



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

User Manual for Training Partner

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 Partner Module

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User Manual – Training Partner Module

1. Introduction

Training Partner Portal allows TP of Tamil Nadu to register to offer training for the candidates of Tamil Nadu Skill Development Corporation.

- Post TP registration, they must complete the profile and submit to TNSDC.
- TNSDC will verify the TP profile and they will approve/ reject TP
- If TP is approved, TP can create Training Centre
- Created Training Centre should be submitted to TNSDC for verification
- TNSDC will verify the TC profile and they will assign to inspection officer or they can reject the profile
- Post inspection, TNSDC will empanel the training Centre for the Job Roles requested.

Note: It is TNSDC's decision to empanel the TC/ reject the TC

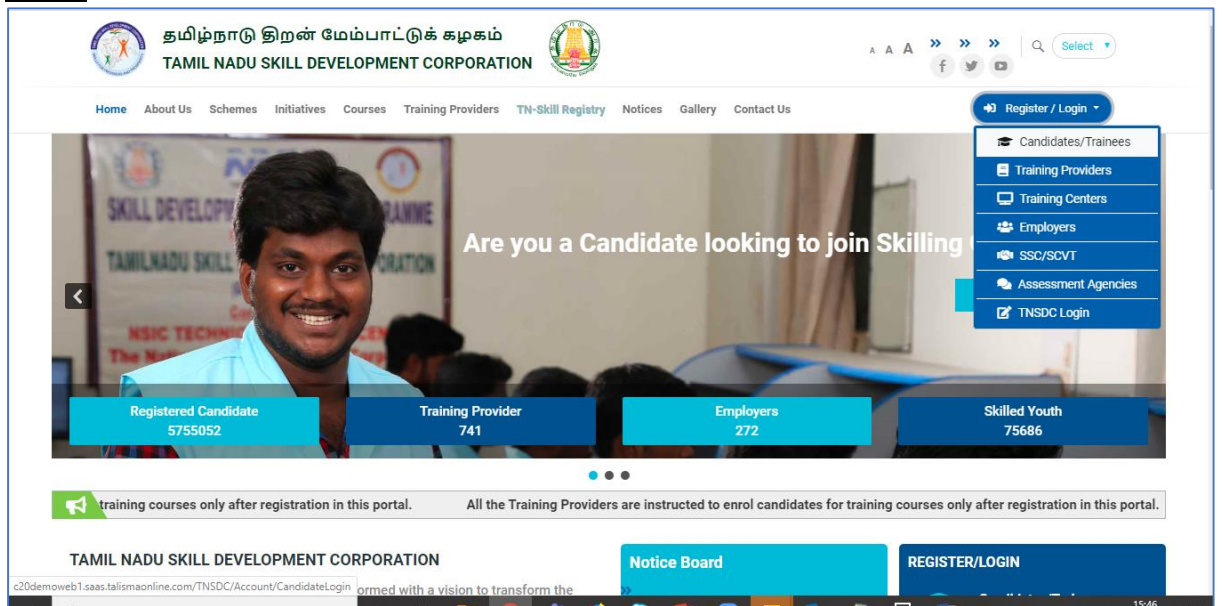
2. Training Partner Module

2.1 Tamil Nadu Skill Development Corporation Website

Training Partner can access TP portal from Tamil Nadu Skill Development Corporation Website in following 3 ways

1. Click on Register/ Login and select Training Partner and user will be navigated to TP Portal Login Page

Screen:





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- Click on “Register” against “Are you a Training Partner interested in Government Scheme based Skilling?”

Screen:

- Click on “Training Partners” in “Register/ Login” bar which is available next to “Notice Board”

Screen:



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2.2 Training Partner Login

Here Training Partner can login to TP Portal if they are already registered with Tamil Nadu Skill Development Corporation.

Screen:

Training Provider Login

Language

User Name [Forgot UserName ?](#)

Password [Forgot Password ?](#)

RETYPE THE CAPTCHA CODE

☐ Remember me

[Sign In](#)

Do you want to register as a Training Provider?

It is easy to become training provider at TNSDC. Below are the simple steps:

[Click Here To Register](#)

STEP 01: Register as Training Provider
This is the first step of Training Provider Affiliation Process. Here you need to register with your organization details

STEP 02: Complete Training Provider Profile
Provide detailed information of your organization details like Organisation Registration Number, PAN, Single Point of Contact, Bank Details and pay registration fees.

STEP 03: Approval by TNSDC
Your profile will be screened by TNSDC and will be approved/ rejected.

STEP 04: Create Training Centre
You can create the training centre where actual training will happen and fill the infrastructure details, request target, trainer and staff details and pay inspection fees.

STEP 05: Inspection
TNSDC will review your profile and allocate inspection officer. Inspection officer will come to training centre location and will review all the details filled.

STEP 06: Approval/Rejection of Training Centre
Based on inspection feedback Training Centre will be approved or rejected by TNSDC.

STEP 07: Target Allocation
Once inspection is completed and approved, you can request yearly target to your training centre.

STEP 08: Batch/Candidate Creation
You will be allowed to register candidates and create batch.

Details:

Field	Description
Username	Training Partner's Username or Login ID
Password	Training Partner's Password
Forgot Username?	Training Partner can click on "Forgot Username?" link, if TP Single Point of Contact (SPOC) wants to recover username
Forgot Password?	Training Partner can click on "Forgot Password?" link if TP SPOC wants to receive temporary password
Click Here to Register	Training Partner can click on "Click Here to Register" if TP is new to Tamil Nadu Skilling
Sign In	On "Sign In" click, system will check if Training Partner's credentials entered are valid or not, if valid, TP will be navigated to home screen of TP Portal.



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2.3 Training Partner Self Registration

Training Partner can click on “Click Here to Register” from Login Screen of portal if TP is new to Tamil Nadu Skilling. TP will be navigated to “Training Partner Sign Up” page.

Screen:

Details:

Field	Description
Training Partner Name	Training Partner Name as per registration should be entered here
Training Partner Organization Type	Training Partner Organization Type should be selected
Organization Registration Number	Training Partner Registration Number must be entered
PAN	Training Partner must enter the organization PAN
Pincode	Training Partner must enter valid 6-digit pincode
District	All districts of Tamil Nadu will be displayed, and Training Partner can select the district.
Email	Training Partner must enter email id of Authorized SPOC Note: This user will get login credentials of TP portal and option to view all the batch/ disbursement status
Verify Button	This button will be enabled if email id is entered. On Verify click, one-time password (OTP) will be sent to email id entered, on keying in right OTP, TP SPOC email will be verified. Note: <ol style="list-style-type: none"> After email verification, email id will not be allowed to modify. Email ID verification is mandatory for TP to register. TP will not be allowed to register more than once using same mobile number.
Mobile Number	Training Partner must enter mobile number of Authorized SPOC



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	Note: This user will get login credentials of TP portal and option to view all the batch/ disbursement status
Verify Button	<p>This button will be enabled if mobile number entered. On Verify click, one-time password (OTP) will be sent to mobile number entered, on keying in right OTP, TP SPOC mobile will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for TP to register. 3. TP will not be allowed to register more than once using same email id.

