



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

User Manual for Training Partner

Version No.1.1

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, after rejection TC will re-submit 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:

The screenshot shows the website interface for Training Partner Registration. The header includes the TNSDC logo, the text 'தமிழ்நாடு இறன் மேம்பாட்டுக் கழகம் TAMIL NADU SKILL DEVELOPMENT CORPORATION', and the '75 Azadi Ka Amrit Mahotsav' logo. A navigation menu is present with options like Home, About Us, Schemes, Initiatives, Courses, Training Partners, Registry/Dashboard, Help/Notices, Gallery, Contact Us, Recruitment, and Service Desk. A 'Register / Login' button is visible in the top right. The main banner features a group of people in a training setting with the text 'Are you a Candidate looking to join Skilling Courses?' and a 'REGISTER' button. Below the banner, a statistics section displays the following data:

Training Partner	Sector	Job Role	Skilled Youth
175	38	1013	168495

The footer contains recruitment notification details: 'Result - Recruitment notification No.SDCRNF-01/2023, dt:05.01.2023 | TNSDC -Interview Notice - Recruitment notification No.SDCRNF-01/2023, dt:05.01.2023 | TNSDC -In'



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

The screenshot shows the website header with the Tamil Nadu Skill Development Corporation logo and navigation menu. The main banner area contains the text "Are you a Training Partner interested in Government Scheme based Skilling?" and a "REGISTER" button. Below the banner, there are statistics for Training Partner (175), Sector (38), Job Role (1013), and Skill (10). A dropdown menu is open, showing options like "Candidates/Trainees", "STT/RPL Training Partners", "STI/RPL Training Centers", "SSC / SCVT", "Assessment Agency / Assessor", "Placement Officer", "Skill Registry", "Green Channel Login", "TNSDC Login", "Department Login", "Service Desk Login", and "Finance Login". The "STT/RPL Training Partners" option is highlighted with a red circle.

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

Screen:

The screenshot shows the main content area of the website. It includes the Tamil Nadu Skill Development Corporation logo and mission statement. A "Notice Board" section displays a notice dated 25 Oct 2019 regarding the NSDC Mobile Application. A "REGISTER/LOGIN" bar is visible, with the "Training Partners" option highlighted. Below this, there is a "SCHEMES" section with icons for PMKVY, SANKALP, Short Term Skill Training, Recognition of Prior Learning, Amma Skill Training and Employability Scheme, and Amma Two Wheeler Repair & Maintenance Training Scheme. The "OUR INITIATIVES" section is partially visible at the bottom.

2.2 Training Partner Login

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



User Manual – Training Partner Module

Screen:

Green Channel Partner Registration

Green Channel is exclusively available for Leading Industries, Organisations under the Government of India and the Government of Tamil Nadu, and Government Universities. Green Channel enables these organizations to become associated with TNSDC in providing job-oriented skill training programs for the youth of Tamil Nadu.

Green Channels allows Industries to fulfill their labour demand by the train-assess-employ method by using the Green Channel method.

If you are one of the following organization types for Green Channel

1. Leading Industry
2. Government of India
3. Government of Tamil Nadu
4. Government University

[Green Channel Partner User Manual](#)

Eligibility Criteria: The following are eligible to apply under Green Channel as **“Factory Skill School” or “Centre of Excellence”**

1. Industries with turnover above Rs.50.00 crore
2. MSME with turn over above Rs.50.00 crore

[Existing Green Channel Users Login](#) [Green Channel TP Registration](#)

Regular Training Partner Registration

Welcome to the Regular Training partnership with TNSDC, if you are one of the following organization type:

Training Partner financial results of the past three years supported by audited accounts and Income Tax certificates for the last three years along with Certificate of Registration, PAN, GST, Annual Turnover registration, etc. be submitted.

Under Training Via CSR, the following categories are eligible to apply

1. Institutions
2. Trusts
3. Industry
4. MSMEs
5. Training Partners/Centre
6. Any Establishment

[Regular Training Partner User Manual](#)

[Existing Regular Users Login](#) [Regular TP Registration](#)

[Cancel](#)

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.

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

6




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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.

2.3 Training Partner New 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:



Training Provider Sign Up

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

Training Provider Name *	Training Provider Organization Type *
<input type="text"/>	<input type="text"/>
Organization Registration Number *	PAN *
<input type="text"/>	<input type="text"/>
Pincode *	District *
<input type="text"/>	<input type="text"/>
Pincode as per registration	Select
<input type="text"/>	

Mobile Number and Email of Authorized SPOC (Below user will get TP login credentials). Only unique Mobile Number and Email is allowed.

Email *	Mobile Number *
<input type="text"/>	<input type="text"/>

Training Provider

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

- 01

Register as Training Provider

This is the first step of Training Provider Affiliation Process. Here you need to register with your organization details
- 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.
- 03

Approval by TNSDC

Your profile will be screened by TNSDC and will be approved/ rejected.
- 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
- 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
- 06

Approval/Rejection of Training Centre

Based on inspection feedback, Training Centre will be approved or rejected by TNSDC.

Details:

Field	Description
Training Partner Name	Training Partner Name as per registration should be entered here



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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, onetime 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"> 1. After email 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 mobile number.
Mobile Number	Training Partner must enter mobile number 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 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. 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 TP to register. TP will not be allowed to register more than once using same email id.



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- On “Register” click, TP will be registered successfully, and TP SPOC will receive username and temporary password through SMS and email to login the 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



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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 to retrieve username.
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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:

Forgot your Password?

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

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

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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



User Manual – Training Partner Module

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.
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- 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.

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 displays the Training Partner Dashboard. The top navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The user's name 'POOJA TP' is visible in the top right corner. The main content area is divided into two sections: 'Training Provider Status' and 'Overall Status'. The 'Training Provider Status' section lists seven steps, all of which are currently 'in progress'. The 'Overall Status' section shows a vertical timeline of six steps: 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). The date and time 'Jan 26, 2020 10:52PM' are shown at the start of the timeline.

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



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Dashboard Training Provider • D

Training Provider Status

- Step 1 Training Provider Details
- Step 2 Address Details
- Step 3 Authorized SPOC Details
- Step 4 Finance SPOC / CEO Details
- Step 5 Bank Details **in progress**
- Step 6 GST Details **in progress**
- Step 7 Declaration & Submit **in progress**

Training Provider

- Training Provider Details
- Address Details
- Authorized SPOC Details
- Finance SPOC / CEO Details
- Bank Details
- GST Details
- Declaration & Submit

04 Create Training Centre **Completed**

05 Inspection **Pending**

06 Approval/Rejection of Training Centre **Pending**

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:

Dashboard Training Partner Help / FAQ

Training Partner Details

Training Partner Name *

Training Partner Organization Type

Organization Registration Number

Training Partner Registration Certificate *

Date of Registration/ Incorporation*

PAN

TAN

Landline Number

Website (if any)

Previous Year Turnover

Financial Year*

Previous Year Turn over (in Lacs)*

Training Partner Registration Certificate * No file chosen

Financial Year	Annual Turnover (in Lacs)	Document Proof
2017-2018	1.1	
2018-2019	1.3	

Details:



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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.
- Once saved the particular steps TP could not be able to update the details until rejected with additional details given by TNSDC.
- On “Next” click, TP will be navigated to step 2.

2.7.2 Address Details

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



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Screen:

The screenshot shows the 'Training Provider Address Details' form. The sidebar on the left indicates the following steps:

- Step 1 Training Provider Details (Completed)
- Step 2 Address Details (Current Step)
- Step 3 Authorized SPOC Details
- Step 4 Finance SPOC / CEO Details
- Step 5 Bank Details
- Step 6 GST Details
- Step 7 Declaration & Submit

The main form area is titled 'Address Details' and contains the following fields:

- Address * (Text input)
- Pincode * (Text input, value: 560056)
- State * (Dropdown menu, value: Tamil Nadu)
- District * (Dropdown menu, value: VIRUDHUNAGAR)
- Taluk * (Dropdown menu, value: Select)
- Local Body * (Dropdown menu, value: Select)
- Village * (Dropdown menu, value: Select)
- Parliamentary Constituency * (Dropdown menu, value: Select)
- Assembly Constituency * (Dropdown menu, value: Select)

Navigation buttons at the bottom include 'PREVIOUS', 'NEXT', and 'SAVE'.

Details:

Field	Description
Address	TP must enter his address line only
Pincode	TP pincode entered during registration will be displayed and will be noneditable
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 noneditable 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 3-Authoirsised SPOC Details”.

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	<p>ton will be enabled only if TP SPOC Name, Gender and Aadhaar is entered. Only if all the details entered according to the , then only Aadhaar verification will be successful.</p> <p>Aadhaar</p> <p>Note: After Aadhaar verification, these details will not be allowed to</p> <ol style="list-style-type: none"> 1. 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



User Manual – Training Partner Module

- 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.

2.7.4 Finance SPOC Details

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

The screenshot shows the 'Training Provider Details' form for 'Step 4 Finance SPOC / CEO Details'. The sidebar on the left lists steps 1 through 7, with Step 4 currently selected. The main form area contains the following fields and options:

- Same as authorized Authorized Single Point of Contact Details
- Name as per Aadhaar * (Text input)
- Designation * (Text input)
- Gender * (Dropdown menu)
- Aadhaar Number * (Text input)
- Mobile Number * (Text input)
- Email * (Text input)

Buttons for 'Verify' are present next to the Aadhaar Number, Mobile Number, and Email fields. At the bottom of the form, there are 'PREVIOUS', 'NEXT', and 'SAVE' buttons.

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



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Verify Button	<p>ton will be enabled only if TP SPOC Name, Gender and Aadhaar is entered. Only if all the details entered according to the , then only Aadhaar verification will be successful.</p> <p>After Aadhaar verification, these details will not be allowed to Aadhaar modify.</p> <p>Note:</p> <ol style="list-style-type: none">1.2. 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's name as in bank
Cancelled Cheque upload	➤ TP can upload the cancelled cheque in valid format

- 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 5.



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2.7.6 GST Details

TP can enter- Step 6 – GST Details

Screen:

The screenshot shows the 'Training Provider Details' form in the 'GST Details' step. The sidebar on the left lists steps 1 through 7, with Step 6 highlighted. The main form area contains three input fields: 'Goods & Services Tax No.?' (a dropdown menu), 'Goods and Services Tax No.' (a text box), and 'GST Upload Attachment' (a text box with a 'Browse' button). At the bottom of the form are three buttons: 'PREVIOUS' (green), 'NEXT' (blue), and 'SAVE' (green).

Details:

Field	Description
Goods & Services Tax No.?	TP SPOC can select “Yes” if TP has GST TP don’t have Tax then TP can elect “NO”.
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

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 menu will be enabled for creation of Training Centre.

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, TP can create TC

Note: Training Partner should complete the TC creation process without any discrepancies.

- In TC creation here two types of TC will display 1. Regular, 2. CSR.
- Do you want to Register this Training Centre as CSR – Training Centre?
- Select “Yes” if you want to register the Training Centre as CSR – Training Centre (Corporate Social Responsibility).
- Select “No” if you want to register the Training Centre as Regular – Training Centre.

Screen:



User Manual – Training Partner Module

2.8.1 Training Centre Details

TP must fill Step 1 – “Training Centre Details”.

Screen:

The screenshot shows the 'Training Centre Details' form. The sidebar on the left lists steps: 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), and Step 9 (Submit). The main form fields are: Training Centre Name (AIEMA), Training Centre Building Ownership (Own), a checkbox for 'Do you want to Register This Training Centre as CSR - Training Centre?', and a section for 'Address Details of Training Centre' with fields for Address, Pincode, State, District, Taluk, Local Body, Municipality, Parliamentary Constituency, Assembly Constituency, Latitude, and Longitude.

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
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	ton will be enabled only if TC SPOC Name, Gender and Aadhaar is entered. Only if all the details entered according to the , then only Aadhaar verification will be successful. Aadhaar Note: After Aadhaar verification, these details will not be allowed to <ol style="list-style-type: none"> 1. 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	<p>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.</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 TC creation.
	<ol style="list-style-type: none"> 3. TC will not be allowed to register more than once using same mobile number.
Email	<p>Training Partner must enter email id of TC Authorized SPOC Note:</p> <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.
- Once saved the particular steps TP could not be able to update the details until rejected with additional details given by TNSDC
- On “Next” click, TP will be proceeded to Step 2



2.8.2 Other Schemes

TP must fill Step 2 – “Other Schemes”

Screen:

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.

Screen:

Financial Year*	Placement Officer Name*	Mobile Number*	Email*	Target Received*	Trained*	Placed*
2017-18	Pooja	9964187577	poojasr@gmail.co	100	70	30
2018-19						
2019-20						



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.



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

Screen:

The screenshot shows the 'Proposed Job Role / Trade' section of the Training Partner Module. The sidebar on the left lists steps 1 through 9, with Step 3 'Proposed Job Role / Trade' currently selected. The main content area displays a table of job roles with columns for 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 three entries: Assistant Designer - Home Furnishing (Apparel), Senior Beauty Therapist (Beauty and Wellness), and Technical Support Engineer (IT-ITeS). A 'PREVIOUS' button is visible at the bottom left of the table area.

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.

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
--	-------------------------------------



User Manual – Training Partner Module

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
Training Cost per Candidate	TP must enter Training Cost per Candidate

Screen:

Add Proposed Job Role / Trade

Sector * Aerospace and Aviation

Job Role/Trade* Aerospace CNC Machinist

Job Role/Trade Code AAS/Q1001

Job Role/Trade Duration 40

Job Role/Trade Type Technical

Min/Max Batch 1/25

Nature of Course * Full time

Proposed Target per year* 22

Number of parallel batch that you can run *

1

Class Room Laboratory Equipment Details

Number of Class Room *

Select

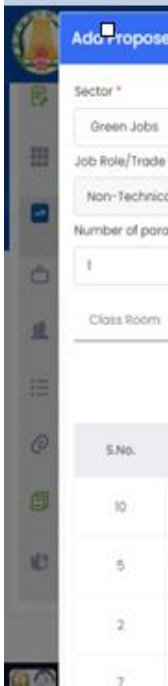
Do you have the following?

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 Photos

Submit Close



User Manual – Training Partner Module



Add Proposed Job Role / Trade

Sector * Aerospace and Aviation
Job Role/Trade* Aerospace CNC Machinist
Job Role/Trade Code AAS/Q1001
Job Role/Trade Duration 40

Job Role/Trade Type Technical
Min/Max Batch 1/25
Nature of Course * Full time
Proposed Target per year* 120

Number of parallel batch that you can run *
Training Cost Per Candidate * ⓘ

Class Room **Laboratory** Equipment Details

Number of Laboratory *
Select

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 Photo

Submit Close

- TP can now enter classroom details, laboratory details and equipment details.
- As per Job role added the classroom, laboratory and equipment details will be shown in Add proposed job role\Trade tab.
- TP must fill the all the data while adding job role.
- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 4



User Manual – Training Partner Module

n “Previous” click, TP will be navigated to step 2.

2.8.4 Placement Details

TP must fill Step 4 – “Placement Details”

Screen:

The screenshot shows the 'Training Provider' interface for 'Placement Details'. 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, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has '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 in the prescribed format of TNSDC.

Screen:

The screenshot shows the 'Add Placement Details' modal form. It has a blue header with the title and a close button. The form contains the following fields:

- Job Role/Trade*: A dropdown menu with 'Export Assistant' selected.
- Placement Officer Details section:
 - Name*: Text input field with 'Pooja S Rao' entered.
 - Gender*: Dropdown menu with 'Female' selected.
 - Designation*: Text input field with 'BQ' entered.
 - Mobile Number*: Text input field with '9984187577' entered.
 - Email*: Text input field with 'poojasr@campusmgmt.com' entered.
- Do you have tie up with organization for placement*: Radio buttons for 'Yes' and 'No', with 'No' selected.

At the bottom right, there are 'Add' and 'Close' buttons.



User Manual – Training Partner Module

Action	Company Name	Address	Contact Name	Mobile	Email	Job Type	Proof	Proof Details
	sdksjfnaskdn	knasdknsdkn	sdasds	0938028309	lsdas@asdfsadf.cdn	Apprenticeship	PAN	askdmiks

- 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:

Action	Job Role	Name	Mobile No	Email ID	Designation
	Export Assistant				

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:

Trainer Type * TOT ID *

TOT Certified Trainer Search

TOT / Tamilnadu Government Certified Trainer

Action	Trainer Name	ID	Valid From	Valid To	Qualification	Designation	Mobile Number	Email ID
--------	--------------	----	------------	----------	---------------	-------------	---------------	----------

Added TOT / Tamilnadu Government Certified Trainer

Action	Trainer Name	ID	Valid From	Valid To	Qualification	Designation	Mobile Number	Email ID	Upload Certificate
--------	--------------	----	------------	----------	---------------	-------------	---------------	----------	--------------------

Submit Close

Dashboard Training Provider Help / FAQ

Tamilnadu Skill Development Corporation
தமிழ்நாடு திறன் மேம்பாட்டுக்கழகம்

Language NEW TRAINING PROVIDER

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 Submit

Trainer Details

Trainer: Other Staff

+ Add Staff

Show 5 entries Search:

Action	Name	Mobile No	Email ID	Designation
	Pooja	9964187577	poojasr@cmi.com	BA

Showing 1 to 1 of 1 entries

PREVIOUS NEXT

- TP can add 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.



6 Common Facility

TP must fill Step 6 – “Common Facility”

Screen:

The screenshot shows the 'Training Provider' interface for 'Training Centre Details'. The 'Common Facility' step is active, showing a list of questions with radio button options for 'Yes' and 'No'. The questions are:

- 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 like water facility, toilet facility and Power supply etc.
- 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.



.8.7 Upload Document

TP must fill Step 7 – “Upload Document”

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

Upload Document

Fire Safety Certificate * ⓘ Browse

Building Safety * ⓘ Browse

Electricity Consumption Bill * ⓘ Browse

Rental Agreement Document * ⓘ Browse

Project Proposal * ⓘ Browse

PREVIOUS NEXT

- 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.



8 Declaration Form

TP must fill Step 8 – “Declaration Form”.

Screen:

- Declare the statements by ticking the check box.
- 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:



User Manual – Training Partner Module

➤ T

P can finally select tentative preferred inspection dates and submit the TC profile (The preferred inspection date given by TP which not as an actual inspection date, the TNSDC only will decide the actual inspection date)

- 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.

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 TC with remarks, then TP 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 empanelled, TP can request target for Training Centre.
- Training Centre will get login credentials after TC gets target approved by TNSDC.
- TNSDC empanelment will be valid only for 365days from date of approval by TNSDC.
- Before 30 days of empanelment expiry date, TP should edit all the TC details and again submit for verification to TNSDC. TNSDC might also do inspection for your Training Centre’s

2.9 Search Training Centre

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

Screen:



User Manual – Training Partner Module

TP

can search Training Centre based on search criteria.

- After profile submitted below mentioned stages will display in “Search Training Centre” menu.
- In this menu TP can be able to view the all details of TC stages like” TC had rejected with additional details , rejected permanently or TC are empanelled”.

The screenshot shows the 'Search Training Centre' interface. At the top, there are navigation links for 'Dashboard', 'Training Provider', and 'Help / FAQ'. The header includes the Tamil Nadu Skill Development Corporation logo and name in English and Tamil, along with a language selector and a user profile icon.

The search form includes fields for 'Training Centre ID', 'Training Centre Name', 'District' (a dropdown menu), 'Verification Type' (a dropdown menu), and 'Status' (a dropdown menu). A 'Search' button is located to the right of the 'Status' field. Below the search form, there is a 'Show' dropdown menu set to '5' entries and a search input field.

The main content is a table with the following columns: 'Action', 'Training Centre ID', 'Training Centre Name', 'SPOC Details' (sub-columns: 'Name', 'Mobile', 'Email'), and 'Status'. The table contains five rows of data, all with a status of 'Inspection Verification - Pending'.

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

This screenshot shows the same 'Search Training Centre' interface as above, but with the 'Status' dropdown menu set to 'Empanelled'. The search form and table structure are identical to the previous screenshot.



User Manual – Training Partner Module

T

C Empanelment verification stages:

New Empanelment TC stages	Description
Profile Submitted: Desk Verification - In Process	TC has submitted their profile to TNSDC successfully and profile details sent to TNSDC for verification
Rejected With Additional Details	If TP entered data was wrong the TNSDC rejects the TCs with remarks, after that TP can be able to edit the rejected filed only
Rejected Permanently	If TP entered data was wrong, the TNSDC has permanently rejected the TC.
Assigned To Inspection Officer	TNSDC has assigned and send inspection officer to created TC location
Skip Inspection and Forward to MD	As per TNSDC decision they will do skip the Inspection and Forward to MD
Inspection Verification	Inspection completed and
Re-Inspection	The Completed Inspection not satisfied to TNSDC, they Re-assign Inspection for TC
Inspection Completed - Empanelment In Process	Inspection verification completed and Empanelment process is pending with TNSDC
Empanelled	TC was Empanelled

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

Screen:



Note:

1. If Training Centre is rejected for additional details, then TP can edit the Training Centre based on rejection remarks.
2. Training Partner should complete the TC creation process without any discrepancies.



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 90 days of target approval date; else one batch target will be revoked.
4. If Training Centre is found fraud, then TNSDC can suspend training, all the targets will be revoked.
5. If batch is found to be fraudulent, then TNSDC can cancel the batch, all the batch targets will be revoked and cand will be marked as dropouts.
6. If candidates are dropped out, candidate attendance less 80%, then target will be revoked.
7. Only after target is approved, Training Centre will get login credentials.

Screen:

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

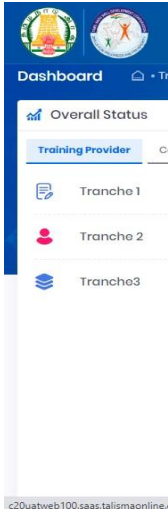
2.8 Download Certificate/ Marksheet - Assessment

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

Screen:



User Manual – Training Partner Module



2.9 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:

Assessment Certificate/Marksheet

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

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

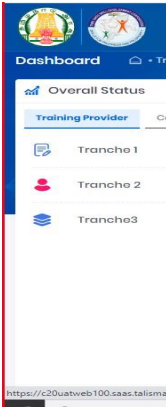
Yet to Download 2 | Downloaded 0



Show 5 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
TEST TP NINE	Inline Checker	2002CC2020-TC000762JAMH/Q0102-00000034	25-May-2020	Certificate-0 Marks Sheet-0	Certificate-13-Apr-2020 Marks Sheet-13-Apr-2020	4	0	0	0	Download, Print, Refresh



User Manual – Training Partner Module



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

Reassessment Batch



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

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 4 **Downloaded** 0

Show entries

	BATCH NAME	SECTOR	JOB ROLE	ASSESSMENT DATE	DOWNLOADS COUNT	GENERATION DATE	TOTAL CANDIDATES	COUNT OF ASSESSED	COUNT OF NOT APPEARED	COUNT DROP OUT	ACTION
36	2002S/2020-TC0007IDJAMH/Q0102-00000000	Apparel	Inline Checker	18-Mar-2020	Certificate-0 Marks Sheet-	Certificate-13-Apr-2020 Marks Sheet-	1	1	0		 



0 Disbursement – View and Verify Performa Invoice

TP can view and verify all the Performa invoices generated (i.e. Tranche 1, Tranche 2, Tranche 3, and Boarding & Lodging). Only if invoice is verified by Training Partner, then only TNSDC will be able to process the payment.

Screen:

The screenshot displays the TNSDC Training Partner Module interface. The top navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main header shows 'Tamilnadu Skill Development Corporation' in English and Tamil. The user is logged in as 'TEST TP NINE'. The left sidebar shows 'Overall Status' with 'Training Provider' selected. The main content area is titled 'View & Verify Performa Invoice' and contains several dropdown menus for 'Financial Year', 'Training Centre District', 'Training Centre ID - Name', 'Training Provider ID - Name', 'Sector- Job Role / Trade', and 'Batch Name'. Below these is an 'Invoice Type' dropdown set to 'Tranche 1' and a 'Search' button. A status bar shows 'Pending Verification' (0), 'Verified' (0), and 'Payment Successful' (0). A table with columns for 'Action', 'Financial Year', 'Training Centre Details', 'Invoice Type', 'Invoice Generated Date', 'Batch Name', 'Batch Start Date', 'Batch End Date', 'Enrolled', and 'DroppedOut' is shown, but it contains no data. The bottom of the page shows 'Showing 0 to 0 of 0 entries' and 'Previous / Next' navigation buttons.



1 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 Help / FAQ Tamilnadu Skill Development Corporation தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI TEST TP NINE

Dashboard Training Provider • D Training Provider

Overall Status Training Provider Candidate

Tranche 1 Tranche 2 Tranche 3

Training Provider Training Centre

- Training Provider Details
- Create Training Centre
- Search Training Centre
- Request Target
- Download Certificate/Marksheet
 - Assessment
 - Reassessment
- Disbursement
 - View & Verify Performa Invoice
 - View / Download Utilization Certificate

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

Jun 24, 2020 10:49AM

c20uatweb100.saas.talismaonline.com/TNSDC_UAT/.../VerifyPerformaInvoice

Dashboard Training Provider Help / FAQ Tamilnadu Skill Development Corporation தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம் Language HI Sean S

Training Provider Disbursement • View / Download Utilization Certificate

View / Download Utilization Certificate

Financial Year Cycle Search

Pending Verification 5 Submitted 3 Verified 3 Rejected 3

Show 5 entries Search:

Action	Financial Year	TP ID-Name	Cycle
	Mar19-Apr20	TP ID-Name	01 Apr - 30 Sep

Showing 1 to 1 of 1 entries

Previous 1 Next

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User Manual – Training Partner Module

2.7.

1. Edit TP\TC Details.

TP can update the TP , TC Spoc and bank details to use below option, after updating its come to TNSDC end and its updated.

The screenshot shows the 'Tamilnadu Skill Development Corporation' dashboard. The 'Edit TP/TC Details' menu item is circled in red. The dashboard includes sections for Training Partner, Training Centre, Batch Details, and Inspection Report. The 'Batch Details' section lists: Batch Details, Cancelled / TI Trigger / Dropout Batches, and Training Centre Suspension. The 'Inspection Report' section lists: TC Inspection Report and Batch Inspection Report. A timeline at the bottom shows completed tasks: 'Create Training Centre' (Feb 2, 2022, 11:41AM, 04), 'Inspection' (Feb 25, 2022, 4:47PM, 05), and 'Approval/Rejection of Training Centre' (Feb 25, 2022, 4:47PM, 06).

2.7.2 Batch Details

TP can view the batch details and Training centre details in batch details option.

The screenshot shows the 'Tamilnadu Skill Development Corporation' dashboard. The 'Batch Details' menu item is circled in red. The dashboard includes sections for Training Partner, Training Centre, Edit TP/TC Details, Batch Details, and Inspection Report. The 'Batch Details' section lists: Batch Details, Cancelled / TI Trigger / Dropout Batches, and Training Centre Suspension. The 'Inspection Report' section lists: TC Inspection Report and Batch Inspection Report. A timeline at the bottom shows completed tasks: 'Create Training Centre' (Feb 2, 2022, 11:41AM, 04), 'Inspection' (Feb 25, 2022, 4:47PM, 05), and 'Approval/Rejection of Training Centre' (Feb 25, 2022, 4:47PM, 06).



User Manual – Training Partner Module

2.7.

3. Inspection Report

TP can view and download the batch and Training centre Inspection report to get below option in portal

The screenshot shows the Training Partner dashboard with the following sections:

- Training Partner:** Training Partner Details (checked), