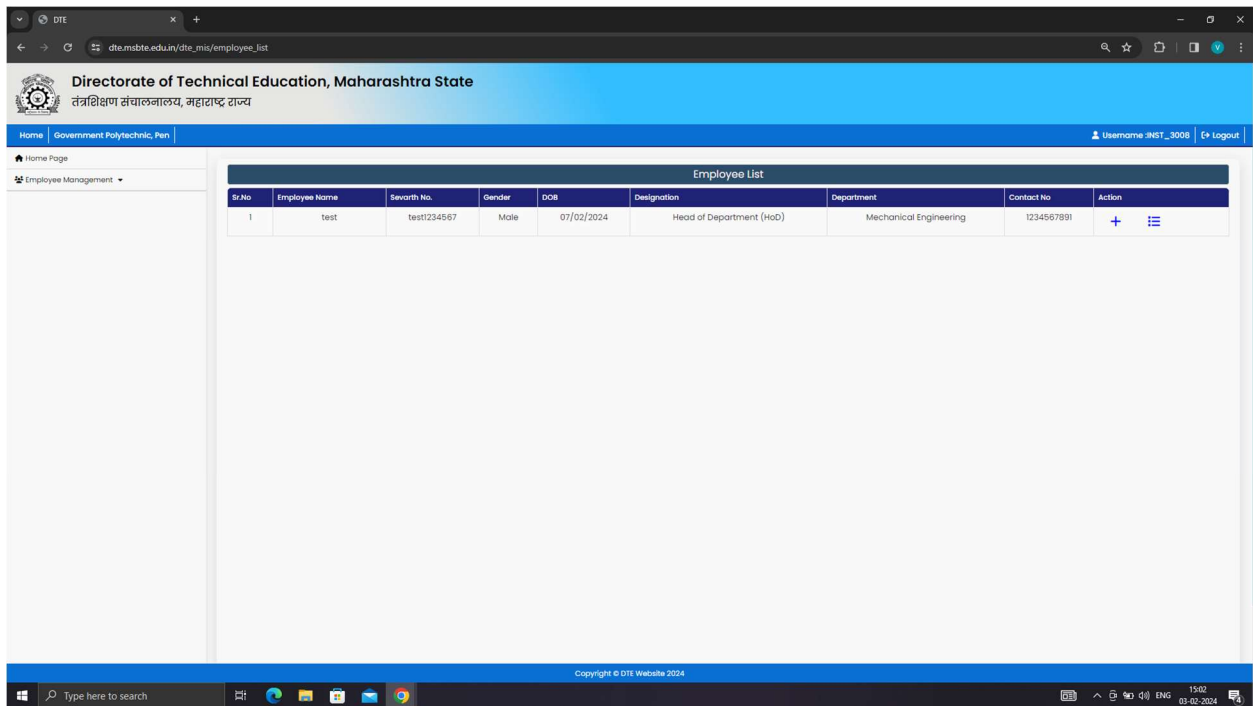
The screenshot displays the 'Employee List' interface of the Directorate of Technical Education, Maharashtra State. The table below shows the data for the first employee:

Sr.No	Employee Name	Searth No.	Gender	DOB	Designation	Department	Contact No	Action
1	test	test1234567	Male	07/02/2024	Head of Department (HoD)	Mechanical Engineering	1234567891	[Edit] [Delete] [Lock]

A modal dialog box is shown with the following text:

Once Employee profile locked, you will not be able to change the profile details!

