



Tamil Nadu  
e-Governance Agency



Tamil Nadu Skill  
Development Corporation

# User Manual for Training Centre

Version No.1.0

This is the initial version of user manual. Based on the changes on the software, manual will be updated accordingly.



## User Manual – Training Centre Module

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## User Manual – Training Centre Module

### 1. Introduction

Training Centre module allows TC of Tamil Nadu to register candidates, create batch and enrol candidates for Tamil Nadu Skill Development Corporation.

Note: TC will get login credentials only if TNSDC allocates target.

### 2. Training Centre Module

#### 2.1 Tamil Nadu Skill Development Corporation Website

Training Provider can access TC module from Tamil Nadu Skill Development Corporation Website in following 2 ways

1. Click on Register/ Login and select Training Centres and user will be navigated to TC module Login Page

Screen:

The screenshot shows the homepage of the Tamil Nadu Skill Development Corporation. The header includes the organization's name in Tamil and English, along with a search bar and social media icons. The main navigation menu includes Home, About Us, Schemes, Initiatives, Courses, Training Providers, TN-Skill Registry, Notices, Gallery, and Contact Us. A prominent banner features a smiling man and the text "Are you a Candidate looking to join Skilling". Below the banner, there are four statistics: Registered Candidate (5755052), Training Provider (741), Employers (272), and Skilled Youth (75686). A dropdown menu is open, showing options like Candidates/Trainees, Training Providers, Training Centers, Employers, SSC/SCVT, Assessment Agencies, and TNSDC Login. A notice bar at the bottom states that training courses are only available after registration. At the bottom of the page, there are buttons for Notice Board and REGISTER/LOGIN.

2. Click on “Training Centres” in “Register/ Login” bar which is available next to “Notice Board”

Screen:



## User Manual – Training Centre Module

All the Training Providers are instructed to enrol candidates for training courses only after registration in this portal.

**TAMIL NADU SKILL DEVELOPMENT CORPORATION**

Tamil Nadu Skill Development Corporation was formed with a vision to transform the state into skill hub by skilling the youth to enhance their employability and match the expectations of the Industry. Since 2013 it is functioning as a Corporation under the Labour and Employment Department. TNSDC has been declared as the State Nodal Agency for Skill Development by the Government.

Imparting Employable Skills for harnessing the power of youth towards nation building

**OUR MISSION STATEMENT**

**Notice Board**

25 Oct 2019  
NSDC Mobile Application inaugurated by Honorable Minister of Labor & Employment

**REGISTER/LOGIN**

- Candidates/Trainees
- Training Providers
- Training Centers
- Employers
- SSC/SCVT
- Assessment Agencies
- TNSDC Login

**SCHEMES**

PMKVY

SANKALP

Short Term Skill Training

Recognition of Prior Learning

Amma Skill Training and Employability Scheme

Amma Two Wheeler Repair & Maintenance Training Scheme

**OUR INITIATIVES**

### 2.2 Training Centre Login

Here Training Centre can login to TC module of Tamil Nadu Skill Development Corporation.

Screen:

**Training Centre Login**  
பயிற்சி வழங்குநர் உள்நுழைவு

User Name / பயனர்பெயர்

Forgot Username? / பயனர்பெயரை மீட்க?

\*\*\*\*\*

Forgot Password? / கடவுச்சொல்லை மீட்க?

Enter Captcha / கேபட்சாவை உள்ளிடவும்

Remember me / என்னை நினைவில் வைப்புகள்

Login / உள்நுழை

**Training Centre Process**

STEP 01

Register/ Search Candidate

Training Centre can register new candidates and search already registered or enrolled candidates.

STEP 02

Create Batch

Training Centre can create batches against the Job Roles he is empannelled for, only if target is allocated.

STEP 03

Enrol/ Reject Candidate

Training Centre can view candidate application and enrol/ reject the candidate.

STEP 04

Training & Assessment

பயிற்சி மற்றும் மதிப்பீடு

Once you apply for a course, you can take training and you will be assessed.

நீங்கள் ஒரு படிப்புக்கு

STEP 05

Certification

சான்றிதழ்

You will be certified from TNSDC

நீங்கள் TNSDC-லிருந்து சான்றிதழ் பெறுவீர்கள்

STEP 05

Certification

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நீங்கள் TNSDC-லிருந்து சான்றிதழ் பெறுவீர்கள்

Details:

Field	Description
Username	Training Centre's Username or Login ID
Password	Training Centre's Password
Forgot Username?	Training Centre can click on "Forgot Username?" link, if TC Single Point of Contact (SPOC) wants to recover username
Forgot Password?	Training Centre can click on "Forgot Password?" link, if TC SPOC wants to receive temporary password
Sign In	On "Sign In" click, system will check if Training Centre's credentials entered are valid or not, if valid, TC will be navigated to home screen of TC module.

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## User Manual – Training Centre Module

### 2.3 Forgot Username

TC SPOC can click on “Forgot Username” to retrieve his username.

Screen:

Details:

Field	Description
Primary Mobile Number	TC SPOC must enter his Mobile Number entered during registration
Verify Button	This button will be enabled if mobile number is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, TC SPOC mobile number will be verified. <u>Note:</u> <ol style="list-style-type: none"><li>1. After mobile verification, mobile number will not be allowed to modify.</li><li>2. Mobile verification is mandatory for TC to retrieve username.</li></ol>

On Submit click, TC will receive his username through SMS and email to his registered mobile and email id.



## User Manual – Training Centre Module

### 2.4 Forgot Password

TC can click on “Forgot Password” to receive temporary password.

Screen:

Language

 

Forgot Password?

User Name

Mobile Number

Verify

Submit Back to Login Page

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**Forgot your Password?**

It is easy to recover your Password. Please follow below steps

1. Enter your username received during registration. In case if you do not remember your username then go back to login screen and click on 'Forgot Username' link.
2. Enter your mobile number filled during registration and verify your mobile through one time password
3. Temporary Password will be sent through SMS and Email
4. Please login with temporary password

Details:

Field	Description
Username	TC SPOC should enter the username which he received during registration
Primary Mobile Number	TC SPOC must enter his Mobile Number entered during registration
Verify Button	This button will be enabled if mobile number is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, TC SPOC mobile number will be verified. <u>Note:</u> <ol style="list-style-type: none"><li>1. After mobile verification, mobile number will not be allowed to modify.</li><li>2. Mobile verification is mandatory for TC SPOC to receive temporary password.</li></ol>

- On Submit click, TC SPOC will receive his temporary password through SMS and email to his registered mobile number and email id.
- TC will be forced to change the password when trying to login using temporary password.



