समर्थ

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

User Manual-Upskilling

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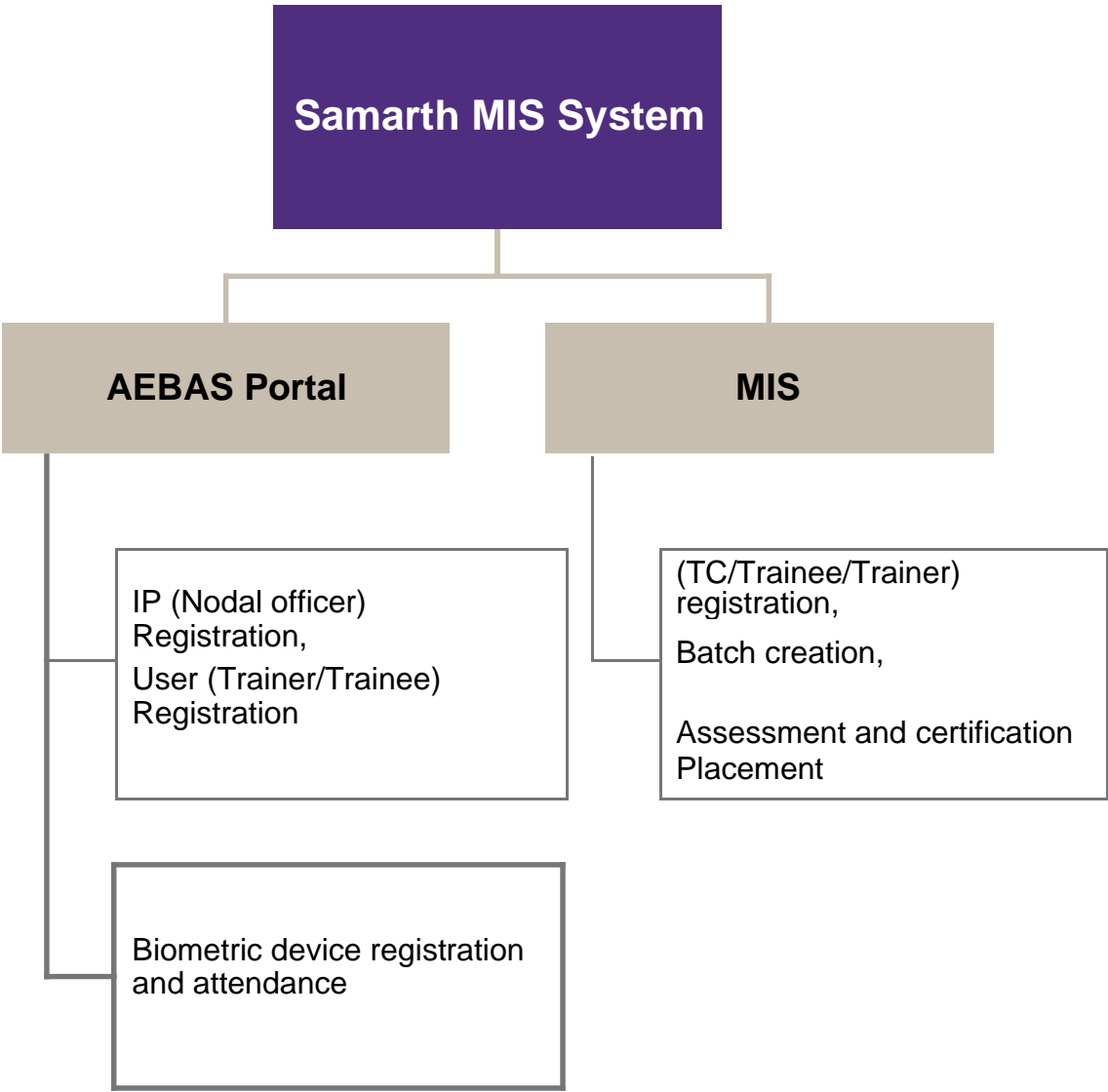**Management Information System (MIS) Portal of "Samarth"**

Version 1

(November 2020)

