

सिद्ध

TRAINING CENTER USER MANUAL for Short Term Training (STT)

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1 Introduction

Skill India Digital Hub is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This User Manual is designed to guide Training Centers (TCs) through the registration process on the platform. It offers step-by-step instructions to help TCs seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Scope

This manual serves as a comprehensive guide for training centers to understand and complete various processes associated with their registration, scheme applications, and inspections. It provides step-by-step instructions to facilitate smooth operations and adherence to compliance requirements. The scope includes:

- Assisting training centers in meeting system requirements.
- Guiding centers through registration processes, application for schemes, and inspections.
- Supporting centers in understanding the end-to-end workflow of application submission, editing, and inspection requests.

1.2 Objective

The key objectives are as follows:

- **Streamline Registration:** Provide clear steps for training centers to complete their registration, including CAAF registration.
- **Facilitate Scheme Application:** Guide centers in identifying and applying for relevant schemes.
- **Ensure Compliance:** Support training centers in meeting all inspection and compliance requirements for approval.
- **Enable Updates:** Offer steps to edit and update applications as needed.
- **Simplify Processes:** Provide user-friendly instructions to minimize errors and delays in processing.
- **Support System Utilization:** Detail system requirements for effective usage and provide insights into navigating the platform efficiently.

1.3 System Requirements

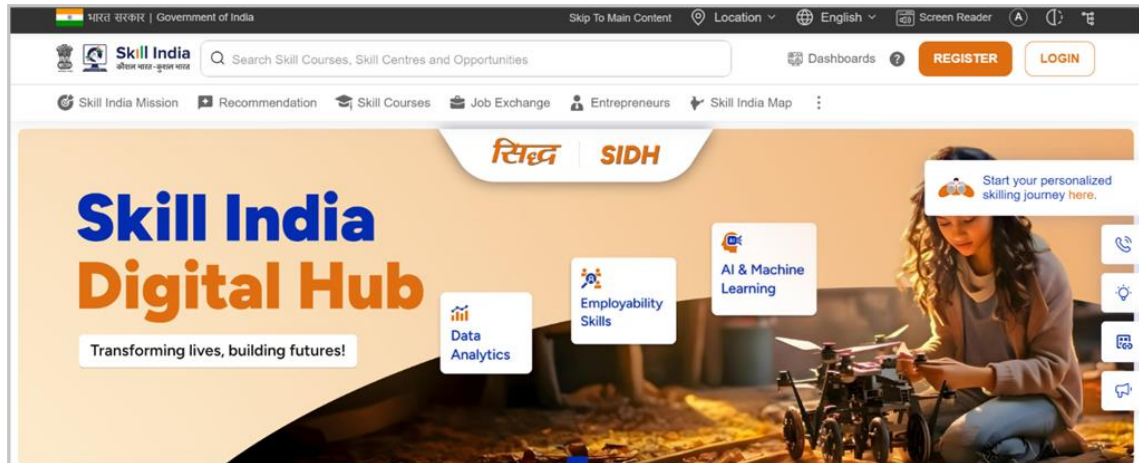
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements:
 - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
 - A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability
- c. Mac specific requirements
 - Platform: Mac OS X 10.12 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability

2 Training Center Login

a. Following are the steps to visit Skill India Digital Hub:

- Make sure that the device has stable internet connection.
- Open any browser in device.
- Enter the Skill India Digital Hub URL in the address bar [Skill India Digital Hub \(SIDH\)](https://www.skillindiadigital.gov.in) (<https://www.skillindiadigital.gov.in>) and then press enter or click on go.



To Login:

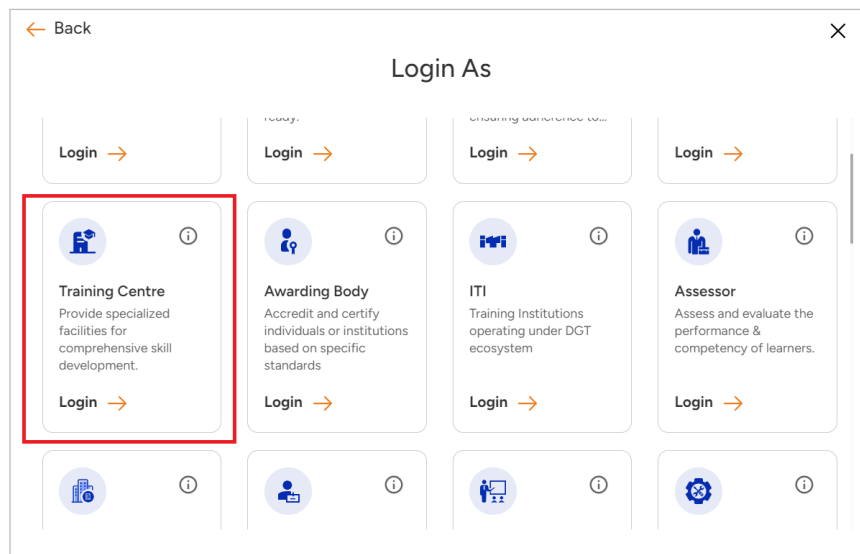
a. Click on the Login button at the top right corner.



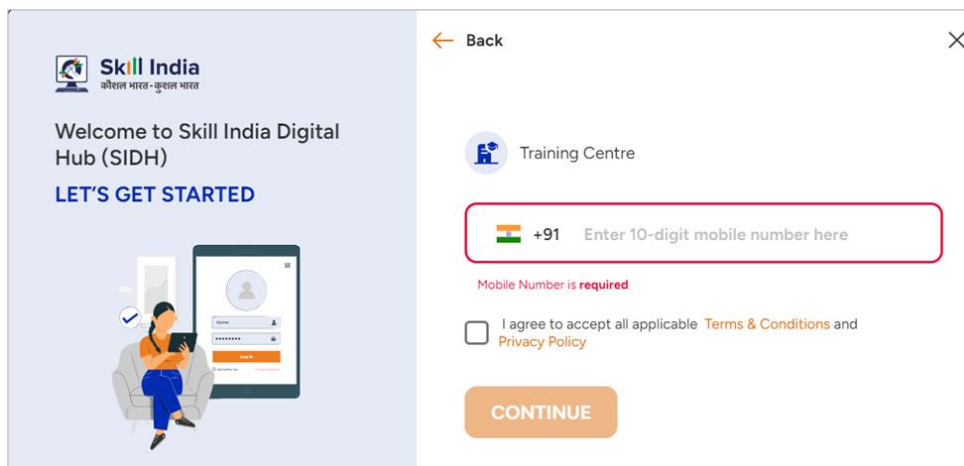
b. Select “Partner” option:



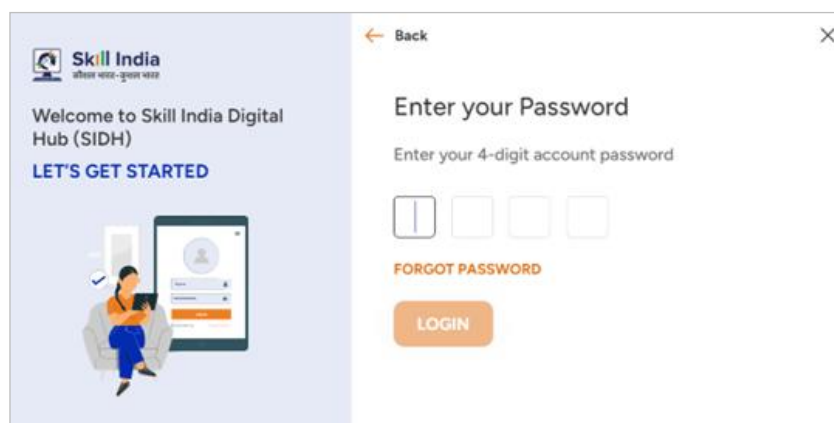
c. Click on “**Login**” button in **Training Center** role card.



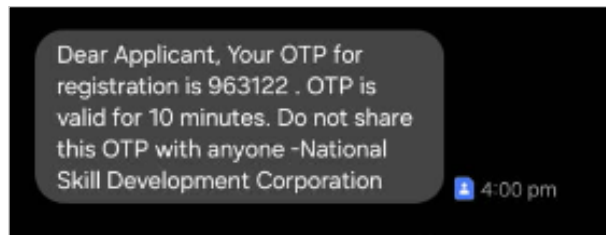
d. Pop-up will appear having text box, enter the mobile number for the Login as the Training Center.



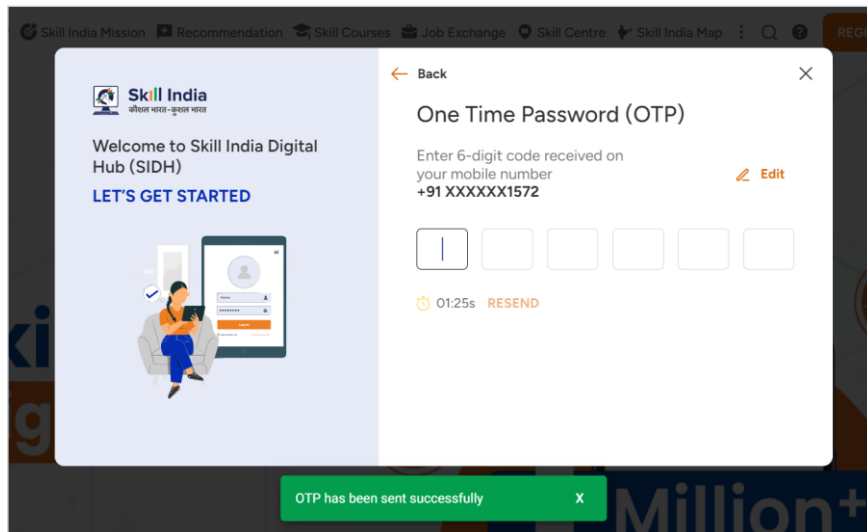
e. New screen will pop up to enter the 4-digit Account Password as shown below:



- f. An OTP will be sent to the mobile number



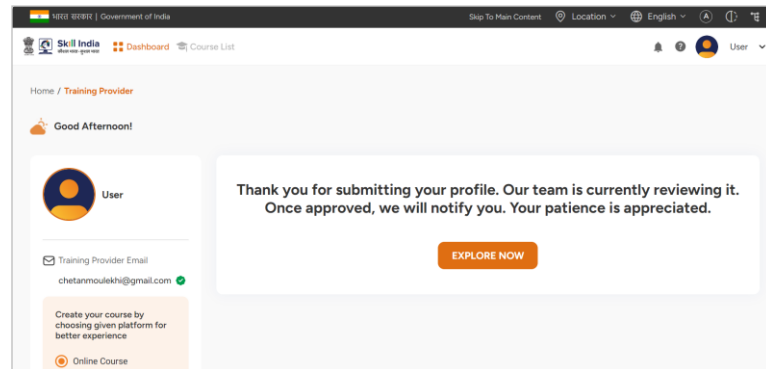
- g. Enter the OTP as displayed:



- h. On successful authentication, a pop-up window will appear prompting to connect with the legacy MSDE system. User will be asked about an User name to add the TC ID in MSDE Legacy data as shown below:

A screenshot of a pop-up window titled "Connect with legacy MSDE system" with a close button "X" in the top right corner. The window has a light gray background. Below the title, there is a section with a diamond icon and the text "Do you have an account with legacy MSDE system?". Below this is a text input field labeled "Username" with a red asterisk and the placeholder text "Enter Username". At the bottom of the window, there is an orange button labeled "CONNECT".

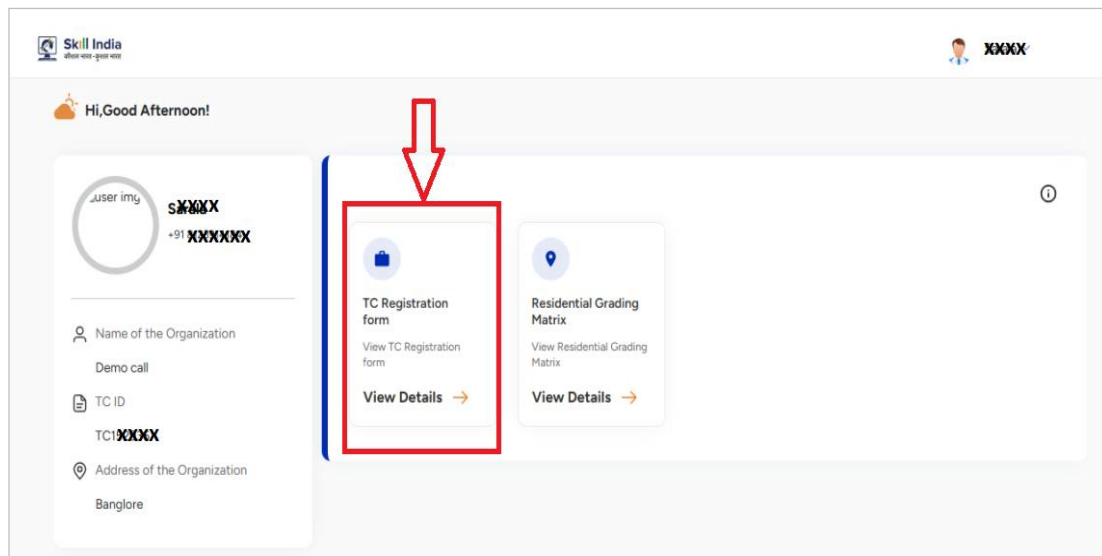
- Now, System will automatically verify the user, and user will be linked to the Legacy system and can perform activities by clicking “**Explore Now**” Button



Note: The above message indicating that profile is under review is shown until the TC profile is submitted and is pending for approval by Competent Authorities.

3 CAAF Registration Process for New Training Center

- a. After Login TC user need to click on the tab “TC Registration Tab” as shown below in the screen



- b. After click on the TC Registration Form tab, new form appears which is for the “**General Details**” submission i.e. having four main sections for registering a Training Centre under the "Training Centre CAAF (Center Accreditation Application Form) Registration Form." Which are as follows:

- **Training Centre Info comprises fields like:**

- Name of the Partner, Name of the Training Centre, Process Type, Training Centre Category

Training Centre Info:

* Name of the Training Partner:
SARXXXXXXXXX

* Name of the Training Centre:
Demo call

* Process Type:
Accreditation & Affiliation

* Training Centre Category:
NON PMKK

- **Contact Details of the Training Centre comprises fields like:**

- SPOC Name, SPOC Email Address, SPOC Mobile Number

Contact Details of the Training Centre

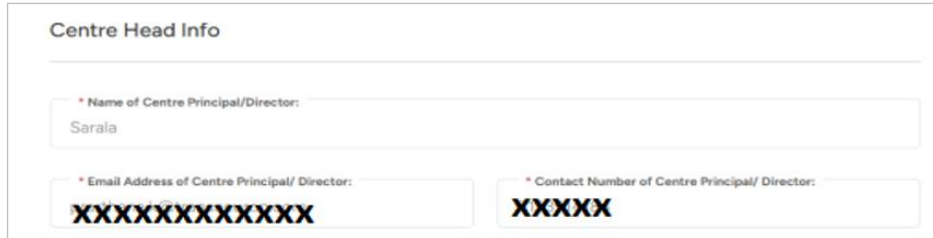
* SPOC Name:
Sarala

* SPOC Email Address:
XXXXXXXXXXXXXX

* SPOC Mobile Number:
XXXXXX

- **Centre Head Info Comprises fields like:**

- Name of Centre Principal/Director, Email Address of Centre Principal/Director, Contact Number of Centre Principal/Director



Centre Head Info

* Name of Centre Principal/Director:
Sarala

* Email Address of Centre Principal/ Director:
XXXXXXXXXXXXXXXX

* Contact Number of Centre Principal/ Director:
XXXXXX

- **Address of the Training Centre comprises fields like:**

- Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, Parliamentary Constituency, Address Proof Type and Upload, Geolocation, Area Classification of the Centre

For complete address, consider the following parameters to ensure clarity, accuracy, and ease of understanding:

- **Structure and Order**
 - **Start with the specific details** (e.g., house number, floor number, apartment name).
 - **Follow with street name, locality, and neighbourhood.**
 - **Specify landmarks**
 - **Include the city/town name, state, and postal/ZIP code.**
- **Avoid Ambiguity**
 - Be precise and avoid abbreviations unless they are commonly understood (e.g., Rd. for Road).
 - Specify landmarks if the location is hard to find.
- **Example:**

Flat No. 12A, Sunrise Apartments
Green Avenue, Sector 25
New Delhi, Delhi 110001

- Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block
- Parliamentary Constituency, Address Proof Type and Upload, Geolocation, Area Classification of the Centre

Address of the Training Centre

*Address:

Banglore

* Nearby Landmark:

Metro station

* Pincode:

5XXXX

*State / Union Territory

KARNATAKA

▼

*District:

DAKSHINA KANNADA

▼

Tehsil/Mandal/Block:

Beltangadi

▼

*Parliamentary Constituency:

Davanagere

▼

*Address Proof Type:

Rent Agreement + Telephone/Electricity Bill

▼

Address Proof:

 A.pdf 

Select Geo Location

Enter Area or Locality

For Geolocation User Drag and Drop if exact location is not found.