- On “Register” click, TP will be registered successfully, and TP SPOC will receive username and temporary password through SMS and email to login to TP portal to complete the profile.
- TP will be forced to change the password when trying to login using temporary password.
- Only TP belonging to Tamil Nadu state can register.

2.4 Forgot Username

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

Screen:

Details:

Field	Description
PAN	TP PAN entered during registration
Primary Mobile Number	TP SPOC must enter his Mobile Number entered during registration
Verify Button	<p>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, TP SPOC mobile number will be verified.</p> <p>Note:</p>



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1. After mobile verification, mobile number will not be allowed to modify.
2. Mobile verification is mandatory for TP to retrieve username.

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

2.5 Forgot Password

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

Screen:

Details:

Field	Description
Username	TP SPOC should enter the username which he received during registration
Primary Mobile Number	TP SPOC must enter his Mobile Number entered during registration
Verify Button	<p>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, TP SPOC mobile number will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for TP SPOC to receive temporary password.

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



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2.6 TP Home Screen/ Dashboard

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

Screen:

The screenshot shows the TP Home Screen/Dashboard. The header includes the TNSDC logo, navigation tabs (Dashboard, Training Provider, Help / FAQ), the organization name in English and Tamil, a language selector, and a user profile (POOJA TP). The main content area is divided into two columns. The left column, titled 'Training Provider Status', lists seven steps: Step 1 Training Provider Details, Step 2 Address Details, Step 3 Authorized SPOC Details, Step 4 Finance SPOC / CEO Details, Step 5 Bank Details, Step 6 GST Details, and Step 7 Declaration & Submit. Each step has an 'in progress' status indicator. The right column, titled 'Overall Status', shows a timeline of the registration process: 01 Register as Training Provider (Completed), 02 Approval by TNSDC (Pending), 03 Approval by TNSDC (Pending), 04 Create Training Centre, 05 Inspection (Pending), and 06 Approval/Rejection of Training Centre (Pending). A date and time stamp 'Jan 28, 2020 10:52PM' is shown next to the first step.

TP must first complete his/ her profile by clicking on Training Partner menus.

This screenshot shows the same TP Home Screen/Dashboard as the previous one, but with the 'Training Provider' menu open. The menu lists the following options: Training Provider Details, Address Details, Authorized SPOC Details, Finance SPOC / CEO Details, Bank Details, GST Details, and Declaration & Submit. The 'Address Details' option is highlighted. The background content remains the same, showing the 'Training Provider Status' and 'Overall Status' sections.



User Manual – Training Partner Module

2.7 Training Partner Profile Update

2.7.1 Training Partner Details

TP SPOC must fill all the details in “Step 1-Training Partner Details”

Screen:

The screenshot displays the 'Training Partner Details' form. The left sidebar shows a progress bar with steps 1 through 7. Step 1, 'Training Partner Details', is the current step. The form fields include: Training Partner Name (DUMMY TP TEST ONE), Training Partner Organization Type (Government of India), Organization Registration Number (Dummy), Training Partner Registration Certificate (AESbyExample), Date of Registration/Incorporation (10-Nov-2020), PAN, TAN, Landline Number, and Website. Below these is a table for 'Previous Year Turnover' with columns for Financial Year, Annual Turnover (in Lacs), and Document Proof. The table shows data for the years 2017-2018 and 2018-2019.

Details:

Field	Description
Training Partner Name	Training Partner Name as per registration should be entered here
Training Partner Organization Type	Training Partner Organization Type should be selected
Organization Registration Number	Training Partner Registration Number must be entered
Training Partner Registration Certificate	Training Partner must upload registration certificate
Date of Registration/Incorporation	Training Partner must enter date of registration or incorporation
PAN	Training Partner must enter the organization PAN
TAN	Training Partner must enter the organization TAN
Landline Number	Training Partner can enter landline number
Website (if any)	Training Partner can provide website link
Previous Year Turnover	Training Partner must enter previous financial year (last 3 year) turnover details. At least one financial year details are mandatory

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



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2.7.2 Address Details

TP must fill all the details in “Step 2-Address Details”

Screen:

The screenshot shows the 'Training Provider Address Details' form. The form is titled 'Address Details' and includes a sub-header 'Training Provider Address for Communication/ as per registration or incorporation'. The form fields are: Address (text input), Pincode (text input, value: 560066), State (dropdown, value: Tamil Nadu), District (dropdown, value: VIRUDHUNAGAR), Taluk (dropdown, value: Select), Local Body (dropdown, value: Select), Village (dropdown, value: Select), Parliamentary Constituency (dropdown, value: Select), and Assembly Constituency (dropdown, value: Select). The form has a 'PREVIOUS' button and a 'NEXT' button. The form is part of a multi-step process, with Step 2 being the current step.

Details:

Field	Description
Address	TP must enter his address line only
Pincode	TP pincode entered during registration will be displayed and will be non-editable
State	TP State should be Tamil Nadu only and will be non-editable
District	TP District selected during registration will be displayed and will be non-editable Note: TP District cannot be modified after registration.
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. TP 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	TP must select his Parliamentary Constituency
Assembly Constituency	TP must select his Assembly Constituency

- On “Save” click, step 2 details will be saved successfully.
- On “Next” click, TP will be navigated to step 3.
- On “Previous” click, TP will be navigated to step 2.



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2.7.3 Authorized SPOC Details

TP must fill all the details in “Step 2-Authoirsised SPOC Details”

Screen:

The screenshot shows the 'Authorized SPOC Details' form in the Training Partner Module. The form is titled 'Authorized SPOC Details' and includes a sub-header 'Authorized Single Point of Contact for Communication (Below user will get TP login credentials)'. The form fields are: Name as per Aadhaar (with a dropdown for TP Name as per Aadhaar), Designation (with a dropdown for Designation), Gender (with a dropdown for select), Aadhaar Number (with a dropdown for Enter Aadhaar Number and a VERIFY button), Mobile Number (with a dropdown for 9964187577 and a VERIFIED button), and Email (with a dropdown for poojasr@campusm and a VERIFIED button). There are buttons for PREVIOUS, NEXT, and SAVE. A sidebar on the left shows the progress of steps from Step 1 to Step 7.