## User Manual – Training Centre Module

### 3. TC Home Screen/ Dashboard

Once TC SPOC enters valid login credentials, he/ she will be logged in successfully to TC module and navigated to home screen and will be able to see his dashboard.

Screen:

The dashboard displays the following data:

Category	Registered	Re Assessed	TRAINING YET TO START	ON-GOING	DROPOUT	TRAINED	ASSESSED	PLACED
Candidate Statistics	31	0	0	0	0	0	0	0
Batch Statistics			0	1		0	0	0

#### 3.1.1 Candidate - Register Candidate

Training Centre can register candidates through “Register Candidate” option

The registration page includes the following navigation options:

- Candidate
  - Register Candidate
  - View / Search Candidate
- Batch & Candidate Enrolment
  - Create Batch
  - View Open Batch
  - Batch Yet To Start
  - View Cancelled Batches
- ON-GOING
  - Update DropOut
  - Search / Edit Batch
  - Update Attendance
  - View / Edit Batch
- Training Completed Batches
  - View Trained/Assessed Batch
  - View Re-Assessment Batch
- Download Certificate & Marksheet
  - Assessment Batch
  - Reassessment Batch
- TC Result Upload
  - TC Result Upload



## User Manual – Training Centre Module

### 3.1.2 Candidate Details

TC must fill all the details in “Step 1-Candidate Details”

Screen:

Details:

Field	Description
Date of Registration	TC registered date will be displayed in the system
Candidate Name as per Aadhaar	TC must enter Candidate’s name as per Aadhaar card
Date of Birth	If aadhaar card has “Date of Birth” then same details should be entered here. Candidate age should be between 18 to 45 years.
Year of Birth	If aadhaar card has “Year of Birth” then same details should be entered here. Candidate age should be between 18 to 45 years.
Gender	Gender of the candidate must be entered
Aadhaar Number	Candidate’s aadhaar number must be entered
Verify Button	This button will be enabled only if Candidate Name, Date of Birth or Year of Birth, Gender and Aadhaar Number is entered. Only if all the details entered according to the aadhaar, then only aadhaar verification will be successful. <b>Note:</b> <ol style="list-style-type: none"> <li>1. After aadhaar verification, above details will not be allowed to modify.</li> <li>2. Aadhaar verification is mandatory for candidate to register.</li> <li>3. Candidate will not be allowed to register more than once using same aadhaar number</li> </ol>
Candidate Photo	TC can upload candidate’s photograph. <b>Note:</b> Same photo will be displayed in certificate generated.
Religion	TC can select candidate’s religion
Category	TC can select candidate’s caste category



## User Manual – Training Centre Module

Are you Differently Abled?	TC can check the checkbox if candidate is differently abled
Type	TC can select candidate's differently abled type
Percentage	TC can enter differently abled percentage of candidate
Certificate ID	TC can enter differently abled certificate ID of candidate
Certificate/ UDID	TC can upload differently abled certificate of candidate

- On “Save” click, step 1 details will be saved successfully.
- On “Next” click, TC will be navigated to step 2.

### 3.1.3 Education and Experience Details

TC must fill all the details in “Step 2-Education and Experience Details”

Screen:

Details:

Field	Description
Education Details	Below are the education details
Education Qualification	TC must enter education qualification of Candidate
Degree	TC must enter Candidate's degree details
Trade/ Subject/ Group	TC must enter Candidate's trade/ subject/ group
Education Board	TC must enter Candidate's education board
Year of Passing	TC must enter Candidate's year of passing
Education Qualification	TC must upload Candidate's education qualification certificate/ transfer certificate/ etc.
Experience Details	Below are the experience details (only last 3 experience details will be allowed)
Previous Experience	Only if previous experience is checked, then candidate experience details will be allowed to select
Sector	TC can select sector in which Candidate has experience



## User Manual – Training Centre Module

JobRole	TC can select jobrole in which Candidate has experience
Designation	TC can enter Candidate's designation
Current Job	TC can select if it is Candidate's current job or not
Job Start Date/ Job End Date	TC can select job start and end date. <u>Note:</u> If TC has checked "Current Job" checkbox, then end date will not be allowed to select
Job Nature	TC can select nature of the job
Organization Name	TC can enter organization name

- On "Save" click, step 2 details will be saved successfully.
- On "Next" click, TC will be navigated to step 3.
- On "Previous" click, TC will be navigated to step 2.

### 3.1.4 Contact Details

TC must fill all the details in "Step 3-Contact Details"

Screen:

Details:

Field	Description
Parent Type	TC must select candidate's parent type
Parent Name	TC must enter candidate's parent name
Primary Mobile Number	Candidate's primary mobile number must be entered here
Verify Button	This button will be enabled if mobile number is entered. On Verify click, one time password (OTP) will be sent to mobile number entered, on keying in right OTP, candidate mobile number will be verified. <u>Note:</u> <ol style="list-style-type: none"> <li>1. After mobile verification, mobile number will not be allowed to modify.</li> <li>2. Mobile verification is mandatory for candidate to register.</li> </ol>



## User Manual – Training Centre Module

	3. Candidate will not be allowed to register more than once using same mobile number.
Secondary Mobile Number	TC can enter secondary mobile in case if candidate has any.
Landline Number	TC can enter Candidate's landline number
Email	TC can enter Candidate's email
Address	TC must enter candidate's address line only
Pincode	TC must enter candidate's valid 6 digit pincode
State	By default, state will have only "Tamil Nadu" option. Candidate must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and TC can select candidate's district.
Taluk	All Taluk belonging to the District selected will be displayed.
Local Body	Local Body will have dropdown values – Corporation, Municipality, Town Panchayat, Cantonment Board, Village Panchayat Union/ Block. Candidate can select appropriate name.
Village/ Town/ City	Village/ Town/ City should be selected only if "Local Body" selected is "Village Panchayat Union/ Block"
Parliamentary Constituency	TC must select candidate's Parliamentary Constituency
Assembly Constituency	TC must select candidate's Assembly Constituency

- On "Save" click, step 3 details will be saved successfully.
- On "Next" click, Candidate will be navigated to step 4.
- On "Previous" click, Candidate will be navigated to step 3.



