



**N · S · D · C**  
**National  
Skill Development  
Corporation**

# SDMS TRAINING MANUAL FOR NSDC PARTNERS

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## Document History

Document Name	Date of Release	Version
SDMS Training Manual for NSDC Training Partners	10.05.2014	V 1.0

## Preface

We are glad to introduce a new enhanced and improved version of SDMS Training Partner Portal. Please find below the list of enhancements and features introduced in this version of SDMS Portal.

- Welcome Screen
- Partner Profile Information
- Term Sheet Data – Contract Information
- Training Centre
- Master list of all S&QA Approved Courses
- New Course Creation and Approval Process Flow
- Online Submission of Training Calendar
- Online Submission of Annual Plan
- Online Submission of Utilization Certificate
- Improved Dashboard (Tabular/Graphical) to view achievement on Monthly and Yearly
- Candidate Information
- New Candidate Upload Interface
- Candidate Recruitment and Placement Updation Module

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## Table of Contents

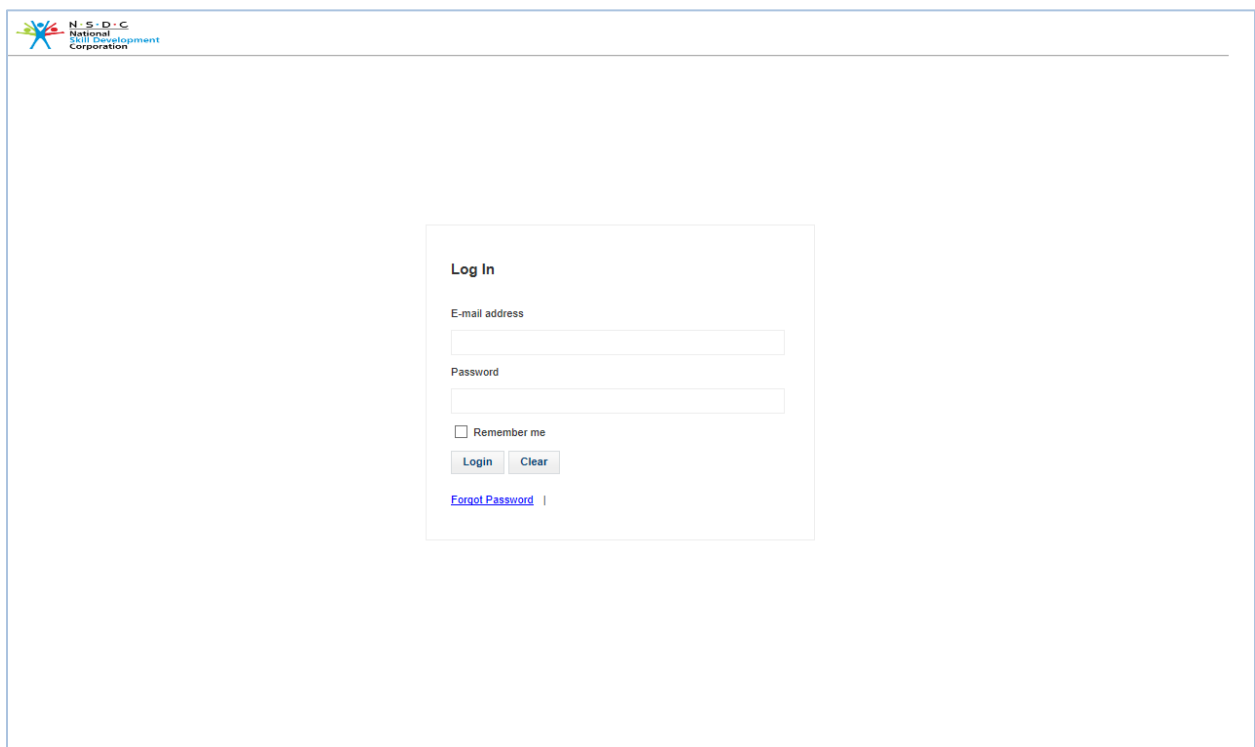
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## Logging in to SDMS Portal (Partner Login)

The Login details to all Partners are shared. Please find below the steps to login to SDMS Partner Portal.

- 1) Browse the URL mentioned below to open the login page on SDMS Partner portal.

<http://c20cp7.saas.talismaonline.com/>

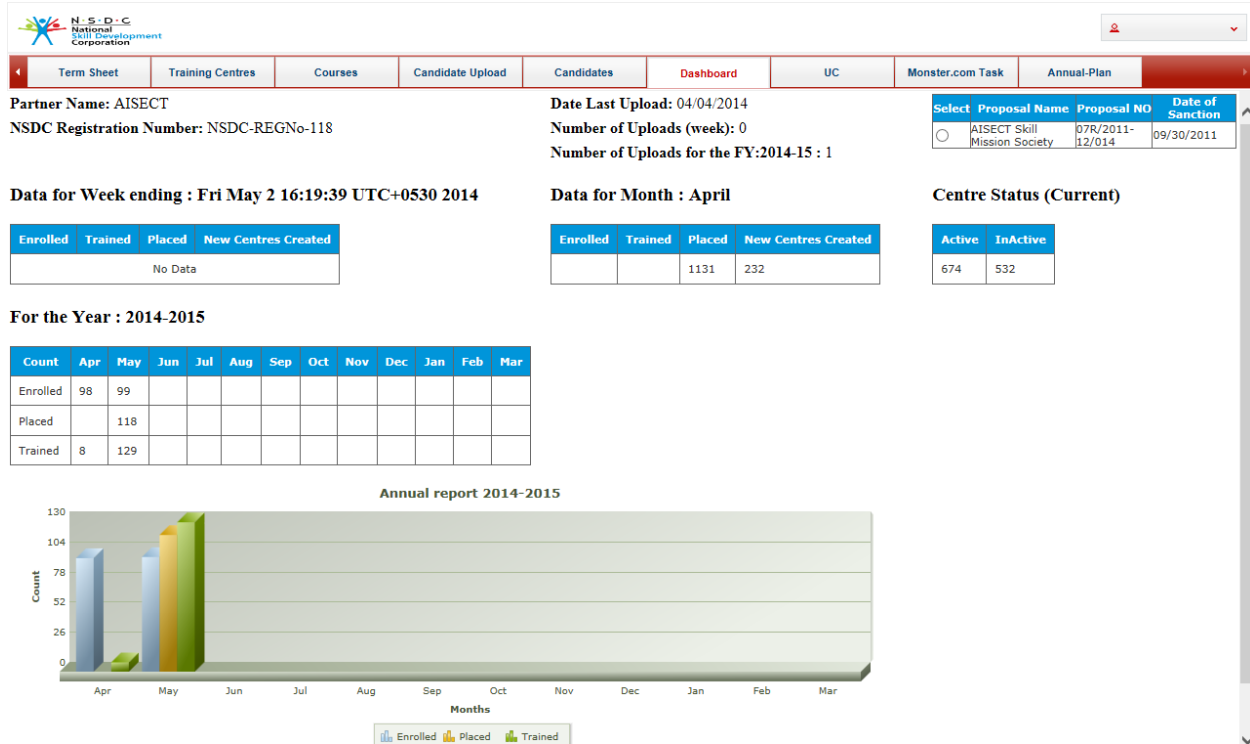


The screenshot shows the SDMS Login Page. In the top left corner, there is a logo for N-S-D-C National Skills Development Corporation. The main content area contains a 'Log In' form with the following elements: 'E-mail address' label and input field, 'Password' label and input field, a 'Remember me' checkbox, 'Login' and 'Clear' buttons, and a 'Forgot Password' link.

### Screen Shot: SDMS Login Page

- 2) Enter your "Username" and "Password" provided to you by NSDC and click "Login" button.
- 3) On successfully login, the Dashboard page is displayed

# Dashboard



Screen Shot: Partner Portal Dashboard

On Successful login to the Portal, the Dashboard of the Training Partner is displayed. The Dashboard provides the Training Partner the real time performance information for the Financial Year that includes Year to Date, Project To Date\* and Monthly Performance information in terms of Enrolled, Trained, Placed and UpSkilled Information. The Dashboard also provides information of the Training Centres statuses that are Active/InActive #

The Dashboard is also provides information of the Number of Uploads made by the Partner in that week and Total number of uploads for the Financial Year, along with the Date of Last upload.

