



**समर्थ**

**Scheme for Capacity Building in Textile Sector  
Ministry of Textiles, Government of India**

# User Manual-Upskilling

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**Aadhaar-Enabled Biometric Attendance System (AEBAS)  
and  
Management Information System (MIS) Portal of “Samarth”**

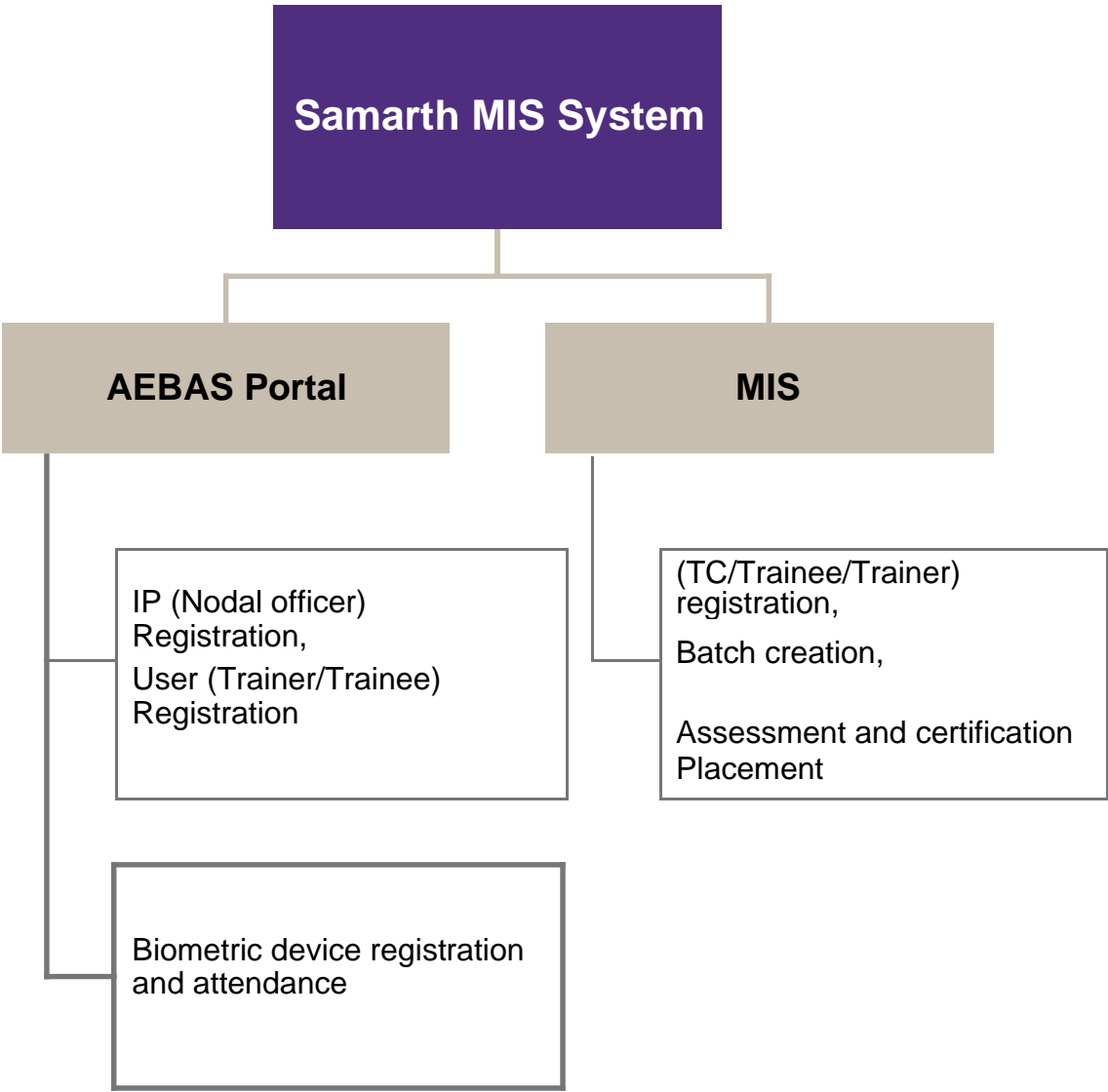
**Version 1**

(November 2020)

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## Structure of Samarth MIS for Implementing Partners



# Standard Procedures for AEBAS Portal

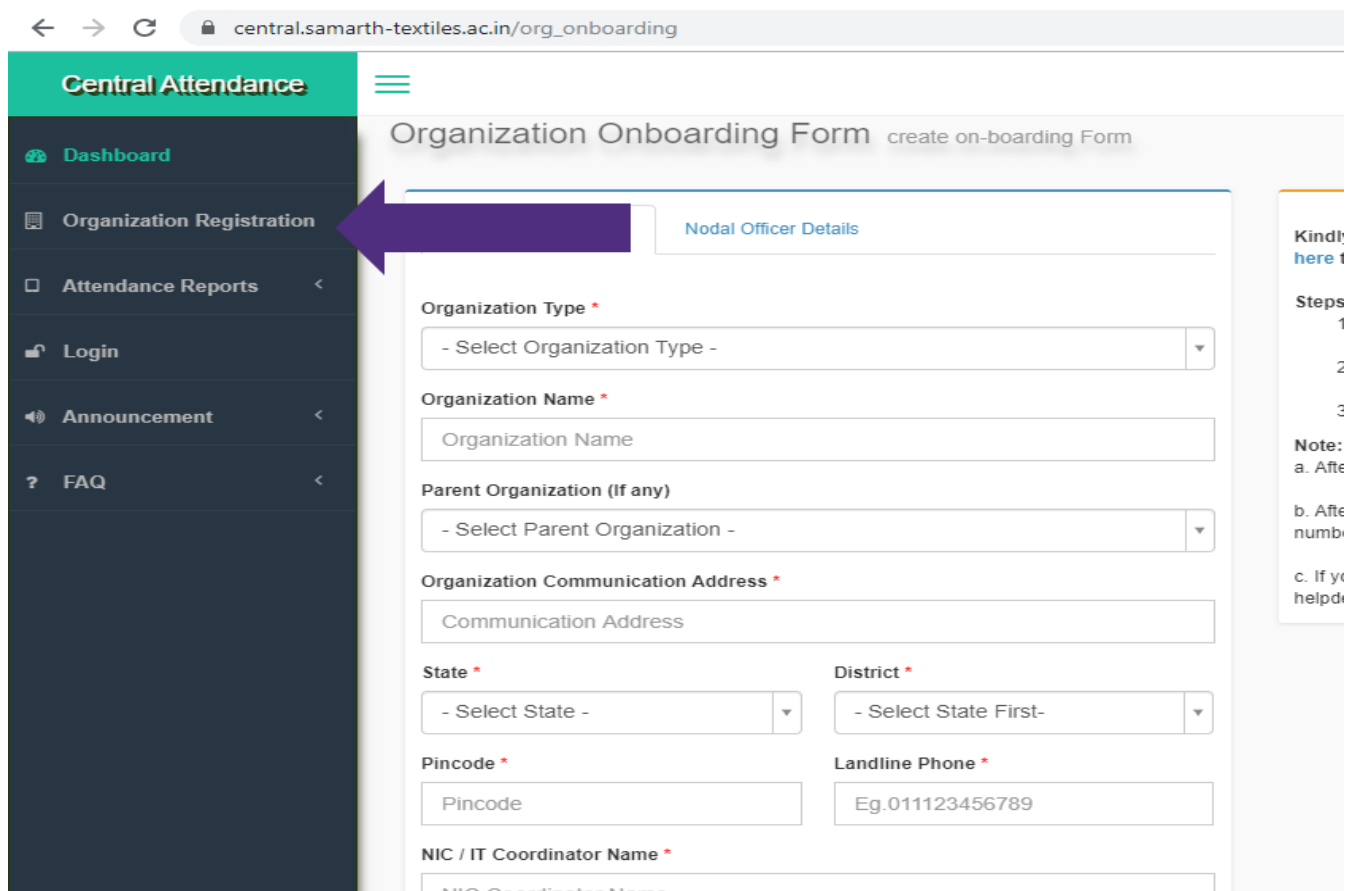
## For Implementing Partner (Nodal Officer)

### Online Onboarding on AEBAS Portal:

The Implementing Partner will follow the below mentioned procedure for on-boarding on the Aadhaar-Enabled Biometric Attendance System (AEBAS).

- An Onboarding form will be sent to the Nodal Officer of the Implementing Partner (IP) by Ministry on the Nodal Officer's registered email ID as provided by the IP.
- This form will get seal and signed by competent authority after filling it properly and sent to Ministry in both soft copy and hard copy.
- Then open the attendance portal (<https://central.samarth-textiles.ac.in>), select '**Organization Registration**' from the side menu.
- The Nodal Officer fills up the online form shown in the figure 1.1 and 1.2.

**Note:** Please choose the option **NO** for the validation “**Do you want to auto activate employee/candidate just after registration?**” while filling the organization details.



The screenshot displays the 'Central Attendance' portal interface. The browser address bar shows 'central.samarth-textiles.ac.in/org\_onboarding'. The left sidebar contains a menu with items: Dashboard, Organization Registration (highlighted with a purple arrow), Attendance Reports, Login, Announcement, and FAQ. The main content area is titled 'Organization Onboarding Form' with a sub-link 'create on-boarding Form'. Below the title, there is a tab labeled 'Nodal Officer Details'. The form contains several fields: 'Organization Type' (dropdown), 'Organization Name' (text), 'Parent Organization (If any)' (dropdown), 'Organization Communication Address' (text), 'State' (dropdown), 'District' (dropdown), 'Pincode' (text), 'Landline Phone' (text), and 'NIC / IT Coordinator Name' (text). A 'Kind!' section on the right lists steps 1, 2, and 3, with a note: 'Note: a. After b. After numb c. If yo helpd'.

**Fig 1.1**

Central Attendance

Organization Onboarding Form Create Onboarding Form

Home > Organization Onboarding

Organization Details Nodal Officer Details

Nodal Officer Name (As on Aadhaar) \*

Nodal Officer Name

Aadhaar Number \*

Nodal Officer Aadhaar

Designation \*

Nodal Officer Designation

Mobile No \*

Nodal Officer Mobile No

E-mail (Please enter official e-mail id only) \*

Nodal Officer Email

Enter the code exactly as it appears: \* a7aaaa Not readable? Change text.

Confirmation Code

Submit

Kindly read the Manual before submitting the Online Organization On-boarding. [Click here](#) to Download Manual.

Steps to follow for Online Organization On-boarding :

1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal.
2. Scan the filled, signed & stamped form and save it in ".jpg" format of max file size 300 KB. The scanned file should be uploaded along with the web form.
3. Please review the form before submission.

Note:

- a. After submitting the form, Take print out.
- b. After your submission you can edit the data if require using OTP & temporary registration number. [Click here](#)
- c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk. <https://servicedesk.nic.in>.

**Fig 1.2**

Users are advised to ensure that the details entered here match with the Nodal Officer's and NIC/IT Coordinator's Aadhaar Card. Kindly enter an official and active email ID.

- e) Having submitted the form, the details such as Organization Name, Nodal Email, Nodal Mobile, Status and Creation date will reflect on the screen along with the Actions that can be taken- **Edit, Print, Upload File, View and Exit**. A temporary registration Number is sent on the mobile through SMS/E-mail of the nodal officer. **Keep the temporary registration number safe** as it will be required to login for edit/upload/Print of organization details before approval from Ministry.
- **View:** On selecting the View button, the following screen, Fig 1.5 will appear where all details entered in the form can be seen and a checked for any errors. The user can select Back to go to the previous screen.
  - **Edit:** In case of incorrect entry in any of the fields, the information can be edited by clicking on the Edit button. The following screen will appear where changes can be made. Once the details on the screen are corrected, the form can be submitted, so that it can be processed.
  - **Print:** The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.


Print

Total 1 sheet of paper

Print

Cancel

Destination



HP Universal Printing P...  
Change...

Pages

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- **Upload File:** The user will upload the signed and stamped copy of the form and submit it for processing.

Dashboard

Employee Registration

Announcement NEW

FAQ

## Upload file

Upload file (only jpg/jpeg format and size upto 300KB) \*

Choose File

No file chosen

Back

Submit

Once the form is uploaded successfully, the user can view the uploaded form along with all details. The user may now click **Exit**. The system will generate a Temporary Registration Number, and the same will be sent to the Nodal Officer's mobile number.

The screenshot displays the 'Manage On-boarding Form' interface. A green success banner at the top states: 'Success! Organization Onboarding file updated successfully.' Below this is a table listing onboarding records.

Organization Name	Noted Email	Noted Mobile	Status	Creation Date	Action
etecf			Pending	January 26, 2018	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">Upload File</a> <a href="#">View</a> <a href="#">Delete</a>

- f) In case the user wants to edit some information provided in the form earlier, it can be done as shown below:
- Click on Organization Registration, then click on the link on the right-hand side for reopening the submission for editing.

**Fig 1.6**

- Enter the 'Temporary Registration Number' which was sent to the Nodal Officer's mobile number via SMS.
- Enter Mobile Number.
- Type the Security Code shown.
- Click on Submit.

**Fig 1.7**

- Enter the OTP sent on the mobile number of the Nodal Officer
- Click Submit



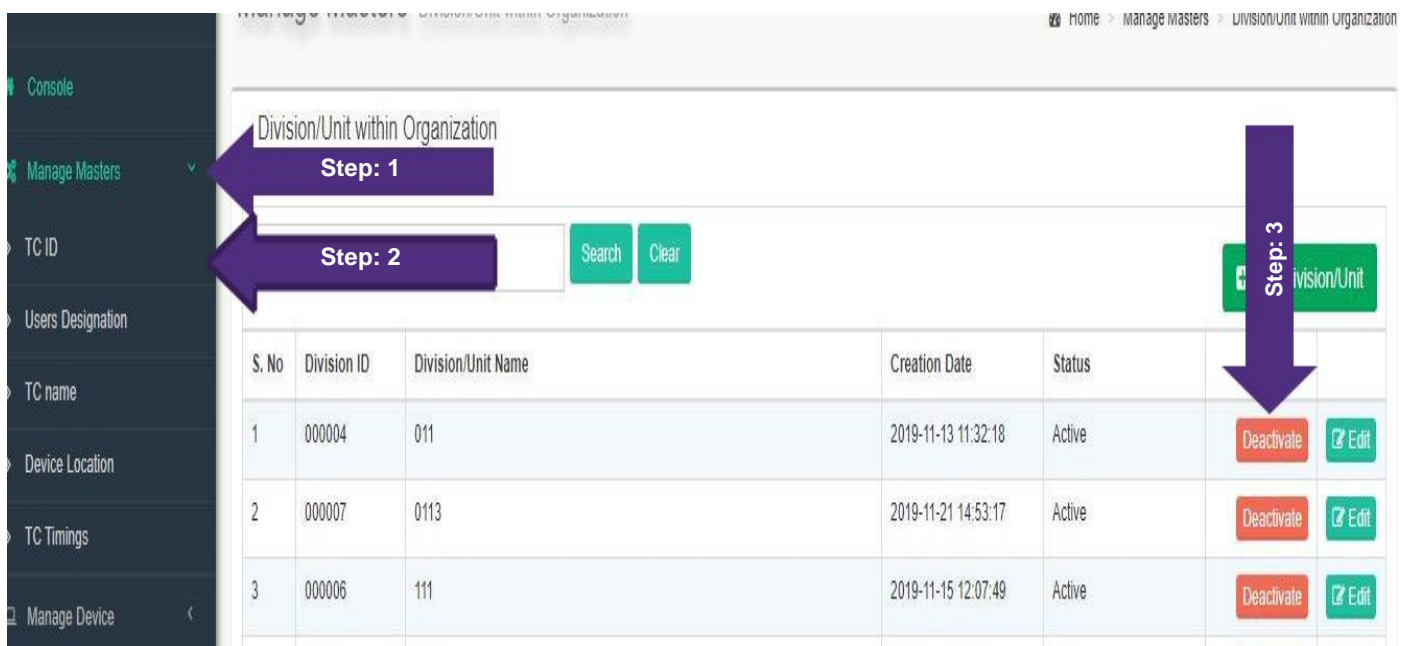
**Fig. 1.8**

Once the submission is done, a system-generated confirmatory mail will be sent to the Nodal Officer's Email after submission to confirm within 1-3 days. The Nodal Officer will click the link contained in the confirmation email. The request will be automatically forwarded to the Ministry of Textiles for approval. Once it is approved, the organization's attendance URL and Nodal Officer's login credentials will be generated. This process may take 2-4 days. Thereafter, the Nodal Officer may log in to the attendance portal and proceed with employee registration and other modules accordingly.

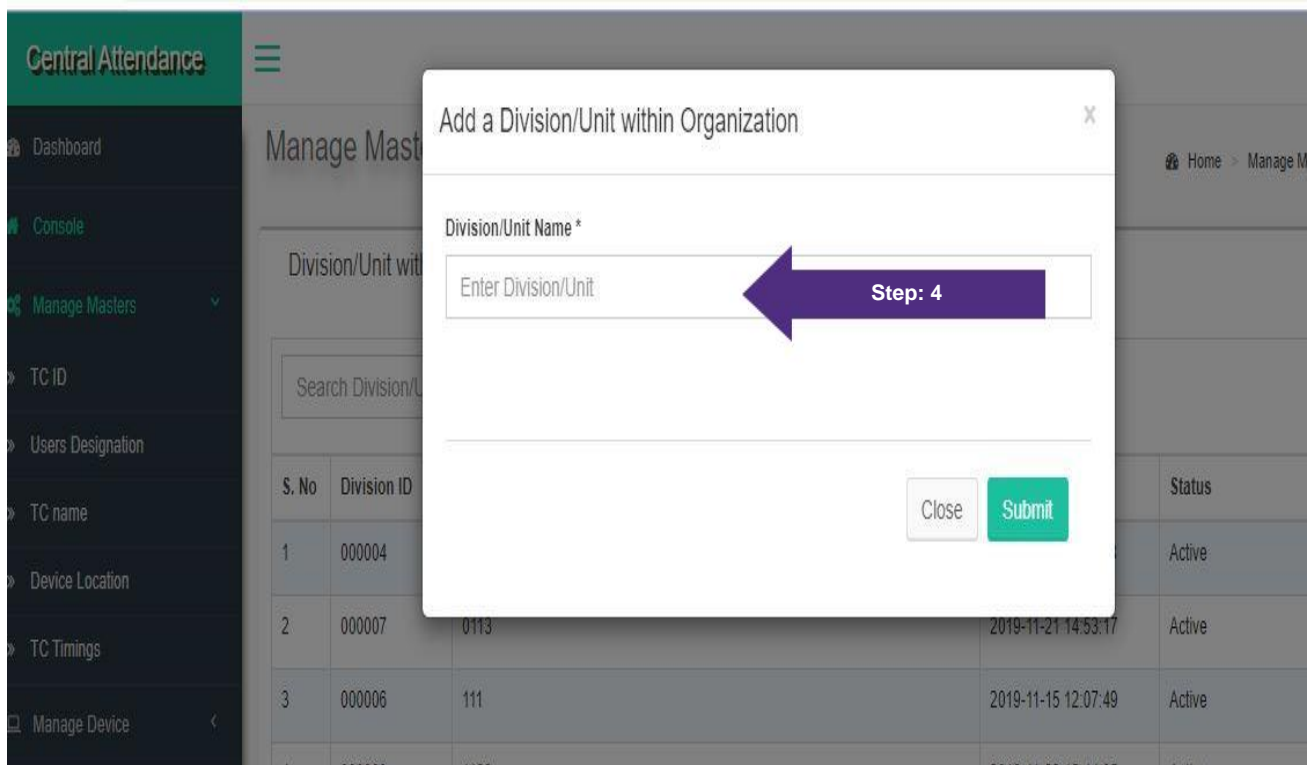
### Tasks of Implementing Partner (Nodal Officer):

The Nodal Officer is required to add all the Training Centre (TC) IDs, User Designations (Trainer, Assistant Trainer, Trainee), Training Center Names, Device Locations, and Training Center Timings in the **Manage Masters Tab**

#### a) Training Center (TC) ID Addition:

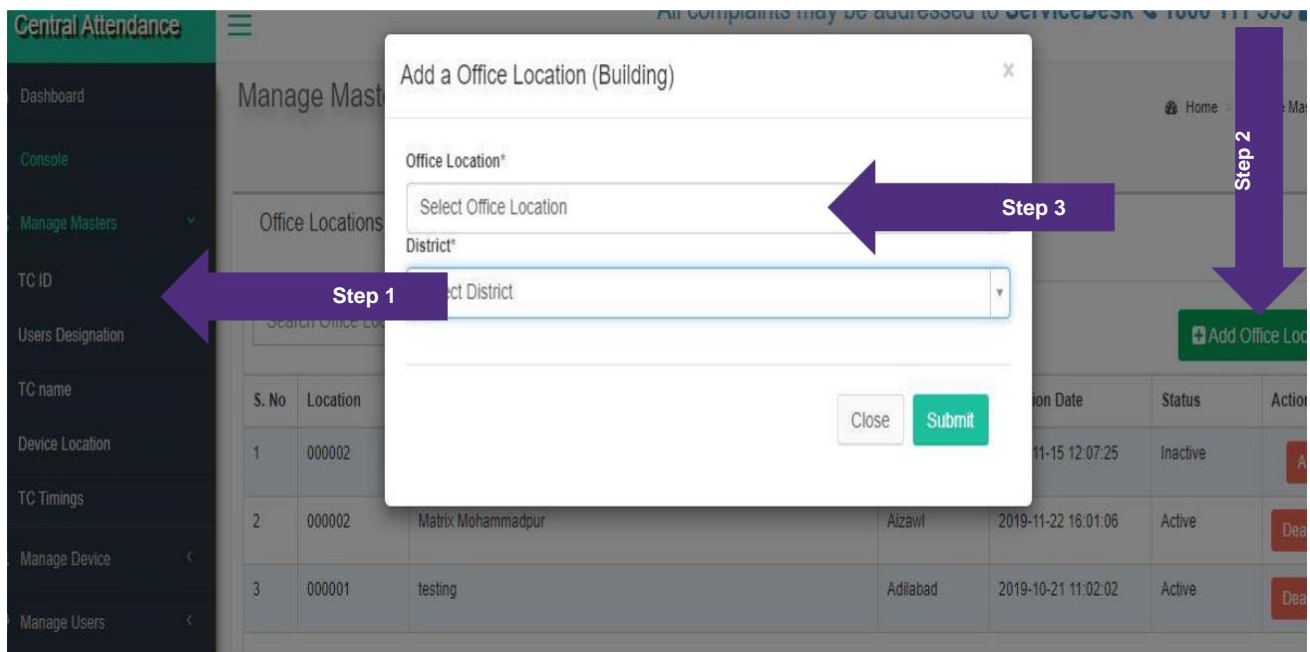


**Fig 1.9**



**Fig 1.10**

**b) Training Center (TC) Name Addition:**



**Fig 1.11**



### c) Biometric Device Location Addition:

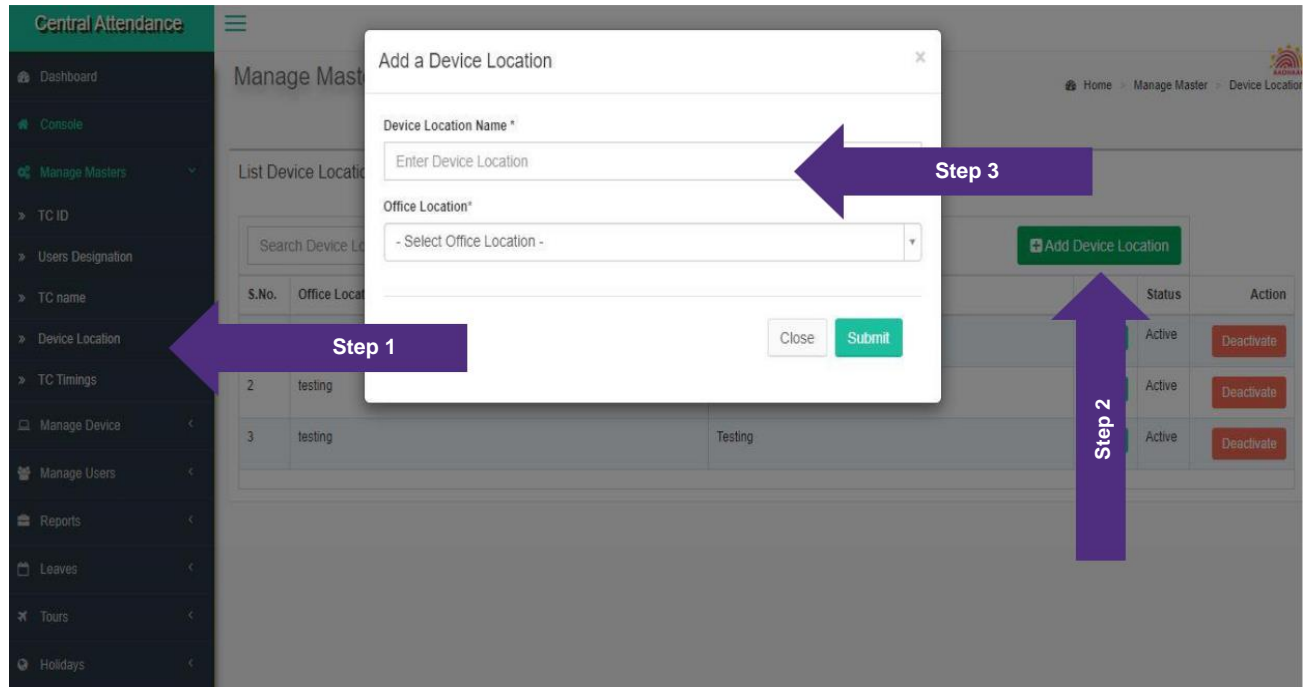


Fig 1.12

### d) Training Center (TC) Timings:

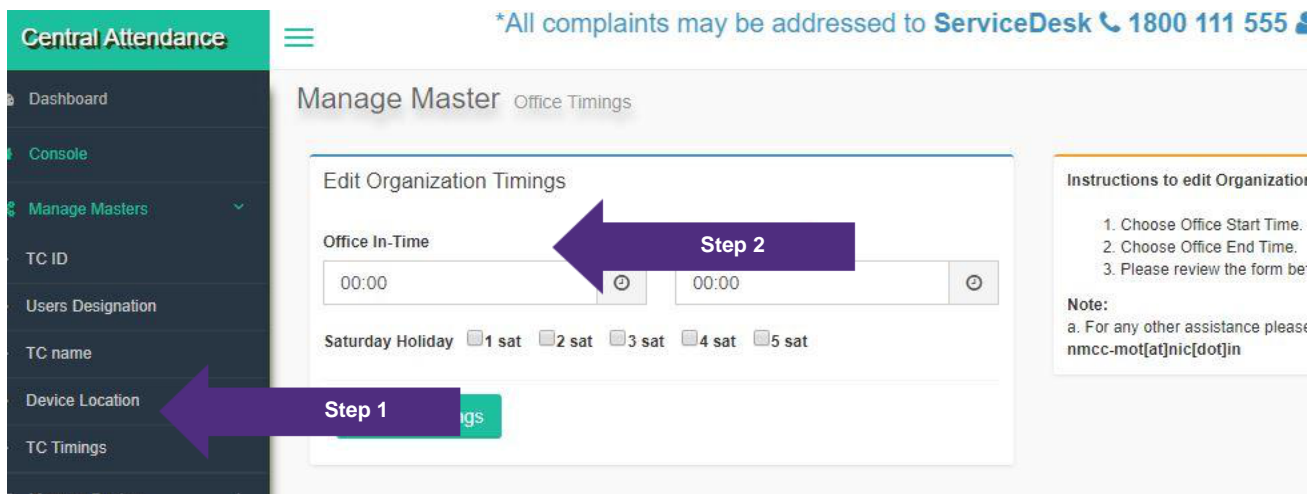


Fig 1.13

### e) Biometric Device activation:

Biometric device activation consists of the following steps:

**[Bio-Metric Admin registration] → [Bio-Metric Device Installation (Software installation in Tab and in system)] → [Bio-Metric Device activation by Bio-Metric admin's activation code]**

Nodal officer will be required to activate the Biometric Admin and generate activation code.

Central Attendance

\*All complaints may be addressed to ServiceDesk 1800 111 555 http

Manage Device whitelisted Biometric Admin

Home > Manage Device > Bion

Biometric Admin

Search Biometric Admin Name

Q Search

Step 2

Step 1

Add Biometric Admin

S. No.	Office Location	Attendance Id	Admin Name	Mobile	E-Mail	Status	Action
1	testing	43371594	Avinash Sharma	xxxxx X 3279	ba****@gov.in	Active	<a href="#">Edit</a> <a href="#">Dea</a>
2	testing	83861442	rajesh kumar	xxxxx X 2062	ba****@gov.in	Active	<a href="#">Edit</a> <a href="#">Dea</a>

Fig: 1.14

Central Attendance

300 111 555 https://servicedesk.nic.in

Manage Device add Biometric Admin

Home

Add a Biometric Admin

Office Building Location \*

- Select Office Location -

Device Admin's Attendance Id \*

Enter Attendance Id

Device Admin \*

- Select Device Admin -

Admin Name \*

Admin Mobile \*

Admin Email \*

Add Biometric Admin

Instructions to add Biometric Admin in BAS:

1. Select the Organization Name.
2. Select the Office Building Location.
3. Enter the Aadhaar number of the Biometric Admin.
4. Enter Biometric Admin Name.
5. Enter a valid 10 digit mobile number.
6. Enter a valid E-mail address.
7. Please review the form before submission.

Note:

a. Biometric Admin - are designated person who BAS devices (Tablets & Desktops).

b. Please add authenticated users only, The Aadhaar UIDAI for validity. Biometric Admins with incorrect Aadhaar will not be added.

c. Biometric Admins should have valid aadhaar

Step 3

Fig: 1.15

Central Attendance

\*All complaints may be addressed to ServiceDesk 1800 111 555

Manage Device generate device activation code

Generate Device Activation Code

Office Building Location \*

- Select Location -

Biometric Admin \*

- Select Biometric Admin -

Device Type \* ☐ Fixed ☐ Mobile

☐ Please Accept Terms & Conditions.

Generate Activation Code

Instructions to Generate Device activation code:

1. Select the Office Building Location.
2. Select the Biometric Admin.
3. Check the device physical type. Which type of device, i.e Fixed or Mobile.
4. Please review the form before submission.

Note:

a. After you press "Generate Activation Code", a six digit activation code is sent to the e-mail and mobile of the selected biometric admin only.

b. Device Activation Code is required to register the devices (Tablets & Desktop) software in the Attendance System.

c. After the registration of the device software, the biometric admin is also required to register his/her biometric credentials with the Aadhaar system, through the Device being registered in the Biometric Attendance System (BAS).

d. The activation code is valid through the generation date only. (e.g a activation code generated on 15-09-2014 will be valid for the same date only)

**Fig: 1.16**

Once the code is generated, enter the code on the biometric device as per the Device Installation Manual. Portal provide step by step implementation procedure.

**f) User (Trainer/Assistant Trainer/Trainees) management:**

Once the User has been registered by the Implementing Partner through the User Registration section in accordance with the procedures explained in the Training Centres section of this user manual, the details of the Users will become visible under the "Users New Request" tab. The Nodal Officer shall activate each user from this tab.

Central Attendance

Manage Employee Aadhaar Verified Employee

Aadhaar Verified Employee

Search by Name/Mobile

Search Clear

Aadhaar Number Employee Name Mobile No. Designation Division Office Location

No Records Found!

Step 1

Step 2

**Fig: 1.17**

**g) Formation of Sub-Nodal Officer:**

In case the Nodal Officer wishes to share his/her login accessibility with other user at Training Center level, this can be done through creation of Sub-Nodal Logins.

Central Attendance

\*All complaints may be addressed to ServiceDesk 1800 11

Add User

Username \* **Step 2**

Email \* **Step 3**

User Type \* **Step 1**

Submit

**Fig: 1.18**

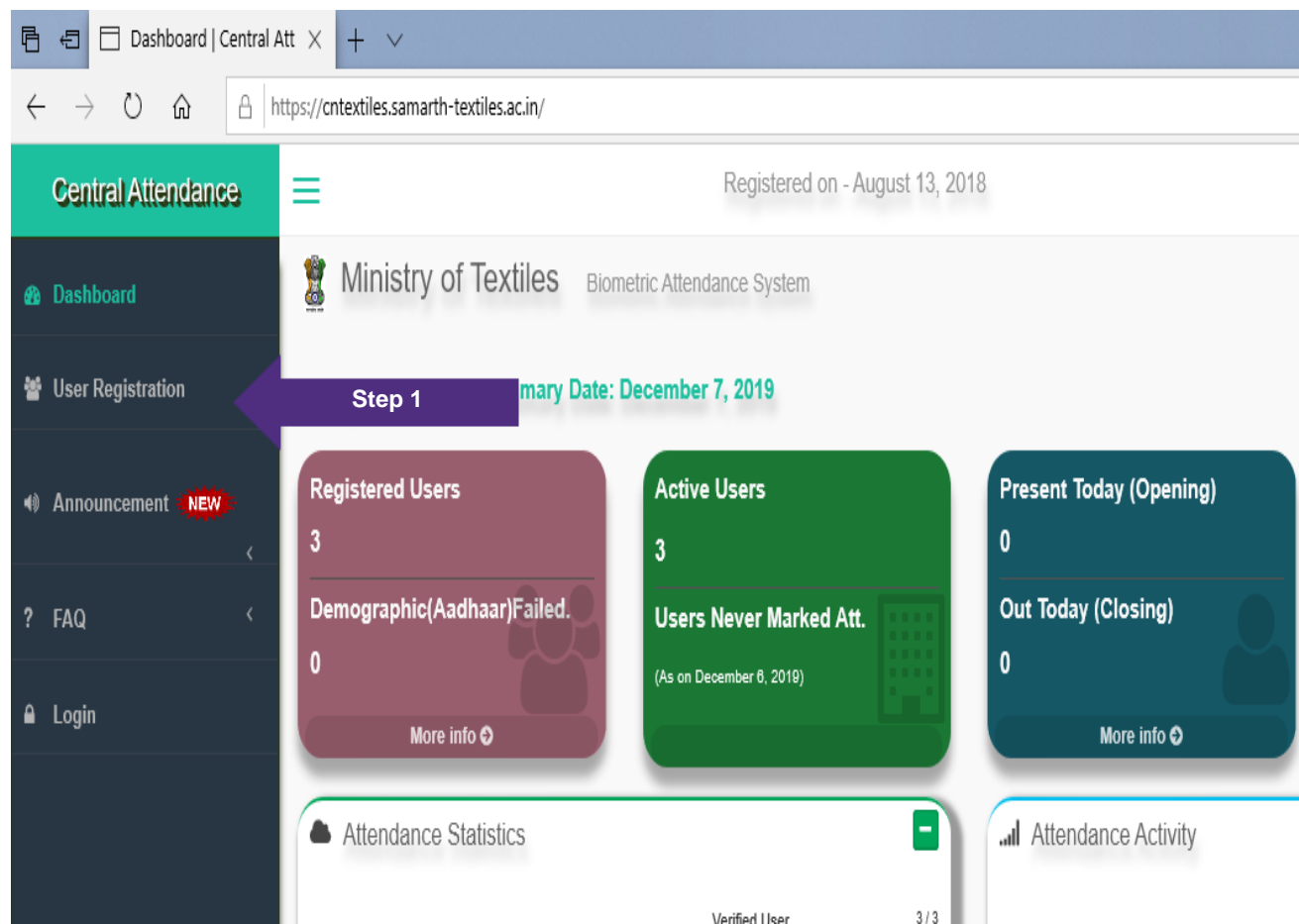
Nodal Officer can choose to either provide complete access to the Sub-Nodal Officers, or to provide only report-viewing access to the Sub-Nodal Officers.

## For Users (Trainees/Trainers/Assistant Trainers):

### Online Registration on AEBAS Portal:

The User will follow the below mentioned procedures to register themselves with the Implementing Partner and the particular training center. Please note that registration needs to be done for the **Trainees, Trainers and Assistant Trainers**.

- A “Domain” Link is provided to User for online registration by respective Implementing Partner.
- This Domain is the “Implementing Partner’s” domain, issued by Ministry of Textiles.
- Then open the attendance portal ([https://cn\(IPname\).samarth-textiles.ac.in](https://cn(IPname).samarth-textiles.ac.in)) *(this domain is an example)* then select ‘**User Registration**’ from the side menu.
- The User fills the online form shown in the figure 1.1 and 1.2.
- Please ensure that you have filled the form with correct “**Aadhaar**” information and have uploaded a recent photograph, as the information submitted will be verified for correctness and quality. Incorrect data will be rejected and will require re-registration



- Once the User selects “User Registration”, a form will open. User should enter all the details correctly. Users are advised to follow the instructions displayed on the right-hand side of this page.

- g) User's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data.
- h) User Should enter correct mobile number. User will receive the Attendance ID Code on this mobile number, which is mandatory for marking attendance on the AEBAS biometric device.

**Please save the attendance ID code.**

- i) In the second part of User Registration form, the User shall select the appropriate Training Center through correct **“TC name”**, **“TC ID”** and **“District”** and its category through **“Designation”**.
- j) User should accept T&C and upload his recent Photograph for verification as in Fig: 1.3.
- k) Once the form is submitted, an attendance ID Code is generated and sent to his Mobile number. Afterwards, this user will begin to be reflected on the **“Nodal Officer”** Login and display pending status awaiting activation.
- l) Users are advised to follow the instructions displayed on the right-hand side of this page.






# Standard Procedures for Samarth MIS Portal

## For Implementing Partners (Head Office/SPOC/Nodal Officer)

- 1 To login, visit the “Samarth” MIS portal at <https://samarth-textiles.gov.in/mis/> and enter your login credentials

The screenshot displays the login interface of the Samarth MIS portal. At the top, a yellow banner instructs users to clear cookies and cache. Below this, the header identifies the portal as the 'Scheme for Capacity Building in Textile Sector' under the 'Ministry of Textiles, Government of India'. The main heading is 'Login to your SAMARTH MIS Account'. The login form includes a dropdown menu for organization selection (currently showing 'Samarth-UpSkilling'), a required email field, a password field, and a captcha field with a refresh icon. A 'Login' button is positioned below the captcha. A 'Forgot Password' link is located at the bottom left of the form.

- 2 Enter valid login credentials, then click on the Login button to get logged into the Implementing Partner application:
  - Select the option ‘Samarth-UpSkilling’ from drop-down menu
  - Enter the registered email ID
  - Enter the corresponding password
  - Enter the captcha (In case captcha is not legible, the user can click on the refresh icon  to obtain a new captcha code.)
  - Click on the **Login** button.



3 After logging in, the user will land on the Dashboard page.

The screenshot shows the dashboard interface. At the top, the user is logged in as 'Shahi Exports Pvt Ltd.' with a 'Change Password' link and a 'Log out' button. The main header indicates 'You are here: Home / Dashboard'. The left sidebar contains a menu with the following items: Dashboard, Training Centers, Batch Approval, Registered Candidate List, Pre Assessment, Batch Photos, Report, and Documents. The main content area displays the 'Implementing Partner' name. Below this, there are six progress tiles: TARGET (3440), TRAINED (0), ASSESSED (0), CERTIFIED (0), PLACED (0), and RETENTION (0). Each tile has sub-categories: TARGET (Target Sanctioned), TRAINED (Dropout, Intraining), ASSESSED (Pass, Fail), CERTIFIED (#), PLACED (W.E, S.E), and RETENTION (Placed, Retained). At the bottom, there is a table with columns for GEN, OBC, SC, ST, FEMALE, and Messages / Remarks.

Dashboard contents:

- Implementing Partner details
- Feature to change password
- Log out button
- Physical progress of IP is visible in 6 tiles
- Category-wise physical progress
- Messages/Remarks
- Left Panel with 7 tabs:
  - i. Training Centres
  - ii. Batch Approval
  - iii. Registered Candidate List
  - iv. Pre Assessment
  - v. Batch Photos
  - vi. Report
  - vii. Documents

4 To view the IP's profile, click on the Implementing Partner's Name.

- 5 To change the login password, click on **Change Password [2]**, enter the old and new passwords, and then click on **Submit**.

Change Password

Old password

Old password

Rectangular Snip

New password

New password

Repeat new password

Repeat new password

Clear

Submit

- 6 **Creation of TC Login:** To view the respective Training Centres, click on **Training Centres** on the left panel.
- List of TCs with their details will appear on this page.
  - This list consists of physically verified TCs, i.e. which have been approved by Physical Verification Agencies (PVAs) and Ministry.

<div> <div>Target: 2248</div> <div>Trained:</div> <div>Assessed:</div> <div>Placed:</div> </div>													
<div> <div>Total Centers: 7</div> <div>Active Centres: 0</div> </div>													
List of Training Centers													
<div> <div>Copy</div> <div>Excel</div> <div>CSV</div> <div>Print</div> <div>PDF</div> <div>Search:</div> </div>													
TC ID	Training Centre	Annual Capacity	State	District	Cordinator Name	Cordinator Mobile	Cordinator Email	Active Batches	In Training	Trained	Assessed	Placed	Login
8394	SR Garments Training Center	212	TAMIL NADU	TIRUPPUR	Preveen Mano L	9629006459		0	0	0	0	0	<a href="#">Give Access</a>
8397	Alpha Apparels Training Center	400	TAMIL NADU	COIMBATORE	Preveen Mano L	9629006459		0	0	0	0	0	<a href="#">Give Access</a>
8399	RS Garments Training Center	280	TAMIL NADU	TIRUPPUR	Preveen Mano L	9629006459	nap-hr@bestcorp.in	0	0	0	0	0	
8400	RRD Spintex Training Center	376	TAMIL NADU	TIRUPPUR	Preveen Mano L	9629006459		0	0	0	0	0	<a href="#">Give Access</a>

- To create TC login, click on [Give Access](#) .

Create TC Login

Details

TC Coordinator Name \*

Phone \*

Email \*

Password \*

Please copy and save the password

[Submit](#)

- Enter details of TC coordinator.
- Copy and save the system generated password and share the email ID and password with the TC coordinator.
- Click on the **Submit** button.
- The TC coordinator can now use these credentials to log into the Training Centre MIS login.

**7 Pre Assessment:** In the IP application, click on **Pre Assessment** and select the **Pending Batch** tab on the left panel.

Pending Batches

Copy Excel CSV Print PDF Search:

S.No	Training Center	Batch Id	Course	Created Date	Total Students	Status	Remarks	Action
1	Shahi Skill Development training center - Unit F2	1	Specialized Sewing Machine Operator	05-11-2020	20	Pending	Please Check The Salary Slips Uploaded. Payslip Of April 2019 Is Required.	<a href="#">View /Update</a>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click on **View** hyperlink in the action column to view the Trainee Details of the respective batch. **Please check salary slip of each trainee. It should be of April 2019.**



Pending Batches

Copy

Excel

CSV

Print

PDF

Search:

S.No	Training Center	Batch Id	Course	Created Date	Total Students	Status	Remarks	Action
1	SHAHI SKILL DEVELOPMENT TRAINING CENTRE - UNIT 20	3	Specialized Sewing Machine Operator	12-11-2020	20	Ipreviewed		<a href="#">View</a>

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

- 8 Click on **Pre Assessment** and select **Approved Batches** tab on the left panel. List of approved batches with their details and status will appear on the page.

Dashboard

Training Centers

Batch Approval

Registered Candidate List

Pre Assessment

Pending Batch

Approved Batches

Rejected Batches

Batch Photos

Report

Documents

Approved Batches

Copy

Excel

CSV

Print

PDF

Search:

S.No	Batch Id	Course	Total Students	Created Date	Training Center	Status
1	3	Specialized Sewing Machine Operator	20	12-11-2020	SHAHI SKILL DEVELOPMENT TRAINING CENTRE - UNIT 20	Approved
2	6	Specialized Sewing Machine Operator	22	17-11-2020	Shahi Skill Development Training Center - Unit-01	Approved
3	7	Specialized Sewing Machine Operator	20	17-11-2020	SHAHI SKILL DEVELOPMENT TRAINING CENTRE - UNIT 41	Approved
4	8	Specialized Sewing Machine Operator	23	18-11-2020	SHAHI SKILL DEVELOPMENT TRAINING CENTRE-UNIT-30	Approved
5	10	Specialized Sewing Machine Operator	20	18-11-2020	Shahi Skill Development training center – Unit F2	Approved
6	14	Specialized Sewing Machine Operator	24	18-11-2020	Shahi Skill Development Training Center - Unit-23	Approved

- 9 Click on **Pre Assessment** and select **Rejected Batches** tab on the left panel. List of rejected batches with their details, status and comments will appear on the page.

Dashboard

Training Centers

Batch Approval

Registered Candidate List

Pre Assessment

Pending Batch

Approved Batches

Rejected Batches

Batch Photos

Rejected Batches

Copy

Excel

CSV

Print

PDF

Search:

S.No	Batch Id	Course	Total Students	Created Date	Training Center	Status	Comment
1	1	Specialized Sewing Machine Operator	20	05-11-2020	Shahi Skill Development training center – Unit F2	Rejected	Please check the salary slips uploaded. Payslip of April 2019 is required.
2	2	Specialized Sewing Machine Operator	20	06-11-2020	SHAHI SKILL DEVELOPMENT TRAINING CENTRE - Unit F1	Rejected	Please check the salary slips uploaded. Payslip of April 2019 is required.
3	4	Specialized Sewing Machine Operator	20	13-11-2020	SHAHI SKILL DEVELOPMENT TRAINING CENTRE - UNIT 28	Rejected	Hanumakka - self-declaration uploaded in place of salary slip. Same salary slip uploaded for Lakshmi Devi and Lakshmi Devi B.
4	5	Specialized Sewing Machine	17	15-11-2020	SHAHI SKILL DEVELOPMENT TRAINING	Rejected	ok

**10 Batch Approval:** In the IP application, click on Batch Approval and select the **Pending** tab on the left panel.

Pending Batches

Copy Excel CSV Print PDF Search:

S.No	Training Center	Batch Id	Course	Trainer Name / TOT	Trainer Code	Training Assistant	Additional Training Assistant	Additional Training Assistant	Batch Date	Total Students	Course Hours	Status	Remarks	Action
1	Weavers Service Centre, Salem	426	Handloom Weaver (Frame Loom)	R Subramani / View Document		Meenachi R	Dhanapal Marappa Gounder		28-10-2020-21-12-2020	20	300	Ipreviewed	Approved	View/ Batch Schedule
2	Weavers Service Centre, Ouvaheli	440	Handloom Weaver (Frame Loom)	Nilambar Das / View Document		Pili ANia	Mina Pegu		03-11-2020-23-12-2020	20	300	Pending		View/ Batch Schedule /Update
3	WSC, Hyderabad	441	Handloom Weaver (Frame Loom)	KONDEBOYANA VAMSI SURAJAH / View Document		NARASIMHA C	OMPRAKASH SARODE		29-10-2020-16-12-2020	20	300	Ipreviewed	Approved	View/ Batch Schedule

Showing 1 to 3 of 3 entries First Previous 1 Next Last

- Click on **View** hyperlink in the action column to view the Trainee Details of the respective batch.

Trainee Details

S.No	Name	DOB	Gender	Category	Mobile
1	RITA DEVI	01-01-1990	Female	GEN	9718478938
2	SANJAY KUMAR MEHTA	06-02-1996	Male	GEN	9773851636
3	SAROJ DEVI	01-01-1993	Female	GEN	9773504483
4	SANGEETA PANDAY	10-05-1987	Female	GEN	9582076964
5	RAVI KUMAR	09-03-1998	Male	GEN	8006894388
6	BEAUTY KUMARI	06-03-1999	Female	GEN	9709775003
7	AYADHYA SAW	01-01-1991	Male	GEN	9973464295
8	MEENA DEVI	01-01-1985	Female	GEN	9198654973
9	SHRIKANT KUMAR	18-01-1991	Male	GEN	9507650666
10	RANI	01-01-1993	Female	ST	8009385932

- Go back and click on **Update** hyperlink, for the confirmation of batch.
- A pop-up displaying the batch ID will appear on the page.

Update Batch Status

Batch Id:

Status: ☐ Review ☐ Reject

Comment:

☐ I hereby declare and certify that the information furnished is true, complete and correct to the best of my knowledge and belief. I take full responsibility for the correctness of the data filled in the MIS under Samarth.

- Select the appropriate radio button in order to **Review** or **Reject** the batch.
- Enter comments.
- Click on the check box for confirmation and click **Submit**.
- The status of the batch in the list will change to **Ipreviewed**.

Pending Batches

Copy Excel CSV Print PDF

Search:

S.No	Training Center	Batch Id	Course	Trainer Name / TOT	Trainer Code	Training Assistant	Additional Training Assistant	Additional Training Assistant	Batch Date	Total Students	Course Hours	Status	Remarks
1	Weavers Service Centre, Salem	426	Handloom Weaver (Frame Loom)	R Subiramani / View Document		Meenachi R	Dhanapal Marappa Gounder		28-10-2020-21-12-2020	20	300	Ipreviewed	Approved

- 11 Click on **Batch Approval** and select **Approved** tab on the left panel. List of approved batches with their details and status will appear on the page.