## User Manual – Training Centre Module

### 3.1.5 Bank Details

TC must fill all the details in “Step 4-Bank Details”

Screen:

Details:

Field	Description
IFSC Code	TC must enter candidate's IFSC code
Don't know IFSC Code?	TC can search IFSC code if he doesn't know
Bank Name	Based on valid IFSC code entered, automatically bank name will be displayed
Branch Name	Based on valid IFSC code entered, automatically branch name will be displayed
Bank Account Number	TC must enter candidate's bank account number
Beneficiary Name as in Bank	TC must enter candidate's beneficiary name as in bank
Declaration	TC can read all the instructions and check the checkbox

- On “Save” click, step 4 details will be saved successfully.
- On “Previous” click, TC will be navigated to step 3.
- On “Submit” click, candidate details will be submitted to TNSDC successfully.
  - TC will be able to download candidate's application form.
  - Candidate will get username and password to access candidate module through SMS to view and apply for upcoming courses.



## User Manual – Training Centre Module

### 3.2 Candidate - View/ Search Candidate

Training Centre can view or search the candidates

Screen:

The screenshot shows the Training Centre Dashboard with a dropdown menu open for 'View / Search Candidate'. The dashboard includes sections for Candidate Statistics (Registered: 110, PLACED: 0), Batch Statistics (TRAINING YET TO START: 0), and Target Status. The dropdown menu lists options for Register Candidate, View / Search Candidate, Batch & Candidate Enrolment (Create Batch, View Open Batch, Batch Yet To Start, View Cancelled Batches), ON-GOING (Update DropOut, Search / Edit Batch, Update Attendance, View / Edit Batch), and Training Completed Batches (View Trained/Assessed Batch, View Re-Assessment Batch, Download Certificate & Marksheet (Assessment Batch, Reassessment Batch), TC Result Upload (TC Result Upload)).

Screen:

The screenshot shows the 'View / Search Candidate' screen with search filters for Candidate ID, District, Gender, and Educational Qualification. Below the filters are radio buttons for Registered, Applied, and Enrolled, and a Search button. The 'Registered Candidates' section shows a table with 2 entries:

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification
	AR2020F-C000083	Anitha	Female	9964187578	Ariyalur	
	AR2020F-C000089	Geetha Anumuthan	Female	9964187578	Ariyalur	

- Training Centre can search candidate based on ID or District or Gender or Educational Qualification
- TC can search registered, applied and enrolled candidates.
- TC can view and download candidate application through action buttons provided against candidate.



## User Manual – Training Centre Module

### 3.2.1 Download Candidate Form

TC will be able to download candidate's application form once TC submits the profile Screen:

Tamilnadu Skill Development Corporation தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்							
CANDIDATE APPLICATION FORM							
<b>CANDIDATE DETAILS</b>							
DATE OF REGISTRATION	20-January-2020	CANDIDATE ID	SA2020F-C00070B				
CANDIDATE NAME AS PER AADHAAR	Sandhya						
GENDER	Female	DATE OF BIRTH	1997				
RELIGION	Buddhism	CATEGORY	OC				
<b>DIFFERENTLY ABLED DETAILS</b>							
ARE YOU DIFFERENTLY ABLED	No	TYPE	-NA-				
OTHER TYPE	-NA-	PERCENTAGE	-NA-				
CERTIFICATE ID	-NA-						
<b>EDUCATION AND EXPERIENCE DETAILS</b>							
<b>EDUCATION DETAILS</b>							
EDUCATION QUALIFICATION	Graduate	OTHER QUALIFICATION	-NA-	TRADE/SUBJECT/GROUP			
EDUCATION BOARD	ic	YEAR OF PASSING	2001				
<b>EXPERIENCE DETAILS ( LAST 3 EXPERIENCE ONLY)</b>							
SECTOR	JOB ROLE	OTHER JOB ROLE	DESIGNATION	CURRENT JOB	JOB START DATE	JOB END DATE	JOB NATURE
Apparel	Metal Inert Gas/Metal Active Gas/Gas Metal		sd	-NA-	31-January-2016	21-January-2019	Technical

### 3.3 Batch and Candidate Enrolment - Create Batch

TC should be allowed to create batch if target is available by clicking on “Create Batch”

Screen:

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The main navigation bar includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The dashboard is divided into several sections: 'Candidate Statistics' (Registered: 110, PLACED: 0), 'Batch Statistics' (TRAINING YET TO START: 0), and 'Target Status'. A dropdown menu is open under 'Batch & Candidate Enrolment', listing options: 'Create Batch', 'View Open Batch', 'Batch Yet To Start', 'View Cancelled Batches', 'ON-GOING' (Update DropOut, Search / Edit Batch, Update Attendance, View / Edit Batch), 'Training Completed Batches' (View Trained/Assessed Batch, View Re-Assessment Batch), 'Download Certificate & Marksheet' (Assessment Batch, Reassessment Batch), and 'TC Result Upload' (TC Result Upload). The dashboard also features 'Re Assessed' and 'CERTIFIED' counts, both showing 0. The URL at the bottom is 'c20ustweb100.saas.talisonline.com/TNSDC\_UAT/.../CreateBatch'.



## User Manual – Training Centre Module

Dashboard Training Centre Process Help / FAQ Tamilnadu Skill Development Corporation தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI, TP NINE TEST

Batch & Candidate Enrolment Create Batch

Create Batch

Sector \* Agriculture Job Role / Trade \* Sugarcane Cultivator

**JOB ROLE DETAILS**

Job Role/Trade Code :	AGR/Q0203	Min-Max Batch Size :	2 - 30
Job Role Duration in Hrs:	220	Nature of Course :	Full time
Job Role/ Trade Type:	Non-Technical	Training hours per day :	8

**TARGET DETAILS**

Total Target Available :	62
Eligible to create Batch :	2
Total BL Target Available :	31
Total Trans Target Available :	31

Batch Start Date \* 22-Jun-20 Batch End Date \* 20-Jul-20 Daily Start Time \* 9:00 AM Daily End Time \* 6:00 PM

Preferred Assessment Date \* 23-Jul-20 Last Date to Apply Enrol Candidates on or before 20-Jun-2020 + Search Trainer \* A Pavithra

Save CANCEL

### Details:

Field	Description
Sector	Sector based on target allocation will be displayed
Job Role/ Trade	Job Role/ Trade based on target allocation will be displayed
Job Role Details	Based on Job Role/ Trade selection, Job Role/ Trade details will be displayed
Job Role/ Trade Code	Based on Job Role/ Trade selection, Job Role/ Trade code will be displayed
Job Role/ Trade Duration in Hrs	Based on Job Role/ Trade selection, Job Role/ Trade duration in hours will be displayed
Job Role/ Trade Type	Based on Job Role/ Trade selection, Job Role/ Trade type will be displayed
Min – Max Batch Size	Based on Job Role/ Trade selection, minimum and maximum batch size will be displayed
Nature of Course	Nature of course can be “Full Time” or “Part Time” based Job Role/ Trade empanelment
Training hours per day	If nature of course is “Full Time” then per day training hours is 8 hours and if nature of course is “Part Time” then per day training hours is 4 hours.
Target Details	Target details will be displayed below
Total Target Available	Total target available based on Job Role/ Trade should be displayed
Eligible to create Batch	Number of batches TCs eligible to create should be displayed
Batch Start Date	TC should select batch start date. <ul style="list-style-type: none"> <li>- Minimum Batch Start Date allowed is current date + 10 days</li> <li>- Maximum Batch End Date allowed is current date + 15 days.</li> </ul> <p><b>Note:</b> Above logic is excluding government holidays and Sundays i.e.</p>



