User manual for Training Centre (TC) – Registration

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1   Introduction

The *User manual for Training Centre (TC)* is designed to provide information on, how the new training centres can log in and complete the Accreditation and Affiliation process. The training centre can perform the functionalities as listed below.

- Login
- Centre Accreditation and Affiliation Form
    - General Details
    - Facilities at Centre
    - Job Role and Infrastructure
    - Centre Areas
    - Centre Staff
    - Upload Photos from Mobile
    - Declaration and Submission
- Training Centre Mobile App
- Apply for Scheme
- View Job Role Details
- Submit for Inspection
- Accept Inspection Date
- Pay Continous Monitoring Fee
- Pay Affiliation Fee
- View/Download Affiliation Certificate
- Appeal
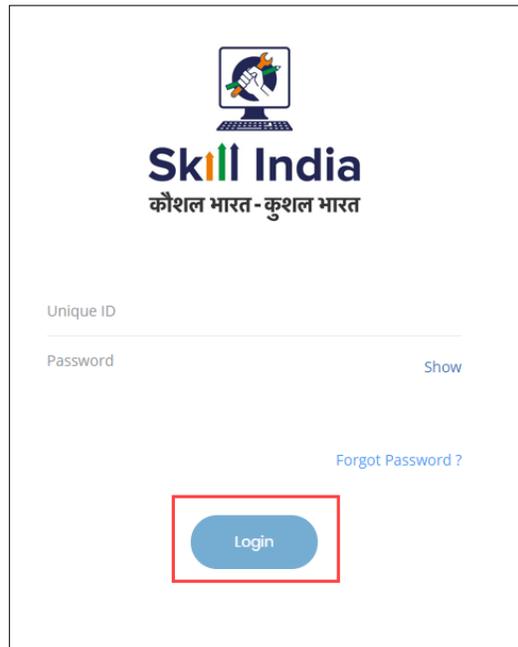   - View Justification
    - Raise Appeal

2   Login

The **Login** screen allows the training centre to login to the Training Centre Registration Form screen.

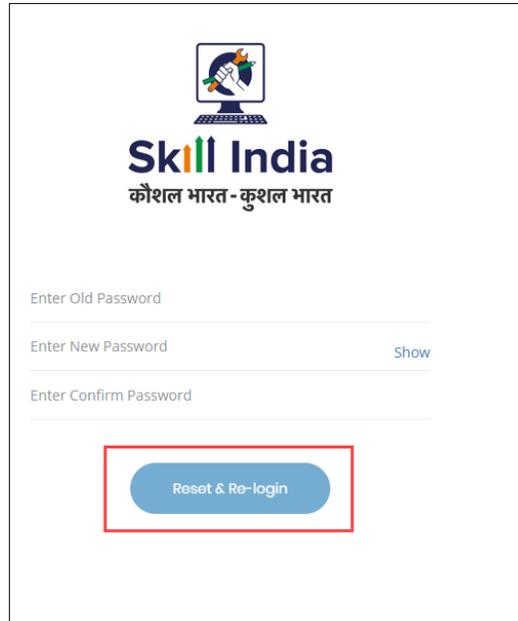➢ Enter *Unique ID* (User ID) and *Password* as received on the email address of the training centre.

➢ Click **Login.**

Note: The new password should be at least of *eight* characters in length, should also contain one upper case, one special character and one numeric.

➢ Click **Reset & Re-login.**
After the successful update of the password, the message appears as follows.

Password updated Successfully

OK
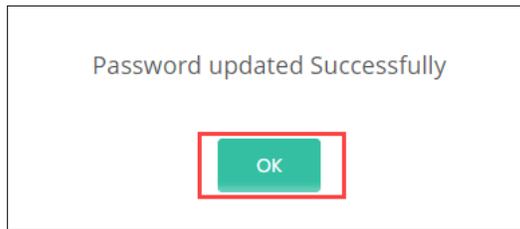
➢ Click **OK**.

3 Training Centre Registration Form

The **Training Centre CAAF Form** screen allows the training centre to enter the complete information of the centre. The **CAAF Form** screen hosts *seven* sections as listed below.

- General Details
- Facilities at Centre
- Job Role and Infrastructure
- Centre Areas
- Centre Staff
- Upload Photos from Mobile
- Declaration and Submission

3.1 General Details

The **General Details** screen allows the training centre to add basic information about the training centre.

➢ The **General Details** screen hosts *three* sections as listed below.

- Training Centre Info
- Contact Details of the Training Centre
- Address of the Training Centre

➢ The **Training Centre Info** section displays the details of training centre such as Name of the Training Provider, Name of the Training Centre, and allows the training centre to enter the information about centre such as Type of the Training Centre, Social Media Links (If any) and Website.

➢ The **Contact Details of the Training Centre** section displays the SPOC basic information such as SPOC Name, SPOC Email Address, SPOC Mobile Number, and allows the training centre to enter the contact details of SPOC such as SPOC's Alternate Number, Name of Centre Principal/Director, Email Address of Centre Principal/Director and Contact Number of Centre Principal/Director.

Contact Details of the Training Centre

SPOC Name: *	testtest
SPOC Email Address: *	test@gmail.com
SPOC Mobile Number: *	9896558415
SPOC's Alternate Number:	Enter Mobile number
Name of Centre Principal/Director: *	Enter full name of Centre Principal/Director
Email Address of Centre Principal/ Director: *	Enter Email Address of Centre Principal/ Director
Contact Number of Centre Principal/ Director: *	Enter Contact Number

➤ The **Address of the Training Centre** section allows the training centre to enter the address details such as Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, Parliamentary Constituency, Address Proof Type, Area Classification of the Centre and Entire Centre situated at Ground Floor. Also allows the training centre to upload the document for the address proof.

➤ Click **Save and Next**, to navigate to the **Facilities at Centre** screen.

3.2 Facilities at Centre

The **Facilities at Centre** screen allows training centre to enter the details of the facilities available at the centre.

➤ The **Facilities at Centre** screen hosts *eight* sections as listed below.

- Facilities at Centre
- Commendations and International Affiliations
- Added Commendations and International Affiliations
- Residential Facilities for Men
- Residential Facilities for Women
- Facilities for Differently-abled
- Facilities maintaining Hygiene and Sanitation
- Facilities for ensuring Medical and Safety

➤ The **Facilities at Centre** section allows the training centre to select the facilities details such as Building Status, Type of Construction of Building, Proximity to Public Transport System, Nearest Bus/Metro/Railway Station Name, Front Face of the Building, Approach road to Centre, Previous State of the Building, Aadhar-Enabled Biometric Attendance System, Type of Centre Floor, Type of Training Centre Walls and Availability of Internet.

➤ To add **Facilities Available at the centre**, select the respective **check boxes** of Security Guards, Greenery in the surrounding, Adequate Power Backup (UPS/GenSet/Inverter), and Training Centre Functional to add to the facilities details.

➢ The **Commendations and International Affiliations** section allows the training centre to enter the commendations and international affiliations details such as Name of the Affiliation, Type of the Affiliation, Validity of Affiliation (Start Date – End Date) and Brief About the Affiliation.

➢ Click **Add Another Affiliation** to add the Commendations and International Affiliations details.

➢ The **Added Commendations and International Affiliations** details will be displayed as follows.

➢ The **Added Commendations and International Affiliations** section allows the training centre to view all the added details such as Name, Type, Validity (From Date – End Date), Brief About Affiliation and also allows the training centre to delete the added affiliation.

➢ The **Residential Facilities for Men** section allows the training centre to enter the facilities details for men such as Residential Area for Men, Total Area, Number of Rooms, Residential Capacity, Male Warden and allows the TC to add Remarks.

➢ To add **Area is equipped with**, select the respective *check boxes* of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).

➢ The **Residential Facilities for Women** section allows the training centre to enter and select the facilities details for women such as Residential Area for Women, Total Area, Number of Rooms, Residential Capacity, Female Warden, and Remarks.

➢ To add **Area is equipped with**, select the respective *check boxes* of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).

➢ The **Facilities for Differently-abled** section allows the training centre to select the facilities available for the differently abled person such as Area is equipped with.

Facilities for Differently-abled:

Area is equipped with:
☐ Functional Washroom for Differently Abled
☐ Ramps at the entrance of the Centre
☐ Lifts in case the Centre is extended to other floors(besides ground floor)

➢ The **Facilities maintaining Hygiene and Sanitation** section allows the training centre to enter and select the hygiene and sanitation details such as Safe Drinking Water and Area is equipped with.

Facilities maintaining Hygiene and Sanitation:

Safe Drinking Water *   Select Safe Drinking Water   ⌄

Area is equipped with: *
☐ Dedicated Housekeeping Staff
☐ Washrooms are Clean and Hygenic
☐ Daily Inspection Card/Checklist in the Washroom

Note: The Training Centre *must* select all the listed **Facilities maintaining Hygiene and Sanitation**.

➢ The **Facilities for ensuring Medical and Safety** section allows the training centre to select the medical and safety details such as Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain Items.

Note: The Training Centre *must* select **all** the facilities for Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain items.

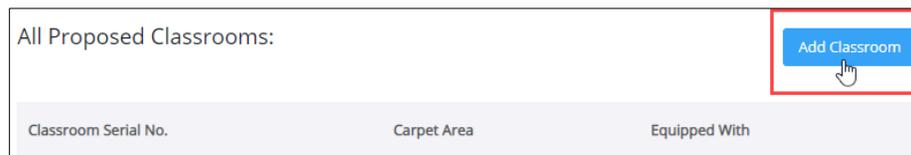➢ Click **Save and Next**, to navigate to the **Job Role & Infrastructure** screen.

3.3 Job Role and Infrastructure

The **Job Role and Infrastructure** screen allows the training centre to enter the job role and infrastructure details.

The **Job Role and Infrastructure** screen hosts *six* sections as listed below.

- All Proposed Classrooms
- All Proposed Laboratory
- All Proposed Hybrid
- All Proposed Job Roles
- Job Role to Infrastructure and Trainer Mapping
- Equipment Details

➢ The **All Proposed Classrooms** section allows the training centre to enter the details of the classroom.
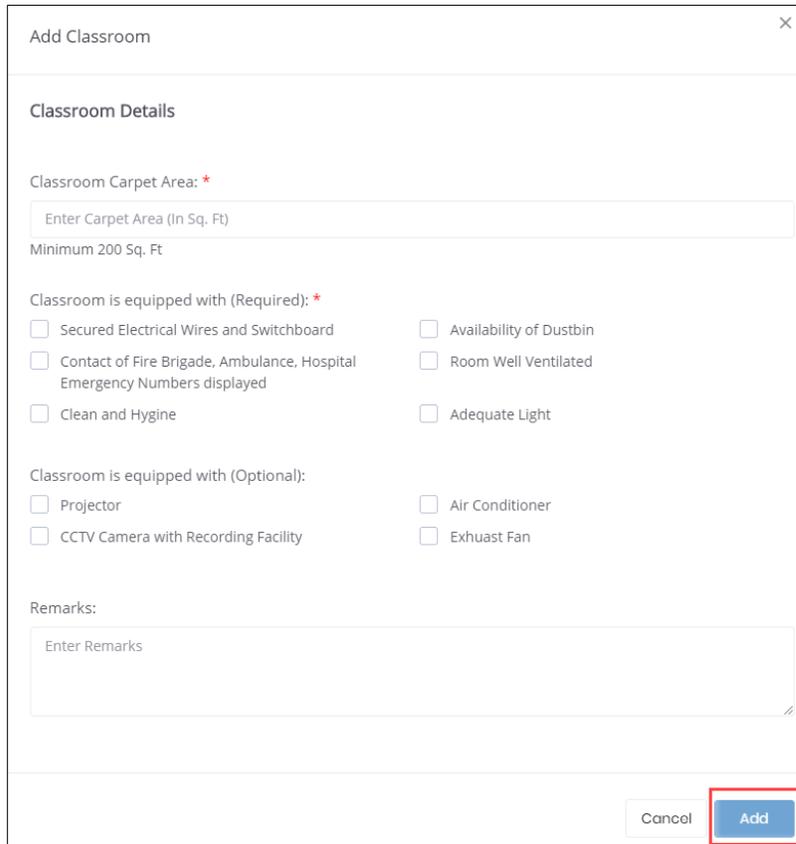

➢ Click **Add Classroom**, the **Add Classroom** screen appears.

➢ The **Classroom Details** section allows the training centre to select the details of the classroom such as Classroom Carpet Area, Classroom is equipped with (Required), Classroom is equipped with (Optional) and Remarks.

Note: The Training Centre *must* select **all** the facilities for the Classroom is equipped with (Required).

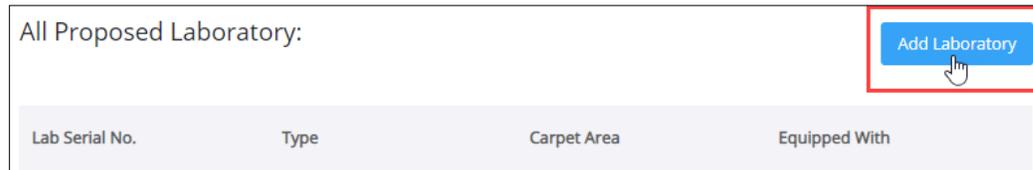➢ Click **Add**, to add the details of the classroom.

➢ The **All Proposed Classrooms** section allows the training centre to view all the details the added classroom such as Classroom Serial No., Carpet Area, Equipped with and allows to delete the details if needed.

Note: Click **Add Classroom,** to add *multiple* classroom for the training centre.

➢ The **All Proposed Laboratory** section allows the training centre to enter the laboratory details.
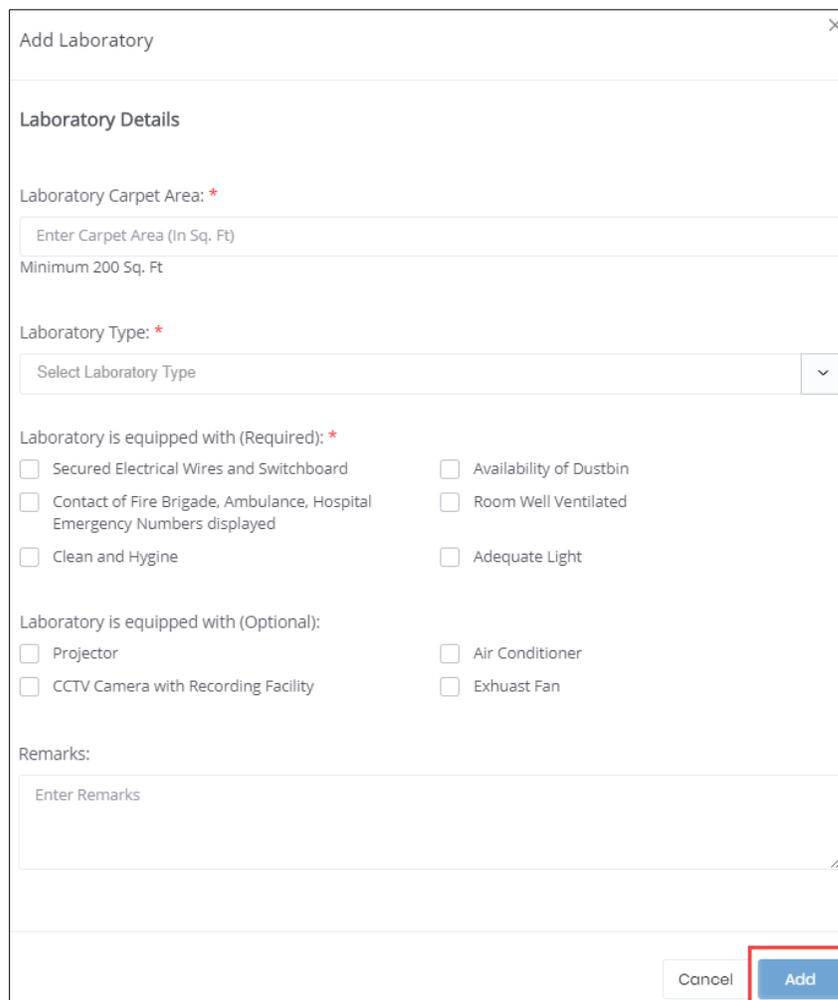

➢ Click **Add Laboratory**, the **Add Laboratory** screen appears.

➢ The **Laboratory Details** section allows the training centre to select the details of the laboratory such as Laboratory Carpet Area, Laboratory is equipped with (Required), Laboratory is equipped with (Optional) and Remarks.

Note: The Training Centre *must* select **all** the facilities for Laboratory is equipped with (Required).

➢ Click **Add,** to add the details of the laboratory.

➢ The **All Proposed Laboratory** section allows the training centre to view all the details of the added laboratory such as Lab serial No., Type, Carpet Area, Equipped with and allows to delete the details if needed.

Note: Click **Add Laboratory,** to add *multiple* laboratory for the training centre.

➢ The **All Purposed Hybrid** section allows the training centre to enter the hybrid details.

All Proposed Hybrid: Add Hybrid

Hybrid Serial No.	Lab Type	Carpet Area	Equipped With

➢ Click **Add Hybrid,** the **Hybrid Details** screen appears.

➢ The **Hybrid Details** section allows the training centre to enter and select the details of the hybrid such as Hybrid Carpet Area, Hybrid is equipped with (Required), Hybrid is equipped with (Optional) and Remarks.

Add Hybrid   ✕

Hybrid Details

Hybrid Carpet Area: *

Enter Carpet Area (In Sq. Ft)

Minimum 200 Sq. Ft

Laboratory Type included: *

Select Laboratory Type included   ⌄

Hybrid is equipped with (Required): *

☐ Secured Electrical Wires and Switchboard   ☐ Availability of Dustbin

☐ Contact of Fire Brigade, Ambulance, Hospital   ☐ Room Well Ventilated
  Emergency Numbers displayed

☐ Clean and Hygine   ☐ Adequate Light

Hybrid is equipped with (Optional):

☐ Projector   ☐ Air Conditioner

☐ CCTV Camera with Recording Facility   ☐ Exhuast Fan

Remarks:

Enter Remarks

                                                        Cancel   Add

Note: The Training Centre *must* select **all** the facilities for Hybrid equipped with (Required).

➢ Click **Add**, to add the details.

Hybrid Serial No.	Lab Type	Carpet Area	Equipped With	
HYBRID_1	Sector Specific lab	222 Sq.Ft	Air Conditioner, Dustbin, Secured Electrical Wires and Switchboard, Room Well Ventilated, Clean and Hygine, Contact of Fire Brigade, Ambulance, Hospital Emergency Numbers displayed, Adequate Light,	🗑

All Proposed Hybrid: Add Hybrid

➢ The **All Proposed Hybrid** section allows the training centre to view all the details such as Hybrid Serial No, Lab Type, Carpet Area, Equipped with and also allows to delete the details if needed.

Note: Click **Add Hybrid,** to add *multiple* hybrid labs for the training centre.

➢ The **All Proposed Job Roles** section allows the training centre to enter the job role details.

➢ Click **Add Job Role,** the **Add Job Role and Associated Trainer** screen appears.

➢ The **Add Job Role and Associated Trainer** screen hosts *two* sections as listed below.

- Add Job Role
- Associated Trainer

➢ The **Add Job Role** section allows the training centre to enter job role details such as, Job Role Name, Trainee to Trainer Ratio in the range of 10:1 to 30:1 for all the batches?, Total Number of Parallel Batches Planning to run in a Day, Remarks, Additional area/covered area infrastructure required for the job role, Additional Open Area and Additional Covered Area (in Laboratory).

➢ The **Associated Trainer** section allows the training centre to enter the associated trainer details such as Trainer ID, Name of the Trainer, Availability of Trainer and Type of Resources.

➢ Click **Add More Trainer**, to add a trainer.

➢ Click **View Details** under Trainer ID, the **Trainer Details** screen appears as follows.

Trainer Details:		
Name :	Priya Tripathi	
Mobile Number :	9788756789	
Minimum Education Qualification :	11th Passed	
Trainer Certified in Entrepreneurship by NIESBUD or Similar Agency :	No	
Agency Name from where Entrepreneurship certificate Obtained :	N/A	
Type of Resource :		

Sector Related Experiance :	Sector	Month	Year
	Apparel	2	2

Teaching Related Experiance :	Sector	Month	Year
	Apparel	0	0

Ok

➢ Click **Add,** to add the trainer details.

All Proposed Job Roles   Add Job Role

Job Role Name	Sector	Trainee to Trainer Ratio	Number Of Parallel Batch in a Day	Additional Carpet Area	Additional Covered Area	
Airline High Lift Truck Operator	Aviation & AeroSpace	Yes	2	22 Sq.Ft	22 Sq.Ft	🗑

➢ The **All Proposed Job Roles** section allows the training centre to view all the details such as Job Role Name, Sector, Trainee to Trainer Ratio, Number Of Parallel Batch in a Day, Additional Carpet Area, Additional Covered Area and also allows to delete the details if needed.

➢ The **Job Role to Infrastructure and Trainer Mapping** section allows the training centre to enter and view the Job Role to Infrastructure and Trainer Mapping details such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.

➢ The **Equipment Details** section allows the training centre to view all the equipment details such as Job Role Name, Equipment Name, Requirement type, Quantity required, Unit Type, Available Quantity and Remarks.

➢ Click **Save and Next**, to navigate to the **Centre Areas** screen.

3.4   Centre Areas

The **Centre Areas** screen allows the training centre to add the centre area details.

➢ The **Centre Areas** screen hosts *six* sections as listed below.

- Reception Details
- Placement and Entrepreneurship Cell
- Male Washroom
- Female Washroom
- Other Centre Area Details
- Added Centre Area Type

➢ The **Reception Details** section allows the training centre to enter and select the reception details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

➢ The **Placement and Entrepreneurship Cell** section allows the training centre to enter and select the placement and entrepreneurship cell details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre *must* select **all** the facilities for Area is equipped with (Required).

➢ The **Male Washroom** section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Centre Area Type:	Male Washroom
Carpet Area: *	Enter Carpet Area (in Sq. Ft)
Area is equipped with (Required): *	☐ Secured Electrical Wires and Switchboard ☐ Availability of Dustbin ☐ Clean and Hygienic
Area is equipped with (Optional):	☐ Air Conditioner ☐ Exhuast Fan ☐ Well Ventilated
Remarks	Enter Remarks

➢ The **Female Washroom** section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre *must* select **all** the facilities for Area is equipped with (Required).

Centre Area Type	Female Washroom
Carpet Area: *	Enter Carpet Area (in Sq. Ft)
Area is equipped with (Required): *	☐ Secured Electrical Wires and Switchboard ☐ Availability of Dustbin ☐ Clean and Hygienic
Area is equipped with (Optional):	☐ Air Conditioner ☐ Exhuast Fan ☐ Well Ventilated
Remarks	Enter Remarks

➢ The **Other Centre Area Details** section allows the training centre to enter the centre area details such as centre area type, carpet area, type of washroom, the area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre *must* select **all** the facilities for Area is equipped with (Required).

➢ Click **Add Centre Area Type**, to add centre area type.

➢ The **Added Centre Area Type** section lists all the added centre area type details such as Centre Area Type, Area, Type of Washroom, Remarks and also allows the training centre to delete the details from Action.

➢ Click **Save and Next**, to navigate to the **Centre Staff** screen.

3.5 Centre Staff

The **Centre Staff** screen allows the training centre to add staff information.

The **Centre Staff** screen hosts *two* sections as listed below.

- Mandatory Centre Staff Details Required
- Other Centre Staff Details

➢ The **Mandatory Centre Staff Details Required** section displays the Type of Support Staff and allows the training centre to enter the centre staff details such as Name of Support Staff, Highest Qualification of the Staff, Experience (in Months), Type of Resource and Remarks.

Mandatory Centre Staff Details Required:

Type of Support Staff*	Placement Coordinator ▼
Name of Support Staff*	Enter Name of Support Staff
Highest Qualification of the Staff*	Select the Highest Qualification of the Staff ▼
Experience (in Months)*	Enter Experience (in Months)
Type of Resource*	Select Type of Resource ▼
Remarks	Enter Remarks

> ➢ The **Other Centre Staff Details** section allows the training centre to enter other centre staff details such as Type of Support Staff, Name of Support Staff, Highest Qualification, Experience (in Months), Type of Resource and Remarks.

> ➢ Click **Add Centre Staff Details**, the screen appears as follows.

> ➢ Click **Save and Next**, to navigate to the **Upload Photos from Mobile (Mobile App)** section.

3.6 Upload Photos from Mobile

The **Upload Photos from Mobile** section allows the training centre to upload the photos as proof for the details required.

Training Centre Mobile Application Upload:

For the next step in the centre accreditation and affiliation form, you need to install the **Training Centre Photo Upload Mobile Application** on your Android Phone to Upload the photos as proof for the details required.

Enter your mobile number and we will send a message to download the mobile application

+91 - 9896558415   Get Application Link

As soon as the photos are uploaded successfully you will be able to review and submit the CAAF form here.

Save & Next

➢ Click **Get Application Link**, the mobile app link will be shared to registered Training Centre mobile number.

Note: The Training Centre should install **Mobile App** on their Android phone to upload the photos as proof for the details.

➢ Click **Save and Next**, the following message appears.

Your application is submitted for approval

OK

➢ Click **OK**, to navigate to the **Declaration and Submission** screen.

3.7 Declaration and Submission

The **Declaration** screen displays the declaration of the Training Centre.

➤ Click **Save and Continue,** the following message appears.
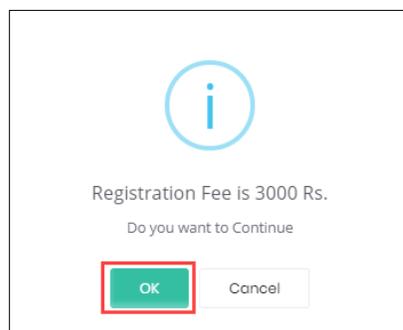
➤ Click **OK**, to proceed to the **Billing Information and Payment Information** screen.

Note: Click Preview Training Centre Images, to view all the uploaded photos of the training centre.

➤ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➤ The **Billing Information** section allows the training centre to edit or enter the appropriate billing details of the applicants.

➤ Click **Cancel**, to cancel the payment procedure.

Note: If the training centre select cancel, the following message appears as follows.

- ➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
  Click **Continue Payment**, to continue the procedure.
  Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

- ➢ The **Shipping Address** section allows the Training Centre to add the new address.

- ➢ The **Payment Information** section allows the training centre to enter the payment details.
  Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

- ➢ Click **Return To the Merchant Site,** the **Payment Success** message appears as follows.

➢ Click **Download Invoice**, to download the detailed invoice.
Click **Continue**, the **Thank You** message appears.
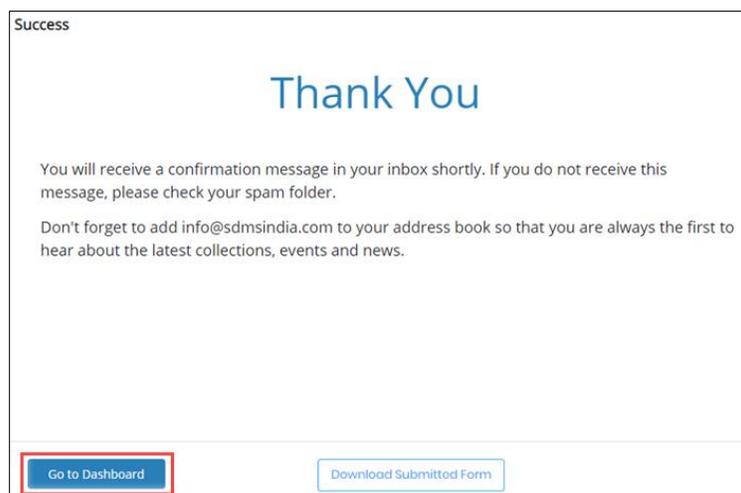
➢ Click **Go to Dashboard**, to navigate to the **Dashboard**.

Note: Click **Download Submitted Form**, to download the submitted CAAF form.

4 Training Centre Mobile App

The **Training Centre Mobile App** screen allows the Training Centre to upload the photos/videos of the facilities available at the Centre.
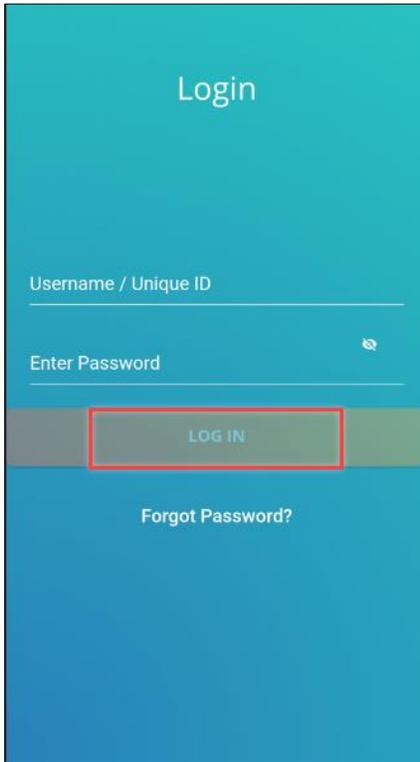
Username / Unique ID: Enter the appropriate user ID/User Name.
Enter Password: Enter the relevant password.
Single Tap **Login IN**, to navigate to the **Training Centre Dashboard**.

Note: **Single** Tap **Forgot Password**, to retrieve the password.

➢ The **Dashboard** screen hosts *nine* tabs as listed below.

- General Details
- Trainers
- Class Room
- Laboratory
- Centre Areas
- Residential Facilities
- Facilities
- Equipments
- Hybrid Details
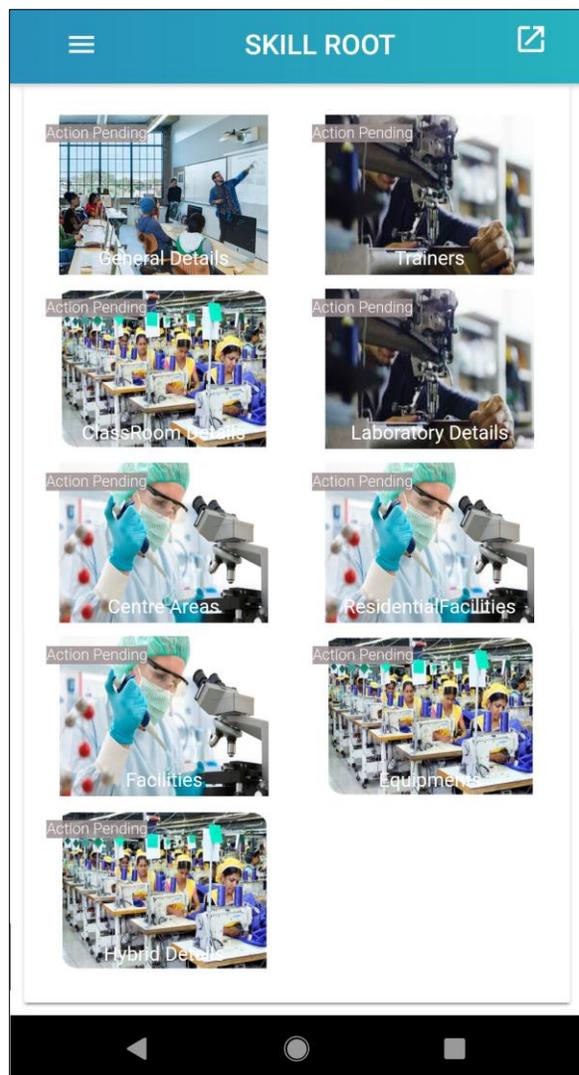
➢ Tap on the tabs to upload the photos for the respective sections.

➢ The **General Details** screen allows the training centre to upload the photos in *three* different sections as listed below.

- Training Centre Photos
- Outside Area
- Others

➢ The **Training Centre Photos** section allows the training centre to upload the photos of the centre such as Training Centre 1, Training Centre 2, Front View, Back View, Left View and Right View.
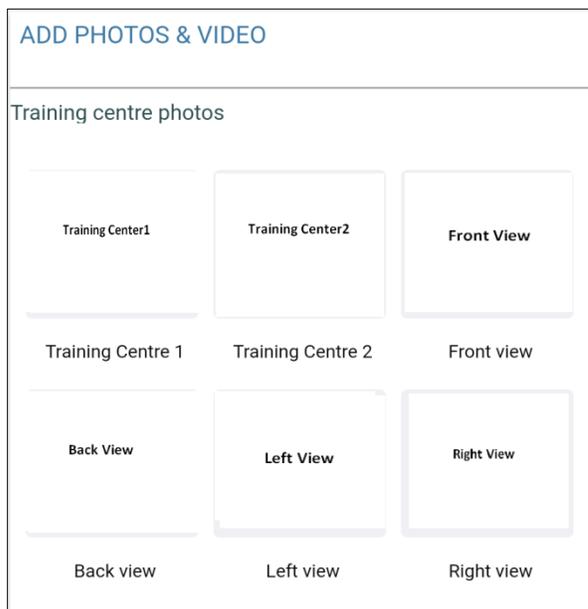
➢ The **Outside Area** section allows the Training Centre to upload the outside photos of the centre.
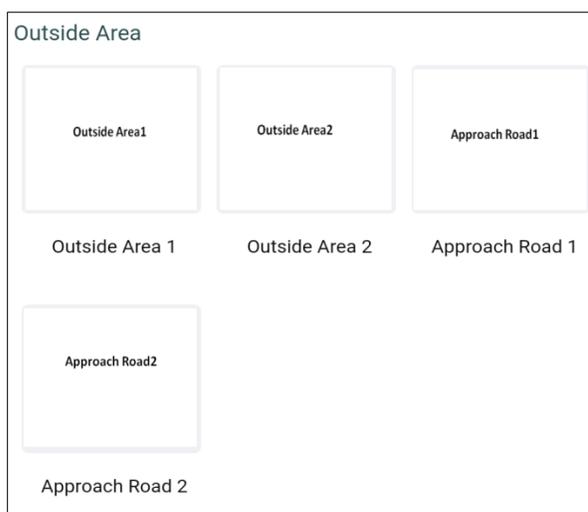
➢ The **Others** section allows the training centre to upload the photos of the centre such as Biometric Device, Power Backup and Internet Bill.

➢ Tap **SUBMIT**, to navigate to the **Trainers** screen.

➢ The **TRAINERS** screen lists all the trainers of the respective job role.

➢ Tap on the **Trainer Name**, to upload the respective trainer details.

➢ Tap **Submit**, to navigate to the **Classroom Details** screen.

➢ The **Classroom Details** screen lists all the classrooms available in the training centre.
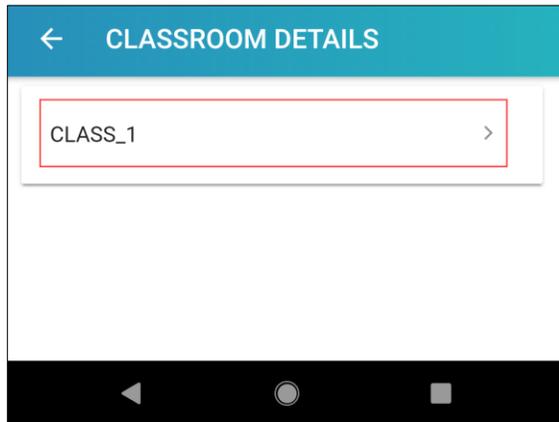
➢ Tap on the **Classroom Name**, to upload the photos and video of the respective classroom.
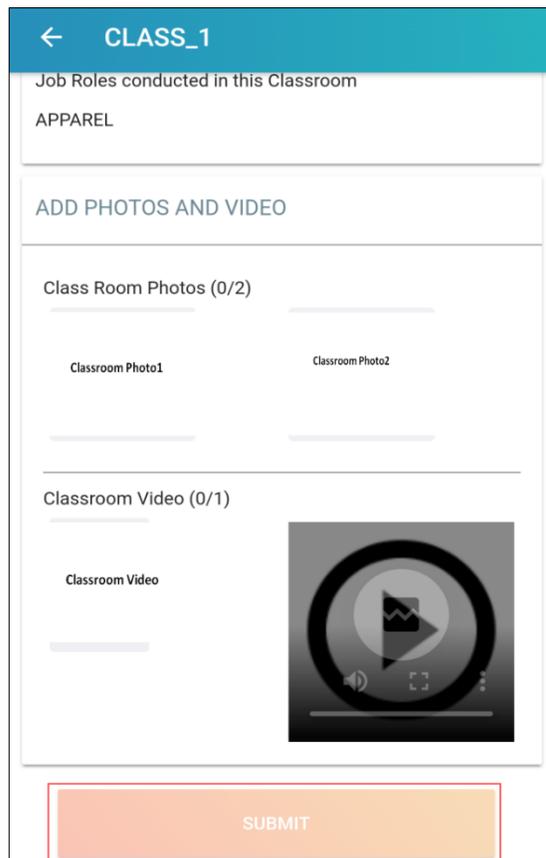
➢ Tap **Submit**, to navigate to the **Laboratory Details** screen.

➢ The **Laboratory Details** screen lists all the labs available at the training centre.
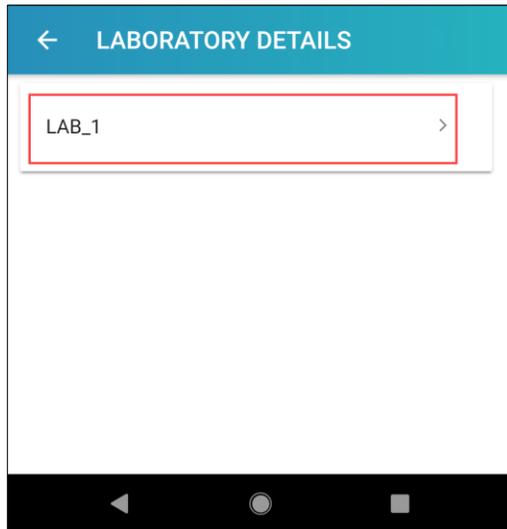
➢ Tap on the **Laboratory Name**, to upload the photos and video of the respective lab.
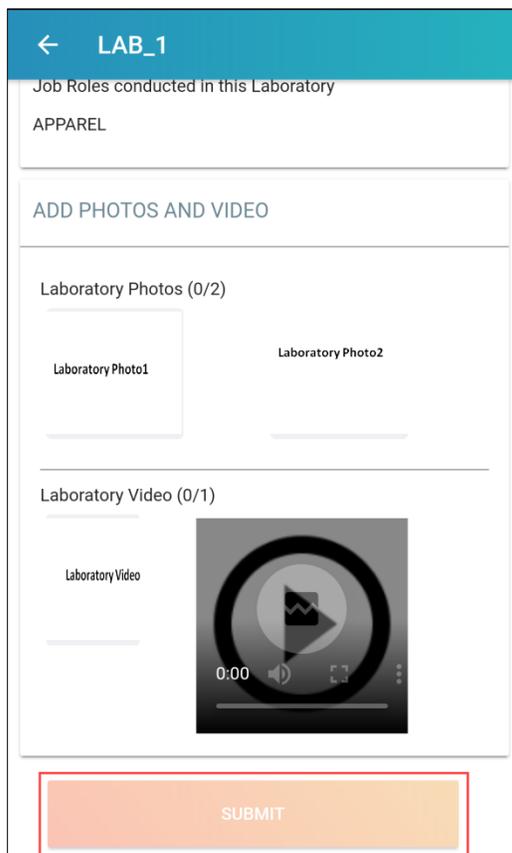
➢ Tap **Submit**, to navigate to the **Centre Area** screen.

➢ The **Centre Area** screen allows the training centre to upload the photos and videos under all listed centre areas.
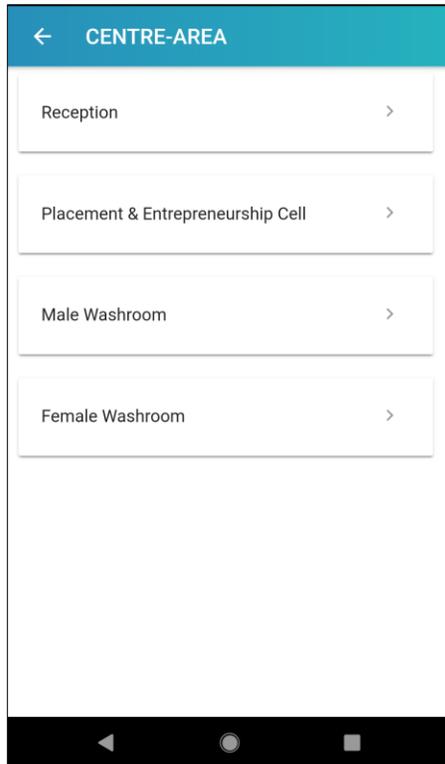
➢ Tap on **Reception**, to upload the photos and videos of the reception area of the training centre.

➢ The **Reception** screen allows the training centre to upload the photos and videos of the training centre.
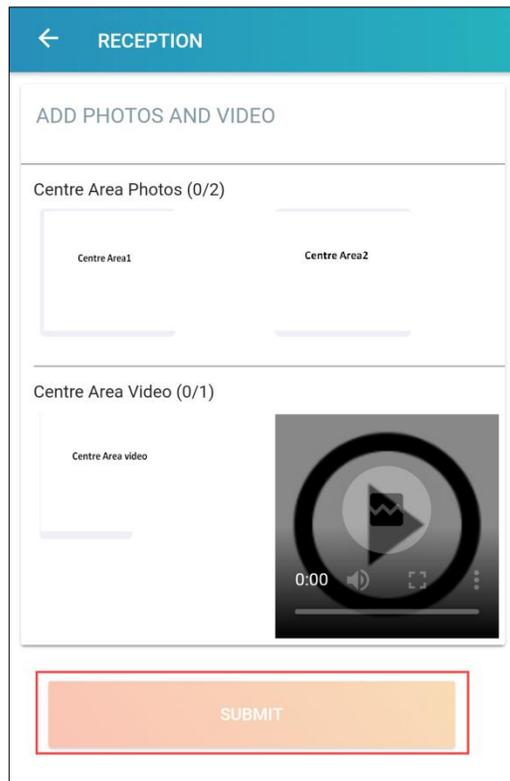
➢ Tap **Submit**, to navigate to the **Placement and Entrepreneurship Cell** screen.

➢ The **Placement and Entrepreneurship Cell** screen allows the training centre to upload the photos and videos.
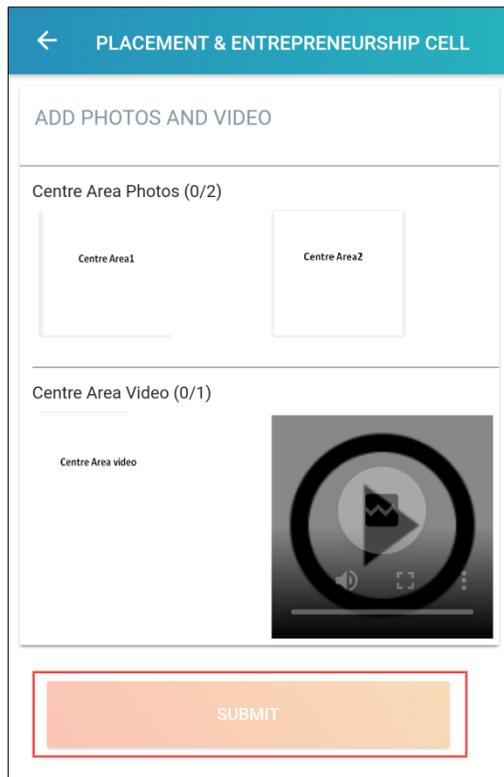
➢ Tap **Submit**, to navigate to the **Male Washroom** screen.

➢ The **Male Washroom** screen allows training centre to upload the photos and videos of the washroom.
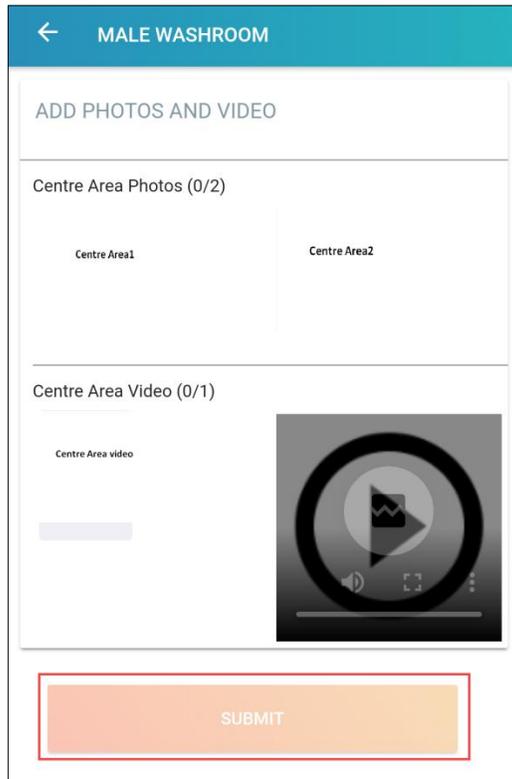
➢ Tap **Submit**, to navigate to the **Female Washroom** screen.

➢ The **Female Washroom** screen allows the training centre to upload the photos and videos of the washroom.
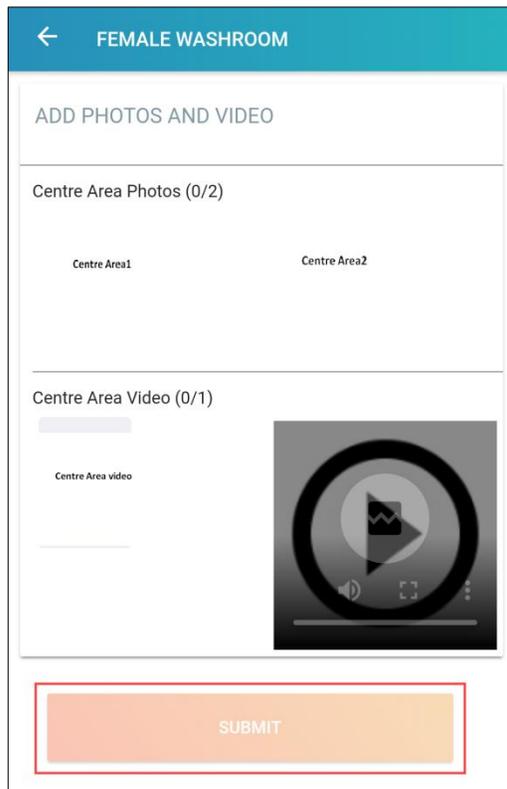
➢ Tap **Submit**, to navigate to the **Facilities** screen.

➢ The **Facilities** screen allows the training centre to upload the photos for all the facilities available at the training centre.

➢ Tap **Submit**, to navigate to the **Equipment** screen.

➢ The **Job Role List** screen lists all the job roles associated with the training centre.
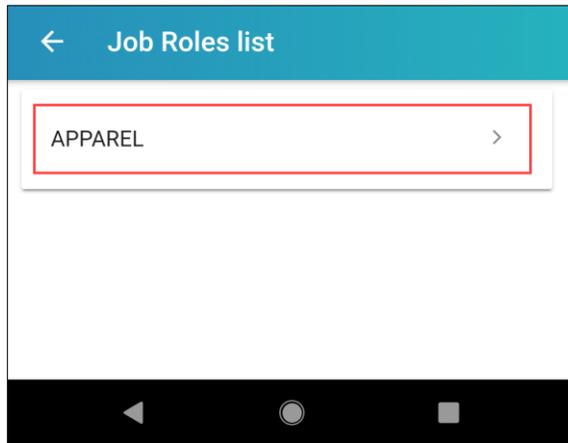
➢ Tap on the **Job Role**, to navigate to the **Equipment** screen.

➢ The **Equipments** screen allows the training centre to upload the photos and videos of the equipment available for the respective job role.

➢ Tap **Submit**, to navigate to the **Hybrid Details** screen.

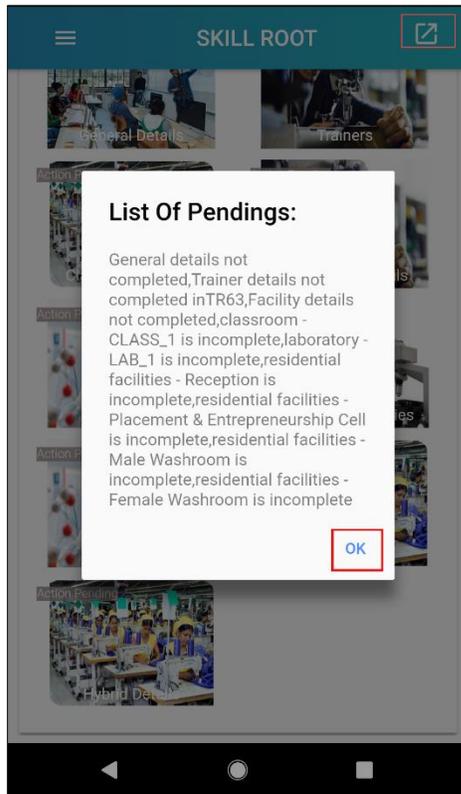➢ The **Hybrid Details** screen lists all the Hybrid lab available at the training centre.
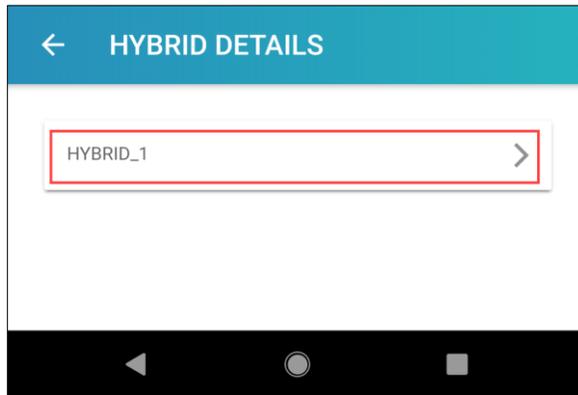
➢ Tap on **Hybrid Lab Names**, to upload the photos and videos of the respective rooms.
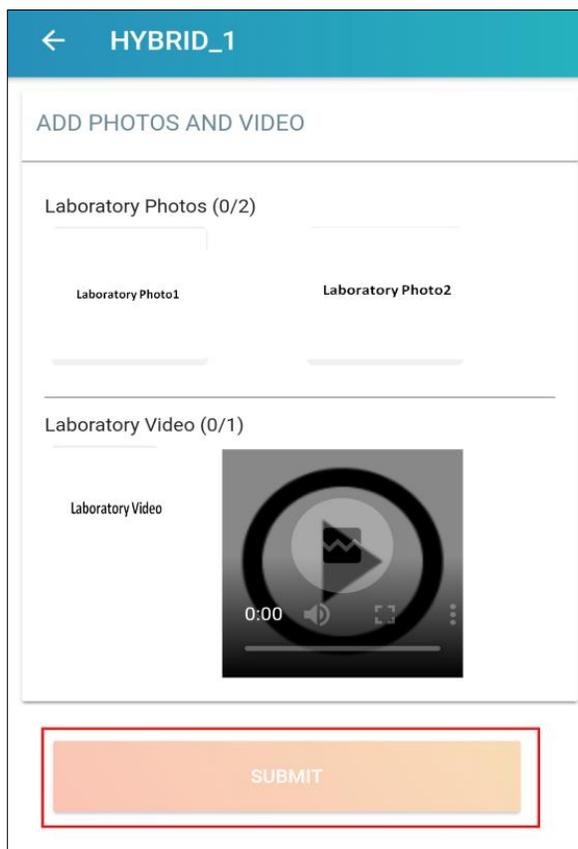
➢ Tap **Submit,** to navigate to the **Dashboard**.

➢ The **List of Pendings** screen displays the lists of the pending sections.

➢ Click **OK**, to navigate to the **Dashboard**.

5 Apply for Scheme

The **Apply for Scheme** screen allows the Training Centre (TC) to apply for the scheme.
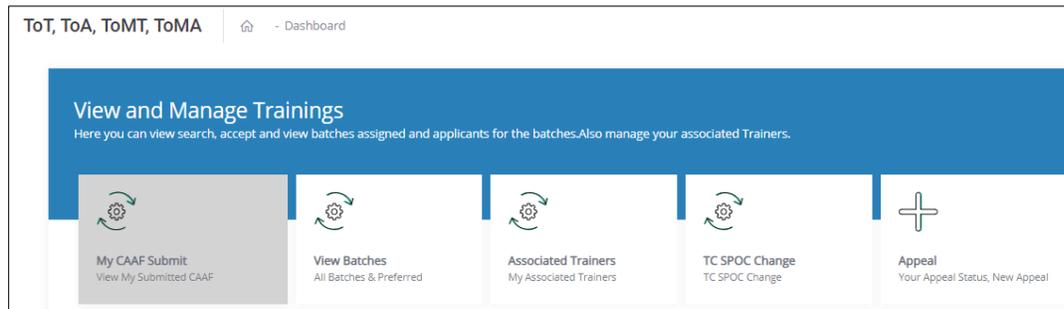
➢ The **Added Job Roles** screen allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.

➢ The **Assign Scheme** section allows the Training Centre (TC) to enter the appropriate scheme name from the drop-down list.

➢ Click **Browse** to upload the **Recommendation Letter**. Choose the appropriate file and click **Upload.** TC can upload the only, jpg, png, jpeg, pdf and the maximum file size is **five** MB. Click **Upload.** On the upload, the message appears as **file name.ext Uploaded Successfully.**
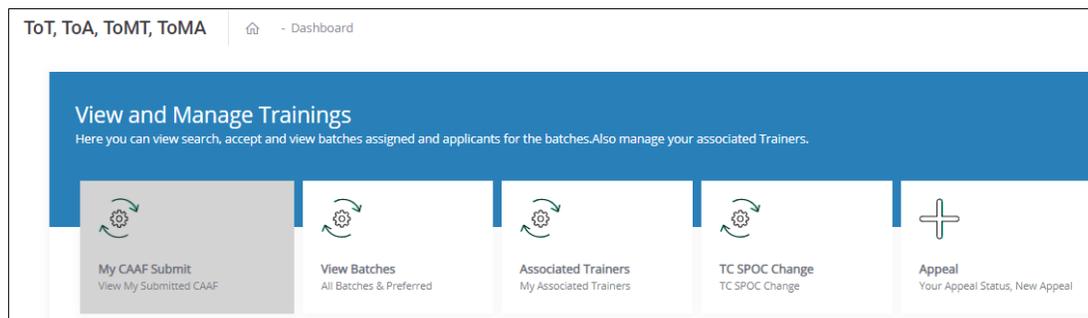
➢ Click **Submit**, the following message appears.

Job Role(Airline High Lift Truck Operator) submitted for Scheme Approval

OK
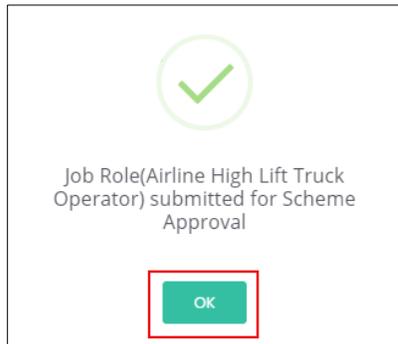
➢ Click **OK.**

6 View Job Role Details

The **View Job Role Details** screen allows the Training Centre (TC) to view the created job role details.

➢ The **Added Job Roles** section allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.

➢ The **View Details** section displays the added job roles details.

Airline High Lift Truck Operator   Go Back

Job Role Details

Job Role Name	:	Airline High Lift Truck Operator	
sector	:	Aviation & AeroSpace	Trainee to Trainer Ratio : No
No of Parallel Batch in a Day	:	7	Associated Trainer : TR1487
Additional Carpet Area	:	7667 Sq.Ft	Additional Covered Area : 7657 Sq.Ft
Brief About Job Role	:	Preparing vehicle for airside use, maneuver the vehicle airside, maintain procedures and practices which contribute to the safety of airside traffic and apron operations. Servicing of aircraft for arrival/departure in the given time frame along with the required responsibilities.	

Aligned Schemes

Scheme	:	PMKVY	Date : 08-02-2019
			Status : approved

Job Role to Infrastructure & Training Mapping:

Job Role Name	Associated Classroom	Associated Laboratory	Associated Hybrid	Associated Trainer
Airline High Lift Truck Operator	CLASS_1	LAB_1	N/A	TR1487

➢ The **View Details** screen hosts *three* sections as listed below.

- Job Role Details
- Aligned Schemes
- Job Role to Infrastructure and Training Mapping.

➢ The **Job Role Details** section displays the job role details such as Job Role Name, Sector, No of parallel Batch in a Day, Additional Carpet Area, Brief About Job Role, Trainee to Trainer Ratio, Associated Trainer, and Additional Covered Area.

➢ The **Aligned Schemes** section displays aligned schemes details such as Scheme, Date and Status.

➢ The **Job Role to Infrastructure and Training Mapping** section displays the job role to infrastructure and training mappings such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.
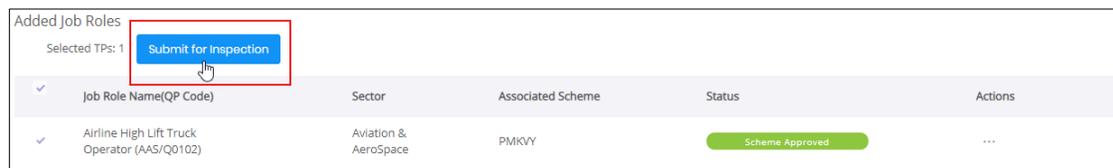
7 Submit for Inspection

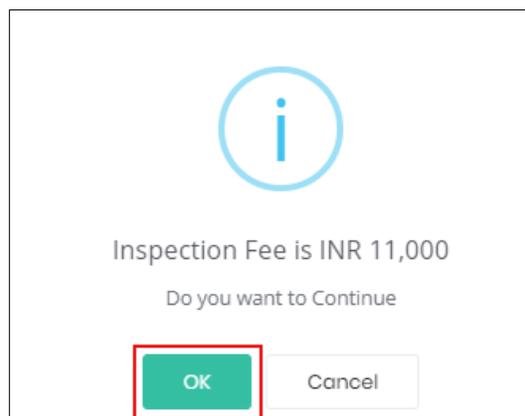The **Submit for Inspection** screen allows the Training Centre (TC) to submit for inspection.
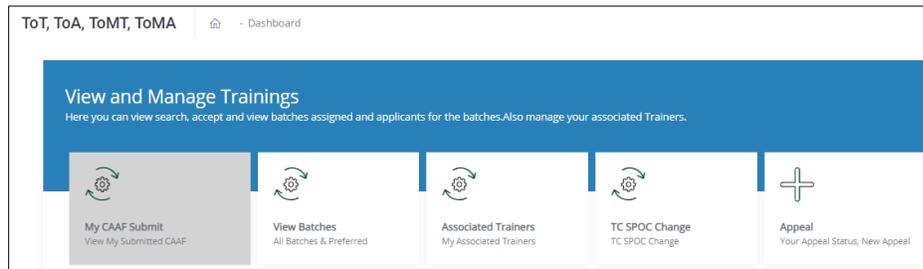
- ➢ The **Added Job Roles** section displays the added job roles details such as Job Role Name (QP Code), Sector, Associated, Status and Also allows the training centre to take actions.

- ➢ Click **Submit for Inspection**, the message appears as follows.

- ➢ Click **OK**, to proceed to the **Billing Information and Payment Information** screen.

➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the applicants.

➢ Click **Cancel**, to cancel the payment procedure.

Note: If the training centre selects **Cancel**, the following message appears as follows.

> The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
> Click **Continue Payment**, to continue the procedure.
> Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add the new shipping address.

> The **Shipping Address** section allows the Training Centre to add the new address.

➢ The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

PRN	308004817242
BID	1551250793378
AMT	11011.80
PID	AVN0002
TXNDATETIME	27/02/2019
Transaction Status	Y ▾
Return To the Merchant Site	

➢ Click **Return To the Merchant Site,** the **Payment Success** message appears as follows.

Payment Success

You will receive a confirmation message in your inbox shortly. If you do not receive this message, please check your spam folder.

Don't forget to add info@sdmsindia.com to your address book so that you are always the first to hear about the latest collections, events and news.

Continue   Download Payment Invoice

Click **Continue**, the following message appears.

Note: Click **Download Payment Invoice**, to download the invoice of the transaction.

Your Request Submitted Successfully

OK

➢ Click **OK.**

8 Accept Inspection Date

The **Accept Inspection Date** screen allows the Training Centre (TC) to accept or reject inspection date.
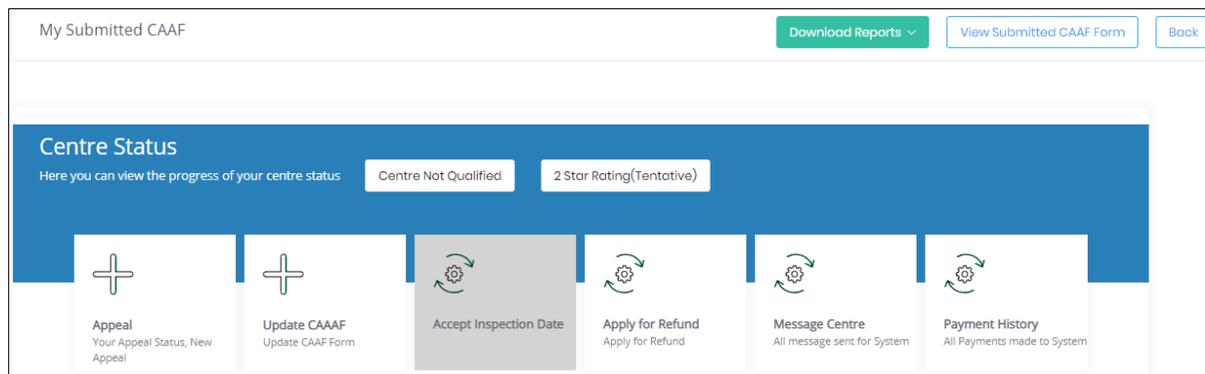
➢ The **Accept /Reject Inspection Date** section allows the Training Centre (TC) to accept or reject the proposed inspection date.

➢ The **Training Centre** should select the respective option button to *Accept* or *Reject* the inspection date.

➢ Click **Submit**, the following message appears.
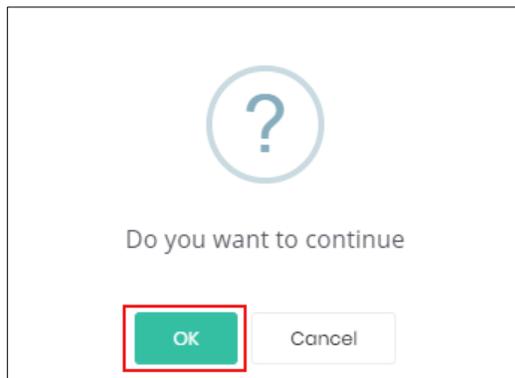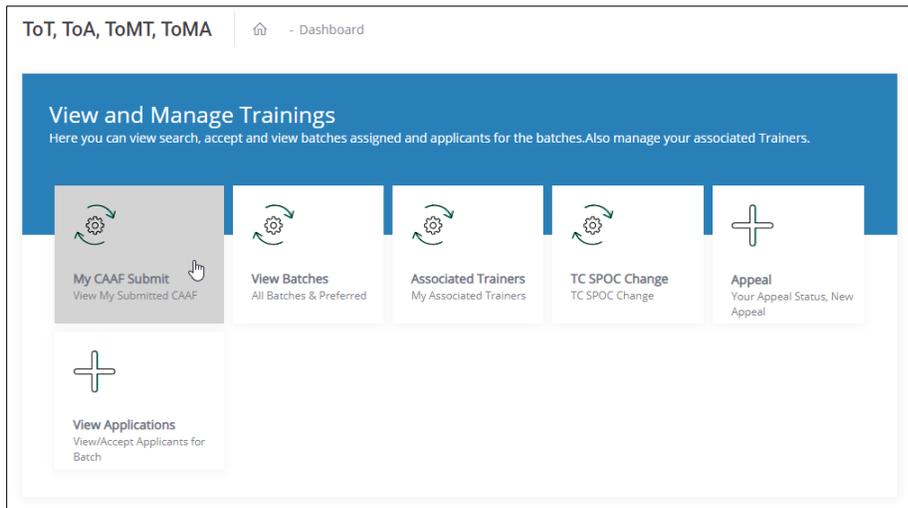

➢ Click **OK**, the **Inspection Date Accepted Successfully** screen appears.
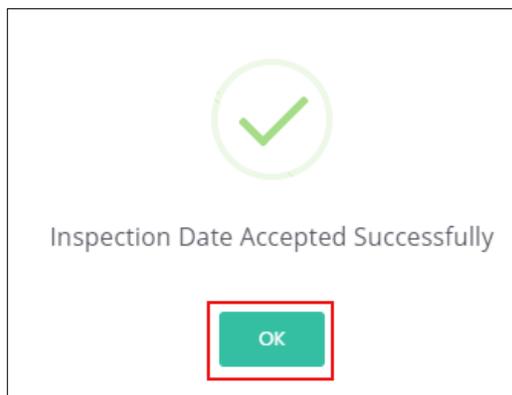
➢ Click **OK**, to navigate to the **Centre Status** screen.

9 Pay Continuous Monitoring Fee

The **Pay Continuous Monitoring Fee** screen allows training centre to pay monitoring fee.

➢ The **Pay Continuous Monitoring Fee** screen allows training centre to pay the fee.

➢ Click **OK**, the following message appears.

➢ Click **OK**, to navigate to the **Billing Information and Payment Information** screen.

➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.

➢ Click **Cancel**, to cancel the payment procedure.

Note: If the training centre selects **Cancel**, the following message appears as follows.

➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.

➢ The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

PRN	308004851834
BID	1552026538731
AMT	8011.80
PID	AVN0002
TXNDATETIME	08/03/2019
Transaction Status	Y ▾
Return To the Merchant Site	

➢ Click **Return To the Merchant Site,** the **Payment Success** message appears as follows

➢ Click **Download Payment Invoice**, to download the detailed payment invoice.

Bill of Supply

Invoice	
Invoice No.: 308004851834	**Date:** 08-Mar-2019

Billed By :	

National Skill Development Corporation

CIN: U85300DL2008NPL181612

Address: 301-306, West Wing,

Worldmark 1, Aerocity,

New Delhi – 110037

Phone: +91-11-47451600-10

Website: https://skillindia.nsdcindia.org

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

Billed To :

Applicant Type : Training Centre

Applicant ID : TC_000792

Name : flightgoing

Address : flightgoing

Postal Code: 243552

State: ANDHRA PRADESH

Phone No.: 7411468281

SMART
Skill Management & Accreditation of Training Centres

Description	Rate	SubTotal
TC ContinuousMonitoring	8000	8000

Grand Total : Eight Thousand Rupees Rs. 8000/-

GST No.: 07AACCN8680L1ZW

PAN No.: AACCN8680L

This is a system generated invoice, requires no signature.

➢ Click **Continue**, the following message appears.

Your Request Submitted Successfully

OK

➢ Click **OK,** to navigate to the **Centre Status** screen.

10 Pay Affiliation Fee

The **Pay Affiliation Fee** section allows training centre to pay the affiliation fee.

➢ Click **Pay for Affiliation**, the *Fee* pay screen appears.

➢ Click **OK**, to navigate to the **Billing Information and Payment Information** screen.

➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.

➢ Click **Cancel**, to cancel the payment procedure.

Note: If the training centre selects **Cancel**, the following message appears as follows.

➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.

☑ My Billing and Shipping address are different

Shipping Address	✕
NON PMKK	
gvfgv	
545554	City
ANDAMAN AND NICOBAR ISLANDS	Select Country ▼
6576756765	

➢ The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

PRN	308004851869
BID	1552026818520
AMT	6011.80
PID	AVN0002
TXNDATETIME	08/03/2019
Transaction Status	Y ▼
Return To the Merchant Site	

➢ Click **Return To the Merchant Site,** the **Payment Success** message appears as follows.

Payment Success

You will receive a confirmation message in your inbox shortly. If you do not receive this message, please check your spam folder.

Don't forget to add info@sdmsindia.com to your address book so that you are always the first to hear about the latest collections, events and news.

Continue   Download Payment Invoice

➢ Click **Download Payment Invoice**, to download the detailed payment invoice.

Payment Receipt

Receipt
Date: 08-Mar-2019

Billed By :

Name : Agriculture Skill Council of India

Address : N/A

Phone No. : 9971889099

Email : :kishore.m@transneuron.com

Billed To :

Applicant Type : Training Centre

Applicant ID : TC_000792

Name : flightgoing

Address : flightgoing

Postal Code: 243552

State: ANDHRA PRADESH

Phone No.: 7411468281

Description	Job Role Name	Units	Rate	SubTotal
TC Affiliation	APPAREL	1	6000	6000

Grand Total : Six Thousand Rupees Rs. 6000/-

➢ Click **Continue**, the following message appears.

Your Request Submitted Successfully

OK

➢ Click **OK,** to navigate to the **Centre Status** screen.

11 View/Download Affiliation Certificate

The **Download Affiliation Certificate** section allows the training centre to download the certificate.

> ➢ Click **Download Affiliation Certificate**, the certificate will be downloaded in the system.

12 Appeal Against Job Role

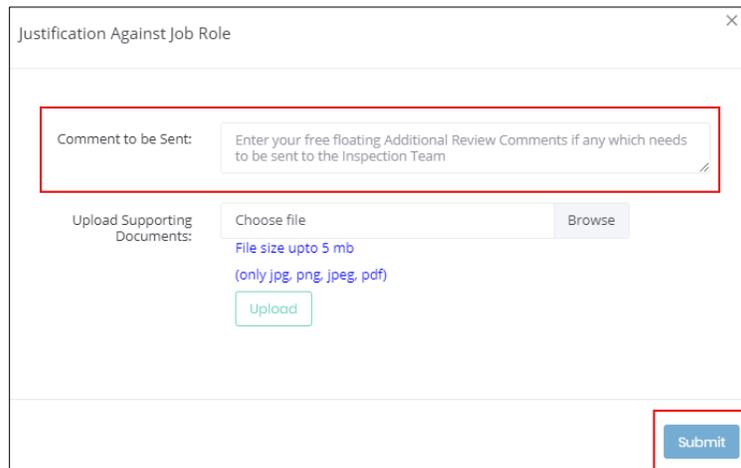The **Appeal Against Job Role** screen allows the training centre to appeal against job role.
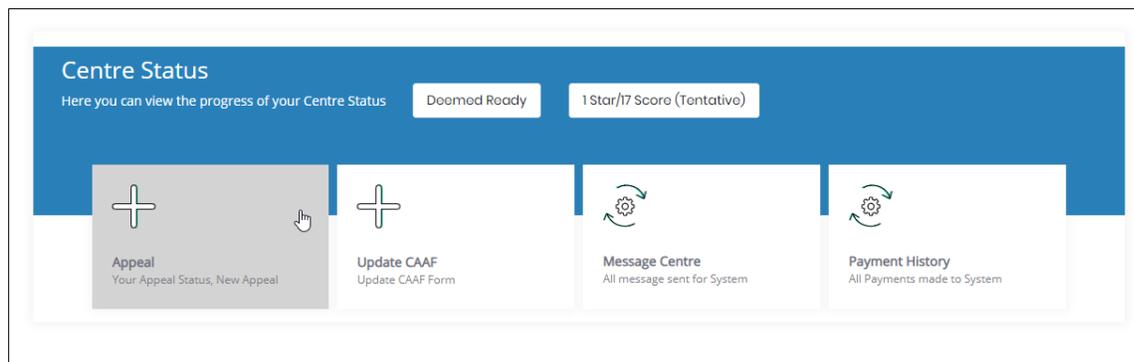
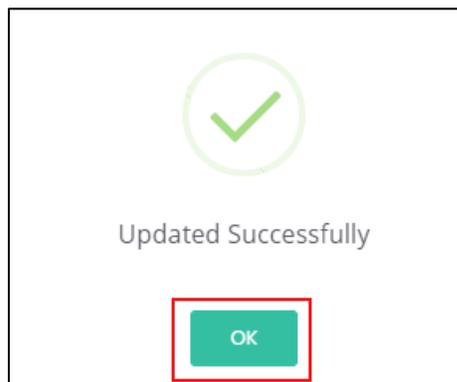➢ The **View All Appeals Request Raised** section displays the appeal requests.

➢ The **Appeal Requests** screen hosts *two* tabs as listed below.

- Appeal Against Centre Status
- Appeal Against Job Role

➤ Click **Request Justification,** the **Justification Against Job Role** screen appears.

➤ The **Justification Against Job** section allows the Training Centre to enter the appropriate comments for justification for the job role and to upload the supporting documents.

➤ Click **Browse** to *upload* the appropriate supporting documents. Training Centre can upload the only jpg, png, jpeg, pdf, jpeg and the maximum file size is **five** MB. Click **Upload.** On the upload, the message appears as **file name.ext Uploaded Successfully.**

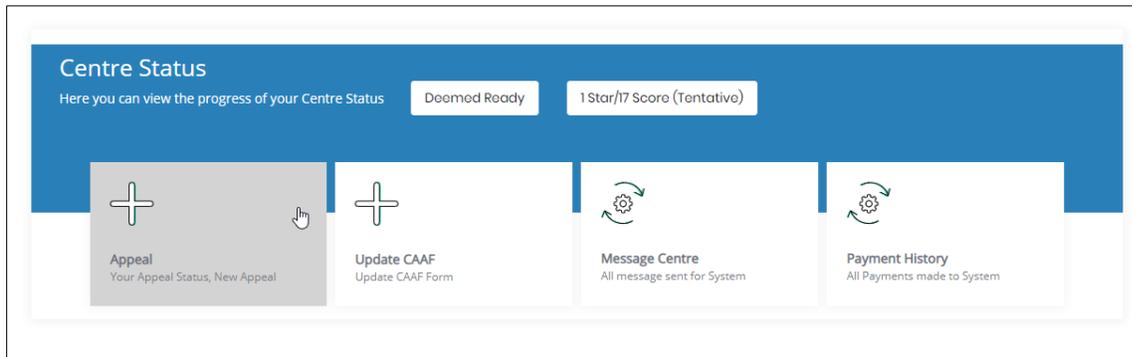➤ Click **Submit**, the **Updated Successfully** message appears.

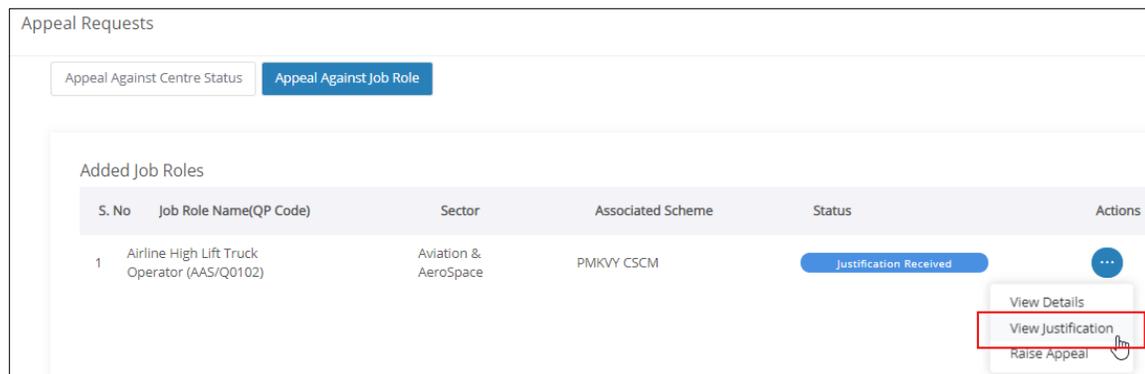➤ Click **OK.**

12.1 View Justification

The **View Justification** screen allows the training centre to view justification submitted by the Sector Skill Council (SSC).
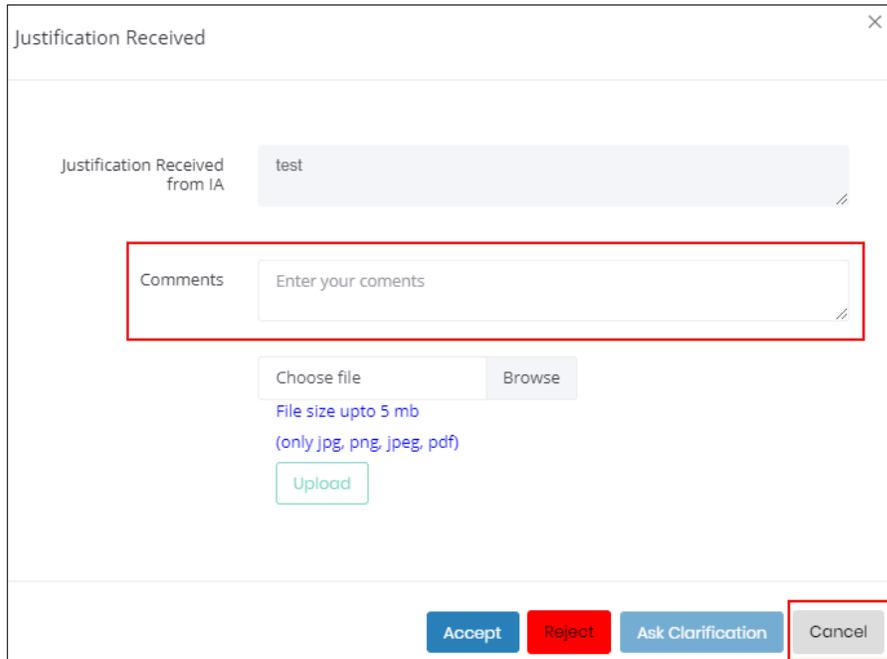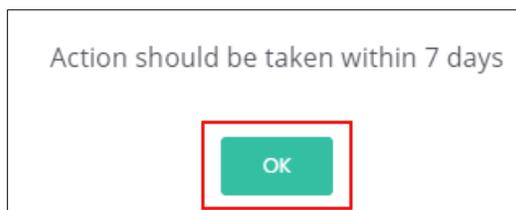
➢ The **View All Appeals Request Raised** section displays the appeal requests.

➢ Select **View Justification**, to navigate to the **Justification Received** screen.

➢ The **Justification Received** section displays justification received details from IA. Also allows the training centre to enter the additional comments and to upload the supporting documents.

➢ Click **Cancel**, the following message appears.

➢ Click **OK**, to navigate to the **View All Appeals Request Raised** screen.

> **Note:**
> - If the Training Centre clicks **Accept** for the Justification Received, then Training Centre *can* Raise Appeal.
> - If the Training Centre clicks **Reject** the Justification Received, then Training Centre *cannot* Raise Appeal.
> - If the Training Centre clicks **Ask Clarifications** for the justification received, then the notification will go to the Inspection Agency (IA) for further clarifications.
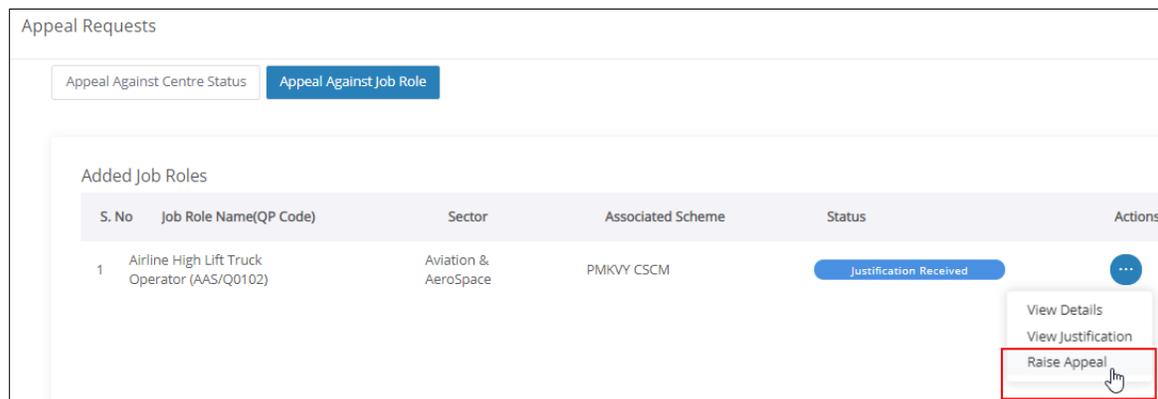
12.2 Raise Appeal

The **Raise Appeal** screen allows the training centre to raise an appeal against selected job role.
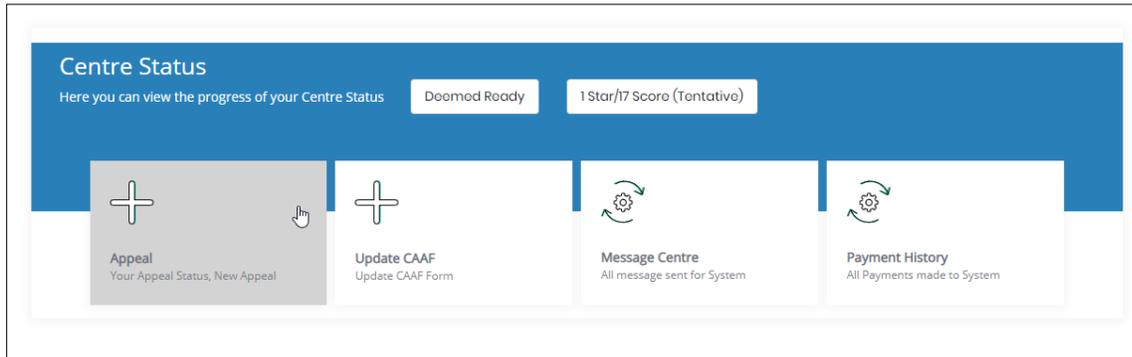
➢ The **View All Appeals Request Raised** section displays the appeal requests.

➢ Select **Raise Appeal**, to navigate to the **Appeal Against Job Role** screen.

➢ The **Appeal Against Job Role** section allows the training centre to enter the appeal against job role details and to upload the supporting documents.
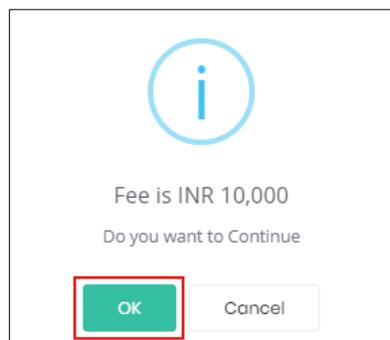

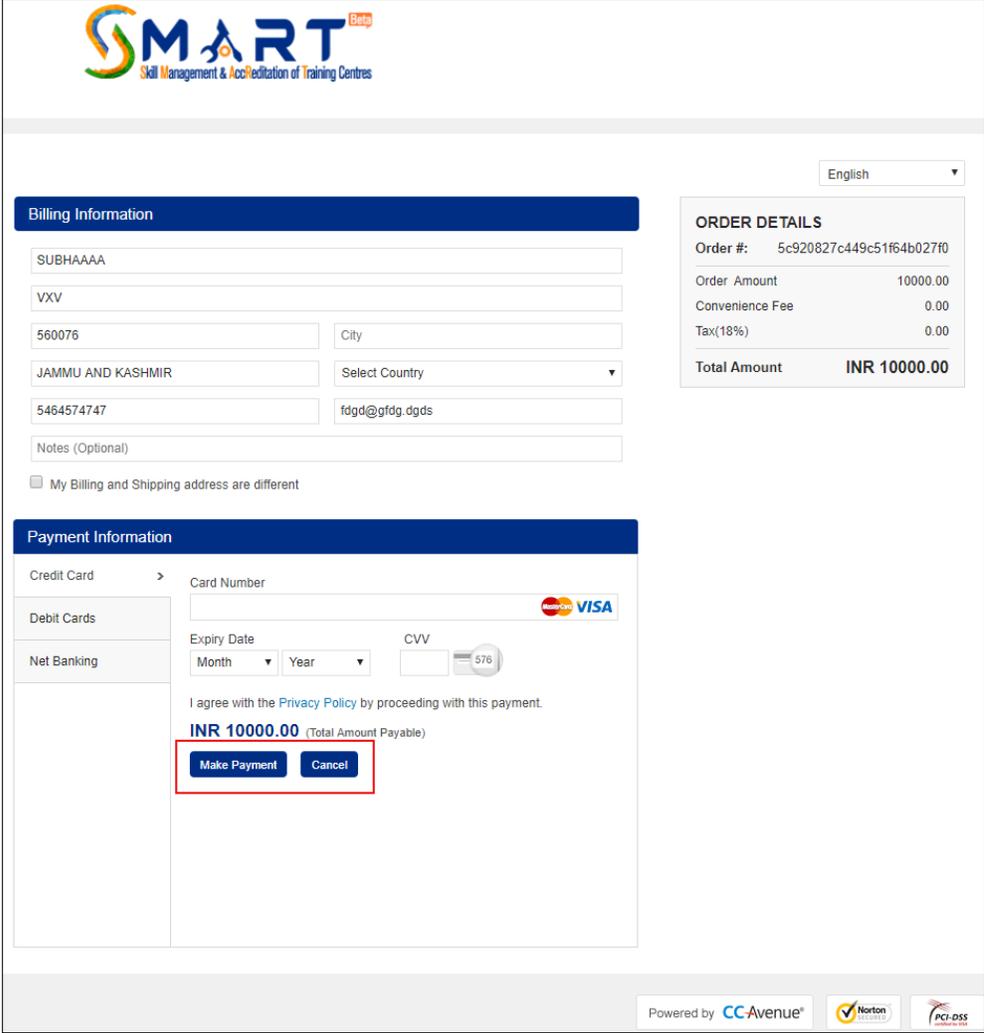➢ Click **Submit,** the **Accreditation Appeal Payment Required** message appears.

➢ Click **OK,** the following message appears.

➢ Click **OK**, to navigate to the **Billing and Payment** screen.

➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to edit or enter the appropriate billing details of the applicants.

➢ Click **Cancel**, to cancel the payment procedure.

Note: If the training centre select cancel, the following message appears as follows.

➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.

➢ The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

PRN	308004716825
BID	1548836193800
AMT	12.80
PID	AVN0002
TXNDATETIME	30/01/2019
Transaction Status	Y ▼
Return To the Merchant Site	

- Click **Return To the Merchant Site,** the **Payment Success** message appears as follows
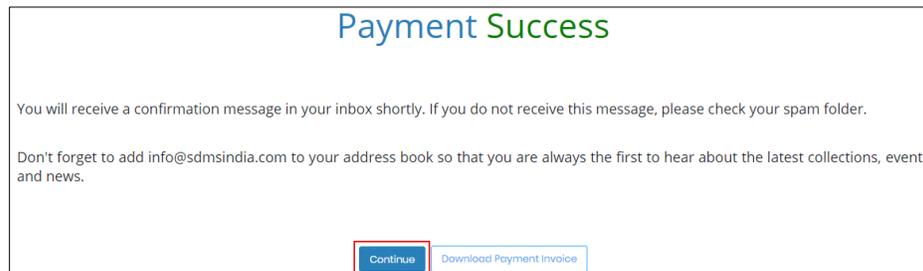
- Click **Download Payment Invoice**, to download the detailed invoice.
  Click **Continue**, the following message appears.
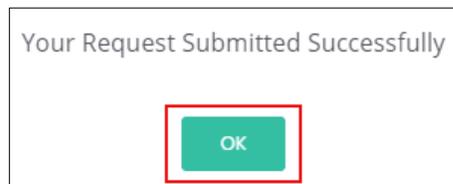
- Click **OK**, to navigate to the **My Submitted CAAF** screen.