Approved Batches											
Copy		Excel		CSV		Print		PDF		Search: <input type="text"/>	
S.No	Batch Id	Course	Trainer Name / TOT	Trainer Code	Batch Start Date	Batch End Date	Total Students	Course Hours	Training Center	Status	Action
1	4	Handloom Weaver (Frame Loom)	Reshitemjen / View Document		19-02-2020	10-11-2020	20	300	WSC, Dimapur	Active	View
2	5	Handloom Weaver (Frame Loom)	Lisham Saroja Devi / View Document		20-02-2020	09-11-2020	20	300	Weavers Service Centre, Imphal	Active	View
3	6	Handloom Weaver (Frame Loom)	Pukhrabam Rajiv Singh / View Document		04-03-2020	06-11-2020	20	300	Weavers Service Centre, Imphal	Active	View
4	7	Handloom Weaver (Frame Loom)	Imilbenla / View Document		25-02-2020	16-11-2020	20	300	WSC, Dimapur	Active	View
5	9	Handloom Weaver (Frame Loom)	Viqheli Tsuqu / View Document		25-02-2020	16-11-2020	20	300	WSC, Dimapur	Active	View

- 12 Click on **Batch Approval** and select **Rejected** tab on the left panel. List of rejected batches with their details, status and comments will appear on the page.

Rejected Batches

CopyExcelCSVPrintPDF

Search:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Total Students	Course Hours	Training Center	Status	Comment
1	5	Sewing Machine Operator	16-06-2019	03-08-2019	10	300	MATRIX MOHAMMADPUR	Rejected	not eligible

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

< >



**13 Click on Batch Approval and select Closed tab on the left panel. List of closed batches with their details, status and comments will appear on the page.**

Closed Batches										
Copy	Excel	CSV	Print	PDF	Search: <input type="text"/>					
S.No	Training Center	Batch Id	Course	Batch Start Date	Batch End Date	Total Students	Course Hours	Status	Comment	Action
1	WSC, Bengaluru	15	Handloom Weaver (Frame Loom)	28-02-2020	06-10-2020	21	300	Closed	Approved	View
2	WSC, Bengaluru	18	Handloom Weaver (Frame Loom)	06-03-2020	09-10-2020	21	300	Closed	Approved	View
3	WSC, Bengaluru	20	Handloom Weaver (Frame Loom)	06-03-2020	10-10-2020	20	300	Closed	Approved	View
4	WSC, Vijayawada	33	Handloom Weaver (Frame Loom)	09-03-2020	27-09-2020	20	300	Closed	Approved	View
5	WSC, Vijayawada	35	Handloom Weaver (Frame Loom)	10-03-2020	30-09-2020	20	300	Closed	Approved	View
6	WSC Delhi	121	Handloom Weaver (Frame Loom)	18-08-2020	10-10-2020	20	300	Closed	Approved	View
7	WSC, Hyderabad	142	Handloom Weaver (Frame Loom)	28-08-2020	16-10-2020	20	300	Closed	Approved	View
8	WSC, Mysuru	161	Handloom Weaver (Frame Loom)	07-09-2020	16-10-2020	20	300	Closed	Approved	View

**14 Registered Candidate List:** This page will show the list of candidates who have registered themselves from either Samarth web portal or Samarth mobile app. IP can update the response of candidate in this page. Details in this page can be used to approach the candidate.

Enquired Candidate List							
Copy	CSV	Excel	PDF	Print	Search: <input type="text"/>		
S.No.	Registration NO.	Name	Address	Mobile	Training Center	Remarks	Action
1	ACT/MOT/SAMARTH/2020/04/000075	HEMANT CHAWLA	E-3 1003, BHARAT CITY INDRAPRASHTA YOJNA TILA MOD DELHI, EAST DELHI	8826546690	WSC Delhi		Update
2	ACT/MOT/SAMARTH/2020/05/000002	Aabid Shafi	JAMMU AND KASHMIR, SRINAGAR	7006237421	WSC, Srinagar		Update
3	ACT/MOT/SAMARTH/2020/05/000086	Varsha Pandey	Lakshmipuri colony behind kila maidan MADHYA PRADESH, INDORE	9753038749	Weavers Service Centre, Indore		Update
4	ACT/MOT/SAMARTH/2020/05/000010	SURENDRA JANGID	RAJASTHAN, JAIPUR	8005924191	Weavers Service Centre, Jaipur		Update

- 15 Batch Photos:** This page shows list of training centers. When any training center is clicked, it shows list of active batches. When any active batch is clicked, it shows all the photographs of running batch uploaded daily from Samarth mobile app. IP needs to check it regularly.

Training Center Details						
Copy		Excel	Print	PDF	Search: <input type="text"/>	
S.No	TC Id	Training Center Name	State	District	Active Batches	Intraining Trainees
1	9144	Weavers Service Centre, Bhagalpur	BIHAR	BHAGALPUR	0	0
2	9149	Weavers Service Centre, Bhubaneswar	ODISHA	KHORDHA	0	0
3	9148	Weavers Service Centre, Chennai	TAMIL NADU	CHENNAI	2	40
4	9145	Weavers Service Centre, Guwahati	ASSAM	KAMRUP	2	40
5	9085	Weavers Service Centre, Imphal	MANIPUR	IMPHAL EAST	9	175

- 16 Reports:** Click on **Reports** and select **Attendance Report** tab on the left panel.

- TC-wise batch-wise attendance summary of the last 7 days will appear on the page.
- Click on the respective dated tab, in order to view attendance report of the selected date.
- In order to intimate the respective TC regarding the attendance status of active batches in the TC, IP can click on the **Email** hyperlink provided against each batch. A system-generated email will be sent to the respective TC for the required action.

Weekly Attendance Report							
<div> 2020-10-26 2020-10-25 2020-10-24 2020-10-23 2020-10-22 2020-10-21 2020-10-20 </div>							
TC Id	Batch Id	Batch Timings	In Training	Present Trainee	Absent Trainee	Faulty Trainee	Email
WSC, Dimapur	4	10:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>
Weavers Service Centre, Imphal	5	09:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>
Weavers Service Centre, Imphal	6	10:00:00-17:00:00	20	0	20	0	<a href="#">Email</a>
WSC, Dimapur	7	10:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>
WSC, Dimapur	9	10:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>
Weavers Service Centre, Guwahati	10	09:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>
WSC, Dimapur	11	10:00:00-16:00:00	20	0	20	0	<a href="#">Email</a>

## For Training Centres (TCs)

Under “Samarth”, the web-based MIS portal will be used as point-of-training data collection under “Samarth” and a tracking tool as per guidelines of scheme “Samarth” Here users can upload the data of beneficiaries throughout the training cycle under the scheme Samarth as well as can view various reports and can deal with real time data.

Following are the general instructions of Training Center Management:


- An IP has the authority to give access to new training center in the MIS and the respective training center coordinator may create batches in the MIS after enrolling the candidates on AEBAS portal.
- The TC coordinator is requested to create Pre-Assessment batches with the approved batch size according to course. Batches with strength of less than 10 candidates and more than 30 candidates are not allowed.
- After clearing pre-assessment, the TC coordinator is requested to create training batches with the approved batch size according to lab capacity. Batches with strength of less than 8 candidates and more than 20 candidates are not allowed.
- Complete placement/post placement details of the certified candidates must be uploaded into the MIS. The TC coordinator must ensure that all relevant placement proofs of the candidates are also uploaded in the MIS. In case of self-employment, a self-declaration form duly signed by the candidate must be uploaded.
- In case of new batches, it takes at least 2 working days for the PMU to review the details of the batches/ each candidate and to take necessary action. The User is requested to maintain a buffer of 3 days between submitting a batch for approval and to start the training. This is because in case of rejection, there is time to correct and submit the batch again.
- Kindly reach out to your SPOC for any queries or write in at [samarth-mot@gov.in](mailto:samarth-mot@gov.in) or [nmcc-mot@nic.in](mailto:nmcc-mot@nic.in).

## Training Center Login On MIS Portal:

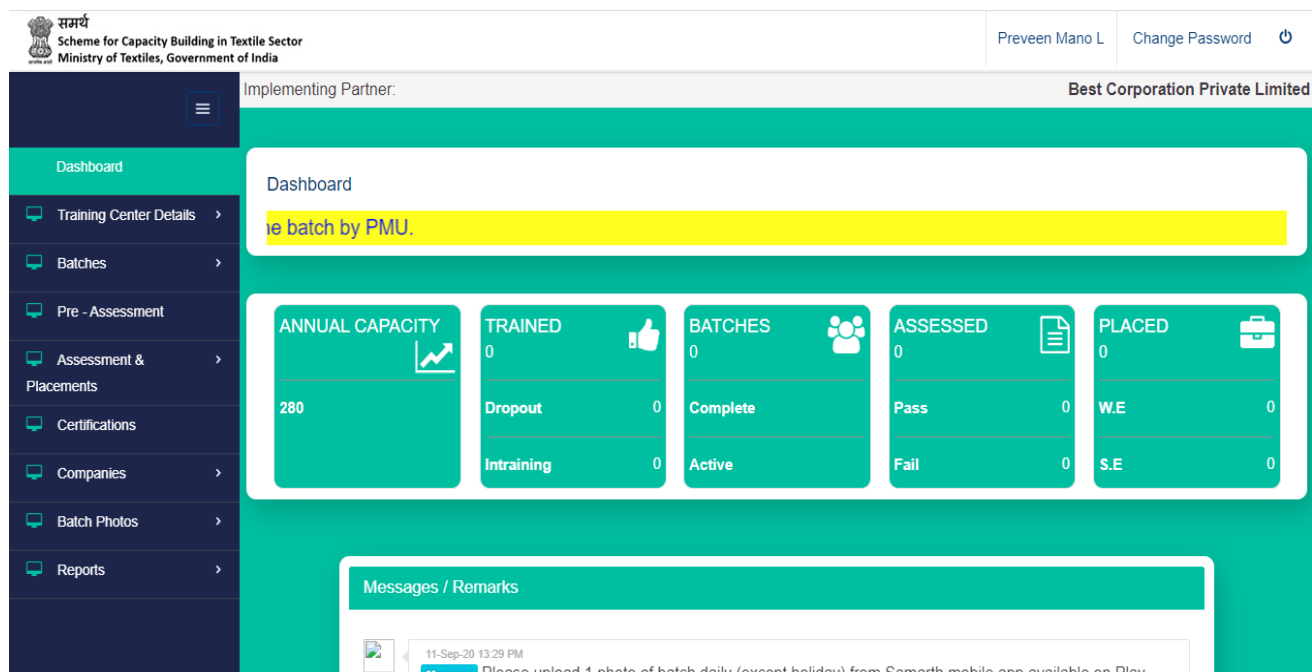
The respective Training Centre coordinator of the Implementing Partner may visit the following link to log in to the Samarth MIS web portal: <https://samarth-textiles.gov.in/mis/>.

- 1 To login, visit the “Samarth” MIS portal and enter your login credentials.


The screenshot shows the login page of the Samarth MIS portal. At the top, there is a yellow banner with the text "Please clear cookies and cache of your browser before login". Below this, the header displays the Samarth logo and the text "Scheme for Capacity Building in Textile Sector, Ministry of Textiles, Government of India". The main content area is a login form titled "Login to your SAMARTH MIS Account". The form includes a dropdown menu for "Samarth-UpSkilling", a required "Email" field, a "Password" field, and a captcha field with a refresh icon. A "Login" button is at the bottom right of the form, and a "Forgot Password" link is at the bottom left. The background of the page is a photograph of a textile factory.

- 2 Enter valid login credentials, then click on the Login button to get logged into the Training Centre application:
  - Select Samarth-UpSkilling from the drop-down menu
  - Enter the registered email ID
  - Enter the corresponding password
  - Enter the captcha (In case captcha is not legible, the user can click on the refresh icon  to obtain a new captcha code.)
  - Click on the **Login** button.

3 After logging in, the user will land on the Dashboard page.



#### Dashboard contents:

- Feature to change password
- Log out button 
- Physical progress of TC is visible in 5 tiles
- Messages/Remarks
- Left Panel with 6 tabs:
  - i. Training Centre Details
  - ii. Batches
  - iii. Pre-assessment
  - iv. Assessments & Placements
  - v. Certifications
  - vi. Companies
  - vii. Batch Photos
  - viii. Reports

4 **Training Centre Details:** Click on **Training Centre Details** and select the **Centre Details** tab on the left panel.

