

IWAI- Inland Waterways Authority of India

User Guide

IVNTI Processes

Contents

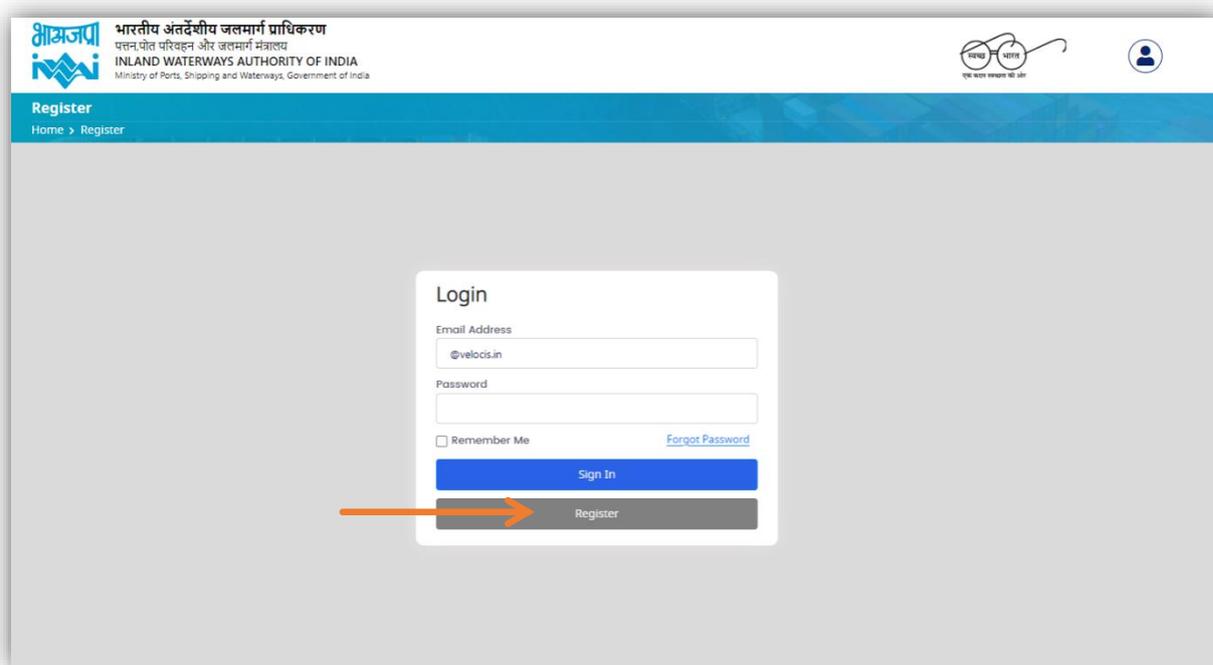
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1. Introduction

This section of the manual provides a comprehensive guide for IVNTIs (Inland Vessel Navigation Training Institutes) to manage their registration and course processes efficiently. It covers all necessary steps for registering as an IVNTI, gaining approval for additional courses, and creating and managing training batches.

Users will find step-by-step instructions for submitting registration applications, scheduling and uploading inspection reports, obtaining provisional certificates, and managing course approvals. Additionally, it outlines the role of the Designated Authority (DA) in reviewing, approving, or requesting clarifications for IVNTI applications.

URL: <https://navic.iwai.gov.in/>



Precondition for IVNTI Registration

To begin the registration process, the IVNTI must first register on the portal by:

1. Clicking on the **Register** button.
2. Filling out the required details in the registration form.
3. Clicking on the **Sign Up** button to submit the registration request.

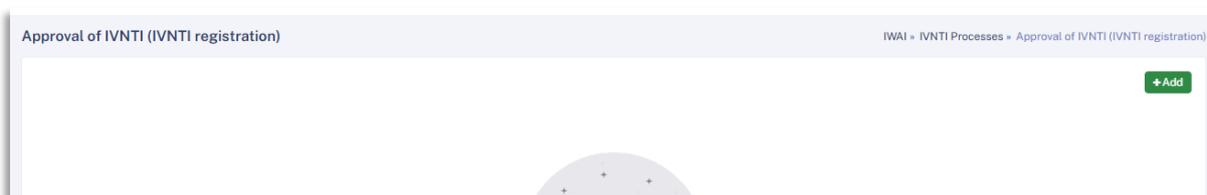
Approval Process:

- If the **Institute Type** is **State**, the registration approval process will be handled by the **Designated Authority (DA)**.
- If the **Institute Type** is **Central**, the approval process will be managed by the **IWAI User/Nodal Officer**.