*Area Classification of the Centre:

Urban

▼

- c. Some of the fields will be having pre-fetched values that were submitted at the time of registration by the training partner of respective TC, screenshot for the “**General Details**” form is as follows:

0% Completed

Training Centre CAAF Registration Form

Enter all the details of Add Training center

General Details

Facilities at Centre

Job Role & Infrastructure

Centre Areas & Center Staff Details

Upload Photographs

Preview Images and Declaration

Apply Scheme

Training Centre Info:

* Name of the Training Partner:

SARXXXXXXXXX

* Name of the Training Centre:

Demo call

* Process Type:

Accreditation & Affiliation

* Training Centre Category:

NON PMKK

XXXXXXXXXXXXXXXXXXXX

Contact Details of the Training Centre

* SPOC Name:

Sarala

* SPOC Email Address:

prXXXXXXXXXXXX

* SPOC Mobile Number:

9XXXXXXXX

Centre Head Info

* Name of Centre Principal/Director:

Sarala

* Email Address of Centre Principal/ Director:

XXXXXXXXXXXX

* Contact Number of Centre Principal/ Director:

XXXXXX

Address of the Training Centre

* Address:

Banglore

* Nearby Landmark:

Metro station

* Pincode:

56XXXX

* State / Union Territory

KARNATAKA

* District:

DAKSHINA KANNADA

Tehsil/Mandal/Block:

Beltangadi

* Parliamentary Constituency:

Davanagere

* Address Proof Type:

Rent Agreement + Telephone/Electricity Bill

Address Proof:

A.pdf

Select Geo Location

Enter Area or Locality

For Geolocation User Drag and Drop if exact location is not found.

* Area Classification of the Centre:

Urban

SAVE & NEXT

d. Click on **“Save & Next”**

e. The next page that appears is of **“Facilities at Center”**, this form comprises of four main sections that are as follows:

- **Facilities at the Training Centre** comprise fields like:
 - Type of Building, Proximity to Public Transport System, Approach Roads
 - Power Backup and Biometric Systems
 - Type of Training Centre Wall
 - Availability of Internet

Facilities at Centre:

*Type of Building of the Training Centre

Stand Alone Building

▼

*Proximity to Public Transport System:

0 - 3 km

▼

*Nearest Bus/Metro/Railway Station Name:

CBT bus stop

*Approach road to Centre:

5

☒ Adequate Power Backup (UPS/GenSet/Inverter)
 ☒ Aadhaar-Enabled Biometric Attendance System

*Type of Centre Floor:

Centre Floor is Tiled

▼

*Type of Training Centre Walls:

TC walls and roof made of Tin / Bamboo Sheet

▼

*Availability of Internet:

Speed of less that 1 MBPS and greater that 512 KBPS

▼

- **Facilities for Differently Abled** comprise fields like:
 - Entire Centre situated at Ground Floor (Yes / No)
 - Functional Washroom and Ramps

Facilities for Differently-abled

*Entire Centre situated at Ground Floor

Yes

▼

☒ Functional Washroom for Differently Abled
 ☒ Ramps at the entrance of the Centre

- **Facilities Maintaining Hygiene and Sanitation** comprise fields like:
 - Safe Drinking Water
 - Area is equipped with (Dedicated Housekeeping Staff, Washroom are clean and Hygienic and Daily Inspection Card/ Checklist in the washroom)

Facilities maintaining Hygiene and Sanitation:

*Safe Drinking Water

Reverse Osmosis (RO)

▼

☒ Area is equipped with (Dedicated Housekeeping Staff, Washrooms are Clean and Hygienic and Daily Inspection Card/Checklist in the Washroom)

• **Facilities for Ensuring Medical and Safety** comprise fields like:

- Water based Fire Extinguisher
- Foam Based Fire Extinguisher
- Dry Powder based Fire Extinguisher
- Carbon Dioxide based Fire Extinguisher
- Wet Chemical based Fire Extinguisher
- Fire Fighting hose Pipe
- Fire Safety Instruction displayed at the Training Center Walls
- Availability of First Aid kit contains following items:

(Emergency Telephone Number of Medical Emergency Service, Sterile Gauze Pads in Small and Large Squares to place over the Wound, Medicines like Pain Killer and Antibiotics, Roller Bandages to Hold Dressing in Place, Adhesive Tape/Adhesive Bandages in assorted size, Thermometer, Scissors and Tweezers, Antiseptic Wipes or Soap and Disinfectants like Dettol or Savlon).

Facilities for ensuring Medical & Safety:

- ☒ Water based Fire Extinguisher
 - ☒ Foam Based Fire Extinguisher
 - ☒ Dry Powder based Fire Extinguisher
 - ☒ Carbon Dioxide based Fire Extinguisher
 - ☒ Wet Chemical based Fire Extinguisher
 - ☒ Fire Fighting hose Pipe
 - ☒ Fire Safety Instruction displayed at the Training Center Walls
- Availability of First Aid kit contains following items (Emergency Telephone Number of Medical Emergency Service, Sterile Gauze Pads in Small and Large Squares to place over the Wound, Medicines like Pain Killer and Antibiotics, Roller
- ☒ Bandages to Hold Dressing in Place, Adhesive Tape/ Adhesive Bandages in assorted size, Adhesive Tape/ Adhesive Bandages in assorted size, Thermometer, Scissors and Tweezers, Antiseptic Wipes or Soap and Disinfectants like Dettol or Savlon)

f. Click on “Save & Next”

15%

Completed

Training Centre CAAF Registration Form

Enter all the details of Add Training center

✓
General Details

●
Facilities at Centre

○
Job Role & Infrastructure

○
Centre Areas & Center Staff Details

○
Upload Photographs

○
Preview Images and Declaration

○
Apply Scheme

Facilities at Centre:

***Type of Building of the Training Centre**

Stand Alone Building

***Proximity to Public Transport System:**

0 - 3 km

***Nearest Bus/Metro/Railway Station Name:**

CBT bus stop

***Approach road to Centre:**

5

☒ Adequate Power Backup (UPS/GenSet/Inverter)

☒ Aadhaar-Enabled Biometric Attendance System

***Type of Centre Floor:**

Centre Floor is Tiled

***Type of Training Centre Walls:**

TC walls and roof made of Tin / Bamboo Sheet

***Availability of Internet:**

Speed of less that 1 MBPS and greater that 512 KBPS

Facilities for Differently-abled

***Entire Centre situated at Ground Floor**

Yes

☒ Functional Washroom for Differently Abled

☒ Ramps at the entrance of the Centre

Facilities maintaining Hygiene and Sanitation:

***Safe Drinking Water**

Reverse Osmosis (RO)

☒ Area is equipped with (Dedicated Housekeeping Staff, Washrooms are Clean and Hygenic and Daily Inspection Card/Checklist in the Washroom)

Facilities for ensuring Medical & Safety:

☒ Water based Fire Extinguisher

☒ Foam Based Fire Extinguisher

☒ Dry Powder based Fire Extinguisher

☒ Carbon Dioxide based Fire Extinguisher

☒ Wet Chemical based Fire Extinguisher

☒ Fire Fighting hose Pipe

☒ Fire Safety Instruction displayed at the Training Center Walls

Availability of First Aid kit contains following items (Emergency Telephone Number of Medical Emergency Service, Sterile Gauze Pads in Small and Large Squares to place over the Wound, Medicines like Pain Killer and Antibiotics, Roller Bandages to Hold Dressing in Place, Adhesive Tape/ Adhesive Bandages in assorted size, Adhesive Tape/ Adhesive Bandages in assorted size, Thermometer, Scissors and Tweezers, Antiseptic Wipes or Soap and Disinfectants like Dettol or Savlon)

☒ Bandages to Hold Dressing in Place, Adhesive Tape/ Adhesive Bandages in assorted size, Adhesive Tape/ Adhesive Bandages in assorted size, Thermometer, Scissors and Tweezers, Antiseptic Wipes or Soap and Disinfectants like Dettol or Savlon)

BACK

SAVE & NEXT

- g. The next page that appears is of **“Job Roles and Infrastructure”**, this form has an option to add the job role in sections that are as follows:

The screenshot shows the 'Training Centre CAAF Registration Form' with a progress bar indicating 30% completion. The current step is 'Job Role & Infrastructure'. The form includes a table for 'All Proposed Job Roles' with columns: Job Role Name, QP Code & Version, Sector, No of Classroom, No of Labs, No of Hybrid, and Actions. Below the table is a button 'ADD JOB ROLE'. The 'Equipment Details' section contains a text box with a compliance statement and a checkbox for 'I agree'. At the bottom are 'BACK' and 'SAVE & NEXT' buttons.

Training Centre CAAF Registration Form
Enter all the details of Add Training center

30% Completed

General Details Facilities at Centre **Job Role & Infrastructure** Centre Areas & Center Staff Details Upload Photographs Preview Images and Declaration Apply Scheme

All Proposed Job Roles

Job Role Name	QP Code & Version	Sector	No of Classroom	No of Labs	No of Hybrid	Actions
No record found						

ADD JOB ROLE

Equipment Details

Center is in compliance with prescribed specification from Sector Skill Council/Awarding Body for Classroom, Laboratory, Hybrid Laboratory and Equipment for selected job roles.

☐ I agree

BACK **SAVE & NEXT**

- h. Click on **“Add Job Role”** after which a new form appears as shown below, it allows users to input details related to job roles and training requirements. The key fields are as follows:

- **Area Sector/Awarding Body**
- **Area Job Role Name/Version**
- **Number of Classroom**
- **Number of Labs**
- **Number of Hybrid**
- **Additional Area Required (Open Area in Sq.Ft)**

- Additional Training Area Details (Covered Area in Sq.Ft)
- Remarks

Add Jobrole

*Area Sector/Awarding Body

*Area Job Role Name/Version

*Number of Classroom

Number of classroom

*Number of Labs

Number of labs

*Number of Hybrid

Number of Hybrid

Additional Area Required: *

Enter Open Area (in Sq.Ft)

Additional Training Area Details: *

Enter Covered Area (in Sq.Ft)

Remarks

Enter Remarks

CANCEL

ADD

- i. After Adding the Job role details the submitted details will appear as shown below:

30% Completed

Training Centre CAAF Registration Form

Enter all the details of Add Training center

General Details

Facilities at Centre

Job Role & Infrastructure

Centre Areas & Center Staff Details

Upload Photographs

Preview Images and Declaration

Apply Scheme

All Proposed Job Roles

Job Role Name	QP Code & Version	Sector	No of Classroom	No of Labs	No of Hybrid	Actions
TESTING QP	(AGR/Q0116-SIO01)/1.0	Agriculture	1	1	1	 

ADD JOB ROLE

Additional Area

Job Role Name	QP Code & Version	Additional Area Required (in Sq.Ft)	Additional Training Area Details (in Sq.Ft)
TESTING QP	AGR/Q0116-SIO01/1.0	200	500

Classroom

Classroom Number	Min Carpet Area in Sqft	Max Carpet Area
AGR/Q0116-SIO01/1.0/CLM/1	200	300 and Above

Laboratory

Lab Number	Carpet Area in Sqft	Type Of Lab
AGR/Q0116-SIO01/1.0/LAB/1	200	

Hybrid (Class+Lab)

Hybrid Number	Carpet Area in Sqft	Type Of Lab
AGR/Q0116-SIO01/1.0/HBD/1	200	

Equipment Details

TESTING QP

Equipment Name	Quantity required	Is Mandatory	Disability Type
test	10	Yes	
N/A	0	N/A	

Center is in compliance with prescribed specification from Sector Skill Council/Awarding Body for Classroom, Laboratory, Hybrid Laboratory and Equipment for selected job roles.

☒ I agree

BACK

SAVE & NEXT

- j. This section "Centre Areas & Centre Staff Details" comprises components as shown in image below:

Training Centre CAAF Registration Form
Enter all the details of Add Training center

45% Completed

General Details | Facilities at Centre | Job Role & Infrastructure | **Centre Areas & Center Staff Details** | Upload Photographs | Preview Images and Declaration | Apply Scheme

Center Area and Center Staff Details

Centre Areas

Centre Area Type	Available at Center Yes/No	Remark Information	Action
Reception	Yes	Remarks Enter Remarks	
Placement & Entrepreneurship Cell	Yes	Remarks Enter Remarks	
Male Washroom	Yes	Remarks Enter Remarks	
Female Washroom	Yes	Remarks Enter Remarks	

ADD CENTRE AREAS

Centre Staff

Center Staff Type	Available at Center Yes/No	Action
Placement Coordinator	Yes	

ADD CENTRE STAFF

BACK **SAVE & NEXT**

- **Centre Areas**

- **Centre Area Type:** Lists different areas (e.g., Reception, Placement & Entrepreneurship Cell, Male Washroom, Female Washroom).
- **Available at Centre Yes/No:** Dropdown or checkbox to specify whether the area is available.

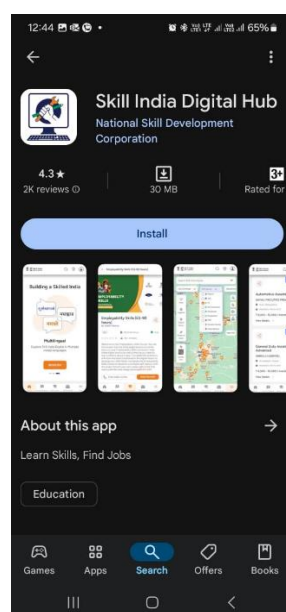
- **Remark Information:** A field to enter remarks specific to each area.
- **Action:** Option (e.g., delete icon) to remove the area from the list.
- **Add Centre Areas:** A button to add new entries for center areas.
- **Centre Staff**
 - **Centre Staff Type:** Lists different types of staff (e.g., Placement Coordinator).
 - **Available at Center Yes/No:** Dropdown or checkbox to indicate if the staff role is available.
 - **Action:** Option (e.g., delete icon) to remove the staff entry.
 - **Add Centre Staff:** A button to add new entries for center staff.
- **Navigation Buttons**
 - **Back:** Navigates to the previous step of the form.
 - **Save & Next:** Saves the entered data and moves to the next step of the form.

This section focuses on documenting the physical areas and key staff availability at the training center.

- k. This section allows users to upload photographs of the training center as part of the registration process. Users can take photographs of the center and capture required images directly through the app. Once the photos are uploaded, they will be linked to the Training Centre application for approval. Users can then preview the images or proceed to the next step by clicking the **Save & Next** button

- **Get Application Link:** This button generates a shareable link that redirects users to download the **Training Centre Photo Upload Mobile Application**. Users can copy or share this link to access the application on their Android devices.
- **Download Mobile APK:** This button provides direct access to download the APK (Android Package) file of the mobile application. Users can manually download (**Skill India Digital Hub** application) and install it on their Android devices from play store to capture and upload photographs of the training centre.

(URL: <https://play.google.com/store/apps/details?id=com.nsdcindia.skillindiaplatform>)



www.skillindiadigital.gov.in

Training Centre CAAF Registration Form
Enter all the details of Add Training center

70% Completed

General Details | Facilities at Centre | Job Role & Infrastructure | Centre Areas & Center Staff Details | **Upload Photographs** | Preview Images and Declaration | Apply Scheme

Upload Photos from Mobile

For the next step, kindly install the Training Centre Photo Upload Mobile Application on your Android phone to submit photos as proof for the required details. Once the photos are uploaded, please click on the 'Next' button or preview all the images before submitting the form.

[GET APPLICATION LINK](#) [DOWNLOAD MOBILE APK](#)

[BACK](#) [SAVE & NEXT](#)

- I. After **"Save & Next"** process in web application when user opens the mobile application, Click on **"Upload CAAF Photos"** to upload images or **"Get Application Link"** to download the app for photo submission.

9:50 PM | 632KB/s | VoWiFi

Skill India [LOGOUT](#)

70% Completed

Centre Areas & Center Staff Details | **Upload Photographs** | Preview Images and Declaration

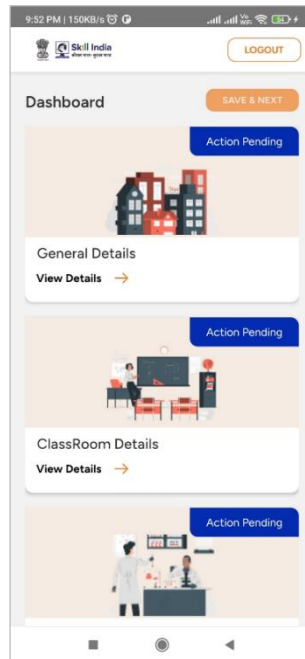
Upload Photos from Mobile

For the next step, kindly install the Training Centre Mobile Application on your phone to submit photos as proof for the required details. Once the photos are uploaded, please click on the 'SAVE & NEXT' button or preview all the images before submitting the form.

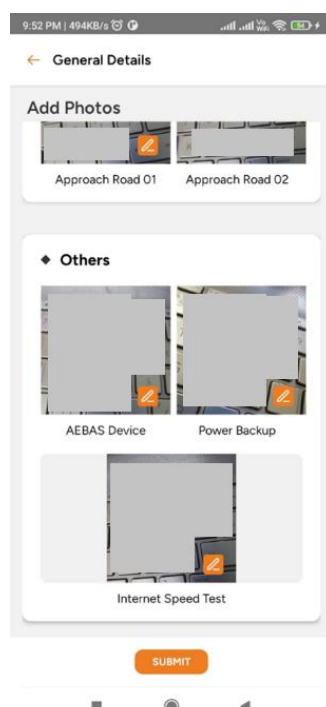
[UPLOAD CAAF PHOTOS](#) [GET APPLICATION LINK](#)

[BACK](#) [SAVE & NEXT](#)

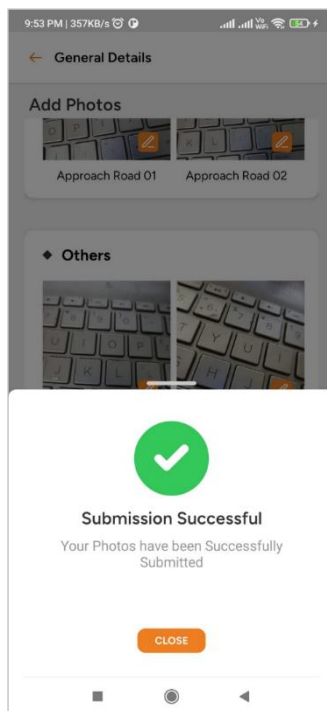
- m. After Clicking Upload CAAF Photos the screen below appears which has list of sections (**e.g., General Details, Classroom Details**) that require action or uploads, marked as **"Action Pending"**. Also feature to **Upload or Edit Photos**: for which click **"View Details"** under each section to review the previously uploaded photos or add new ones, then save the updates to proceed.



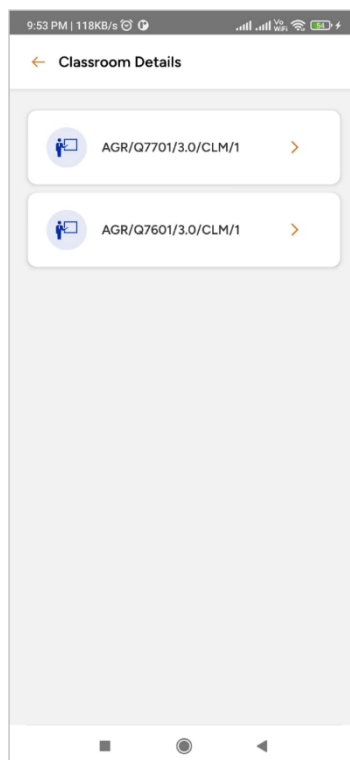
- n. **Add Photos Section:** This section allows users to upload or capture photos of specific items like **Approach Road, AEBAS Device and Power Backup** etc. for verification or documentation purposes, as shown in the screen below



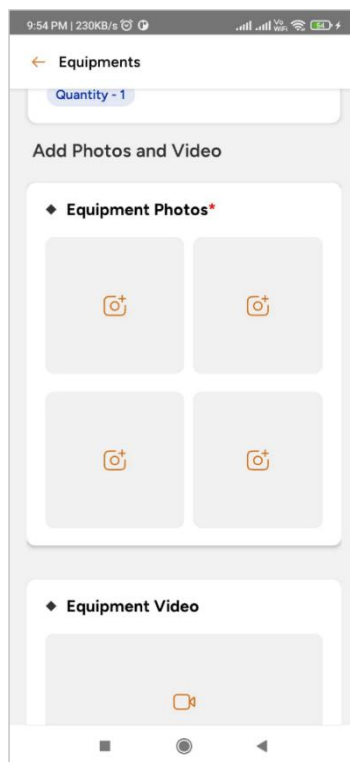
- o. After uploading all required photos, the user can click on the **"Submit"** button to finalize the data submission, and then success message **"Submission Successful"** appears as shown in the image below:



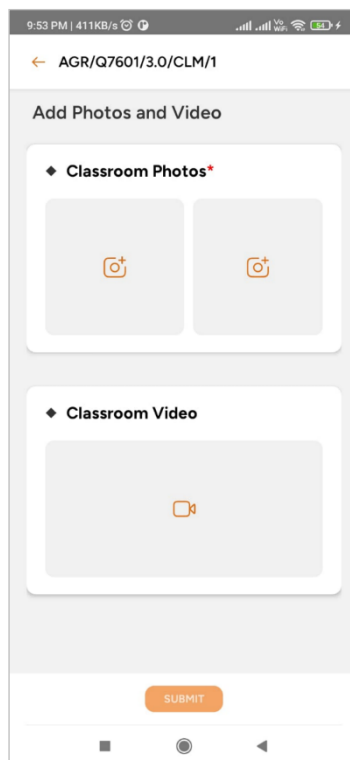
- p. Now, **"Classroom Details"** section appears, which lists the classrooms associated with specific qualifications or modules, as shown in the screen below



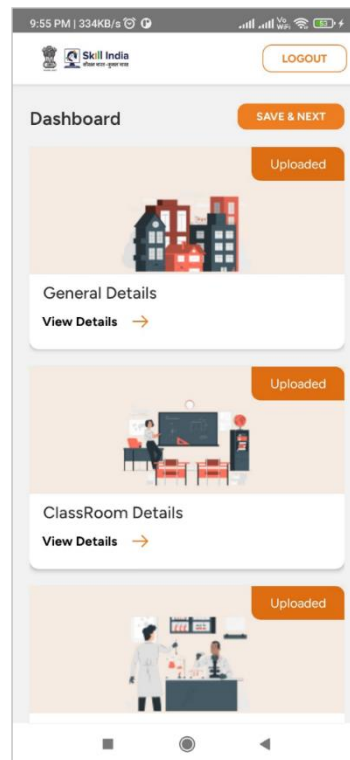
- q. Now, Click the **photo and video icon** in the "**Equipment**" section to upload, then save your updates.



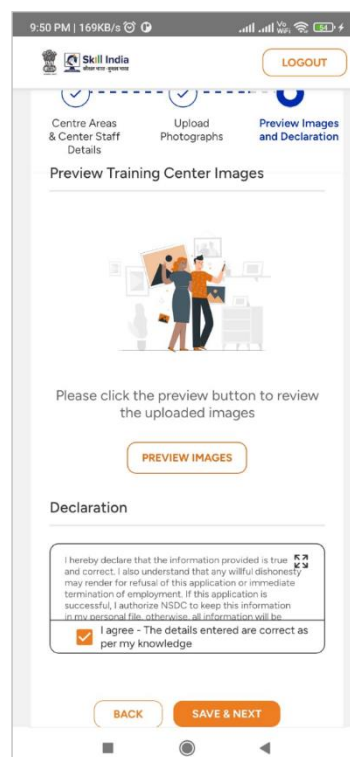
- r. Now, for each respective class upload the **Classroom Photos and Video** as shown below:



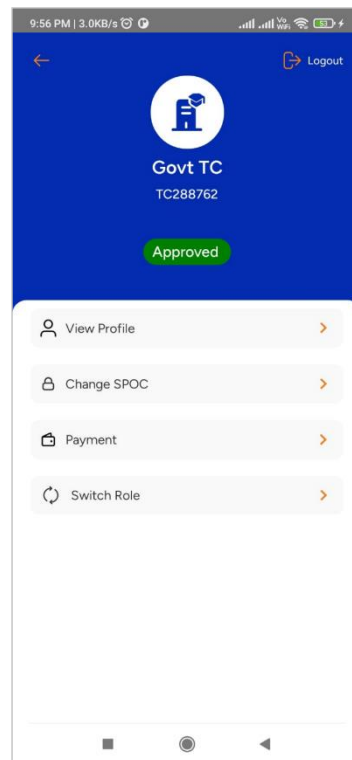
- s. After successful upload of the images the dashboard will be showing the status as the **“Uploaded”** as shown below in the screen:



- t. After this process user now can preview the uploaded images and check the declaration box and submit for further process as shown in the image below:



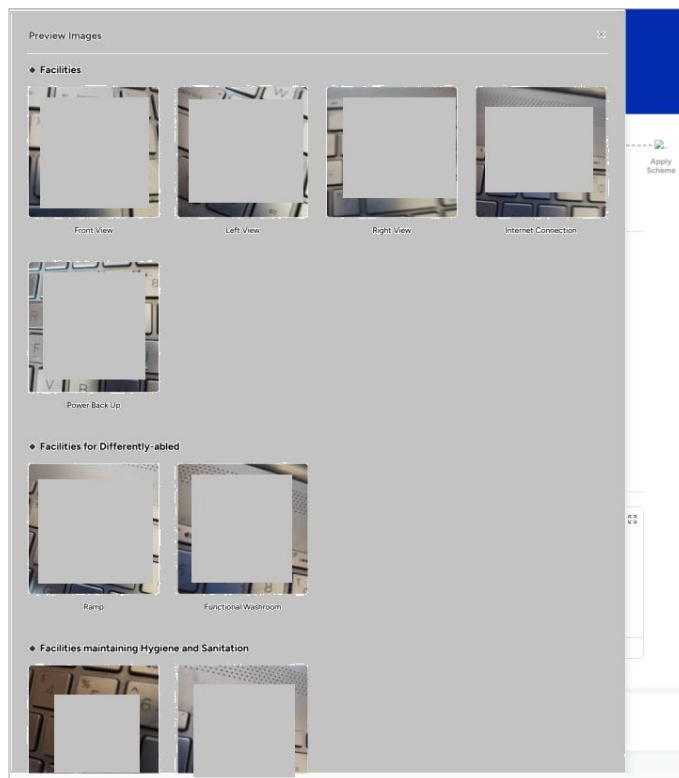
- u. Once the Approval is received after checking the uploaded data, the status of the TC will appear as approved as shown in the image below:



- v. After the submission of images through the mobile app user may click on preview "Images Button" under "Preview Images and Declaration section".

 A screenshot of a web form titled 'Training Centre CAAF Registration Form'. At the top left, a circular progress indicator shows '85% Completed'. The form has a progress bar with steps: 'General Details', 'Facilities at Centre', 'Job Role & Infrastructure', 'Centre Areas & Center Staff Details', 'Upload Photographs', 'Preview Images and Declaration' (which is highlighted with a blue circle), and 'Apply Scheme'. Below the progress bar, the section 'Preview Training Center Images' contains an illustration of people with documents and a 'PREVIEW IMAGES' button. Below this is the 'Declaration' section with a text area containing a legal disclaimer and an 'I agree' checkbox. At the bottom are 'BACK' and 'SAVE & NEXT' buttons.

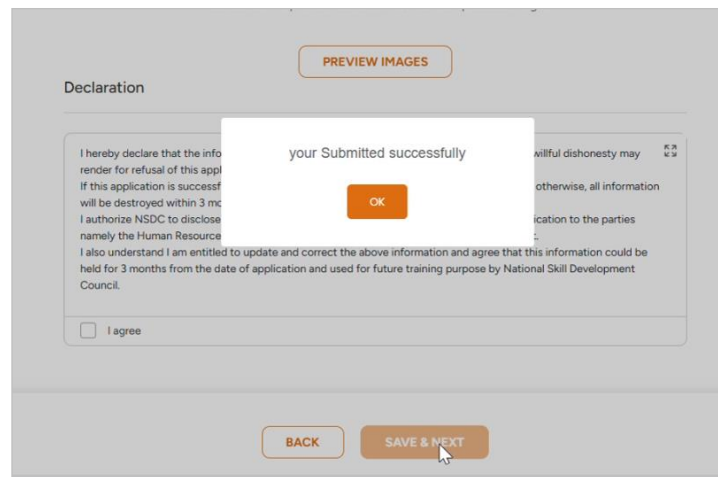
w. The images will appear as shown below for further action:



x. Click on “I Agree” checkbox and then “Save & Next” option to proceed further.

A screenshot of a web form. At the top, there is an illustration of two people standing next to a desk. Below it, a message says 'Please click the preview button to review the uploaded images'. There is a 'PREVIEW IMAGES' button. The 'Declaration' section contains a text area with a declaration statement: 'I hereby declare that the information provided is true and correct. I also understand that any wilful dishonesty may render for refusal of this application or immediate termination of employment. If this application is successful, I authorize NSDC to keep this information in my personal file, otherwise, all information will be destroyed within 3 months after the date of application. I authorize NSDC to disclose in a confidential manner of any information supplied in this application to the parties namely the Human Resources staff, concerning department head or above for an assessment. I also understand I am entitled to update and correct the above information and agree that this information could be held for 3 months from the date of application and used for future training purpose by National Skill Development Council.' Below the text area is a checkbox labeled 'I agree' which is checked. At the bottom, there are two buttons: 'BACK' and 'SAVE & NEXT', with a mouse cursor clicking on 'SAVE & NEXT'.

y. Pop Message will appear regarding Successful submission of the request

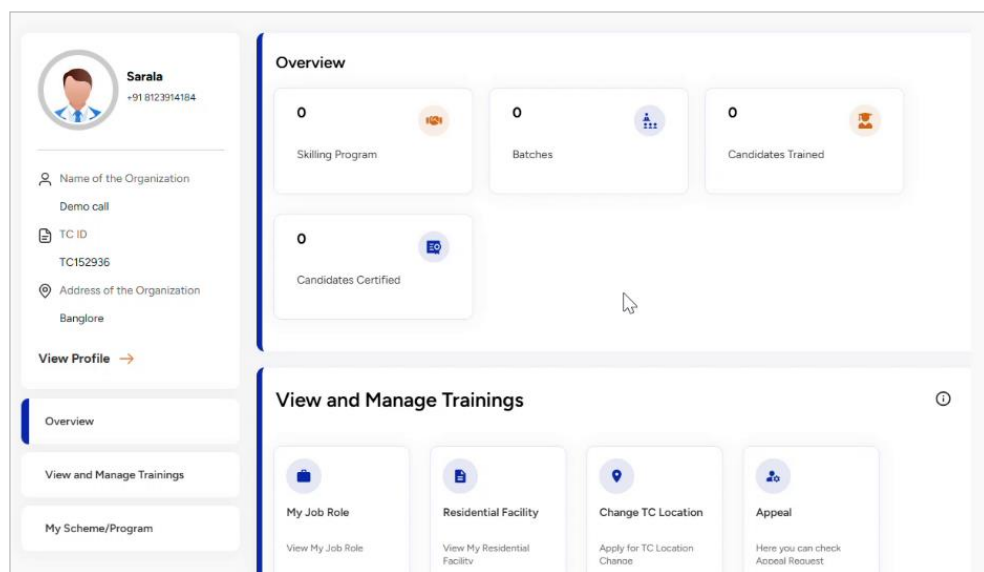


The screenshot displays a web interface for a declaration form. At the top, there is a "PREVIEW IMAGES" button. Below it, the section is titled "Declaration". A white pop-up message box is centered on the screen, displaying the text "your Submitted successfully" and an "OK" button. The background form contains a text area with a declaration statement: "I hereby declare that the info... render for refusal of this appl... If this application is successf... will be destroyed within 3 mc... I authorize NSDC to disclose... namely the Human Resource... I also understand I am entitled to update and correct the above information and agree that this information could be held for 3 months from the date of application and used for future training purpose by National Skill Development Council." Below the text area is a checkbox labeled "I agree". At the bottom of the form, there are two buttons: "BACK" and "SAVE & NEXT".

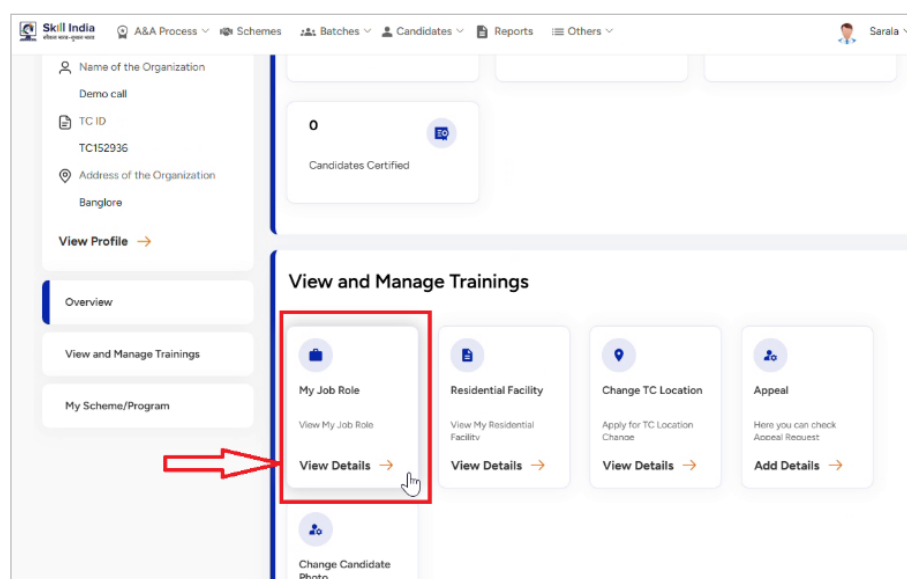
4 Applying Scheme

a. This dashboard centralizes training center management the key features are as follows:

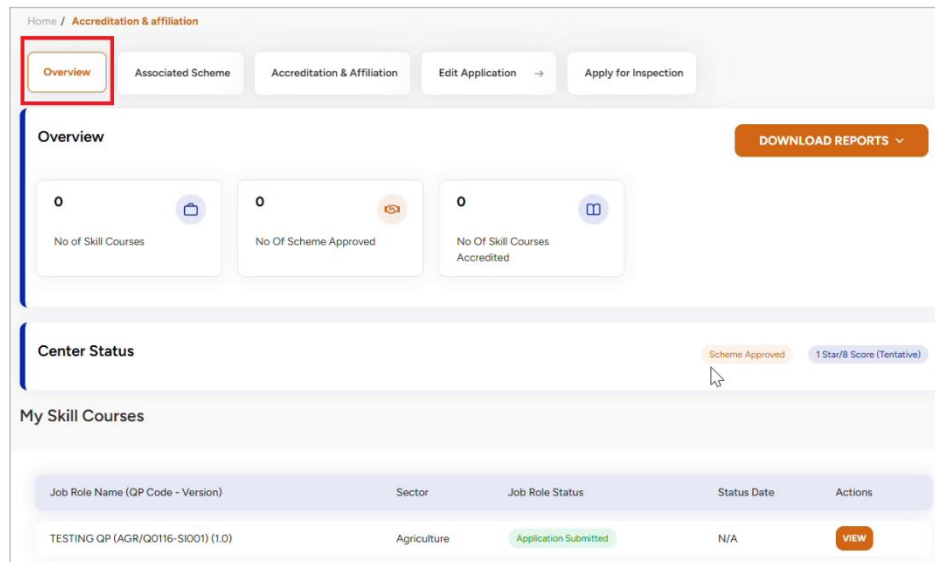
- **User Profile:** Displays user details (name, contact, TC ID, organization name, and address).
- **Metrics:** Skilling Programs, Batches, Candidates Trained, and Certified etc.
- **View and Manage Trainings:**
 - **My Job Role:** View roles.
 - **Residential Facility:** Manage trainee accommodations.
 - **Change TC Location:** Apply for location updates.
 - **Appeal:** Submit or track appeals.



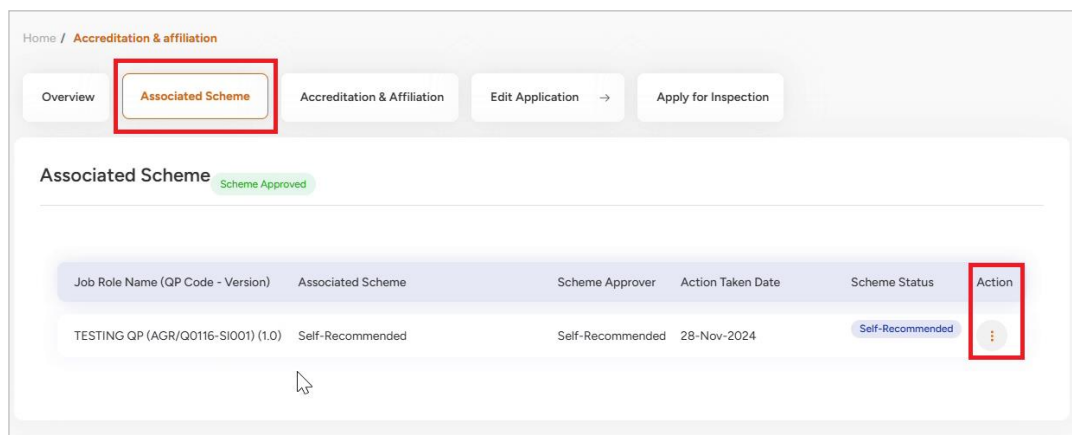
b. For applying the scheme click on the **View Details** under the My Job Roles card as shown below:



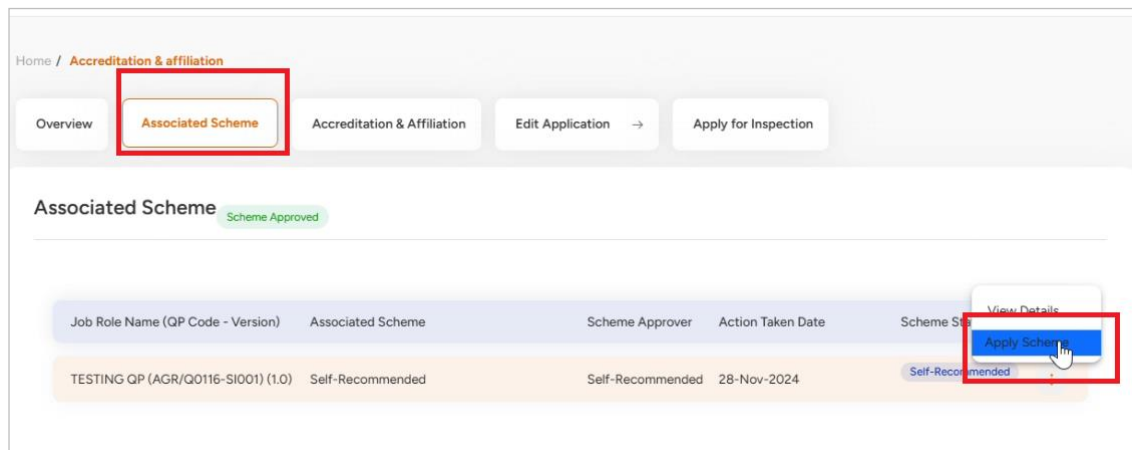
- c. Now a new screen will appear of “Overview Section” it displays metrics for the number of skill courses, schemes approved, and accredited courses.
- **Center Status:** Shows the status of the center, e.g., "Scheme Approved" with a tentative score.
 - **My Skill Courses:** Lists job roles with details such as sector, job role status (e.g., "Application Submitted"), and actions (e.g., "View").
 - **Actions and Reports:** Allows downloading reports and accessing options like editing applications or applying for inspections.



- d. Click on “Associated Schemes” a new list will appear with table fields like **Job Role Name (QP Code - Version)**, **Associated Scheme**, **Scheme Approver**, **Action Taken Date**, **Scheme Status** and **Action**.



- e. Click on three dots in Action field and then click on **“Apply Scheme”** option as shown below:



- f. Now **“New Scheme Recommendation Form”** will appear it will have fields like Skill Sector, Job Role, Scheme, Recommended by and Recommended Letter. In this page TC need to select the Scheme and Recommended by and then upload the Recommended Letter.

Home / Accreditation & affiliation

New Scheme Recommendation Form ×

Skill Sector	Job Role	Scheme	Recommended By	Recommended Letter
TESTING QP AGR/Q0116-SI001 -1.0	Agriculture	Select Scheme	Select Scheme	*Upload Letter Choose file Browse Upload only jpg, png, jpeg, pdf (File size upto 5 mb)

- g. A message will pop-up regarding the successful uploading of the Recommendation letter. Click on **“Submit button”**.

Skill India
A.pdf file uploaded successfully

Home

New Scheme Recommendation Form

Skill Sector	Job Role	Scheme	Recommended By	Recommended Letter
TESTING QP AGR/Q0116-SI001-1.0	Agriculture	MORD-BFT	MORD-BFT	*Upload Letter A.pdf only jpg, png, jpeg, pdf(File size upto 5 mb)

CANCEL SUBMIT

- h. A message will appear **“Do you want to submit scheme for approval”** click on the **“Yes”**.

New Scheme Recommendation Form

Skill Sector	Job Role	Scheme	Recommended By	Recommended Letter
TESTING QP AGR/Q0116-SI001-1.0	Agriculture			*Upload Letter A.pdf only jpg, png, jpeg, pdf(File size upto 5 mb)

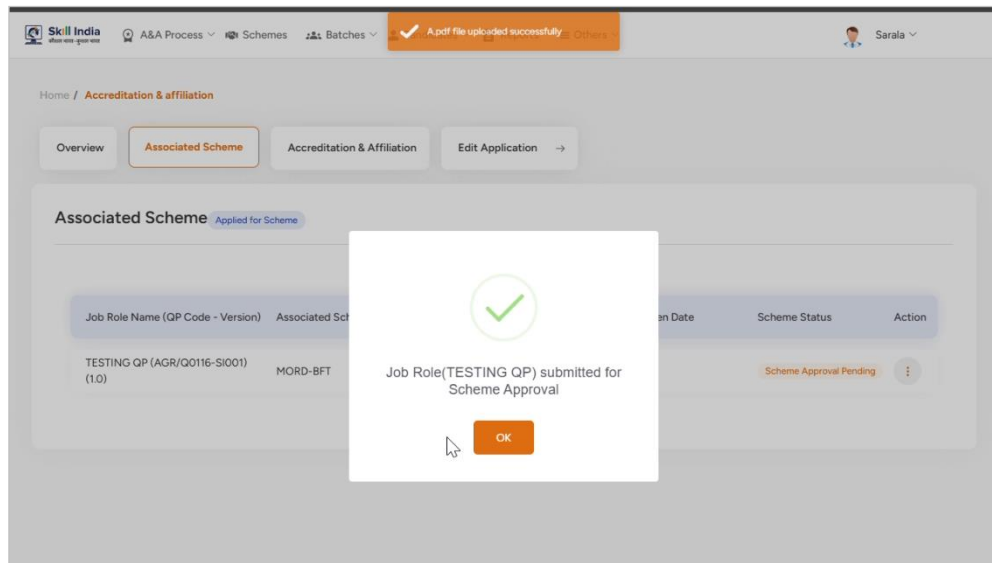
?

Do you want to submit Scheme for Approval

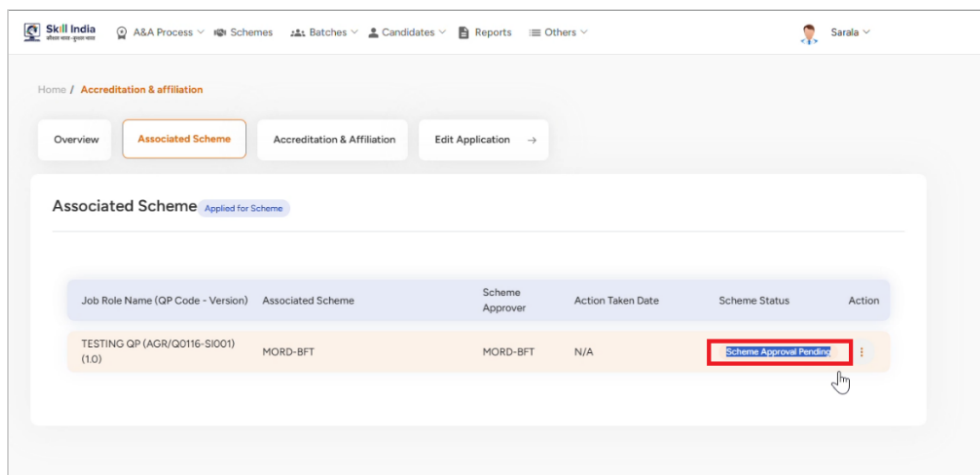
Yes NO

CANCEL SUBMIT

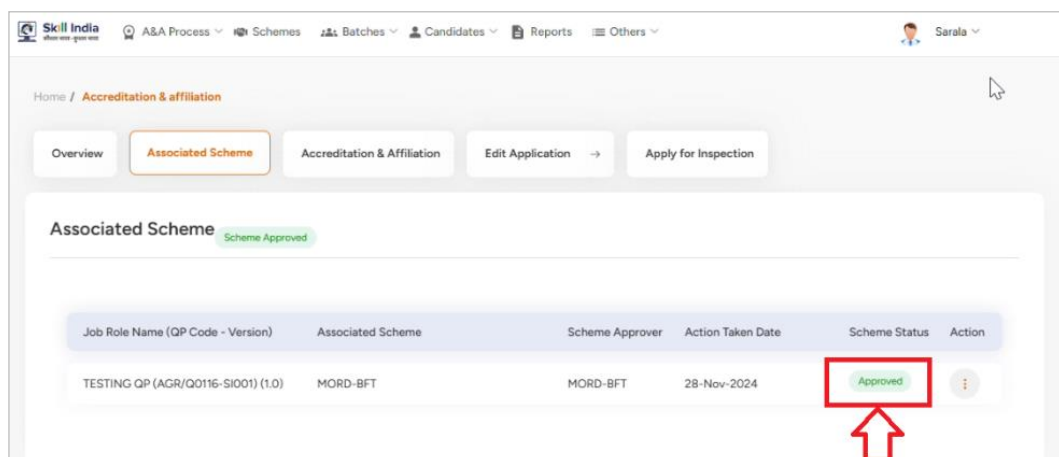
- i. Confirmation message will appear saying that scheme has been submitted for scheme approval as shown below:



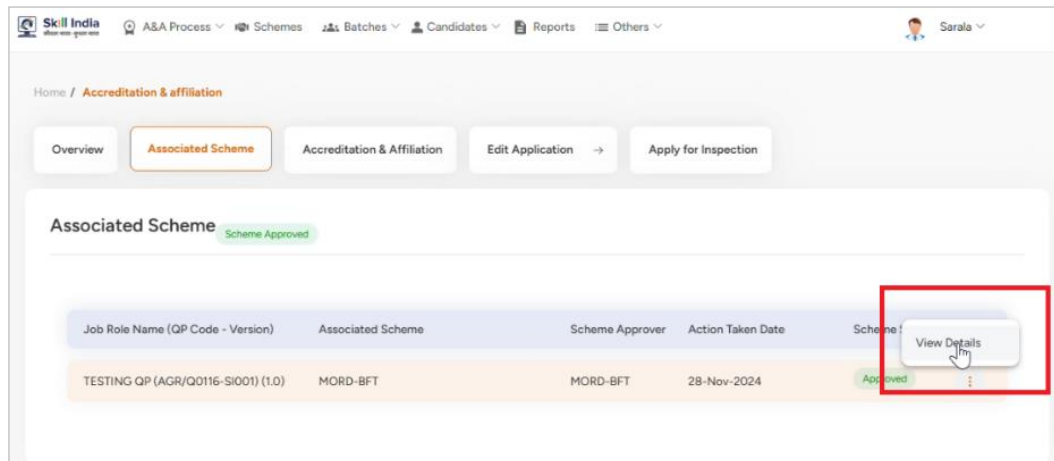
- j. Now in the listing the status will appear as the “Scheme approval Pending”



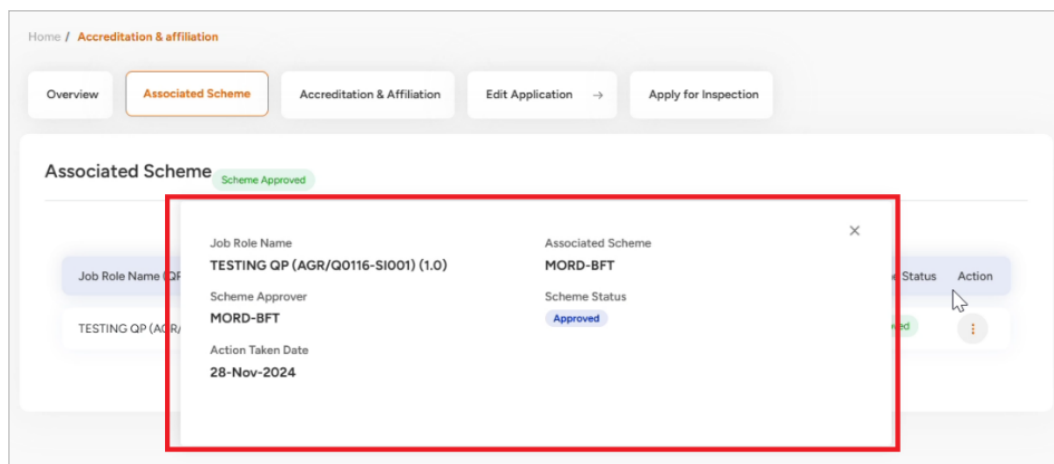
- k. Now when the respective scheme approver who is responsible for approving the scheme approves the scheme, the status will change to “Approved”.



l. Click on view details as shown below:

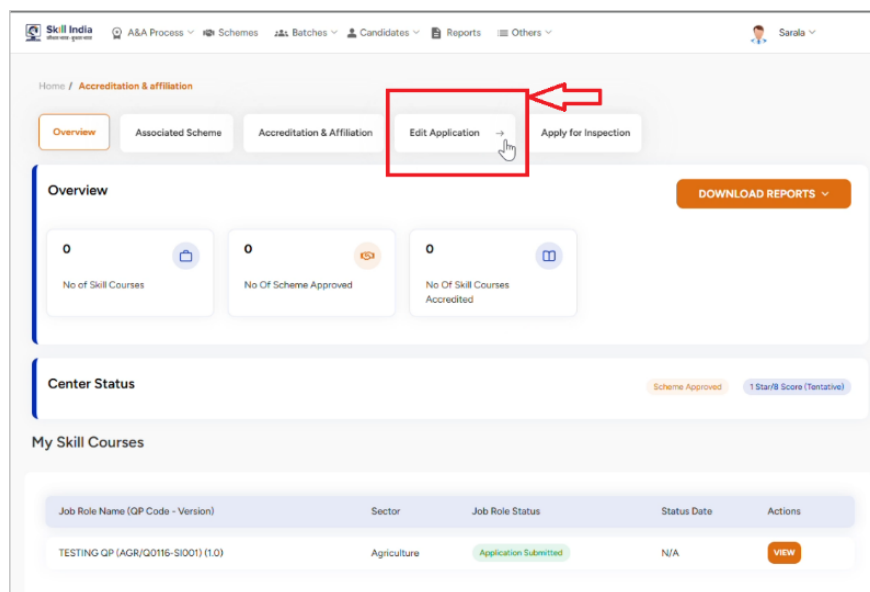


m. Pop-up screen will appear showcasing the “**Approved**” status of the scheme:

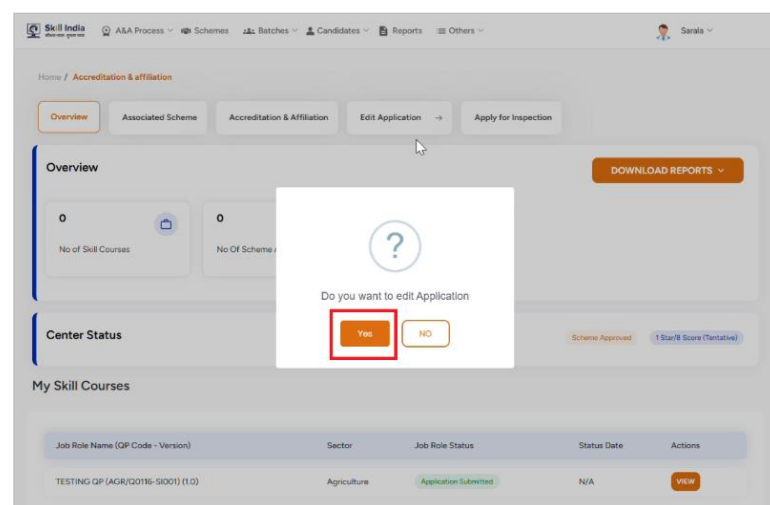


5 Edit Application(RE-DA)

- a. The **Edit Application** tab is a functional feature designed to allow users to modify the details of a previously submitted application.
- **Purpose:** The tab enables users to revise and update information in their submitted application. This is useful if corrections, updates, or additional information are required before final approval.
 - **Action:** When you click on the "**Edit Application**" option, all sections and fields of the application will switch to **edit mode**. This mode allows the user to make changes to previously locked or view-only fields.
 - **Next Steps:** After editing, you can save the updated information or submit it again for review. The system might display confirmation or validation screens after edits are completed.



- b. When a Training Center (TC) selects the "**Edit Application**" option, the system prompts a confirmation message to ensure the user intends to modify the submitted application.



c. Application edit mode is enabled now as shown in the image below:

The screenshot shows the 'Training Centre CAAF Registration Form' with a progress bar at 0% completed. A red box highlights the top right corner where a message 'Application edit is enabled' is displayed. The form includes sections for 'General Details', 'Facilities at Centre', 'Job Role & Infrastructure', 'Centre Areas & Center Staff Details', 'Upload Photographs', 'Preview Images and Declaration', and 'Apply Scheme'. The 'Training Centre Info' section contains input fields for 'Name of the Training Partner' (SAMEER KHULLAR), 'Name of the Training Centre' (Demo call), 'Process Type' (Accreditation & Affiliation), and 'Training Centre Category' (NON PMKK).

d. The notification regarding the changes in each section will appear automatically for example when change is done in the **“Facility”** and on clicking **Save and Next** the notification will appear **“Facility is updated Successfully”** as shown in the image below:

The screenshot shows the 'Training Centre CAAF Registration Form' with a progress bar at 30% completed. A notification banner at the top states 'Facility is updated successfully'. The 'Job Role & Infrastructure' section is active, displaying 'All Proposed Job Roles' and a table of job roles. Below the table is an 'ADD JOB ROLE' button and an 'Additional Area' section.

Job Role Name	QP Code & Version	Sector	No of Classroom	No of Labs	No of Hybrid	Actions
TESTING QP	(AGR/Q0116-SI001)/1.0	Agriculture	1	1	1	

- e. Similarly, when changes are made in **Center Areas and Center Staff details** then **Save and Next** button is clicked then changes are made in the application.

Female Washroom Yes

Remarks
Enter Remarks

ADD CENTRE AREAS

Centre Staff

Center Staff Type	Available at Center Yes/No	Action
Placement Coordinator	Yes	

ADD CENTRE STAFF

BACK SAVE & NEXT

- f. Then at the end of the detail's submission, re-submit the application by clicking "I Agree" checkbox and then clicking on "Save & Next" for further action

Please click the preview button to review the uploaded images

PREVIEW IMAGES

Declaration

I hereby declare that the information provided is true and correct. I understand that if this application is successful, the information will be destroyed within 3 months. I authorize NSDC to disclose the information to the parties involved. I also understand I am entitled to update and correct the above information and agree that this information could be held for 3 months from the date of application and used for future training purpose by National Skill Development Council.

☐ I agree

your profile updated successfully

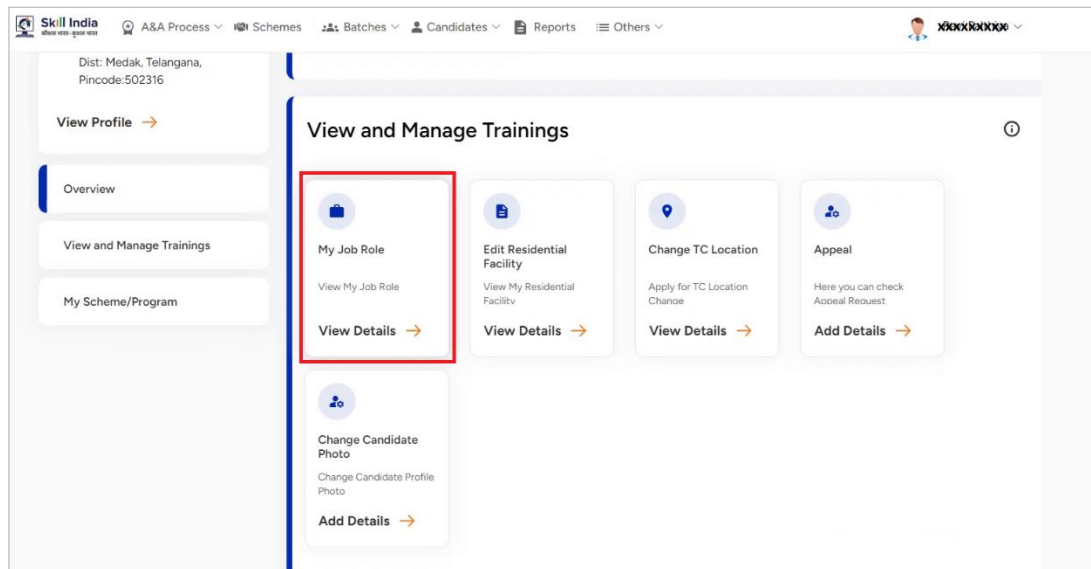
OK

BACK SAVE & NEXT

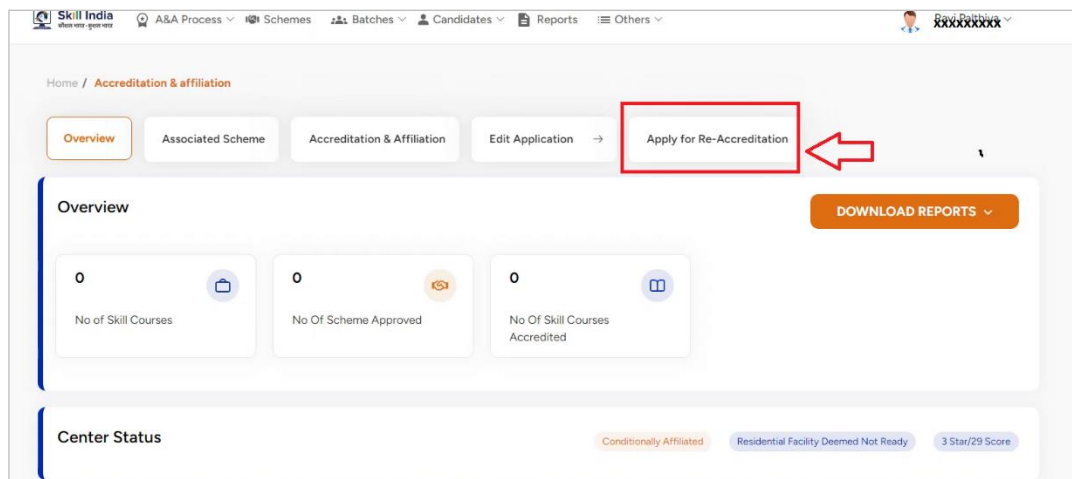
6 Re-Accreditation

The **Re-Accreditation** streamlines the **accreditation management process**, enabling centers to track their status, apply for re-accreditation, and download reports for compliance and record-keeping. Re-accreditation ensures that training centers continue to provide quality education and infrastructure to their trainees, maintaining credibility and trust in the system. The process of **Re-Accreditation** is as follows:

- a. In the main screen, click on the **“My Job Role”** tab as shown in the image below:



- b. New page appears with multiple options in that select the **“Apply for Re-Accreditation”** button as shown in the image below:



- c. Again, new page will appear in that click on the **“Apply for Re-Accreditation”** button as shown in the image below:

Home / Accreditation & affiliation

Overview Associated Scheme Accreditation & Affiliation Edit Application → **Apply for Re-Accreditation**

Apply for Re-Accreditation Conditionally Affiliated

All Selected (0)

☒	Job Role Name (QP Code - Version)	Acc Recommendation Status by IA	Acc Recommendation Date by IA	Accreditation Status by SSC	Accreditation Date	Affiliation Status	Affiliation Date
☒	Nursery Worker (AGR/Q0807) (3.0)	-	13-Oct-2022	Conditionally Accredited	13-Oct-2022	Conditionally Affiliated	13-Oct-2022
☒	Organic Grower (AGR/Q1201) (3.0)	-	22-Nov-2022	Conditionally Accredited	22-Nov-2022	Conditionally Affiliated	22-Nov-2022
☒	Vegetable Grower (AGR/Q0404-SI001) (2.0)	-	22-Nov-2022	Conditionally Accredited	22-Nov-2022	Conditionally Affiliated	22-Nov-2022

- d. After click, **Job Roles** listing will appear with the fields **Job Role Name (QP Code)**, **Sector**, **Associated Scheme**, **Accreditation Status by SSC**, **Accreditation Date**, **Affiliation Status**, **Affiliation Date** as shown below:

Job Roles

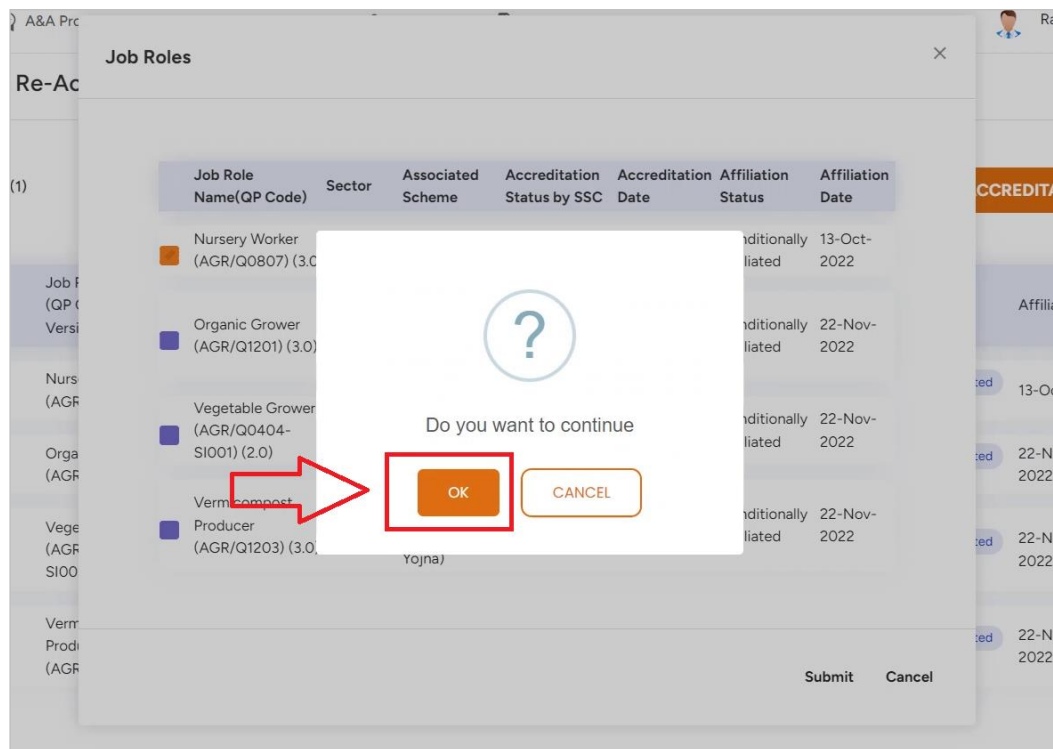
Apply for Re-Accreditation

All Selected (1)

☒	Job Role Name (QP Code)	Sector	Associated Scheme	Accreditation Status by SSC	Accreditation Date	Affiliation Status	Affiliation Date
☒	Nursery Worker (AGR/Q0807) (3.0)	Agriculture	FEE Based (SSC)		13-Oct-2022	Conditionally Affiliated	13-Oct-2022
☒	Organic Grower (AGR/Q1201) (3.0)	Agriculture	RKVY (Rashtriya Krishi Vikas Yojna)		22-Nov-2022	Conditionally Affiliated	22-Nov-2022
☒	Vegetable Grower (AGR/Q0404-SI001) (2.0)	Agriculture	FEE Based (SSC)		22-Nov-2022	Conditionally Affiliated	22-Nov-2022
☒	Vermicompost Producer (AGR/Q1203) (3.0)	Agriculture	RKVY (Rashtriya Krishi Vikas Yojna)		22-Nov-2022	Conditionally Affiliated	22-Nov-2022

Submit Cancel

- e. Select any **Job Role** and click on Submit button a pop-up message will appear “Do you want to continue”, in that select “**OK**”



- f. After wards the Training Centre CAAF registration form will appear in the **edit mode**, in this user can make changes related to accreditation and click on “**Save and Next**” for other sub-sections as shown in the image below:

The screenshot shows the 'Training Centre CAAF Registration Form' in 'edit mode'. The form is divided into sections: General Details, Facilities at Centre, Job Role & Infrastructure, Centre Areas & Center Staff Details, Upload Photographs, Preview Images and Declaration, and Apply Scheme. The 'General Details' section is active, showing fields for 'Name of the Training Partner', 'Name of the Training Centre', and 'Process Type'. The progress bar at the top indicates 0% completion.

Training Centre CAAF Registration Form
Enter all the details of Add Training center

0% Completed

General Details | Facilities at Centre | Job Role & Infrastructure | Centre Areas & Center Staff Details | Upload Photographs | Preview Images and Declaration | Apply Scheme

Training Centre Info:

* Name of the Training Partner:
KVK Medak-2

* Name of the Training Centre:
KVK Medak-2

* Process Type:
Accreditation & Affiliation

TELANGANA ▼ MEDAK ▼

Tehsil/Mandal/Block: ▼ *Parliamentary Constituency: ▼

Medak

*Address Proof Type: ▼

MoU/Agreement

Address Proof:

 KVK Tuniki Medak Sanction Copy.pdf 

Select Geo Location

Enter Area or Locality

For Geolocation User Drag and Drop if exact location is not found.

*Area Classification of the Centre: ▼

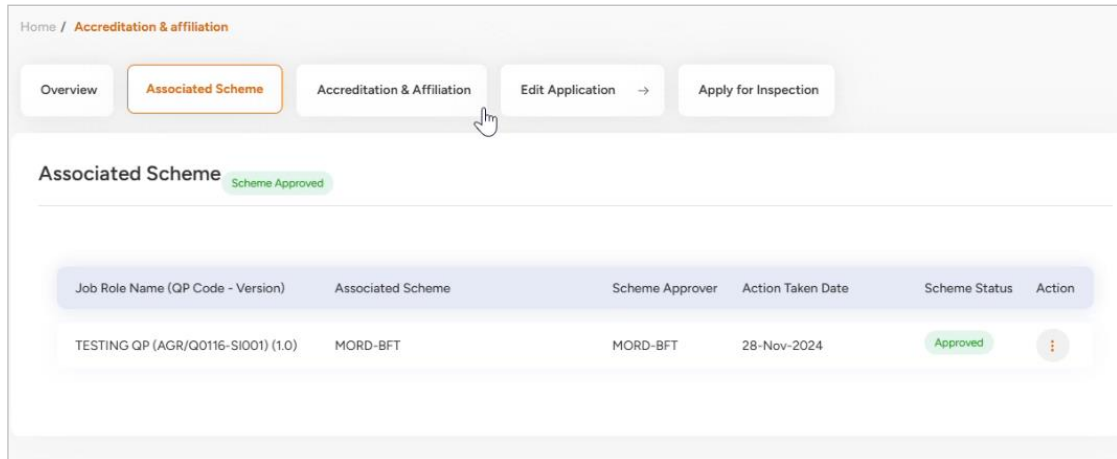
Rural

SAVE & NEXT ←

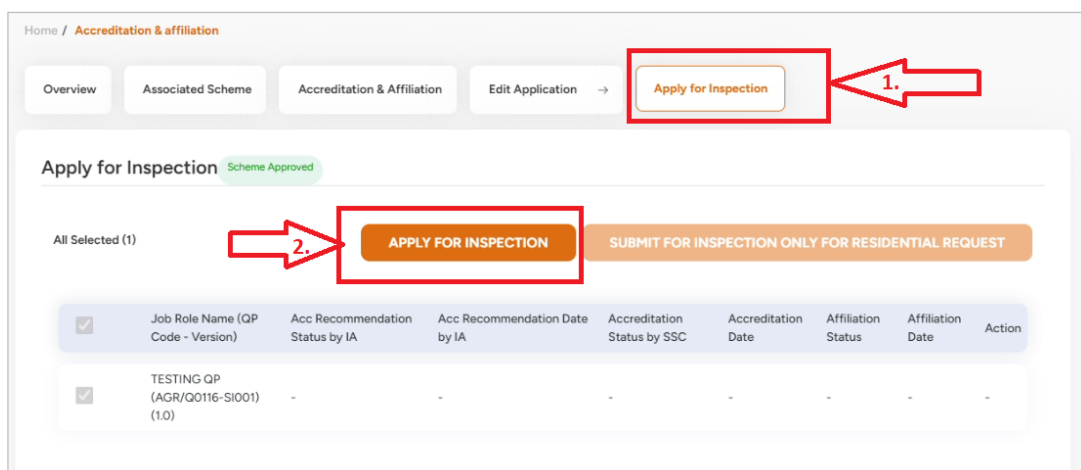
- g. After updating all the information, the click on submit for successful Re-Accreditation of Training Center.

7 Apply for Inspection

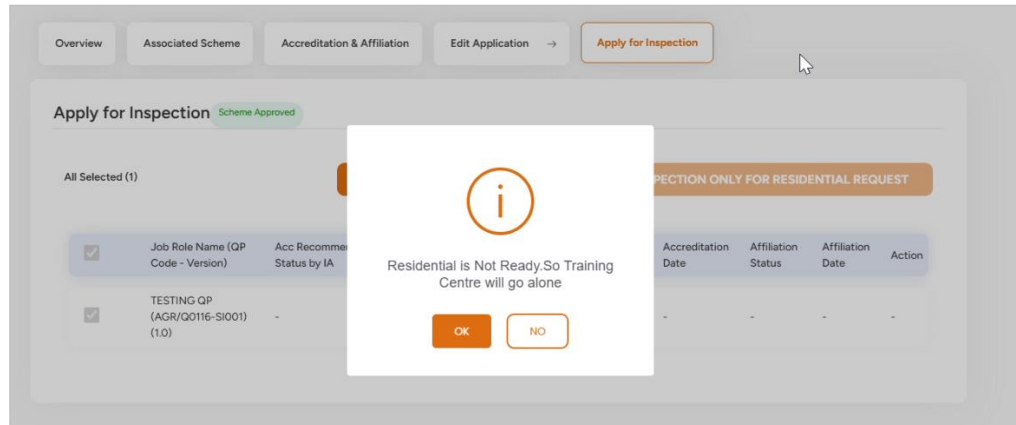
- a. In the **Associated Scheme** tab within the **Accreditation & Affiliation** section the detail of associated scheme appears like **Job Role Name, Associated Scheme, Scheme Approver, Action Taken Date, Scheme Status**.



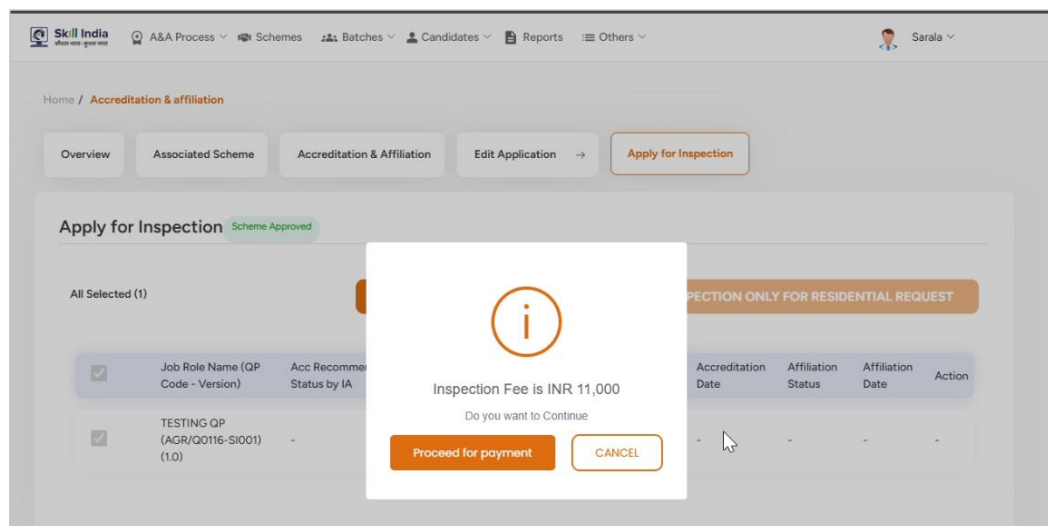
- b. Click on “**Apply for inspection**” first and then in new window click on “**Apply for Inspection**” button,
- The **checkbox** in the first column allows users to select one or more job roles for inspection.
 - Table displays the list of job roles and associated details that are eligible for inspection with fields like **Job Role Name (QP Code - Version)**, **Acc Recommendation Status by IA**, **Acc Recommendation Date by IA**, **Accreditation Status by SSC**, **Accreditation Date**, **Affiliation Status** and **Affiliation Date**.



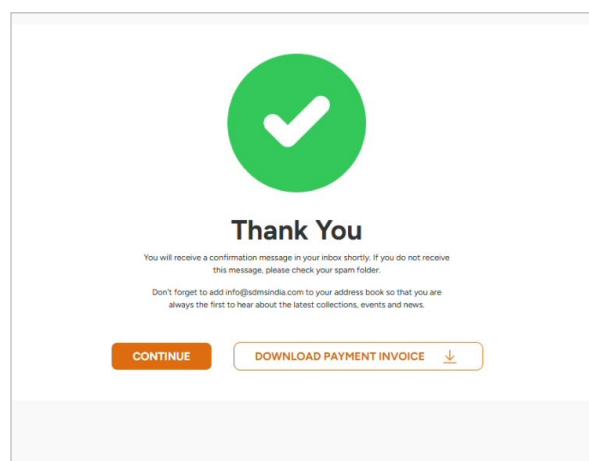
- c. A pop-up message appears stating, **“Residential is Not Ready. So, the Training Centre will proceed alone.”** This occurs when the Training Centre does not have a Residential Facility. Click **“OK”** to continue. Details on adding a Residential Facility are described in the next section.



- d. After clicking **“OK”** a new pop-up appears for submission of Inspection Fee, click on **“Proceed for Payment”**

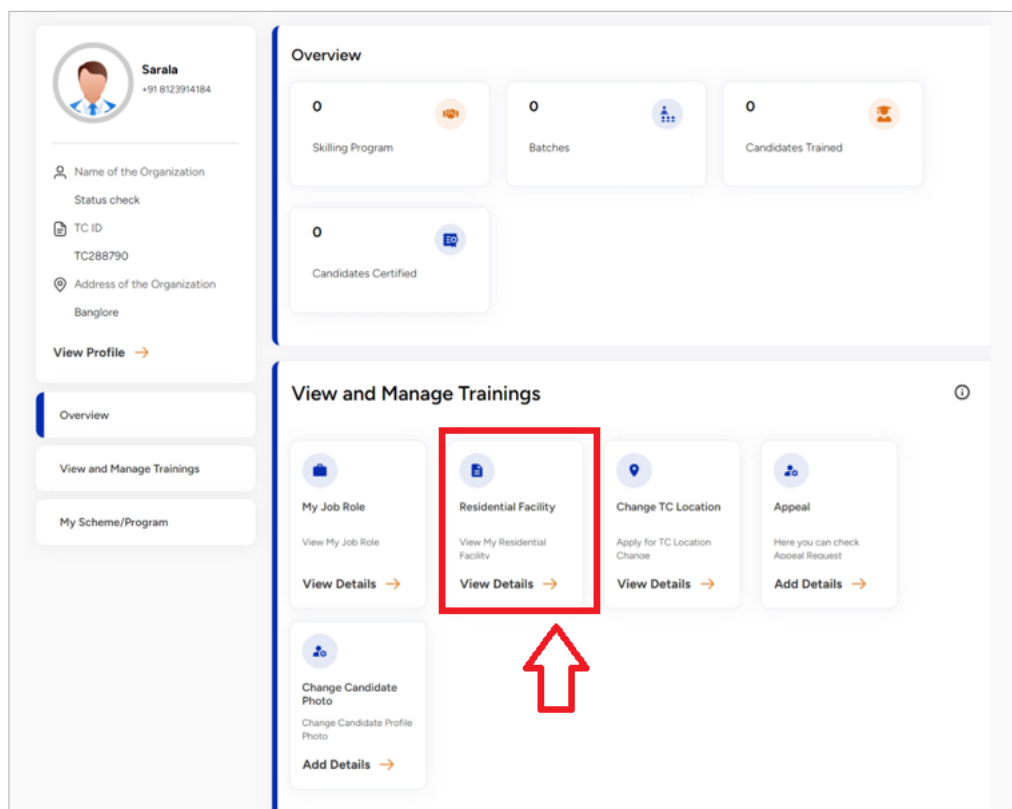


- e. After successful payment a Thank you, message will appear as shown below:



8 Residential facility

- a. The Residential Facility feature highlighted in the interface allows users to manage or view details about the residential facilities associated with their training center, the image for the same is shown below:



- b. Click on the “Residential Facility”, new page will appear with the fields mentioned below:
- **Name of Training Partner:** Enter the official name of the training partner organization.
 - **Training Partner ID:** Provide the unique identification number assigned to the training partner.
 - **Name of Training Center:** Specify the name of the training center being registered or updated.
 - **Training Center ID:** Enter the unique ID assigned to the training center.
 - **Name of Residential Facility:** Mention the name of the residential facility (if available) associated with the training center.
 - **Display Board Availability:** Select whether the residential facility has a display board for identification purposes.
 - **Total Area:** Specify the total area of the residential facility in square meters.
 - **Total Area (Auto-calculated):** The system automatically calculates and displays the total area based on input.
 - **Total Capacity:** Indicate the total number of individuals the facility can accommodate.
 - **Total Capacity (Auto-calculated):** The system automatically calculates and displays the total capacity based on input data.

- **Type of Residential Facility:** Select the category of individuals the facility accommodates (Men, Women, Transgender).

The screenshot shows a web form titled "Training Center Info" within the Skill India portal. The form includes the following fields:

- Name of Training Partner: * (Text input, placeholder: XXXX)
- Training Partner ID: * (Text input, placeholder: XXXXX)
- Name of Training Center: * (Text input, placeholder: XXXXX)
- Training Center ID: * (Text input, placeholder: XXXXX)
- Name of Residential Facility: * (Text input)
- Display Board Availability (Dropdown menu)
- Total Area (Text input)
- Total Area auto calculated (Text input, highlighted in orange)
- Total Capacity: (Text input)
- Total Capacity auto calculated (Text input, highlighted in orange)
- Type of Residential Facility (Section header with a diamond icon)
- Men (Checkbox)
- Women (Checkbox)
- Transgender (Checkbox)
- NEXT button (Orange button at the bottom right)

- Click on “Next”, new section will appear based on the previous selection in the “**Type of Residential Facility**” option, the explanation of the page is as follows:

- **Left Sidebar: Training Center Info > Men:**
 - Indicates the specific section being edited or viewed, likely related to the residential facility for male candidates. Other sections (e.g., "Women" & "Transgender") will have separate tabs or options.
- **Form Sections (Top Progress Bar):** The form follows a step-by-step process for capturing residential facility details:
 - **Address Details**
 - **Amenities and Infra Details**
 - **Dining Area Details**
 - **Room Details**
- **Address Details Fields:**
 - **Address:** Full address of the residential facility
 - **Nearby Landmark:** Key nearby location for easier identification
 - **Pincode:** The postal code of the location
 - **State/Union Territory:** Dropdown to select the state
 - **District:** Dropdown to select the district

- **Proof of Address:**
 - **Address Proof Type:** Dropdown to select a valid proof of address document type
 - **Document Proof Upload:** Option to upload the proof document with allowed formats (.pdf, .jpeg, .png, etc.) and a size limit (e.g., 5 MB).
- **Residential Facility Proximity:**
 - **Select Residential Facility within 7 km:** Indicates if the facility is within 7 km of the training center(TC).
 - **Distance Clause:** If the distance is more than 1.5 km (up to 7 km), a transportation facility must be provided.

The screenshot displays the 'Address Details' form on the Skill India portal. The 'Training Center Info' section on the left has a dropdown menu with 'Men' selected, highlighted by a red box and a red arrow. The main form area contains the following fields:

- *Address:** Text input field with 'Bangalore' entered.
- *Nearby Landmark:** Text input field with 'Metro' entered.
- *Pincode:** Text input field with '580031' entered.
- *State / Union Territory:** Dropdown menu with 'KARNATAKA' selected.
- *District:** Dropdown menu with 'GADAG' selected.
- *Address Proof Type:** Dropdown menu with 'Select Address Proof Type' selected.
- *Document Proof:** File upload area with a red arrow icon and text 'Click here to Upload Or Drop your files here'. Below it, small text reads 'Allowed formats: pdf, jpeg, png, doc, docx (file size upto 5 mb)'.
- Residential facility within 7km from TC?** Dropdown menu with 'Select Residential facility within 7Km from TC?' selected. Below it, text reads 'If distance from TC is greater than 1.5 Km (upto 7 Km Max.), to and fro transportation facility to be provided.'

At the bottom right, there are two orange buttons: 'BACK' and 'NEXT'.

d. After click on “Next” a new page will appear

e. Now, new page will appear for the Amenities and Infra Details as shown below:

I. **Amenities Details** are explained and shown in the image below:

- **Male Warden:** Dropdown to select whether a male warden is available.
- **Safety and Security Options:**
 - **CCTV Camera:** Checkbox to indicate the presence of cameras with recording functionality at the entrance.
 - **Security Guard:** Checkbox to confirm the availability of security personnel.
 - **Backup Power:** Checkbox to indicate the availability of power backup (UPS/Generator).
- **CCTV Proof Upload:** Upload section for documents or images to prove the installation of CCTV cameras.
- **Emergency Facilities:**
 - Dropdowns for:
 - **First-Aid Kit Availability.**

- **Firefighting Equipment Availability.**
- **Emergency Numbers** (e.g., fire brigade, hospital, ambulance).
- **Emergency Exit Information.**
- **Attendance System:** Dropdown to specify if an Aadhaar-enabled biometric attendance system (AEBAS) is installed.
- **Other Amenities:** Checkboxes to confirm:
 - Availability of dedicated housekeeping staff.
 - Provision of clean and safe drinking water.
 - Availability of dustbins.

Amenities Details

*Male Warden:
Select Male Warden

☐ CCTV Camera with Recording Facility at the Entrance

☐ Availability of Security Guard(s)

☐ Backup(UPS/GenSet Inverter)

* Documentary Proof for CCTV camera with Recording Facility at the Entrance:

Click here to Upload Or
Drop your files here

Allowed formats: pdf, jpeg, png, jpg, docx (File size upto 5 mb)

*Availability of First-Aid Kit:
Select Availability of First-Aid Kit

*Availability of Fire Fighting Equipment:
Select Availability of Fire Fighting Equipment

*Emergency Numbers:
Contact numbers of fire brigade, hospital, ambulance

*Emergency Exit Info:
Select Emergency Exit Directions Displayed in the form

*Availability of Aadhar Enabled Biometric Attendance System(AEBAS):
Select Availability of Aadhar Enabled Biometric Attendance System(AEBAS)

☐ Dedicated Housekeeping Staff

☐ Clean and Safe Drinking Water

☐ Dustbin

II. **Infra Details** are explained and shown in the image below:

- **Structural Conditions:** Checkboxes for:
 - Walls being properly painted, plastered, or whitewashed.
 - Floors made of durable materials (e.g., cement, tiles, or).
 - Roof covering all residential spaces.
- **Partitions and Grievance Handling:**
 - Dropdown for the material used for **Partitions** (e.g., wood, brick).
 - Dropdown for **Grievance Options** to indicate grievance handling systems like registers or desks.
- **General Details:** Dropdowns for:
 - **Code of Conduct** display at the centre.
 - **Menu and Meal Timing** display.

- **Sanitation:** Dropdowns to confirm:
 - **Availability of Toilets.**
 - **Availability of Bathrooms.**
 - **Combined Bathroom-Cum-Toilet facilities.**
- **Remarks Section:**
- **Textbox** to provide any additional comments or information about the facility.

Infra Details

☐ All walls of the residential area are plastered /colored /distempered /whitewashed

☐ All Floors of the residential area made up of cement /tile /mosaic /ceramic /hardwood /lamine /marble

☐ All walls in residential facility are 100 % covered till the roof

*Partition Made Of:

Select Partition Made Of

*Availability of Grievance Options:

Select Availability of Grievance register or a dec

*Code Display:

Select Code of Conduct displayed in centre

*Menu & Meal Timing

Select Display of menu & meal timing

Remarks

Enter Remarks

*Availability of Toilet:

Select Availability of Toilet

*Availability of Bathroom:

Select Availability of Bathroom

*Availability of Bathroom Cum Toilet:

Select Availability of Bathroom Cum Toilet

BACK

NEXT

- f. After entering the Amenities and Infra details, click on **“Next”** button to proceed for the next section **(Dining Area Details)**.

- g. Now, Dining Area section form will appear comprising two sub-sections i.e. **Dinning Area Details** and **Dinning Area Recreational Area Details**

Training Center Info

Men

✓

Address Details

✓

Amenities and Infra Details

●

Dining Area Details

○

Room Details

Dining Area Details

*Availability of Dining Area:

Yes

*Dinig Area:

Enter the Dining Area in Sq.Ft

Minimum Available Area should be more than 100 sq. ft. minimum area per inmate = 2.3 sq. ft

*Availability of Ceiling Fan:

Select Availability of Ceiling Fan

*Count of Ceiling Fan:

Enter the Count of Ceiling Fan in Dining Area

1 ceiling fan per 100 sq. ft

*Availability of Wall Mounted Fan:

Select Availability of Wall Mounted Fan in Dining

*Count of Wall Mounted Fan:

Enter the Count of Wall Mounted Fan in Dining Are

2 wall mounted fan per 100 sq. ft

*Availability of Bulb:

Yes

Count of Bulb:

Enter the Count of Bulb in Dining Area

Minimum requirement as per specifications is 1 bulb per 70 sq. ft.

*Availability of Dustbin in Dining Area:

Yes

*Dustbin Size (in Ltr):

Enter the Dustbin Size (in Ltr)

Minimum 10 L required in dining area

Dining Area + Recreational Area Details

*Availability of Dining Area + Recreational Area:

Select Availability of Dining Area + Recreational Area

*Availability of Ceiling Fan:

Select Availability of Ceiling Fan in Dining Area + Recreational Area

*Availability of Wall Mounted Fan:

Select Availability of Wall Mounted Fan in Dining

*Availability of Bulb:

Select Availability of Bulb in Dining Area + Recr

*Dustbin Availability:

Select Availability of Dustbin in Dining Area and Recreational Area

BACK

NEXT

I. Dining Area Details: The fields captured in this are as follows:

- **Availability of Dining Area:** Dropdown to confirm if a dining area is available.
- **Dining Area Size:** Input field to specify the size of the dining area in square feet. A minimum size requirement of more than 100 sq. ft. and 2.3 sq. ft. per person is specified.
- **Ceiling Fan Availability:** Dropdown to indicate whether ceiling fans are available in the dining area.
- **Count of Ceiling Fans:** Input field to provide the number of ceiling fans in the dining area. A requirement of one ceiling fan per 100 sq. ft. is mentioned.
- **Wall-Mounted Fan Availability:** Dropdown to indicate if wall-mounted fans are available in the dining area.
- **Count of Wall-Mounted Fans:** Input field to specify the number of wall-mounted fans. A requirement of two wall-mounted fans per 100 sq. ft. is mentioned.
- **Bulbs:** Dropdown to indicate the availability of bulbs in the dining area. Input field to specify the count of bulbs (minimum requirement: one bulb per 70 sq. ft.).
- **Dustbin Availability:** Dropdown to confirm if dustbins are available in the dining area. Input field to provide the dustbin size (minimum 10 litres required).

Dining Area Details

*Availability of Dining Area:

Yes

*Dinig Area:

Enter the Dining Area in Sq.Ft.

Minimum Available Area should be more than 100 sq. ft. minimum area per inmate = 2.3 sq. ft

*Availability of Ceiling Fan:

Select Availability of Ceiling Fan

*Count of Ceiling Fan:

Enter the Count of Ceiling Fan in Dining Area

1 ceiling fan per 100 sq. ft

*Availability of Wall Mounted Fan:

Select Availability of Wall Mounted Fan in Dining

*Count of Wall Mounted Fan:

Enter the Count of Wall Mounted Fan in Dining Are

2 wall mounted fan per 100 sq. ft

*Availability of Bulb:

Yes

Count of Bulb:

Enter the Count of Bulb in Dining Area

Minimum requirement as per specifications is 1 bulb per 70 sq. ft.

*Availability of Dustbin in Dining Area:

Yes

*Dustbin Size (in Ltr):

Enter the Dustbin Size (in Ltr)

Minimum 10 L required in dining area

II. Dining Area + Recreational Area Details: The details and image is as follows:

- **Combined Availability:** Dropdown to confirm if a combined dining and recreational area is available
- **Facilities in Combined Area:** Dropdowns to indicate the availability of:
 - Ceiling fans
 - Wall-mounted fans
 - Bulbs
 - Dustbins

Dining Area + Recreational Area Details

*Availability of Dining Area + Recreational Area:

Select Availability of Dining Area + Recreational Area

▼

*Availability of Ceiling Fan:

Select Availability of Ceiling Fan in Dining Area + Recreational Area

▼

*Availability of Wall Mounted Fan:

Select Availability of Wall Mounted Fan in Dining

▼

*Availability of Bulb:

Select Availability of Bulb in Dining Area + Recr

▼

*Dustbin Availability:

Select Availability of Dustbin in Dining Area and Recreational Area

▼

- h. Now, the next section will be of room details, and it comprises of three sections **Address Details, Bed Details and Storage Details.**

I. Room Details (Address Details):

- **General Room Information:**
 - **Room Area:** Input field to specify the total room area in square feet (e.g., 156 sq. ft.). Minimum space requirement is 35 sq. ft. per occupant.
 - **Occupants of Room:** Input field to mention the number of occupants.
 - **Ceiling Height:** Input to specify the height of the ceiling in feet. Minimum height required: 9 ft
- **Cross Ventilation Windows:**
 - Dropdown to indicate the availability of windows for cross ventilation
- **Window Dimensions:**
 - Input for **Window Height** (minimum: 3 ft.)
 - Input for **Window Width** (minimum: 2 ft.)
- **Door Dimensions:**
 - Input for **Door Height** (minimum: 6 ft. 6 in.)
 - Input for **Door Width** (minimum: 2 ft. 6 in.)
- **Door Availability:** Dropdown to confirm the presence of doors at the entrance.
- **Availability of AC:**
 - Dropdown to specify if an air conditioner is available.
 - Input for AC capacity (minimum: 1 ton per 120 sq. ft.).
- **Lighting Requirements:** Checkbox to confirm the availability of light bulbs (minimum: 1 bulb per 70 sq. ft.).
- **Fans:**
 - **Ceiling Fans:** Specify the number (minimum: 1 per 100 sq. ft.)
 - **Wall-Mounted Fans:** Specify the number (minimum: 2 per 100 sq. ft.)
- **Power Points and Dustbins:**
 - **Plug Points:** Input the number of plug points (minimum: 2 per 70 sq. ft.)
 - **Dustbin Size:** Input the size of dustbins (minimum: 10 liters)

- i. After entering all the details, click on **“Next”** to proceed for **Bed Details** submission as shown in the image below:

Add Room

Progress: Address Details (Active) | Bed Details | Storage Details

Room Details

*Room Area (in Sq.Ft): 156
Minimum space requirement per occupant in each room is 35 sq.ft.

*Occupants of Room: 3

*Ceiling Height (in ft): 9
Minimum Ceiling Height to be 9 ft.

*Availability of Window for Cross Ventilation: Yes

*Windows with Doors and Working Locks: Yes

*Window Height (in ft): 5
Minimum Window Height to be 3 ft.

*Window Width (in ft): 4
Minimum Window Width to be 2 ft.

*Entrance Door Availability: Yes
Availability of Door at the Entrance of the Room.

*Doors with Working Locks: Yes

*Door Height (in ft): 8
Minimum Door Height to be 6 ft.6 in

*Door Width (in ft): 4
Minimum Door Width to be 2 ft.6 in

*Capacity of AC in Ton (ton): 145
Minimum of 1 Ton/90-120 Sq.Ft

☒ Availability of light bulb in the room area as per specifications(1 bulb per 70 sq. ft)

☒ Ceiling Fan

☒ Wall Mounted Fan

☒ Plug Point

☒ Availability of dustbin

*Number of Bulbs: 2
Minimum requirement as per specifications is 1 bulb per 70 sq. ft.

*Number of Ceiling Fan: 12
1 Ceiling Fan per 100 sq. ft

*Number of Wall Mounted Fan: 12
2 Wall mounted Fan per 100 sq. ft

*Dustbin Size (in Lbs): 12
Minimum of 5L-10L/70 sq.ft.

*Number of Plug Points: 12
Minimum of 2 Plug Points/70sq. ft

CLOSE **NEXT**

j. This sub-section collects detailed information about the beds provided in the room to ensure comfort and compliance with standards. The details captured in this sub-section is as follows:

- **Type of Bed:** Dropdown to specify the type of bed
- **Frame of Cot:** Dropdown to select the material of the cot frame
- **Cot Dimensions:**
 - **Cot Length (in ft.):** Input field for the length of the cot (minimum: 6 ft.)
 - **Cot Width (in ft.):** Input field for the width of the cot (minimum: 3 ft.)
- **Type of Mattress:** Dropdown to specify the type of mattress provided
- **Mattress Thickness:** Input field for the thickness of the mattress
- **Availability of Pillow:** Dropdown to confirm if pillows are provided
- **Actions:**
 - **Add More:** Use this button to add details of additional beds in the room.
 - **Back:** Navigate back to the previous section (**Address Details**).
 - **Next:** Move to the next section (**Storage Details**).

k. After selection next button user will be navigated to the next section i.e. **Storage Details**, the fields of the storage details are as follows:

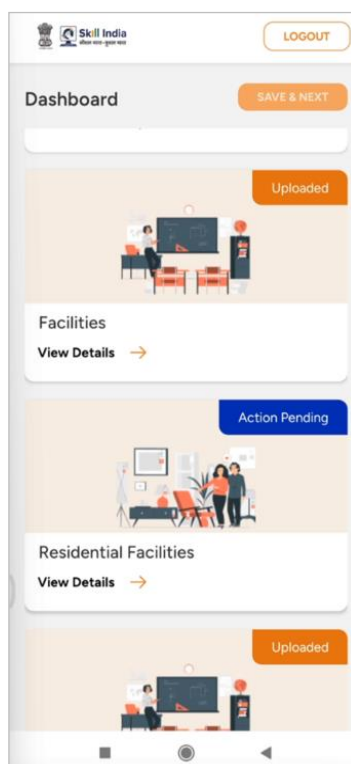
- **Type of Storage:** Dropdown to specify the type of storage available
- **Storage Dimensions:**
 - **Height (in sq. ft.):** Input field to specify the height of the storage unit
 - **Width (in sq. ft.):** Input field to specify the width of the storage unit
 - **Depth (in sq. ft.):** Input field to specify the depth of the storage unit
- **Actions**
 - **Add More:** Use this button to add details of additional storage units if the room has multiple storage options.
 - **Back:** Navigate back to the previous section (**Bed Details**).
 - **Next:** Move to the next step in the room configuration process.

- l. Click on the **“Next”** button to proceed further and submit the Residential facility details through, **Mobile app**.

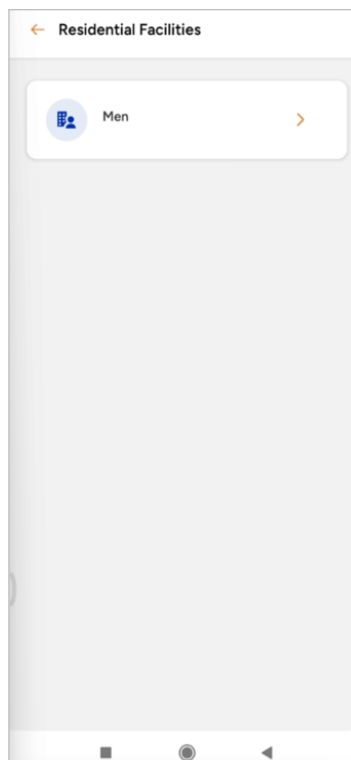
- m. After clicking on Next Button as shown above, a new screen will appear to continue the process via Mobile app as shown in the screen below:

- n. Click on **“OK”** button in the above screen and Open Mobile app as explained in **section 3 (CAAF Registration Process for New Training Center) pt. no. (K)**.

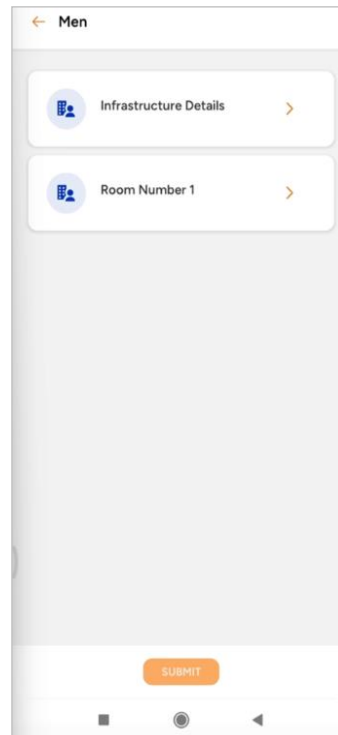
- o. The dashboard will be showing a progress overview for various sections related to the Training Center's facilities and infrastructure, as shown below:



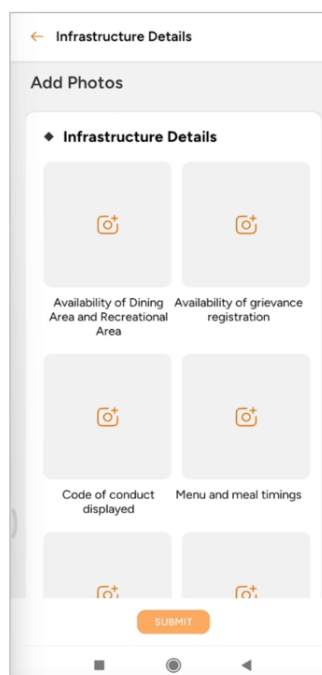
- p. Select “**View Details**” option in the Residential Facilities then screen will appear showing the type of residential facility, click on “**Men**” type of residential facility as shown below:



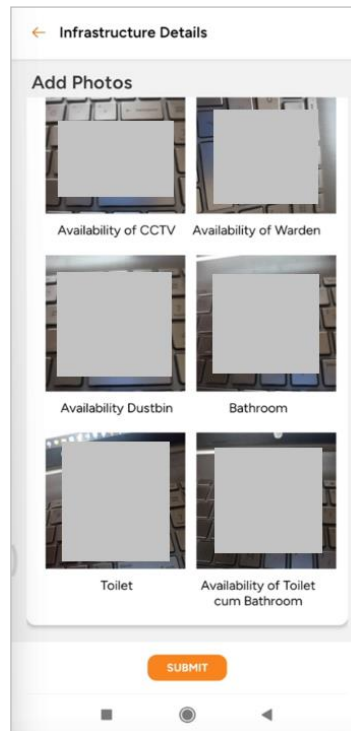
- q. Screen will appear with options as **“Infrastructure”** and **“Room Number1”** for submitting the details further as shown in the image below:



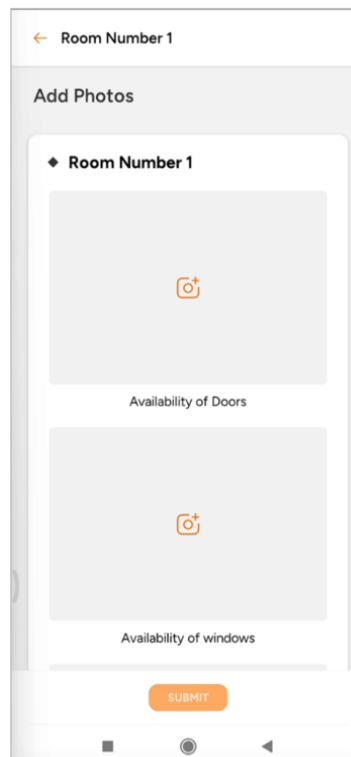
- r. After selecting the Infrastructure Details, a screen appears to submit the photos of:
- Availability of Dining Area and Recreational Area
 - Availability of Grievance Registration
 - Code of Conduct Displayed
 - Menu and Meal Timings etc.



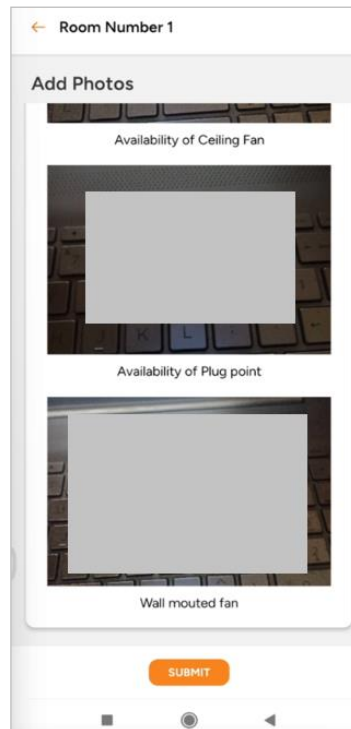
- s. Click on Submit button after clicking photos as shown below:



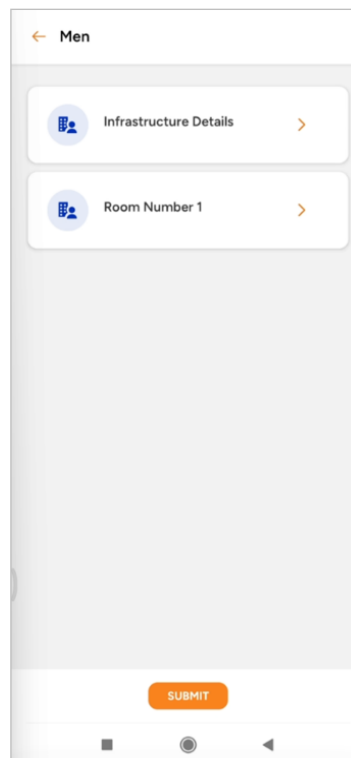
- t. Now again from main menu visit to Room Number section and click the photos of
- Availability of Ceiling Fan
 - Availability of Plug Point
 - Wall Mounted Fan



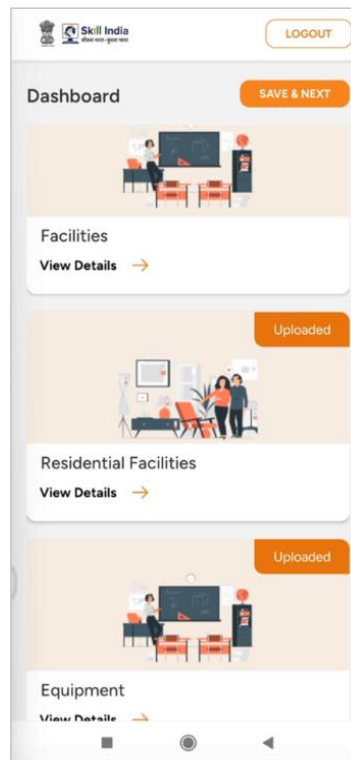
- u. Now after clicking the photos click on “**Submit**” button:



- v. Now click on Submit button to submit the overall details of the respective facility as shown in the image below:



- w. Post submission of the details the click on **“Save and Next”** button as shown in the image below:



- x. Now in the Web Application the status will appear as the details submitted for further action by competent authority as shown in the image below:

 A screenshot of the Skill India web application interface. The top navigation bar includes the Skill India logo, a dropdown menu with 'A&A Process', 'Schemes', 'Batches', 'Candidates', 'Reports', and 'Others', and a user profile icon labeled 'XXXXX'. The main content area is titled 'Home / Accreditation & affiliation' and features four tabs: 'Overview' (selected), 'Associated Scheme', 'Accreditation & Affiliation', and 'Edit Application'. The 'Overview' section displays three summary cards: 'No Of Skill Courses' (0), 'No Of Scheme Approved' (0), and 'No Of Skill Courses Accredited' (0). A 'DOWNLOAD REPORTS' button is located to the right. Below this, the 'Center Status' section shows 'Qualified', 'Residential Facility Application Submitted', and '3 Star/33 Score'. The 'My Skill Courses' section contains a table with the following data:

Job Role Name (QP Code - Version)	Sector	Job Role Status	Status Date	Actions
Assistant Beauty Therapist (BWS/Q0101-SI002) (4.0)	Beauty & Wellness	Application Submitted	N/A	VIEW

 The row for 'Assistant Beauty Therapist' is highlighted with a red border.

Scan the QR Code to download the **Skill India Digital Hub App**



If you face any issues, please visit
<https://support.nsdcindia.org/portal/en/newticket>