Contents

Structure of Samarth MIS for Implementing Partners

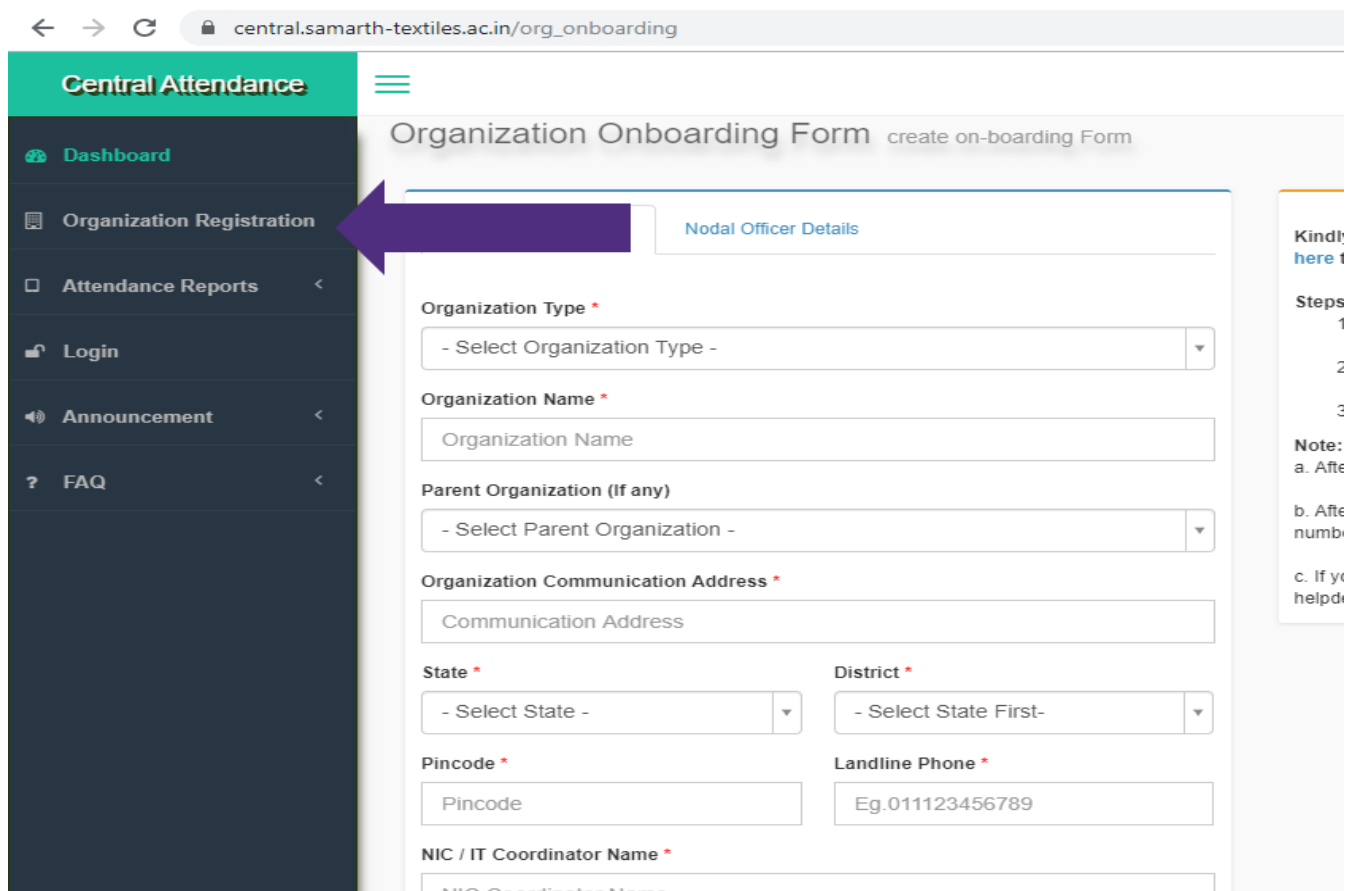# Standard Procedures for AEBAS Portal

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).

a) 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.

b) 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.

c) Then open the attendance portal (**https://central.samarth-textiles.ac.in**), select **'Organization Registration'** from the side menu.

d) 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.

Fig 1.1

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.

- o **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.

- o **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.

- o **Print:** The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

Fig 1.3

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

Fig 1.4

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.

Fig 1.5

f) In case the user wants to edit some information provided in the form earlier, it can be done as shown below:

o 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

6

- 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:
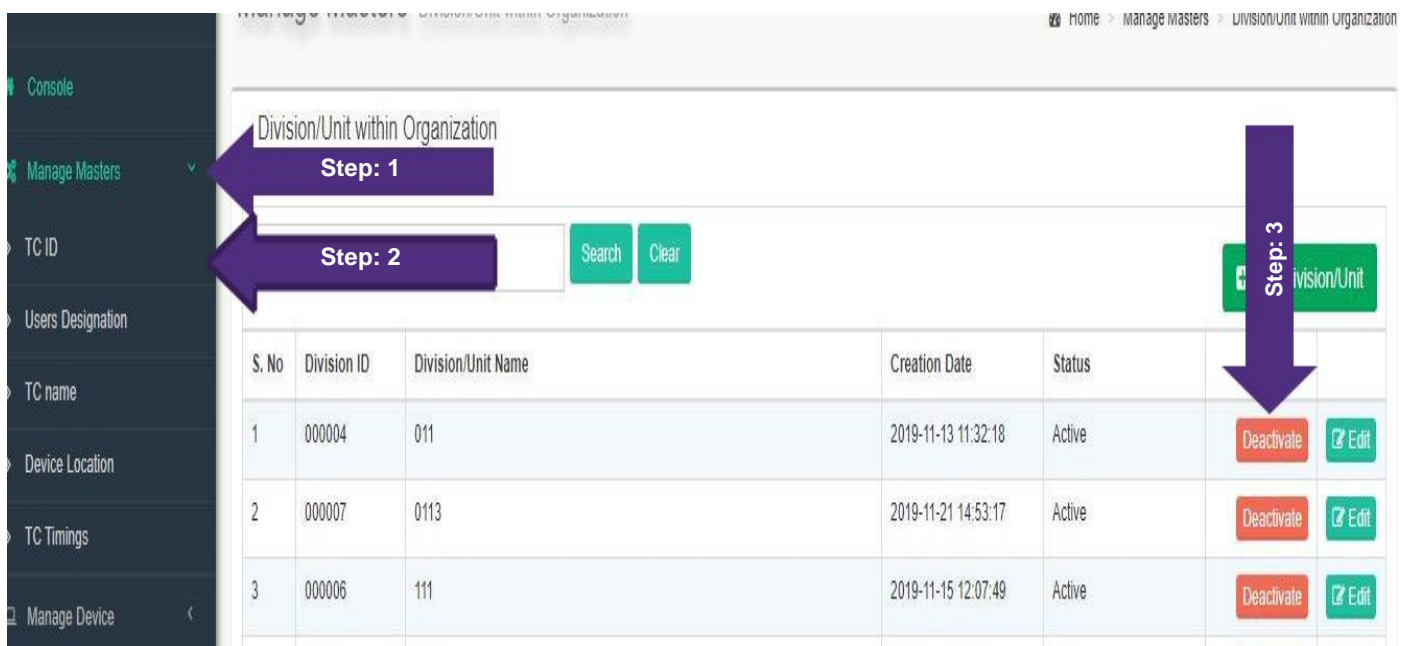
Fig 1.9

