



# INTEGRATED SKILL MANAGEMENT SOFTWARE OPERATION MANUAL

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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, 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.

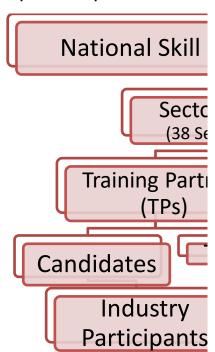
What's Kaushal Ganga? An Integrated Skill Management Application developed for Managing and Monitoring the entire Skill Process. It Integrate various Components and Segments involved in skill development process undertaken by various Sector Skill Councils. Incorporating each and every subset of integrated 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, Assessing Bodies, trainers, assessorsetc.

# **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 <a href="https://www.kaushalganga.com">https://www.kaushalganga.com</a>

- 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





# **MODULE FOR TRAINING PARTNER**

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



 On Successful login, Dashboard will appear comprising 3 Module namely –

### • Control Panel:-

It depicts the Total no. of
Training centre situated at
different states along with its
all professional and personal
details like Name, Area,
Address, proof of
attachments, property type
and with all other related
documents. Targeted
allocated data in terms of
candidates trained and
assessed are also maintained
in this section of manual.





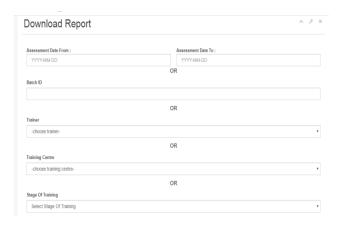
### Geo location :-

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.

### • Download report:-

it depicts complete details of assessment with proper batch I.D , details regarding trainer's with training partners , schemes wise stages of training completed. This tab also provides an option of downloading required details regarding training and training partners in excel format.





# Let's have a Quick look at all other Control Modules

# <u>Section 1 Training Centre</u>:- This section include complete centre wise details as under:-

# **Training centre:**

This module monitors the Training centres details as follows:-

### A) Add Training Centre :-

This tab provides a platform to add a new Training centres at required location and for required schemes with complete detail of TP, address Proof, other document details like type of property either owned or rented with proof of attachments enclosed. This facility is provided through CREAT tab option provided at the bottom of this page.

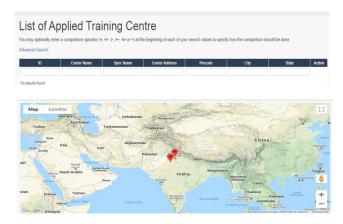
# B) Registered training centres :-

This tab provide complete details of already registered training centres at different locations with proper details of I.D, SPOC mail, SPOC phone no., City, State. For this action a **VIEW** option is provided to get complete information regarding this.

- C) <u>Training centre applied for :-</u> This tab provide the complete details of applied training centre with Centre I.D, centre name and other related credentials.
- D) Training centre Map view :- This tab







# **Section 2:-TRAINERS**

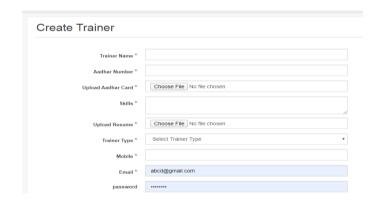
### **Trainers:**

This module gives an overview of all the **Trainers** working with **TP's** in following manner:

1. Add Trainers :- This tab provide the feature to Add new trainer in the same manner as in Training centre module with complete detail of TP, address Proof, other document details like type of property either owned or rented with proof of attachments enclosed. This facility is provided through CREAT tab option provided at the bottom of this page.

### 2. Registered Trainers:-

This tab provide complete details of already registered **Trainers** at different locations with proper details of I.D, E-mail, Phone no. , City, State, Aadhar no. etc. Delete option also available to delete any **Trainers** from List.





# **Section 3:- TRAINEE**

### Trainee:

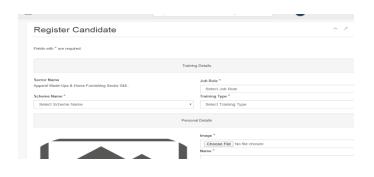
Here different stages of trainee are measured in following manner:-

# a) Register trainee:-

it provides a platform to register trainee with complete professional and personal details of trainee's like Name, Job Role, schemes name, Training Type, experience, Address, Bank account details etc.

# b) Trainee applied for:-

Here complete list of applied candidates are maintained with unique I.D, Name and other personal and professional details. This feature provides option of **VIEW** 





- c) Trainee selected for training:Here total selected Trainee are
  maintained with complete
  personal and professional details
  like Unique I.D, education detail,
  Job role, schemes, state etc.
- d) Selected trainee for Training:Here complete details of
  candidates waiting for training
  are maintained with complete
  personal and professional details.
- e.) Trainee's undergoing training:

  It provides all the details of

  Trainee's undergoing training, are

  Maintained with complete

  Personal and professional details.
- **f.)** Trained candidates:- it provides complete details of candidates successfully trained with complete individual details of candidates trained.









