









# User Guide

Center Audit Android App User Manual

11:17



# Login




# RASCI

Retailers Association's  
Skill Council of India

User ID :

Password :

## Login



\*Enter The User Id  
and Password to  
Login



Press This Button  
For Starting The  
Center Audit

In case the internet  
is down halfway  
through the audit,  
the audit information  
is stored in the local  
database and Sync  
button is used to  
send the data again  
to the Cloud Server.

Centre Audit Details

**please enter all required fields with \* mark**

**Auditor Name\***

Shaan

**Auditor Mobile Number\***

9654462728

**SDMS Centre ID\***

12345

**Re enter SDMS Centre ID\***

12345

**Centre Name\***

Test Centre

**Centre Contact Number\***

**Centre Email Id\***

SDMS Centre ID is mandatory and this is allocated by Talisma System when you register the center in the SDMS.

Centre Name is mandatory and this should be in a standard naming convention:  
TPName\_Location\_State Ex:  
IL&FS\_Anantapur\_AP

Centre Contact No and Email Id are mandatory and should be correctly entered, as they will form the basis for future communications.

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## Centre Audit Details

Test Centre

Centre Contact Number\*

965283472

Centre Email Id\*

shaan11188 @geostat.in

Centre Manager Name\*

vivek

Centre Manager Mobile Number\*

9658324586

Centre Located in:

☒ Class A Cities/ Urban
☐ Other and Rural

Training Provider Name\*





geostat



Training Centre present on which floor\*

5

Class A City Classification as below, all the rest will fall under " Other and Rural" category.


City Classification	HRA classification	City
A-1	A-1[8]	Bangalore
A-1	A-1	Chennai
A-1	A-1	Delhi
A-1	A-1[9]	Hyderabad
A-1	A-1	Kolkata
A-1	A-1	Mumbai
A	A	Ahmedabad
A	A	Pune
A	A	Kanpur
A	A	Coimbatore
A	A	Indore
A	A	Jaipur
A	A	Vadodara
A	A	Surat
A	A	Nagpur
A	A	Lucknow
A	A	Patna
A	A	Jhansi
A	A	Nashik
A	A	Gandhinagar






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2



5:23



# Centre Audit Details

Training Centre present on which floor\*

PROJECT/SCHEME\*

PMKVY


Job Roles\*


Trainee Associate

Centre Manager ID Proof Type\*

Voter ID

Capture ID Photograph













State\*


The Job Role Names should be entered correctly, Multiple Job roles can be entered here with a comma in between. The presently available job roles under RASCI as below:

Store

Ops

Assistant, Cashier, Trainee Associate, Sales Associate, Distributor Salesman, Team

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## Centre Audit Details

State\*

Delhi

District\*

New Delhi

Address\*

Nehru place

Major Landmark near the Training Centre\*

eros tower

City\*

Delhi










Pin code\*


110092

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\*All Fields are Mandatory

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## Admin Infrastructure

### Centre Ownership

☒ Own Centre

☐ Franchisee Centre

### Centre Type

☒ Rent

☐ Owned

### Centre Carpet Area (Sqft)

### Number of Class Rooms

### Number of floors

### Mobility of centre





☒ Fixed

☐ Mobile

### Dedicated Computer for Administration

☒ Yes

☐ No



\*All Fields have to be filled in



Printer / Scanner / Copier

☒ Yes ☐ No

**Biometric Attendance Equipment**

☒ Yes ☐ No

**Lab facility as per specification**

☒ Yes ☐ No

**OJT Facility Available**

☐ Yes ☒ No

**Drinking Water facility**

☒ Yes ☐ No

**Toilet Facility**










☒ Yes ☐ No


**First Aid Kit (General)**

☒ Yes ☐ No

**SSC+TP+Project/scheme Branding as per specified**

\*All Fields have to be filled in

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## Admin Infrastructure

**CCTV installed at the centre**

☒ Yes ☐ No

**Power Backup**

☒ Generator

☐ UPS

☐ No Back Up

**Fire Safety Equipments/Extinguishers**

☒ Yes ☐ No

**Centre proximity to local transport**





☒ Less than 1km ☐ More than 1km

**Type of training conducted in Centre:**





**Self-funded:**



☒ Yes ☐ No

**NSDC:**



\*All Fields have to be filled in







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1

2



5:27



# Admin Infrastructure

**Self-funded:**

☒ Yes

☐ No

**NSDC:**

☒ Yes

☐ No

**STAR:**

☒ Yes

☐ No

**MoRD:**

☒ Yes

☐ No

**State govt. funded schemes:**

☒ Yes

☐ No





**Other central Govt schemes:**

☒ Yes





☐ No






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\*All Fields have to be filled in




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## Admin Infra Photos

### Centre Audit Pictures


Centre Front View




Centre Inside View




Own/Franchisee Doc1



Own/Franchisee Doc2







Electricity/Telephone Bill







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\*Centre Photos and Document Photos are compulsory,


Please ensure your camera is focused correctly before clicking the picture, In case the picture is blurred - you can discard and capture photo again.






