

सिद्ध

TRAINING PARTNER USER MANUAL

For Special Project (SP)

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1. Introduction

Skill India Digital Hub- a state-of-the-art platform - is an integral part of India's Digital Public Infrastructure for the skilling ecosystem. Based on a mobile-first approach, the platform provides the embodiment of innovation and accessibility, designed to meet the evolving needs of India's diverse populace. Furthermore, Skill India Digital Hub is also a unified platform for all government initiatives in the skilling and entrepreneurship ecosystem – a go-to hub for citizens in pursuit of career advancement and lifelong learning. It is a journey to build a skilled, empowered, and future-ready India.

The platform's mobile-first approach adapted to the modern era's reliance on smartphones ensures uninterrupted learning and skilling experiences through multiple devices, allowing users to engage with the platform's resources anytime and anywhere. This approach and Skill India Digital Hub's dedication to personalized discovery has opened doors to new learning possibilities. Users at Skill India Digital Hub can access a comprehensive repository of skill courses, training centres, apprenticeships, books, digital job exchanges, and more.

To harness the power of modern technology, Skill India Digital Hub not only breaks linguistic barriers by being accessible in multiple Indian languages but also seamlessly integrates features like Aadhaar-based e-KYC for registration, ensuring a robust and secure user experience. The platform's commitment towards emerging technologies including artificial intelligence and machine learning offers learners a tailored and efficient educational trajectory.

1.1 Scope

This user manual serves as a comprehensive guide for Training Partners (TPs) involved in Special Projects under the Skill India Digital Hub (SIDH). It outlines the end-to-end processes and features available on the platform, from registration to candidate assessment and certification. The manual is designed to ensure that TPs can efficiently navigate the platform, manage their profiles, and utilize its functionalities to meet their skilling goals. By following this guide, TPs can seamlessly onboard, manage training centers, enroll candidates, track progress, and ensure compliance with SIDH protocols.

1.2 Objective

The objective of this user manual is to empower Training Partners with the knowledge and tools necessary to efficiently use the SIDH platform for Special Projects. It aims to:

1. Provide clear, step-by-step instructions for all major processes, including registration, skilling program applications, batch management, and candidate engagement.
2. Simplify platform navigation to minimize errors and enhance operational efficiency.
3. Enable TPs to maximize the potential of SIDH's features, ensuring a smooth and productive experience throughout their association with Special Projects.

2. System Summary

2.1 System Configuration

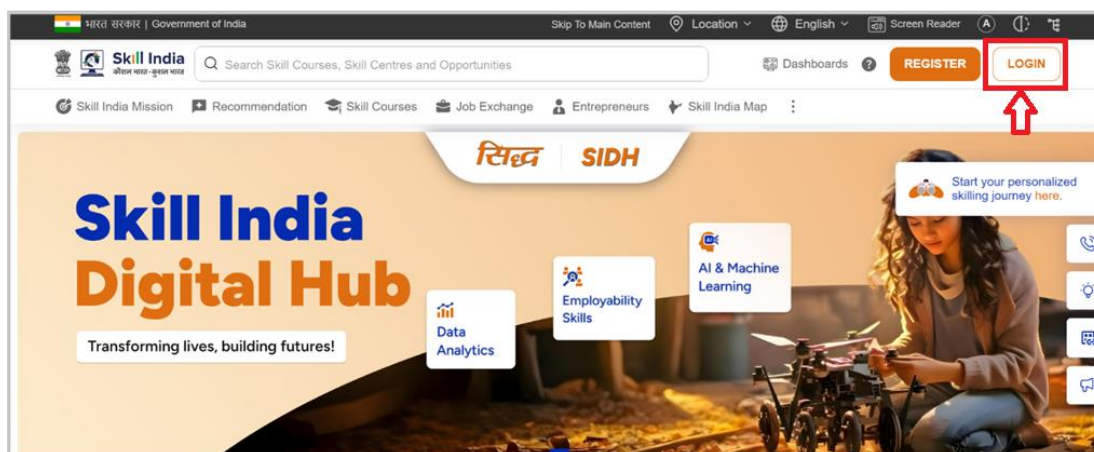
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- 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

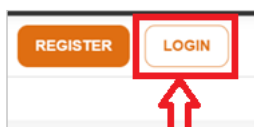
3. Training Partner Login process

Users can login by following steps:

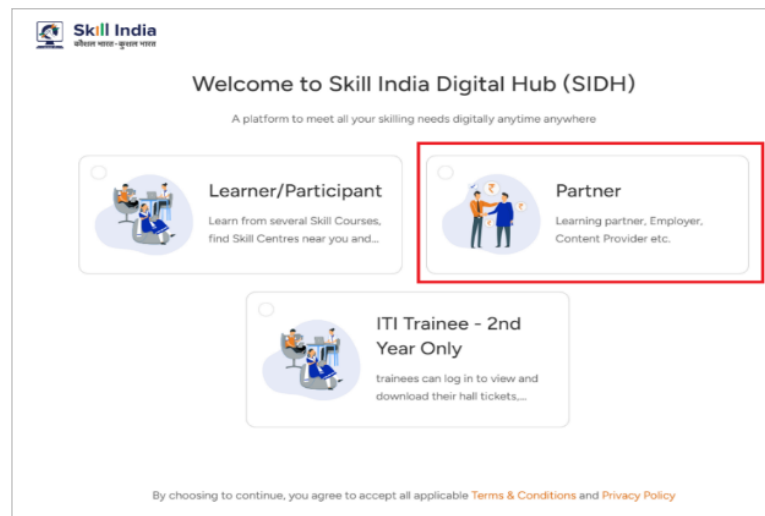
- a. Visit '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go.