## User Manual – Training Centre Module

	Batch Start Date cannot be on government holiday or Sunday.
Batch End Date	<p>TC should select batch end date.</p> <ul style="list-style-type: none"> <li>- Minimum Batch End Date allowed is Batch Start date + (JobRole Duration/ 4 or 8) days</li> <li>- Maximum Batch End Date allowed is Batch Start date + (JobRole Duration/ 4 or 8) days + 7 days.</li> </ul> <p><b>Note:</b> Above logic is excluding government holidays and Sundays i.e. Batch End Date cannot be on government holiday or Sunday.</p>
Daily Start Time	TC should select batch start time
Daily End Time	TC should select batch end time
Preferred Assessment Date	<p>TC should select preferred assessment date.</p> <ul style="list-style-type: none"> <li>- Minimum Assessment Date allowed is Batch End date + 1 day</li> <li>- Maximum Assessment Date allowed is Batch End date + 3 days</li> </ul> <p><b>Note:</b> Above logic is excluding government holidays and Sundays i.e. Batch Assessment Date cannot be on government holiday or Sunday.</p>
Last Date to Apply	Until “Last date to apply”, candidate will be able to apply for the course and TC should complete enrolment on or before “Last date to Apply”
Search Trainer	Training centre can search all the trainers linked to him and link them to batch

- Once all the details are filled, TC should submit the batch
- Soon after batch is created, it will be visible to candidates to apply. i.e. batch creation date is nothing but batch announcement date.

**Note:**

1. Allocated target should be utilized till financial year end (i.e. Mar End), else target will be revoked
2. Batch should be created within 30 days of target approval date; else one batch target will be revoked.
3. Within completion of one batch + 30 days, another batch should be started, else one batch target will be revoked.
4. If batch is found to be fraudulent, then TNSDC can cancel the batch, all the batch targets will be revoked



## User Manual – Training Centre Module

### 3.4 Batch and Candidate Enrolment - View Open Batch

All the batches which are created by TC but not submitted will be visible here

Screen:

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The navigation menu includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into several sections: 'Candidate Statistics' (Registered: 110, PLACED: 0), 'Batch Statistics' (TRAINING YET TO START: 1), and 'Target Status'. A dropdown menu is open, showing options for 'Candidate' (Register Candidate, View/Search Candidate), 'Batch & Candidate Enrolment' (Create Batch, View Open Batch, Batch Yet To Start, View Cancelled Batches), 'ON-GOING' (Update DropOut, Search/Edit Batch, Update Attendance, View/Edit Batch), 'Training Completed Batches' (View Trained/Assessed Batch, View Re-Assessment Batch), and 'Download Certificate & Marksheet' (Assessment Batch, Reassessment Batch). The 'TC Result Upload' section is also visible.

The screenshot shows the 'View Open Batches' page. It features a search filter for 'Sector' (Agriculture) and 'Job Role / Trade' (Sugarcane Cultivator). The page displays 'JOB ROLE DETAILS' and 'TARGET DETAILS'.

JOB ROLE DETAILS			
Job Role/Trade Code:	AGR/Q0203	Min-Max Batch Size :	2 - 30
Job Role Duration in Hrs:	220	Nature of Course:	Full time
Job Role/ Trade Type:	Non-Technical	Training hours per day:	8

TARGET DETAILS:	
Total Target Available:	62
Eligible to create Batch:	1
Available Boarding and Lodging Target:	31
Available Transportation Target:	31

Show 5 entries

Action	Batch Name	Batch Start Date	Batch End Date	Preferred Assessment Date	Last Date To Apply	Trainer	Enrolled So Far	Applied So far
	2002CH2020-TC000758JAGR/Q0203-00000079	22-Jun-2020	20-Jul-2020	23-Jul-2020	20-Jun-2020	A Pavithra	0	0

- TC can click on “View/ Enrol” against any open batch to view all the candidate application
- On “View/ Enrol” click, View Enrolled Candidates page will be opened.



## User Manual – Training Centre Module

### 3.4.1 View Enrolled Candidates

Screen:

**Tamilnadu Skill Development Corporation**  
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

Batch Name : 2002CH2020-TC000758JAGR/Q0203-00000079

JOB ROLE DETAILS	
Job Role/Trade Code	Sugarcane Cultivator
Job Role Duration in Hrs	220
Job Role/ Trade Type	Non-Technical
Min-Max Batch Size	2 - 30
Nature of Course	Full time
Training hours per day	8

BATCH DETAILS	
Batch Start Date - Batch End Date	22-Jun-2020 - 20-Jul-2020
Batch Start Time - Batch End Time	09:00 AM - 06:00 PM
Preferred Assessment Date	23-Jul-2020
Trainer	A Pavithra
Enrolled So Far	0
Enrolled So Far Boarding & Lodging :	0
Enrolled So Far Transportation :	0
Applied So far	4
Last Date to Apply	20-Jun-2020

Applied Candidates

Show 5 entries

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date	Boarding Lodging
<input type="checkbox"/>	DH2020F-C00078B	Seethalaksmi M	Female	888888888	Dharmapuri	Yes	12-Jun-2020	No

**Tamilnadu Skill Development Corporation**  
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

Applied Candidates

Show 5 entries

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date	Boarding Lodging
<input checked="" type="checkbox"/>	RA2020M-C00074D	Manoga				Friend	12-Jun-2020	No

Showing 1 to 1 of 1 entries

**Enrollment!**

Candidates Enrolled Successfully!