Details:

Field	Description
Name as per Aadhaar	TP SPOC name should be entered here which is as per Aadhaar card
Designation	TP SPOC designation should be entered
Gender	TP SPOC Gender should be entered
Aadhaar Number	TP SPOC Aadhaar number must be entered
Verify Button	This button will be enabled only if TP SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful. Note: <ol style="list-style-type: none"> After Aadhaar verification, these details will not be allowed to modify. Aadhaar verification is mandatory for TP to register. TP SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	TP SPOC mobile number entered during registration will be displayed here and will be read only
Email	TP SPOC email entered during registration will be displayed here and will be read only

- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, TP will be navigated to step 4.
- On “Previous” click, TP will be navigated to step 2.



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2.7.4 Finance SPOC Details

TP must fill all the details in “Step 4-Finance SPOC Details”

Screen:

Details:

Field	Description
Checkbox	IF authorized and finance SPOC is same for a TP, then TP SPOC can check the checkbox – “Same as authorized Single Point of Contact Details”
Name as per Aadhaar	TP SPOC name should be entered here which is as per Aadhaar card
Designation	TP SPOC designation should be entered
Gender	TP SPOC Gender should be entered
Aadhaar Number	TP SPOC Aadhaar number must be entered
Verify Button	This button will be enabled only if TP SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful. Note: <ol style="list-style-type: none"> 1. After Aadhaar verification, these details will not be allowed to modify. 2. Aadhaar verification is mandatory for TP to register. 3. TP SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	TP SPOC mobile number entered during registration will be displayed here and will be read only
Email	TP SPOC email entered during registration will be displayed here and will be read only

- On “Save” click, step 4 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 5
- On “Previous” click, TP will be navigated to step 3.



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2.7.5 Bank Details

TP must fill all the details in “Step 5-Bank SPOC Details”

Screen:

Field	Description
IFSC Code	TP must enter his IFSC code
Don't know IFSC Code?	TP 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	TP must enter his bank account number
Beneficiary Name as in Bank	➤ TP must enter his beneficiary name as in bank
Cancelled Cheque upload	➤ TP can read all the instructions and check the checkbox

- On “Save” click, step 5 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 6
- On “Previous” click, TP will be navigated to step 4.



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2.7.6 GST Details

TP can enter – Step 6 – GST Details

Screen:

Mouse hover at (i) icon for more details about the field.

Step 1 Training Provider Details ✓

Step 2 Address Details ✓

Step 3 Authorized SPOC Details

Step 4 Finance SPOC / CEO Details

Step 5 Bank Details

Step 6 GST Details

Step 7 Declaration & Submit

GST Details

Goods & Services Tax No.? * ⓘ

Goods and Services Tax No. * ⓘ

GST Upload Attachment * ⓘ

select

Browse

PREVIOUS

NEXT

SAVE

Details:

Field	Description
Goods & Services Tax No.?	TP SPOC can select “Yes” if TP has GST
Goods and Services Tax No.	TP SPOC must enter GST number
GST upload attachment	TP SPOC needs to upload GST attachment

- On “Save” click, step 6 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 7
- On “Previous” click, TP will be navigated to step 5.



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2.7.7 Declaration

TP can enter – Step 7 –Declaration

Screen:

TP must read all the points and then submit the profile. TP profile will be sent to TNSDC for verification, post their approval, Training Centre can be created.

Note: TNSDC can permanently reject the TP details if the details entered are wrong or they might reject with remarks. If TNSDC rejects the TP with remarks, then TP can update the details based on rejection comments.

2.8 TC Creation

Post TP verification by TNSDC, TC can be created

Screen:



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2.8.1 Training Centre Details

TP must fill Step 1 – “Training Centre Details”

Screen:

Details:

Field	Description
Training Centre Name	Training Centre Name is read only field. TC name should be same as TP name
Training Centre Building Ownership	Training Centre can select his building ownership type. If TC has leased building, then also rented option should be selected.
Rent Agreement from Date	Training Centre can select his rent agreement from date if his ownership type is “rented” Note: If leased building, “Lease Agreement from Date” should be selected
Rent Agreement to Date	Training Centre can select his rent agreement to date if his ownership type is “rented” Note: If leased building, “Lease Agreement to Date” should be selected
Address	TP must enter TC’s address line only
Pincode	TP must enter valid 6-digit pincode
State	By default, state will have only “Tamil Nadu” option. TC must be from Tamil Nadu only.
District	All districts of Tamil Nadu will be displayed, and TP can select TC’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. TP can select appropriate details.
Village	Village/ Town/ City should be selected only if “Local Body” selected is “Village Panchayat Union/ Block”
Parliamentary Constituency	TP must select TC’s Parliamentary Constituency



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Assembly Constituency	TP must select TC's Assembly Constituency
Latitude	TP must enter TC's latitude details. If TP knows TC's latitude details, then same can be entered else there is option to enter location details from google map and based on location entered, latitude and longitude will be auto captured. Note: Based on these details, inspection officer will go to TC's location.
Longitude	TP must enter TC's longitude details. If TP knows TC's longitude details, then same can be entered else there is option to enter location details from google map and based on location entered, latitude and longitude will be auto captured. Note: Based on these details, inspection officer will go to TC's location.
Name as per Aadhaar	TC SPOC name should be entered here which is as per Aadhaar card
Designation	TC SPOC designation should be entered
Gender	TC SPOC Gender should be entered
Aadhaar Number	TC SPOC Aadhaar number must be entered
Verify Button	This button will be enabled only if TC SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful. Note: <ol style="list-style-type: none"> 1. After Aadhaar verification, these details will not be allowed to modify. 2. Aadhaar verification is mandatory for TC to register. 3. TC SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	Training Partner must enter mobile number of TC Authorized SPOC Note: <ol style="list-style-type: none"> 1. This user will get login credentials of TC portal and option to register candidates, create batch, enroll candidates, view batch, etc. 2. TC will receive login credentials only after target approval by TNSDC.
Verify Button	This button will be enabled if mobile number entered. On Verify click, one-time password (OTP) will be sent to TC SPOC's mobile number entered, on keying in right OTP, TC SPOC mobile will be verified. Note: <ol style="list-style-type: none"> 1. After mobile verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for TC creation. 3. TC will not be allowed to register more than once using same mobile number.
Email	Training Partner must enter email id of TC Authorized SPOC Note:



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	<ol style="list-style-type: none">1. This user will get login credentials of TC portal and option to register candidates, create batch, enroll candidates, view batch, etc.2. TC will receive login credentials only after target approval by TNSDC.
Verify Button	<p>This button will be enabled if email id is entered. On Verify click, one-time password (OTP) will be sent to email id entered, on keying in right OTP, TC SPOC email will be verified.</p> <p>Note:</p> <ol style="list-style-type: none">1. After email verification, email id will not be allowed to modify.2. Email ID verification is mandatory for TC creation.3. TC will not be allowed to register more than once using same email id.

