



INTEGRATED SKILL MANAGEMENT SOFTWARE OPERATION MANUAL

SOFTIN SYSTEM PRIVATE LIMITED

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INTRODUCTION

Why Kaushal Ganga? In an endeavor to prepare a generation of skilled employees and leaders in alignment with the modern day market demands, the Central and State Governments have shown a keen interest in laying out an institutional mechanism for the development of skills of people of the country. For that purpose, Ministry of Skill Development & Entrepreneurship and National Skill Development Council at National Level and State Skill Development Councils at State Level acts as a catalyst and monitors all the related developments in the area of Skill Development.

The foundation, in view of the above, has been working on the development of an integrated software, in consultation with the various skill sector councils, experts involved in its entire mechanism, which shall act as an 'one for all' application to manage and monitor the activities of all the stakeholders including NSDC, SSCs, Training Partners, Training Centers, Assessing Bodies, trainers, assessors, etc. in real time.

Working on the above line, we have come up with an Integrated IT solution that will enhance the workflow and monitoring mechanism of the entire chain covering the Skill process end to end i.e. inclusive of everyone and everything.

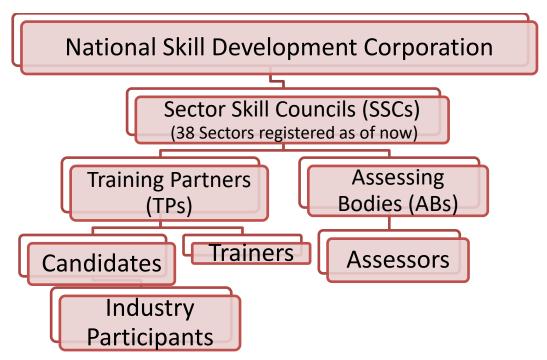
What's Kaushal Ganga? An Integrated Skill Management Application developed for Managing and Monitoring the entire Skill Process. It Integrate various Components and Segments involved in skill development process undertaken by various Sector Skill Councils. Incorporating each and every subset of integrated skill matrix reckoning from Mobilization, Counselling and processing, Registration, orientation & training, final assessment, employment and appraisal certificates & post grading covering Stakeholders, SSC's, Training Partners, Training Centers, Assessing Bodies, trainers, assessors etc.

GETTING STARTED - OVERVIEW

Let's begin a journey of floating into the Integrated Ganges of Skill to attain salvation and flawless Operations.

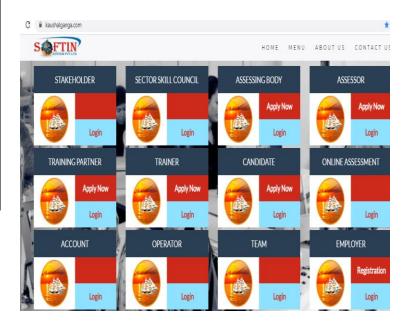
Let's take a dip into the broad description of Integrated IT Business solution for Skill Process in line with the guidelines and regulatory framework of NSDC.

A Quick Glimpse to the Operational framework of NSDC:



Log into https://www.kaushalganga.com

- A Comprehensive module page will appear. This comprehensive module consists of 12 respective segments involved in Skill Development Process
- The web page leads you to the particular module you want to run. The respective user may access his/ her intended module.
- Once the module you want to access appears, either click on "Login" or click on "Apply Now" to get yourself registered in case you haven't sign up before.





MODULE FOR SECTOR SKILL COUNCIL

The user may log into SSC Module using the credentials i.e. using Email Id registered with admin and Password.