Fig 1.10

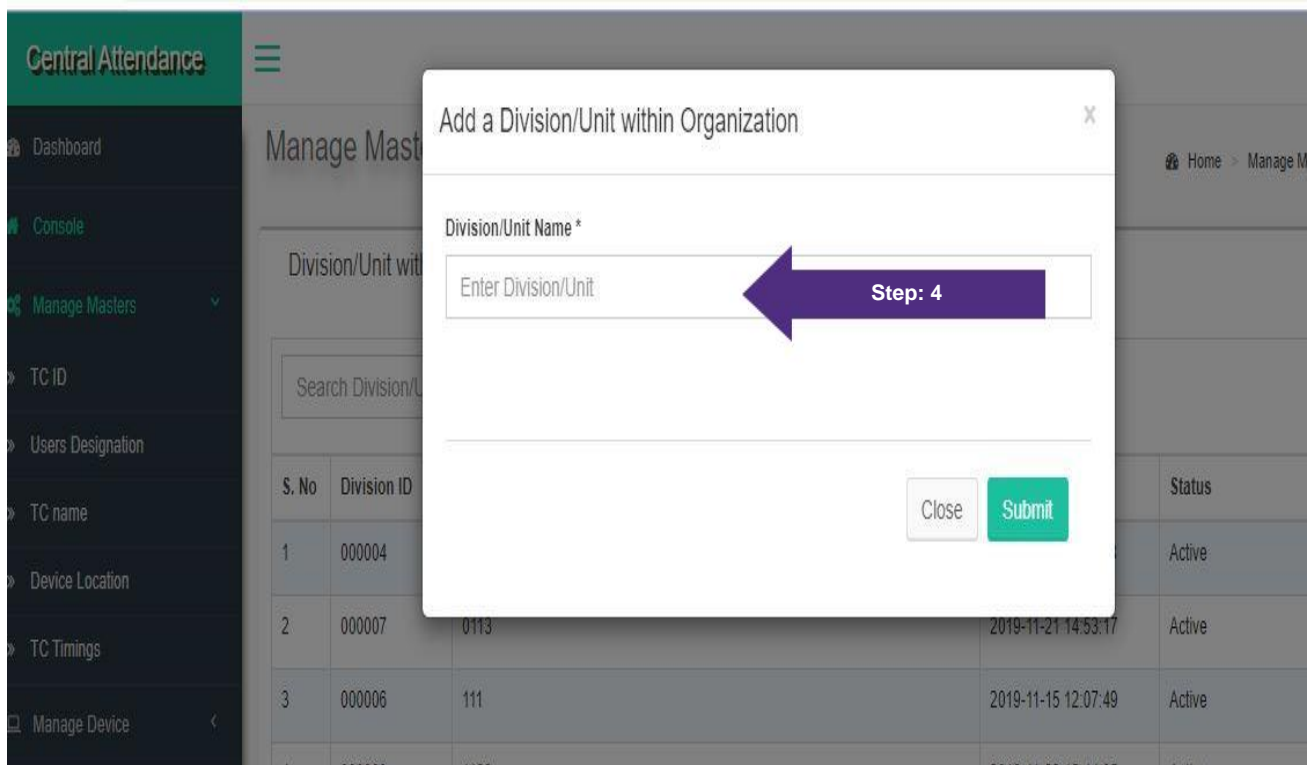## b) Training Center (TC) Name Addition:
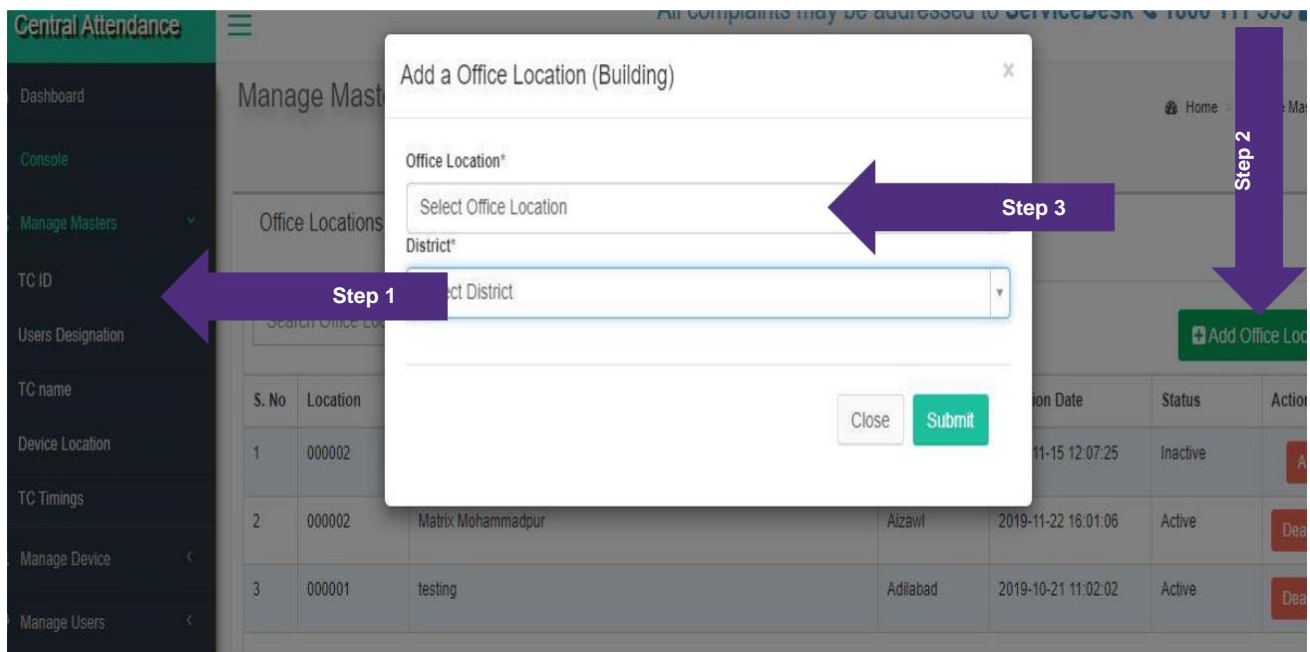
Fig 1.11

c) Biometric Device Location Addition:
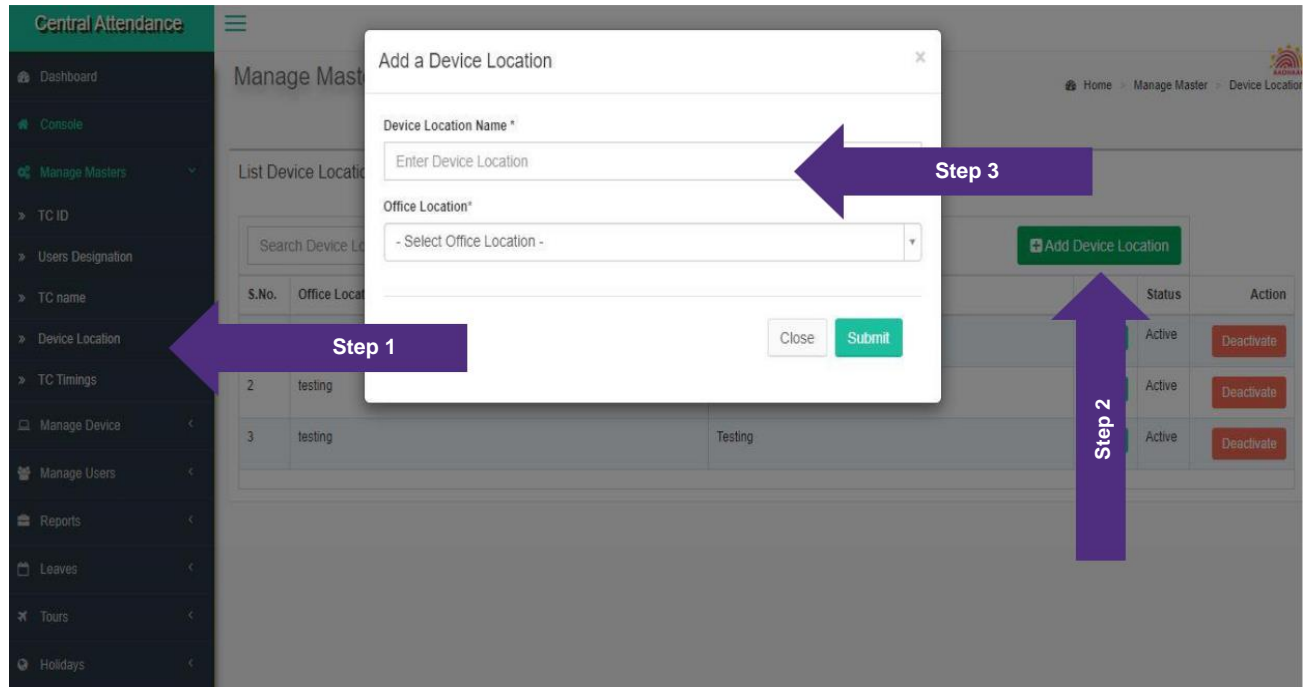
Fig 1.12