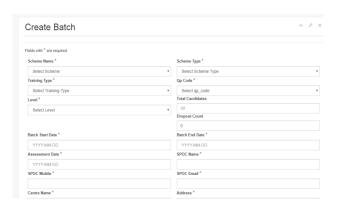
# **Section 4:- BATCHES**

<u>Batches:</u> It Depicts the complete stages of batches of candidates in in below mentioned sub section:-

- a) Create batch:- It Provides a platform to ADD new Batches with all the required information of schemes of training , candidates , batch start and end date and other useful information.
- b) <u>Batches pending for</u> Assignment For Trainer:-

It provides list of batches pending for assignment to trainers required information of schemes of training , candidates , batch details, assessment date etc.

c) Patches undergoing







- d) Batches pending for approval by

  TP:- It provides complete details of batches pending for approval by TP with all the required information regarding batches, trainers, candidates etc.
- e) Batches rejected:- It provides the details of batches rejected with required details like training type, total candidates, batch end date, assessment date, trainer name, state name etc. It provides a logo named Approval to get this detail.
- f) Batches approved by TP- Pending for SSC Approval:- it provides complete details of batches approved by TP after training but still pending for the final approval from SSC.
- g) Batches approved by SSC:-it depicts the complete details of completed batches which has approved by SSC, with the use of VIEW tab given in this tab.









# **Section 5: TRAINER- APPLIED FOR**

<u>Trainer</u> - <u>applied</u> for :- it depicts details regarding trainers applied and selected in following manner:-

1. <u>Browse:-</u> This tab provides complete list of trainers applied with trainers detail like name, sector of training, location, Pin code, city, state.

### 2. Selected:-

It provides details of selected trainers from applied trainers with details information like applied name, name, email, mobile no., sector, location etc.





<u>Job role affiliation</u>:- it depicts all kinds of job roles in following manner:-

### 1. Apply job roles :-

it is used to apply new job roles with related details like Sector name, target allocated for f.Y.

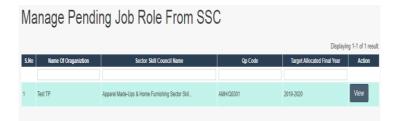
# 2. Pending Job roles :-

It provides Pending job roles from SSC with complete details like name of organization , SSC name, given targets etc.

- **Rejected Job roles :-** It provides complete details of rejection of all TP's affiliation with other required information.
- 4. Approved job roles :-It provides complete details of all job roles affiliated to TP"s with complete details like name of organization, SSC name, given targets etc.

# **Section 6:- JOB ROLE AFFILIATION**





Work order status :- In this section the stages of work orders are measured in below mentioned way:-

### 1. Assigned work orders :-

It depicts the total no. of work orders assigned to different organization with their name , job roles. And quantity of allocation in proposed year are also measured here.

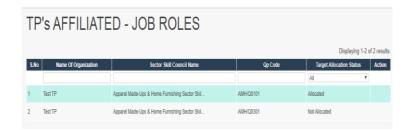
### 2. Accepted work orders :-

This feature provide list of Accepted work orders from different organization like NSDC, with complete batch I.D's, job roles and with complete cost allocation in year wise form. It provides an option to click on **View Details** tab to get complete details at one place.

### 3. Closed - work order :-

it depicts list of work orders which has successfully completed complete batch I.D's, job roles and with complete cost allocation in year wise form. It provides an option to click on View **Details** tab to get complete details at one place.

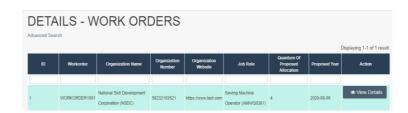




# **Section 7:-WORK ORDER STATUS**



DETAILS - WORK ORDERS Advanced Search Opposition 1-3 of 3 med									
ID	Workorder	Organization Name	Organization Number	Organization Website	Job Role	Quantum Of Proposed Allocation	Proposed Year	Action	
3	WORKORDER1003	National Skill Development Corporation (NSDC)	66346734	https://www.testworkorder.com	Sewing Machine Operator (AMH/Q0301)	4	2020-03-	◆ View Details	
6	WORKORDER1006	National Skill Development Corporation (NSDC)	7556958463	https://www.kaushalganga.com/index.php/workorderDe	Sewing Machine Operator (AMH/Q0301)	3	2020-05-	Wew Details	



Section -8 - HELP & SUPPORT

# Help & Support:-

It depicts the manner in which solution of different kinds of unknown problems and errors find by users. The user needs to input the following 3 details to get its query submitted to our support team:

- 1. Name.
- 2. Email.
- 3. Raise a query.