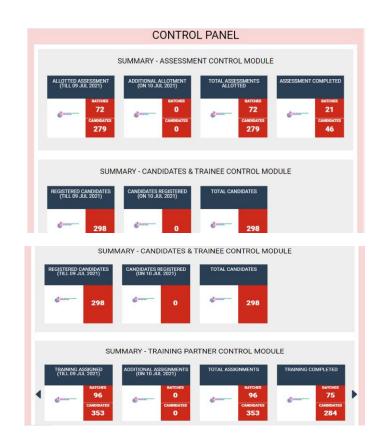


- On Successful login, Dashboard will appear comprising 6 Module namely –
 - <u>Control Panel:</u>-ASSESSMENT CONTROL

MODULE- It depicts the total no. of Allotted Assessment till yesterday date, Additional Assessment till on date, total assessment allotted and Assessment completed with the proper details of Batches and Candidates

CANDIDATES & TRAINEE CONTROL MODULE-

It depicts the Total no. of Registered candidates till yesterday date, Candidates Registered till on date and



total Candidates with the proper details of Batches and Candidates.

TRAINING PARTNER CONTROL

MODULE- It depicts the Total no. of Training Assigned till yesterday date, Additional Assignments till on date, total Assignments, Training Completed and Training under process as on date with the proper details of Batches and Candidates.

EMPLOYMENT CONTROL

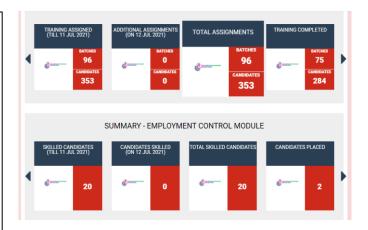
MODULE- It depicts the Total no. of skilled Candidates till yesterday date, Candidates Skilled till on date, total Skilled Candidates, Candidates Placed and shortlist Candidates as on date with the proper details of Batches and Candidates.

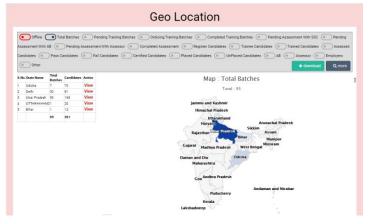
Geo location :-

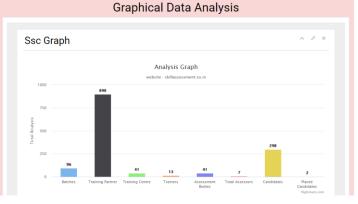
It depicts the total no. of batches of candidates trained, assessed, failed and certified in different locations all over India. It also Provide this information in easy to use **excel** generated format.

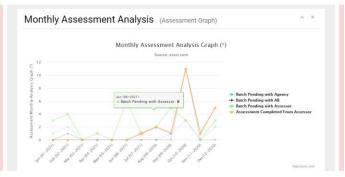
• **Graphical Analysis**

It depicts the SSC Graph with total Assessment w.r.t Baches, Training Partner, Training Centre, Trainers, Assessment Bodies, Total Assessors, Candidates, placed candidates.
It depicts the Monthly Assessment Analytics graph.









Download Report It Provide the facility Output Description:

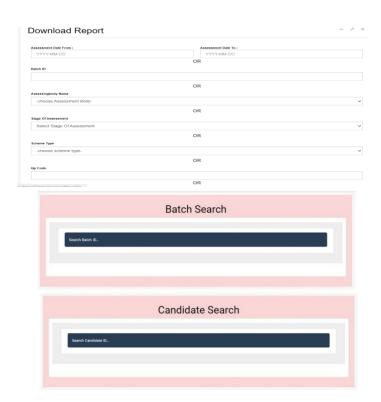
It Provide the facility to download Report in Excel format with the help of Assessment date from to Assessment date to, Batch ID, Assessing Body Name, Stage of Assessment, Scheme Type, QP Code, Scheme Name, download Type.

• Batch Search

It Provides the option to search any Batch from Batch ID.

• Candidate Search

 It Provides the option to search any Candidate from Candidate ID.



BATCHES

• Import Batch

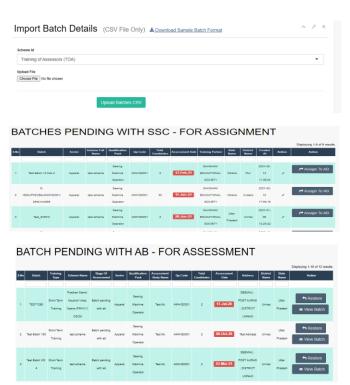
It Provide the facility to download a sample Batch in Excel format and upload a Batch file in Excel Format with the proper details of Batch and Candidate.

Pending with SSC - For Allocation

It depicts the total no. of batches with proper details of batch to Assign AB.

Pending with SSC – For Assessment

It Depicts the total number of batches which is allocate for Assessment to AB.



• PENDING WITH ASSESSOR - FOR ASSESSMENT

It Depicts the total no. of batches Assign for Assessment to Assessor.

• ASSESSMENT COMPLETED

It depicts the total no. of batches has complete Assessment. It also provides a option to view Training, View assessment and Print Result.

RE-ASSIGN BATCHES – OR ASSESSMENT

It depicts the total no. of batches Re-Assign for Assessment by AB. It provides to view button for batch details and update Re-Assign for Re-Assign to another AB.

PENDING - TRAINING BATCHES

It Depicts the total no. of list pending Training Batches. It provides the view button to see proper batch details.

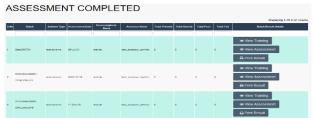
• ONGOING - TRAINING BATCHES

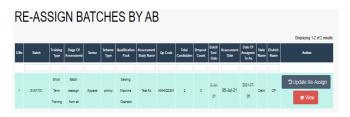
It Depicts the total no. of
Undergoing Training Batches. It
provides batch details, training
details and training attachment
(Image file, Document file and
video file) during on Date
Training.

• COMPLETED - TRAINING BATCHES

It Depicts the list of Training completed batches. It also provides the view training button to see Training details and training attachment (Image file, Document file and video file) during on Date Training.

BATCH PENDING WITH ASSESSOR - FOR ASSESSMENT Digitory 1-10 of 30 results Digitory 1-10 of 30 results











ASSESSMENT APPROVAL STATUS

- PENDING WITH SSC FOR
 RESULT APPROVAL

 It Denicts the pending list of
 - It Depicts the pending list of batches for result Approval.
- RESULT APPROVED BY SSC
 It depicts the list of Result approval batches. It also provides view button to see proper details of batch and print result.
- RESULT REJECTED BY SSC
 It depicts the list of result rejected batches.



TRAINING APPROVAL STATUS

 PENDING WITH SSC - FOR APPROVAL

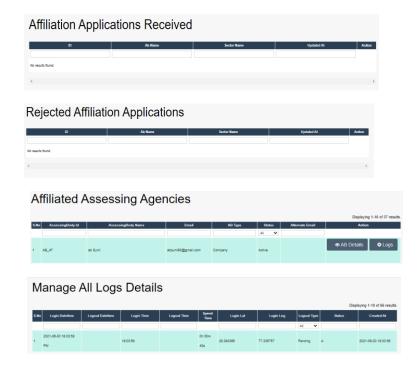
It Depicts the total no. of batches for Training Approval.

REJECTED BY SSC
 It depicts the list Training rejected batches.



Assessing Body

- Affiliation Applications Received
 It Depicts the total no. of
 Applications of AB's for Affiliate
 as a AB with SSC.
- Rejected Affiliation Applications
 It depicts the list of rejected
 Applications of AB's those want
 to Affiliate as a AB with SSC.
- Affiliated Assessing Agencies
 It Depicts the list of Affiliated
 AB's with SSC. It also provides AB details button to see about of AB and logs button to see Login datetime, Logout Datetime,
 Spend time, Login Lat, Login Lng, logout type, status and Created At.



TRAINING PARTNER

• TP's AFFILATION - UNDER PROCESS

> It Depicts the total no. of Requested Applications of TP's for Affiliate as a TP with SSC.

- TP's AFFILATION REJECTED

 It depicts the list of rejected

 Applications of TP's those want
 to Affiliate as a TP with SSC. It
 also provides Action view button
 to see proper details of TP.
- TP's Affiliated Job Roles
 It Depicts the list of Affiliated
 AB's with SSC. It also provides AB
 details button to see about of AB
 and logs button to see Login
 datetime, Logout Datetime,
 Spend time, Login Lat, Login Lng,



TRAINING CENTERS

<u>List of Training Centres</u>

It Depicts the List of total no. of Training Centres Affiliated with respective TP. It also depicts proper details of Training Centre.

								Displaying 1-10 o	1 0303 1000
ю	Sector Name	Centre Name	Tp Name	Spoo Name	Email	Contact No	Address With Piscode	Job Role Affiliated	Created A
5393	Apparel Sector Skill council	LIFE CHAMOLI LIKWOP	Livelihood initiatives for Empowerment	Ranul	life.chamoli.uhwdp@gmail.com	8259944818	vii kuni laga phali ghat shamoli utarakhand ghat bus standi 246435 UTTARAKHAND CHAMOLI Garhwal	Sewing Machine Operator	2020-09-11
5392	Apparel Sector Skill council	Amass Skill Ventures Hanumangarh	Arraes Skill Ventures Pvt.	Amar Singh	garima@ahreecomputers.co.in	9314015355	subhash chandra bosa ar:sec.school nyolakhi v.o.onyalakhi tahrawatsar dist- hariumangarh 338924 raj. thakur ji tempia 338924 RAJASTHAN HANUSSANSARIH Churu	Hand Embroiderer	2020-08-11 10-42-59
5391	Apparel Sector Skill council	SWATH SKILL TRAINING	SWATHI SKILL TRAINING	M.Saraswathi	swathiskillraining@yahoo.com	9709051001	13 6-2 Green Road Near Perlar Statue PERIVAR STATUE 920001 TAMIL NADU SIVAGANGA	Self Employed Tailor	2020-09-10

TRAINEE

• TRAINEE DETAILS

It Depicts the List of Trainees with all Details of batch and candidates.

• TRAINEES - UNDERGOING TRAINING

It Depicts the list of Undergoing training Candidates/Trainee with personal details of trainee and Affiliated QP code.

• TRAINED CANDIDATES

It Depicts the list of Trained Candidates/Trainees with personal details of trainee and affiliated QP code.

ASSESSED CANDIDATES

It Depicts the list of Assessed Candidates/Trainees with personal details of trainee and affiliated QP code. It also Provide to see batch details and Result.









• SKILLED CANDIDATES

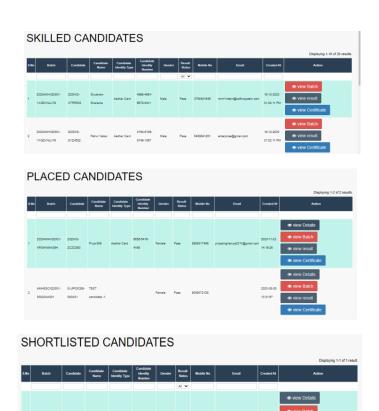
It Depicts the list of Skilled Candidates/Trainees with personal details of trainee and affiliated QP code. It also Provide to see batch details, Result and Certificate.

• PLACED CANDIDATES

It Depicts the list of Placed Candidates/Trainee with personal details of trainee and affiliated QP code. It also Provide to see batch details, Result and Certificate.

SHORTLISTED CANDIDATES

It Depicts the list of shortlisted Candidates/Trainee with personal details of trainee and affiliated QP code. It also Provide to see batch details, Result and Certificate.



MASTER TRAINER

Trainers Applied For Master Trainer

It Depicts the Applications to become Master Trainer with personal and professional details. It also show Status of application i.e. Approved or Rejected.



MASTER ASSESSORS

 Assessors Applied For Master Assessor

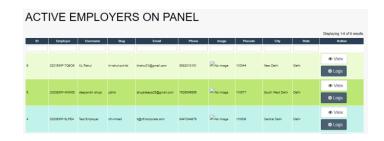
> It Depicts the Applications to become Master Assessor with personal and professional details. It also show Status of application i.e. Approved or Rejected.



EMPLOYERS

• ACTIVE EMPLOYERS ON PANEL

It Depicts the list of Affiliated Employers to provide the employment for skilled Candidates/ Trainees with the details of company.



WORK ORDER STATUS

• LIST OF WORK ORDER

It Depicts the list of work order with workorder ID, organization-Name, Number, Website, Job Role, total Targeted Candidates, Proposed year and view details of work order with Cost allocation on the stages- 1. On Allotment, 2. On Training Completion, 3. On Placement. It also Depicts the Assign workorder to TP.



OPEN WORK ORDER

It Depicts the list of Accepted work order by SSC of with the workorder ID, organization-Name, Number, Website, Job Role, total Targeted Candidates, Proposed year and view details of work order with Cost allocation on the stages- 1. On Allotment, 2. On Training Completion, 3. On Placement. It also Depicts the Assign workorder to TP.

• CLOSED WORK ORDER

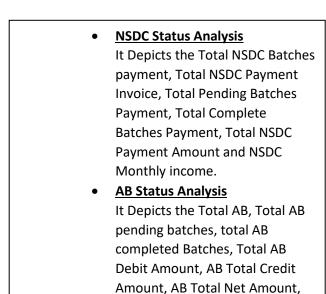
It Depicts the list of completed Required work order with the workorder ID, organization-Name, Number, Website, Job Role, total Targeted Candidates, Proposed year and view details of work order with Cost allocation on the stages- 1. On Allotment, 2. On Training Completion, 3. On Placement. Training and placement status.

DATA ANALYSIS

• BATCH STATUS ANALYSIS

It Depicts the Batch Status
Analysis- Total Batches, Today
Upload Batches, Today Assign
Batches, Batch Payment Status
(Pending and Complete), Batch
Pending with AB, Batch Pending
with AB, Batch Assessment
Completed From Assessor. It also
Depicts the monthly Assessment
Analysis in Graphical form.

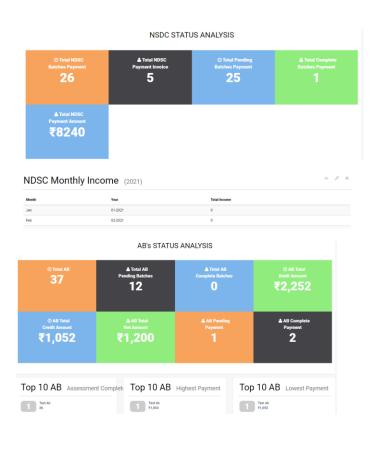
BATCH STATUS ANALYSIS O Total Batches 96 D Complete: O Complete: O Complete: O Monthly Assessment Analysis (Assessment Graph) Monthly Assessment Analysis Graph (*) Source: 8886.600 Monthly Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) A Statch Assessment Analysis Graph (*) A Statch Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) A Statch Assessment Analysis Graph (*) Source: 8886.600 A Statch Pending with Assessment Analysis Graph (*) Source: 8886.600 A Statch Assessment Analysis Graph (*) Source: 8886.600 A Statch Assessment Analysis Graph (*) Source: 8886.600 A Statch Assessment Analysis Graph (*) A Statch Assessment Analysis Graph (*) Source: 8886.600 A Statch Assessment Analysis Graph (*) A Statch Assessment Analysis Graph (*)



AB Pending Payment, AB Complete Payment, Top 10 AB

Payment

w.r.t Assessment Complete, Highest Payment and Lowest

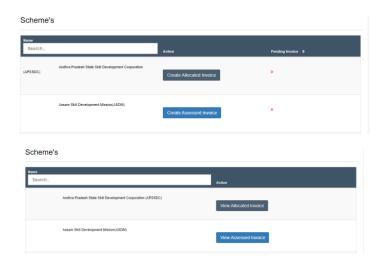


STAKEHOLDER (FINANCIAL DATA)

CREATE MEMORANDUM INVOICE

It Depicts list of batches with scheme wise to create memorandum invoice for allocation Invoice and Assessed Invoice with no. of pending invoices of respective batch.

VIEW MEMORANDUM INVOICE
 It Depicts list of batches with scheme wise to view the
 Allocated and Assessed invoices.



• VIEW PROVISIONAL INVOICES

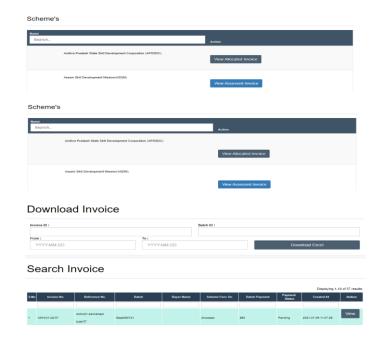
It Depicts list of batches with
scheme wise of Allocation and
Assessed provisional invoices.

• COMPLETED INVOICES

It Depicts list of Completed invoices batches with scheme wise to view the Allocated and Assessed invoice.

• SEARCH INVOICES

It Depicts total no. of view and download the Invoice details. It also provide the download invoice with help of invoice id, batch id duration of batch in the excel form.



AB's (FINANCIAL DATA)

• LIST OF RAISED INVOICE

It Depicts list of AB Payment
Invoice's with AB ID, AB Name,
Master SSC Sector, AB Type,
Status either (Active or Inactive),
Bill pending Invoice, bill
complete invoice, debit amount
balance, credit amount balance,
net amount balance and action
button to view (List bill invoice
and Monthly analysis)



SCHEMES

LIST OF SCHEME

It Depicts list of operative schemes by SSC with details of payment on stage of Allocation or Assessed and status either active or Inactive. It also provides to view to scheme details.



JOB ROLES

LIST OF JOB ROLE

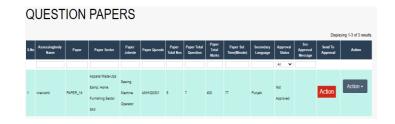
It Depicts list of Affiliated job role with the professional details. Is also provides Add nos button to create job role and nos list to manage them.



PAPER SET STATUS

• QUESTION PAPERS

It Depicts list of question paper with Ab, paper sector, job role, Qp Code, etc. and Action button to Approve or Reject and view the theory, viva, practical questions and print result.



ACCOUNTANTS

- CREATE ACCOUNTANT
 - It provides the option to create a new Accountant.
- LIST OF ACCOUNTANT

It Depicts the list of affiliated Accountant with personal and professional details.



OPERATORS

- **CREATE OPERATORS**
 - It provides the option to create a new Operators.
- LIST OF OPERATORS

It Depicts the list of Affiliated Operators with personal and professional details.



BATCH TRACKING

• LIST OF BATCHES

It Depicts the total list of batches od all details i.e. batch ID, Sector, Scheme Full Name, Qualification Pack, Qp Code, Total Candidates, Assessment Date, State Name, District Name and view button to see proper details of of batch.



TEAMS

- CREATE TEAM
 - It provides the option to create Team/ Edit team.
- LIST OF TEAM

It Depicts the list of Team members with personal and professional details.



TOT/TOA

• CREATE BATCH

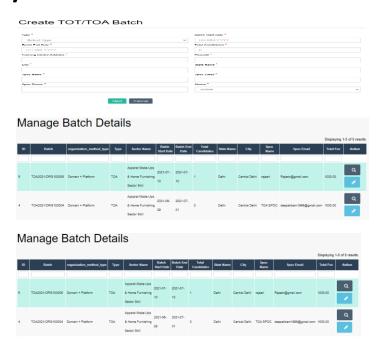
It provides the option to create Batch under training TOT and TOA.

• LIST BATCHES

It Depicts the list of all batches under TOA/TOT personal and professional details. It also provides to view button to see batch details and update batch.

• LIST OF CERTIFIED TOT/TOA APPLICANTS

It Depicts the list of completed TOA/TOT Applicant with personal and professional details.



PROFILE

• CHANGE PASSWORD

It Depicts the edit form to change your current profile password.

Edit Password		^	F	×
Login Email ID *	admin@gmail.com			
New Password	New Password			
Confirm New Password	Confirm New Password			
	Change Password Reset Cancel			

• <u>UPDATE PROFILE</u>
It Depicts a form to Update your current profile.



HELP & SUPPORT

HELP & SUPPORT

It Depicts a Create Enquiry form to raise a query.



LOGOUT

• LOGOUT

It Depicts a logout button to log out from current login profile.