d) Training Center (TC) Timings:
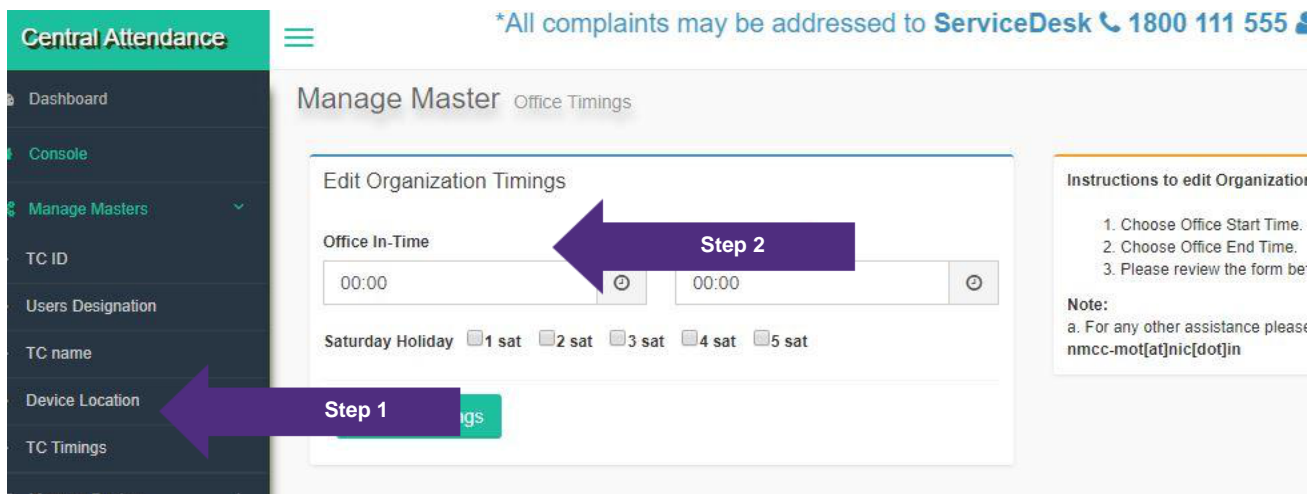
Fig 1.13

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.

Fig: 1.14

Fig: 1.15

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.

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.

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) A "Domain" Link is provided to User for online registration by respective Implementing Partner.

b) This Domain is the "Implementing Partner's" domain, issued by Ministry of Textiles.

c) Then open the attendance portal (**https://cn(IPname).samarth-textiles.ac.in)** *(this domain is an example)* then select **'User Registration'** from the side menu.

d) The User fills the online form shown in the figure 1.1 and 1.2.

