

User Manual for MIS Portal

of “समर्थ (Samarth)” Scheme for Capacity Building in Textile Sector

User(s): Implementing Partner (IP) and Training Centre (TC)

URL: <https://samarth-textiles.gov.in/mis/>

The Management Information System (MIS) module of “समर्थ (Samarth)” Scheme for Capacity Building in Textile Sector has been created to facilitate systematic use of technology by its users and to manage the flow of information between various stakeholders in the Scheme. MIS is going to be used as point of training data collection under “Samarth” and a tracking tool as per guidelines of the Scheme. Hereon, users can upload the data of beneficiaries throughout the training cycle under the scheme, along with access to relevant reporting formats and dealing with real time data.

General instructions:

- The training details must be uploaded on MIS by the respective Training Centre (TC) coordinators. All Implementing Partners (IPs) are hence advised to mandatorily ensure compliance with centre-level uploading of data by the concerned TCs.
- An IP possesses the authority to provide login access of the MIS portal to new Training Centres. Thereafter, the respective Training Centre coordinator may create batches on the MIS portal after enrolling the candidates on the Aadhaar-enabled Biometric Attendance System (AEBAS) portal.
- The Training Centre coordinator shall be required to enroll trainees on AEBAS with the trainees’ Aadhaar details.
- Back-dated batches cannot be created.
- Creation of new batches is required to be in compliance with the approved batch size according to lab capacity. Additionally, batch size is required to be restricted between 10 to 30 candidates (both inclusive).
- After completion of assessment of trainees of a batch, the Assessment Agency (AA) is required to update the assessment details of the trained candidates. Once the assessment details have been entered into the MIS, certificates shall be automatically generated by the portal for all eligible candidates, and would be available to be downloaded through the respective TC’s login.

- Complete placement/post placement details of the certified candidates are required to be uploaded on the MIS portal. The TC coordinator is required to ensure that all relevant placement proofs of the candidates are also uploaded on the MIS portal. In case of self-employment, the relevant approved proof documentation as permitted by Ministry’s guidelines must be uploaded.
- Prior to commencing the process of batch creation on MIS, TC coordinators are advised to peruse the relevant guidelines, familiarize themselves with the MIS procedures, and remain equipped with the information and documents to be uploaded on MIS in advance.
- Following the submission of each new batch through IP level, there shall be a timeline of minimum 2 working days for the batch details to be reviewed by the Project Management Unit (PMU), and for the batch to be subsequently approved or rejected, as the case may be.
Accordingly, TC coordinators are advised to maintain a buffer of 4 working days, i.e. to submit the batch for approval at least 4 days before the batch start days. In case of batch rejection due to any non-compliance or deficiencies, the advised buffer time would enable allowance of sufficient time for corrections, re-submission, and subsequent approval.
- Implementing Partners are advised to mandatorily ensure that all training under the Scheme is conducted wholly in compliance with the MIS protocol requirements. Non-compliance with MIS on-boarding shall unconditionally result in non-recognition of the trainings under the Scheme.
- Kindly reach out to your SPOC for any queries or write in at nmcc-mot@nic.in.

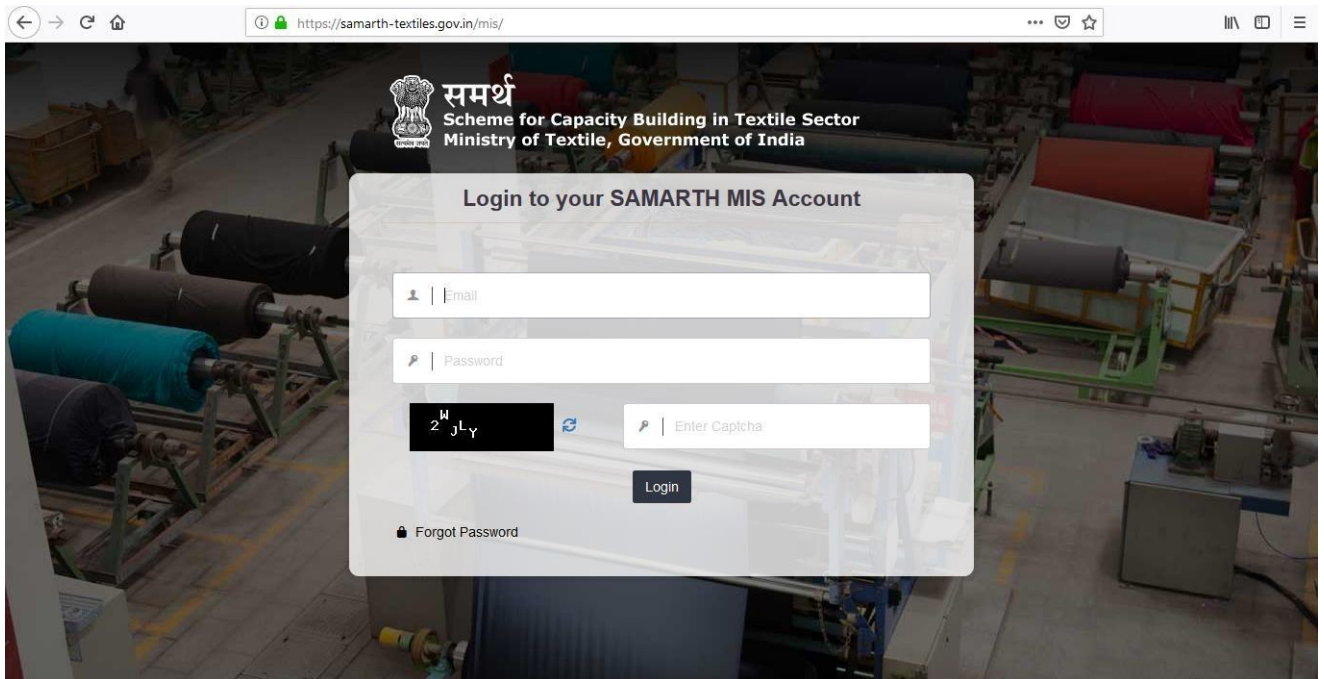
Functionality:


The module caters to two main stakeholders, namely:

- Implementing Partner (IP)
- Training Centre (TC)

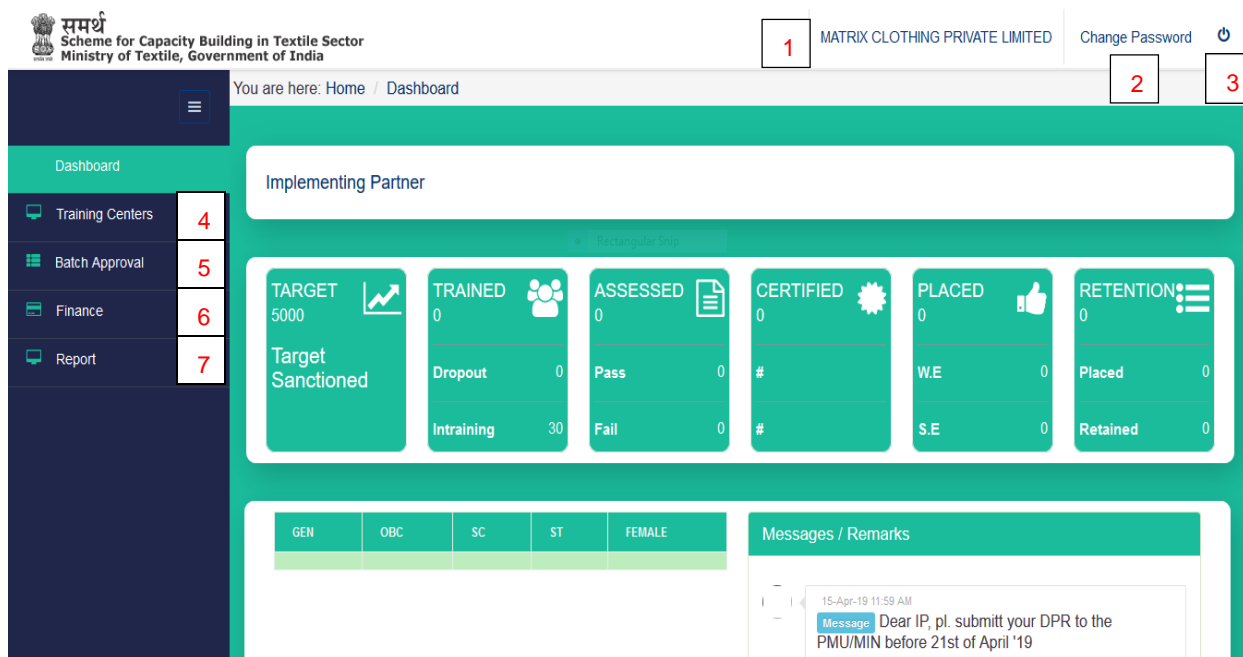
Implementing Partner Application

- 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:
 - 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 [1]
- Feature to change password [2]
- Log out button  [3]
- Physical progress of IP is visible in 6 tiles
- Category-wise physical progress
- Messages/Remarks
- Left Panel with 4 tabs:
 - i. Training Centres
 - ii. Batch Approval
 - iii. Finance
 - iv. Report

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

- 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

New password

New password

Repeat new password

Repeat new password

Clear

Submit

- Creation of TC Login:** To view the respective Training Centres, click on **Training Centres [4]** 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 verified by Physical Verification Agencies (PVAs).

Dashboard

Training Centers

Batch Approval

Finance

Report

Target: 5000

Trained: 0

Assessed: 0

Placed: 0

Total Centers: 11

Active Centres: 2

List of Training Centers

Copy

Excel

CSV

Print

PDF

Search:

TC ID	Training Centre	State	District	Active Batches	In Training	Trained	Assessed	Placed	Login
1217	MATRIX BEHLOLPUR	UTTAR PRADESH	GAUTAM BUDDHA NAGAR	0	0	0	0	0	Give Access
1270	MATRIX ATMADPUR	HARYANA	FARIDABAD	0	0	0	0	0	Give Access
1288	MATRIX KHODA	UTTAR PRADESH	GHAZIABAD	1	10	0	0	0	Login
1310	MATRIX PARASIWADA	MADHYA PRADESH	BALAGHAT	0	0	0	0	0	Give Access
1368	MATRIX TONK	RAJASTHAN	TONK	0	0	0	0	0	Login
1385	MATRIX CHAKSU	RAJASTHAN	JAIPUR	0	0	0	0	0	Give Access
1450	MATRIX RANCHI	JHARKHAND	RANCHI	0	0	0	0	0	Give Access
1473	MATRIX AURANGABAD	BIHAR	AURANGABAD	0	0	0	0	0	Give Access
1732	MATRIX MOHAMMADPUR	HARYANA	GURUGRAM	2	20	0	0	0	Login
2279	MATRIX NIWAI	RAJASTHAN	TONK	0	0	0	0	0	Give Access

Showing 1 to 10 of 11 entries

First

Previous

1

2

Next

Last

- 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.
- The TC coordinator can now use these credentials to log into the Training Centre application.
- Click on the **Submit** button.

7 Subsequent to creation of the TC’s login on MIS, the IP shall obtain the ability to login to TC application via **Login** button.

- Upon clicking on the Login button, a new tab with TC Dashboard will appear.

Dashboard

TRAINED 0

BATCHES 0

ASSESSED 0

PLACED 0

CERTIFIED 0

Dropout 0

Complete 0

Pass 0

W.E 0

#

Intraining 20

Active 0

Fail 0

S.E 0

#

Messages / Remarks

31-Oct-18 13:11 PM

Message Welcome to Samarth-SCBTS

- Through the TC coordinator’s login, IP can now access all the functionalities of the Training Center Application.

- 8 **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.

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**.

Update Batch Status

Batch Id:

Status: ☒ Review ☐ Reject

Comment:

☐ I hereby confirm that all the details filled by Training Center is correct.

- The status of the batch in the list will change to **IP Reviewed**.

Pending Batches

Batch Status Changed successfully

Copy Excel CSV Print PDF Search:

S.No	Batch Id	Course	Batch Date	Total Students	Course Hours	Training Center	Status	Remarks	Action
1	5	Sewing Machine Operator	16-06-2019-03-08-2019	10	300	MATRIX MOHAMMADPUR	Ipreviewed	Ok	View

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- 9 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:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Total Students	Course Hours	Training Center	Status
1	1	Sewing Machine Operator	10-06-2019	31-07-2019	10	300	MATRIX MOHAMMADPUR	Active
2	2	Sewing Machine Operator	10-06-2019	10-08-2019	10	300	MATRIX KHODA	Active
3	3	Sewing Machine Operator	13-06-2019	24-07-2019	10	300	MATRIX KHODA	Approved
4	4	Sewing Machine Operator	10-06-2019	31-07-2019	10	300	MATRIX MOHAMMADPUR	Active

Showing 1 to 4 of 4 entries First Previous 1 Next Last

- 10 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

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
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 First Previous 1 Next Last

- 11 **Reports:** Click on **Reports** and select **Today's All Trainee Attendance** tab on the left panel.
 - List of all the active trainees in the respective Training Centres will appear on the page, along with the attendance for the day will appear on this page.

Training Centre	Batch Id	Trainee Id	First Name	In Time	Out Time	State	District
1732	38	90026492	MITHLESH KUMAR	08:34:23	00:00:00	Haryana	Gurgaon
1732	38	80707782	MEENA DEVI	08:22:53	00:00:00	Haryana	Gurgaon
1732	38	31193454	JITENDRA BAHADUR	08:19:03	00:00:00	Haryana	Gurgaon
1732	38	90195325	SHILAM	08:21:42	00:00:00	Haryana	Gurgaon
1732	38	38698445	GUDDI DEVI	08:22:29	00:00:00	Haryana	Gurgaon
1732	38	68326071	SANGEETA PANDAY	08:25:51	00:00:00	Haryana	Gurgaon
1732	38	22402541	KIRAN	08:29:43	00:00:00	Haryana	Gurgaon
1732	38	36248889	KAVITHA KUMARI SAI	09:24:25	00:00:00	Haryana	Gurgaon
1732	38	15165682	YATENDRA SHARMA	09:24:44	00:00:00	Haryana	Gurgaon
1732	38	90026492	MITHLESH KUMAR	00:00:00	00:00:00	Haryana	Gurgaon
1732	38	38698445	GUDDI DEVI	08:22:36	00:00:00	Haryana	Gurgaon
1732	38	80707782	MEENA DEVI	08:22:13	00:00:00	Haryana	Gurgaon

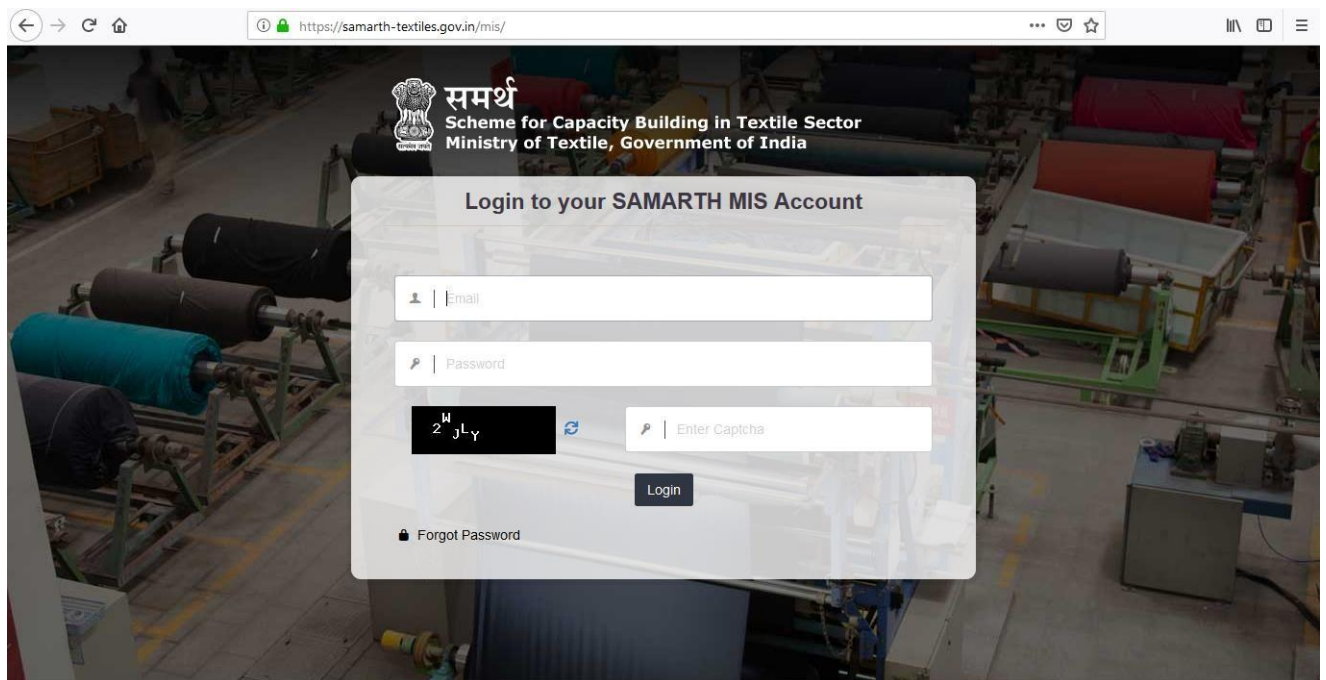
12 Click on **Reports** and select **Attendance Report** tab on the leftpanel.


- 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.

Attendance Report							
Email sent successfully!							
2019-02-18	2019-02-17	2019-02-16	2019-02-15	2019-02-14	2019-02-13	2019-02-12	
TC Id	Batch Id	Batch Timings	In Training	Present Trainee	Absent Trainee	Faulty Trainee	Email
MATRIX MOHAMMADPUR	38	00:00:00-00:00:00	16	0	16	0	Email

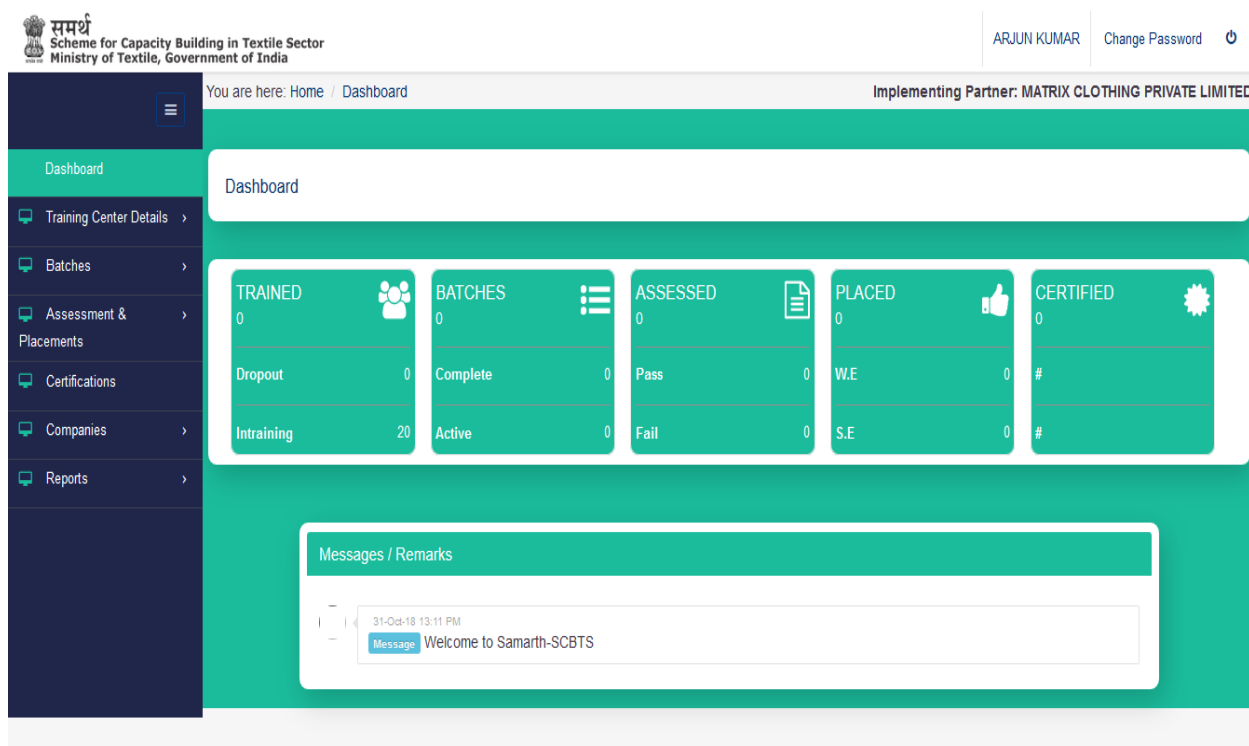
Training Centre Application

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 - ☐ 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:

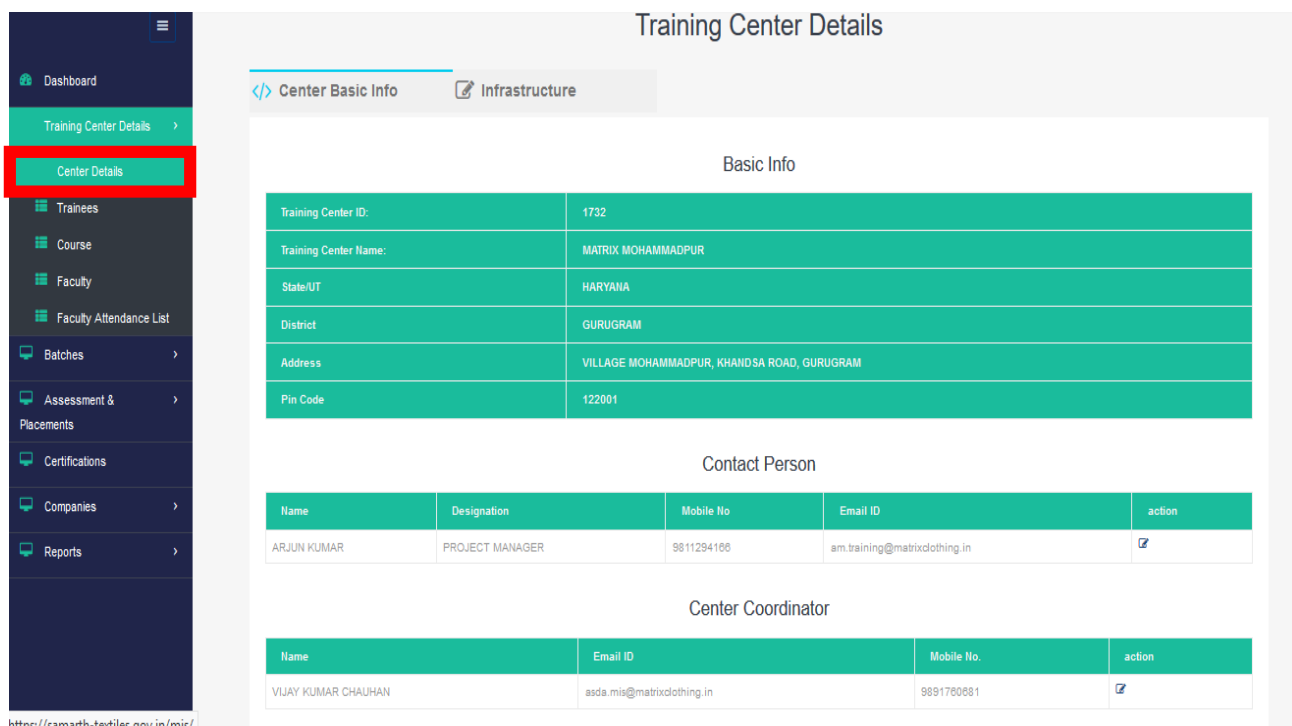
- ☐ Feature to change password
- ☐ Log out button 
- ☐ Physical progress of TC is visible in 5 tiles
- ☐ Messages/Remarks
- ☐ Left Panel with 6 tabs:
 - i. Training Centre Details
 - ii. Batches
 - iii. Assessments & Placements
 - iv. Certifications
 - v. Companies
 - vi. Reports

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 the TC contact person



Training Center Details

Center Basic Info | Infrastructure

Basic Info

Training Center ID:	1732
Training Center Name:	MATRIX MOHAMMADPUR
State/UT	HARYANA
District	GURUGRAM
Address	VILLAGE MOHAMMADPUR, KHANDSA ROAD, GURUGRAM
Pin Code	122001

Contact Person

Name	Designation	Mobile No	Email ID	action
ARJUN KUMAR	PROJECT MANAGER	9811294188	am.training@matrixclothing.in	

Center Coordinator

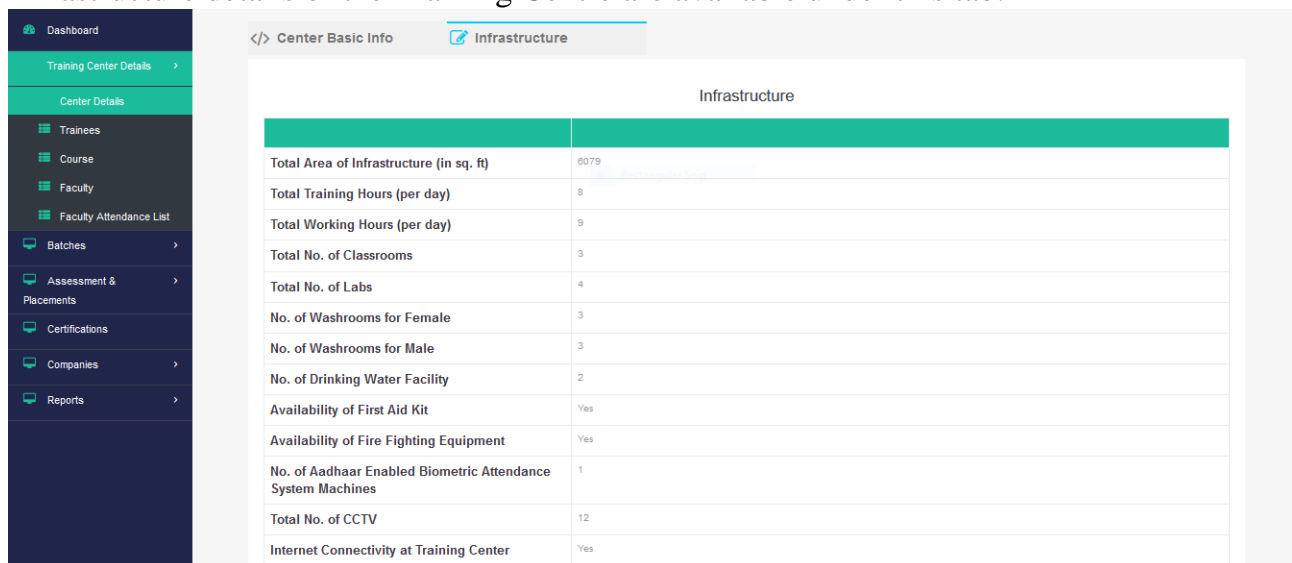
Name	Email ID	Mobile No.	action
VIJAY KUMAR CHAUHAN	asda.mia@matrixclothing.in	9891760881	

<https://camarth-textiles.gov.in/mic/>

- ☐ 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.



Training Center Details

Center Basic Info | **Infrastructure**

Infrastructure

Total Area of Infrastructure (in sq. ft)	6079
Total Training Hours (per day)	8
Total Working Hours (per day)	9
Total No. of Classrooms	3
Total No. of Labs	4
No. of Washrooms for Female	3
No. of Washrooms for Male	3
No. of Drinking Water Facility	2
Availability of First Aid Kit	Yes
Availability of Fire Fighting Equipment	Yes
No. of Aadhaar Enabled Biometric Attendance System Machines	1
Total No. of CCTV	12
Internet Connectivity at Training Center	Yes

- 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’ following details:

- Enrolment Number
- Name
- Date of Birth
- Gender
- Mobile Number
- Education Level
- Address
- Batch ID (if applicable)

S.No	Enrollment No	Name	DOB	Gender	Mobile	Education	Address	Action/BatchId
1	1227/1732/2	MUKESH DAS	01-01-1982	M		Senior Secondary	J-186	1 /
2	1227/1732/3	SAHANA KHATOON	10-25-1999	F		Primary	L41	1 /
3	1227/1732/4	SANJAY KUMAR	03-09-2000	M		Secondary	vikas marg street no 1	1 /
4	1227/1732/6	SHILPI	06-05-1999	F		Pre Primary	Shastri Nagar	1 /
5	1227/1732/7	RAM MANORATH BIND	11-14-1999	M		Secondary	vikas marg street no 1	1 /
6	1227/1732/8	YATENDRA SHARMA	08-02-1998	M		Senior Secondary	L41	1 /
7	1227/1732/9	KAMINIBALA PARAMANIK	05-01-1989	F		Senior Secondary	udiyog bhawan	1 /
8	1227/1732/10	KANSHI	01-01-1996	M		Graduate	Shastri Nagar	1 /
9	1227/1732/12	KIRAN	12-16-1984	F		Pre Primary	J-186	1 /
10	1227/1732/13	ALKA	01-01-1987	F		Primary	L41	1 /

- 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 3-step process:

→ **Step 1: Trainee Profile**

Trainee Details

RADHIKA

Basic Information | Address | Family | Documents

Enrollment No: MOT/2018-19/1227/1732/55 | Date of Birth: 1995-01-01

Name: RADHIKA | Mobile:

Registration Date: Tue, 26-Feb-2019 | Aadhaar Verified:


Gender: Female | Aadhaar UID: s1aae2502b79a058148ce902c3d5

Email: rdu@gmail.com | Marital Status: Single

Category: Scheduled Caste | Differently Abled: Yes

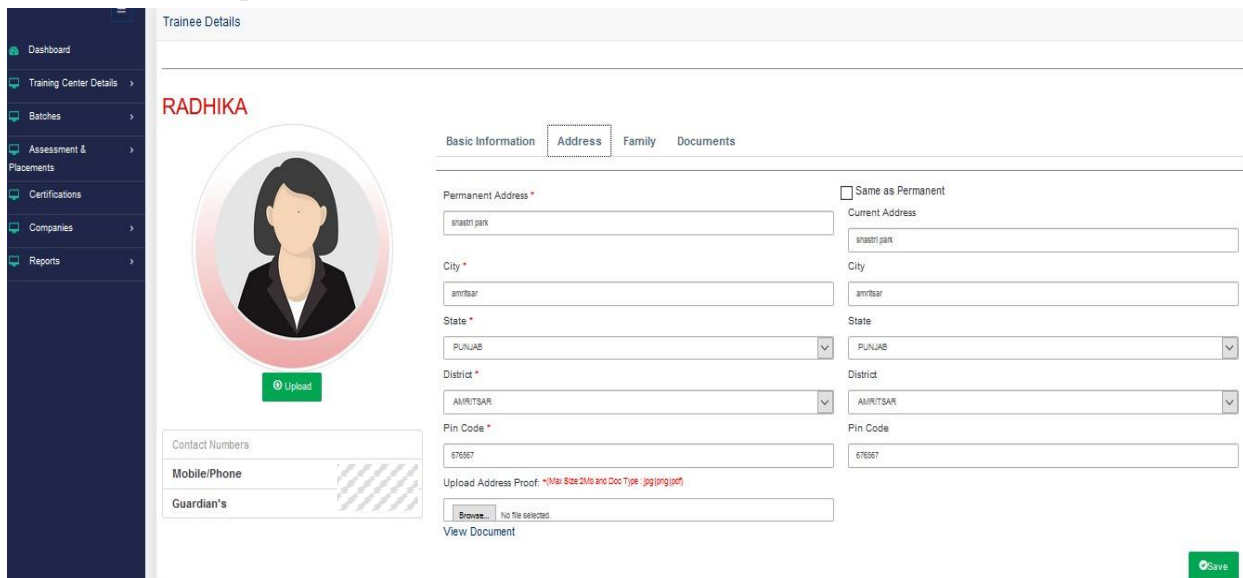
Qualification: Pre Primary | Pre-Training Status: Unemployed

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 Caste Category certificate (if applicable).
- 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





Trainee Details

RADHIKA

Contact Numbers:

Mobile/Phone 

Guardian's 

Basic Information Address Family Documents

Permanent Address * ☐ Same as Permanent

Current Address


City * City

State * State


District * District

Pin Code * Pin Code

Upload Address Proof: *(Min Size 2Mb and Doc Type .jpg/png/pdf)