Once the registration is approved, the IVNTI will receive the login credentials via the registered email ID, enabling them to access the portal.

2. Approval of IVNTI (IVNTI registration)

- Log in using your IVNTI credentials
- From the left side navigation menu, expand the IVNTI Processes menu and select “Approval of IVNTI (IVNTI registration)”



- Click on the Add button to display the form

 A screenshot of the same web application interface, but now displaying a registration form. The form is titled "Approval of IVNTI (IVNTI registration)" and is organized into several sections:

- Institute Information:**
 - Name of Institute: NINI Institute
 - Address: address
 - City: *
 - State: Uttar Pradesh
 - Pin Code: *
 - Phone Number: 0
 - Email: ivnti@gmail.com
 - Website: *
 - Registration Type: select option
- Management Details:**
 - Name of Director/Principal: *
 - Contact Number: *
 - Email Address: *
- Institutional Background:**
 - Year of Establishment: * (Select Year)
 - Type of Institute: State Government Institute
 - Affiliations/Accreditations:
 - Mission Statement: *
 - Vision Statement: *
 - Core Value: *

Academic Program					
Basic Course	Duration	Duration Type	Eligibility Criteria	Certification Provided	Course Curriculum
Basic Safety courses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Certificate of Proficiency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Certificate of Proficiency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Certificate of Proficiency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Certificate of Proficiency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Certificate of Proficiency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No ...sen
Course Name *	Duration *	Duration Type *	Eligibility Criteria *	Certification Provided *	Course Curriculum *
select option	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File - +
Faculty and Staff					
Total No Of Faculty Member *					
<input type="text"/>					
Faculty Name *	Qualification *	Experience *	Specialization *	Faculty Qualification Certificate *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No...en - +	
Supporting Document					
Copy Of Institute Registration (State/Central) *		Proof of Address *		Declaration By The Management *	
Choose File No file chosen		Choose File No file chosen		Choose File No file chosen	
Affiliation/Accrediation Documents		Fire Safety and Health Certificate *		Any Other Relevant Documents *	
Choose File No file chosen		Choose File No file chosen		Choose File No file chosen	
Details of land Building Ownership/Lease *		Details of Proposed Infrastructure *		Business Plan/Project Feasibility Report	
Choose File No file chosen		Choose File No file chosen		Choose File No file chosen	
<input type="button" value="Back"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/>					

- The Following fields will be prefilled in the form
- Name of Institute
- Address
- State
- Email
- Type of Institute
- Select Registration Type either as New or Existing
- Complete the other mandatory fields in the form

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Institute Information

Name of Institute NINI Institute	Address address	City * Lucknow
State Uttar Pradesh	Pin Code * 344444	Phone Number 0
Email ivnti@gmail.com	Website * www.nini.com	Registration Type * New

Management Details

Name of Director/Principal * Director A	Contact Number * 3777333333	Email Address * a@gmail.com
--------------------------------------------	--------------------------------	--------------------------------

Institutional Background

Year of Establishment * 2024	Type of Institute State Government Institute	Affiliations/Accrediations
Mission Statement * Mission Statement	Vision Statement * Vision Statement	Core Value * Core A

Academic Program

Basic Course	Duration	Duration Type	Eligibility Criteria	Certification Provided	Course Curriculum
Basic Safety courses	2	month	yes	no	Choose File Tes...pdf
Certificate of Proficiency	3	years	no	Yes	Choose File Tes...pdf
Certificate of Proficiency	4	month	yes	no	Choose File Tes...pdf
Certificate of Proficiency	5	days	Eligible	Yes	Choose File Tes...pdf
Certificate of Proficiency	1	month	yes	no	Choose File Tes...pdf
Certificate of Proficiency	5	days	no	yes	Choose File Tes...pdf

Course Name * Passenger Ship Familiar	Duration * 4	Duration Type * years	Eligibility Criteria * Yes	Certification Provided * No	Course Curriculum * Choose File
------------------------------------------	-----------------	--------------------------	-------------------------------	--------------------------------	------------------------------------

Faculty and Staff

Total No Of Faculty Member * 5	Faculty Name * Test	Qualification * B.A	Experience * 4 years	Specialization * No	Faculty Qualification Certificate * Choose File Te...pdf
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Supporting Document

Copy Of Institute Registration (State/Central) * Choose File Test2.pdf	Proof of Address * Choose File Test2.pdf	Declaration By The Management * Choose File Test2.pdf
Affiliation/Accrediation Documents Choose File Test2.pdf	Fire Safety and Health Certificate * Choose File Test2.pdf	Any Other Relevant Documents * Choose File Test2.pdf
Details of land Building Ownership/Lease * Choose File Test2.pdf	Details of Proposed Infrastructure * Choose File Test2.pdf	Business Plan/Project Feasibility Report Choose File Test2.pdf

➤ Click the Submit button. You will be redirected to the Fee Payment screen.