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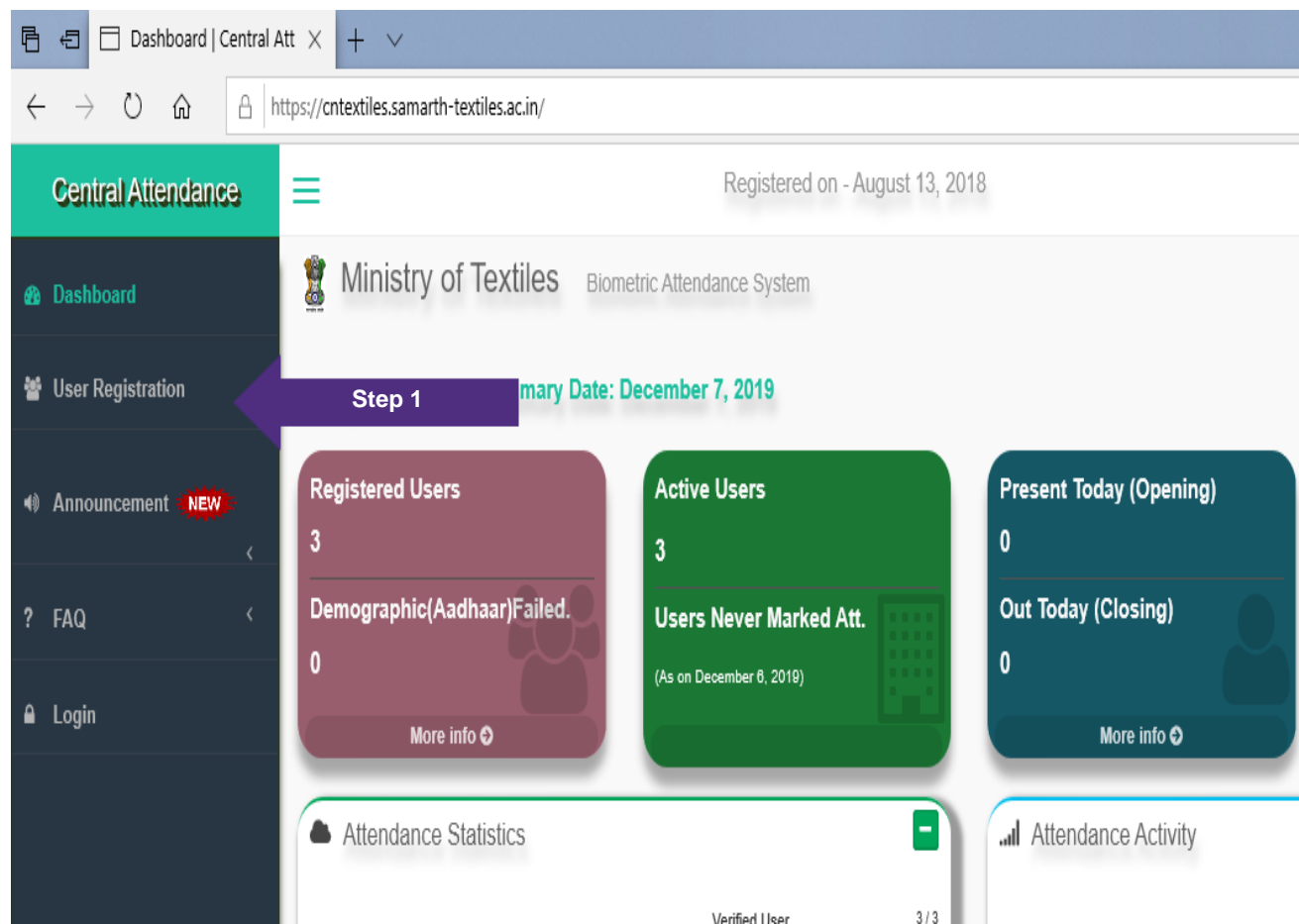
f) Once the User selects "User Registration", a form will open. User should enter all the details correctly. Users are advised to follow the instructions displayed on the right-hand side of this page.

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.

m) As per the system requirements, each TC is required to have a Biometric Admin for activation of the biometric device. Biometric Admin creation is done by the Nodal Officer of the respective Implementing Partner, through the Nodal Officer's login. Implementation of Bio-Metric Device is explained in the attached AEBAS Installation Guidelines, which are also available at the following link: https://basreports.attendance.gov.in/downloads/assets/doc/soft/desktop/AEBAS_SETUP_ DES KTOP/InstallationGuide_AEBASSetup_RD.pdf .

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

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.

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**.

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.

- To create TC login, click on **Give Access** .

- o Enter details of TC coordinator.
- o Copy and save the system generated password and share the email ID and password with the TC coordinator.
- o Click on the **Submit** button.
- o 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.

- ➢ 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.**

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.

➢ 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**.

20

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.

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.

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

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

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

- ➢ 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**.

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.

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.

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.

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.

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.

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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.

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 or 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.