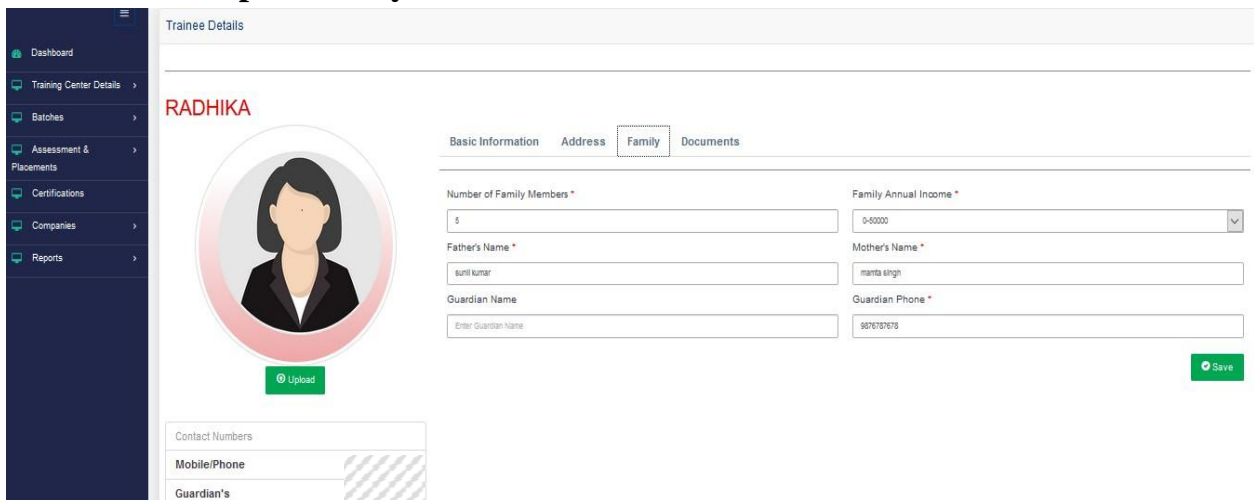
 No file selected

View Document





- 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





Trainee Details

RADHIKA

Contact Numbers:

Mobile/Phone 


Guardian's 

Basic Information Address Family Documents

Number of Family Members * Family Annual Income *

Father's Name * Mother's Name *

Guardian Name Guardian Phone *



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

→ **Step 4: Documents**

Trainee Details

RADHIKA

Basic Information Address Family **Documents**

Type	View	Download
Photograph	SS-Female-1354355_340.png	
Address Proof	SS-images_doc.jpg	
Category Certificate	SS-images_doc2.jpg	

Upload

Contact Numbers

Mobile/Phone

Guardian's

- The **Documents** 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.

Course List

Copy Excel CSV Print PDF

Search:

S.No.	Sector	Name	Type	Code	Practical hrs	Theory hrs	Status
1	Apparel	Sewing Machine Operator	Non MIES	TC GMT 06	210	90	Active

Showing 1 to 1 of 1 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’ following details:
- Name
 - Date of Birth
 - Gender
 - Mobile Number
 - Educational Qualifications
 - Current Address
 - Email ID

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

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:

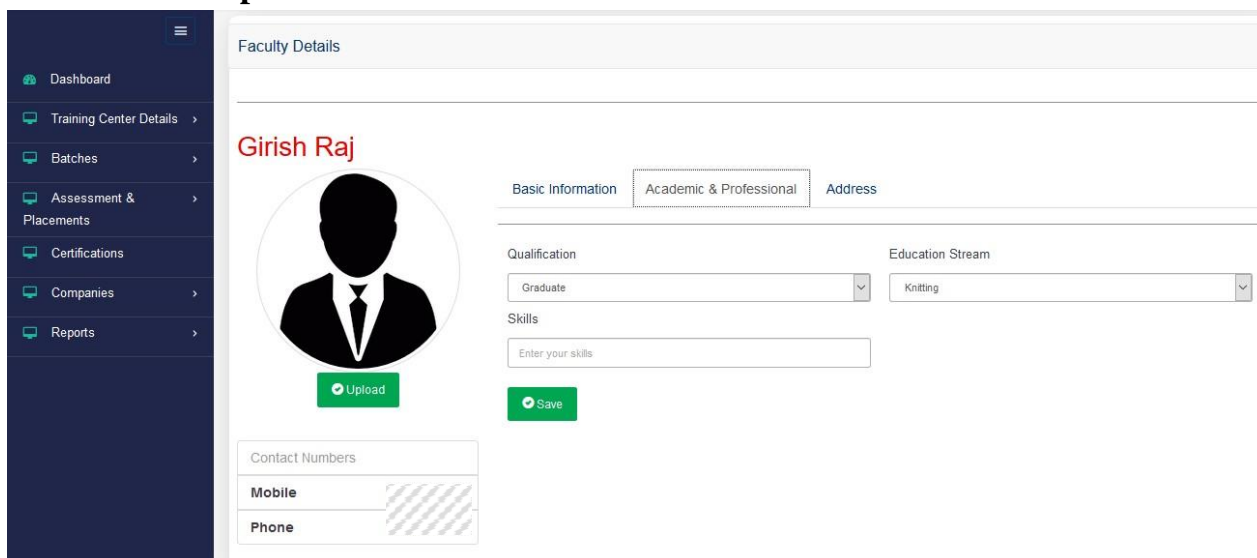
Gender: Male | Email: girishraj@yopmail.com

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

Contact Numbers: Mobile | Phone

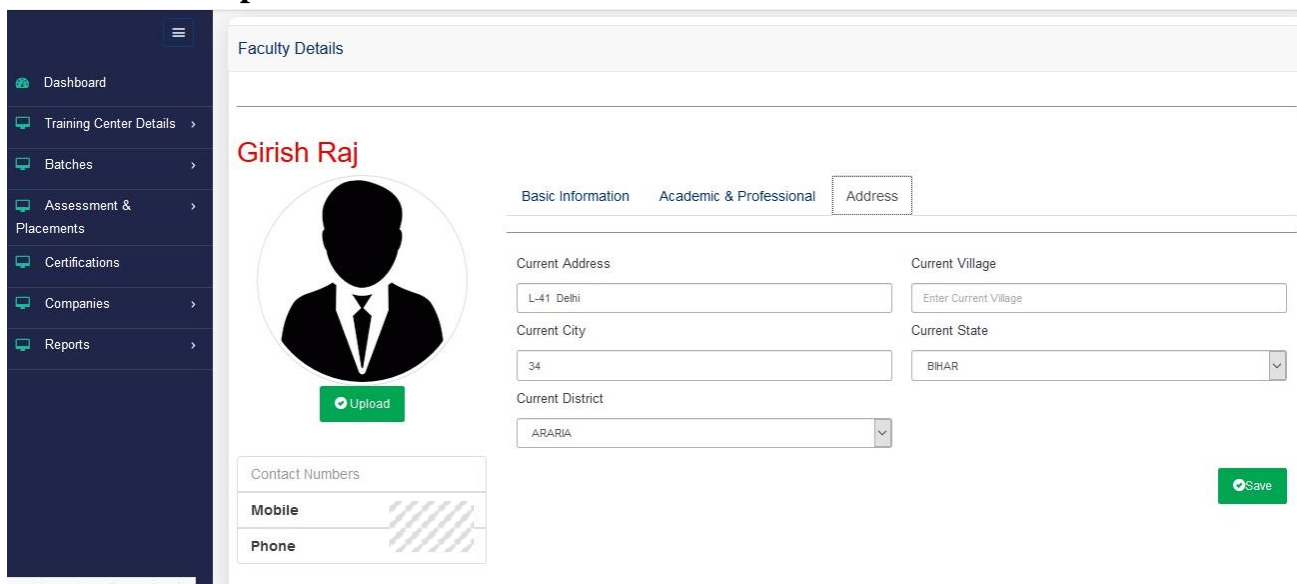
- Complete the faculty’s profile by entering the requisite details in each field.
- Click on  and upload a recent photograph of the faculty member.
- Click **Save**.