➤ On “Save” click, step 1 details will be saved successfully.




➤ On “Next” click, TP will be proceeded to Step 2

2.8.2 Other Schemes

TP must fill Step 2 – “Other Schemes”

Screen:

The screenshot shows the 'Training Provider' interface for 'Other Schemes'. The sidebar on the left lists steps 1 through 9, with 'Step 2 Other Schemes' highlighted. The main content area has a table titled 'Placement Officer Details' with columns: Action, Scheme, Financial Year, Name, Mobile Number, Email, Target Recieved, Trained, and Placed. The table contains one row for 'PMKVY' in '2017-18' with details for 'Pooja'. Below the table are 'PREVIOUS' and 'NEXT' buttons. An 'Enter Scheme Details' button is also visible in the top right of the main content area.

Action	Scheme	Financial Year	Name	Mobile Number	Email	Target Recieved	Trained	Placed
  	PMKVY	2017-18	Pooja	9964187577	poojasr@gmail.com	100	70	30

Training Partner can enter other scheme details by clicking on “Enter Scheme Details” if has got target from other schemes.

Note: TP can enter multiple scheme details.



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Screen:

Details:

Field	Description
Scheme Name	TP can select Scheme from dropdown or select “Others” and mention the other scheme name.
Placement Officer Name	TP can enter placement officer name for current and previous two financial years
Placement Officer Mobile Number	TP can enter placement officer mobile number for current and previous two financial years
Placement Officer Email	TP can enter placement officer email for current and previous two financial years
Target Received	TP must enter total target received to TC for current and previous two financial years
Trained	TP must enter total trained candidates for current and previous two financial years
Placed	TP must enter total placed candidates for current and previous two financial years

- On “Save” click, step 2 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 3
- On “Previous” click, TP will be navigated to step 1.



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2.8.3 Proposed Job Role/ Trade

TP must fill Step 3 – “Proposed Job Role/ Trade”

Screen:

The screenshot shows the 'Training Partner' interface. On the left, a sidebar lists steps 1 through 9. Step 3, 'Proposed Job Role / Trade', is highlighted. The main content area shows a table of job roles with columns: Action, Sector, Job Role/Trade, Job Role/Trade Code, Job Role/Trade Duration, Job Role/Trade Type, and Proposed Target per year. The table contains one entry: Apparel, Export Assistant, AMH/Q1601, 310, Manufacturing, 20. Below the table, there are 'PREVIOUS' and 'NEXT' buttons. A note at the top states: 'Note: Based on your training centre inspection and availability of target, target requested might be approved immediately or approved later or rejected. Decision is final from TNSDC.'

Training Partner can enter about Job Role details by clicking on “Add New Job Role/ Trade” if he needs target from TNSDC

Note: TP can enter multiple job role details.

Screen:

The screenshot shows the 'Add Proposed Job Role / Trade' form. It includes fields for Sector (Apparel), Job Role/Trade (Export Assistant), Job Role/Trade Code (AMH/Q1601), Job Role/Trade Duration (310.0), Job Role/Trade Type (Technical), Min/Max Batch (10/30), Nature of Course (Part time), and Proposed Target per year (20). There is a section for 'Class Room' details with a dropdown for 'Number of Class Room' (1). Below this is a table for 'Do you have the following?' with columns for various facilities: Class Room, Carpet Area (in sq. feet), Number of Chair, Number of Table, Board, Chairs with writing facility, Secured Electricity Wires, Projector, Air Conditioner, CCTV, Exhaust Fan, and Class Room. The table contains one entry: 1, 900, 30, 30, Yes, Yes, No, No, Yes, No, Yes, C:\fakapa.

TP can enter below details

Details:

Field	Description
Sector	All the sector for which TNSDC has allocated target to Training Centre's District will be displayed
Job Role/ Trade	All the Job Role/ Trade for which TNSDC has allocated target to Training Centre's District will be displayed



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Job Role/ Trade Code	Based on Job Role/ Trade selection code will be displayed
Job Role/ Trade Duration	Based on Job Role/ Trade selection duration will be displayed
Job Role/ Trade Type	Based on Job Role/ Trade selection 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	TP must select if TC is interested to run full time or part time course
Proposed Target per Year	TP must enter proposed target for year
No. of parallel batch that you can run	TP must enter parallel batches that can run at a time

Screen:

Add Proposed Job Role / Trade

Sector: Apparel | Job Role/Trade: Export Assistant | Job Role/Trade Code: AMH/Q1601 | Job Role/Trade Duration: 310.0

Job Role/Trade Type: Technical | Min/Max Batch: 10/30 | Nature of Course: Part time | Proposed Target per year: 20

Number of parallel batch that you can run: 1

Class Room | Laboratory | Equipment Details

Number of Class Room: 1

Do you have the following?

Class Room	Carpet Area (in sq.feet)	Number of Chair	Number of Table	Board	Chairs with writing facility	Secured Electricity Wires	Projector	Air Conditioner	CCTV	Exhaust Fan	Class Room
1	900	30	30	Yes	Yes	No	No	Yes	No	Yes	C:\fakapa

Add Proposed Job Role / Trade

Sector: Apparel | Job Role/Trade: Export Assistant | Job Role/Trade Code: AMH/Q1601 | Job Role/Trade Duration: 310.0

Job Role/Trade Type: Technical | Min/Max Batch: 10/30 | Nature of Course: Part time | Proposed Target per year: 20

Number of parallel batch that you can run: 1

Class Room | **Laboratory** | Equipment Details

Number of Laboratory: 1

Do you have the following?