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.
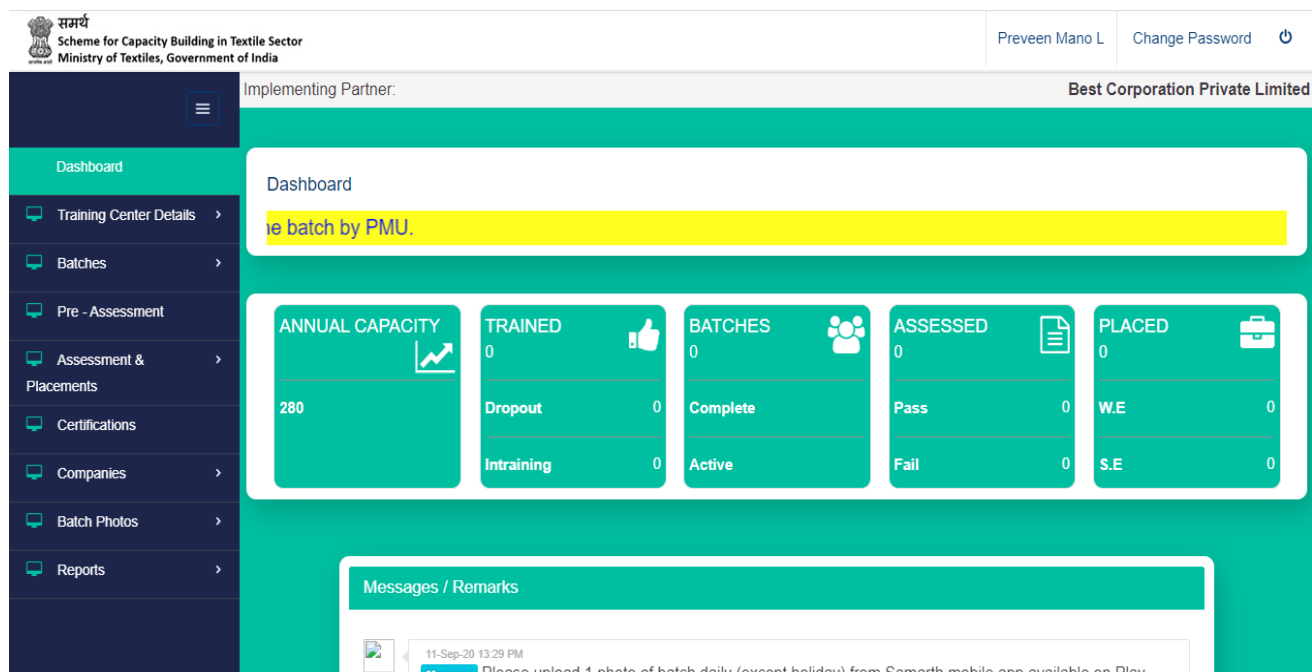
Dashboard contents:

- 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

Training Center Details

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

Tab 2. Infrastructure:
Infrastructure details of the Training Centre are available under this tab.

5 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.

· Click on the Edit button 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**

- Complete the trainee's profile by entering the requisite details in each field

- Click on [⊕ Upload] 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**

➤ 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**

> ➢ 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**

> ➢ 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.

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.

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.

- 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**
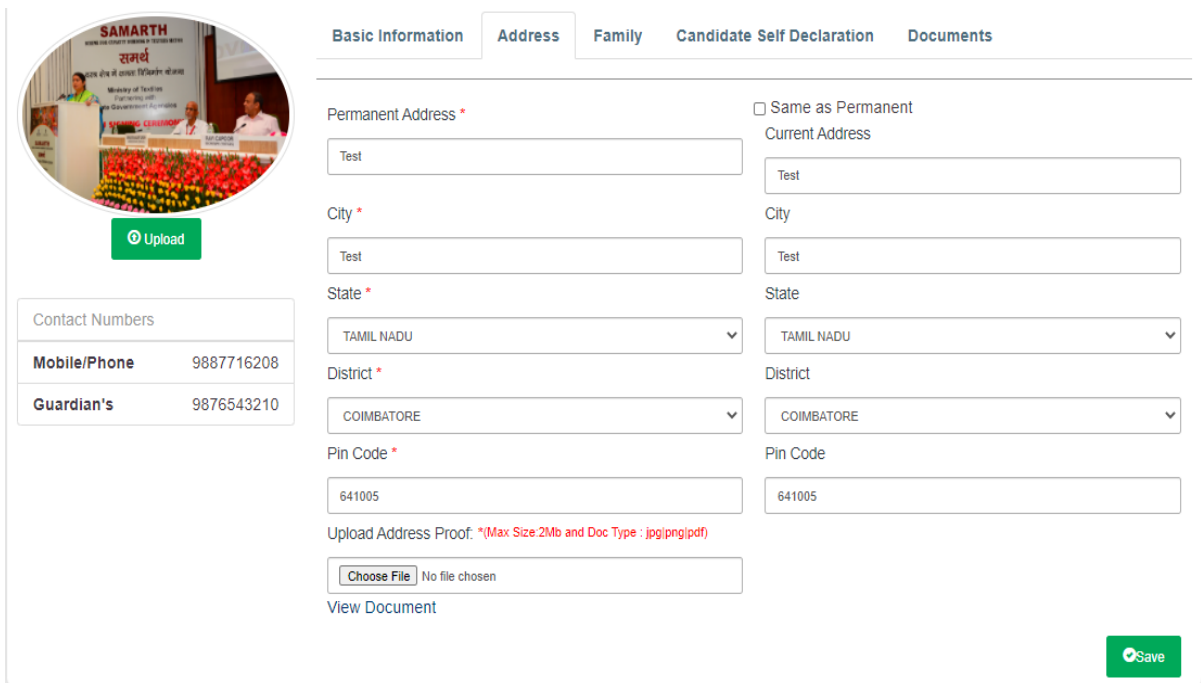

- Complete the faculty's profile by entering the requisite details in each field.
- Click on and upload a recent photograph of the faculty member.
- Click **Save**.

