

सिद्ध

TRAINING PARTNER USER MANUAL for Short Term Training (STT)

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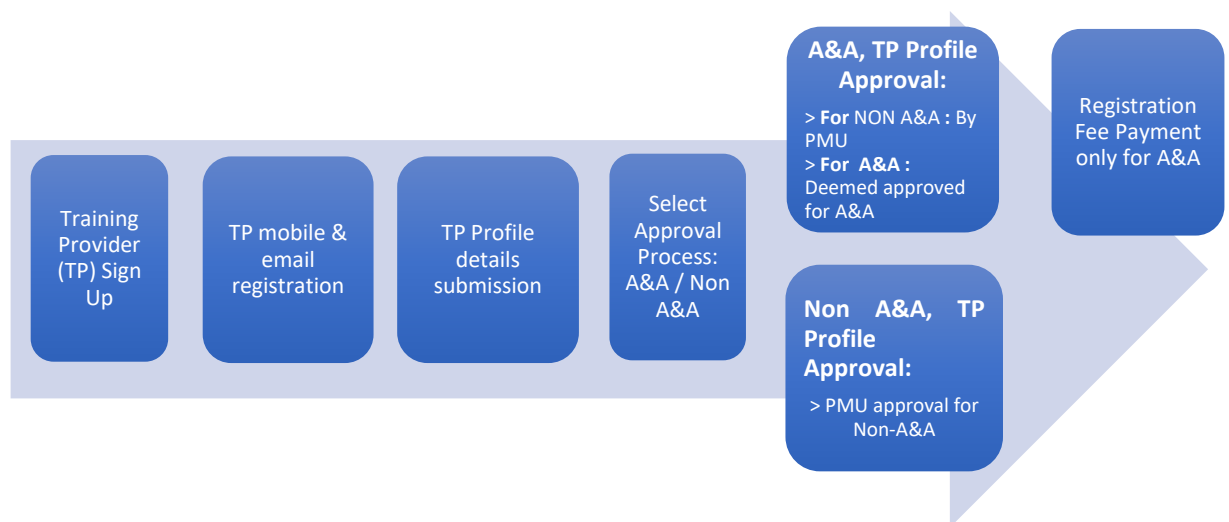
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1 Introduction

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 Partners (TPs) through the registration process on the platform. It offers step-by-step instructions to help TPs seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Training User Registration Process Flow



1.2 Scope

The **User Manual** serves as a comprehensive guide to assist users in navigating the platform and successfully completing essential processes such as Training Partner Registration, Batch Creation, Candidate Enrolment, and Assessment Management.

The manual ensures that users have a clear understanding of each step involved, supported by detailed process flows, system requirements, and task-specific instructions.

1.3 Objective

The key objectives are as follows:

- a. **Ease of Navigation:** Simplify complex workflows by providing clear, step-by-step instructions for platform functionalities.
- b. **User Empowerment:** Enable users to independently handle tasks such as registration, login, batch creation, and candidate management.
- c. **Compliance Guidance:** Offer detailed instructions to help training partners meet Accreditation & Affiliation (A&A) or Non-A&A requirements.
- d. **Process Standardization:** Ensure all users follow a uniform approach across various processes for consistent results.
- e. **Error Prevention:** Minimize errors through precise instructions, system requirements, and data validation guidelines.
- f. **Enhanced Efficiency:** Streamline the platform's usage by detailing all functions, from registration to assessment and certification.
- g. **Accessibility:** Cater to all levels of users, from beginners to advanced, through a comprehensive and user-friendly format.

1.4 System Requirements

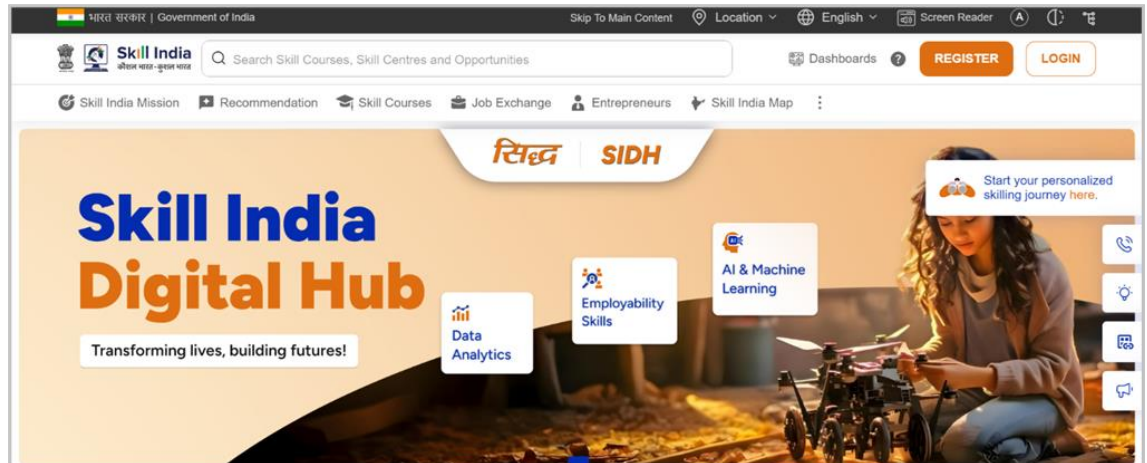
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- 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 Partner Registration

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 Register:

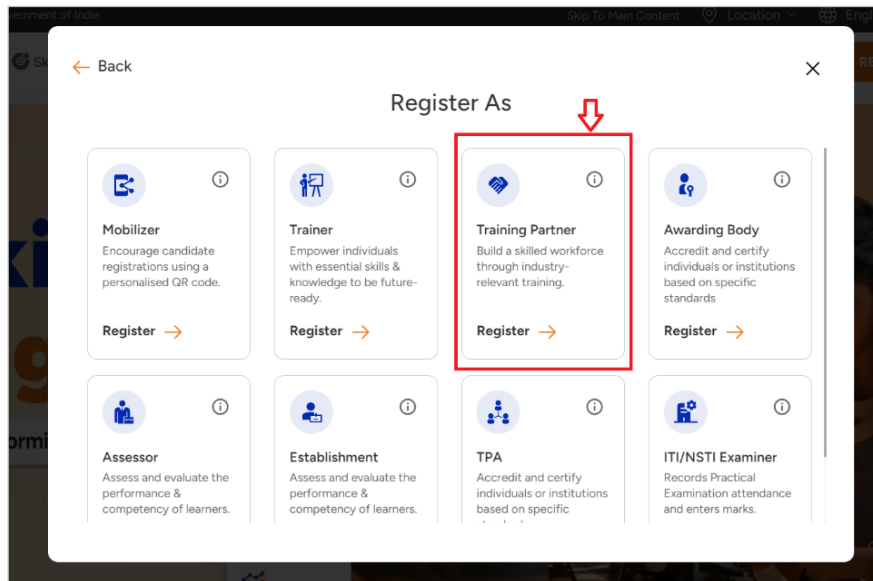
a. Click on the Register button at the top right corner.



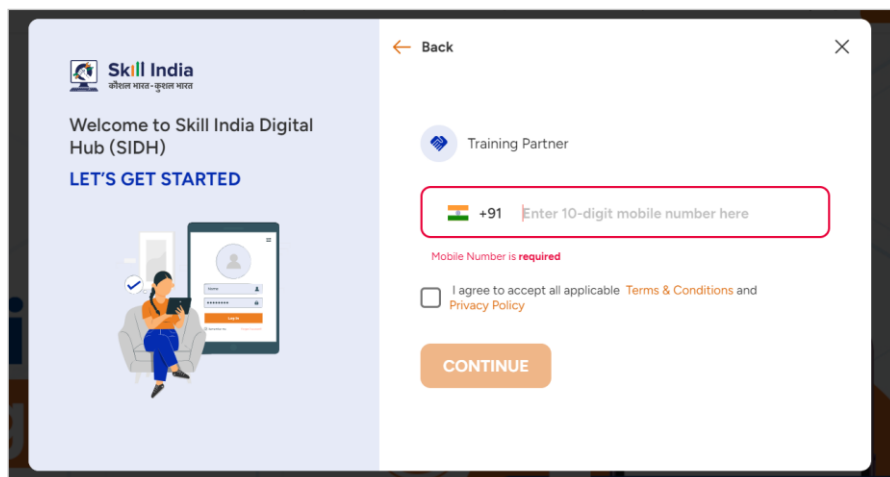
b. Select “Partner” option:



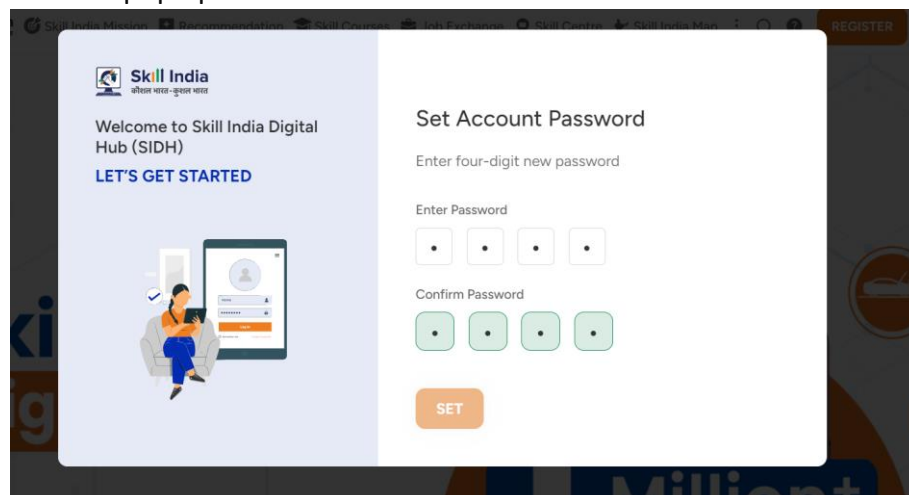
- c. Click on “Register” button in **Training Partner** role card.



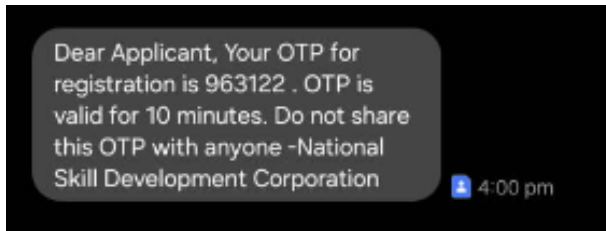
- d. Pop-up will appear having text box, enter the mobile number for the registration as the Training Partner.



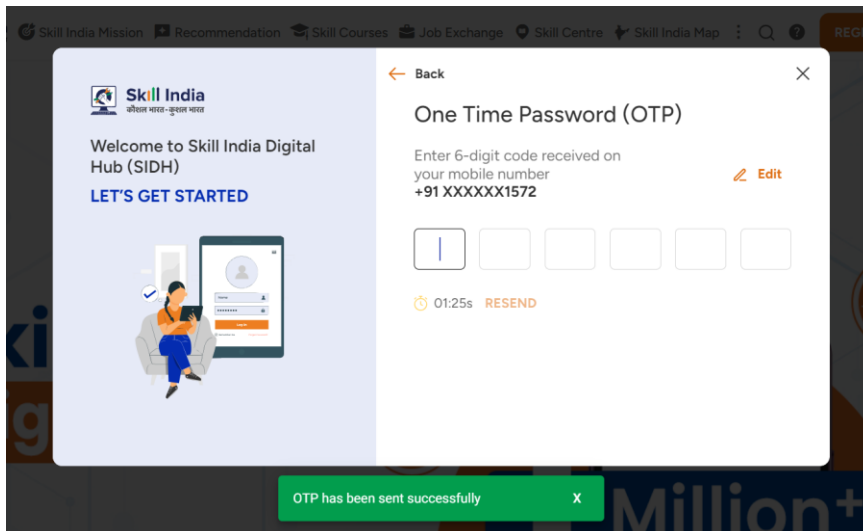
- e. New screen will pop up to set an Account Password as shown below:



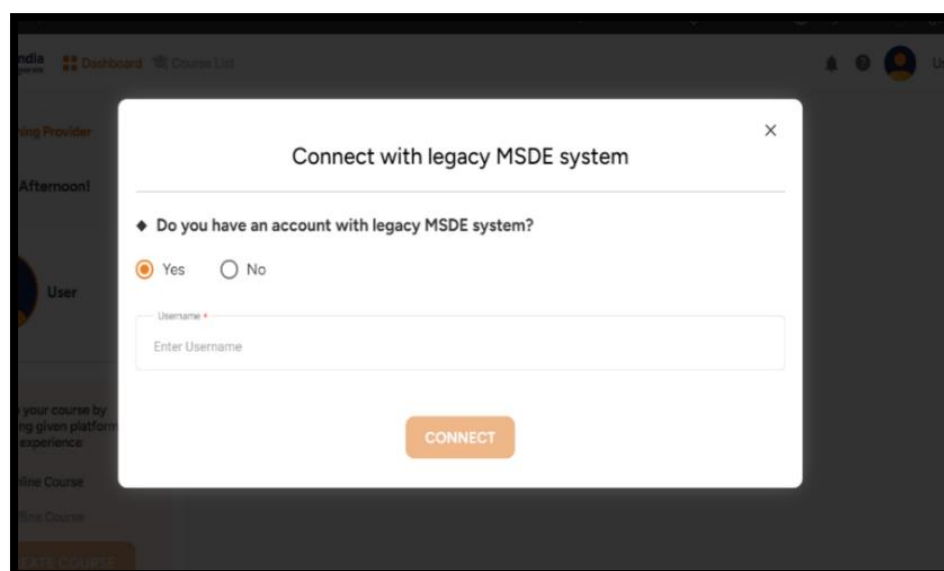
- f. Click the 'Set' button, and an OTP will be sent to the mobile number you provided



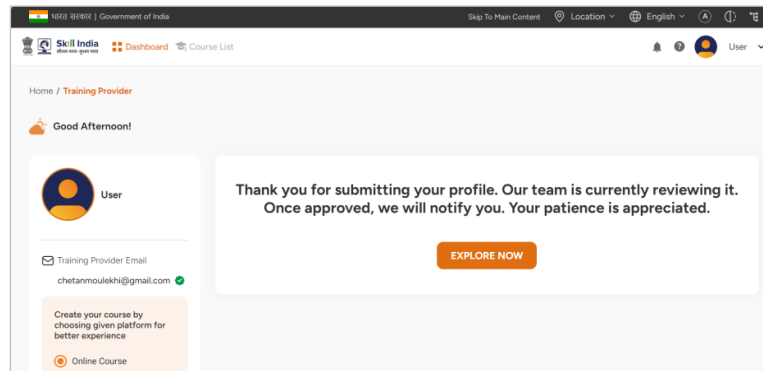
- g. Enter the OTP as displayed:



- h. On successful authentication, a pop-up window will appear prompting to connect with the legacy MSDE system. User will be asked about an existing account in the MSDE system:
- i. **Option "Yes":** If an old account exists (select 'Yes') and provide TP ID.