The Partner Name and NSDC Registration Number is displayed. The NSDC Registration Number is the unique number for the Partner that will be required hence forth to be inputted while uploading the candidate information.

The above dashboard will be against the Proposal submitted by the Partner. The Partner having multiple proposals will display Multiple Proposal number in the list with the Option buttons. The Dashboard performance number changes according to the Proposal option selected.

### Description of Dashboard

1. **Partner Name:** Displays the Organization name as stored in SDMS
2. **NSDC Registration Number:** This number is unique number assigned to respective NSDC Partner. While uploading Candidate data this number will be required to map Candidates with the Partner's organization
3. **Date of Last Upload:** Display's information of the date of last successful upload
4. **Number of Uploads (Week):** Provides count of Number of Successful uploads made in that week.
5. **Number of Uploads in FY:** Provides count of number of successful uploads in FY
6. **Proposal Name:** Proposal name as per NSDC records
7. **Proposal No.:** Number assigned against the Proposal by NSDC. This number will be required to map Candidates with the Proposal
8. **Date of Sanction:** Date on which Proposal was Approved
9. **Year to Date:** Provides Information of Partner Performance against the Proposal for the Financial Year
10. **Project to Date#:** Provides Information of Partner Performance against the Proposal against the sanction Project, till date
11. **Month wise Performance:** Provides information of Partner Performance month wise against the Proposal for the Financial Year

#### **Below are the parameters and the conditions used to arrive at the Performance Numbers:**

- *Enrolled: Count of Successful Candidates uploaded in SDMS mapped against the Batch Start Date\**
- *Trained: Count of Successful Candidates uploaded in SDMS with Training Status = Completed mapped against the Passing out Date\**
- *Placed: Count of Successful candidates uploaded in SDMS with Training Status = Completed AND Placement Status=Yes and mapped against the Date of Joining field\**
- *Up-skilled: Count of Successful candidates uploaded in SDMS with Training Status = Completed AND Placement Status = Yes AND Employment Type= 'Up-skilled' mapped against Passing out Date\**
- *New Centres Created: Number Centres Created with the time frame\**

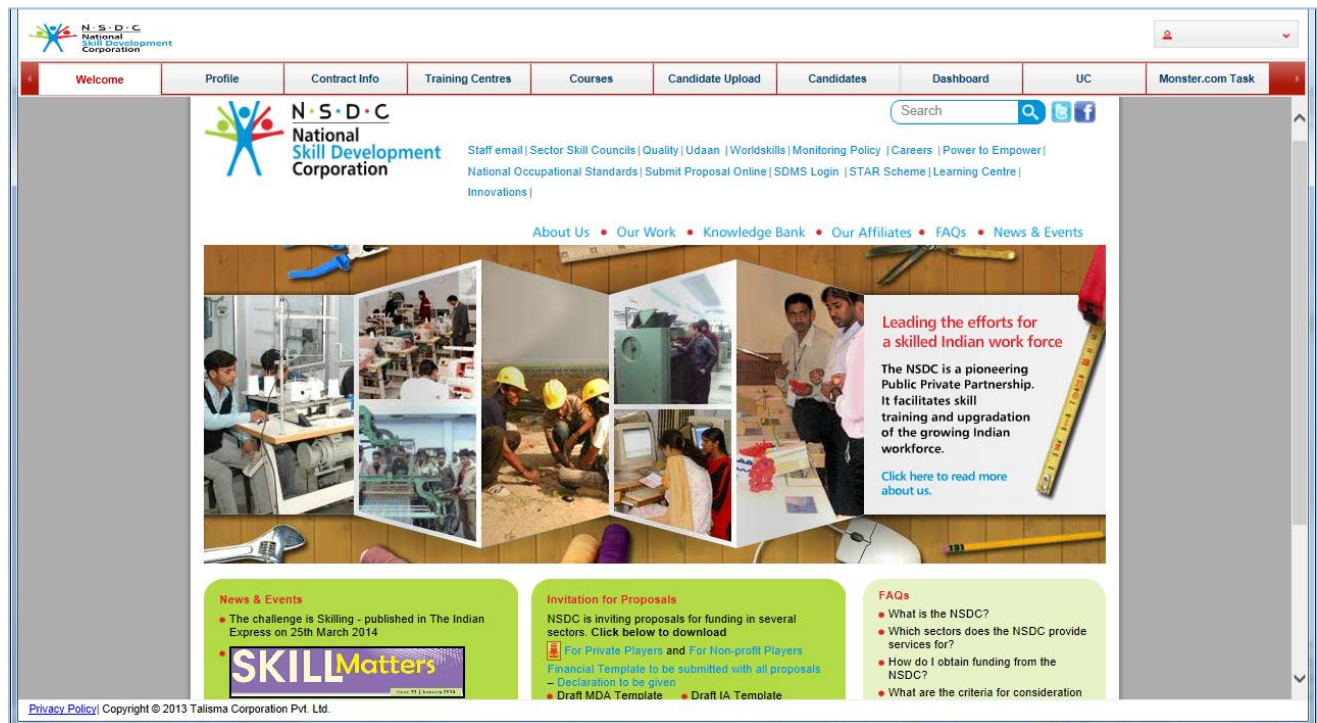
*Note: \* The Count of Year to Date, Project to Date and Month Wise performance is mapped against the date fields defined above*

**12. Centre Status:**

- **Active:** Number of Training Centres that are in Active Status as on Date
- **In-active:** Number of Training Centres that are in InActive status as on Date

**13. Annual Report:** The Annual Report will provide you with Month wise Analysis on Enrolled, Trained, Placed and Up-Skilled candidates against the Proposal selected by the Training Partner

# Welcome Page



Screen Shot: Welcome Page of Training Partner Portal

Welcome page will direct Training Partner to NSDC website where information pertaining to NSDC, Objectives, Knowledge Bank and FAQ's can be accessed directly from the Partner Portal. The Page also provides access to various other useful links to NSDC Training Partners.



## Partner Profile Tab:

The screenshot displays the 'Profile' tab of the NSDC Training Partner Portal. The account number is 118. The page is divided into two main sections: 'Main Corporate Office Details' and 'Contact Information'. The 'Main Corporate Office Details' section contains fields for Organization Name (AISECT), NSDC Registration Number (NSDC-REGNo-118), Organisation PAN, Email ID, Service Tax Registration Number, Address Line1, Address Line2 (Misrod), Address Line3, City (Bhopal), State (Madhya Pradesh), Country (India), Pincode (462401), and Company Website. The 'Contact Information' section contains fields for First Name (TestDemoLogin\_1), Middle Name, Last Name, Date of Birth, E-mail (TestDemoLogin\_1@gmail.com), and Mobile Number. A 'Submit' button is located at the bottom right of the form. The footer includes a 'Privacy Policy' link and copyright information for Talisma Corporation Pvt. Ltd. © 2013.

### Screen Shot: Profile Page of Training Partner Portal

The Profile tab introduces Partner with the Partner Organisation Details as per the data available in SDMS. The Profile page also provides the contact information of the person logged into the Portal. The Contact information is editable and recommended Partner to update the contact information to provide accurate information in SDMS.

The Organisation detail is Read Only information and cannot be modified.

*Note: Please make a note of NSDC Registration Number for reference and to be used while uploading the candidate.*

## Term Sheet

The Term sheet Tab provides Partner with the information that are as per the agreed contract terms with NSDC. This is a Read Only information meant to provide the Partner with the performance target information for reference purpose.

The Term sheet information is provided across four sections:

- a) Target States and Total Number of Centres: Provides information as per the Contract Term sheet of the Geographical spread of agreed State wise coverage and Total number of Centres
- b) Utilization Schedule – Source of Funds: Provides information of the Utilization Schedule information of the Source of Funds agreed by Training Partner.
- c) Utilization Schedule – Use of Funds : Provides information of the Utilization schedule of Use of Funds agreed by the Training Partner
- d) Sectorial Coverage: List of Sectors that will be covered by the Partners

To access the Term sheet information, please follow the steps given below:

- a) Click on Term Sheet Tab in the Portal.
- b) The list of Proposals will be displayed. Click on the Proposal ID
- c) The Term sheet information against the Proposal will be displayed.