→ **Step 2: Academic and Professional Details**

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

→ **Step 3: Address**

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

8 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.

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

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

- 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.

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	☐
2	2747/7331/697928	Babu Lal Regar	1994-04-19	Male	SC	8003170825	☐
3	2747/7331/698109	Satendra	1993-05-07	Male	GEN	9636552633	☐
4	2747/7331/698256	Dinesh	1986-01-01	Male	GEN	9588029016	☐

·   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 = $\dfrac{\text{Total duration of course}}{\text{Working hours per day}}$

39

$$= \frac{300}{6}$$

= 50 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)

40

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:

- 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.

Step 1 — Candidate List   Step 2 — Training Duration   **Step 3** — 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	☐	1:45	4:15	6:0	6:0
Thu 21-02-2019	☐	1:45	4:15	6:0	6:0
Fri 22-02-2019	☐	1:45	4:15	6:0	6:0
Sat 23-02-2019	☐	1:45	4:15	6:0	6:0
Sun 24-02-2019	☑	0:0	0:0	0:0	0:0
Mon 25-02-2019	☐	1:45	4:15	6:0	6:0
Tue 26-02-2019	☐	1:45	4:15	6:0	6:0
Wed 27-02-2019	☐	1:45	4:15	6:0	6:0
Thu 28-02-2019	☐	1:45	4:15	6:0	6:0

Sidebar:
Training Center Details
Batches
  Create Batch
  Applied Batches
  Approved Batches
  Rejected Batches
  Today's Attendance List
  Upcoming Assessment Batches
Assessment & Placements
Certifications
Companies
Reports

- 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.

  · 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.

- 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.

- 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.

- 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.

- 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.

- 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.

· 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.

· 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:

· 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.

· 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.

47

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

· 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:

· 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.

- 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.
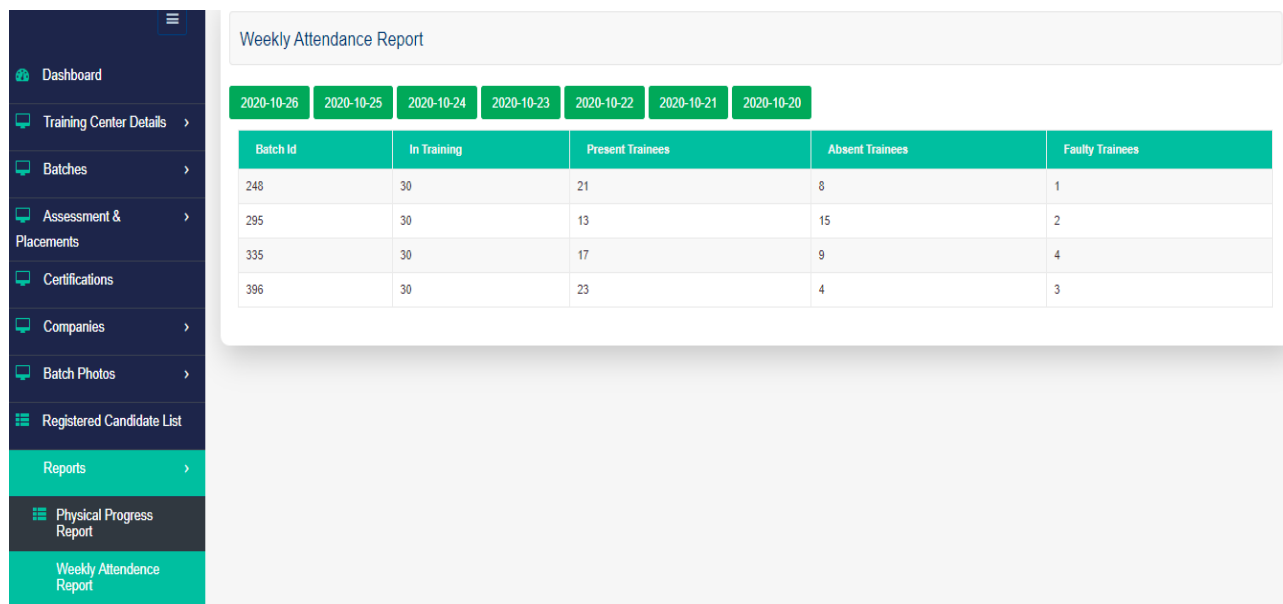

– Photograph of running batch uploaded through Samarth mobile app can be viewed in this section for each batch.

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

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.