Payment

Online Offline

Activity	Amount
IVNTI Approval	4000.00
CGST @ 9.0%	360.00
SGST @ 9.0%	360.00
Total Payable	4720.00

Back Pay Now

➤ On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.

➤ For **Online Mode**:

- Click on the **Pay Now** button.
- Select your preferred payment method.

The screenshot shows a payment interface with a purple background. At the top, there is a white box with the letter 'T' and the text 'testMerchantName'. Below this, the amount '₹ 1,000.00' is displayed. A green button with a gear icon and the word 'Offers' is visible. At the bottom, it says 'Secured by Cashfree Payments'. On the right side, there is a white panel with a close button (X) at the top right. This panel is divided into sections: 'Preferred Methods' with 'testsuccess@gocash UPI' and 'PhonePe Wallet'; 'Quick UPI' with a QR code and a button 'Tap to generate QR'; and 'Payment Options' with a partially visible 'Bank UPI' option. To the right of the QR code, it says 'Scan and pay with' followed by logos for Google Pay, PhonePe, and Paytm, and the text 'or other UPI apps'.

- For testing purposes, select **Test Success**. The payment will be marked as successful.

➤ For **Offline Mode**:

- Select **Challan Receipt**.

Please Select Challan Receipt *

Choose File No file chosen

Back Make Payment

- Click on **Make Payment** to confirm.

➤ Once the payment is completed, the application status will be updated to Submitted.

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	SUBMITTED			⋮

- The examination application will now be sent to the **Designated Authority(DA)/IWAI User** for further processing.
- If Institute Type is State then approval process will be done by DA and if it is Central, it will be done by IWAI user/Nodal Officer

3. Approval of IVNTI Registration (DA login)

- Log in with DA credentials
- From the left side navigation menu, expand the IVNTI Processes menu and select "Approval of IVNTI Registration". A listing of applications will appear.

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	SUBMITTED			⋮

➤ Click on the Action icon next to an application

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	SUBMITTED			⋮

➤ Click on Accept/Decline

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Director Name Director A	Director Contact No 3777333333	Director Email a@gmail.com	Year of Establishment 2024
Type of Institute State Government Institute	Affiliations	Mission Statement Mission Statement	Vision Statement Vision Statement
Core Values Core A	Total No Of Faculty 5	Copy Of Institute Registration (State/Central) Download	Address Proof Download
Affiliation Document Download	Fire Safety Health Certificate Download	Any Other Document Download	Declaration By The Management Download
Details of land Ownership/Lease Download	Details of Proposed Infrastructure Download	Business Plan/Project Feasibility Report Download	

Academic Program

Course Name	Duration	Duration Type	Eligibility Criteria	Certification Provided	Course Curriculum
Basic Safety courses	2	month	yes	no	Download
Certificate of Proficiency-Proficiency in Survival Techniques (PST)	3	years	no	Yes	Download
Certificate of Proficiency -Fire Prevention and Fire Fighting (FPFF)	4	month	yes	no	Download
Certificate of Proficiency-Elementary First Aid (EFA)	5	days	Eligible	Yes	Download
Certificate of Proficiency -Personal Safety and Social Responsibilities (PSSR)	1	month	yes	no	Download
Certificate of Proficiency -Security Training for Crew with Designated Security Duties (STCDSD)	5	days	no	yes	Download
Certificate of Proficiency -Security Training for Crew with Designated Security Duties (STCDSD)	5	days	no	yes	Download
Passenger Ship Familiarization Course (PSFC)	4	years	Yes	No	Download

Faculty and Staff

Faculty Name	Qualification	Experience	Specialization	Faculty Qualification Certificate
Test	B.A	4 years	No	Download

Remark

[Back](#)
[Accept](#)
[Clarification](#)
[Reject](#)

- Enter Remarks
- DA can take following actions:-
 - Accept :- The application will proceed to the next step.
 - Clarification - The application will be sent back to IVNTI for modifications and can be resubmitted to DA.
 - Reject - The application will be declined.
- Click on Approved, status will be updated to Approved

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	ACCEPTED	approved		⋮

- Click on the Action icon

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspect	Schedule Inspection
674059	NINI Institute	Director A	a@gmail.com	2024	ACCEPTED	approved		

- Select Schedule Inspection, schedule inspection screen will be displayed

Note: Click on a date to schedule inspection.