Enrolled Candidates

Show 5 entries

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date	Boarding & Lodging OR Transportation
<input type="checkbox"/>	DH2020F-C00078B	Seethalaksmi M	Female	888888888	Dharmapuri	Yes	12-Jun-2020	Transportation



## User Manual – Training Centre Module

Showing 0 to 0 of 0 entries

Enrol Reject

Enrolled Candidates

Show 5 entries Search:

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date	Boarding & Lodging OR Transportation
	DH2020F-C00078B	Seethalaksmi M	Female	8888888888	Dharmapuri	Yes	12-Jun-2020	Transportation
	MA2020F-C000772	Roja	Female	8888888888	Madurai	Rejected	12-Jun-2020	Transportation
	RA2020M-C00074D	Manogaran G	Male	9655967253	Ramanathapuram	Friend	12-Jun-2020	Transportation
	RA2020M-C000760	Vignesh C	Male	1234567890	Ramanathapuram	IT-TeS Sector Skills Council NASSCOM	12-Jun-2020	Transportation

Showing 1 to 4 of 4 entries

Submit Download Enrolled Candidates

Showing 0 to 0 of 0 entries

Enrol Reject

Enrolled Candidates

Show 5 entries Search:

**Send Batch to SSC!**

Success-Batch Successfully Sent to SSC for Assessment Agency Assignment - 2002CH2020-TC000758JAGR/Q0203-00000079

OK

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date	Boarding & Lodging OR Transportation
	DH2020F-C00078B	Seethalaksmi M				Yes	12-Jun-2020	Transportation
	MA2020F-C000772	Roja				Rejected	12-Jun-2020	Transportation
	RA2020M-C00074D	Manogaran G				Friend	12-Jun-2020	Transportation
	RA2020M-C000760	Vignesh C	Male	1234567890	Ramanathapuram	IT-TeS Sector Skills Council NASSCOM	12-Jun-2020	Transportation

Showing 1 to 4 of 4 entries

Submit Download Enrolled Candidates

- Here TC can view all the candidate applications
  - TC can enrol or reject the candidate application
  - Once TC enrolls candidate to the batch, he/she cannot reject the candidate
  - Before enrolling candidates, TC can modify candidate details but OTP from candidate is mandatory to save the details
  - Once minimum batch size is achieved, TC will be able to submit the batch to TNSDC indicating enrolment closure
  - Batches should be submitted on or before “Last Date to Apply”
- Note:** If batches are not submitted, then all candidates will be auto-rejected, and batch will be cancelled.



## User Manual – Training Centre Module

### 3.5 Batch and Candidate Enrolment - Batch Yet to Start

TC can view all the submitted batches that are yet to start

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The top navigation bar includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into several sections:

- Candidate Statistics:** Registered (155), PLACED (0).
- Batch Statistics:** TRAINING YET TO START (0).
- Navigation Menus:**
  - Candidate:** Register Candidate, View / Search Candidate.
  - Batch & Candidate Enrolment:** Create Batch, View Open Batch, Batch Yet To Start, View Cancelled Batches.
  - ON-GOING:** Update DropOut, Search / Edit Batch, Update Attendance, View / Edit Batch.
  - Training Completed Batches:** View Trained/Assessed Batch, View Re-Assessment Batch.
  - Download Certificate & Marksheet:** Assessment Batch, Reassessment Batch.
- Summary Cards:** Re Assessed (0), CERTIFIED (0).

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The screenshot shows the 'Batch Yet To Start' page. It includes search filters for Sector (Apparel) and Job Role / Trade (Inline Checker). The table below lists the details of batches that are yet to start.

Action டவுடிககை	Batch Name தொகுதி பெயர்	Batch Start Date தொகுதி தொடக்க தேதி	Batch End Date தொகுதி முடிவு தேதி	Preferred Assessment Date விருப்பமான மதிப்பீட்டு தேதி	Trainer பயிற்சியாளர்	Enrolled இதுவரை பதிவுசெய்யப்பட்டது
	2002SI2020-TC00070C-JAMH/Q0102-00000015	03-Feb-2020	24-Mar-2020	25-Mar-2020	Angala Eswari	0
	2002TH2020-TC00008BJAMH/Q0102-00000012	13-Jan-2020	05-Mar-2020	06-Mar-2020	Ambika	1
	2002TH2020-TC00008BJAMH/Q0102-00000013	17-Jan-2020	03-Mar-2020	05-Mar-2020	Ambika	0
	2002TH2020-TC00008BJAMH/Q0102-00000014	20-Jan-2020	11-Mar-2020	12-Mar-2020	Ambika	0

Showing 1 to 4 of 4 entries

Training Centre click on “View” to view enrolled candidates



## User Manual – Training Centre Module

### 3.5.1 View Enrolled Candidates

Screen:

#### View Enrolled Candidates

Batch Name: 2002SI2020-TC00070CJAMH/Q0102-00000015

##### JOB ROLE DETAILS

Job Role/Trade Code	Inline Checker
Job Role Duration in Hrs	180
Job Role/ Trade Type	
Min-Max Batch Size	2 - 30
Nature of Course	Full time
Training hours per day	8

##### BATCH\_DETAILS

Batch Start Date - Batch End Date	03-Feb-2020 - 24-Mar-2020
Batch Start Time - Batch End Time	04:32 PM - 12:32 AM
Preferred Assessment Date	25-Mar-2020
Trainer	Angala Eswari
Enrolled So Far	0
Applied So far	1
Last Date to Apply	01-Feb-2020

Applied Candidates

Show 5 entries Search:

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Applied Date
நடவடிக்கை	விண்ணப்பத்தார்	விண்ணப்பத்தார் பெயர்	பாலினம்	கைபேசி எண்	மாவட்டம்	கல்வி தகுதி	பயன்படுத்தப்பட்ட தேதி
	SA2020F-C00070B	Sandhya	Female	9962911226	Salem	Sector Skill Council	29-Jan-2020

### 3.6 Batch and Candidate Enrolment - View Cancelled Batches

If batches are considered as fraudulent by TNSDC, then such batches (On-Going) will be marked as cancelled batches. TP or Candidates will not get any disbursement for this batch.

Screen:

#### Tamilnadu Skill Development Corporation

தமிழ்நாடு திறன் மேம்பாட்டுக்கழகம்

Language: Hi, TP, NINE

Dashboard Training Centre Process Help / FAQ

##### Candidate

- Register Candidate
- View / Search Candidate

##### Batch & Candidate Enrolment

- Create Batch
- View Open Batch
- Batch Yet To Start
- View Cancelled Batches

##### ON-GOING

- Update DropOut
- Search / Edit Batch
- Update Attendance
- View / Edit Batch

##### Training Completed Batches

- View Trained/Assessed Batch
- View Re-Assessment Batch

##### Download Certificate & Marksheet

- Assessment Batch
- Reassessment Batch

##### Candidate Statistics

Registered: 155

PLACED: 0

##### Batch Statistics

TRAINING YET TO START: 0

Re Assessed: 0

CERTIFIED: 0

Re Assessed: 0

CERTIFIED: 0

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## User Manual – Training Centre Module

**Batch & Candidate Enrolment** [View Cancelled Batch](#)

**View Cancelled Batch**

Financial Year: Select Training Provider ID - Name: Select Training Centre ID - Name: Select Training Centre District: Select Sector: Select Job Role / Trade: Select

**SEARCH**

Show 10 entries Search:

Action	Batch Name	Batch Start Date	Batch End Date	Preferred Assessment Date	Cancelled On	Trainer	Enrolled	Dropout
	167908756899009	25/8/2019	12/12/2019	24/12/2019	24/12/2019	Ram	3	3

Showing 1 to 1 of 1 entries [Previous](#) [1](#)

### 3.7 On-Going - Update Dropout

Training Centre can view on-going batch and update candidates as dropout if any.