#### **Tab 1. Centre Basic Information:**

Basic details of the Training Centre are available under this tab, such as:

- TC Name
- TC ID
- TC Address details
- Details of the TC coordinator
- Details of TC contact person

Dashboard

Training Center Details

Center Details

Trainees

Course

Faculty

Faculty Attendance List

Batches

Pre - Assessment

Assessment & Placements

Certifications

Companies

Batch Photos

Reports

## Training Center Details

Center Basic Info
Infrastructure

### Basic Info

Training Center ID:	8399
Training Center Name:	RS Garments Training Center
State/UT	TAMIL NADU
District	TIRUPPUR
Address	Shed No.28 , Nethaji Apparel Park, Eettiverampalayam, New Tirupur
Pin Code	641666

### Contact Person

Name	Designation	Mobile No	Email ID	action
Preveen Mano L	Project Manager	9629006459	skil@bestcorp.in	

### Center Coordinator

Name	Email ID	Mobile No	action
------	----------	-----------	--------

- Click on the Edit button to edit the Contact Person details, if required.
- Click on the Edit button to edit the Centre Coordinator details, if required.

## Tab 2. Infrastructure:

Infrastructure details of the Training Centre are available under this tab.

Dashboard

Training Center Details

Center Details

Trainees

Course

Faculty

Faculty Attendance List

Batches

Pre - Assessment

Assessment & Placements

Certifications

Companies

Batch Photos

Reports

## Training Center Details

Center Basic Info
Infrastructure

### Infrastructure

Total Area of Infrastructure (in sq. ft)	1832
Total Training Hours (per day)	
Total Working Hours (per day)	
Total No. of Classrooms	3
Total No. of Labs	3
No. of Washrooms for Female	1
No. of Washrooms for Male	1
No. of Drinking Water Facility	1
Availability of First Aid Kit	Yes
Availability of Fire Fighting Equipment	Yes
No. of Aadhaar Enabled Biometric Attendance	1

- Click on **Training Centre Details** and select the **Trainees** tab on the left panel. A list of active trainees which have been registered through Aadhaar-enabled Biometric Attendance System (AEBAS) will appear here along with the candidates' details.

Dashboard

Training Center Details

Center Details

Trainees

Course

Faculty

Faculty Attendance List

Batches

Pre - Assessment

Assessment & Placements

Certifications

Companies

Trainee List

Copy

Excel

CSV

Print


PDF

Search:

S.No	Attendance Ref ID	Enrollment No	Name	DOB	Gender	Mobile	Education	Address	Pre-Assessment Status	Pre-Assessment Result	Action
1	05427566	3094/8399/3568056	Sangeeta Rai	11-01-1999	F	9887716208	Secondary	Test	0	NA	
2	28851509	3094/8399/3568057	Chanchala Kumari		F				0	NA	
3	32619726	3094/8399/3568058	Pratulla Bihari		F				0	NA	
4	41948239	3094/8399/3568059	Sapna Kumari		F				0	NA	
5	56264315	3094/8399/3568060	Niva Harijan		F				0	NA	
6	65656259	3094/8399/3568061	Pushpanjali Durga		F				0	NA	
7	73198713	3094/8399/3568062	Saraswati Dharua		F				0	NA	
8	86746054	3094/8399/3568063	Dummi		F				0	NA	

- Click on the Edit button [Edit](#) to edit/complete the trainee's details.
- A new page will appear, displaying the trainee's profile.
- User can now complete the trainee's profile through the following 4-step process:

### → Step 1: Trainee Profile



Upload

Contact Numbers

Mobile/Phone

9887716208

Guardian's

9876543210

Basic Information

Address

Family

Candidate Self Declaration

Documents

Enrollment No

MOT/2018-19/3094/8399/3568056

Date of Birth \*

11-01-1999

Name

Sangeeta Rai

Mobile \*

9887716208

Registration Date

Tue, 22-Sep-2020

Proof

Aadhaar Verified

Gender

Female

Aadhaar UID \*

c9f775dec377577ed9de39e9c090d958

Email

nap-hr@bestcorp.in

Marital Status

Single

Category

General

Differently Abled

NO


Qualification \*

Secondary

Pre-Training Status \*

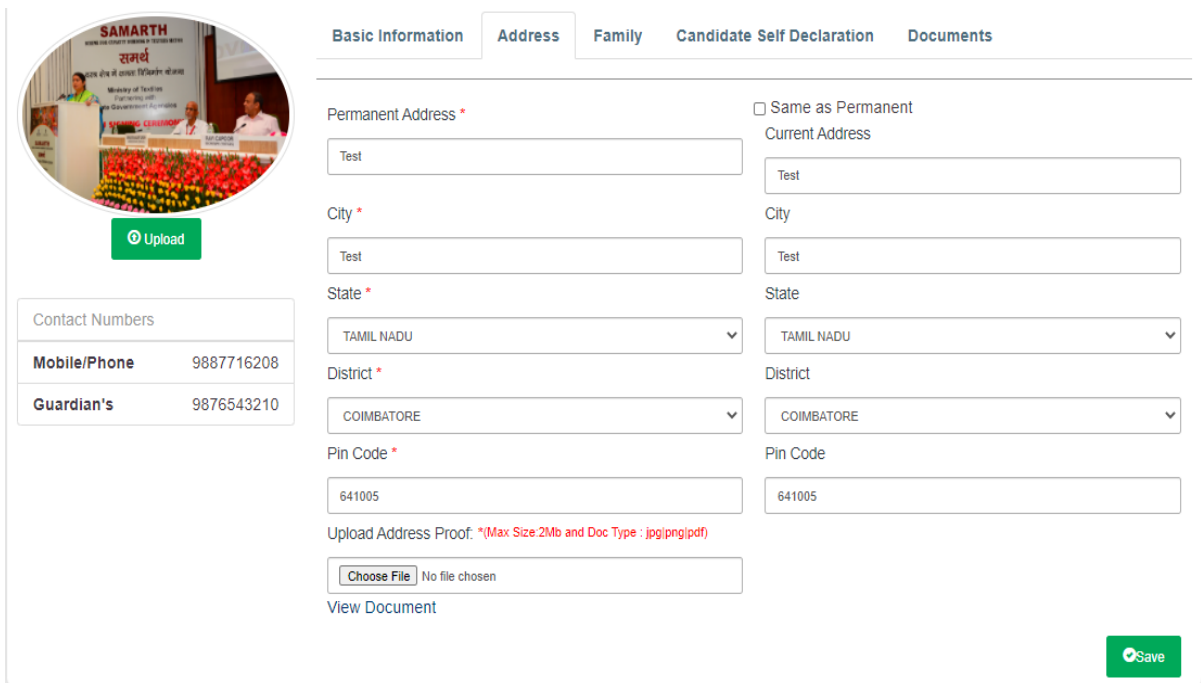
Employed

Save


- Complete the trainee's profile by entering the requisite details in each field
- Click on  and upload a recent photograph of the trainee.
- Upload Self declaration form as caste category certificate for SC & ST trainees (format is available in MIS)
- Click **Save**.

**[Note: The trainee registration process will not proceed further in case the candidate is determined to be already registered as a trainee under Integrated Skill Development Scheme (ISDS).]**

## → Step 2: Address



**SAMARTH**  
SKILL LAB CREATING PROGRAM IN TAMIL NADU  
सामर्थ  
मुख्यमंत्री के श्रम विभाग के तहत  
Ministry of Labour  
Government of Tamil Nadu



Contact Numbers

Mobile/Phone	9887716208
Guardian's	9876543210

Basic Information | **Address** | Family | Candidate Self Declaration | Documents

Permanent Address \*

Test

City \*

Test

State \*

TAMIL NADU


District \*

COIMBATORE

Pin Code \*

641005

Upload Address Proof: \*(Max Size:2Mb and Doc Type : jpg|png|pdf)

 No file chosen

[View Document](#)

☐ Same as Permanent

Current Address

Test

City

Test

State


TAMIL NADU

District

COIMBATORE

Pin Code


641005




- Click on the **Address** tab.
- Complete the trainee's profile by entering the requisite details in each field and upload the trainee's Address Proof document.
- Click on the check box if the trainee's current address is the same as his/her permanent address.
- Click **Save**.



### → Step 3: Family Details



 Upload

Basic InformationAddressFamilyCandidate Self DeclarationDocuments

Number of Family Members \*

3

Family Annual Income \*

0-50000

Father's Name \*

Test

Mother's Name \*

Test

Guardian Name

Enter Guardian Name

Guardian Phone \*

9876543210

Save

Contact Numbers

Mobile/Phone

9887716208

Guardian's

9876543210

- Click on the **Family** tab.
- Complete the trainee's profile by entering the requisite details in each field.
- Click **Save**.

### → Step 4: Candidate Self Declaration

Basic InformationAddressFamilyCandidate Self DeclarationDocuments

Download Self declaration Format

Download

Upload candidate Self Declaration\*(Max Size:2Mb and Doc Type : jpg/png/pdf)

Choose File

No file chosen

View Document

Upload PaySlip\*(Max Size:2Mb and Doc Type : jpg/png/pdf)

Choose File

No file chosen

View Document

Note: Pay Slip should be of April 2019

Save

- Click on the **Candidate Self Declaration** tab.
- Upload self-declaration and pay slip.
- Click **Save**.

### → Step 5: Documents

- Click on the **Documents** tab.
- This tab enables the user to view and download the uploaded documents of the candidate.

The trainee's details are auto-saved in the system at each step, and can be edited by the user until the trainee is assigned to a batch.

33

6 Click on **Training Centre Details** and select the **Courses** tab on the left panel.

Under this tab, the user can view the sector-wise list of approved courses for the current Training Centre, along with the course type, RSA course code, practical and theory duration, and the course status.

Course List

Copy Excel CSV Print PDF Search:

S.No.	Sector	Name	Type	Code	Practical Hrs	Theory Hrs	Status
1	Textile & Apparel Sector	Specialized Sewing Machine Operator	Non MES	AMH/Q2301	168	72	Active
2	Textile & Apparel Sector	Measurement Checker	Non MES	AMH/Q0103	189	81	Active

Showing 1 to 2 of 2 entries First Previous 1 Next Last

7 Click on **Training Centre Details** and select the **Faculty** tab on the left panel.

A list of active faculty members (i.e. trainers and training assistants) which have been registered through Aadhaar-enabled Biometric Attendance System (AEBAS) will appear here along with the faculty members' details.

Faculty List

Copy Excel CSV Print PDF Search:

S.No.	Enrollment No.	Name	DOB	Gender	Mobile	Education	Current Address	Email	Action
1	1227/1732/1	KRISHAN BANSAL	1978-06-10	Male	9910632189	Graduate	Shastri Nagar	krishan_bansal@yopmail.com	
17	1227/1732/17	Girish Raj	1977-01-14	Male	9899052565	Graduate	L-41 Delhi	girishraj@yopmail.com	

Showing 1 to 2 of 2 entries First Previous 1 Next Last

- Click on the Edit button to edit/complete the faculty's details.
- A new page will appear, displaying the faculty's profile.
- User can now complete the faculty's profile through the following 3-step process:

## → Step 1: Faculty Profile

Faculty Details

Girish Raj

Basic Information Academic & Professional Address

Enrollment No: MOT/2018-19/1227/1732/17 Date of Birth: 1977-01-14

Name: Girish Raj Mobile: 9899052565

Gender: Male Email: girishraj@yopmail.com

Marital Status: Single Registration Date: Thu, 14-Mar-2019

Upload Save

Contact Numbers

Mobile	9899052565
Phone	9899052565

- Complete the faculty's profile by entering the requisite details in each field.
- Click on **Upload** and upload a recent photograph of the faculty member.
- Click **Save**.

## → Step 2: Academic and Professional Details

Faculty Details

Girish Raj

Basic Information Academic & Professional Address

Qualification: Graduate Education Stream: Knitting

Skills: Enter your skills

Upload Save

Contact Numbers

Mobile	9899052565
Phone	9899052565

- Click on the **Academic & Professional** tab.
- Complete the faculty's profile by entering the requisite details in each field.
- Click **Save**.

→ **Step 3: Address**

Faculty Details

**Girish Raj**

Basic Information Academic & Professional Address

Current Address: L-41 Delhi

Current City: 34

Current District: ARARIA

Current Village: Enter Current Village

Current State: BIHAR

Current District: ARARIA

Upload

Contact Numbers

Mobile: 9899052565

Phone: 9899052565

Save

- Click on the **Address** tab.
- Complete the faculty's profile by entering the requisite details in each field.
- Click **Save**.

- Click on **Training Centre Details** and select the **Faculty Attendance List** tab on the left panel. The attendance status of all faculty members registered on the MIS portal will appear here.

Faculty Attendance

Copy CSV Excel PDF Print

Search:

Faculty Id	Name	Log Date	In Time	Out Time
No data available in table				

Showing 0 to 0 of 0 entries

First Previous Next Last

- 9 **Pre-Assessment:** When the complete details of trainee is filled, that trainee will be visible in this tab.