Surveyor/Auditor *

< > today **DECEMBER 2024** month week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	

- Enter Surveyor/Auditor Required
- Select Date from Calender

Title *

From Date * To Date *

31-12-2024 00:00 01-01-2025 00:00

Save Reset

- Enter Title

- Click on Save button

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	INSPECTION_SCHEDULED	approved	31-12-2024-01-01-2025	⋮

Note :- If registration type is Existing, this step is not required

- Click on the Action icon

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	INSPECTION_SCHEDULED	approved	31-12-2024-01-01-2025	⋮

- Select Upload Inspection

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Date of Upload Inspection Report *

Inspection Report *

- Choose the Date and upload the Inspection Report
- Click on the Upload button. Status will be updated to "INSPECTION_REPORT_UPLOADED"

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	INSPECTION_REPORT_UPLOADED	approved	31-12-2024-01-01-2025	⋮

➤ Click on Action icon

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspect	Provisional Approval
674059	NINI Institute	Director A	a@gmail.com	2024	INSPECTION_REPORT_UPLOADED	approved	31-12-2024-01-01-2025	⋮

➤ Select Provisional Approval, Provisional Approval form will appear

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

PROVISIONAL APPROVAL OF TRAINING INSTITUTES (TI)s

PART I GENERAL INFORMATION OF TI(s)

1	Name of the Institution	NINI Institute	
1.a	Year of establishment	2024	
2	Address of main office	address	
3	Contact details	Country code / State code (if any)-Number	
		Mobile Country code -	7837347777
		*E-mail	ivnti@gmail.com
		Web	www.nini.com
4	Ownership details		

5	Legal Registration details	Registration (Regn.) as Pvt. Ltd/Public etc.	<input type="text"/>
		Regn. No.	<input type="text"/>
		Date of Regn.	dd-mm-yyyy <input type="text"/>
		Regn. Authority	<input type="text"/>
6	Address of registered office and Place of Registration	<input type="text"/>	
7	Authorized Representative	Name	<input type="text"/>
		Designation	<input type="text"/>
		Name	<input type="text"/>
		Designation	<input type="text"/>

8	Primary Contact Person	Phone	<input type="text"/>	
		Mobile	<input type="text"/>	
		E-mail	<input type="text"/>	
9	Training center(s) locations	<input type="text"/>		
10	Details of courses offered	Name of course	No. of qualified candidates	Year
		Basic Safety courses	<input type="text"/>	Select Year <input type="button" value="↕"/>
		Certificate of Proficiency-Proficiency in Survival Techniques (PST)	<input type="text"/>	Select Year <input type="button" value="↕"/>
		Certificate of Proficiency-Fire Prevention and Fire Fighting (FPFF)	<input type="text"/>	Select Year <input type="button" value="↕"/>
		Certificate of Proficiency-Elementary First Aid (EFA)	<input type="text"/>	Select Year <input type="button" value="↕"/>
		Certificate of Proficiency-Personal Safety and Social Responsibilities (PSSR)	<input type="text"/>	Select Year <input type="button" value="↕"/>
		Certificate of Proficiency-Security Training for Crew with Designated Security Duties (STCSD)	<input type="text"/>	Select Year <input type="button" value="↕"/>

	Passenger Ship Familiarization Course (PSFC)	<input type="text"/>	Select Year <input type="button" value="↕"/>	
11	List of other courses offered	Name of course	No. of qualified candidates	Year
		<input type="text"/>	<input type="text"/>	Select Year <input type="button" value="↕"/>
		<input type="text"/>	<input type="text"/>	Select Year <input type="button" value="↕"/>
12	Details of activities carried out by the Institutions	<input type="text"/>		
13	Institution certified by Certification Body (CB)			
	1. Name of the Certification Body	<input type="text"/>		
	2. Accreditation status	<input type="text"/>		
13	3. Scope of certification	<input type="text"/>		
	14	Training Institution used for any other activity-details	<input type="text"/>	

14	Training Institution used for any other activity-details	<input type="text"/>
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PART-II PERSONNEL INFORMATION								
1	Personnel for Training	Managerial Staff	Trainers/Technical Expert separate	Support Staff	Total			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2. Training / Technical staff details								
Name	Educational Qualification	Experience	Designation	Years of experience	Office Phone	Mobile	Email ID	Nature of employment
Test	B.A	4 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Non-Technical/ Non-Training Staff								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART III INFRASTRUCTURE AND FACILITIES DETAILS	
1	Ownership Details <input type="checkbox"/> Land / Infrastructure (Own / rented / lease). <input type="text" value="select option"/> <input type="button" value="↕"/>
2	The total area of land <input type="text"/>
3	Total built-up area <input type="text"/>
4	Room for Administrative & Quality Manager <input type="text" value="select option"/> <input type="button" value="↕"/>
5	Room for Teaching staff
	No. <input type="text"/> Area <input type="text"/>