Lab	Carpet Area (in sq.feet)	Number of Chair	Number of Table	Board	Chairs with writing facility	Secured Electricity Wires	Projector	Air Conditioner	CCTV	Exhaust Fan	Laboratory
1	400	30	30	Yes	No	No	No	No	No	No	C:\fakapa



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Sector * Apparel **Job Role/Trade *** Export Assistant **Job Role/Trade Code** AMH/Q1601 **Job Role/Trade Duration** 310.0

Job Role/Trade Type Technical **Min/Max Batch** 10/30 **Nature of Course *** Part time **Proposed Target per year *** 20

Number of parallel batch that you can run * 1

Class Room **Laboratory** **Equipment Details**

Search:

S.No.	Name of Item	Required per batch as per DGT Norms	Remark for Utilization	Required as	Total Required	Total Available
1	Basic Stationary	30		Mandatory	0	10
2	Board Duster /With Marker/Chalk	1		Mandatory	0	10
3	Books Related To Foreign Trade Policies/International Marketing Etc	1		Mandatory	0	10
4	Buyer Requirement/Comment Sheet (for documentation)	1		Mandatory	0	10

- TP can now enter classroom details, laboratory details and equipment details
- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 4
- On “Previous” click, TP will be navigated to step 2.



User Manual – Training Partner Module

2.8.4 Placement Details

TP must fill Step 4 – “Placement Details”

Screen:

The screenshot shows the 'Training Provider' interface for the 'Placement Details' step. The sidebar on the left lists steps 1 through 9, with Step 4 'Placement Details' highlighted. The main content area has a header 'Placement Details' and a '+ Add Placement Details' button. Below this is a search bar and a table with columns: Action, Job Role/Trade, Name, Mobile No, Designation, Email, and Tie up for Placement. The table is currently empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons.

Training Partner can enter about placement details by clicking on “Add Placement Details”

Note:

1. TP can enter multiple placement details.
2. TP must enter both Placement Officer details and Placement tie up company details against each Job Role.
3. MOU with placement company is mandatory to upload.

Screen:

The screenshot shows the 'Add Placement Details' modal form. It has a blue header with the title and a close button. The form includes a dropdown for 'Job Role/Trade' with 'Export Assistant' selected. Below this is the 'Placement Officer Details' section with fields for Name (Pooja S Rao), Gender (Female), Designation (BQ), Mobile Number (9964187577), and Email (poojasr@campusmgmt.com). There is also a checkbox for 'Do you have tie up with organization for placement' with 'No' selected. At the bottom right, there are 'Add' and 'Close' buttons.



User Manual – Training Partner Module

Add Placement Details

Job Role/Trade*
Airline Baggage Handler

Placement Officer Details **Company Details**

Company Name* Address* Pincode*
Dummy Company 1 test 600001

State* District* Taluk* Local Body*
Tamil Nadu Ariyalur Andimadam Municipality

Municipality* Contact Name* Mobile Number* Email*
Jayankondam Pooja 9964187577 poojasr@campusmgmt.com

Job Type* MOU Proof*
Apprenticeship C:\fakepath\Application Browse

Add

Show 5 entries

Action	Company Name	Address	Contact Name	Mobile	Email	Job Type
No data available in table						

- Placement Officer and company details for which TP and TC has tie up can be entered here
- On “Save” click, step 4 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 5
- On “Previous” click, TP will be navigated to step 3.

2.8.5 Faculty Details

TP must fill Step 5 – “Faculty Details”

Screen:

Mouse hover at (i) icon for more details about the field.

Step 1 Training Centre Details ✓
Step 2 Other Schemes ✓
Step 3 Proposed Job Role / Trade ✓
Step 4 Placement Details
Step 5 Trainer Details
Step 6 Common Facility
Step 7 Upload Document
Step 8 Declaration Form
Step 9

Trainer Details

Trainer Other Staff

Show 10 entries Search:

Action	Job Role	Name	Mobile No	Email ID	Designation
	Export Assistant				

Showing 1 to 1 of 1 entries

PREVIOUS NEXT

Training Partner can enter trainer and other staff details by clicking on “Add Trainer”/ “Add Staff”

Note: TP can enter multiple details.



User Manual – Training Partner Module

Screen:

Add Trainer Details

Trainer Type * TOT ID *

Trainer

Action	Trainer Name	ID	Valid From	Valid To	Qualification	Designation	Mobile Number	Email ID
Added TOT / Tamilnadu Government Certified Trainer								

Trainer Details

Trainer **Other Staff**

Show entries Search:

Action	Name	Mobile No	Email ID	Designation
<input type="button" value="edit"/> <input type="button" value="delete"/>	Pooja	9964187577	poojasr@cml.com	BA

Showing 1 to 1 of 1 entries

- TP can TOT trainers by just entering their TOT ID and can enter trainer details manually against Job Role
- On "Save" click, step 5 details will be saved successfully.
- On "Next" click, TP will be proceeded to Step 6
- On "Previous" click, TP will be navigated to step 4.



User Manual – Training Partner Module

2.8.6 Common Facility

TP must fill Step 6 – “Common Facility”

Screen:

Mouse hover at (i) icon for more details about the field.

Common Facility

Do you have power supply?
☐ Yes ☒ No

Do you have working Aadhaar enabled Biometric?
☒ Yes ☐ No

Do you have drinking water facility?
☐ Yes ☒ No

Do you have Toilet facility?
☐ Yes ☒ No

Do you have Internet Facility?
☐ Yes ☒ No

Do you have UPS/Power backup?
☐ Yes ☒ No

Do you have Canteen facility?
☐ Yes ☒ No

Do you have CCTV Camera?
☐ Yes ☒ No

Building safety certificate Details
☐ Yes ☒ No

Fire Safety Certificate Details
☐ Yes ☒ No

- TP can fill common facility details against TC
- On “Save” click, step 6 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 7
- On “Previous” click, TP will be navigated to step 5.

2.8.7 Upload Document

TP must fill Step 7 – “Upload Document”

Screen:

Mouse hover at (i) icon for more details about the field.

Upload Document

Fire Safety Certificate * ⓘ

Building Safety * ⓘ

Electricity Consumption Bill * ⓘ

Rental Agreement Document * ⓘ

Project Proposal * ⓘ

- TP can upload all the documents.
- On “Save” click, step 7 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 8
- On “Previous” click, TP will be navigated to step 6.



User Manual – Training Partner Module

2.8.8 Declaration Form

TP must fill Step 8 – “Declaration Form”

Screen:

Mouse hover at (i) icon for more details about the field.

Step 1 Training Centre Details ✓

Step 2 Other Schemes ✓

Step 3 Proposed Job Role / Trade ✓

Step 4 Placement Details ✓

Step 5 Trainer Details ✓

Step 6 Common Facility ✓

Step 7 Upload Document ✓

Step 8 Declaration Form ✓

Declaration Form

☒ I / We hereby certify and agree

☒ I / We have carefully read and understood all the criteria for affiliation.