#### Note:

1. Dropped out candidate will not be considered for attendance
2. Dropped candidate target will be given back to TNSDC
3. Dropped candidate can apply in different batches

#### Screen:

**Dashboard** [Dashboard](#) [Training Centre Process](#) [Help / FAQ](#) **Tamilnadu Skill Development Corporation** தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI, TP NINE TEST

**Candidate Statistics**

Registered 155 PLACED 0

**Batch Statistics**

TRAINING YET TO START 0

- Candidate
  - Register Candidate
  - View / Search Candidate
- Batch & Candidate Enrolment
  - Create Batch
  - View Open Batch
  - Batch Yet To Start
  - View Cancelled Batches
- ON-GOING
  - Update DropOut**
  - Search / Edit Batch
  - Update Attendance
  - View / Edit Batch
- Training Completed Batches
  - View Trained/Assessed Batch
  - View Re-Assessment Batch
- Download Certificate & Marksheet
  - Assessment Batch
  - Reassessment Batch

Re Assessed 0 CERTIFIED 0

Re Assessed 0 CERTIFIED 0





## User Manual – Training Centre Module

### 3.8 On-Going - Update Attendance

TC can view all on-going batch and update the candidate attendance. If AEBAS biometric device is down, then only it is recommended to TC to update attendance.

Screen:

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The top navigation bar includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into several sections: 'Candidate Statistics' (Registered: 155, PLACED: 0), 'Batch Statistics' (TRAINING YET TO START: 0), 'Candidate' (Register Candidate, View / Search Candidate), 'Batch & Candidate Enrolment' (Create Batch, View Open Batch, Batch Yet To Start, View Cancelled Batches), 'ON-GOING' (Update DropOut, Search / Edit Batch, Update Attendance, View / Edit Batch), 'Training Completed Batches' (View Trained/Assessed Batch, View Re-Assessment Batch), and 'Download Certificate & Marksheet' (Assessment Batch, Reassessment Batch). There are also 'Re Assessed' and 'CERTIFIED' counts for both candidates and batches.

The screenshot shows the 'On Going Batch' page with the 'Update Attendance' tab selected. The page includes filters for 'Financial Year', 'Sector', and 'Job Role / Trade'. Below the filters, there are counts for 'Update Attendance' (5), 'Pending for Approval' (5), 'Approved' (3), and 'Rejected' (3). A table displays the following data:

Action	Batch Name	Start Date	End Date	Preferred Assessment Date	Trainer	Enrolled	Dropout
	167908756899009	25/8/2019	12/12/2019	24/12/2019	24/12/2019	Ram	3

Showing 1 to 1 of 1 entries

Training Centre can select any on-going batch in “Update Attendance” tab and mark candidate’s attendance by selecting checkbox.



## User Manual – Training Centre Module

**Tamilnadu Skill Development Corporation**  
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

Dashboard Training Centre Process Help / FAQ

Job Role/Trade Code: 16323  
Job Role Duration in Hrs: 440  
Job Role/Trade Type: Technical  
Min-Max Batch Size: 10-15  
Nature of Course: Part Time  
Training hours per day: 4

Batch Start Date - Batch End Date: 09-Dec-2019 - 24-Feb-2020  
Batch Start Time - Batch End Time: 10:00 - 12:00  
Preferred Assessment Date: 12-oct-2019  
Trainer: Bharath  
Enrolled: 2  
Dropped Out: 1

Select Date  
Select date

You Can Only View/Update Attendance for Current Date

**Applied Candidates**  
Show 10 entries Search:

Action	Candidate ID	Candidate Name	Gender	Mobile Number	District	Educational Qualification	Dropout	Attendance Present/Absent
	167908756899009	Bharath	Male	8956982547	Chengalpattu	BE	No	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

SUBMIT DOWNLOAD ENROLLED CANDIDATES

Attendance will have to be approved by TNSDC. In case if TNSDC rejects the attendance, then TC will not be able to update the attendance again.

### 3.9 On-Going - Search/ Edit Batch

TC can modify batch end date, batch assessment date, trainer of on-going batches

Screen:

**Tamilnadu Skill Development Corporation**  
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

Dashboard Training Centre Process Help / FAQ

Language TEST HI, TP NINE

**Candidate**

- Register Candidate
- View / Search Candidate

**Batch & Candidate Enrolment**

- Create Batch
- View Open Batch
- Batch Yet To Start
- View Cancelled Batches

**ON-GOING**

- Update DropOut
- Search / Edit Batch**
- Update Attendance
- View / Edit Batch

**Training Completed Batches**

- View Trained/Assessed Batch
- View Re-Assessment Batch

**Download Certificate & Marksheet**

- Assessment Batch
- Reassessment Batch

**Candidate Statistics**

Registered 155

PLACED 0

**Batch Statistics**

TRAINING YET TO START 0

Re Assessed 0

CERTIFIED 0



## User Manual – Training Centre Module

Sector \*  Job Role / Trade \*

**JOB ROLE DETAILS**

Job Role/Trade Code:	AMH/Q0102	Min-Max Batch Size:	2 - 30
Job Role Duration in Hrs:	180	Nature of Course:	Full time
Job Role/ Trade Type:		Training hours per day:	8

**TARGET DETAILS:**

Total Target Available:	100
Eligible to create Batch:	3

Show  entries

Action	Batch Name	Batch Start Date	Batch End Date	Preferred Assessment Date	Last Date To Apply	Trainer	Enrolled So Far	Applied So far
நடவடிக்கை	தொகுதி பெயர்	தொகுதி தொடக்க தேதி	தொகுதி முடிவு தேதி	விருப்பமான மதிப்பீட்டு தேதி	விண்ணப்பிக்க கடைசி தேதி	பயிற்சியாளர்	இதுவரை பதிவுசெய்யப்பட்டது	இதுவரை பயன்படுத்தப்பட்டது
<input type="button" value="Edit"/>	2002SI2020-TC00070CJAMH/Q0102-00000015	03-Feb-2020	24-Mar-2020	25-Mar-2020	01-Feb-2020	Angala Eswari	0	1

Showing 1 to 1 of 1 entries

On edit click, batch will be editable. You will be able to edit trainer, batch end date and assessment date only. Approval from TNSDC is mandatory. Only one time edit per batch is allowed.