Institution conducting online training, on platform select option

Institution undertaking an online assessment, on platform select option

PART IV OTHER INFORMATION

	Financial year	Total income	Total expenses	Net profit/loss
1 Financial performance. (for last 3 financial years)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Date	Remarks
2 Field Visit of Institute by Authorities	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>

Back
Submit
Reset

➤ Click on Submit button, status will be updated to “SURVEY_COMPLETED”.

Note :- If registration type is Existing, this step is not required

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
674059	NINI Institute	Director A	a@gmail.com	2024	SURVEY_COMPLETED	approved	31-12-2024-01-01-2025	⋮

➤ Click on Action Icon

➤ Select Download Provisional Certificate to download the certificate(Provisional certificate is not available for download if registration type is **Existing**)

PROVISIONAL APPROVAL OF TRAINING INSTITUTES (TI)s		
PART-I GENERAL INFORMATION OF TI(s)		
1.	Name of the Institution	NINI Institute
1.a	Year of Establishment	2024
2.	Address Of Main Office	address
	City:	
	Country:	State:
3.	Contact Details	Country code – State code (if any)-Number: Mobile Country Code: +91 7837347777 E-mail: ivnti@gmail.com Web: www.nini.com
4.	Ownership Details	Pushpendra
5.	Legal Registration details	Registration (Regn.) as Pvt. Ltd/Public etc.: Private Regn. No.: 12 Date of Regn.: 31-12-2024

➤ Click on Action icon

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Approve/Reject
674059	NINI Institute	Director A	a@gmail.com	2024	SURVEY_COMPLETED	approved	31-12-2024-01-0	Download Provisional Certificate

➤ Click on Approve/Reject

Certificate of Proficiency - Personal Safety and Social Responsibilities (PSSR)	1	month	yes	no	Download
Certificate of Proficiency - Security Training for Crew with Designated Security Duties (STCDSD)	5	days	no	yes	Download
Passenger Ship Familiarization Course (PSFC)	4	years	Yes	No	Download

Faculty and Staff

Faculty Name	Qualification	Experience	Specialization	Faculty Qualification Certificate
Test	B.A	4 years	No	Download

Checklist Name **Action**

Remark

Upload Audit Report *

Choose File No file chosen

Back Approve Reject

➤ Enter Remark

➤ Upload Audit Report

Faculty and Staff

Faculty Name	Qualification	Experience	Specialization	Faculty Qualification Certificate
Test	B.A	4 years	No	Download