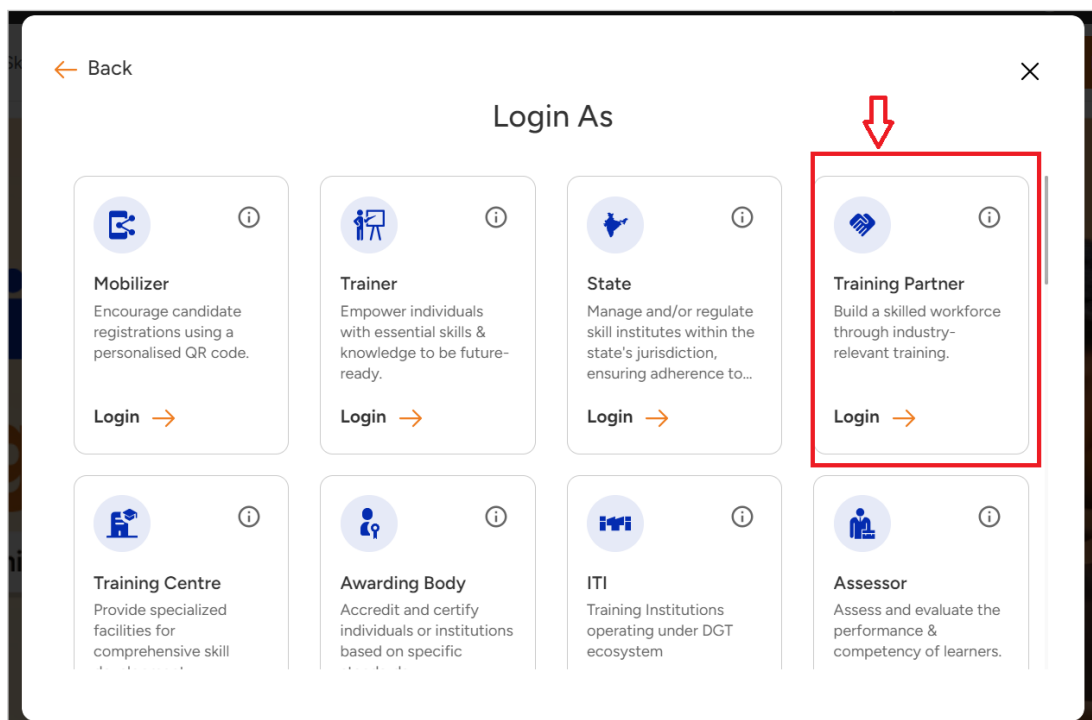
- b. Click on the Login button at the top right corner.



c. Select “Partner” option:

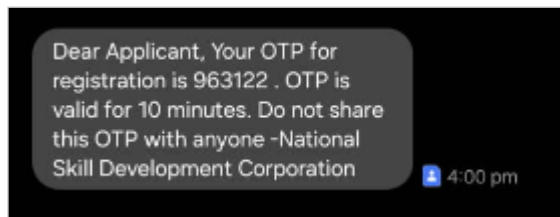


d. Click on “Login” button in **Training Partner** role card.



e. Enter the Mobile Number and press “**CONTINUE**” Button

f. Click on "Continue" button, an OTP will be received on the submitted mobile number.



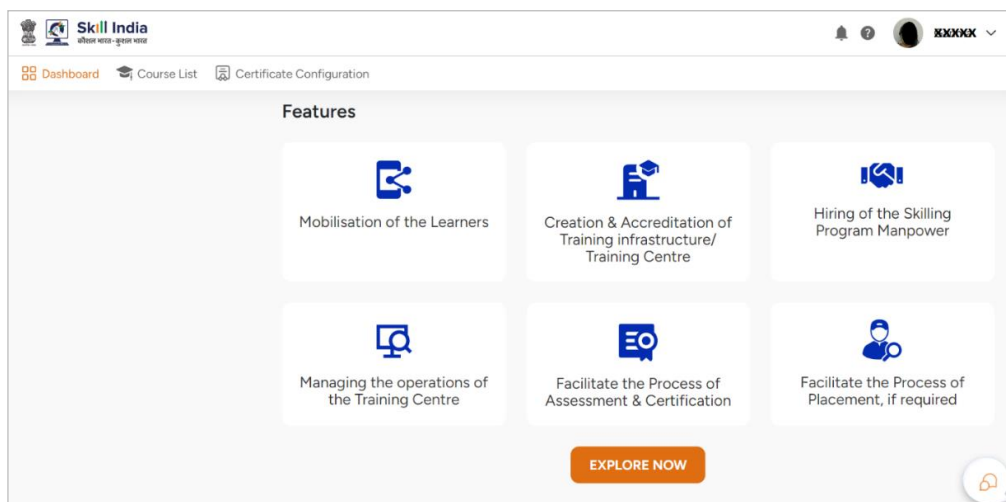
g. Enter the OTP in screen as shown below:

h. Enter your four-digit account password, and then press **LOGIN** Button.

i. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information

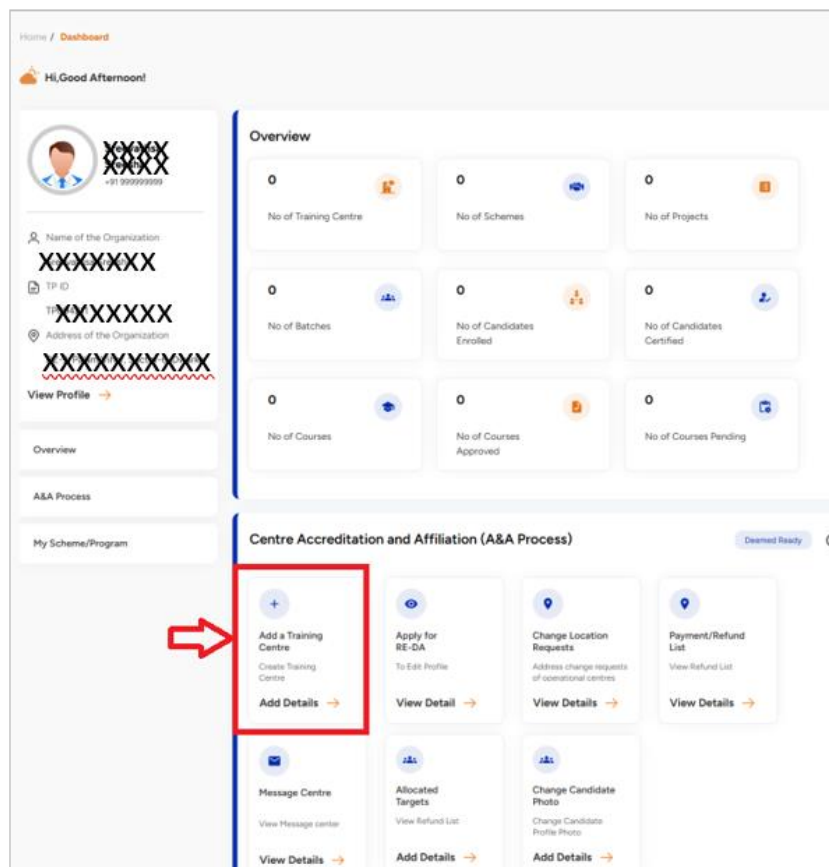
- Training Partner organization name
- Training Partner email
- Training Partner address
- No. of Training Center
- No. of Skilling Programs
- No. of Batches
- No. of Candidates Trained
- No. of Candidates Certified

- j. Click on 'Explore Now' button at the bottom of the screen to explore the multiple features for Training Partner user at the bottom of the screen.



4. Add training Center

- a. In the main screen of TP dashboard, user may find the card of “Add a training center”, click on that as shown in the screen below:



b. Now, a new window appears for adding the training center information like:

- **Process Type:** Dropdown to select the process type
- **Training Centre Type:** Dropdown to specify the type of training center
- **Training Partner Name:** Pre-filled field showing the associated training partner
- **Training Centre Name:** Input field to specify the name of the training center
- **Address:** Input field for the detailed address of the center
- **Nearby Landmark:** Optional field for a recognizable nearby landmark
- **Pin Code:** Input the postal code of the training center's location
- **State/Union Territory:** Dropdown to select the state or union territory where the center is located
- **District:** Dropdown to select the district
- **Tehsil/Mandal/Block:** Dropdown to specify the sub-district or block
- **City/Village/Town:** Dropdown to indicate the specific city, village, or town
- **Parliamentary Constituency:** Dropdown to select the constituency related to the location
- **Address Proof:** Dropdown to choose the type of address proof to be submitted
- **Upload Document:** File upload section for supporting documents.
 - Allowed file formats: .jpg, .jpeg, .png, .pdf.
 - Maximum file size: 5 MB.

c. Click on the Next button after entering the above details.

0%
Completed

Add a Training Centre

Enter all the details of Add Training Center

Training Centre
Info

Single Point of
Contact Info

Training Centre Info

*Process type:

Accreditation & Affiliation ▼

*Training Centre type:

Select Training Centre Type ▼

*Training Partner Name

SAMEER KHULLAR

*Training Centre Name

Enter Training Centre Name

*Address:

Enter Address

*Nearby Landmark

Enter Nearby Landmark

*Pin code

Enter Pincode

*State/ Union Territory

Select State/ Union Territory ▼

*District

Select District ▼

Tehsil/Mandal/Block:

Select Tehsil/Mandal/Block ▼

City/Village/Town:

Select City/Village/Town ▼

*Parliamentary Constituency

Select City/Village/Town ▼

*Address Proof:

Select Address Proof ▼

* Upload Document

Click here to Upload Or
Drop your files here

only jpg, png, jpeg, pdf (File size upto 5 mb)

NEXT

- d. Next step is for capturing **“Single Point of Contact Info”** it ensures that a verified and accountable contact person (SPOC) is associated with the training center. It also provides important disclaimers regarding scheme eligibility. The Name of SPOC, Email Address and Mobile no. are needed to be entered into this page.

75%
Completed

Add a Training Centre

Enter all the details of Add Training center

Training Centre Info

Single Point of Contact Info

Single Point of contact info

*Name of the SPOC

Enter name of the SPOC

*Email Address

Enter Email Address

*Mobile Number

Enter Number

GENERATE OTP

Please note that the Accreditation and Affiliation awarded to a training centre does not make it auto eligible for targets under any scheme like PMKVY etc. To know more about getting targets, check the website of the respective scheme in which you wish to apply.

☐ I Understand the terms and conditions

BACK

SUBMIT

- e. Click on the Generate OTP button, and an OTP will be shared on the entered mobile no.
- f. Enter the mobile no. and click on the consent check box with text **“I Understand the terms and conditions”** . Click on submit for adding training centre.