Screen:

**Edit Batch : 2002SI2020-TC00070CJAMH/Q0102-00000015**

Sector  Job Role / Trade

**JOB ROLE DETAILS**

Job Role/Trade Code:	AMH/Q0102	Min-Max Batch Size:	2 - 30
Job Role Duration in Hrs:	180	Nature of Course:	
Job Role/ Trade Type:		Training hours per day:	8

**TARGET DETAILS:**

Total Target Available :	100
Eligible to create Batch :	2

Batch Start Date\*  Batch End Date\*

Preferred Assessment Date\*  Last Date to Apply

Daily Start Time\*  Daily End Time\*

Search Trainer\*



## User Manual – Training Centre Module

### 3.10 Training Completed Batches - View Trained Candidates

Training Centre can view all the batches whose end date has elapsed. Such batches will be considered as Trained Batches

Screen:

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The top navigation bar includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into several sections:

- Candidate Statistics:** Registered 155, PLACED 0.
- Batch Statistics:** TRAINING YET TO START 0.
- Training Completed Batches:** Re Assessed 0, CERTIFIED 0.

A dropdown menu is open over the 'Training Completed Batches' section, listing the following options:

- Register Candidate
- View / Search Candidate
- Batch & Candidate Enrolment
  - Create Batch
  - View Open Batch
  - Batch Yet To Start
  - View Cancelled Batches
- ON-GOING
  - Update DropOut
  - Search / Edit Batch
  - Update Attendance
  - View / Edit Batch
- Training Completed Batches
  - View Trained/Assessed Batch
  - View Re-Assessment Batch
- Download Certificate & Marksheet
  - Assessment Batch
  - Reassessment Batch

Training Centre can filter batches by Assessment Pending/ Assessment Completed/ Result Approved by SSC.

The screenshot shows the 'View Trained/Assessed Batch' page. The page title is 'Training Completed Batch' and the breadcrumb is 'View Trained/Assessed Batch'. The page includes the following elements:

- Filters:** Sector (Tiruppur), Job Role / Trade (Select), Batch Stage (Result Approved By SSC).
- Search:** Search: [ ]
- Table:** A table with columns: Action, Batch Name, Batch Start Date, Batch End Date, Preferred Assessment Date, Trainer, Enrolled, Dropout, Pass, Fail, Not Appeared.
- Data Row:** 167908756899009, 25/8/2019, 12/12/2019, 24/12/2019, Ram, 3, 3, 3, 3, 3.
- Footer:** Showing 1 to 1 of 1 entries, Previous 1 Next.



## User Manual – Training Centre Module

If there are any failed or not appeared candidates for assessment, then Training Centre can select such candidates for reassessment

### Note:

1. Candidates whose attendance is less than 80% will not be eligible for reassessment
2. Reassessment candidates should be sent to SSC/ SCVT and reassessment fee to SSC/ SCVT should be paid by Training Partner.

**Job Role Details**

- Job Role/Trade Code : 16325
- Job Role Duration in Hrs : 440
- Job Role/ Trade Type : Technical
- Min-Max Batch Size : 10-15
- Nature of Course : Part Time
- Training hours per day : 4

**Batch Details**

- Batch Start Date - End Date : 06-Dec-2016 - 24-Feb-2017
- Batch Start Time - End Time : 10:00 - 12:00
- Preferred Assessment Date : 12-oct-2019
- Trainer : Bharath
- Enrolled So Far : 2
- Applied So far : 3
- Result Approved Date : 12-dec-2019

**Summary Cards:**

- Total Candidates: 2100
- Total Dropout: 0
- Pass Count: 30
- Fall Count: 2
- Not Appeared: 0
- Total Assessed: 30

**Result Approved By SSC**

Show 10 entries

Action	Candidate ID	Candidate Name	Training Status	Attendance > 70	Theory Marks	Practical Marks	Total	Result	Grade	Percentage
	167908756899009	Bharath	Completed	Yes	156.00	156.00	312.00	Pass	Grade B	78.00

Showing 1 to 1 of 1 entries

[SEND BATCH TO SSC](#)

### 3.11 Training Completed Batches - View Re-Assessment Batch

Training Centre can view all reassessment batches created

Screen:

**Dashboard**

- Registered: 155
- PLACED: 0
- TRAINING YET TO START: 0

**Candidate**

- Register Candidate
- View / Search Candidate

**Batch & Candidate Enrolment**

- Create Batch
- View Open Batch
- Batch Yet To Start
- View Cancelled Batches

**ON-GOING**

- Update DropOut
- Search / Edit Batch
- Update Attendance
- View / Edit Batch

**Training Completed Batches**

- View Trained/Assessed Batch
- View Re-Assessment Batch

**Download Certificate & Marksheet**

- Assessment Batch
- Reassessment Batch

**Summary Cards:**

- Re Assessed: 0
- CERTIFIED: 0
- Re Assessed: 0
- CERTIFIED: 0



## User Manual – Training Centre Module

The screenshot shows the 'View Re-Assessment Batch' form. It includes a navigation bar with 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main header displays 'Tamilnadu Skill Development Corporation' in English and Tamil. The form has three dropdown menus: 'Sector' (set to 'Apparel'), 'Job Role / Trade' (set to 'Inline Checker'), and 'Re-Assessment Status' (set to 'Select'). A 'Submit' button is located to the right of the 'Re-Assessment Status' dropdown. A dropdown menu is open under 'Re-Assessment Status', showing options: 'Select', 'Assessment Completed', and 'Result Approved By SSC'.

### 3.12 Download Certificate and Marksheet - Assessment Batch

Training centre can search all the batches for which assessment certificates and marksheets are generated

Screen:

The screenshot shows the 'Download Certificate & Marksheet' menu. The navigation bar is the same as in the previous screenshot. The main header is also the same. The menu is open, showing options under 'Download Certificate & Marksheet': 'Assessment Batch' and 'Reassessment Batch'. The background shows a dashboard with 'Candidate Statistics' (Registered: 155, PLACED: 0) and 'Batch Statistics' (TRAINING YET TO START: 0). There are also 'Re Assessed' (0) and 'CERTIFIED' (0) counters.