☒ I / We have verified the conformity with requirements of the affiliation criteria

☒ I / We hereby assure that the information provided in support of this application is correct to the best of my knowledge and belief

[PREVIOUS](#) [NEXT](#)

- On “Save” click, step 8 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 9
- On “Previous” click, TP will be navigated to step 7.

2.8.9 Submit

TP must fill Step 9 – “Submit”

Screen:

Mouse hover at (i) icon for more details about the field.

Step 1 Training Centre Details ✓

Step 2 Other Schemes ✓

Step 3 Proposed Job Role / Trade ✓

Step 4 Placement Details ✓

Step 5 Trainer Details ✓

Step 6 Common Facility ✓

Step 7 Upload Document ✓

Step 8 Declaration Form ✓

Submit

Select Inspection Date (Dates shall be excluding Holidays and Sundays)

From * 25-06-2020 To * 07-07-2020

[PREVIOUS](#) [SUBMIT](#)

- TP can finally select preferred inspection dates and submit the TC profile
- On “Save” click, step 9 details will be saved successfully.
- On “Previous” click, TP will be navigated to step 8.
- On “Submit” click, TC will be submitted to TNSDC successfully and TC will not be allowed to modify the details.



User Manual – Training Partner Module

Note: TC details will be sent to TNSDC for approval.

- TNSDC can permanently reject the TC details if the details entered are wrong or they might reject with remarks.
- If TNSDC rejects the TP with remarks, then TC can update the details based on rejection comments.
- TNSDC will send inspection officer and all the details entered in TC profile should be available during inspection.
- After Inspection, TNSDC will again verify Training Centre details along inspection officer remarks. Based on that TNSDC can do the following
 - Empanel the TC
 - Reject Permanently
 - Reject with additional details
 - Re-Inspection
- Only after Training Centre is empaneled, TP can request target to Training Centre.
- Training Centre will get login credentials after TC gets target approved by TNSDC.
- TNSDC empanelment will be valid only for 365days from day of approval by TNSDC.
- Before 30 days of empanelment expiry date, TP should edit all the TC details and again submit for verification. TNSDC might also do inspection for your Training Centre's

2.9 Search Training Centre



TP can search Training Centre in “Search Training Centre” menu.

Screen:

TP can search Training Centre based on search criteria.




User Manual – Training Partner Module



[Dashboard](#) [Training Provider](#) [Help / FAQ](#)

Tamilnadu Skill Development Corporation
தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்

[Language](#) [HI](#) [TEST TP NINE](#)



Search Training Centre

Training Centre ID

Training Centre Name

District

Verification Type

Status

Training Centre ID

Training Centre Name

Select

Inspection Verification

Select






Search

Show

5

 entries

Search:

Action	Training Centre ID	Training Centre Name	SPOC Details			Status
			Name	Mobile	Email	
	AR2020-TC00077C	TEST TP NINE	Nagarathinam	1223449198	bharts@campusmgmt.com	Inspection Verification - Pending
	CH2020-TC000758	TEST TP NINE	Anitha	1223449198	bharts@campusmgmt.com	Inspection Verification - Pending
	CO2020-TC000762	TEST TP NINE	Nandhini	1223449198	kishorm@campusmgmt.com	Inspection Verification - Pending
	POP35002096	TEST TP NINE	Nandhini	1223449198	kishorm@campusmgmt.com	Inspection Verification - Pending
	POP36002097	TEST TP NINE	Nandhini	1223449198	kishorm@campusmgmt.com	Inspection Verification - Pending

Showing 1 to 5 of 8 entries

[Previous](#) [1](#) [2](#) [Next](#)

Search Training Centre

Training Centre ID

Training Centre Name

District

Verification Type

Status

Training Centre ID

Training Centre Name

Select

Inspection Verification

Empanelled

Search

Show

5

 entries

Search:



User Manual – Training Partner Module

Once the Training Centre is empaneled, TP would be able to download empanelment certificate.

Screen:

 **TAMIL NADU SKILL DEVELOPMENT CORPORATION** 

EMPANELMENT CERTIFICATE

This is to certify that, Apparel Training & Design Centre, Guindy, Chennai - 600032,
is hereby empanelled as Training Centre (CH2020-ST000005) for Sewing Machine
Operator (AMH/Q0301) in Apparel Sector

The certificate is valid from ----- to -----

Certificate No : AMH/20/00001 QR Code Managing Director,
Date of issue : 01/01/2020 TNSDC

Note:

1. If Training Centre is rejected for additional details, then TP can edit the Training Centre based on rejection remarks.

1.7 Target Request

Training Partner would be able to request targets if the same is available in TNSDC for his district. Training Partner can search Training Centre's by District and Sector and then request target as shown in below screenshot.

Note:

1. System will allow TP to request within Training Centre's capacity
2. Allocated target should be utilized till financial year end (i.e. Mar End), else target will be revoked
3. Batch should be created within 30 days of target approval date; else one batch target will be revoked.
4. Within completion of one batch + 30 days, another batch should be started, else one batch target will be revoked.
5. If Training Centre is found fraud, then TNSDC can suspend training, all the targets will be revoked
6. If batch is found to be fraudulent, then TNSDC can cancel the batch, all the batch targets will be revoked
7. If candidates are dropped out, candidate attendance less 80%, then target will be revoked.
8. Only after target is approved, Training Centre will get login credentials.



User Manual – Training Partner Module

Screen:

The screenshot displays the 'Target Allocation' screen for the Training Partner Module. The header shows the Tamil Nadu Skill Development Corporation logo and name in English and Tamil. The navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main content area shows the 'Financial Year : April-2020 - March-2021' and the selected category 'Chennai - Apparel - CH2020-TC-123457-CMI'. A sidebar on the left lists various categories and their counts. The main table displays target allocation details for three training centres, including their details, sector, capacity, and target (Available and Required).

Training Centre Details	Sector - Job Role/Trade	Training Centre Capacity	Target Available	Target Required
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Apparel - Export Assistant	500	1000	
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Apparel - Inline checker	400	1000	
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Beauty and Wellness - Assistant Hair Stylist	200	1000	

Training Partner can also view approved, rejected, and revoked target details.

1.8 Download Certificate/ Marksheet - Assessment

TP can search all the batches which are certified using this menu. Based on search criteria, assessment certificates and marksheets can be downloaded.

Screen:

The screenshot displays the 'Download Certificate/Marksheet' menu in the Training Partner Module. The header shows the Tamil Nadu Skill Development Corporation logo and name in English and Tamil. The navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main content area shows the 'Training Provider' details and a list of training centres. The 'Download Certificate/Marksheet' menu is open, showing options for 'Assessment', 'Reassessment', and 'Disbursement'. A sidebar on the left lists various categories and their counts. The main table displays target allocation details for three training centres, including their details, sector, capacity, and target (Available and Required).