One Time Password Verification

×

*Enter Mobile one Time Password

*Enter Email one Time Password

CANCEL

VERIFY

*Name of the SPOC

Sarala

*Email Address

XXXXXXXXXXXXXXXXXX

*Mobile Number

XXXXXX

GENERATE OTP

Please note that the Accreditation and Affiliation awarded to a training centre does not make it auto eligible for targets under any scheme like PMKVY etc. To know more about getting targets, check the website of the respective scheme in which you wish to apply.

☐ I Understand the terms and conditions

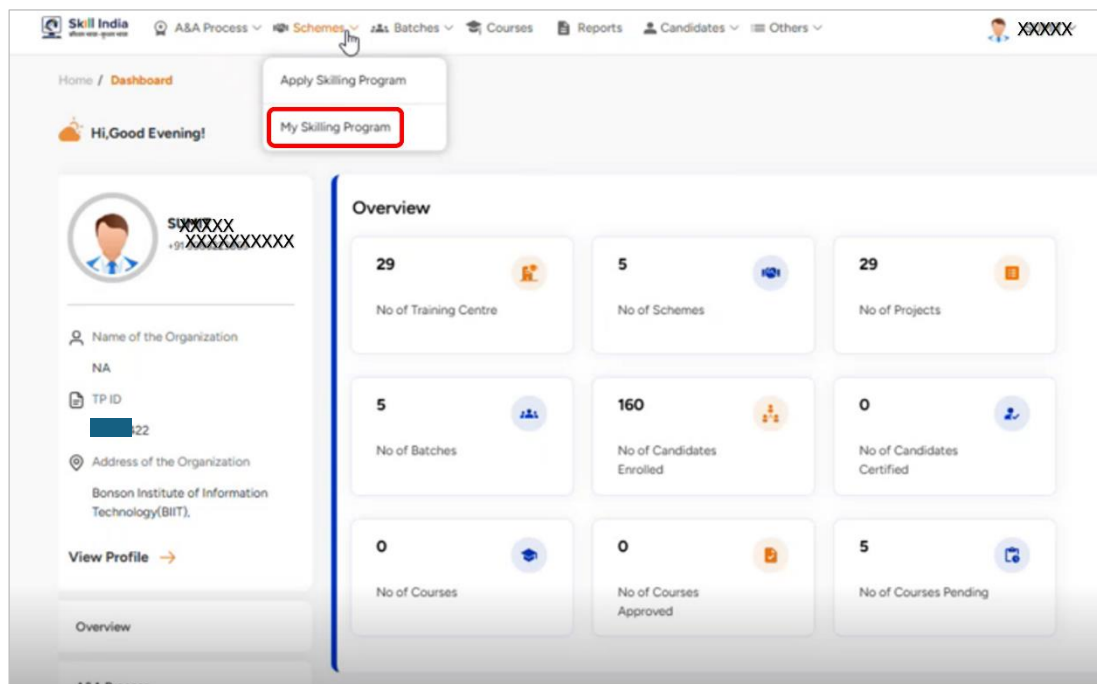
BACK

SUBMIT

5. Applying Skilling Program/ Project

The **Dashboard** for a **Training Partner** in the Skill India portal provides a quick overview and key navigation options for managing skilling programs and related activities. In the image below highlighted option: **My Skilling Program** (under the **Schemes** tab), where the Training Partner can apply for skilling programs will be explained further.

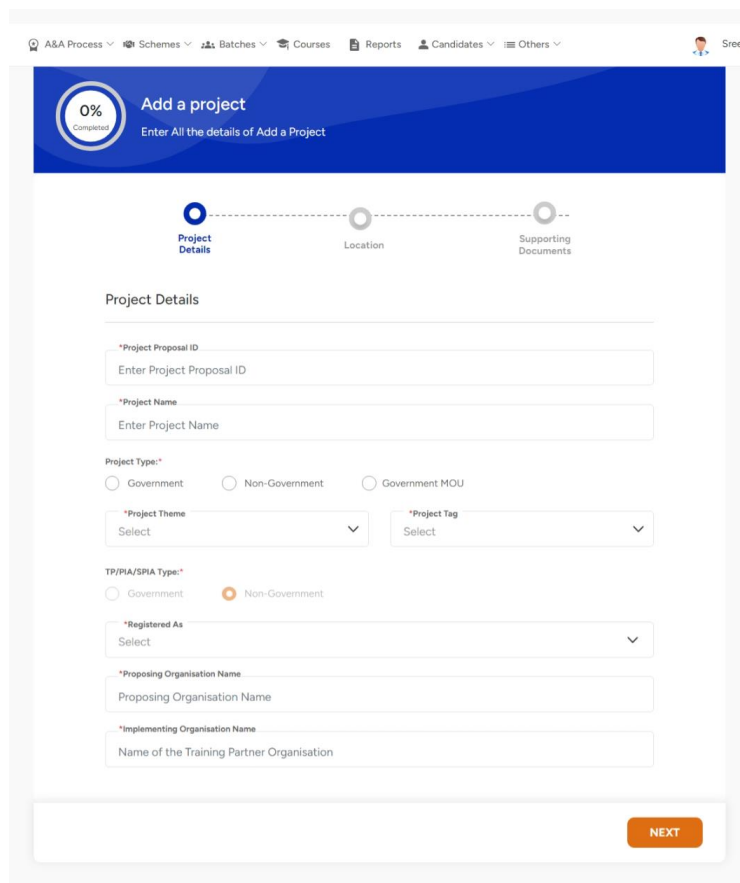
- a. Go to **Schemes > Apply Skilling Program** from the navigation bar as shown below:



- b. A new screen appears, it allows Training Partners to view and apply for various skilling programs under different schemes.
- You can use the filters (e.g., sector, location, and type) or search bar to find a suitable program/project.
 - You can review the program details carefully, including eligibility, target outcomes, and deliverables by clicking on any scheme as shown below to view the details.
 - You can also click on the **APPLY SCHEME** tab present in the top right side of the screen shown below.

c. A new screen appears to select **Scheme** and **Sub-Scheme** as shown below:

- On this pop-up select the Scheme and Sub-Scheme
 - Once both fields are selected, click the **Create** button to proceed.
- d. This screen will appear with a Add a project form. This form has three sections which are Project Details, Location and Supporting Documents.



In the above form, fill in the following details in the form and click on NEXT.

- **Project Proposal ID:** Unique ID for the project proposal. **(Auto Generated Sequence for all 3 categories)**
- **Project Name:** The name/title of the project being added. **(As approved by EC/Suggested by MSDE)**
- **Project Type:** Selection options include **Government, Non-Government and Government MOU (As approved by EC)**
- **Project Theme:** Dropdown to select the theme or focus area of the project **(As approved by EC)**
- **Project Tag:** Dropdown to add tags that categorize the project.
- **TP/PIA/SPA Type:** Radio buttons to indicate whether the type is **Government** or **Non-Government**, and it is freezed.
- **Registered as:** Dropdown to specify the registration type **(It should also be from prefix list only)**
- **Proposing Organisation Name:** Input field for the name of the organization proposing the project. **(As per EC Proposals)**
- **Implementing Organisation Name:** Input field for the name of the organization responsible for implementing the project **(As per EC Proposals)**

e. The next section of this form is about adding location of Training Centers. In this screen, you will have to click on the **ADD LOCATION** button.

- f. On the current screen, fill in the **State** and **District** of your Training Center. After selecting both the State and District, click **ADD** and click on **NEXT** to proceed.

- g. In this screen, you will have to upload the supporting document and click on **UPLOAD** and then click on **SUBMIT** to proceed. After clicking on **SUBMIT**, a pop-up will appear. Please click on **OK**.

- h. Now, you have successfully applied for a project under a scheme. As shown in the screen below, you will be able to see your newly applied project in this screen. You can directly click on the tab called **In Progress** to see all your applied but not yet approved projects.

Notes

After this step, please wait for the first round of PMU Approval.

- i. The Training Partner must log in to the SIDH platform again, navigate to the **Schemes** tab, select **My Skilling Programs**, click on the **In Progress** tab to view the project, and Locate the project card and click on **View** to access the project details.

- j. The form, with details filled out by the PMU, will appear now. Review the pre-filled details carefully and Click **NEXT** to proceed through each page of the form.

Notes:

1. This form has six sections. They are:

- Project Details
- Tranches Info
- Sectors and Job Roles Target
- Add Training Centre
- Tentative Payout and Documents
- Approval Process

2. In the sections Project Details, Tranches Info & Sector and Job Roles Target sections of the form please go through the details (add any information wherever and if required) and click on **NEXT** button provided at the bottom of respective page.

- k. When the below screen shows up, you will have to click on **ADD TC** button and then click on **NEXT**.

- l. You will now see this screen. Click on Download the Sanction Letter/Endowment Bond by TP/PIA/SPIA and Indemnity Bond. Sign both the documents and upload them and click on **NEXT**.

- m. In this screen, click on the downward arrow in front of Status and select **Approve** from the dropdowns. Then click on **SUBMIT**.

Note: The project form will now be sent to the **PMU**, for final round of approval.

- n. Once approved, follow these steps to view the approved project:
 - i. Log in to the SIDH platform using the **Training Partner Login**.
 - ii. Navigate to the **Schemes** tab and select **My Skilling Program** from the dropdown menu.
 - iii. Click on the **Approved** tab to view the newly approved project.

- o. In the course card, click **View** to access the complete project form that has been approved.
 - i. To make changes, click **Edit Project Details** and update the editable fields as required.