→ **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**.

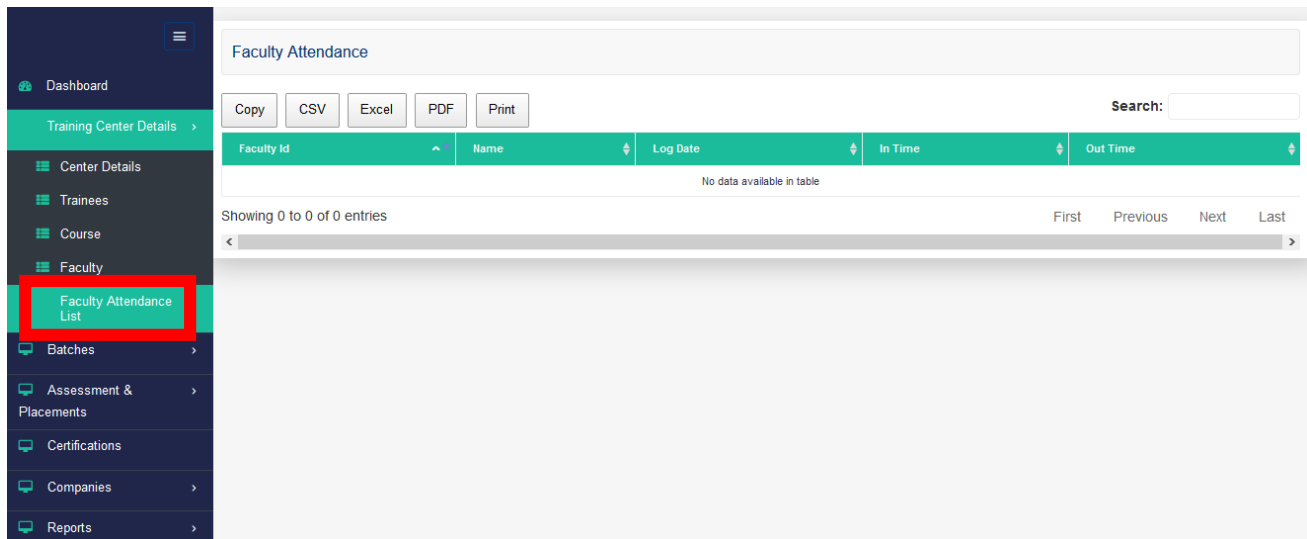
→ **Step 3: Address**



- 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 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 10 to 30 candidates (both inclusive).
 - The division of duration of training between theory hours and practical hours must be in the ratio of 30:70.
- ❑ 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
 - Today’s Attendance List
 - Upcoming Assessment Batches

- ❑ Click on the **Create Batch** sub-menu item.
- ❑ The list of candidates registered under the Training Centre will appear here.

Start your Batch Creation

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	1227/1732/78	MUKESH DAS	1982-01-01	Male	SC		<input checked="" type="checkbox"/>
2	1227/1732/79	SAHANA KHATOON	1999-10-25	Female	OBC		<input checked="" type="checkbox"/>
3	1227/1732/80	SANJAY KUMAR	2000-03-09	Male	SC		<input checked="" type="checkbox"/>
4	1227/1732/81	SHILPI	1999-06-05	Female	GEN		<input checked="" type="checkbox"/>
5	1227/1732/85	KANSHI	1996-01-01	Male	SC		<input checked="" type="checkbox"/>
6	1227/1732/93	SAURBH BHARTI	1995-10-30	Male	OBC		<input checked="" type="checkbox"/>
7	1227/1732/94	CHHOTU KUMAR	1997-04-16	Male	OBC		<input checked="" type="checkbox"/>
8	1227/1732/96	RABI KUMAR	1999-06-25	Male	SC		<input checked="" type="checkbox"/>

- ❑ User can now complete the create a batch through the following 3-step process:

→ **Step 1: Candidate List**

- A list of the registered and active trainees 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
 $\approx 43 \text{ working days}$

- 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 5% 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 315 hours' duration such that:

$$\text{Batch Duration} = (T+x) + (P+y),$$

$$\text{Where } x + y \leq 15.$$

- Enter the desired Batch Start Date and Batch End Date.
The Batch Start Date must be at least 4 days subsequent to the current date as at the time of submission of batch, i.e. the batch must be submitted at least 4 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 2: 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

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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

(Screen contd. below)

Batch Schedule

Sun 14-04-2019	<input checked="" type="checkbox"/>	0:0	0:0	0:0	0:0
Mon 15-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Tue 16-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Wed 17-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Thu 18-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Fri 19-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
Sat 20-04-2019	<input type="checkbox"/>	1:45	4:15	6:0	6:0
		91:0	221:0	312:0	312:0

< Back

Submit form

- Ensure that the totals displayed under each column are 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.

Dashboard

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Pending Batches

Copy Excel CSV Print PDF

Search:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Batch Timings	Total Students	Batch Status	Action
1	5	TC GMT 06-Sewing Machine Operator	16-06-2019	03-08-2019	09:00:00-18:00:00	10	Pending	View

Showing 1 to 1 of 1 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.

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

Approved Batches

Copy Excel CSV Print PDF Search:

S.No	Batch Id	Course	Batch Start Date	Batch End Date	Batch Timings	Total Students	Dropouts	Assessed	Certified	Placed	Batch Status	Action
1	1	TC GMT 06- Sewing Machine Operator	10-06-2019	31-07-2019	09:00:00-18:00:00	10	0	0	0	0	Active	View
2	4	TC GMT 06- Sewing Machine Operator	10-06-2019	31-07-2019	11:00:00-20:00:00	10	0	0	0	0	Active	View

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

- 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.