Training Centre Details	Sector - Job Role/Trade	Training Centre Capacity	Target Available	Target Required
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Apparel - Export Assistant	500	1000	
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Apparel - Inline checker	400	1000	
<input type="checkbox"/> CH2020-TC-123457-CMI Chennai Details	Beauty and Wellness - Assistant Hair Stylist	200	1000	



User Manual – Training Partner Module

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Language: HI TEST TP NINE

Assessment Certificate/Marksheet

Training Centre District: Training Centre ID - Name: Sector- Job Role / Trade: Batch Name: Assessment Date Between: 06/26/2020 - 06/26/2020

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.

If Batch wise Marksheet or Certificate is downloaded, then the batch will be visible in Downloaded Option

Yet to Download 2 **Downloaded 0**

Show entries

Search:

TC DETAILS	SECTOR-JOB ROLE/TRADE	BATCH NAME	ASSESSMENT DATE	DOWNLOADS COUNT	GENERATION DATE	ENROLLED	COUNT OF ASSESSED	COUNT OF NOT APPEARED	COUNT OF DROP OUT	ACTION
52 TEST TP NINE	Inline Checker	2002CO2020-TC000762JAMH/Q0102-00000034	25-May-2020	Certificate-0 Marks Sheet-0	Certificate-13-Apr-2020 Marks Sheet-13-Apr-2020	4	0	0	0	

1.9 Download Certificate/ Marksheet - Reassessment

TP can search all the batches which are certified during reassessment using this menu. Based on search criteria, reassessment certificates and marksheets can be downloaded.

Screen:

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக்கழகம்

Language: HI TEST TP NINE

Dashboard **Training Provider** **Help / FAQ**

Overall Status

Training Provider **Candidate**

Tranche 1

Tranche 2

Tranche 3

Training Provider

Training Provider Details ☒

Training Centre

- Create Training Centre
- Search Training Centre
- Request Target

Download Certificate/Marksheet

- Assessment
- Reassessment

Disbursement

- View & Verify Performa Invoice
- View / Download Utilization Certificate

Jun 24, 2020 10:49AM

04 Create Training Centre In progress

05 Inspection Pending

06 Approval/Rejection of Training Centre Pending

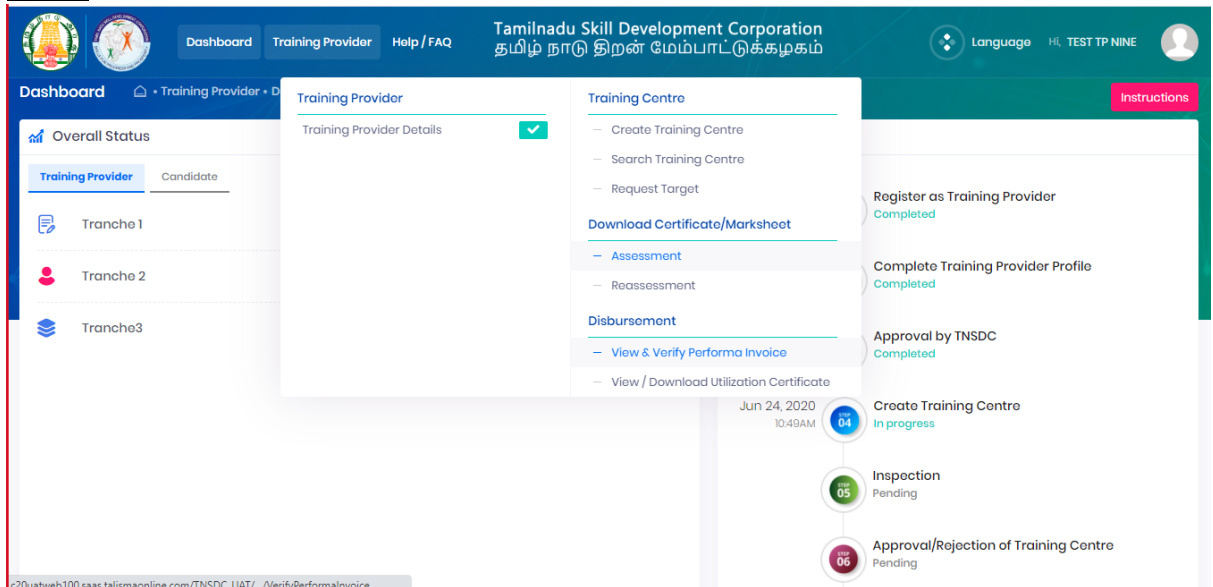
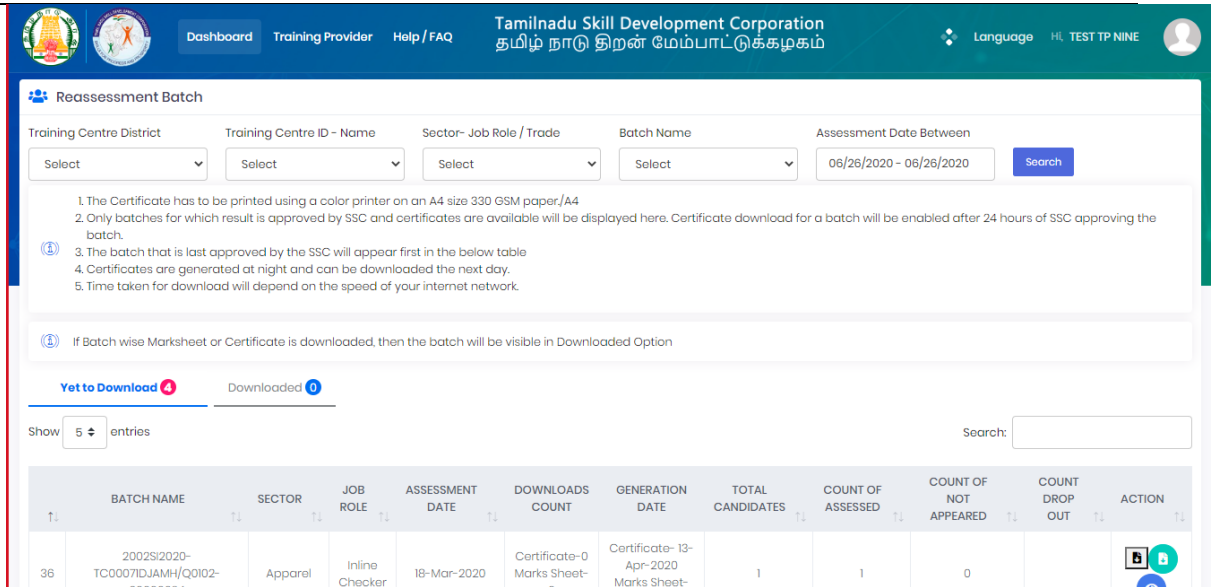
Register as Training Provider Completed