 Skill India
A&A Process
Schemes
Batches
Courses
Reports
Candidates
Others

Linked Training Center

Project Details

EDIT PROJECT DETAILS

SP Demo

Status

Project Proposal ID

Project Type

Approved

1234567

Government

Scheme

Sub - Scheme

Project Tag

Registered As

TP/PIA/SP/IA Type

Proposing Organisation Name

Implementing Organisation Name

Project Theme

Date of Project Approval

Project Start Date

Project End Date

PAN Number

Assessment mode

Aadhaar Required

SSC

No

PMKVY-4.0-CSCM

Special Projects

Green Economy

Section 25

Non-Gov

ABCDERSKD.JN

N/A

Inclusion

Dec 11, 2024

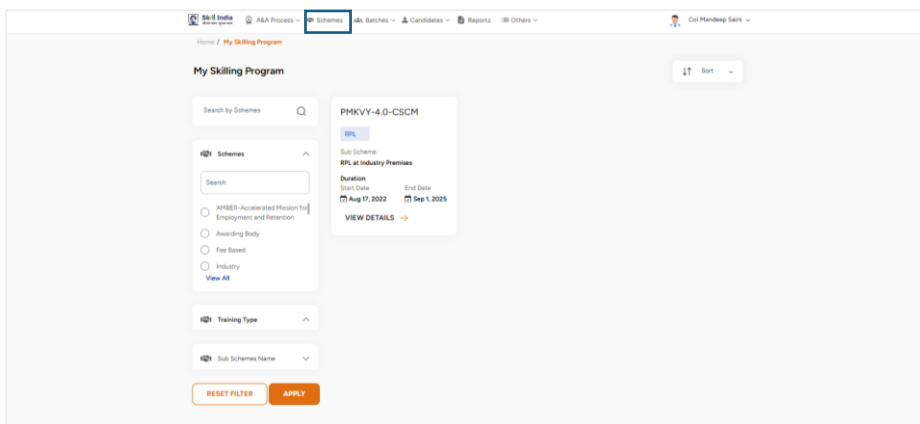
Dec 11, 2024

Dec 31, 2024

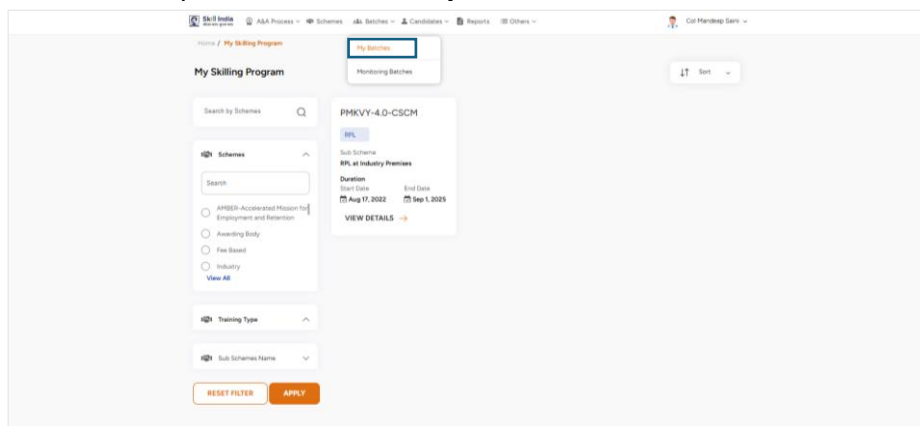
AACAB4096Q

6. Batch Creation

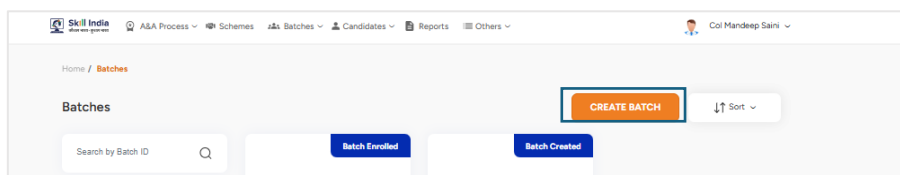
- Click on **Schemes** from the top menu.
 - This section will show all the schemes marked with the respective TP profile.



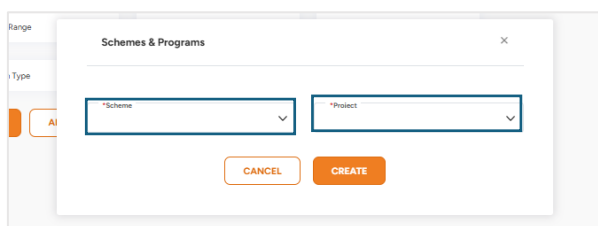
- Click on **Batches** dropdown and select **My Batches**.



- In this screen click on the **Create Batch** Button on the top right-hand corner of the screen.



- In this popup click on the scheme dropdown and select **Special Project** and under the Project dropdown select the Project ID, then click on **Create**.



6.1 Batch Creation Form

Next the user will see the batch creation form:

This will be divided into three sections:

- Batch Details
- QP/Job Role Details
- Batch Classroom Details

6.2 Batch Details

This will open the batch creation form, the batch type and Scheme would be auto filled by the system.

- Enter the Batch Size (maximum:45) and select if the batch is for a Future Skill Job Role.

6.3 QP/Job Role Details

- In the QP/Job Role Details section select the QP/Job Role

Note: The Sector, QP Code and Version, NSQF Level, QP Hours and OJT hours will be populated automatically by the system.

QP/Job Role Details

*Associated QP (Jobrole)
Select QP/Job Role

Sector
Sector

QP Code & Version
QP Code & Version

NSQF Level
NSQF Level

QP Hours
QP Hours

OJT Hours
OJT Hours

- g. Fill in the **Classroom and Practical Training Hours Per day**

Note: The Classroom + Practical Training Hours per day and the OJT Hours per day can be selected between 2 to 8 hours.

Classroom + Practical Training Hours Per Day
Classroom + Practical Training Hours Per Day

* OJT Hours Per Day
OJT Hours Per Day

6.4 Batch Classroom Slots

- h. In the **Batch Classroom Slots** fill in the time according to the hours mentioned in the QP Hours section and click on **Add**.

Batch Classroom Slots

*Batch Classroom In Time:
Select Start Time

*Batch Classroom Out Time:
Select End Time

ADD

Sl.No.	Start Time	End Time	Action
--------	------------	----------	--------

- i. Enter the **Batch Start Date**, **Batch End Date**, and **OJT Date** details in their respective fields, then click **Next** to proceed.