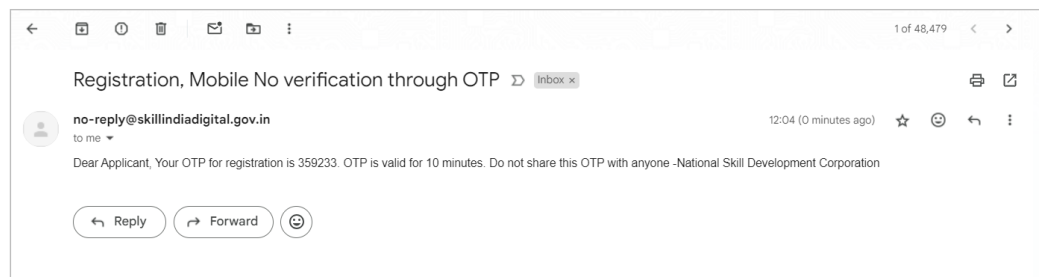


- Now, System will automatically verify the user, and user will be linked to the Legacy system and can perform activities by clicking “**Explore Now**” Button,

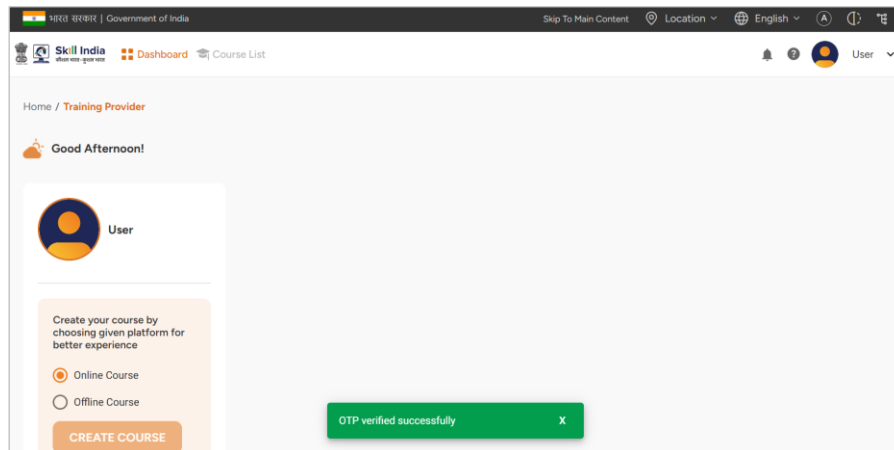


- ii. **Option: “No”**, If an old account does not exist, select 'No' and proceed further by submitting the email ID for further action.

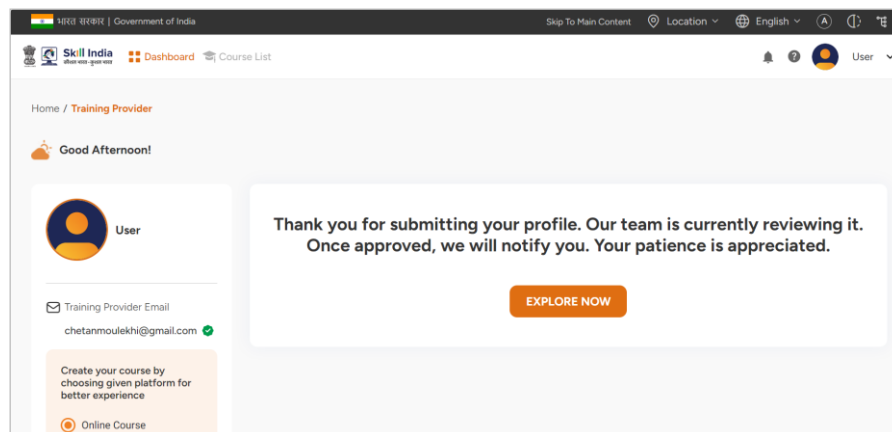
- Now, an OTP will be received on the entered email ID of the Training Partner as shown below:



- Once the Training Partner submits the OTP, the system will automatically log the user into the application. A confirmation message indicating successful OTP verification will then be displayed, as shown below:



- The User shall click on “Explore Now” to complete the TP profile.



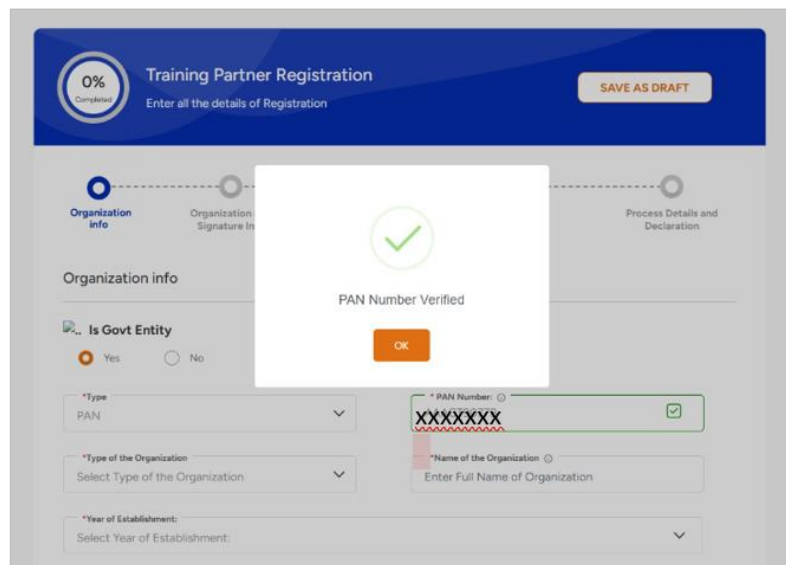
Note: The above message indicating that profile is under review is shown until the TP profile is submitted and is pending for approval by Competent Authorities.

3 Registration Process for New Training Partner

- a. Fill the **Registration Form** ensuring that all fields marked with an asterisk (*) are filled out, as they are mandatory. Start with organization detail information as shown below:

- b. Training Partner is given option to select as “is Govt Entity”
- c. If Training Partner is a government entity
- i. Training Partner can select Type of Identification from below options. Further selection options are made available.

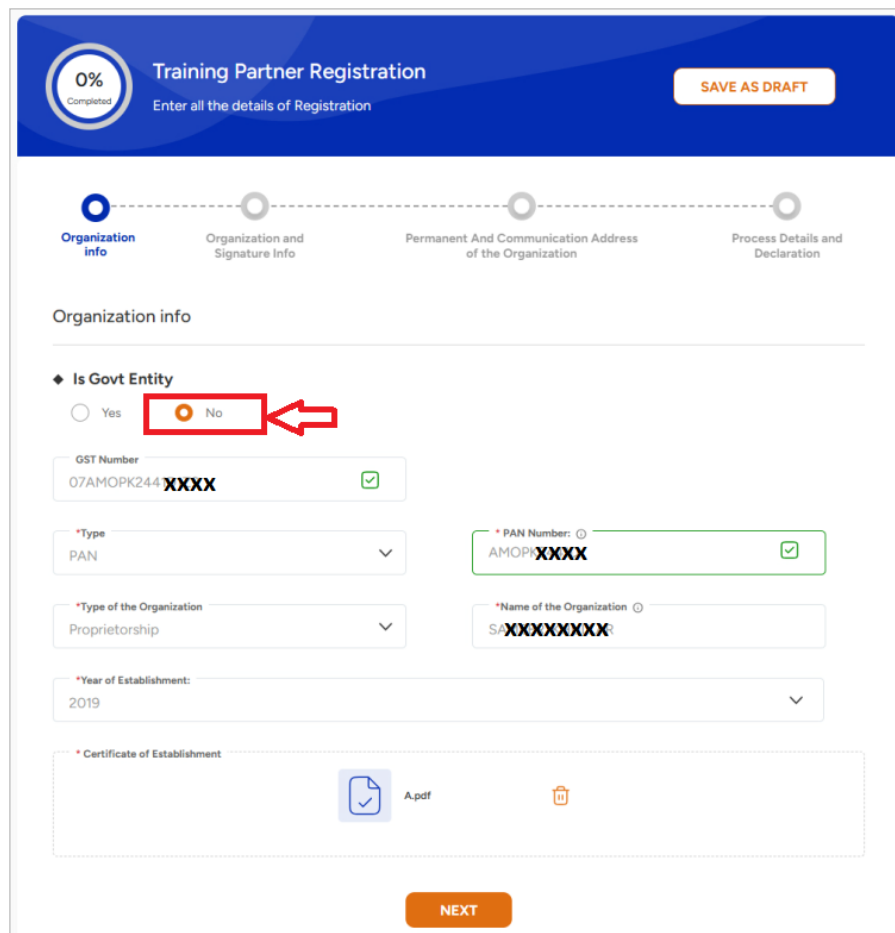
- ii. If Training Partner provides PAN as Type of Identification, it will be verified for its correctness and existence, if it is verified a confirmation message will appear as shown below:



The screenshot shows the 'Training Partner Registration' form at the 0% completion stage. A modal window with a green checkmark and the text 'PAN Number Verified' and 'OK' is displayed over the form. The form fields visible include: 'Is Govt Entity' (Yes/No), '*Type' (PAN), '*Type of the Organization' (Select Type of the Organization), '*Year of Establishment' (Select Year of Establishment), '*PAN Number' (XXXXXXX), and '*Name of the Organization' (Enter Full Name of the Organization). A 'SAVE AS DRAFT' button is in the top right.

- d. If Training Partner is NOT a government entity

- i. Training Partner is given option to enter and verify the GST number



The screenshot shows the 'Training Partner Registration' form at the 0% completion stage. The 'Is Govt Entity' field is set to 'No', which is highlighted with a red box and a red arrow. The 'GST Number' field is filled with '07AMOPK244XXXX' and has a green checkmark. The '*Type' field is set to 'PAN'. The '*PAN Number' field is filled with 'AMOPKXXXX' and has a green checkmark. The '*Type of the Organization' field is set to 'Proprietorship'. The '*Year of Establishment' field is set to '2019'. The '*Certificate of Establishment' field is empty. A 'NEXT' button is at the bottom. A 'SAVE AS DRAFT' button is in the top right.

- If the GST number already exists in the SIDH system: You will see a message: **'GST Number already exists with another user'**.

The screenshot shows the 'Training Partner Registration' form. At the top, a progress bar indicates '0% Completed'. The form is divided into sections: 'Organization info', 'Organization Signature Info', and 'Process Details and Declaration'. A modal dialog box is displayed in the center with the message 'GST Number already exists with another user' and an 'OK' button. The 'Organization info' section includes a 'Is Govt Entity' checkbox (set to 'No'), a 'GST Number' field with a 'VERIFY' button, a '*Type' dropdown menu (set to 'PAN'), a '*Type of the Organization' dropdown menu (set to 'Select Type of the Organization'), a '*PAN Number' field with a 'VERIFY' button, and a '*Name of the Organization' field.

- If the GST number does exist in the SIDH system: You will receive a confirmation message: **"GST number verified"**
- e. For the GST Organizations, Once the **GST number is verified**, the following sections are automatically filled:
- **PAN No**
 - **CEO/MD/Head of the Organization Info**
 - CEO/MD/Head's Name
 - CEO/MD/Head's Email Address
 - CEO/MD/Head's Mobile Number
 - **And if user Checks the Authorized Signatory Checkbox: "The above person should be considered as an Authorized Signatory"**. The following fields under **Authorized Signatory Info** section will also be filled out:
 - Authorized Signatory Name
 - Authorized Signatory Email Address
 - Authorized Signatory Mobile Number
 - **Permanent Address of the Organization/ Communication Address of the Organization (if like Permanent Address) fields like:**
 - Address of the Organization
 - Nearby Landmark
 - Pincode
 - State/Union Territory
- f. **NON-GST Private Organizations** won't be able to register.
- g. For Other Non-GST Government Organizations these details need to be filled by the respective Organizations:

- Organization Info
- CEO/MD/Head of the Organization section
- Authorized Signatory info section

The screenshot shows the 'Training Partner Registration' form at the 25% completion stage. The header bar is blue with a progress indicator showing '25% Completed'. Below the header, a progress bar indicates four steps: 'Organization Info' (completed), 'Organization and Signature Info' (current step), 'Permanent And Communication Address of the Organization', and 'Process Details and Declaration'. The current step is titled 'CEO/MD/Head of the Organization info' and contains the following fields:

- *CEO/MD/Head's Name: Enter CEO/MD/Head's Name (with a red error message: 'Name of CEO/MD/Head's is required')
- *CEO/MD/Head's Email Address: Enter CEO/MD/Head's Email Address
- *CEO/MD/Head's Mobile Number: Enter CEO/MD/Head's Mobile Number

Below these fields is a checkbox labeled 'The above person should be considered as' with the option 'Authorized Signatory'.

The next section is titled 'Authorized Signatory info' and contains the following fields:

- *Authorized Signatory Name: Enter Authorized Signatory Name
- *Authorized Signatory Email Address: Enter Authorized Signatory Email Address
- *Authorized Signatory Mobile Number: Enter Authorized Signatory Mobile Number

At the bottom of the form are 'BACK' and 'NEXT' buttons.

- h. Click '**Save & Next**' to proceed to the next section.
- i. User will fill 'Permanent Address of the Organization' and 'Communication address of the organization'
- j. If the communication address is the same as the permanent address, check the box labeled '**Communication Address Same as Permanent Address**'. The system will automatically copy the permanent address details into the communication address field



Training Partner Registration
Enter all the details of Registration

SAVE AS DRAFT

✓ Organization Info

✓ Organization and Signature Info

●

○ Process Details and Declaration

Permanent And Communication Address of the Organization

Permanent Address of the Organization

***Address of the Organization**
RZ-9, Palam Vihar, Sector-6, Dwarka

***Nearby Landmark**
Enter Nearby Landmark

Landmark is required

***Pin code**
110075

***State/ Union Territory**
DELHI

***District**
Select District

Tehsil/Mandal/Block:
Select Tehsil/Mandal/Block

City/Village/Town:
Select City/Town/Village

Geo Location
Enter Geo Location

Parliamentary Constituency
Select the Parliamentary Constituency

***Address Proof Type**
Select Address Proof Type

*** Address Proof Document**



Click here to Upload Or
Drop your files here

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

Communication Address of the Organization

Communication Address Same as Permanent Address
☐

***Address of the Organization**
Enter Address of the Organization

***Nearby Landmark**
Enter Nearby Landmark

***Pin code**
Enter Pincode

***State/ Union Territory**
Select the state/Union Territory

***District**
Select District

Tehsil/Mandal/Block:
Select Tehsil/Mandal/Block

City/Village/Town:
Select City/Town/Village

Parliamentary Constituency
Select the Parliamentary Constituency

***Address Proof Type**
Select Address Proof Type

*** Address Proof Document**



Click here to Upload Or
Drop your files here

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

BACK

NEXT

- k. After reviewing all the information, click **'Next'** to continue.
- l. **'Process Details & Declaration'** form will appear. Training Partner shall select the approval process along with declaration for which check the checkbox as a declaration and click on **'Submit'** to move to the next step.

Skill India
Your Details updated successfully

XXXXXXXXXX

90% Completed Training Partner Registration
Enter all the details of Registration

SAVE AS DRAFT

Organization Info Organization and Signature Info Permanent And Communication Address of the Organization **Process Details and Declaration**

Process Details

Approval Process:

☐ Accreditation & Affiliation (A&A)

☐ Non-Accreditation & Affiliation (Non-A&A)

Declaration

The applicant entity registering as Training Partner hereby declares:
1. That all information furnished by it is true, complete and correct to the best of its knowledge and belief.
2. That it shall ensure that any further information, document(s), proofs shall be furnished, as and when required by National Skill Development Corporation (NSDC) or any other authority, from time to time.

☐ I agree - The details entered are correct as per my knowledge

BACK SUBMIT

m. Select Approval Process

- Non-Accreditation & Affiliation (Non-A&A)
- Accreditation & Affiliation (A&A)

Note: The Billing Information and Payment Information section appears depending on the Type of Organization selected in the Organization Info and Approval Process.

n. **Non-Accreditation & Affiliation (Non-A&A)**

- Select the approval process 'Non-Accreditation & Affiliation (Non-A&A)' the options for scheme/model selection and proposal ID entry will become available.
- From the drop-down list, select the scheme/model and fill Proposal Id. click the 'Submit' button.

Note: Non-A&A: The scheme-specific FDA will approve or provide change suggestions in the TP registration form. For more details, refer to the "User Manual for FDA."

o. Accreditation & Affiliation (A&A)

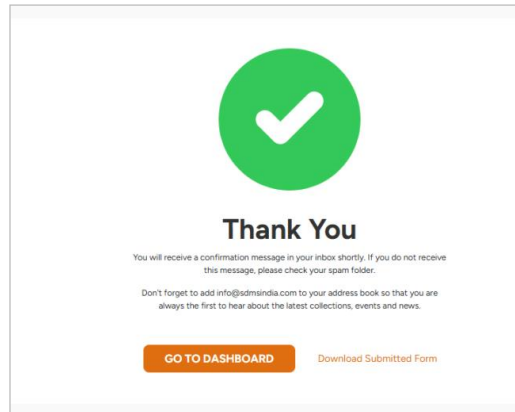
- Select the approval process 'Accreditation & Affiliation (A&A)', click the 'Submit' button to proceed to the payment gateway.

The screenshot shows the 'Training Partner Registration' form at the 'Process Details and Declaration' step. A progress bar at the top indicates 90% completion. The form includes a 'SAVE AS DRAFT' button. The 'Approval Process' section has two radio buttons: 'Accreditation & Affiliation (A&A)' (selected) and 'Non-Accreditation & Affiliation (Non-A&A)'. The 'Declaration' section contains a text area with the following text: 'The applicant entity registering as Training Partner hereby declares: 1. That all information furnished by it is true, complete and correct to the best of its knowledge and belief. 2. That it shall ensure that any further information, document(s), proofs shall be furnished, as and when required by National Skill Development Corporation (NSDC) or any other authority, from time to time.' Below the text area is a checkbox labeled 'I agree - The details entered are correct as per my knowledge', which is checked. At the bottom, there are 'BACK' and 'SUBMIT' buttons. A red box highlights the 'SUBMIT' button, and a red arrow points to it from the right.

- Payment gateway screen will appear, as shown below. The Training Partner pays Registration fee as per the approval process selected.

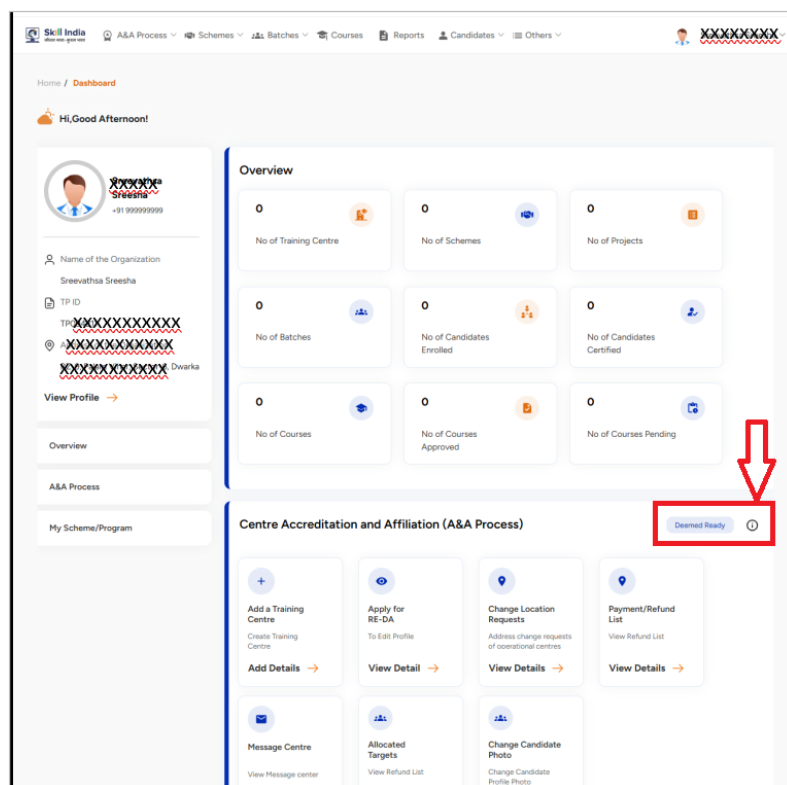
This screenshot shows the same 'Training Partner Registration' form as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box has an information icon (i) and the text: 'Are you sure, you want to proceed to payment gateway'. It has two buttons: 'OK' and 'CANCEL'. The form behind the dialog box is dimmed, showing the same 'Approval Process' and 'Declaration' sections as before.

- Now, confirmation screen displayed after successful form submission, with a green checkmark indicating success. It provides options to go to the dashboard or download the submitted form, along with instructions to check email for confirmation and add the provided email address to avoid missing updates.



Note: A&A Approval Process:

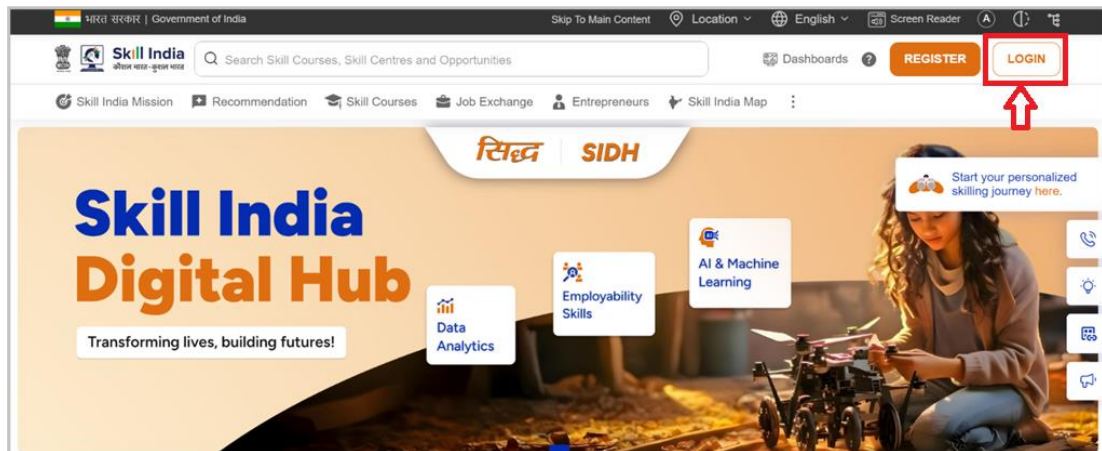
- **For Non-GST Organization:** The assignment of DA will be done by the Inspection Agency for approval or change suggestions in the TP registration form. For details, refer to the "User Manual for Inspection Agency (IA)."
- **For GST Organization:** Applicable only for validated Training Partners with GST information for A&A approval process: Such TPs will automatically be considered "Deemed Ready" for further action as shown below in the screenshot below:



4 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.



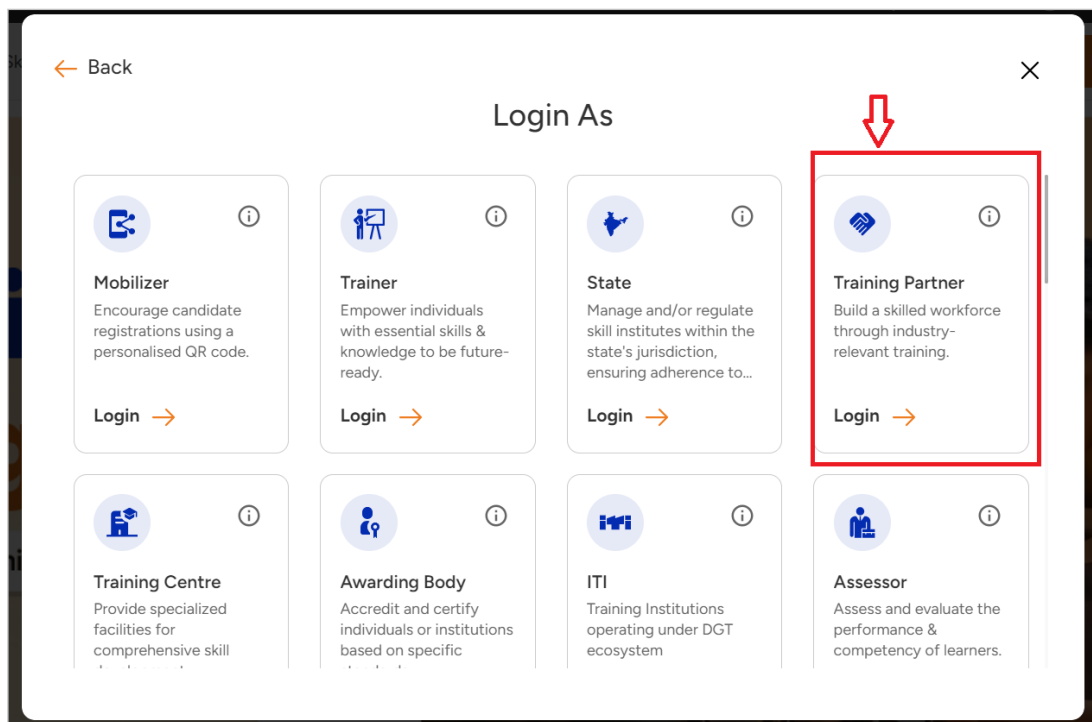
- b. Click on the Login button at the top right corner.



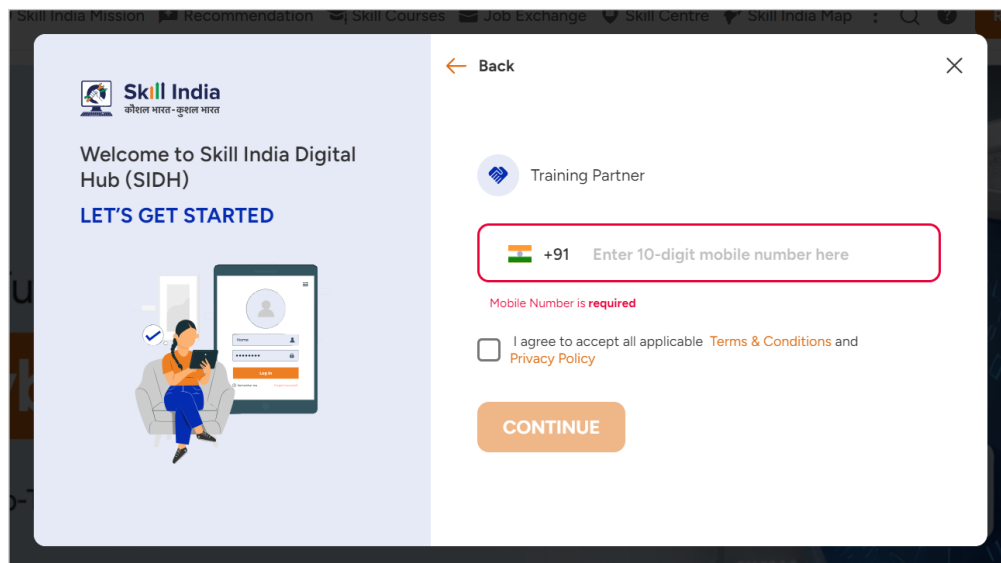
- c. Select "Partner" option:



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

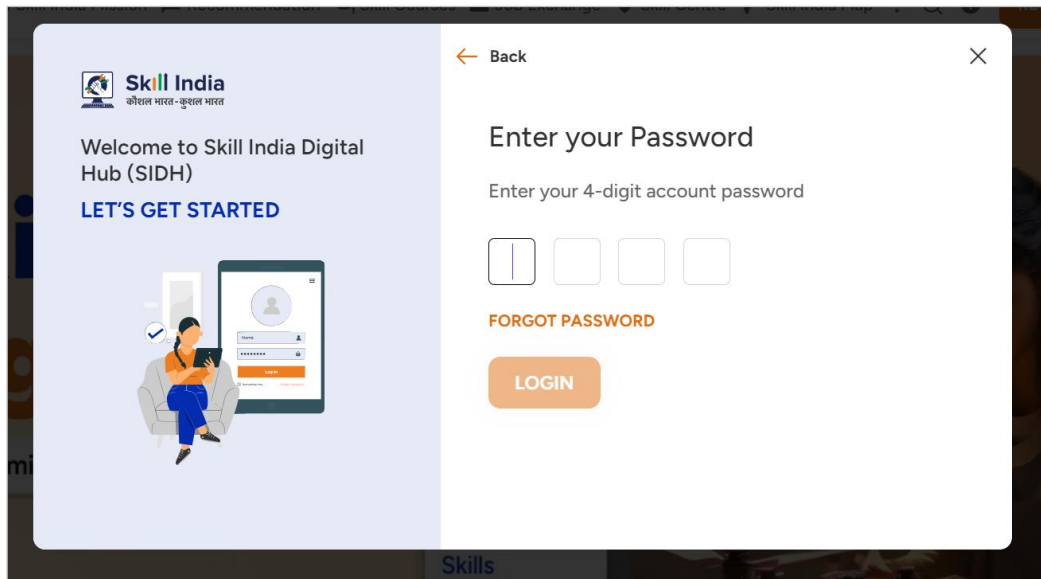


e. Enter the Mobile Number and press “CONTINUE” Button

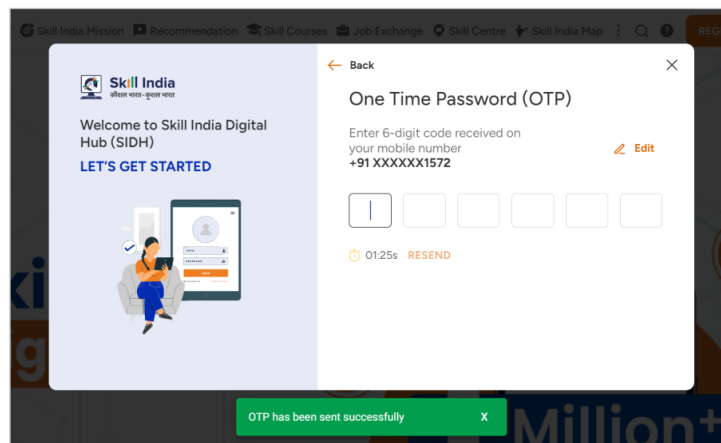


f. Click on "Continue" button, a screen will appear to enter the 4 digit PIN/ Password.

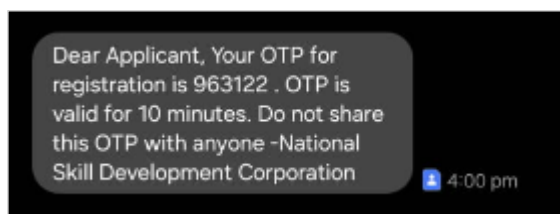
- g. Enter your four-digit account password, and then press **LOGIN** Button



- h. Enter the OTP in screen as shown below:

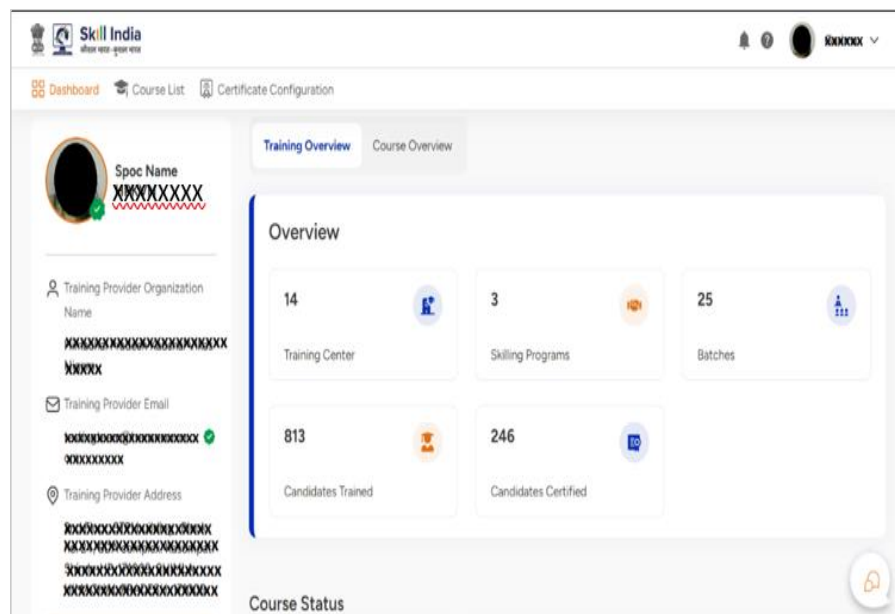


- i. An OTP will be received on the submitted mobile number, as shown below:

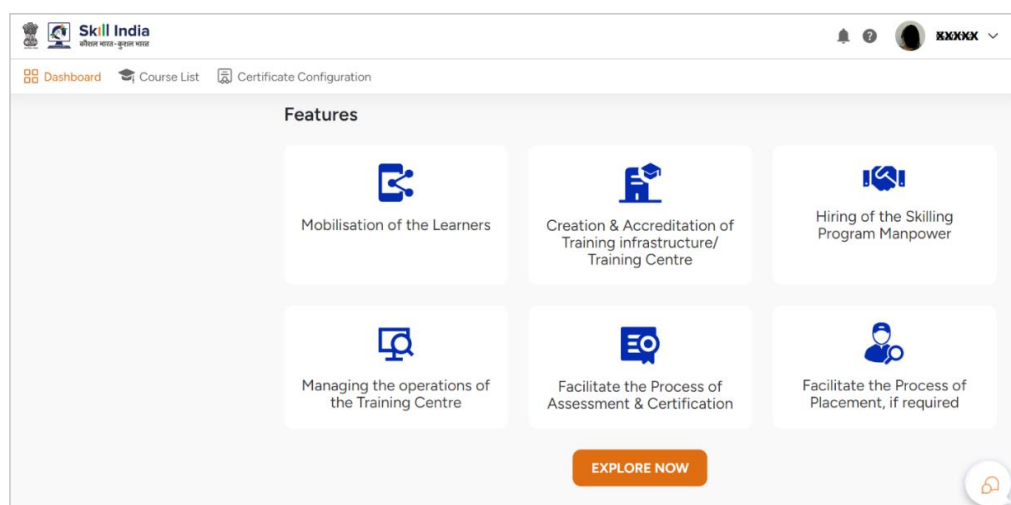


j. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information

- 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



k. 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.



5 Profile Information

a. This page provides details under the **"My Profile"** section of a platform, divided into 4 categories mainly:

- **Organization Info:** Displays the organization's name, contact number, type of organization, year of establishment, proof of establishment, and website.

Organization info

ELECTRO MICRO TECHNOLOGY PRIVATE LIMITED

958XXXXXXX

Type of the Organization
Company

Year of Establishment
2023

Year of Establishment Proof Document
[CAN_34512895jdxkx2bocc0lromo.pdf](#)

Website
[N/A](#)

- **CEO/MD/Head of the Organization Info:** Includes the name, email address, mobile number, and a confirmation checkbox for whether the person should be considered as the CEO/MD.

CEO/MD/Head of the Organization info

CEO/MD/Head's Name
XXXXXXXXXX

CEO/MD/Head's Email Address
XXXXXXXXXX@on.com

CEO/MD/Head's Mobile Number
XXXXXXXXXX

The above person should be considered as
☒ Yes

- **Authorized Signatory Info:** Contains details about the authorized signatory, including their name, email address, and mobile number.

Authorized Signatory info

Authorized Signatory Name
XXXXXXXXXX

Authorized Signatory Email Address
XXXXXXXXXX@on.com

Authorized Signatory Mobile Number
XXXXXXXXXX

- **Address of the Organization:** The full permanent address
 - **Nearby Landmark:** A notable landmark near the address
 - **Pin code:** The postal code of the address
 - **State/Union Territory:** The state or UT where the organization is located
 - **District:** The district of the address
 - **City/Town/Village:** Specific city, town, or village name
 - **Tehsil/Mandal/Block:** The administrative subdivision for the location
 - **Parliamentary Constituency:** The parliamentary constituency covering the area
 - **Address Proof:** The type of document uploaded as address proof
 - **Address Proof Document:** A clickable link to download the uploaded proof document.
- **Communication Address of the Organization**
 - This section has the fields of the **Permanent Address** but refers to the address used for official communications.
 - Fields such as **Address, Nearby Landmark, Pin code, State/Union Territory, District, City/Town/Village, Tehsil/Mandal/Block, Parliamentary Constituency, Address Proof, and Document Link** are same if option of same address is selected in starting.

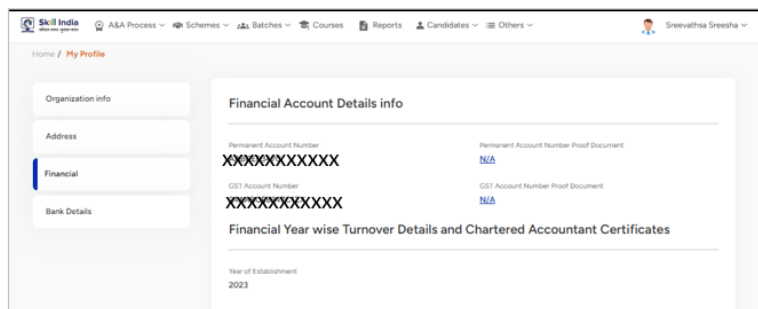
The screenshot displays the 'My Profile' page on the Skill India portal. The left sidebar contains navigation links: Organization info, Address (selected), Financial, and Bank Details. The main content area is divided into two sections: 'Permanent Address of the Organization' and 'Communication Address of the Organization'. Both sections contain the same form fields, which are populated with the following data:

Field	Value
Address of the Organization	XXXXXXXXXXXXXXXXXXXX
Nearby Landmark	Metro
Pincode	390007
State/Union Territory	GUJARAT
District	BHAVNAGAR
Tehsil/Mandal/Block	Bhavnagar
City/Town/Village	Bhadbhid
Parliamentary Constituency	Kachchh
Address Proof	Bank Statement
Address Proof Document	CAN_34512896idxxk2bocc0ramp.pdf

d. This section comprises the **Financial Account Details** section of the organization's profile, which includes the following information:

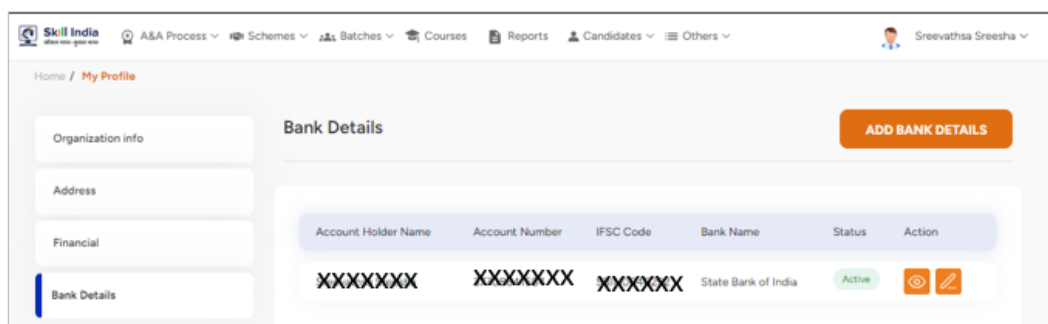
- **Permanent Account Number (PAN)**
 - **PAN:** The organization's Permanent Account Number.
 - **PAN Proof Document:** A clickable link to upload or view the proof document for PAN.

- **GST Account Number**
 - **GST Account Number:** The organization's Goods and Services Tax (GST) identification number
 - **GST Proof Document:** A clickable link to upload or view the proof document for GST
- **Financial Year-wise Turnover Details and Chartered Accountant Certificates**
 - **Year of Establishment:** Indicates when the organization was established
 - This section may also include uploaded Chartered Accountant certificates or turnover details



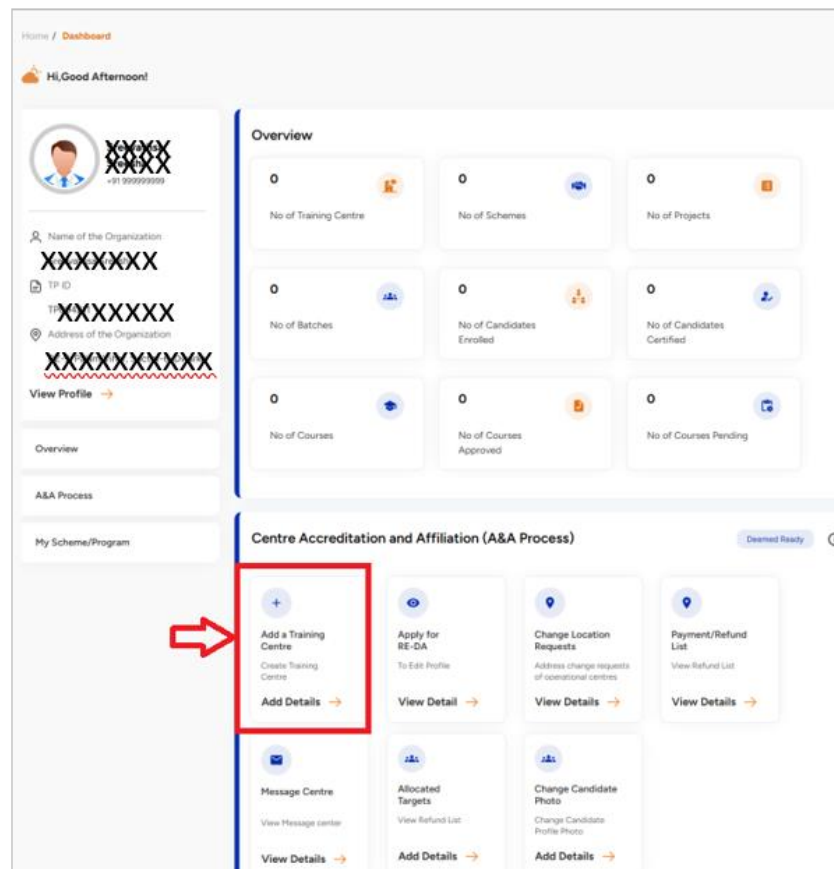
e. The **Bank Details** section of the organization's profile shows the organization's banking information.

- **Account Holder Name:** The name of the account holder
- **Account Number:** The organization's bank account number
- **IFSC Code:** The unique code identifying the bank branch
- **Bank Name:** The name of the bank
- **Status:** Indicates if the bank account is active
- **Action:** Options to view or edit the bank details:
 - **View Icon:** Allows the user to view bank account details.
 - **Edit Icon:** Enables editing the bank details.



6 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

*State/ Union Territory

Select State/ Union Territory ▼

Tehsil/Mandal/Block:

Select Tehsil/Mandal/Block ▼

*Parliamentary Constituency

Select City/Village/Town ▼

*Pin code

Enter Pincode

*District

Select District ▼

City/Village/Town:

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

www.skillindiadigital.gov.in

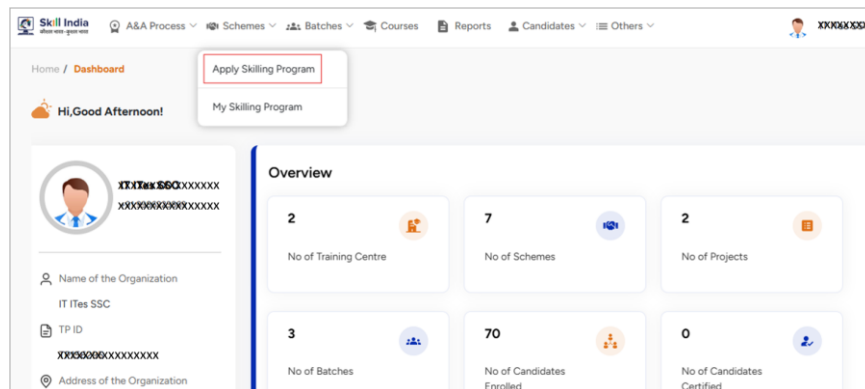
provides important disclaimers regarding scheme eligibility. The Name of SPOC, Email Address and Mobile no. are needed to be entered into this page.

- 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.

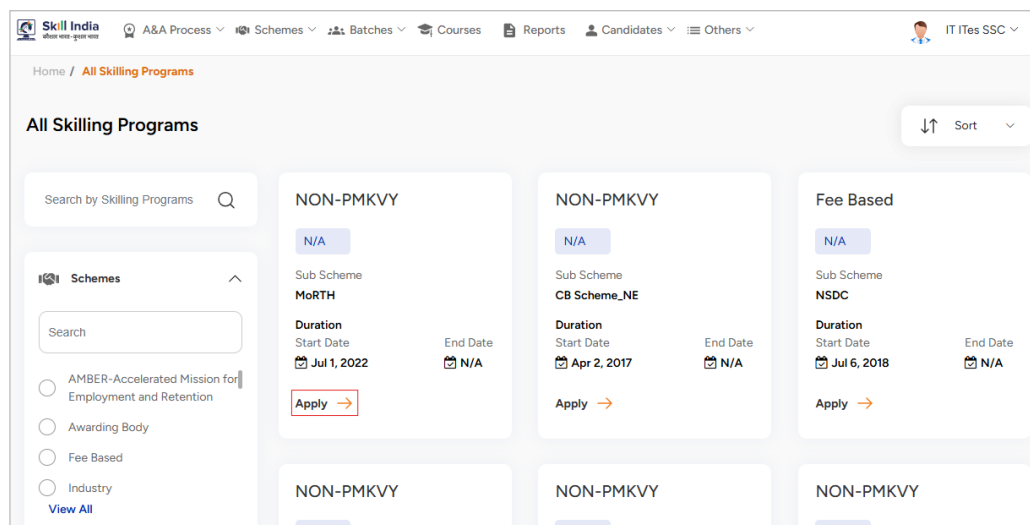
7 Applying Skilling Program/ Project

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: **Apply Skilling Program** (under the **Schemes** tab), where the Training Partner can apply for skilling programs will be explained further.

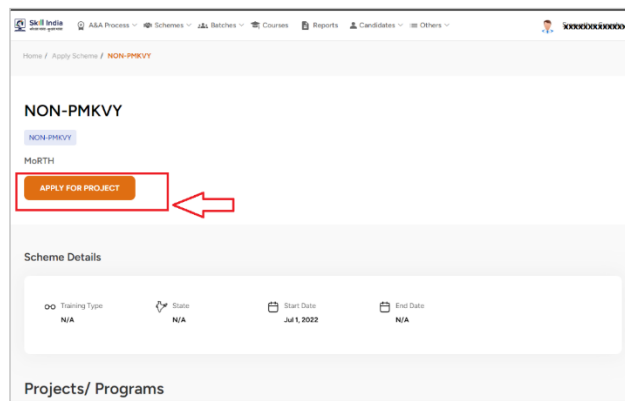
- a. Go to **Schemes > Apply Skilling Program** from the navigation bar as shown below:



- b. Now a new screen appears, it allows Training Partners to view and apply for various skilling programs under different schemes, click on any scheme as shown below:



- c. Now, a new screen appears to **“Add Project”** click on it to proceed further as shown below:



d. In Add Project process submit the information, required in 5 sections which are as follows:

- **Project Details**
- **Loan Details & Supporting Documents**
- **Add Sectors & Courses**
- **Location of Training Centers**
- **Placement Target.**



e. In **Project details** the fields are as follows:

- **Financial Model Type:** Select the project's financial structure.
- **Project Funded By:** Specify the funding organization.
- **Duration:** Enter the project's duration in months.
- **Agreement Date:** Date when the project agreement was signed.
- **First Disbursement Date:** Date for the first fund release.
- **Project Proposal ID:** Unique ID for the project proposal. (Auto Generated Sequence for all 3 categories)
- **Project Name:** Name of the project. (As approved by EC/Suggested by MSDE)
- **Proposing Organization Name:** Organization proposing the project. (As per EC Proposals)
- **Implementing Organization Name:** Organization executing the project. (As per EC Proposals)
- **Promoter Details:** Name of the promoter or supporting entity.
- **Targets (Enrolled Targets):** Set target enrolment numbers.
- **Assessment Mode:** Choose SSC, Self, or Third-Party assessment.
- **Project Start Date:** Planned start date for the project.
- **Project End Date:** Planned end date for the project.

- f. Enter the information and click on “Next” button

Add a Project
Enter all the details of Add Project

20% Completed

SAVE AS DRAFT

Project Details

Loan Details & Supporting Documents

Add Sectors & Courses

Location of Training Centres

Placement Target

Project Details

*Financial Model Type
Select Financial Model Type

*Project Funded By
N/A

*Duration
7

*Agreement Date
Select Agreement Date

*First Disbursement Date
Select First Disbursement Date

*Project Proposal ID
Enter Project Proposal ID

*Project Name
Enter Project Name

*Proposing Organization Name
ELECTRO MICRO TECHNOLOGY PRIVATE LIMITED

*Implementing Organization Name
ELECTRO MICRO TECHNOLOGY PRIVATE LIMITED

Promoter Details
Enter Implementing Organization Name

*Targets (Enrolled Targets)
Enter Targets (Enrolled Targets)

*Assessment mode
☐ SSC ☐ Self ☐ Third Party

*Project Start Date
Select Start Date

*Project End Date
Select End Date

BACK NEXT

- g. In **Loan Details & Supporting Documents** section is divided into two subsections and the fields are as follows:

- **Loan Details**

- **Sanction Loan Amount (in lakhs):** Total loan amount sanctioned for the project.
- **Moratorium Period (in years):** Duration during which loan repayment is not required.
- **Loan Duration (in years):** Total time allowed for loan repayment.
- **Interest Rate (in percentage):** Applicable interest rate on the loan.
- **Supporting Documents**
 - **Signed Term sheets:** Upload the term sheet document signed by stakeholders (mandatory).
 - **Signed Agreement:** Upload the signed agreement document for the project (mandatory).
 - **Other Supporting Document:** Upload any additional supporting documents (optional).

Enter the information and click on “**Next**” button.

Add a Project
Enter all the details of Add Project

30% Completed

SAVE AS DRAFT

Project Details | **Loan Details & Supporting Documents** | Add Sectors & Courses | Location of Training Centres | Placement Target

Loan Details

Sanction Loan Amount (in lakhs)
N/A

Moratorium Period(In Years)
N/A

Loan Duration(In Years)
N/A

Interest Rate (In Percentage)
N/A

Supporting Documents

* Signed Termsheets
Click here to Upload Or
Drop your files here
Allowed Only pdf (File size upto 5 mb)

* Signed Agreement
Click here to Upload Or
Drop your files here
Allowed Only pdf (File size upto 5 mb)

Other Supporting Document
Click here to Upload Or
Drop your files here
only jpg, png, jpeg, pdf (File size upto 5 mb)

BACK NEXT

- h. The **Add Sectors & Courses** section is divided into two subsections and the fields are as follows:

- **Link Sector:** To associate the project with specific sectors and define the training target. The fields are as follows:
 - **Sectors:** The name of the sector to be linked with the project.
 - **Associated Sector Skill Councils:** The skill council governing the sector.
 - **Proposed Training Target:** Number of candidates targeted for training under this sector.
 - **Action:** Options to edit or remove the linked sector.
 - **Action Button (LINK SECTOR):** Opens a form to add and link a sector with the project as shown below:

The screenshot shows a 'Link Sector' modal form. It includes a dropdown for selecting a sector (currently 'Green Jobs'), a text field for the associated skill council (currently 'Skill Council for Green Jobs'), and a text field for the proposed training target (currently '2000'). Below these fields are 'CANCEL' and 'LINK' buttons. At the bottom of the modal, a table header is visible with columns: Courses, Associated QP/Job Role, NSQF Level, Proposed Hours, Validity, and Action.

- **Link Course:** To link specific courses associated with the sectors to the project. The fields are as follows:
 - **Courses:** The name of the course to be linked.
 - **Associated QP/Job Role:** The job role or qualification pack associated with the course.
 - **NSQF Level:** The National Skills Qualifications Framework (NSQF) level of the course.
 - **Proposed Hours:** The duration of the course in hours.
 - **Validity:** Specifies the course validity period.
 - **Action:** Options to edit or remove the linked course.

- **Status:** The system displays a note that courses can be added only after the project's approval.
- Enter the information and click on “**Next**” button.

Add a Project
Enter all the details of Add a Project

60% Completed

SAVE AS DRAFT

Project Details Loan Details & Supporting Documents **Add Sectors & Courses** Location of Training Centres Placement Target

* Link Sector

Sectors	Associated Sector Skill Councils	Proposed Training Target	Action
Green Jobs	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX 2000 XXXXXXXXXXXXXXXXXXXX		

LINK SECTOR

Link Course

Courses	Associated GP/Job Role	NSQF Level	Proposed Hours	Validity	Action
you can add a course after project/skilling program approval !!!					

BACK NEXT

- To assign specific training center locations for the project. The fields of the “**Location of Training Center**” page are as follows
 - **Sr No:** Serial number of the training center location entry.
 - **State:** The state where the training center is located.
 - **District:** The district in the state for the training center.
 - **Action:** Provides options to edit or delete the added location.

Add a Project
Enter all the details of Add a Project

75% Completed

Project Details | Loan Details & Supporting Documents | Add Sectors & Courses | **Location of Training Centre** | Placement Target

* Location for Training Centre

Sr No	State	District	Action
1	HARYANA	FARIDABAD	

ADD LOCATION

BACK NEXT

- j. The “**Add Location**” Opens a form to add a new training center location by specifying the state and district as shown below:

* Location for Training Centre

Location For Training

*State
Select State

Select State is required

*District
Select District

CANCEL LINK

- k. This section is used to define annual goals and financial allocations for the project across a tenure of up to 7 years. The fields for this page are as follows:
- **Amount Sanctioned (in lakhs):** Total financial allocation for each year.
 - **Training Targets:** Number of candidates targeted for training annually.
 - **Placement Targets:** Number of candidates targeted for placement annually.
 - **Number of Centres:** Number of training centres planned to be involved annually.
 - **Number of Sectors:** Number of sectors covered each year.
 - **Number of Courses:** Number of courses offered each year.
 - **Year (Tenure):** Divided into Year 1 to Year 7 for multi-year projects

95% Complete

Add a Project

Enter all the details of Add a Project

SAVE AS DRAFT

Project Details

Loan Details & Supporting Documents

Add Sectors & Courses

Location of Training Centres

Placement Target

Placement Target

Year (Tenure)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
* Amount Sanctioned(in lakhs)							
* Training Targets							
* Placement Targets							
* Number of Centre							
* Number of Sector(s)							
* Number of Course(s)							

BACK

SUBMIT

- I. Once the details are entered and submitted, then Project Confirmation message appears Click on **Yes**, the screen for the same is as follows:

Year 1

Year 6

100

100

1

1

!

Project Confirmation

Are you sure you want to submit ?

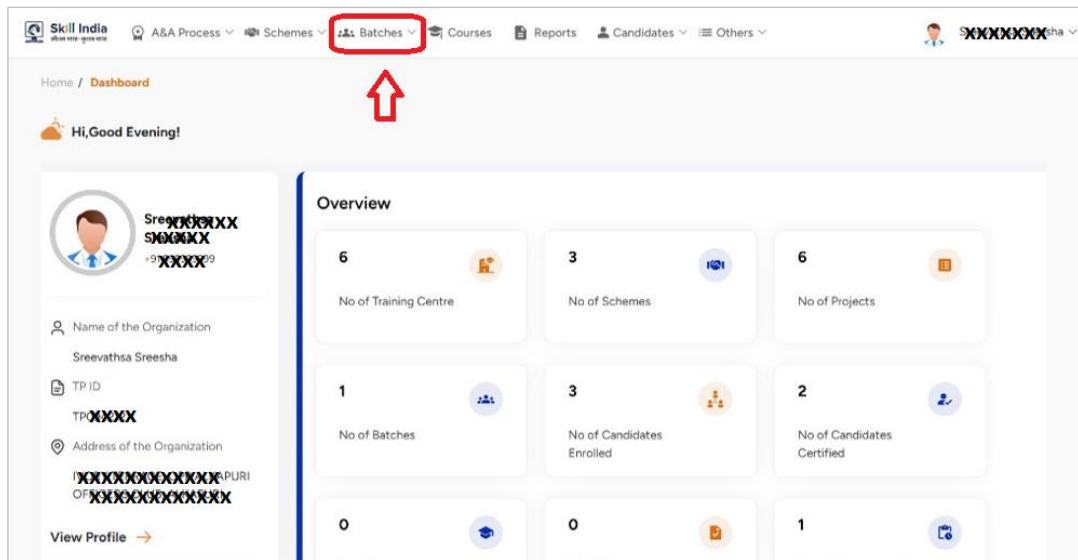
Yes

NO

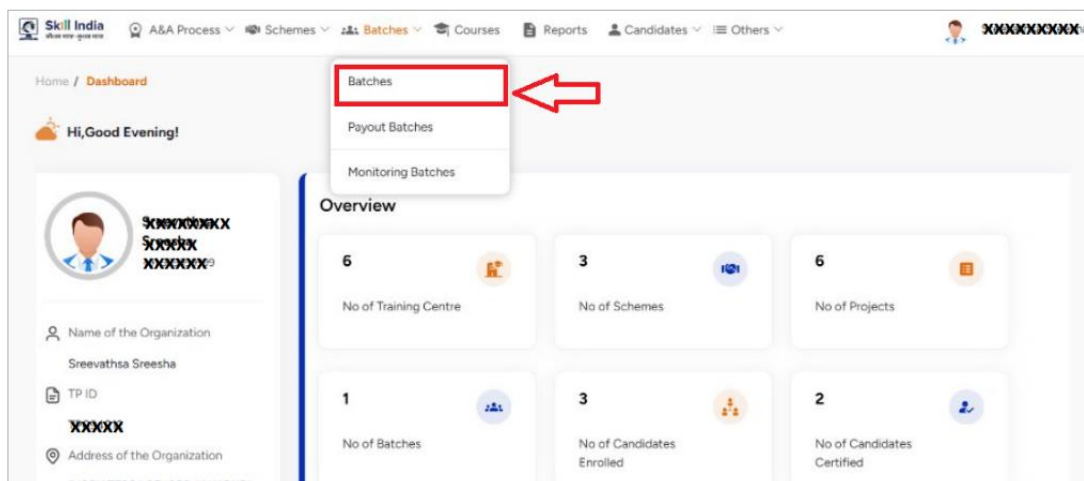
8 Batch Creation

This batch creation process is for NON-PMKVY fee-based schemes

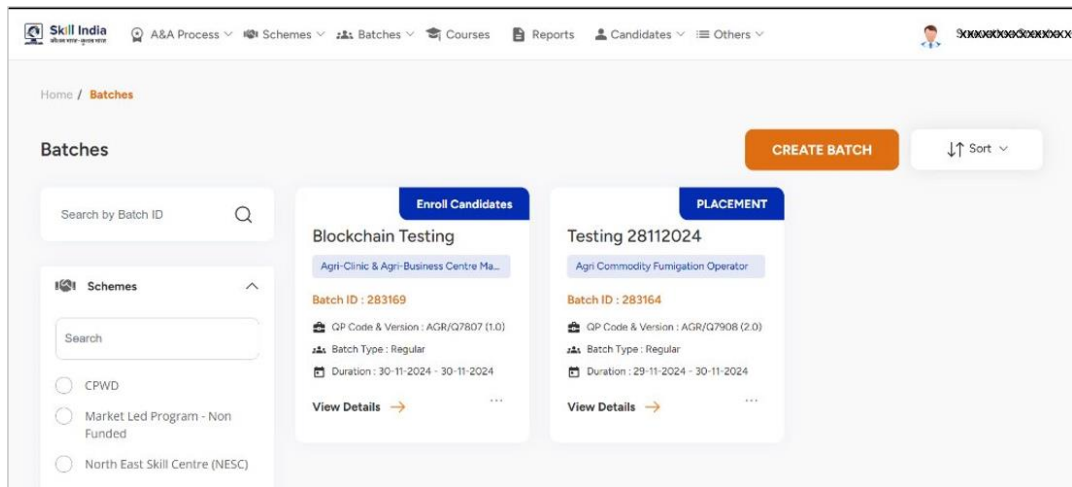
- a. On the main screen after logging in as a Training Partner, select the **Batches** tab at the top of the screen. This will open a page for navigating or managing batches, as shown in the image below.



- b. Click the 'Batches' option in the as shown below:



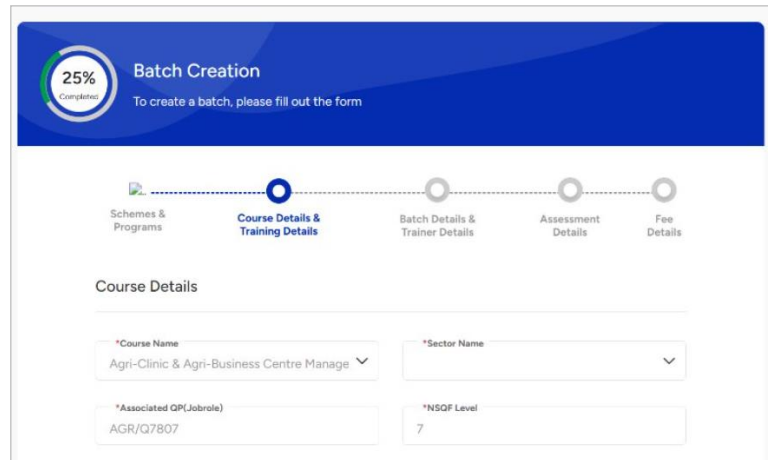
- c. A new page with the details of batches, along with their current stages (**e.g., Enroll Candidates, Placement, etc.**), will appear under the TP login. This page contains the **"Create New Batch"** button, which allows the TP user to create a new batch for training candidates, as shown in the image below.



- d. After the click a new batch creation window pops up, with five sections:
- **Schemes & Programs**
 - **Course Details & Training Details**
 - **Batch Details & Trainer Details**
 - **Assessment Details**
 - **Fee Details**
- e. In **Schemes & Programs** section select the scheme, project, and training centre under which the batch will operate and click on **"Next"** button as shown below:

- f. In **Course Details & Training Details** section comprises of:
- **Course Details Section**
 - **Course Name:** Dropdown to select the specific course
 - **Sector Name:** Dropdown to choose the related industry sector for the course

- **Associated QP (Job Role):** Displays the QP code linked to the course
- **NSQF Level:** Specifies the National Skills Qualification Framework (NSQF) level for the course



Batch Creation
To create a batch, please fill out the form

25% Completed

Schemes & Programs | **Course Details & Training Details** | Batch Details & Trainer Details | Assessment Details | Fee Details

Course Details

*Course Name: Agri-Clinic & Agri-Business Centre Manage

*Sector Name:

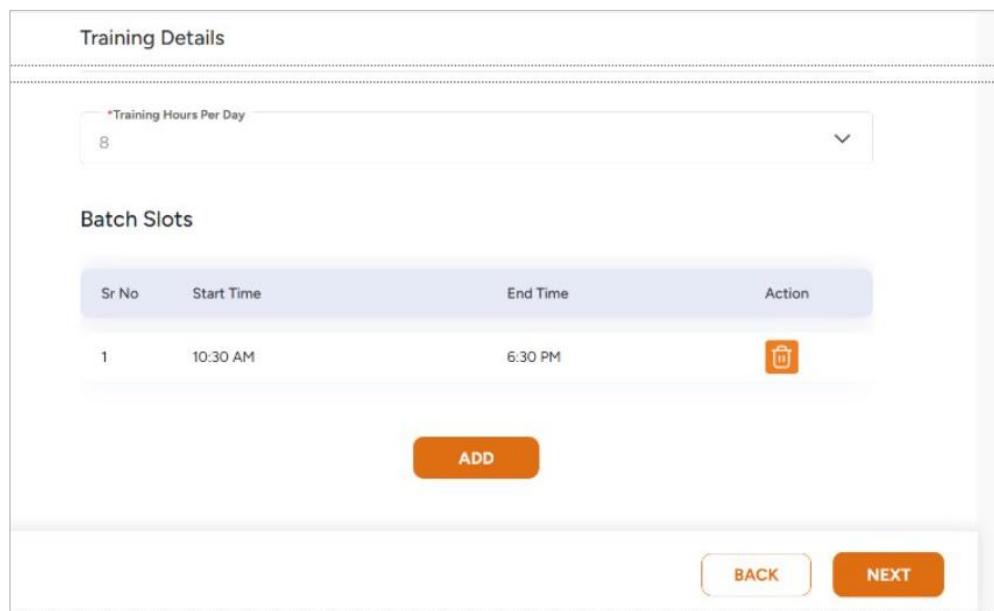
*Associated QP(Jobrole): AGR/Q7807

*NSQF Level: 7

- **Training Details:**

- **Sr No:** Serial number for each batch slot
- **Start Time:** Time when the batch starts
- **End Time:** Time when the batch ends
- **Action:** Option to delete the batch slot if necessary, using the trash icon
- **Add Button:** Allows adding more batch slots

After submitting the Course and Training Details click on **“Next”** or **“Back”** as shown below:



Training Details

*Training Hours Per Day: 8

Batch Slots

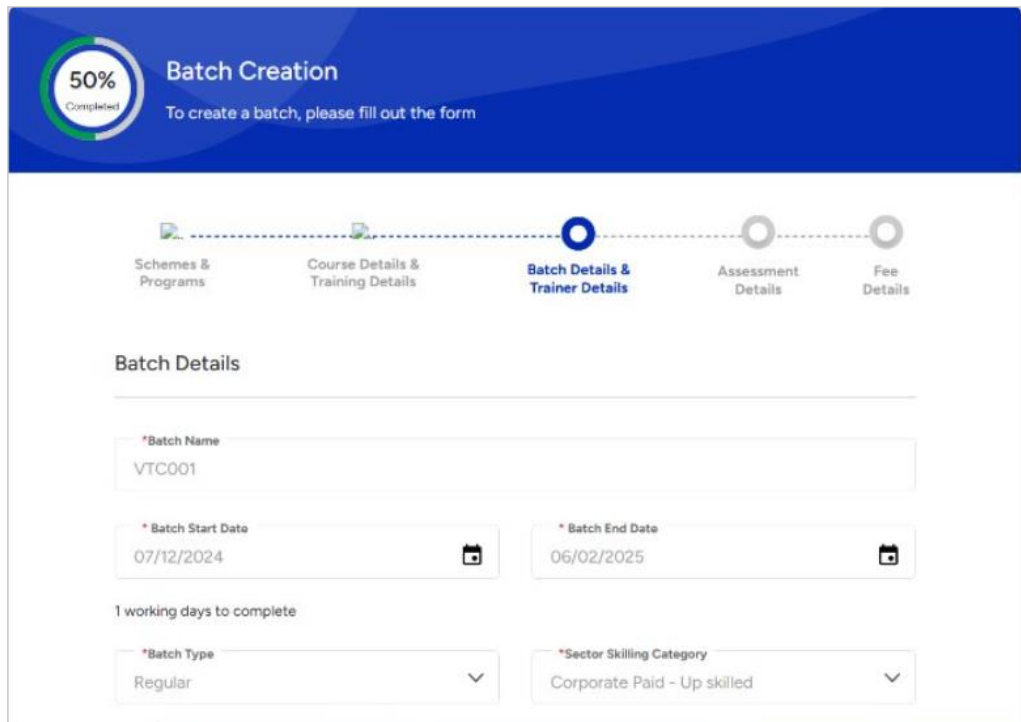
Sr No	Start Time	End Time	Action
1	10:30 AM	6:30 PM	

ADD

BACK **NEXT**

g. In **Batch Details & Trainer Details** section two sub-sections are there:

- Batch Details comprises Batch Name, Batch Start Date and End Date, Specify the start date and end date, Working Days, Batch Type and Sector Skilling Category as shown in the image below:



Batch Creation
To create a batch, please fill out the form

50% Completed

Schemes & Programs Course Details & Training Details **Batch Details & Trainer Details** Assessment Details Fee Details

Batch Details

*Batch Name
VTC001

*Batch Start Date
07/12/2024

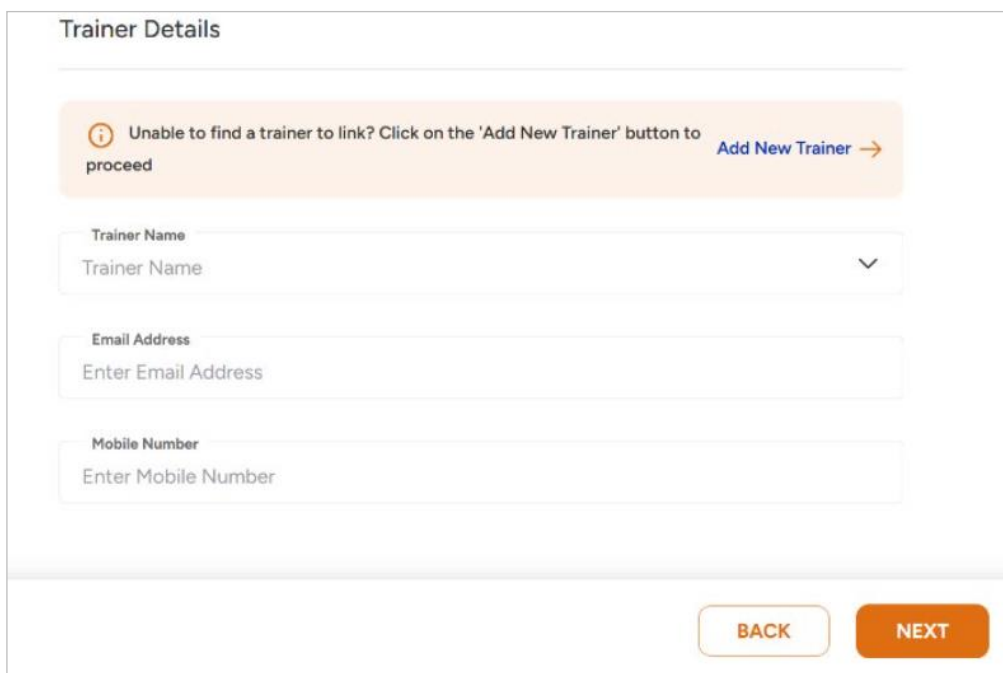
*Batch End Date
06/02/2025

1 working days to complete

*Batch Type
Regular

*Sector Skilling Category
Corporate Paid - Up skilled

- Trainer Details comprises of Trainer Name that are mapped with the TP account, Email Address, Mobile Number and Notification, after entering the details click on “Next”



Trainer Details

Unable to find a trainer to link? Click on the 'Add New Trainer' button to proceed [Add New Trainer →](#)

Trainer Name
Trainer Name

Email Address
Enter Email Address

Mobile Number
Enter Mobile Number

BACK NEXT

h. In **Assessment Details** section comprises of following fields:

- Proposed Assessment Duration:**

- **Start Date:** The date the assessment is scheduled to begin
 - **End Date:** The date the assessment is scheduled to end
 - **Assessment Mode:** Dropdown to select the mode of assessment comprises of three options i.e.
 - **Self:** Training Partner will be doing the assessment
 - **Third Party:** Training Partner will be doing the assessment
 - **SSC:** Skill Sector Council will be doing the assessment
 - **Batch Size:** Specifies the number of participants in the batch
- After submitting the details click on “Next”

Batch Creation
To create a batch, please fill out the form

75% Completed

Schemes & Programs Course Details & Training Details Batch Details & Trainer Details **Assessment Details** Fee Details

Assessment Details

* Proposed Assessment Duration: Start Date
06/12/2024

* Proposed Assessment Duration: End Date
06/12/2024

* Assessment Mode
Third Party

* Batch Size
15

BACK NEXT

i. In **Fee Details** section

- **Training Fee:** Input the fee amount per participant
- **Fees Paid By:** Dropdown to specify that who will be paying the training fee

Batch Creation
To create a batch, please fill out the form

90% Completed

Schemes & Programs Course Details & Training Details Batch Details & Trainer Details Assessment Details **Fee Details**

Fee Details

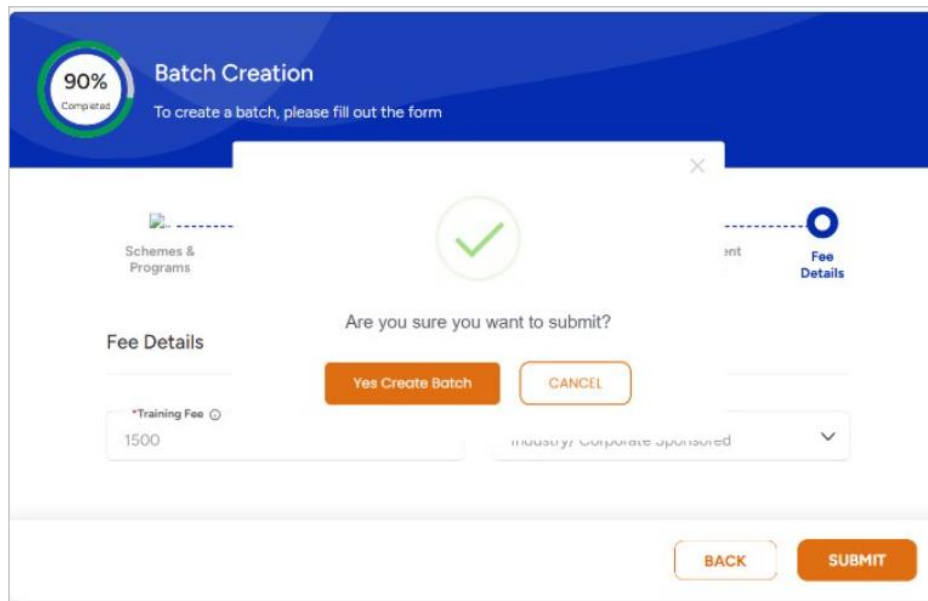
* Training Fee
1500

* Fees Paid by
Industry/ Corporate Sponsored

BACK SUBMIT

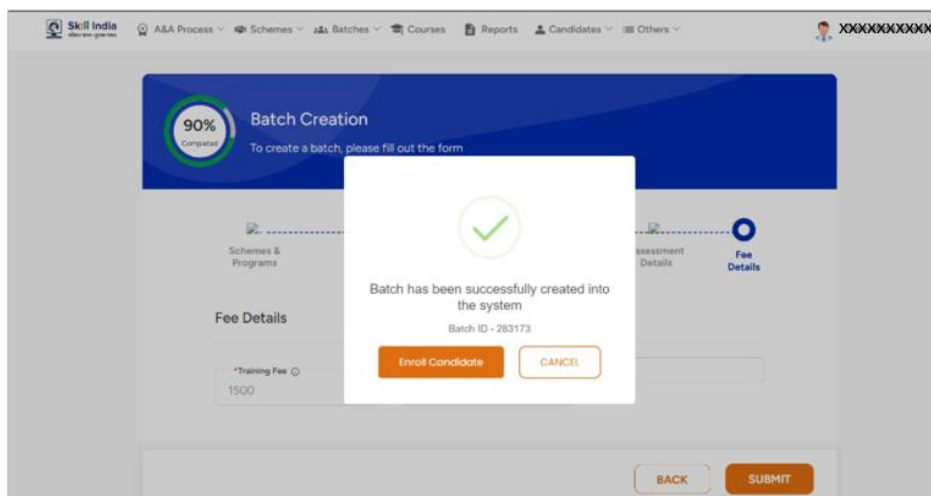
- j. After adding the complete data for all the sections i.e. **Schemes & Programs, Course Details & Training Details, Batch Details & Trainer Details, Assessment Details** and **Fee**

Details. Pop-up message appears for confirming the creation of Batch, now click on **“Yes Create Batch”** as shown below:



The screenshot shows a web form titled "Batch Creation" with a progress indicator at 90% completed. The form includes sections for "Schemes & Programs" and "Fee Details". In the "Fee Details" section, the "Training Fee" is set to 1500 and the "Batch Type" is set to "In-house / Corporate Sponsored". A confirmation pop-up is displayed in the center of the form, asking "Are you sure you want to submit?". The pop-up contains a green checkmark icon and two buttons: "Yes Create Batch" and "CANCEL". At the bottom of the form, there are "BACK" and "SUBMIT" buttons.

- k. Now a Confirmation Message "Batch has been successfully created into the system" generates with the allotted system generated **Batch ID** as shown below:



The screenshot shows the same "Batch Creation" form, but now a success confirmation pop-up is displayed. The pop-up contains a green checkmark icon and the text "Batch has been successfully created into the system" followed by "Batch ID - 283173". Below the text are two buttons: "Enroll Candidate" and "CANCEL". The background form is dimmed, showing the "Fee Details" section with the "Training Fee" set to 1500. At the bottom of the form, there are "BACK" and "SUBMIT" buttons.

- l. Click on **“Enroll Candidate button”** as shown in image above and proceed further for next section.

9 Edit Batch Details

- a. This option enables user to edit all the five section of the batch which are **Batch Information, Enrolment, Candidates Attendance, Assessment & Certification, Placement & Tracking** after batch is created. Click on the “**Edit Batch Details**” button as shown in the below screen:

Batch Information

EDIT BATCH DETAILS

Batch Status	Course Code & Version	Course Name/Job Role	Sector Name
Enrol Candidates	AGR/Q7807 (1.0)	Agri-Clinic & Agri-Business Centre Manager	Agriculture
Skilling Program			
Armyway			
Batch ID	Batch Size		
283173	15		
Batch Type	Start Date		
Regular	03 Dec 2024		
End Date	Assigned Assessment Agency		
04 Dec 2024	N/A		
Assigned Assessor	Trainer Name		
N/A	N/A		
Assessment Start Date	Assessment End Date		
05 Dec 2024	05 Dec 2024		

- b. This enables all the sections in the edit mode for example “**Candidate Attendance**” may be modified as shown below:

Candidates Attendance

Search by Candidate ID

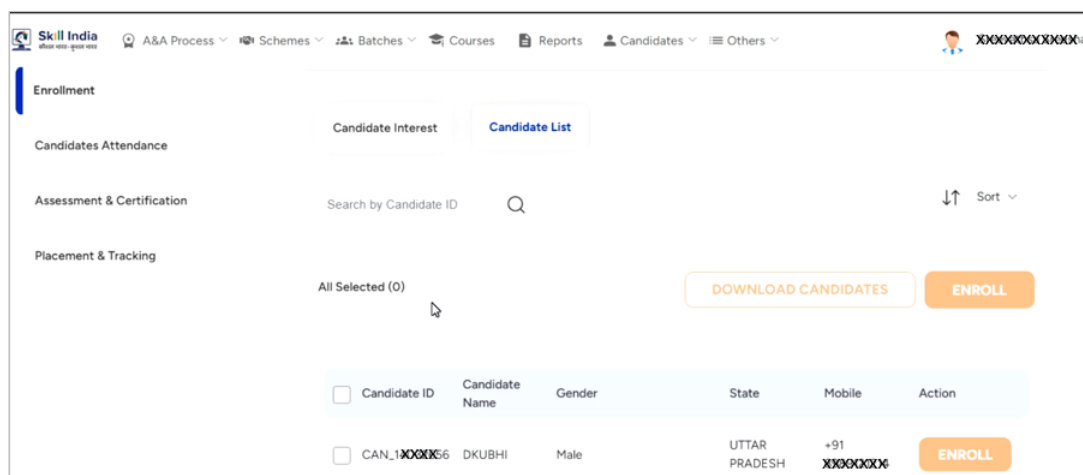
Select Stage **UPLOAD**

Candidate ID	Candidate Name	State	Candidate Attendance Percentage	Status	Action
CANXXXXX2	PKUBHI	UTTAR PRADESH	90	Completed	
CANXXXXX	ZKUBHI	UTTAR PRADESH	90	Completed	
CANXXXXX	WKUBHI	UTTAR PRADESH	90	Completed	

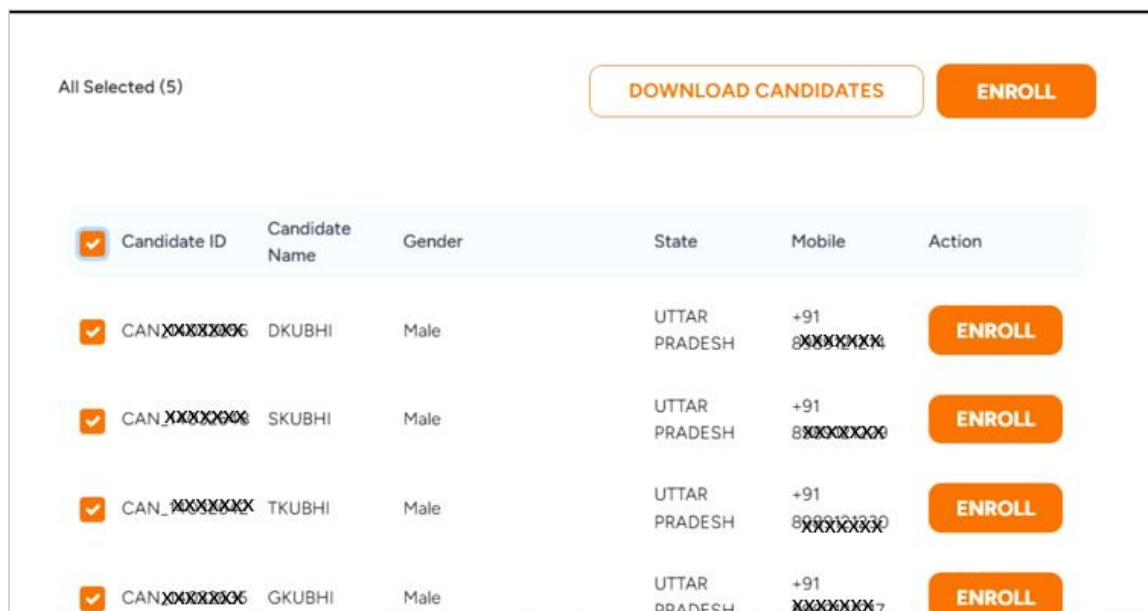
- c. After entering the data re-submit the information.

10 Candidate Enrolment

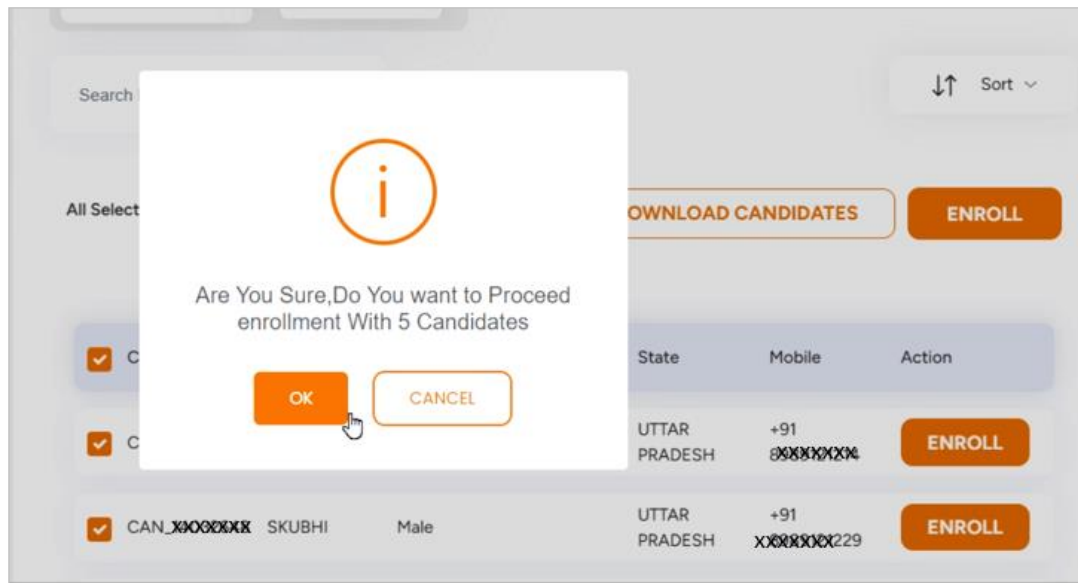
- a. This **Enrollment** section having the **Candidate List** tab provides functionalities to manage and enroll candidates into batches. Its fields include **Candidate ID, Name, Gender, State, Mobile, and Action** as shown in image below.
- **Candidate Interest:** This list comprises of registered candidates 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 enrollment



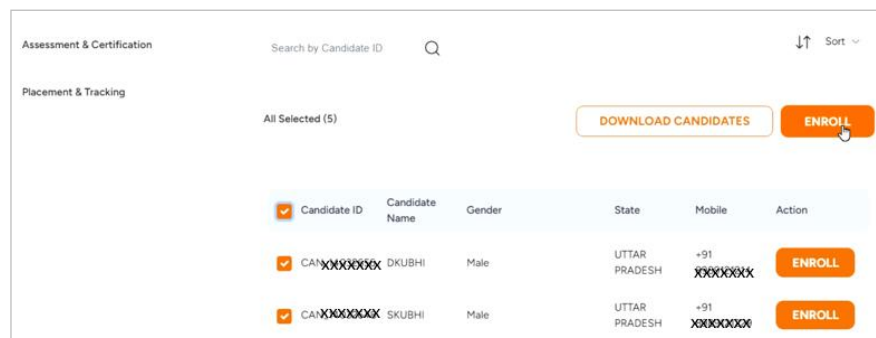
- b. Select the candidates to be enrolled by clicking the checkboxes as shown below in the screen.



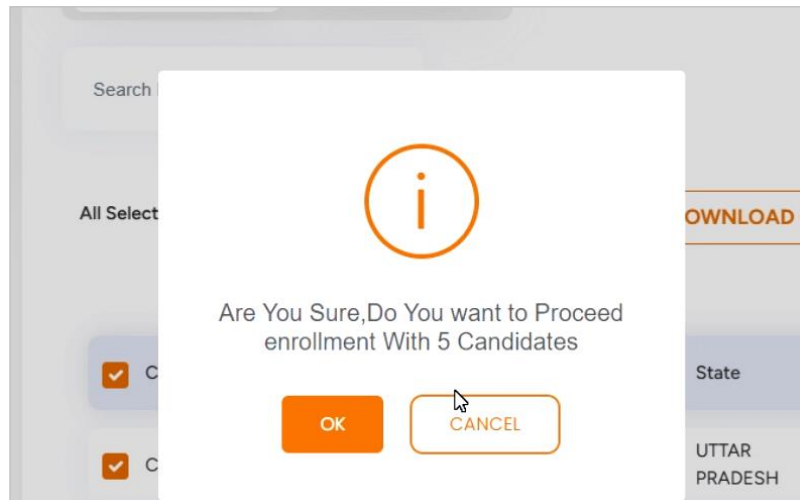
- c. After selecting the candidates click on the **“Enroll”** button a pop-up message will appear showing the message **“Are you sure Do you want to Proceed Enrolment with Candidates”**, as shown in the image below.



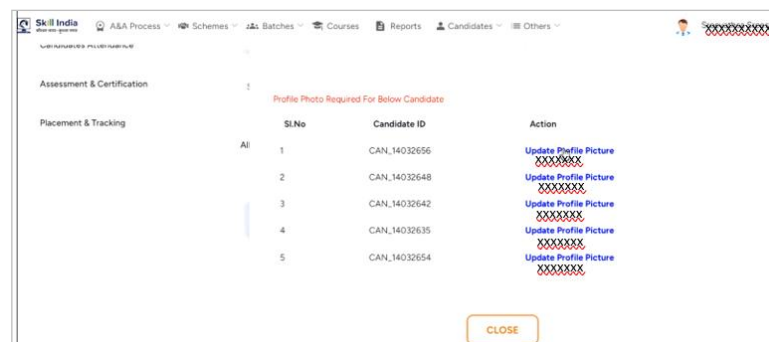
- d. To register the candidates, click on the **Candidates** tab and then select **Candidate Registration**. A new window will appear with the option to register candidates.
- e. Select the checkboxes for the candidates you wish to enroll and click the **Enroll** button located at the top-right corner of the screen, as shown below



- f. A pop-up message will appear asking, "**Are you sure you want to enroll the selected candidates in the system?**" as shown below.

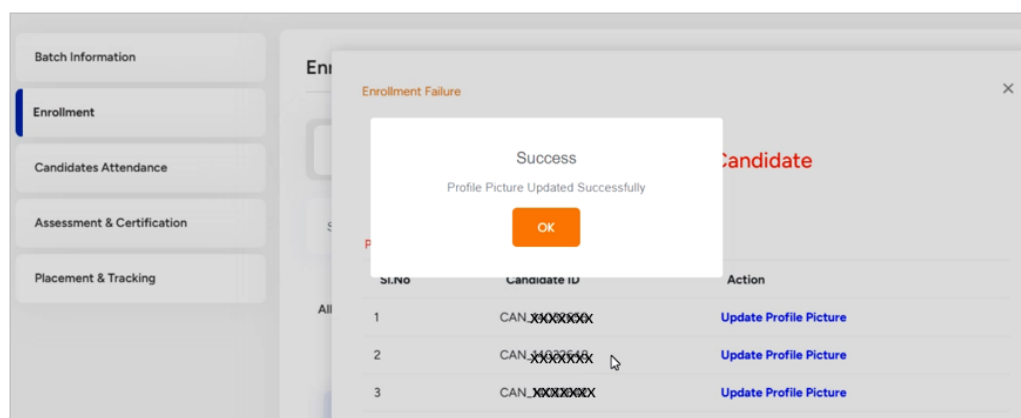


- g. For each candidate listed, click on the "**Update Profile Picture**" link in the **Action** column. Open an interface or prompt allowing you to upload the required profile photo for the selected candidate.



- h. Click on the "**Browse**" button to locate and select the appropriate profile picture file from your computer. Ensure the file meets the requirements:
- **Allowed formats:** .jpg, .png, .jpeg. & **Maximum file size:** 5 MB.
 - **Verify the Upload:** Once the file is selected, click the "**Upload**" button, a green checkmark indicates successful upload.
 - **Confirm the Update:** Click the "**UPDATE PROFILE PICTURE**" button to save the profile picture for the candidate.
 - **Close the Window:** If you don't want to proceed, click the "**CLOSE**" button to exit the interface without making changes.

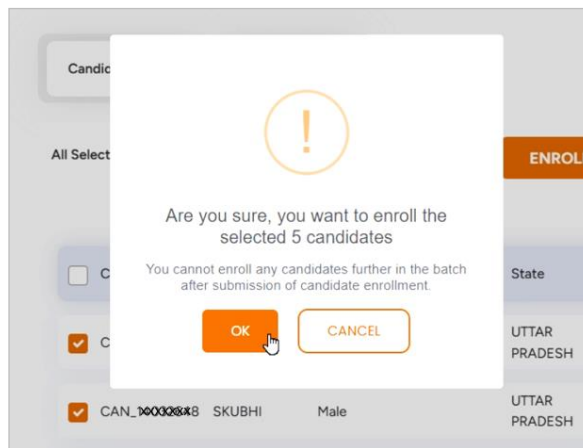
- i. A pop-up message appears with the text **"Success: Profile Picture Updated Successfully"**. Click **"OK"** to close the pop-up and return to the candidate list.
- **Verify Update:** Ensure the updated profile picture is reflected in the system.
 - **Update Other Candidates:** Repeat the process for other candidates listed, if required.



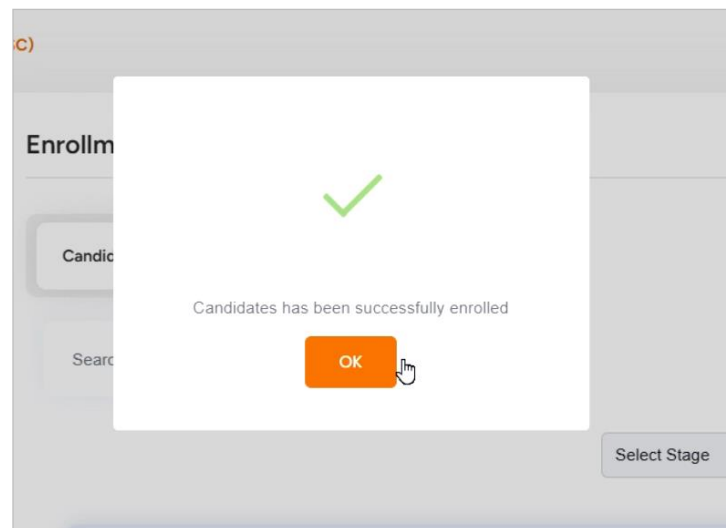
- j. **Continue Enrolment:** Once all required updates are complete, proceed with the enrolment process. The Candidates are selected using checkboxes. In this case, 5 candidates are selected (**All Selected (5)**). Click on **"SUBMIT TO ENROLL CANDIDATES"** button at the top that allows you to enroll all selected candidates in one action.

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

- k. Confirmation pop-up message triggered after clicking the **"SUBMIT TO ENROLL CANDIDATES"** button. It warns that **no additional candidates can be enrolled** in the batch after this submission. Click **"OK"**.

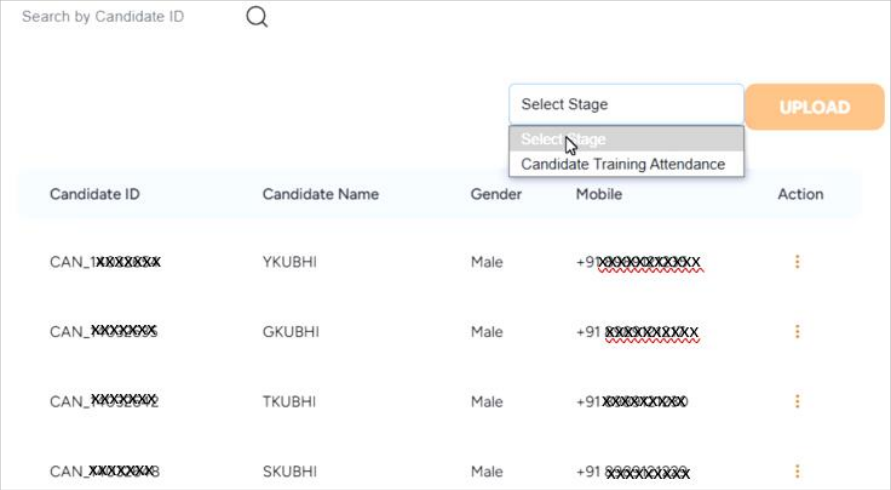


I. Pop up will appear indicating "**Candidates have been successfully enrolled.**" Click "**OK**"



11 Candidate Attendance

- a. Select "**Candidate Training Attendance**" in the Candidate Attendance section, Use the "**Search by Candidate ID**" option to quickly find a specific candidate. **Upload Button** enables uploading attendance data in bulk, possibly via an Excel sheet or another supported format.



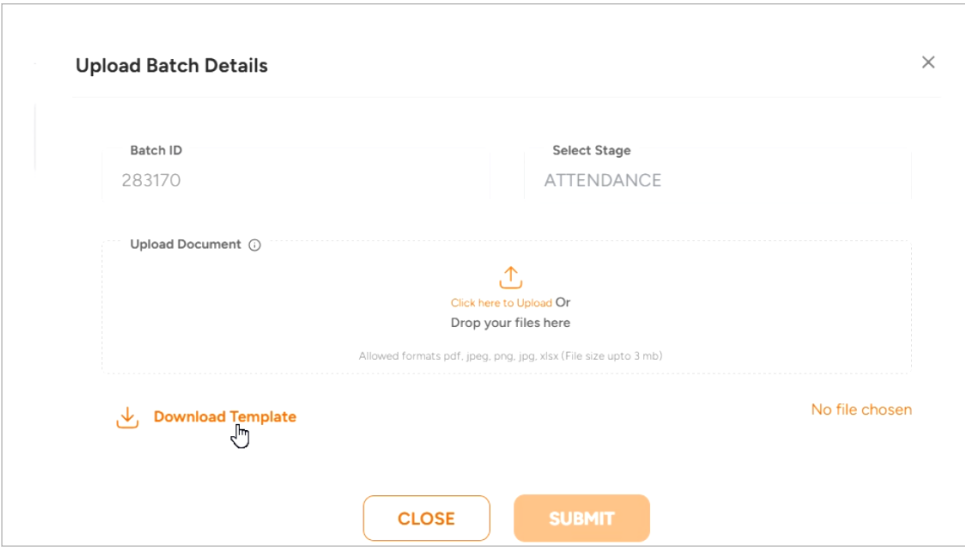
Search by Candidate ID

Select Stage
Select Stage
Candidate Training Attendance

UPLOAD

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_1XXXXXXXX	YKUBHI	Male	+91XXXXXXXXXX	
CAN_XXXXXXXX	GKUBHI	Male	+91XXXXXXXXXX	
CAN_XXXXXXXX	TKUBHI	Male	+91XXXXXXXXXX	
CAN_XXXXXXXX	SKUBHI	Male	+91XXXXXXXXXX	

- b. The **Upload Attendance** interface for the selected batch with details like **Batch ID**, **Select Stage (Indicates the current stage)** as shown below in image, Next steps are as follows:
- **Download Template:** If required, click **Download Template** to get the pre-defined format for attendance entry.
 - **Prepare Attendance File:** Fill in the attendance details in the downloaded template.



Upload Batch Details ×

Batch ID
283170

Select Stage
ATTENDANCE

Upload Document

Click here to Upload Or
Drop your files here

Allowed formats pdf, jpeg, png, jpg, xlsx (File size upto 3 mb)

Download Template No file chosen

CLOSE **SUBMIT**

- c. **Upload Attendance:** Click the upload area or drag the file into the box to upload the prepared attendance file as shown below:
- **Submit:** Once the file is uploaded, click **SUBMIT** to save the attendance details to the system.
 - **Close:** If you don't want to proceed, click **CLOSE** to exit the screen without making changes.

Batch Information

Enrollment

Candidates Attendance

Assessment & Certification

Placement & Tracking

Upload Batch Details

Batch ID: 283170

Select Stage: ATTENDANCE

Upload Document

BATCH_CANDIDATES_Fri Nov 29 2024 18_00_44 GMT+0530 (India Standard Time).xlsx

Download Template

CLOSE SUBMIT

- d. Then a success message at the top reads: **"Candidate Attendance uploaded successfully"**. This indicates that the system has processed and saved the uploaded attendance file.

Batch Information

Enrollment

Candidates Attendance

Assessment & Certification

Placement & Tracking

Enrollment

Candidate Interest Candidate List

Search by Candidate ID

Select Stage

UPLOAD SUBMIT FOR ASSESSMENT

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_14032654	YKUBHI	Male	+91 8989121235	

12 Assessment & Certification

Assessment and Certification interface allows administrators to proceed with the assessment process for enrolled candidates. This interface comprises of **Candidate ID, Candidate Name, Gender, Mobile** and **"SUBMIT FOR ASSESSMENT"** button availed for transition of selected candidates to the assessment stage.

a. The steps of the Assessment are as follows:

- **Verify Candidates:** Ensure the displayed candidates are ready for the assessment stage.
- **Click "SUBMIT FOR ASSESSMENT":** Initiates the assessment process for the listed candidates.
- **Proceed with Assessment:** After submission, the candidates will be marked as ready for assessment in the system.

The screenshot shows the 'Assessment & Certification' section of the Skill India portal. It includes a search bar for 'Candidate ID' and a table of candidates. The table has the following data:

Candidate ID	Candidate Name	Gender	Mobile	Action
CANx000000000000	YKUBHI	Male	XXXXXXXXXXXX	
CANx000000000000	GKUBHI	Male	XXXXXXXXXXXX	

b. On clicking **"Submit for Assessment"** button a window will appear with details like:

- **Sector Details:**
 - **Sector:** Indicates the training sector
 - **Sector Skill Council:** Specifies the governing council for the sector
- **Proposed Dates:**
 - **Proposed Start Date:** The date when the assessment process is expected to begin.
 - **Proposed End Date:** The date by which the assessment process should conclude
- **Action Buttons:**
 - **SUBMIT:** Confirms the details and sends the request for assessment.
 - **CLOSE:** Cancels the action and exits the interface.

SSC

*Sector
Agriculture

*Sector Skill Council
Agriculture Skill Council of India

*Proposed Start Date
29-11-2024

*Proposed End Date
01-12-2024

CLOSE SUBMIT

- c. A message at the top reads: "**Batch Submitted to SSC Successfully**", indicating the batch has been forwarded to the SSC for assessment. The SSC will process the request and provide further updates regarding the assessment.

Skill India
A&A Process Schemes Batches Batch Submitted to SSC Successfully Others

Candidate ID	Candidate Name	Gender	Mobile	Action
CAN_XXXXX	YKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	GKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	TKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	SKUBHI	Male	XXXXXXXXXX	
CAN_XXXXX	DKUBHI	Male	XXXXXXXXXX	

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>