Start Your Batch Creation

**NOTE:**  
1) Maximum 20 students and minimum 10 students in batch  
2) Select Course.

Step 1 Step 2  
Candidate List Select Course

**Candidate List**

show 25 entries

Search:

	Enrollment No	Name	DOB	Gender	Category	Mobile
<input type="checkbox"/>	3094/0399/3568056	Sangeeta Rai	1999-01-11	Female	Gen	9887716208

Showing 1 to 1 of 1 entries

Previous 1 Next

**NOTE :** For Batch creation required Minimum 10 & Maximum 20 Candidate.

Select trainees between 10 to 20 and click on Next button. It will show a screen to select the course.

Start Your Batch Creation

**NOTE:**  
1) Maximum 20 students and minimum 10 students in batch  
2) Select Course.

Step 1 Step 2  
Candidate List Select Course

**Select Course**

Course \* Please Select

< Back Submit form

- Select the upskilling course and click 'Submit form'. It will create a batch for pre-assessment.
- Trainees engaged in pre-assessment batch will not be visible in this tab again.
- Pre-assessment batch will go to assessment agency randomly for assessment.
- Assessment agency will assess the trainees and upload the result (Pass/Fail).
- Now all pass trainees will be available for batch creation.

## 10 Creation of a new batch:

- **Pre-requisites and benchmark criteria:**
  - Trainees, trainers, and training assistants must be registered on AEBAS, and their status should be active.
  - Complete details of trainees, trainers, and training assistants must already be uploaded on the MIS portal.
  - The Implementing Partner must possess a remaining balance against the training target allotted to them. As and when the Implementing Partner achieves 100% completion of its training target, all of the associated Training Centres of the IP will be rendered unable to create new batches on the portal.
  - The batch size is required to be restricted between 8 to 20 candidates (both inclusive).
  - The division of duration of training between theory hours and practical hours must be in the ratio of 30:70.
  - Duration of a batch is required to be restricted between 4 to 9 hours (both inclusive)
- Click on **Batches** and select the **Create Batch** tab on the left panel.
- The following sub-menus will appear:
  - Create Batch
  - Applied Batches
  - Approved Batches
  - Rejected Batches
  - Closed Batches
  - Upcoming Assessment Batches
- Click on the **Create Batch** sub-menu item.
- The list of candidates passed the pre-assessment will be visible here.

Dashboard

Training Center Details >

Batches >

Create Batch

Applied Batches

Approved Batches

Rejected Batches

Closed Batches

Trainee Attendance List

Upcoming Assessment Batches

Start Your Batch Creation

For all batches created on 5th October

NOTE:

1) Maximum 30 students and minimum 10 students in batch

2) Theory hours and Practical hours must be of 30:70 ratio of total hours.

Step 1 Step 2 Step 3

Candidate List Training Duration Batch Schedule

Candidate List

S.No	Enrollment No	Name	DOB	Gender	Category	Mobile	Action
1	2747/7331/697806	Devbux Kumhar	1990-01-01	Male	GEN	9876543202	<input type="checkbox"/>
2	2747/7331/697928	Babu Lal Regar	1994-04-19	Male	SC	8003170825	<input type="checkbox"/>
3	2747/7331/698109	Satendra	1993-05-07	Male	GEN	9636552633	<input type="checkbox"/>
4	2747/7331/698256	Dinesh	1986-01-01	Male	GEN	9588029016	<input type="checkbox"/>

- User can now complete the creation of a batch through the following 3-step process:

→ **Step 1: Candidate List**

- A list of the registered and active trainees passed the pre-assessment will appear on the page.
- Select the desired trainees to be included in the batch by clicking the check-box against the candidates' names.
- Click the **Next >** button to proceed to the next step.

→ **Step 2: Training Duration**

- In accordance with the total duration of the course and the number of working hours per day, select the appropriate Batch Start Date and Batch End Date.
- Kindly ensure maintenance of 30:70 ratio between theory training duration and practical training duration.

- For example:**

*If* Total duration of course = 300 hours, and  
Working hours per day = 6 hours

*Then* Number of working days required =  $\frac{\text{Total duration of course}}{\text{Working hours per day}}$

$$\frac{300}{6} = 50 \text{ working days}$$

Similarly,

▸ If Total duration of course = 300 hours, and  
Working hours per day = 7 hours  
Then Number of working days required = 42.86 working days  
≈ 43 working days

▸ If Total duration of course = 300 hours, and Working hours per day  
= 8 hours,

Then Number of working days required = 37.5 working days  
≈ 38 working days

▸ If Total duration of course = 300 hours, and Working hours per day  
= 9 hours,

Then Number of working days required = 33.33 working days  
≈ 34 working days

- Therefore, the TC coordinator is advised to determine the Batch Start Date and Batch End Date accordingly to provide sufficient time allowance in consideration of:
  - Number of working days required for batch completion
  - Number of non-working days and weekends falling within the batch duration, as applicable
  - Number of holidays and festival periods, etc. falling within the batch duration, as applicable
- The number of working hours per day is required to be divided between theory training timings and practical training timings in the ratio of 30:70.

**For example:**

Indicative division of 6 working hours per day for batch timing from 9:00 am to 3:00 pm may be as follows.

Theory training – 9:00 am to 10:45 am (i.e. 1 hour 45 minutes)

Practical training – 10:45 am to 3:00 pm (i.e. 4 hours 15 minutes)



In order to facilitate practicable division of training hours in the ratio of 30:70 (theory:practical), the MIS portal allows for increasing the batch duration by up to 10% of the approved course duration (in hours). However, this provision is available only to provide an allowance for operational implementation of the 30:70 division, and the increased batch duration (if any) shall have no consequent effect on any other aspect including financial payment to the Implementing Partner – i.e. for all other purposes, the training imparted to the batch will be considered to be of its original duration (RSA-approved course hours) only.

### For example:

Considering a course of 300 hours' duration, the theory training duration (T) should be of 90 hours, and the practical training duration (P) should be of 210 hours.

Here, the MIS portal would permit creation of a batch of up to 330 hours' duration such that:

For all batches created on 5th October 2020 onwards, a minimum buffer time of 3 days is required between batch creation and batch start date, for approval of the

**NOTE:**  
 1) Maximum 30 students and minimum 10 students in batch  
 2) Theory hours and Practical hours must be of 30:70 ratio of total hours.

Step 1 Step 2 Step 3  
 Candidate List Training Duration Batch Schedule

**Training Duration**

Date From:  Date To:   
 Time From:  Time To:   
 Course:  Sector:

Trainer:  Training Assistant:   
 Classroom:  Labroom:   
 Practical First: ☐ Balance of Lab Capacity:

**Theory Timing**

From Time:  To Time:

**Practical Timing**

From Time:  To Time:

**Working days**

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

[< Back](#) [Next >](#)

- Enter the desired Batch Start Date and Batch End Date.
- The Batch Start Date must be at least 3 days subsequent to the current date as at the time of submission of batch, i.e. the batch must be submitted at least 3 days before its start date.
- Enter the desired batch timings.
- Select the desired Course from the dropdown menu.

- The Sector field will be auto-populated based on the course selected.
- Select the name of the Trainer and Training Assistant from the dropdown menu.
- Select the name of the classroom in which theory classes of the current batch are to be conducted.
- Select the name from the lab room in which practical classes of the current batch are to be conducted.
- Enter the breakup of the batch timings into theory training timings and practical training timings.
- Select the working days for the proposed batch, using the check box next to the list of calendar week days.
- Click the **Next >** button to proceed to the next step.

### → Step 3: Batch Schedule

- Complete the day-wise batch schedule in the provided calendar, by marking all holidays using the check box under the “Is Holiday” column.
- Verify the total training duration (in hours) displayed at the bottom of the table.

Training Center Details >

Batches >

Create Batch

Applied Batches

Approved Batches

Rejected Batches

Today's Attendance List

Upcoming Assessment Batches

Assessment & Placements >

Certifications

Companies >

Reports >

Step 1 Step 2 Step 3

Candidate List Training Duration Batch Schedule

Batch Schedule

Start Time	End Time	Trainer	Training Assistant	Other Training Assistant	Other Training Assistant	Class Room	Lab Room
9:00	15:00	KRISHAN BANSAL				Class1	Lab1

Days Plan		Hours Per Day			
Date	Is Holiday	Theory	Practical	Total	Batch Total
Wed 20-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Thu 21-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Fri 22-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Sat 23-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Sun 24-02-2019	<input checked="" type="checkbox"/>	0:0	0:0	0:0	0:0
Mon 25-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Tue 26-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Wed 27-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Thu 28-02-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0

- Ensure that the totals displayed under each column is in compliance with the guideline requirements in terms of ratio as well as total duration. (If not, return to **Step 1** and edit the batch details as required).
- Click the **Submit form** button to submit the batch for onward approval(s).
  - After submitting the form, the user will be redirected to the list of pending batches (i.e. batches which have been submitted but are pending the necessary subsequent approval) on the **Applied Batches** page from the left panel.

Pending Batches													
<div>Copy Excel CSV Print PDF</div> <div>Search: <input type="text"/></div>													
S.No	Batch Id	Course	Trainer Name / TOT	Trainer Code	Training Assistant	Additional Training Assistant	Additional Training Assistant	Batch Start Date	Batch End Date	Batch Timings	Total Students	Batch Status	Action
1	444	TC PRC 01-HT-HP Cheese Dyeing Machine Operator	Nitin Kumar Sharma / View Document	T-033010	Brijesh Kumar Parakh			29-10-2020	16-12-2020	09:45:00-18:00:00	15	Pending	View
2	447	TC PRC 01-HT-HP Cheese Dyeing Machine Operator	Dilip Kumar Singh / View Document		Akhilshwar			29-10-2020	16-12-2020	09:45:00-18:00:00	15	Pending	View

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

- The details of each pending batch can be viewed by clicking on the **View** button in the Action column.

## 11 Click on **Batches** and select the **Approved Batches** tab on the left panel.

Approved Batches														
<div>Copy Excel CSV Print PDF</div> <div>Search: <input type="text"/></div>														
S.No	Batch Id	Course	Trainer Name / TOT	Trainer Code	Batch Start Date	Batch End Date	Batch Timings	Total Students	Dropouts	Assessed	Certified	Placed	Batch Status	Action
1	248	TC GMT 08-Fabric Checker	Deshraj Singh / View Document	T-033003	18-09-2020	08-11-2020	10:00:00-18:00:00	30	0	0	0	0	Active	View
2	295	TC GMT 08-Fabric Checker	Jagdish Chandra Bainva / View Document	T-033011	29-09-2020	17-11-2020	09:45:00-18:00:00	30	2	0	0	0	Active	View
3	335	TC PRC 03-Desizing Machine Operator	D.salamon / View Document	T-033007	06-10-2020	24-11-2020	09:45:00-18:00:00	30	3	0	0	0	Active	View
4	396	TC PRC 03-Desizing Machine Operator	Khyali / View Document	T-033002	20-10-2020	08-12-2020	09:45:00-18:00:00	30	0	0	0	0	Active	View

- The list of approved batches for training can be viewed in this section.
- The details of each approved batch can be viewed by clicking on the **View** button in the Action column.

**12 Click on Batches and select the Rejected Batches tab on the left panel.**

**Rejected Batches**

Copy Excel CSV Print PDF Search:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Total Students	Batch Hours	Batch Status	Remarks	Action
1	5	Sewing Machine Operator	16-06-2019	03-08-2019	10	315	Rejected	not eligible	Edit   View

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- The list of batches which have been rejected at any subsequent level can be viewed in this section.
- The details of each rejected batch can be viewed by clicking on the **View** button in the Action column. It can be edited by clicking on Edit button.

**13 Click on Batches and select the Closed Batches tab on the left panel.**

**Closed Batches**

Copy Excel CSV Print PDF Search:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Total Students	Course Hours	Training Center	Status	Comment	Action
1	102	Desizing Machine Operator	30-07-2020	24-09-2020	30	300		Closed	ok	View
2	114	Mercerizing Machine Operator	07-08-2020	25-09-2020	30	300		Closed	Approved	View
3	127	HT-HP Cheese Dyeing Machine Operator	14-08-2020	05-10-2020	30	300		Closed	Ok	View
4	139	HT-HP Cheese Dyeing Machine Operator	20-08-2020	13-10-2020	30	300		Closed	Approved	View
5	148	HT-HP Cheese Dyeing Machine Operator	24-08-2020	10-10-2020	15	300		Closed	ok	View

Showing 1 to 5 of 5 entries First Previous 1 Next Last

- The list of closed batches for training can be viewed in this section.
- The details of each closed batch can be viewed by clicking on the **View** button in the Action column.

**14** Click on **Batches** and select the **Upcoming Assessment Batches** tab on the left panel.

Dashboard
Training Center Details
Batches
Create Batch
Applied Batches
Approved Batches
Rejected Batches
Closed Batches
Trainee Attendance List
Upcoming Assessment Batches
Assessment & Placements

### Batch Assessment Details

Copy
Excel
CSV
Print
PDF

Search:

S.No	Batch Id	Batch start date	Batch end date	Batch total student	Assessment agency	Assessment date	Remarks	Status
1	102	30-07-2020	24-09-2020	30	INNOCOX Consulting and Research Pvt. Ltd.	N/A	auto rejected by system	Rejected
2	102	30-07-2020	24-09-2020	30	INNOCOX Consulting and Research Pvt. Ltd.	25-09-2020	Please Provide TC Contact Name & Phone Number for Coordination	Accepted
3	114	07-08-2020	25-09-2020	30	Sehpathi Publications Pvt. Ltd.	28-09-2020		Accepted
4	127	14-08-2020	05-10-2020	30	INNOCOX Consulting and Research Pvt. Ltd.	06-10-2020	Date of Assessment Confirmed By TC Mr Mrinal Jain Mob 9783906006	Accepted
5	139	20-08-2020	13-10-2020	30	INNOCOX Consulting and Research Pvt. Ltd.	16-10-2020	Date Confirmed By TC on Phone	Accepted
6	148	24-08-2020	10-10-2020	15	Sun Gateway	12-10-2020	Assessor is ready to conduct assessment	Accepted
7	248	18-09-2020	06-11-2020	30	INNOCOX Consulting and Research Pvt. Ltd.	07-11-2020	Assessment Date Confirmed By TC on Mail	Accepted

- The list of batches which are yet to be assessed can be viewed in this section.

**15** Click on **Companies** and select the **Add Company** tab on the left panel.

Dashboard
Training Center Details
Batches
Assessment & Placements
Certifications
Companies
Add Company
All Companies
Batch Photos
Registered Candidate List
Reports

### Company Information

A. DETAIL OF COMPANY

Name\* [click here](#)

GSTIN/CIN/TLN\*

Company Branch (If any)

Address\*

State\*

District

Pincode\*

Office Number\*

Fax Number

Email ID\*

Website

B. CONTACT PERSON DETAIL:-

Name\*

Designation\*

Phone Number\*

Email ID\*

- The list of companies/organisations wherein candidates have been provided placement (i.e. 'Placement Agencies') is required to be updated through this section.
- Enter the requisite details of the Placement Agency, and the details of the Placement Agency's contact person.
- Click **Submit**.

16 Click on **Companies** and select the **All Companies** tab on the left panel.

Companies List

Copy Excel CSV Print PDF Search:

S.No	Name	GSTIN/CIN/TLN	Address	District	State	Office No	Website	Org.Email Id	Contact Person
1	SHAHI EXPORTS PVT LTD FARIDABAD	U18101DL2005PTC138730	INDUSTRIAL PLOT 1, SECTOR-28 METRO STATION	FARIDABAD	HARYANA	1292273980		DELHI@SHAHI.CO.IN	SACHIN SUREKHA
2	INDUS INTEX PRIVATE LIMITED	29AABCI9722M1Z1	No. 15/A, 1st Floor, SSV Complex, 3rd Cross, Raghavendra Layout, off Tumkur Road,	BENGALURU URBAN	KARNATAKA	2147483647	http://indus-tex.com/	info@indus-tex.com	dheeraj k n

- The list of Placement Agencies added by the Training Center can be viewed in this section.

17 Click on **Assessment & Placement** and select the **Assessed Trainees** tab on the left panel.

Assessed Trainees

Copy Excel CSV Print PDF Search:

S.No	Enrollment Id	Batch Id	Name	Assessment Agency	Date of Assessment	Result	Action
1	MOT/2018-19/1227/1288/30	6	Reeta	AA-MIP	2019-06-11	pass	<a href="#">Add Placement</a>
2	MOT/2018-19/1227/1288/32	6	Poonam Jha	AA-MIP	2019-06-11	pass	<a href="#">Add Placement</a>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

- The list of trainees whose assessment result has been uploaded by the Assessment Agency can be viewed in this section.
- To add the placement details of an assessed trainee, click on the **Add Placement** hyperlink in the **Action** column.

- The following page will appear for entry of placement details:

**Add placement**

Trainee	Company*
<input type="text" value="SUBHASH"/>	<input type="text" value="AMAR GARMENTS-amar-nagpur"/>
Placement Type	Date of Joining*
<input type="text" value="Wage"/>	<input type="text"/>
Salary(Per Month)*	Upload Placement Letter*(Max Size 2Mb and Doc Type : .jpg .png .pdf)
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Save"/>	

- From the respective dropdown menus, select the name of the company where the candidate has been placed, and select the type of placement.
- Enter the Date of Joining and monthly salary of the candidate.
- Upload a scanned copy of the original Placement Letter issued to the candidate, and click **Save**.

**18** Click on **Assessment & Placement** and select the **Placed Trainees** tab on the left panel.

- Dashboard
- Training Center Details
- Batches
- Assessment & Placements
- Assessed Trainees
- Placed Trainees**
- Certifications
- Companies

Placed Trainees

Copy Excel CSV Print PDF

Search:

S.No	Enrollment Id	Batch Id	Name	Company	Date of Joining	Action
1	MOT/2018-19/1227/1288/30	0	Reeta	BHARTI ENTERPROZES	2019-07-06	Placement Tracking

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- The list of candidates whose placement has been uploaded (i.e. 'placed' candidates) can be viewed here.
- To view the post-placement tracking details of placed candidates, click on the **Placement Tracking** hyperlink in the **Action** column.

- The following page will appear, containing the current post-placement tracking status:

Placement and Post Placement Details

### Placement Details

Copy CSV Excel PDF Print Search:

S.No	Enrolment Id	Batch Id	Name of Trainee	Date of Joining	Category	Company	Proof	Action
1	MOT/2018-19/1227/1288/30	6	Reeta	2019-07-06	GEN	BHARTI ENTERPROZES	Proof	Placement Tracking

Showing 1 to 1 of 1 entries First Previous 1 Next Last

### Post Placement Details

Copy CSV Excel PDF Print Search:

S.No	Company Name	Start Date	End Date	Days	Month	Salary Slip/Self declaration
1	UMA GARMENTS	2019-08-17	2019-09-19	33	1,10	Proof

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- To add/update the post-placement tracking details of placed candidates, click on the **Placement Tracking** hyperlink in the **Action** column.
- The following page will appear for entry of post-placement tracking details:

Post Placement Tracking Details

Name of Trainee: Reeta Date of Joining: 2019-07-06

Company: BHARTI ENTERPROZES-jaipur Salary\*

Start Date\* 2019-07-06 End Date\*

Proof\*  No file selected.

\*Note: In case of not working please upload self declaration form.

Save

- The name of the candidate and Date of Joining will appear pre-filled as per the previously entered data.
- From the dropdown menu, select the name of the company where the candidate is employed.
- Enter the Start Date and End Date (i.e. duration of employment in the Company entered above), and the salary of the candidate in this duration.
- Upload a scanned copy of the original employment proof (e.g. pay slip issued to the candidate), and click **Save**.



**19** Click on **Certifications** on the left panel.

Assessed Trainee List

Copy CSV Excel PDF Print Search:

S.No	Name	Enrollment Number	Batch Id	Action
1	Reeta	1227/1288/30	6	<input checked="" type="checkbox"/>
2	Poonam Jha	1227/1288/32	6	Certificate not generated

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Download

- The list of trainees whose assessment result has been uploaded as “Pass” by the Assessment Agency can be viewed in this section.
- To download the certificates of trainees, click on the checkbox in the **Action** column against the trainees’ names, and click **Download**.

**20** Click on **Batch Photos** and select the **All batches** tab on the left panel.

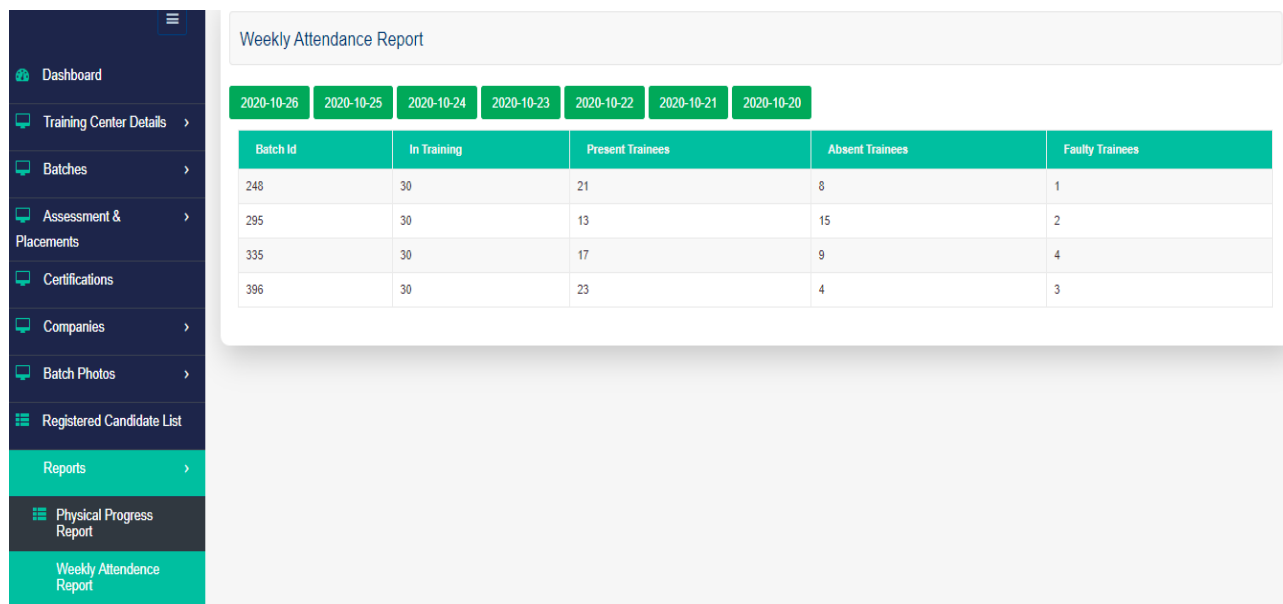
Batchwise Physical Progress

Copy Excel CSV Print PDF Search:

S.No	Batch Id	Status	Course	Start Date	End Date	Total Trainees	In-Training	Dropouts	Trained	Assessed	Certified	Placed	Created On
1	102	Closed	Desizing Machine Operator	30-07-2020 10:00:00	24-09-2020 18:00:00	30	0	10	20	20	18	0	2020-07-29 20:45:51
2	114	Closed	Mercerizing Machine Operator	07-08-2020 09:45:00	25-09-2020 18:15:00	30	0	18	12	12	12	0	2020-08-06 15:36:13
3	127	Closed	HT-HP Cheese Dyeing Machine Operator	14-08-2020 10:00:00	05-10-2020 18:00:00	30	0	16	14	14	0	0	2020-08-13 17:19:41
4	139	Closed	HT-HP Cheese Dyeing Machine	20-08-2020	13-10-2020	30	0	10	20	20	0	0	2020-08-19 17:44:05

- Photograph of running batch uploaded through Samarth mobile app can be viewed in this section for each batch.

**21** Click on **Reports** and select the **Weekly Attendance Report** tab on the left panel.



The screenshot shows a web application interface for a 'Weekly Attendance Report'. On the left is a dark sidebar with a menu. The 'Reports' item is highlighted in teal. Below it are 'Physical Progress Report' and 'Weekly Attendance Report'. The main content area has a title 'Weekly Attendance Report' and a row of seven date tabs: 2020-10-26, 2020-10-25, 2020-10-24, 2020-10-23, 2020-10-22, 2020-10-21, and 2020-10-20. Below the tabs is a table with five columns: Batch Id, In Training, Present Trainees, Absent Trainees, and Faulty Trainees. The table contains four rows of data for batches 248, 295, 335, and 396.

Batch Id	In Training	Present Trainees	Absent Trainees	Faulty Trainees
248	30	21	8	1
295	30	13	15	2
335	30	17	9	4
396	30	23	4	3

- The batch-wise attendance summary for the last seven days can be viewed in this section.
- Click on the desired date tab to view the attendance report of a particular date.