Proposal ID	Proposal Name	ProposalNo
100	AISECT	07R/2011-12/014

Screen Shot: Proposal/Contract List of the Partner

Welcome		Profile		Contract Info		Training Centres		Courses		Candidate Upload		Candidates		Dashboard		UC		Monster.com Task			
<b>Proposal# 100</b>																		Expand All		Collapse All	
<b>Social and Financial Target Information</b>																					
<b>Target States and Number of Centers</b>																					
States & Union Territories										Numbers of Centres(No's)											
<input type="checkbox"/>	Uttar Pradesh									295											
<input type="checkbox"/>	Rajasthan									119											
<input type="checkbox"/>	Punjab									136											
<input type="checkbox"/>	Odisha									80											
<input type="checkbox"/>	Maharashtra									162											
<b>Utilization Schedule - Source of Funds</b>																					
Particulars										Financial Year					Value(Rs.)						
<input type="checkbox"/>	NSDC's Debt									2013-2014	36804996										
<input type="checkbox"/>	Capital Inputs by promoters (Equity)									2013-2014	12934999										
<input type="checkbox"/>	NSDC's Debt									2012-2013	39972405										
<input type="checkbox"/>	Capital Inputs by promoters (Equity)									2012-2013	13324135										
<input type="checkbox"/>	NSDC's Debt									2011-2012	61354604										
<b>Utilization Schedule - Use of Funds</b>																					
Particulars										Financial Year					Value(Rs.)						
<input type="checkbox"/>	Operating Loss									2013-2014	51739994										
<input type="checkbox"/>	Operating Loss									2012-2013	49496540										
<input type="checkbox"/>	Capital Expenditure									2012-2013	3800000										
<input type="checkbox"/>	Working Capital									2011-2012	17815138										
<input type="checkbox"/>	Operating Loss									2011-2012	57144000										
<a href="#">Back</a>																					
<a href="#">Privacy Policy</a> Copyright © 2013 Talisma Corporation Pvt. Ltd.																					

Screen Shot: Term Sheet Information.

Note: The Information of the Term sheet displayed will be in the Read Only Format

# Training Centres

Training Partner can view the list of all the Training centres created against the Account. The Training centre table to view is configured to display the Training Centre ID, Training Centre Name, Building Name & Number, Street Name, District, State and Training Centre Point of Contact Information.

Specify the search criteria, and click Search to view the required items.

Training Centre ID: Equals  Centre Name: Equals  State(TC): Equals

Training Centre ID	Centre Name	Building Name and Number	District(TC)	State(TC)
27613	AISECT TRAINING CENTER-W091	CREATIVE MANAGEMENT SERVICES PVTLT	Bardhaman	West Bengal
27612	AISECT TRAINING CENTER-U723	SHREE KAM FINSEC CONSULTANTS PVTLT	Banda	Uttar Pradesh
27611	AISECT TRAINING CENTER-U722	SHREE KAM FINSEC CONSULTANTS	Agra	Uttar Pradesh
27610	AISECT TRAINING CENTER-U707	INSTITUTE OF COMPUTER TRAINING And E	Shahjahanpur	Uttar Pradesh
27609	AISECT TRAINING CENTER-U698	ISPS Center	Kanpur(Nagar)	Uttar Pradesh
27608	AISECT TRAINING CENTER-U697	ISPS Center	Varanasi	Uttar Pradesh
27607	AISECT TRAINING CENTER-U695	SERVEHIT KAARI SEWA SANSTHAN	Raebareli	Uttar Pradesh
27606	AISECT TRAINING CENTER-U690	DIVANSSAJ SAMAJ OUTTHAN SEWA SANST	Lucknow	Uttar Pradesh
27605	AISECT TRAINING CENTER-U687	RAHAT DEVELOPMENT OF RURAL And URB	Hardoi	Uttar Pradesh
27604	AISECT TRAINING CENTER-U681	ASTRON COMPUTER EDUCATION	Baghpat	Uttar Pradesh
27603	AISECT TRAINING CENTER-U674	ISPS 1	Nainital	Uttarakhand
27602	AISECT TRAINING CENTER-U647	NEDS	Ferozabad	Uttar Pradesh
27601	AISECT TRAINING CENTER-U615	MLTS	Ghazipur	Uttar Pradesh
27600	AISECT TRAINING CENTER-U611	LBITICCCI	Ballia	Uttar Pradesh
27599	AISECT TRAINING CENTER-U574	GRAMODAY SEVA SANSTHAN	Maharajganj	Uttar Pradesh
27598	AISECT TRAINING CENTER-R274	ASPIRANT EDUCATION	Aimer	Rajasthan

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The Partner may choose to search the Training Centre by clicking on Search Option. To Search for Training Centre, please follow the Steps below.

## Training Centre – Search Option

- a) Click on the Search link
- b) Enter the Information OR select from the drop down list against the Search Field configured. For  
Ex: Select the State name from the List
- c) Click on Search. The Training Centres matching to the list will be displayed.

Ex: If the State Name Andhra Pradesh is selected, all the Training Centre crated under Andhra Pradesh state will be displayed.

Note: If multiple Search parameters are entered, the result displayed is combination of condition satisfying the Search conditions.

## Create new Training Centre

Please follow the Steps below to create a new Training Centre:

- Click on the Create button on the bottom right corner of the Screen
- The Create Training Centre form will be displayed
- Please fill up all of the required field's information and click on Submit button.
- To discard the entries made, you may click on the Back button to move to previous page of displaying all Training centres.

Screen Shot: Create New Training Center

Note:

- The fields marked with red dots are the Mandatory fields that need to be entered.
- Click on the individual forms to fill up the information pertaining to Point of Contact, Training Calendar and Annual Plan.

## Training Centre Information:

This form contains the important mandatory set of fields required to create the Training centre. All the fields defined here are self – explanatory. To access more information, please click on the help icon against the field to display the tool tip against the field.

## Training Centre Point of Contact:

Training Partner need to update the Training centre point of contact information of this Centre. All the fields marked with red dot are mandatory fields like First Name, Last Name, Email, Designation and Mobile Number

The screenshot displays the N.S.D.C. National Skill Development Corporation web application interface. The top navigation bar includes links for Welcome, Profile, Contract Info, Training Centres (highlighted), Courses, Candidate Upload, Candidates, Dashboard, UC, and Monster.com Task. The left sidebar contains a tree view with 'Training Centre Information' expanded, showing 'Training Centre Point of Contact', 'Training Calender', and 'Annual Plan'. The main content area is titled 'Create Training Centre' and features a 'POC Information' section with the following fields: First Name\*, Middle Name\*, Last Name\*, E-mail\*, Designation, and Mobile Number\*. A red callout box with the text 'Click on this page to enter point of contact details' points to the 'Training Centre Point of Contact' link in the sidebar. The bottom of the page includes a 'Back' button, a 'Submit' button, and a footer with 'Privacy Policy' and 'Copyright © 2013 Talisma Corporation Pvt. Ltd.'.

## Training Calender

The Training Partner may choose to update the Training Calender information against the Centre. The details such as Sector, Course Name, Course Fees, Job Role, Minimum Education required, Course Duration, Batch Start Date and Batch End Date field need to be provided. The information provided in this calendar will be used to consolidate and provide search option for the candidates to search for the Training courses conducted by the Training Partner. This will also help to mobilize candidates enquiring about the courses by State, District, Training Partner and Sector wise.

The screenshot shows the 'Create Training Centre' page in the N.S.D.C. system. The 'Training Calender' section is highlighted with a red border. The table below is as follows:

	Sector	Course Name	Course Fees	Job Role	Minimum Education Level Required	Course Duration In Hours(Per Day)	Course Duration(In Days)	Batch Start Date	Batch End Date
<input type="checkbox"/>	▼				▼			📅	📅
<input type="checkbox"/>	▼				▼			📅	📅
<input type="checkbox"/>	▼				▼			📅	📅
<input type="checkbox"/>	▼				▼			📅	📅

Please follow the steps to update the Calender Entry.

1. Click on the Training Centre ID to open the Training Centre Item view
2. Click on Training Calender Page
3. Click on Add to add entries against Sector Name, Course Name and other fields.
4. For the Entries already exists, you may change the entries to edit the Training schedule or change the Calender



5. To delete an Enrtry, select the check box and click on Delete button
6. Once completed, click on Submit button to submit the calender entry against the Training Centre.

## Annual Plan – Training Centre Update

Training partners are encouraged to submit the Annual plan at the beginning of the Year. For the Training Partners to update the Annual plan against the Training Centre, please follow the steps given below:

1. Click on the Training Centre ID to open the Training Centre Item view or click on Create to Create a new Training Centre
2. Click on Annual Plan Page in the Training Centre
3. Click on Add to add entries against Annual Plan Centrewise Training and Placement.

Note: The Annual plan against the Training centres can be submitted only at the Beginning of the calendar Year for the next Financial Year. The Form will be enabled to make entries against every Training Centre and New Training Centre.

The screenshot displays the 'Create Training Centre' interface. The top navigation bar includes 'Welcome', 'Profile', 'Contract Info', 'Training Centres', 'Courses', 'Candidate Upload', 'Candidates', 'Dashboard', 'UC', and 'Monster.com Task'. The left sidebar menu is expanded to show 'Annual Plan'. The main content area features two table headers: 'Annual Plan Centrewise Training' and 'Annual Plan Centrewise Placement'. Each table has columns for 'Annual Action Plan - Year', months from 'Apr' to 'Mar', 'Total for Financial Year', '% Distribution', and 'Remarks'. A red callout box points to the 'Annual Plan' link in the sidebar with the text 'Click on this page to view annual plan'. The bottom of the page has 'Back' and 'Submit' buttons.

# Courses

Starting from the new Financial Year 2014-15, the Training Partners will be allowed to make enrolments only against the Approved Courses by the Standards and QA team. The Training partners are recommended to align their courses as per the QP norms of the Qualification pack for the Sector. All such QP aligned courses are needed to be submitted to the Standards & QA team for their approval. To view already existing courses against the Training Partner, please follow the steps given below:

1. Click on the Courses tab in the new Partner Portal.
2. List of all the Courses created by the Training Partner will be displayed
3. The Column QP-NOS Aligned Course will have the values:
  - a. Yes - Course are approved by Standard and QA Team
  - b. No - Course Not Approved
  - c. Exception – Course Approved with Exception, valid for Enrolments till Validity Date

Course Master ID	Name	Broad Economic Sector	NSQF Level	QP-NOS Aligned Course	Date of Approval
849	Data Entry Operator	IT and ITES (Informal Employment)		Yes	31-Mar-14 12:00 AM
850	Diploma in Refrigerator and Air Conditioni	Electronics and IT Hardware		Yes	31-Mar-14 12:00 AM
851	Certificate in Computerised Financial Acco	Banking and Financial Services		Exception	31-Mar-14 12:00 AM
852	Certificate in Fire safety and Security Man	Security		Exception	31-Mar-14 12:00 AM
873	Advance Diploma in Computer Hardware	Auto and Auto components		Yes	
878	Application Programmer	Auto and Auto components		Yes	
900	Certificate in Computer Hardware Enginee	Organised Retail		Yes	
904	Certificate in Insurance Training (CIT)	Telecom		Yes	
907	Certificate in Multimedia and Animation D	Telecom		Yes	
919	Diploma in Electrical Technician (DET)	IT and ITES (Informal Employment)		Exception	
922	Diploma in Radio and TV Technician (DR)	IT and ITES (Informal Employment)		Exception	

Screen Shot: List of Approved Courses

Course creation will initiate course approval process at NSDC. All courses created will be forwarded to NSDC Standard & QA team.

Partners will be informed over the mail on Approval or Rejection of course

## Add a new Course

**Course Master# 1810** Expand All | Collapse All

**Course Details** Clear

Please provide details of Course Offered by your Organization

Course Name	Diploma in Electrical Technician (DET)
Broad Economic Sector *	Building, Construction and Real Estate Services
Sector Skill Council *	Construction Skill Development Council of India
Job Role *	
QP Name *	
QP Reference ID *	
NSQF Level	
Name of the Certificate Issued	
Minimum Age	
Minimum Education Required	
Course Duration(In days) *	
Number of hours in a day *	
Course Fee *	

**Course Approval Parameters**

SSC not available for that course, attach Endorsement letter from 3 employers on company letter head  
SSC available but QP not available, attach e-mail sent to SSC  
SSC and QP both available, attach syllabus, curriculum copy [Curriculum Template](#)

Attach Relevant Document For Course Approval \*

Name	Modified On	Comments
------	-------------	----------

[Add Attachment](#)

**Course Description** Clear

Please provide the Course Description in not less than 300 characters

Course Description

[Back](#) [Submit](#)

### Screen Shot: Adding a New Course

#### Note:

- a) Course will be created against the Broad Economic Sector selected
- b) All fields marked as \* are Mandatory fields
- c) Course Approval Parameters(Mandatory Documents to be attached):
  - **For the Course created against the Sector that does not have the Sector Skill council, scanned copy of Endorsement letter from 3 Employers on the Company letter need to be attached**
  - **For the Sector that has Sector Skill Council and does not have a QP, the Endorsement Email from Sector Skill Council need to be attached as document**
  - **For the Sector Skill Council and QP available, Syllabus and Curriculum copy need to be attached. Partner may download the Curriculum Template from the link provided in the screen**

# Candidate Upload

Training Partners can upload candidate information in to the SDMS by clicking on the Candidate upload tab in the Portal. The tab will be displayed as below.

Upload Filename	Upload Type	ExcelValidationStatus	DBValidationStatus	DateTime
CandidateRegistrationandEnrolment_798Records.xls	Insert	PASS		07-Apr-14 2:39:42 PM
CandidateRegistrationandEnrolment_798Records.xls	Insert	PASS		07-Apr-14 12:52:16 PM
CandidateRegistrationandEnrolment(1).xls	Insert	PASS		07-Apr-14 12:40:42 PM
CandidateRegistrationandEnrolment(1).xls	Insert	PASS		07-Apr-14 12:36:07 PM
updateonly.xls	Update	PASS		07-Apr-14 12:34:46 PM
updateonly.xls	Update	PASS		07-Apr-14 12:34:25 PM
CandidateRegistrationandEnrolment(1).xls	Insert	FAIL <a href="#">ErrorDetails</a>	Validation Fail	07-Apr-14 12:29:18 PM
updateonly.xls	Update	PASS		07-Apr-14 12:29:12 PM
updateonly.xls	Update	FAIL <a href="#">ErrorDetails</a>	Validation Fail	07-Apr-14 12:25:34 PM
CandidateRegistrationandEnrolment(1).xls	Insert	FAIL <a href="#">ErrorDetails</a>	Validation Fail	07-Apr-14 12:21:32 PM

In this SDMS enhancement, two different upload options are provided-

- One for uploading new candidates (Insert Option)
- One for updating already uploaded candidates (Update Option)

Partner can choose the type of Upload by selecting the provided button.

Please click on the link in the URL to download the template. The Upload template is attached below:



CandidateRegistratio  
nandEnrolment.xls

Below are the list of fields and the validations against each field:

## Steps:

- Select the Option from Two types of options that are provided
  - For Uploading New Candidates (Insert)
  - For Updating the existing Candidates (Update)
- Click on the URL Link to Download the Template
- Fill in the data for the candidates as per instruction provided on Template. Click on Browse to select the file and Upload.
- System will show Pass/Fail status of excel upload. In case of fail, an error log will be generated.
- Error log will give support # for the help plus it will give details of erroneous records with complete description of error
- Snap shot of complete information is provided below

FieldName	CHECK CRITERIA			DATE (DD-MM-YYYY)	NUMERIC	Field Length	ALPHA NUMERIC	CHARACTER	SPECIAL CHARACTER	Restricted Values	Comments
	Insert Fields	Update Fields									
NSDCRegistrationNumber	✓ M	✓ M					✓				Unique Registration Number of the Partner Account
ProposalNumber	✓ M	✓ M					✓				Unique Proposal Number - Against which the Enrolment entry will be recorded
CentreID	✓ M	✓ M		✓							Training Centre ID from the list Training centre in Portal
Enrollmentnumber	✓ M	✓ M					✓		✓		Should be Unique for every Training Centre
Salutation	✓									Refer DropDownValues Sheet	Should match against the Gender Field. As per the Drop down List provided
FirstNameCandidate	✓ M	✓ M						✓	✓		Text with No Special Characters and Numbers
LastNameCandidate	✓ M	✓ M						✓	✓		Text with No Special Characters and Numbers
GuardianType	✓									Refer DropDownValues Sheet	Should match against the Gender Field. As per the Drop down List provided
DateofBirth	✓ M	✓ M	✓								Date of Birth Not Great than Year 2000
PlaceofBirth	✓										Text with No Special Characters and Numbers
FirstNameofFatherGuardian	✓ M	✓ M						✓	✓		Text with No Special Characters and Numbers
LastNameofFatherGuardian	✓ M	✓ M						✓	✓		Text with No Special Characters and Numbers
Mother's Maiden Name	✓										Text with No Special Characters and Numbers
AadharEnrolmentNo	✓	✓						✓			Aadhaar Enrolment Number Format
Aadharno	✓	✓		✓			12				12 Digt Valid Aadhaar Number
RationCardNumber	✓	✓									As per Ration Card Number Format
Gender	✓ M									Refer DropDownValues Sheet	Should match the Salutation and Guardian Type. As per the Drop down List provided
CasteCategory	✓ M									Refer DropDownValues Sheet	As per the Drop down List provided
Religion	✓ M										
TraineeAddress	✓ M										
TcState	✓ M									Refer DropDownValues Sheet	Ensure The State & District Combination Selected is correct in the Candidate Upload File or else Data import validation will fail.
TcDistrict	✓ M									Refer DropDownValues Sheet	
PINCode	✓			✓			6				6 Digit Number

**Note: The Items that are marked with Red check are De-Dup Fields that are Mandatory to be entered in both Insert and Update Mode**

FieldName			CHECK CRITERIA						Restricted Values	Comments
	Insert Fields	Update Fields	DATE (DD-MM-YYYY)	NUMERIC	Field Length	ALPHA NUMERIC	CHARACTER	SPECIAL CHARACTER		
ContactnoofTrainee	✓ M	✓		✓	10				10 Digit Valid Mobile Number	
E-mailDofTrainee	✓	✓							Valid Email address format	
PreTrainingStatus	✓ M							Refer DropDownValues Sheet	As per the Drop down List provided	
Noofyearspreviousexperience	✓			✓	Should be Numeric with range 0 to 42				Should be Numeric with in the range	
Noofmonthsofpreviousexperience	✓				Should be Numeric with range 0 to 11				Should be Numeric with in the range	
EducationLevel	✓ M							Refer DropDownValues Sheet	As per the Drop down List provided	
TechnicalEducation	✓ M								This field can have only the specified values	
SectorCovered	✓ M							Refer DropDownValues Sheet	As per the Drop down List provided. Only the Valid Approved Sectors against the Proposal to be entered	
CourseID	✓ M								Course ID of the Approved Course by the Standards and QA Team	
CourseFee	✓ M									
SkillInstructorOrTrainerName	✓	✓					✓	✓	Text with No Special Characters and Numbers	
FeePaidBy	✓ M							Refer DropDownValues Sheet	As per the Drop down List provided	
BatchStartDate	✓ M		✓						Valid Date field. Should not be < 5 Days from Current Date	
BatchEndDate	✓ M		✓						Valid Date field. The difference between Batch Start Date and Batch End Date cannot be < 30	
TrainingStatus	✓ M	✓ M						Refer DropDownValues Sheet	As per the Drop down list provided. For Insert 'Only On-Going' is enabled	
DataSubmitforMonth	✓ M						✓	Refer DropDownValues Sheet	As per the drop down list provided	
DataSubmitforYear	✓ M			✓		4		Refer DropDownValues Sheet	As per the drop down list provided	
Attendance(in%)	✓ M	✓ M		✓					Numeric and cannot be > 100	
PassingoutDate		✓	✓						Date field. Should be > Batch End Date	
Grade		✓					✓	Refer DropDownValues Sheet	As per the drop down list provided	
Certified		✓						Refer DropDownValues Sheet	As per the drop down list provided	
CertificationDate		✓	✓						Date field. Should be > Passing out Date	
CertificatenameOrAward		✓				✓			Mandatory if Certified = Yes	
Certificateno		✓				✓			Mandatory if Certified = Yes	
Assessment Date		✓	✓						Valid Assessment Date. Should be > Batch End Date	
Agency		✓					✓		Valid Agency Name	
Assessor		✓					✓		Valid Assessor Name	
Certifying Agency		✓					✓		Valid Certifying Agency Name	
PlacementStatus		✓						Refer DropDownValues Sheet	As per the drop down list provided	
EmploymentType		✓						Refer DropDownValues Sheet	Mandatory if PlacementStatus=Y	
Apprenticeship		✓						Refer DropDownValues Sheet	As per the drop down list provided	
Undertakingforselfemployedcollectedfromthetraine		✓						Refer DropDownValues Sheet	As per the drop down list provided	
Proofofupskillingprovided		✓						Refer DropDownValues Sheet	As per the drop down list provided	
Typeofproof		✓						Refer DropDownValues Sheet	As per the drop down list provided	
DateofJoining		✓	✓						Mandatory if PlacementStatus=Y	
EmployerNameOrSelfEmployed		✓					✓		Mandatory if PlacementStatus=Y	
EmployerContactPersonName		✓					✓		Mandatory if PlacementStatus=Y	
EmployerContactPersonDesignation		✓							Mandatory if PlacementStatus=Y	
EmployercontactNo		✓		✓					Mandatory if PlacementStatus=Y	
LocationofemployerState		✓						Refer DropDownValues Sheet	Mandatory if PlacementStatus=Y	
LocationofemployerDistrict		✓						Refer DropDownValues Sheet	Mandatory if PlacementStatus=Y	
Feedbackcollectedfromemployer		✓							Mandatory if PlacementStatus=Y	
frequencyoffeedback		✓							Mandatory if PlacementStatus=Y	
StateofplacementORwork		✓						Refer DropDownValues Sheet	Mandatory if PlacementStatus=Y	
DistrictofplacementORwork		✓						Refer DropDownValues Sheet	Mandatory if PlacementStatus=Y	
MonthlyEarningOrCTCbeforeTraining		✓		✓					Mandatory if PlacementStatus=Y	
MonthlyCurrentCTCRearning		✓		✓					Mandatory if PlacementStatus=Y	

Note: Important changes in the Candidate Upload

- a) NSDCRegistrationNumber field need to entered instead of Partner Name
- b) Proposal Number should be entered. Partner can view the Proposal Number in their Dashboard
- c) Candidate Name – Partner need to updated both First Name and Last Name of the Candidate
- d) Date of Birth is the mandatory field
- e) FatherorGuardianName – First Name and Last Name of the Father/Guardian Name need to be entered

## Updating Existing Candidates (Update Option)

1. In case where training partner needs to update some fields of candidate information, they can do so by using bulk update feature.
2. Partner can select “Update” option.

Welcome Profile Details Training Centre **STAR Upload** Batches Help

**NSDC partner update candidate registration under STAR scheme**

[Click Here to download Template and Data Type specification for STAR Candidates](#)

Upload Type :-  Update  Insert  No file chosen

Upload status: [Refresh](#) Refreshed :03-May-14 4:47:27 PM

3. Partner needs to follow the given steps to update the candidate information-
4. Use the same excel template which was used for uploading the candidates.
5. Keep de-dupe fields exactly the same as in the sheet used for uploading candidate information.
6. The de-dupe fields used are-
  - **NSDC Registration Number**
  - **Candidate First Name**
  - **Candidate Last Name**
  - **Date of Birth**
  - **First Name of Father/HusbandOrCareTaker**
  - **Last name of Father/HusbandOrCareTaker**
  - **Course ID**
  - **Enrolment Number**
  - **Training Centre ID**
7. Fill in the other columns which need to be updated.
8. Upload the sheet on portal.

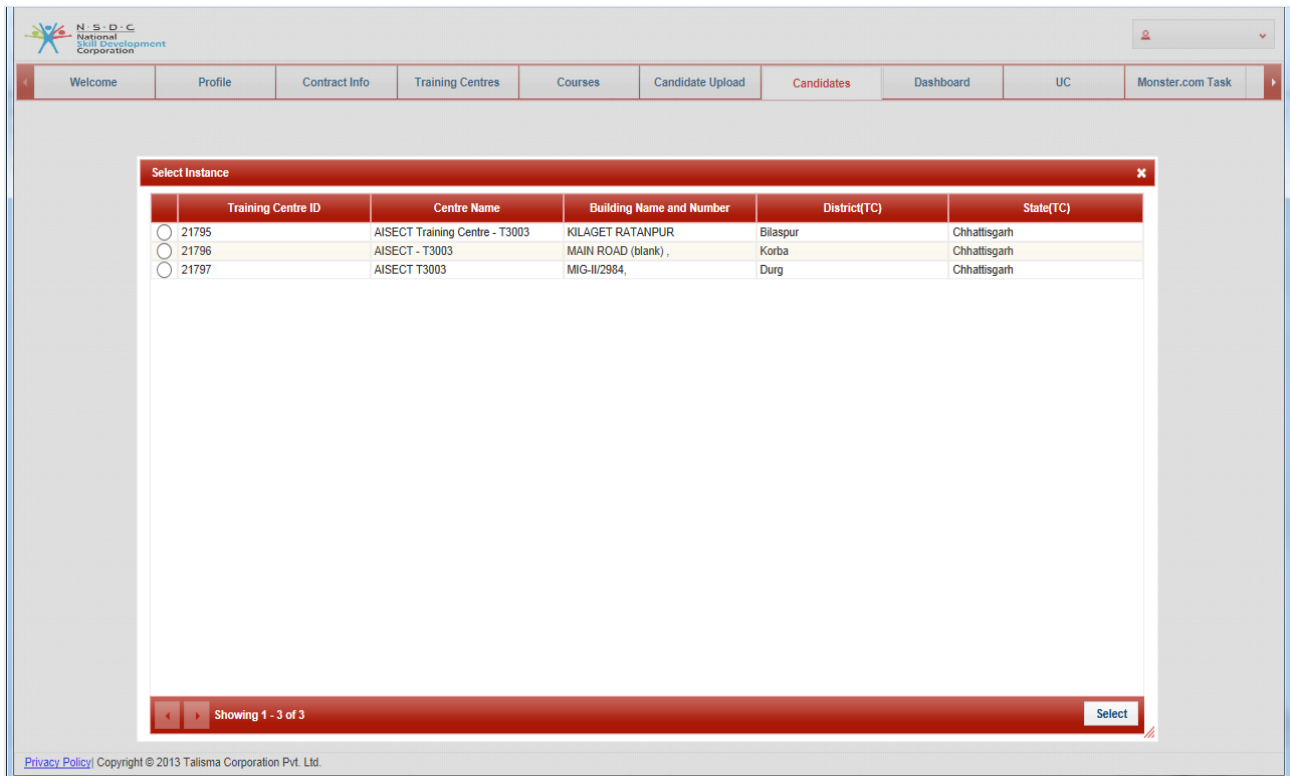
**Please note that, SDMS identifies a unique candidate enrolment based on the de-dupe fields mentioned above. Partner needs to make sure that, while updating fields in bulk, these 9 fields must be kept exactly the same for the candidate for which details need to be updated.**

**If any of these are modified, the update will fail.**

## Candidates

Training Partners can view the Candidates uploaded against their Training Centre. To View the Candidate information, please follow the steps given below:

- 1) Click on the Candidates Tab
- 2) Select the Training Centre instance and click on Select  
(Training Centre are group by State Name for easy location of the Training Centre)
- 3) The List of candidates trained under that Centre will be displayed.



The screenshot displays the SDMS interface with a 'Select Instance' dialog box open. The dialog box contains a table with the following data:

Training Centre ID	Centre Name	Building Name and Number	District(TC)	State(TC)
<input type="radio"/> 21795	AISECT Training Centre - T3003	KILAGET RATANPUR	Bilaspur	Chhattisgarh
<input type="radio"/> 21796	AISECT - T3003	MAIN ROAD (blank)	Korba	Chhattisgarh
<input type="radio"/> 21797	AISECT T3003	MIG-II/2984,	Durg	Chhattisgarh

At the bottom of the dialog box, it shows 'Showing 1 - 3 of 3' and a 'Select' button.

Screen Shot: Candidate Details through Centres



N.S.D.C. National Skill Development Corporation										
Welcome	Profile	Contract Info	Training Centres	Courses	Candidate Upload	Candidates	Dashboard	UC	Monster.com Task	
Candidate Details ID	Name	Name of Father/Husband	Enrollment Number	SDMSEnrolmentNum	Name	Batch Start Date	Batch End Date	Training Status	Placement Status	
3152905	DummyCandidate1	DummyFather1	AISECT-ENRL-001	NSDC-ENRL-3152905	Certificate in Insurance	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152906	DummyCandidate2	DummyFather112	AISECT-ENRL-002	NSDC-ENRL-3152906	Certificate in Fire safety	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152907	DummyCandidate3	DummyFather223	AISECT-ENRL-003	NSDC-ENRL-3152907	Certificate in Computer I	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152908	DummyCandidate4	DummyFather334	AISECT-ENRL-004	NSDC-ENRL-3152908	Certificate in Computeris	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152909	DummyCandidate5	DummyFather445	AISECT-ENRL-005	NSDC-ENRL-3152909	Certificate in Insurance	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152910	DummyCandidate6	DummyFather556	AISECT-ENRL-006	NSDC-ENRL-3152910	Certificate in Fire safety	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152911	DummyCandidate7	DummyFather667	AISECT-ENRL-007	NSDC-ENRL-3152911	Certificate in Computer I	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152912	DummyCandidate8	DummyFather777	AISECT-ENRL-008	NSDC-ENRL-3152912	Certificate in Computeris	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	Y	
3152913	DummyCandidate9	DummyFather788	AISECT-ENRL-009	NSDC-ENRL-3152913	Certificate in Insurance	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152914	DummyCandidate10	DummyFather2	AISECT-ENRL-010	NSDC-ENRL-3152914	Certificate in Fire safety	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152915	DummyCandidate11	DummyFather13	AISECT-ENRL-011	NSDC-ENRL-3152915	Certificate in Computer I	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152916	DummyCandidate12	DummyFather24	AISECT-ENRL-012	NSDC-ENRL-3152916	Certificate in Computeris	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	Y	
3152917	DummyCandidate13	DummyFather35	AISECT-ENRL-013	NSDC-ENRL-3152917	Certificate in Insurance	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152918	DummyCandidate14	DummyFather46	AISECT-ENRL-014	NSDC-ENRL-3152918	Certificate in Fire safety	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152919	DummyCandidate15	DummyFather57	AISECT-ENRL-015	NSDC-ENRL-3152919	Certificate in Computer I	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Completed	N	
3152920	DummyCandidate16	DummyFather68	AISECT-ENRL-016	NSDC-ENRL-3152920	Certificate in Computeris	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152921	DummyCandidate17	DummyFather79	AISECT-ENRL-017	NSDC-ENRL-3152921	Certificate in Insurance	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152922	DummyCandidate18	DummyFather90	AISECT-ENRL-018	NSDC-ENRL-3152922	Certificate in Fire safety	01-Apr-14 12:00 AM	30-Apr-14 12:00 AM	Enrolled	N	
3152923	DummyCandidate400	DummyFather336	AISECT-ENRL-111	NSDC-ENRL-3152923	Certificate in Insurance	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152924	DummyCandidate401	DummyFather337	AISECT-ENRL-112	NSDC-ENRL-3152924	Certificate in Fire safety	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152925	DummyCandidate402	DummyFather338	AISECT-ENRL-113	NSDC-ENRL-3152925	Certificate in Computer I	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152926	DummyCandidate403	DummyFather339	AISECT-ENRL-114	NSDC-ENRL-3152926	Certificate in Computeris	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152927	DummyCandidate404	DummyFather340	AISECT-ENRL-115	NSDC-ENRL-3152927	Certificate in Insurance	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152928	DummyCandidate405	DummyFather341	AISECT-ENRL-116	NSDC-ENRL-3152928	Certificate in Fire safety	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152929	DummyCandidate406	DummyFather342	AISECT-ENRL-117	NSDC-ENRL-3152929	Certificate in Computer I	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152930	DummyCandidate407	DummyFather343	AISECT-ENRL-118	NSDC-ENRL-3152930	Certificate in Computeris	01-May-14 12:00 AM	31-May-14 12:00 AM	Enrolled	N	
3152931	DummyCandidate408	DummyFather344	AISECT-ENRL-119	NSDC-ENRL-3152931	Certificate in Insurance	01-May-14 12:00 AM	31-May-14 12:00 AM	Completed	Y	
3152932	DummyCandidate409	DummyFather345	AISECT-ENRL-111	NSDC-ENRL-3152932	Certificate in Fire safety	01-May-14 12:00 AM	31-May-14 12:00 AM	Completed	N	
3152933	DummyCandidate410	DummyFather347	AISECT-ENRL-111	NSDC-ENRL-3152933	Certificate in Computer I	01-May-14 12:00 AM	31-May-14 12:00 AM	Completed	N	
3152934	DummyCandidate411	DummyFather348	AISECT-ENRL-112	NSDC-ENRL-3152934	Certificate in Computeris	01-May-14 12:00 AM	31-May-14 12:00 AM	Completed	Y	

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## Screen Shot: Candidate Details

### Searching Candidates

The Candidates displayed can be searched further by choosing the Search Option.

N.S.D.C. National Skill Development Corporation										
Welcome	Profile	Term Sheet	Training Centres	Courses	Candidate Upload	Candidates	Dashboard	UC	Monster.com Task	
Search   Show All										
Specify the search criteria, and click Search to view the required items.										
Course Name: Equals		<input type="text"/>			Training Status: Equals		<input type="text"/>			
Placement Status: Equals		<input type="text"/>								
Search					Clear					

Steps:

1. Click on the Search Hyper link.
2. Enter the Centre Name OR Training Status OR Placement Status
3. Click on Search

The list of candidates satisfying the Search condition will be displayed.

## Export to Excel:

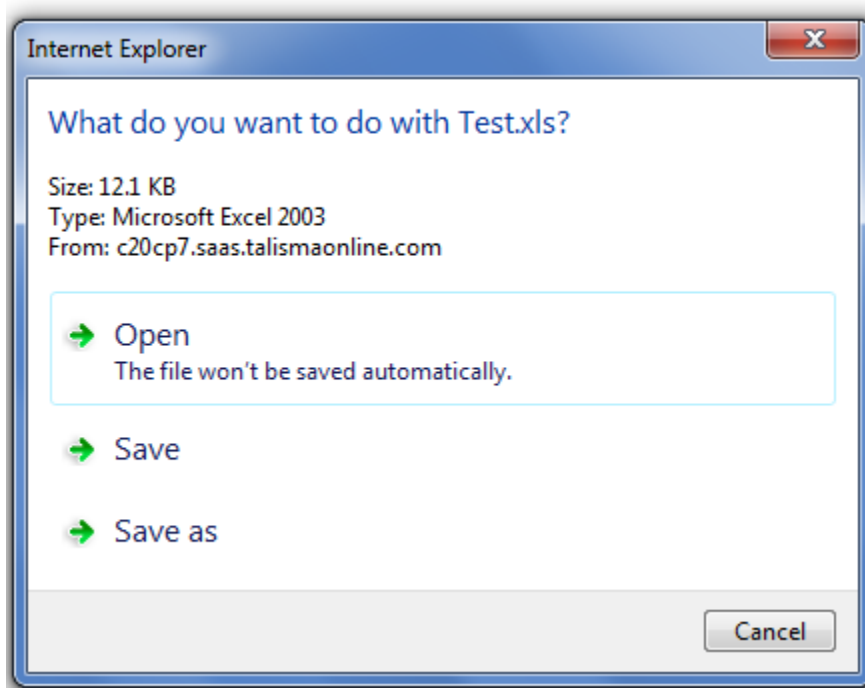
The output displayed can be exported to Excel file.

Steps:

1. Click on the Bottom Right Hand Corner Icon Export to Excel.



2. The Option to save the file will be displayed.

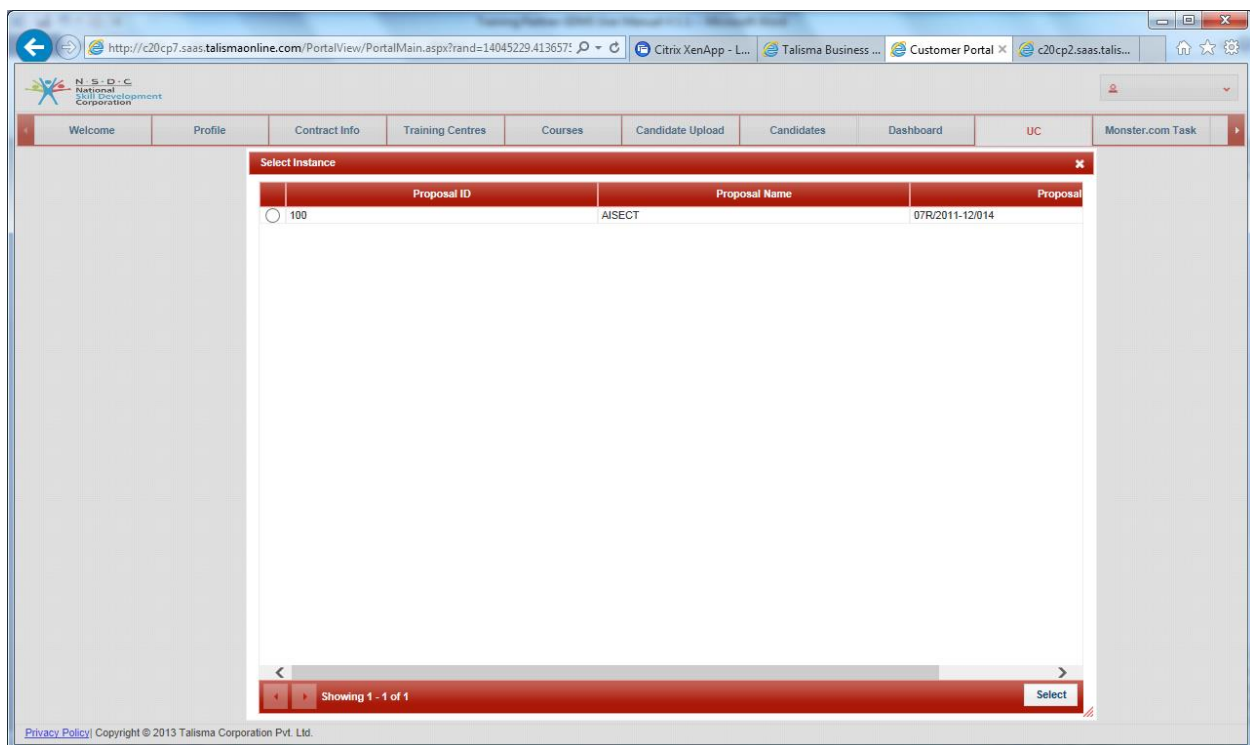


3. Click on Save As, to give a File Name and Save the file on your local machine. .

# Utilization Certificate

Partners may now submit the Utilization certificate online. To Submit the Utilization Certificate online, please follow the steps give below

1. Click on the tab named UC
2. The Portal will prompt you to select the Proposal
3. Select the Proposal from the list and click on Select
4. The Utilization Certificates submitted till date will be displayed.



Screen Shot: Utilization Certificate Tab

Name	Financial Year	Quarter
<input type="radio"/> <a href="#">UC-AISECT-07R/2011-12/014-2013-14-Q3</a>	2013-14	Q3
<input type="radio"/> <a href="#">UC-AISECT-07R/2011-12/014-2013-14-Q1</a>	2013-14	Q1
<input type="radio"/> <a href="#">UC-AISECT-07R/2011-12/014-2013-14-Q2</a>	2013-14	Q2

Showing 1 - 3 of 3 Create

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Utilization certificate is mapped against the proposal submitted to NSDC. This will again be segregated into years and quarters.

Select the proposal and click on “Select” button to open screen for add UC, year and quarter wise

## To Submit the New Utilization Certificate

Steps:

1. Click on the Create button to open up the new Utilization Certificate Form
2. Please select the Mandatory Financial Year, Quarter and enter the Opening Balance Amount for the UC
3. Update other fields against the following sections.

### Utilization Certificate Details Section:

▼ Utilization Certificate Details Clear

Financial Year *	<input type="text"/>	▼
Quarter *	<input type="text"/>	▼
Opening Balance(Amount in Rs.)*	<input type="text"/>	

### Receipts Section:

▼ Receipts Clear

NSDC Disbursement - Loan	<input type="text"/>
NSDC Disbursement - Grant	<input type="text"/>
NSDC Disbursement - Equity	<input type="text"/>
NSDC Disbursement - Share Application Money	<input type="text"/>
Promoters Contribution - Equity	<input type="text"/>
Promoters Contribution - Share Application Money	<input type="text"/>
Promoters Contribution - In any other form	<input type="text"/>
Fee Collected	<input type="text"/>
Royalty from franchise	<input type="text"/>
Royalty from content	<input type="text"/>
Interest received on F.D.	<input type="text"/>
Receipt on Sale of Fixed Assets	<input type="text"/>

### Other Receipts:

▼ Other Receipts

Other Receipts	
Particular	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Click on Add to add the Particulars against the other receipts

**Operational Expenses Section:**

<span style="color: red;">▼</span> Operational Expenses	<span style="color: red;">Clear</span>
Rent	
Salary - Directors and CEO	
Salary - Payroll Employees	
Salary - Contractual Employees	
Salary - Incentives (Gratuity/PF etc.)	
Staff Welfare and Training	
Repair and Maintenance	
Filing / Membership Fees/ ROC fees	
Professional fees	
Legal fees	
Foreign Travel	
Domestic Conveyance and Traveling Expenses	
Assessment / Certification Expenses	
Insurance Charges	
Recruitment Expenses	
Printing / Stationery / Courier and Postage	
Telephone, Water, Electricity Expenses	

**Other Operational Expenses**

<span style="color: red;">▼</span> Other Expenses	
Other Expenses	
Particular	Amount

Add
Delete

- Click on Add to add the Particulars against the other operational expense

## Capital Expenses:

▼ Capital Expenses Clear

Land and Building	<input type="text"/>
Training Equipment	<input type="text"/>
Computers / Printer / Laptops	<input type="text"/>
Office Equipments / Projector/ AC	<input type="text"/>
Furniture / Fixture	<input type="text"/>
Electrical Fittings	<input type="text"/>
Vehicles	<input type="text"/>
Software	<input type="text"/>
Content Development	<input type="text"/>

Please input the details against other Capital Expenditure

Other Capex	Total Capex	Total Expenses
		<input type="button" value="Add"/> <input type="button" value="Delete"/>

- Click on Add to add the Particulars against the other operational expense

## Utilization Certificate Attachment:

▼ Utilization Certificate Attachment

Please attach your Scanned copy of Utilization Certificate here. The Utilization Certificate should be audited and signed by the Chartered Accountant.

Utilization Certificate \*

Name	Modified On	Comments	
			?
			<input type="button" value="Add Attachment"/>
<input type="button" value="Back"/>		<input type="button" value="Submit"/>	

The Partner should submit the signed audited scanned copy of the Utilization certificate as attachment before submission.

## Monster.com Tasks

NSDC has tied up with the recruitment agency like Monster to enable; Candidates who have completed the Training should be placed for last 3 months after the completion of Training to be placed in the Industry. Based on the Integration workflow between Monster.com and SDMS, the candidates who are been selected as part of the Monster.com integration search, will be displayed in SDMS as Tasks for the Training Partner to facilitate the Interview process between the Employer and the Candidate.

The MIS and the Lead contact of the every Training Partner will be notified of any such candidate being selected by the Employer and automatically a Task in will be created in SDMS. The Identified Task list of the Candidate will be displayed by click on the Monster.com Tab.

Interaction ID	Interaction state	Request Reference Number	Request Date	Employer Name	Employer Contact Person Name	Employer Contact Email
<input type="radio"/> 21725	Pending	123243	10-Apr-14 5:12 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21729	Pending	123243	10-Apr-14 5:28 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21730	Pending	123243	10-Apr-14 5:29 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21731	Pending	123243	10-Apr-14 5:53 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21734	Pending	123243	10-Apr-14 6:12 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21735	Pending	123243	10-Apr-14 6:13 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com
<input type="radio"/> 21736	Pending	123243	10-Apr-14 6:16 PM	TestDemoLogin_1	TestDemoLogin_1	TestDemoLogin_1@gmail.com

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Screen Shot: List of Monster.com Tasks

All the Tasks that need to be acted upon by the Training Partner will be displayed as 'Pending State'.



## Steps to View the Task and Update the Task:

1. Click on the Task Number (Interaction Number) displayed in the Task List
2. The Task Details with the details of the Job Description/Information will be displayed.

Location	Karnataka Bangalore
Type of ad	Professional
Company name	Favithra Manpower Service
Category	Secretarial & Administration
Contract	Permanent
Full/Part time	Full time

3. After reviewing the details, click on Add Message to update the Task Details of the Interview Process

Request Reference Number: 123243  
Employer Name: TestDemoLogin\_1  
Employer Contact Person Name: TestDemoLogin\_1  
Employer Contact Phone: 987654321

Name of the Candidate: govinda  
Father's Name/Guardian Name: gurugovinda

Date of Interview:   
Place of Interview:   
Interview Result:  Selected  Rejected  
Task Comments:   
Candidate Interest:   
Reason - Lack of Interest:   
Salary Offered(Per Month):

4. Post updating the fields click on Submit. The Task will be updated and Closed automatically

# Annual Plan

Partner is expected to submit annual action plan before the start of Financial Year. An interface is provided to partner to add AAP against a financial year for social target, staff strength, centres and financial.

The screenshot displays a web application interface for creating an Annual Plan. The top navigation bar includes links for Contract Info, Training Centres, Courses, Candidate Upload, Candidates, Dashboard, UC, Monster.com Task, and Annual Plan. The main content area is titled 'Create FY Target' and is divided into three sections: Social Targets, Staff Strength, and Financials. Each section contains a table with columns for months (Apr to Mar) and summary columns (Total for the FY, FY Target as per Agreement, Deviations, Reason for Deviation/Remarks). The Social Targets section has a dropdown menu for selecting the financial year. The Staff Strength and Financials sections have 'Add' and 'Delete' buttons. A 'Back' button is located at the bottom left, and a 'Submit' button is at the bottom right. The footer contains a 'Privacy Policy' link and copyright information for Talisma Corporation Pvt. Ltd.

## Screen Shot: Annual Action Plan

Parameters are pre-defined in the system. On final submission AAP will become read only for partners. Partner is also recommended to update AAP against all the Training Centres.

## Steps to submit the Annual Plan:

1. Click on the Annual Plan Tab
2. Select the Proposal against which the Annual Plan need to be submitted
3. Annual Plan submitted for previous years will be displayed
4. Click on Create
5. Select the Annual Plan for the Year from the drop Down
6. Key in the Entries against each section by clicking on Add Button
7. The Section to be entered are below:

### Social Targets:

Social Target																
Parameter	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total for the FY	FY Target as per Agreement	Deviations	Reason for Deviation / Remarks
<input type="button" value="Add"/> <input type="button" value="Delete"/>																

- Click on Add button to add entries against the pre-defined set of Parameters

### Staff Strength:

Staff Strength															
Parameter	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total for the FY	Remarks	
<input type="button" value="Add"/> <input type="button" value="Delete"/>															

- Click on Add button to add entries against the pre-defined set of Parameters

### Financials:

Financials																
Parameter	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total for the FY	FY Target as per Agreement	Deviations	Reason for Deviation/Remarks
<input type="button" value="Add"/> <input type="button" value="Delete"/>																

- Click on Add button to add entries against the pre-defined set of Parameters

### Geographical Spread (Training):

Geographical Spread(Training)														Total for the FY	% Distribution	Remarks
State	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
														Add	Delete	

- Click on Add button to add entries against the pre-defined set of Parameters

### Geographical Spread (Placements):

Geographical Spread(Placement)														Total for the FY	% Distribution	Remarks
State	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
														Add	Delete	

- Click on Add button to add entries against the pre-defined set of Parameters

### Sectoral Coverage (Trainings):

Sectoral Coverage(Training)														Total for the FY	% Distribution	Remarks
Sector Name	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
														Add	Delete	

- Click on Add button to add entries against the pre-defined set of Parameters

### Sectoral Coverage (Placements)

Sectoral Coverage(Placement)														Total for the FY	% Distribution	Remarks
Sector Name	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
														Add	Delete	

- Click on Add button to add entries against the pre-defined set of Parameters

8. Click on Submit Button to submit the Annual Plan for the Year.