*Batch Start Date
Select Start Date

*Batch End Date
Select End Date

*OJT Start Date
Select OJT Start Date

*OJT End Date
Select OJT End Date

CANCEL **NEXT**

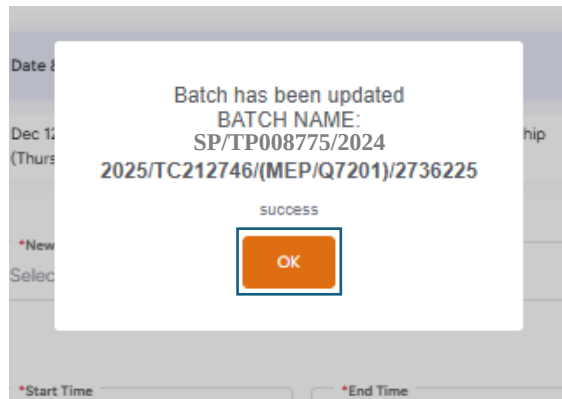
6.5 Trainer Details

- In the Trainer section select the trainer, the rest of the trainer will be populated automatically by the system.
- Then select the **Preferred Assessment Language**

- Then click on the checkbox and click on **Submit**.

- Next, the user will get a popup for confirmation and there click on Ok.

- e. Then a confirmation message would appear, click on **OK**



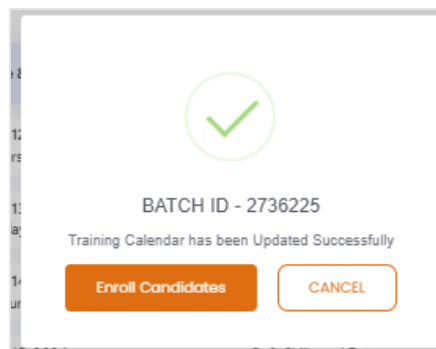
6.6 Training Calendar

- a. In the training Calendar page, fill in the New Assessment Date, Session Planned, NOS Taught, Start Time, End time and Description Plan then click on **Add**.

Note: The Training Calendar is **optional** for **Special Projects**.

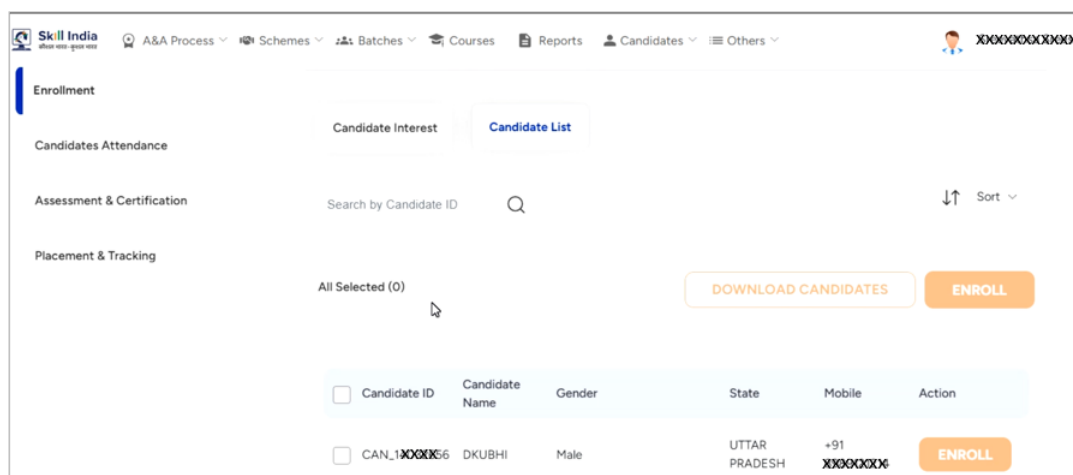
- b. Click on **Enroll Candidates** button in the popup.

Note: For users who have not filled the training calendar, **click on Enrollment** from the left menu.



7. Candidate Enrolment

- a. This **Enrolment** section having the **Candidate List** tab provides functionalities to manage and enrol candidates into batches. Its fields include **Candidate ID, Name, Gender, State, Mobile**, and **Action** as shown in image below.
- **Candidate Interest:** This list comprises of registered candidates who has shown interest for that specific batch under the certain skilling program
 - **Candidate list:** This list comprises of the registered candidates approved by the training partner for further enrolment



Enrollment

Candidate Interest | **Candidate List**

Candidates Attendance

Assessment & Certification

Placement & Tracking

Search by Candidate ID

Sort

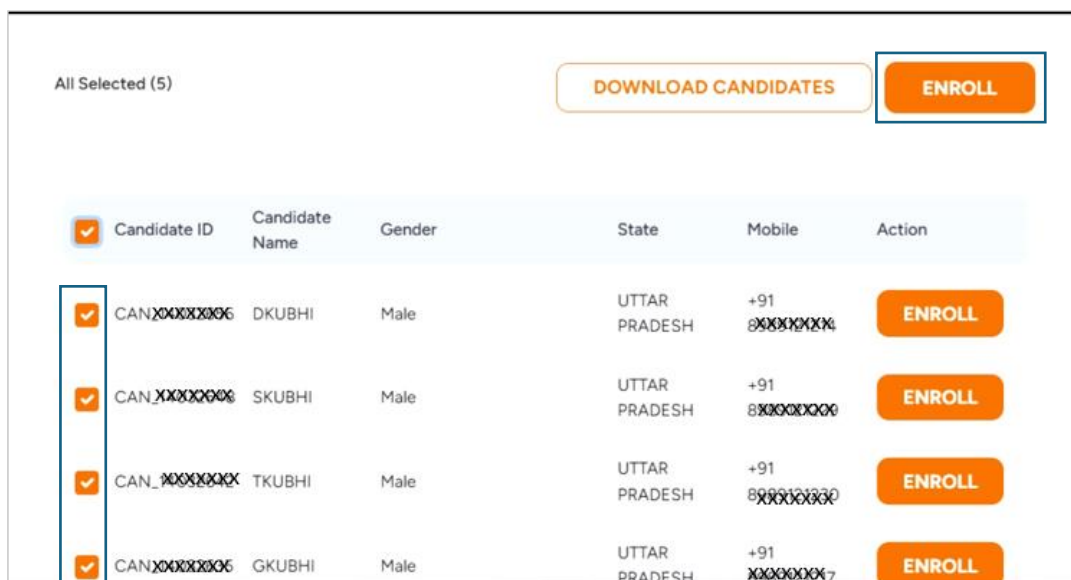
All Selected (0)