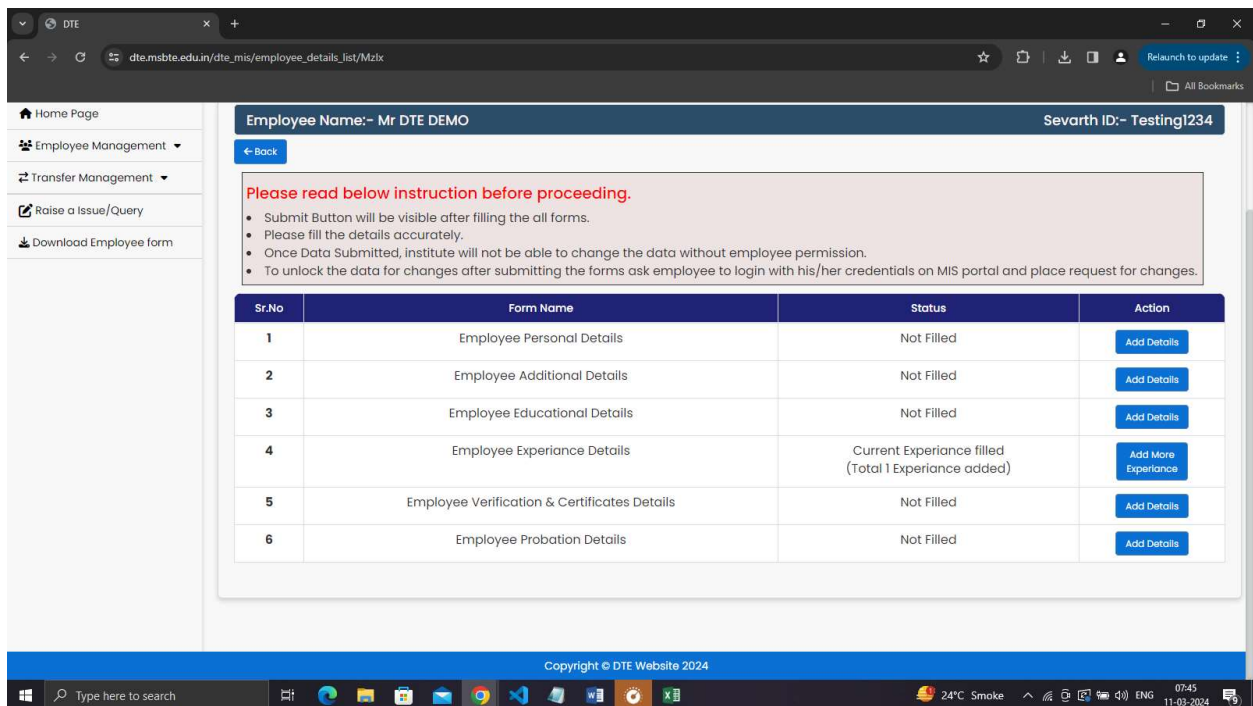
Buttons: Cancel, OK



After confirmation of the lock prompt, now you can see the edit and delete options have disappeared and one new add button (+) appeared in the action column.

Now to start the second part of the employee data entry click on the + button(add button)

- After clicking the button you can see the list of forms which needs to fill.



Here you can also track the status of form(Filled/Not filled)

- There are total 6 forms:-
 - 1)Employee Personal Details.
 - 2) Additional Details.
 - 3)Educational Detail.
 - 4)Employee Experience Details.
 - 5)Verification and certification details.
 - 6)Employee Other Details.

- You can click on the form name to view or fill the information in this form.

Kindly note that all forms are mandatory, please fill all forms.

After filling the all forms submit button will appear.

The screenshot shows a web browser window displaying the DTE MIS portal. The page title is "Employee Name:- Dr SANDIP PANDURANG TATEWAR" and the user ID is "Sevarth ID:- DTESPTM6401". A navigation menu on the left includes "Home Page", "Employee Management", "Transfer Management", "Raise a Issue/Query", and "Download Employee form". The main content area features a "Back" button and a warning box with the following instructions:

Please read below instruction before proceeding.

- Submit Button will be visible after filling the all forms.
- Please fill the details accurately.
- Once Data Submitted, institute will not be able to change the data without employee permission.
- To unlock the data for changes after submitting the forms ask employee to login with his/her credentials on MIS portal and place request for changes.

Below the instructions is a table showing the completion status of six forms:

Sr.No	Form Name	Status	Action
1	Employee Personal Details	Filled	Update Details
2	Employee Additional Details	Filled	Update Details
3	Employee Educational Details	Filled	Update Details
4	Employee Experience Details	Filled (Total 6 Experience added)	Update Details
5	Employee Verification & Certificates Details	Filled	Update Details
6	Employee Probation Details	Filled	Update Details

At the bottom of the form area, a "Submit" button is visible. The footer of the page reads "Copyright © DTE Website 2024".

- After clicking on the submit button Employee data will be locked in EMIS. Also employee's login credentials will send automatically on employee's mobile number through SMS.

- Please note that once data locked Institute/Office will not able to update the form data without employee's concern.
- To update the form which is locked, kindly ask the employee to login in EMIS portal and place the request for changes.
- Once the employee place the request for change Institute will able to make changes in forms.