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## Class Room Infra

**Computer for each class room**

☒ Yes ☐ No

**Number of Lights**

**Number of Fans**

**Area/ Space per trainee 10 sqft each**

Capacity

Area in Sqft

**Speakers in each class room**

☒ Yes ☐ No










**Projector with screen**


☒ Yes ☐ No

**White Board**

☒ Yes ☐ No

\*All Fields have to be filled in

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## Class Room Infra

**White Board**

☒ Yes ☐ No

**Laser Pointer / Wooden pointer**

☒ Laser Pointer ☐ Wooden Pointer

**Trainee Furniture (student seating furniture)**

☒ Yes ☐ No

**Courseware aligned with QPs**

☒ Yes ☐ No

**Lighting / Visibility of Slides/ Board**





☒ Yes ☐ No

**Room Well Lit and Ventilated**

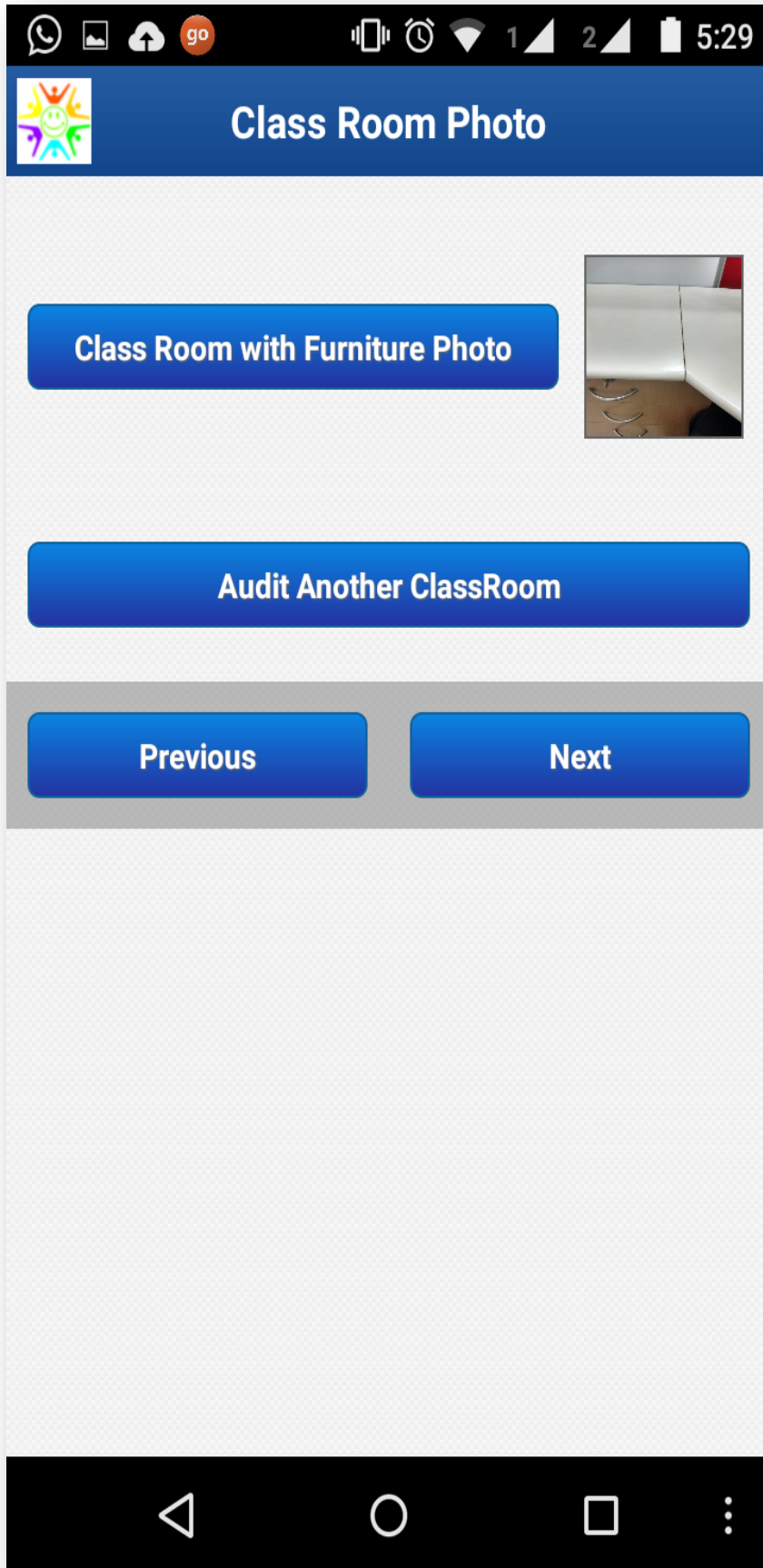
☒ Yes ☐ No

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\*All Fields have to be filled in



\*Classroom Photo is compulsory, Please ensure your camera is focused correctly before clicking the picture, In case the picture is blurred - you can discard and capture photo again.

Auditor can capture multiple classrooms information as required by clicking on "Audit Another Classroom"

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## Lab Infrastructure

☒ Yes ☐ No

Lab set up - as per required specifications/  
guidelines

☒ Yes ☐ No

Number of Lights

6

Number of Fans

8

Props/Display stands/Mannequins

☒ Yes ☐ No

First Aid Kit (LAB specific)