Checklist Name **Action**

Remark

approved

Upload Audit Report *

Choose File Test2.pdf

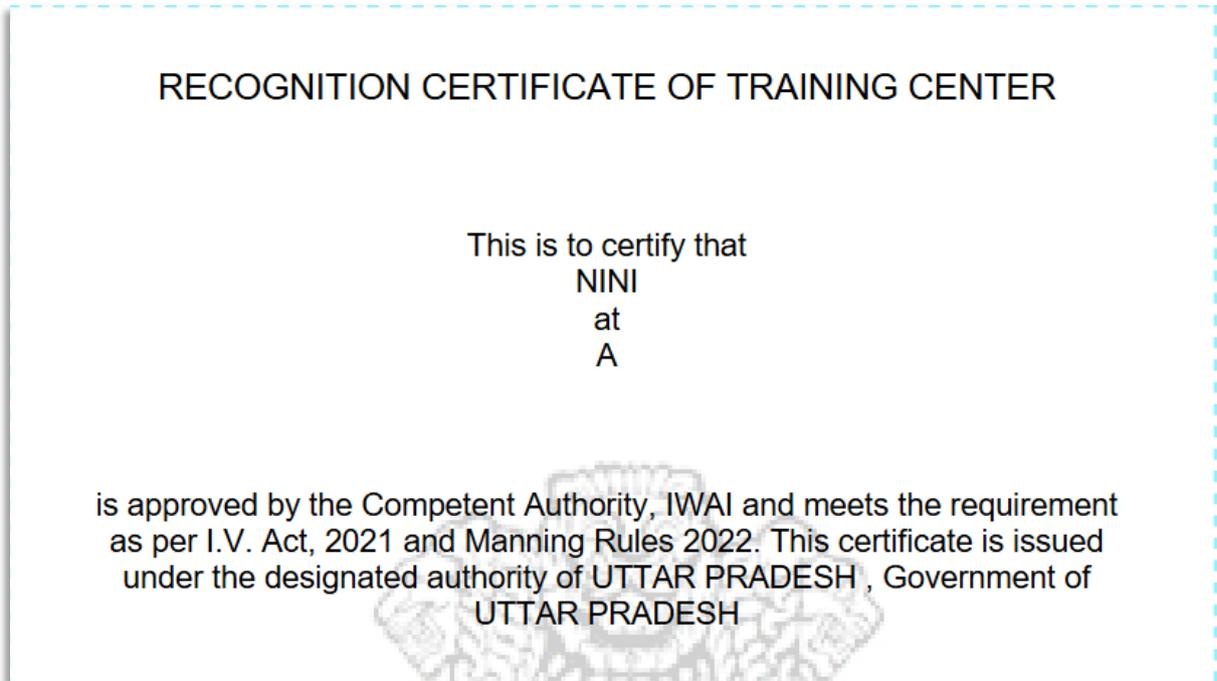
Back Approve Reject

➤ Click on Approve to approved the application

➤ Now again click on Action Icon

674059	NINI Institute	Director A	a@gmail.com	2024	APPROVED	approved	31-12-2024-0	Download Approval Certificate
392538	NINI	Director A	a@gmail.com	2024	APPROVED	approved	06-01-2025-07-01-2025	⋮

- Click on Download Approval Certificate(Approval certificate is available for download if registration type is **Existing**)



4. Approval of IVNTI -Upload Document

- Log in using your IVNTI credentials
- From the left side navigation menu, expand the IVNTI Processes menu and select “Approval of IVNTI (IVNTI registration)”

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
392538	NINI	Director A	a@gmail.com	2024	APPROVED	approved	06-01-2025-07-01-2025	⋮

- Click on Action icon

Reference Number	IVNTI Name	Director Name	Director Email	Year of Establishment	Status	Remarks	Inspection Date	Action
392538	NINI	Director A	a@gmail.com	2024	APPROVED	approved	06-01-2025-07-01-2025	Upload Document DownLoad Approval Certificate

- Click on Upload Document

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

[+ Upload Document](#)

- Click on Upload Document button

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Document Name *

Document Number *

Validity of Document *

Upload Document * No file chosen

- Fill all mandatory fields

Approval of IVNTI (IVNTI registration) IWAI » IVNTI Processes » Approval of IVNTI (IVNTI registration)

Document Name *

Document Number *

Validity of Document *

Upload Document * Test2.pdf

- Click on Submit button

5. Approval of Additional IVNTI Courses

- Log in using your IVNTI credentials
- From the left side navigation menu, expand the IVNTI Processes menu and select “Approval of Additional IVNTI courses”

Approval of Additional IVNTI courses IWAI » IVNTI Processes » Approval of Additional IVNTI courses

[+ Add Course](#)

IVNTI	Status	Remark	Action
NINI Institute	Approved	Approved	
NINI Institute	Approved	approved	
NINI Institute	Approved	approved	

- Click on the Add Course button to display the form

Approval of Additional IVNTI courses IWAI » IVNTI Processes » Approval of Additional IVNTI courses

Course Name *

Select Course

Back Submit Reset

- Select course

Approval of Additional IVNTI courses

Course Name *

General purpose (GP) ratings induction course with basic safety course

Back Submit Reset

- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment

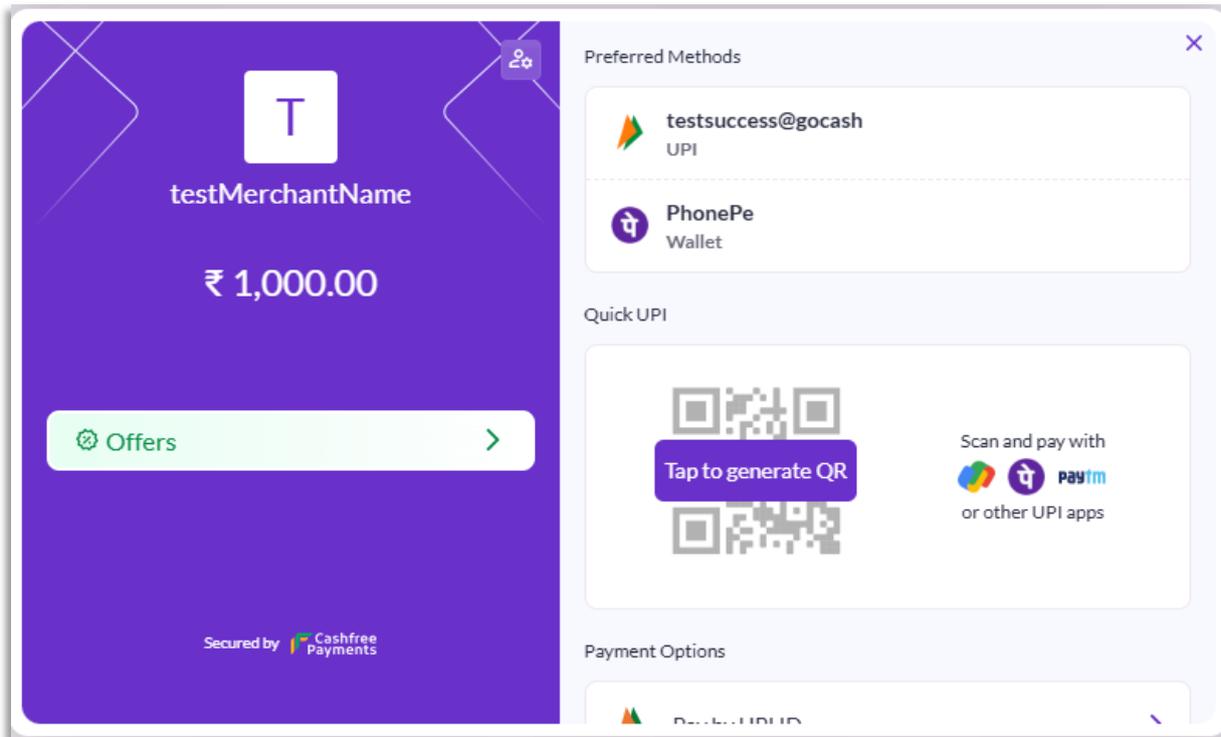
Online Offline

Activity	Amount
IVNTI Course Enrollment	7000.00
CGST @ 9.0%	630.00
SGST @ 9.0%	630.00
Total Payable	8260.00

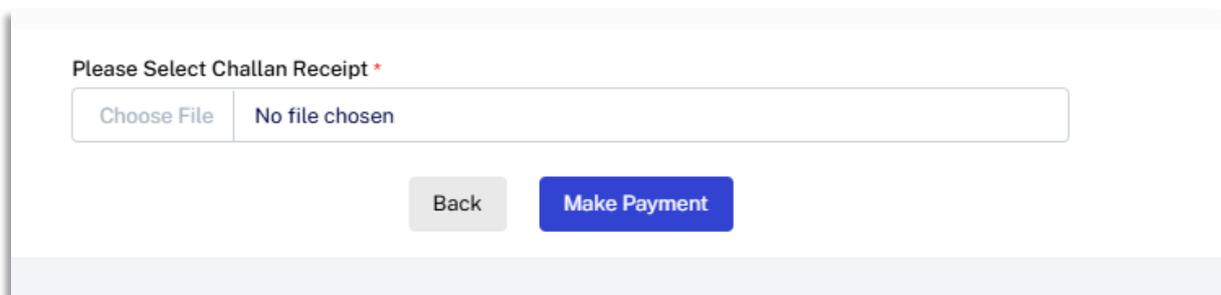
Back Pay Now

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
- Click on the **Pay Now** button.

- Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
- Select **Challan Receipt**.



- Click on **Make Payment** to confirm.
- Once the payment is completed, the application status will be updated to Pending.

Approval of Additional IVNTI courses IWAI » IVNTI Processes » Approval of Additional IVNTI courses

[+ Add Course](#)

IVNTI	Status	Remark	Action
NINI Institute	Approved	Approved	
NINI Institute	Approved	approved	
NINI Institute	Approved	approved	
NINI Institute	Pending		

- The examination application will now be sent to the **Designated Authority(DA)** for further processing.

6. Approval of IVNTI Courses (DA login)

- Log in with DA credentials
- From the left side navigation menu, select “Approval of Additional IVNTI Courses”. A listing of applications will appear.

IWAI » IVNTI PROCESSES » APPROVAL OF ADDITIONAL IVNTI COURSE

IVNTI	Status	Remark	Download	Action
Test IVNTI One	Approved	Approved	Download Receipt	View
Test IVNTI One	Approved	Approved	Download Receipt	View
Test IVNTI One	Pending		Download Receipt	View
Devika IVNTI	Pending			
Devika IVNTI	Approved	Approved		View
IVNTI INSTITUTE	Pending		Download Receipt	View
Devika IVNTI	Approved	sfsqags		View
Devika IVNTI	Approved	sdsasda		View

- Click on **View** having status as Pending.

Payment Details

Payment Mode Online	Amount 1500.0	CGST Amount 135.0	SGST Amount 135.0
IGST Amount 0.0	Transaction Id 5JKDIIDJOF	Transaction Date 07-03-2025	Transaction Status SUCCESS

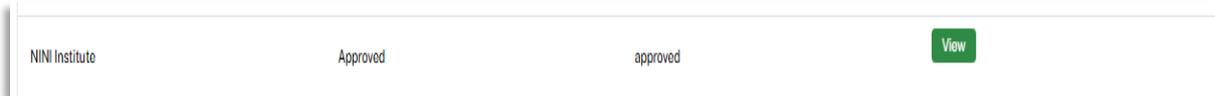
Receipt

Course Name	IVNTI Name	Reference Number
Certificate of Proficiency-Proficiency in Survival Techniques (PST)	IVNTI INSTITUTE	156799

Checklist Name	Action
Remark	Upload Survey Report * <input type="button" value="Choose File"/> No file chosen

- Enter Remarks
- Upload Survey Report

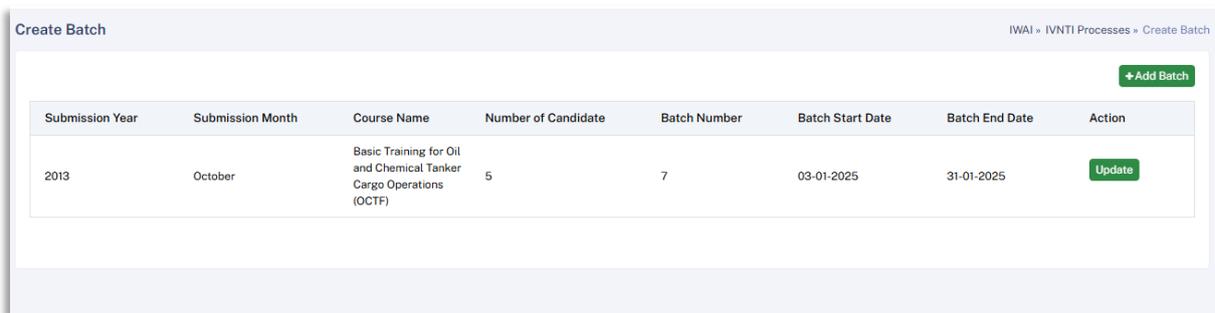
- Click on Approve, status will be updated to “Approved”



- Now IVNTI will create batch for approved courses and these approved courses will appear in Pre and Post Training form.

7. Create Batch

- Log in using your IVNTI credentials
- From the left side navigation menu, expand the IVNTI Processes menu and select “Create Batch”



- Click on the “Add Batch” button

The 'Create Batch' form interface. At the top right, there is a breadcrumb trail: 'IWAI > IVNTI Processes > Create Batch'. The form contains several input fields: 'Submission Year *' (dropdown menu with 'Select Year'), 'Submission Month *' (dropdown menu with 'Select Month'), 'Course *' (dropdown menu with 'Select Course'), 'Number of Candidate *' (text input), 'Batch Number *' (text input), 'Batch Start Date *' (calendar icon with 'dd-mm-yyyy'), and 'Batch End Date *' (calendar icon with 'dd-mm-yyyy'). At the bottom, there are three buttons: 'Back', 'Submit', and 'Reset'.

- Fill in all the mandatory fields in the form

The 'Create Batch' form interface with the fields filled. At the top right, there is a breadcrumb trail: 'IWAI > IVNTI Processes > Create Batch'. The form contains the following filled fields: 'Submission Year *' (2025), 'Submission Month *' (January), 'Course *' (Master class-1 preparatory course), 'Number of Candidate *' (5), 'Batch Number *' (6), 'Batch Start Date *' (06-01-2025), and 'Batch End Date *' (31-01-2025). At the bottom, there are three buttons: 'Back', 'Submit', and 'Reset'.

- Click on the Submit button

- The course will be successfully added and will appear in the listing

Create Batch IWAI » IVNTI Processes » Create Batch

[+ Add Batch](#)

Submission Year	Submission Month	Course Name	Number of Candidate	Batch Number	Batch Start Date	Batch End Date	Action
2013	October	Basic Training for Oil and Chemical Tanker Cargo Operations (OCTF)	5	7	03-01-2025	31-01-2025	Update
2025	January	Master class-1 preparatory course	5	6	06-01-2025	31-01-2025	Update

- To make changes to an existing batch, click on the **Update** button next to the desired batch.
- Modify the required details.
- Click on the **Submit** button to save the changes.