DOWNLOAD CANDIDATES

ENROLL

☐	Candidate ID	Candidate Name	Gender	State	Mobile	Action
☐	CAN_1XXXXXX6	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL

- b. Select the candidates to be enrolled by clicking the checkboxes as shown below in the screen.



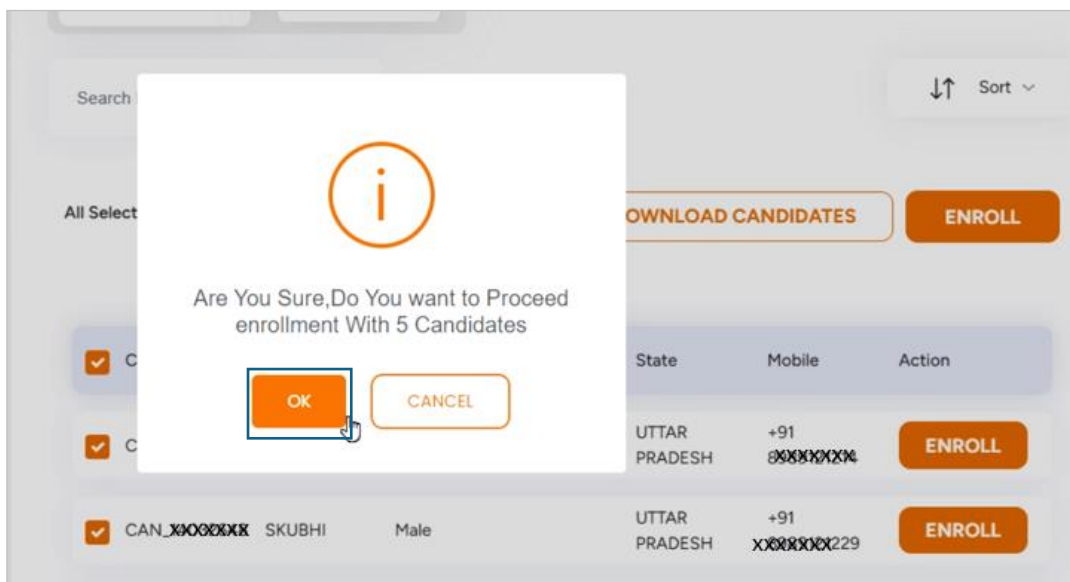
All Selected (5)

DOWNLOAD CANDIDATES

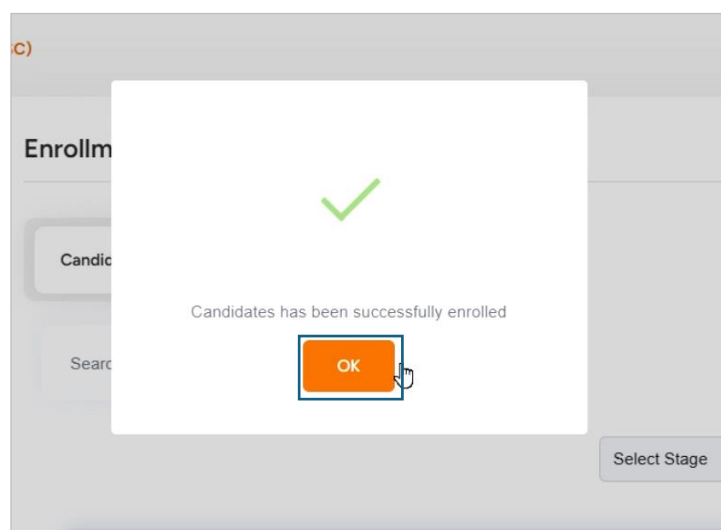
ENROLL

☒	Candidate ID	Candidate Name	Gender	State	Mobile	Action
☒	CAN_XXXXXX6	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXX6	SKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXX6	TKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL
☒	CAN_XXXXXX6	GKUBHI	Male	UTTAR PRADESH	+91 XXXXXXXX	ENROLL

- c. After selecting the candidates click on the **“Enroll”** button a pop-up message will appear showing the message **“Are you sure Do you want to Proceed Enrolment with Candidates”**, as shown in the image below.



d. Pop up will appear indicating "**Candidates have been successfully enrolled.**" Click "**OK**"



8. Assessment and Certification

The Training Provider submits the finalized batch details, including learner information, training completion status, and associated documents, to the Sector Skill Council (SSC) or Awarding Body via the SIDH platform. This submission ensures that all necessary prerequisites for assessment are completed and verified.

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>