Complete Training Provider Profile Completed

Approval by TNSDC Completed

Instructions

https://c20uatweb100.saas.talismaonline.com/TNSDC_UAT/TrainingProvider/ReassessmentCertificate/ReassessmentCertificate





User Manual – Training Partner Module

View & Verify Performa Invoice

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

Invoice Type: Tranche 1 Search

Pending Verification 0 Verified 0 Payment Successful 0

Show 5 entries Search:

Action	Financial Year	Training Centre Details	Invoice Type	Invoice Generated Date	Batch Name	Batch Start Date	Batch End Date	Enrolled	DroppedOut
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

1.11 Disbursement - View/ Download Utilization Certificate

Half yearly TP utilization certificate will be generated in the system, TP should verify the certificate, get verified by CA with seal and signature, post that same should be attached and submitted to TNSDC. If TNSDC rejects, TP should re-upload the document based on rejection remarks

Screen:

Dashboard Training Provider Details

Training Provider

Training Centre

- Create Training Centre
- Search Training Centre
- Request Target

Download Certificate/Marksheet

- Assessment
- Reassessment

Disbursement

- View & Verify Performa Invoice
- View / Download Utilization Certificate

Jun 24, 2020 10:49AM

Register as Training Provider Completed

Complete Training Provider Profile Completed

Approval by TNSDC Completed

Create Training Centre In progress

Inspection Pending

Approval/Rejection of Training Centre Pending



User Manual – Training Partner Module

The screenshot shows the 'Training Provider' module interface. The top navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main header displays the TNSDC logo and name in Tamil. The breadcrumb trail is 'Dashboard > Disbursement > View / Download Utilization Certificate'. The page title is 'View / Download Utilization Certificate'. Below the title, there are dropdown menus for 'Financial Year' and 'Cycle', followed by a 'Search' button. A summary bar shows counts for 'Pending Verification' (5), 'Submitted' (3), 'Verified' (3), and 'Rejected' (3). A table lists the utilization certificates with columns for 'Action', 'Financial Year', 'Training Provider ID-Name', and 'Cycle'. The table shows one entry for 'Mar19-Apr20' with 'TP ID-Name' and '01 Apr - 30 Sep'. The footer indicates '2019 © TNSDC' and 'Powered By Talisma'.

1.12 Language Change

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

Screen:

The screenshot shows the 'Training Provider' module interface. The top navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main header displays the TNSDC logo and name in Tamil. The breadcrumb trail is 'Dashboard > Training Provider > Dashboard'. The page title is 'Dashboard'. On the left, there is a 'Training Provider Status' section with a list of steps: Step 1 (Training Provider Details, Completed), Step 2 (Address Details, Completed), Step 3 (Authorized SPOC Details, in progress), Step 4 (Finance SPOC / CEO Details, in progress), Step 5 (Bank Details, in progress), Step 6 (GST Details, in progress), and Step 7 (Declaration & Submit, in progress). On the right, there is an 'Overall Status' section showing a timeline of events: Jan 26, 2020 10:52PM (01) Register as Training Provider (Completed), (02) Approval by TNSDC (Pending), (03) Approval by TNSDC (Pending), (04) Create Training Centre, (05) Inspection (Pending), and (06) Approval/Rejection of Training Centre (Pending). A language dropdown menu is visible, showing 'English' and 'Tamil' options. The footer indicates '23:27'.



User Manual – Training Partner Module

1.13 Change Password

TP can change password.

Screen:

Details:

Field	Description
Current Password	TP must enter current password
New Password	TP 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.

1.14 Help/ FAQ

TP 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 TP.
- **FAQ:** Frequently asked questions can be viewed by TP.

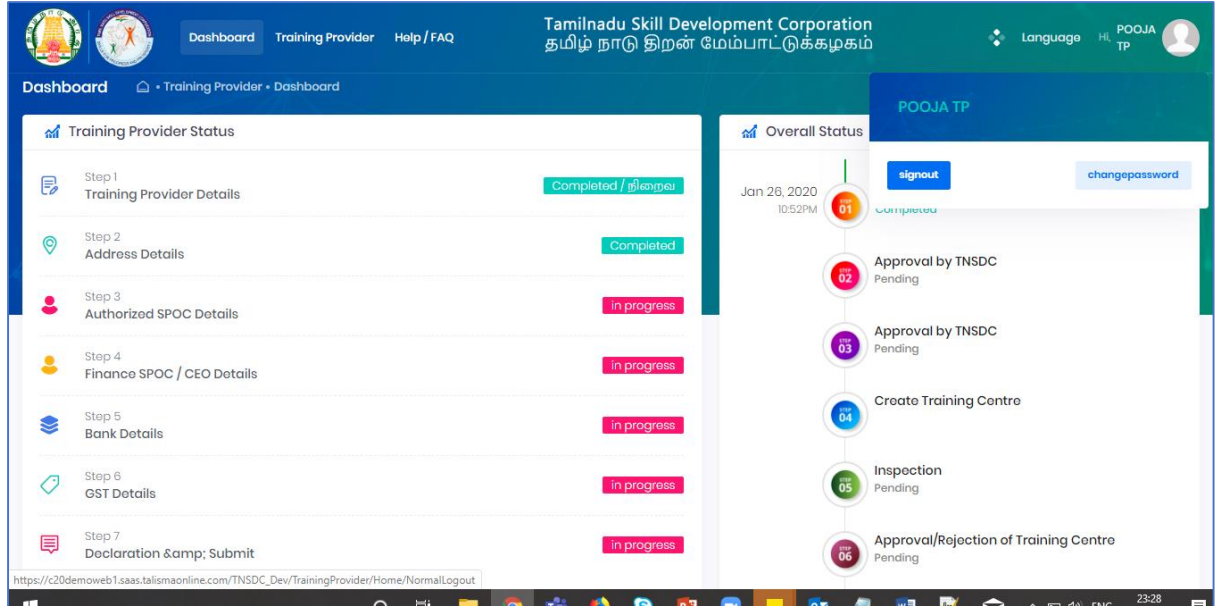
Screen:



User Manual – Training Partner Module

1.15 Logout

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



1.16 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)