The screenshot shows the 'Download Certificate & Marksheet' page for an 'Assessment Batch'. It includes a navigation bar and header. The form has three dropdown menus: 'Sector' (set to 'Select'), 'Job Role' (set to 'Select'), and 'Assessment Date Between' (set to '02/01/2020 - 06/27/2020'). A 'Search' button is located to the right of the 'Assessment Date Between' dropdown. Below the form, there are five numbered instructions:

1. The Certificate has to be printed using a color printer on an A4 size 330 GSM paper/A4
2. Only batches for which result is approved by SSC and certificates are available will be displayed here. Certificate download for a batch will be enabled after 24 hours of SSC approving the batch.
3. The batch that is last approved by the SSC will appear first in the below table
4. Certificates are generated at night and can be downloaded the next day.
5. Time taken for download will depend on the speed of your internet network.

Below the instructions, there is a note: 'If Batch wise Marksheet or Certificate is downloaded, then the batch will be visible in Downloaded Option'. There are two tabs: 'Yet to Download' (0) and 'Downloaded' (0). Below the tabs, there is a 'Show' dropdown (set to '5') and a 'Search' input field. At the bottom, there is a table with the following columns: 'Batch Name', 'SECTOR', 'JOB ROLE/TRADE', 'ASSESSMENT DATE', 'DOWNLOADS COUNT', 'GENERATION DATE', 'TOTAL CANDIDATES', 'COUNT OF ASSESSED', 'COUNT OF NOT APPEARED', 'COUNT DROP OUT', and 'ACTION'. The table is currently empty, with the text 'No data available in table' at the bottom.



## User Manual – Training Centre Module

### 3.13 Download Certificate and Marksheet - Reassessment Batch

Training centre can search all the batches for which reassessment certificates and marksheets are generated

The screenshot shows the dashboard of the Tamil Nadu Skill Development Corporation. The top navigation bar includes 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into several sections: 'Candidate Statistics' (Registered: 155, PLACED: 0), 'Batch Statistics' (TRAINING YET TO START: 0), and 'Download Certificate & Marksheet'. A dropdown menu is open, showing options for 'Candidate', 'Batch & Candidate Enrolment', and 'ON-GOING'. The 'Download Certificate & Marksheet' section is highlighted, showing options for 'Assessment Batch' and 'Reassessment Batch'. The right side of the dashboard shows 'Re Assessed' (0) and 'CERTIFIED' (0) counts.

The screenshot shows the 'Download Certificate & Marksheet' page for a Reassessment Batch. The page includes a search form with fields for 'Sector', 'Job Role / Trade', and 'Assessment Date Between' (05/06/2020 - 07/02/2020). Below the search form, there are instructions for downloading certificates and marksheets. The page also shows 'Yet to Download' (0) and 'Downloaded' (0) counts. A table is visible at the bottom, but it is empty, with the message 'No data available in table'.

BATCH NAME	SECTOR	JOB ROLE	ASSESSMENT DATE	DOWNLOADS COUNT	GENERATION DATE	TOTAL CANDIDATES	COUNT OF ASSESSED	COUNT OF NOT APPEARED	COUNT DROP OUT	ACTION
No data available in table										

## 4 Language Change

TC can change language preference to English or Tamil. By default, English is displayed.

Screen:



## User Manual – Training Centre Module

The dashboard displays the following statistics:

Category	Registered	Training Yet to Start	On-Going	Dropout	Trained	Assessed
Candidate Statistics	32	1	0	0	0	0
Batch Statistics	0	0	1	0	0	0
Target Status	0	0	0	0	0	0

### 5 Change Password

TC can change password.

Screen:

The Change Password form includes the following fields and instructions:

- Change Password** (Section Header)
- Password should have minimum 8 characters and maximum of 15 characters with 1 Capital Alphabet, 1 Number and 1 Special Character, e.g. Password@123** (Instruction)
- Current Password \*** (Text input field)
- New Password \*** (Text input field)
- Confirm New Password \*** (Text input field)
- Save** (Submit button)
- Cancel** (Cancel button)

Details:

Field	Description
Current Password	TC must enter current password
New Password	TC new password should have minimum 8 characters and maximum of 15 characters with 1 Capital Alphabet, 1 Small Alphabet, 1 Number and 1 Special Character, e.g. Password@123
Confirm Password	Confirm password should be same as that of New Password.

### 6 Help/ FAQ

TC can click on Help/ FAQ to access user manual, training video and frequently asked questions.

- **User Manual:** Latest user manual can be downloaded from here.
- **Training Video:** Latest training video can be viewed by TC.
- **FAQ:** Frequently asked questions can be viewed by TC.

Screen:



## User Manual – Training Centre Module

The screenshot displays the 'Training Centre Process' dashboard for the Tamil Nadu Skill Development Corporation. The interface includes a navigation menu with 'Dashboard', 'Training Centre Process', and 'Help / FAQ'. The main content area is divided into three sections: Candidate Statistics, Batch Statistics, and Target Status. A 'Help / FAQ' dropdown menu is open, showing options for 'User Manual', 'Training Video', and 'FAQ'. The dashboard uses color-coded cards to represent different stages of the training process.

Section	Category	Count
Candidate Statistics	Registered	32
	TRAINING YET TO START	1
	DROPOUT	0
	TRAINED	0
	ASSESSED	0
	Re Assessed	0
Batch Statistics	TRAINING YET TO START	0
	ON-GOING	1
	TRAINED	0
	ASSESSED	0
	Re Assessed	0
	CERTIFIED	0
Target Status	Pending approval	0
	APPROVED	0



## User Manual – Training Centre Module

### 7 Logout

TC can click on logout. He/ she will be logged out and navigated to TNSDC website.

Screen:

The screenshot displays the 'Training Centre Process' dashboard. At the top, there are navigation links for 'Dashboard', 'Training Centre Process', and 'Help/FAQ'. The main header identifies the user as 'Training Centre - WATHAM' and provides a 'Sign Out' button. The dashboard is divided into three main sections: 'Candidate Statistics', 'Batch Statistics', and 'Target Status'. 'Candidate Statistics' includes metrics for Registered (32), Training Yet to Start (1), On-Going (0), Dropout (0), No Assessed (0), Certified (0), and Placed (0). 'Batch Statistics' includes metrics for Training Yet to Start (0), On-Going (1), Trained (0), Assessed (0), No Assessed (0), and Certified (0). The 'Target Status' section is partially visible at the bottom.

### 8 Support

Please feel free to contact us:

Email id : support@tnsdc.in

Contact number : 044-22500107

Monday to Friday exclude Government holidays

(Timing 10.00 AM To 5.45 PM)