11 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.

12 Click on **Batches** and select the **Today's Attendance List** tab on the left panel.

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Today's Trainee Attendance 2019-02-18

Training Centre	Batch Id	Trainee Id	Name	DOB	Gender	In Time	Out Time	State	District
1732	38	90026492	MITHLESH KUMAR	2000-02-08	Male	08:34:23	00:00:00	Haryana	Gurgaon
1732	38	80707782	MEENA DEVI	1985-01-01	Female	08:22:53	00:00:00	Haryana	Gurgaon
1732	38	31193454	JITENDRA BAHADUR	1990-07-01	Male	08:19:03	00:00:00	Haryana	Gurgaon
1732	38	90195325	SHILAM	1989-01-01	Female	08:21:42	00:00:00	Haryana	Gurgaon
1732	38	38698445	GUDDI DEVI	1985-01-01	Female	08:22:29	00:00:00	Haryana	Gurgaon
1732	38	68326071	SANGEETA PANDAY	1987-05-10	Female	08:25:51	00:00:00	Haryana	Gurgaon
1732	38	22402541	KIRAN	1984-12-16	Female	08:29:43	00:00:00	Haryana	Gurgaon
1732	38	36248889	KAVITHA KUMARI SAI	1995-12-13	Female	09:24:25	00:00:00	Haryana	Gurgaon
1732	38	15165682	YATENDRA SHARMA	1998-08-02	Male	09:24:44	00:00:00	Haryana	Gurgaon
1732	38	90026492	MITHLESH KUMAR	2000-02-08	Male	00:00:00	00:00:00	Haryana	Gurgaon
1732	38	38698445	GUDDI DEVI	1985-01-01	Female	08:22:36	00:00:00	Haryana	Gurgaon
1732	38	80707782	MEENA DEVI	1985-01-01	Female	08:22:13	00:00:00	Haryana	Gurgaon

□ The daily attendance details of all active trainees can be viewed in this section.

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

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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	6	17-06-2019	06-08-2019	10	AA-MP	11-06-2019		Accepted

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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

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

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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**.

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

Weekly Attendance Report

2019-08-14 2019-08-13 2019-08-12 2019-08-11 2019-08-10 2019-08-09 2019-08-08

Batch Id	In Training	Present Trainees	Absent Trainees	Faulty Trainees
2	10	0	10	0

- ☐ 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.

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

A. DETAIL OF COMPANY

Name* click here

Address*

Pincode*

Email ID*

GSTIN/CIN/TLN*

State*

Office Number*

Website

Company Branch (If any)

District

Fax Number

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**.

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

S.No	Name	GSTIN/CIN/TLN	Address	District	State	Office No	Website	Org.Email Id	Contact Person	Contact Person Phone	Contact Email Id
1	SHAHI GARMENTS	24AABCM1549A123	GTB nagar phase-2	GAUTAM BUDDHA NAGAR	UTTAR PRADESH	2147483647		shai.garments@yopmail.com	anoop katiyar	2147483647	anoop.katiyar@yopmail.com
2	UMA GARMENTS	67345672277	B-40 panchkula	PANCHKULA	HARYANA	2147483647		uma.garments@yopmail.com	nitesh mathur	2147483647	nitesh.mathur@yopmail.com
3	BHARTI ENTERPROZES	34567878988	malviya nager D block, 178	JAIPUR	RAJASTHAN	2147483647	www.bharti-enterprozes.com	bharti.enter@yopmail.com	madhu gupta	2147483647	madhu.gupta@yopmail.com

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

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

S.No	Enrollment Id	Batch Id	Name	Assessment Agency	Date of Assessment	Result	Action
1	MOT/2018-19/1227/1288/30	6	Reeta	AA-MP	2019-06-11	pass	Add Placement
2	MOT/2018-19/1227/1288/32	6	Poonam Jha	AA-MP	2019-06-11	pass	Add Placement

- 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. **Add Placement button will be disabled if trainee is not placed within 3 months after assessment.**

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

Add placement

Trainee: SUBHASH

Company*: AMAR GARMENTS-amar-nagpur

Placement Type: Wage

Date of Joining*:

Salary(Per Month)*:

Upload Placement Letter*(Max Size:2Mb and Doc Type : jpg|png|pdf)

Choose File | No file chosen

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**.

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

Placed Trainees

Copy Excel CSV Print PDF Search:

S.No	Enrollement Id	Batch Id	Name	Company	Date of Joining	Action
1	MOT/2018-19/1227/1288/30	8	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	Enrollement Id	Batch Id	Name of Trainee	Date of Joining	Category	Company	Proof	Action
1	MOT/2018-19/2747/7331/698640	127	Jitendra Singh	2020-10-08	GEN	KANCHAN INDIA LIMITED	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	Salary Slip/Self declaration
No data available in table					

Showing 0 to 0 of 0 entries

First Previous 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:

First Month

- ☐ Initially the name of the candidate, Date of Joining and Start Date will appear pre-filled as per the previously entered data.
- ☐ Start Date will be the joining date of each trainee.
- ☐ From the dropdown menu, select the name of the company where the candidate is employed.
- ☐ Enter End Date for the same month of Start Date 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**.

Second Month

- ☐ Initially the name of the candidate, Date of Joining and Start Date will appear pre-filled as per the previously entered data.
- ☐ Start Date will be the next date of end date entered for first month.
- ☐ From the dropdown menu, select the name of the company where the candidate is employed.
- ☐ Enter End Date for the same month of Start Date 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**.

Third Month

- ☐ Initially the name of the candidate, Date of Joining and Start Date will appear pre-filled as per the previously entered data.
- ☐ Start Date will be the next date of end date entered for second month.

- ☐ From the dropdown menu, select the name of the company where the candidate is employed.
- ☐ Enter End Date for the same month of Start Date 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**.

Entry for Gap between job

- ☐ Initially the name of the candidate, Date of Joining and Start Date will appear pre-filled as per the previously entered data.
- ☐ Start Date will be the next date of end date entered for last month.
- ☐ From the dropdown menu, select the name of the company as **‘Dummy’**.
- ☐ Enter End Date for the same month of Start Date.
Upload a scanned copy of the self declaration (signed by trainee and IP) from candidate and click **Save**.

Total no. of days will be calculated for all entries. If total days > 90 **without any entry of gap** then trainee will move to **retained** category otherwise will move to **‘In retention’** category.

Therefore fill the tracking details until 90 days are completed.