☒ Yes ☐ No




POS Terminal and CC Machine Samples

☒ Yes ☐ No

\*All Fields have to  
be filled in









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5:30



# Lab Infrastructure

Props/Display stands/Mannequins

☒ Yes ☐ No

**First Aid Kit (LAB specific)**

☒ Yes ☐ No

**POS Terminal and CC Machine Samples**

☒ Yes ☐ No

**Mock Store Setup**

☒ Yes ☐ No

**Laboratory Boards**





☒ Display Boards

☐ Safety Boards

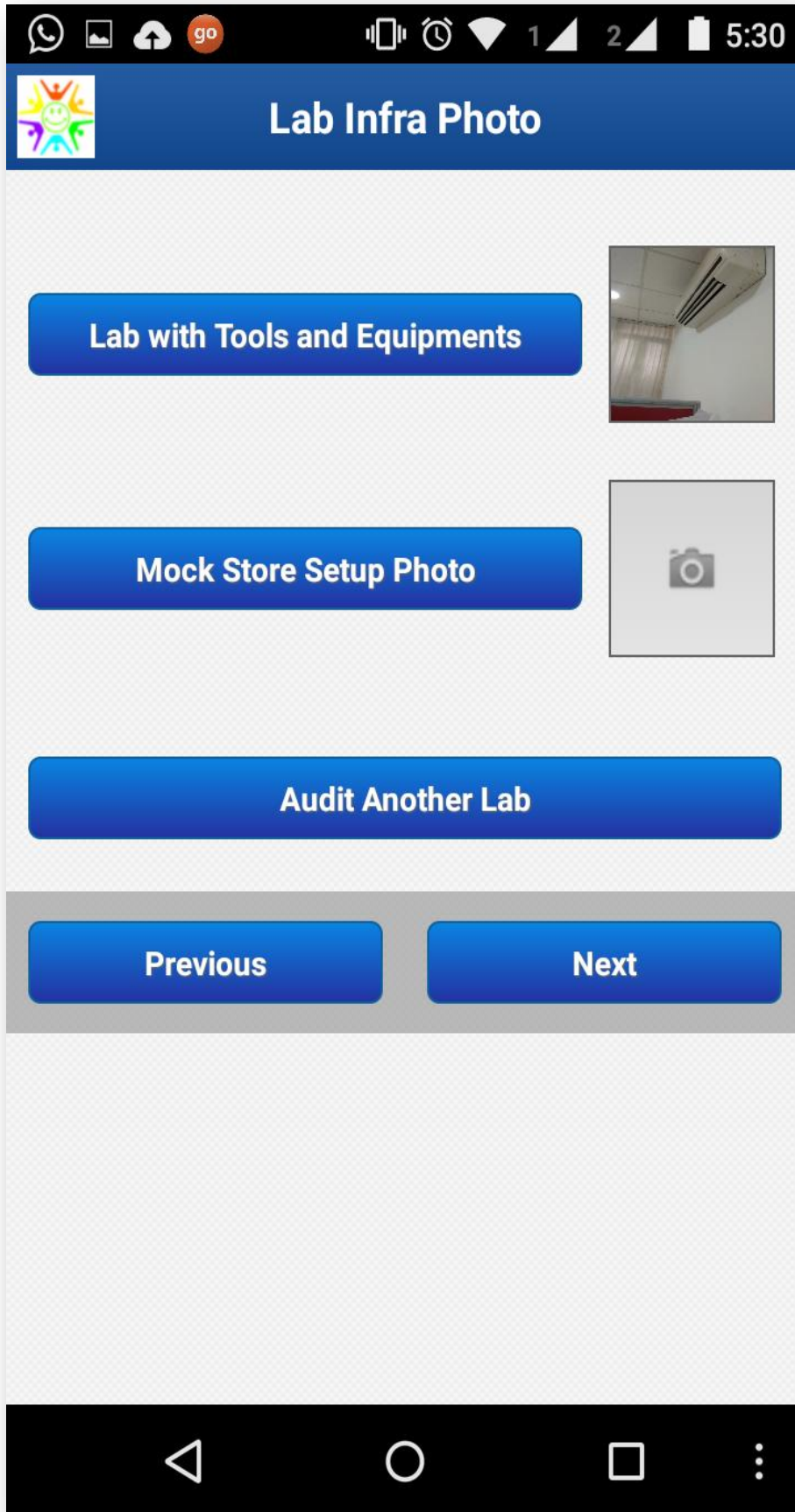
☐ DOs DONTs boards

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\*All Fields have to be filled in




\*Lab Photo is compulsory,

Please ensure your camera is focused correctly before clicking the picture, In case the picture is blurred - you can discard and capture photo again.

Auditor can capture multiple labs information as required by clicking on "Audit Another Lab", this is required if the center is offering multiple job roles and each job role has its own set of Lab equipment.

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## Trainer Information

**Trainer Name**

**Trainer Engagement**

☒ Full time ☐ Part time

**No. of yrs experience**

**Qualification**





☒ Post Graduate

☐ Graduate











☐ Intermediate


☐ SSC

**Email Id**



\*All Fields have to be filled in

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## Trainer Information

☐ Graduate

☐ Intermediate

☐ SSC

Email Id

vivek@geostat.in

Contact Number

9352862483

TTT certification done


☒ Yes ☐ No

Trainer Handbook available

☒ Yes ☐ No

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\*All Fields have to be filled in

Trainer's Photos

### Trainer's Pictures

Trainer's Photo

ID Proof/TTT Certificate

Latest Academic Certificate

Pay Slip/Bank Statement

Add Another Trainer


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\*Trainer Photos and Document Photos are compulsory,

Please ensure your camera is focused correctly before clicking the picture, In case the picture is blurred - you can discard and capture photo again.

Auditor can capture multiple Trainers information as required by clicking on "Add Another Trainer",

It is usually preferred to capture at least one trainer per job role.



## Review Centre Details

**Centre Name :** test center

**Address :** nehru place

**City :** delhi

**State :** Delhi

**Pin code :** 110092

**Number of Class Rooms :** 1

**Number of Laboratories :** 1

**Geo Tagging**

**Longitude :** 77.2497957

**Latitude :** 28.5490559

**Centre Remarks:**

Good


☒ I have verified the relevant documents and state that, the above information is true and correct to the best of my knowledge.

**Submit Audit Report**

Click on Geo Tagging Button to capture the Geo Coordinates of the Centre, this is mandatory field.

This is for the Auditor to state any specific information about the centre and other feedback, if everything is ok, then it can be left blank.

Please Tick on the Checkbox to accept responsibility for the Audit information gathered. The click on the " Submit Audit Report"



NONE

PRIORITY

ALL

Address : nenru place

City : delhi

State : Delhi

Pin code : 110092

Number of Class Rooms : 1

Number of Laboratories : 1

Successfully submitted Center Audit Information with Centre Id : 222

Longitude : 77.2497957

OK

Good

☒ I have verified the relevant documents and state that, the above information is true and correct to the best of my knowledge.

Submit Audit Report

The data starts uploading to the cloud and on the completion of the same, a success message will be displayed on the screen, please wait and ensure that this message is displayed before closing your audit.

In some cases due to internet connectivity issues, audit data would not be possible to be transmitted, in such cases you can come exit the App after the

"Submit Audit Report", Login again when you are in a better connectivity environment and then click on " Sync Audit Centre" button.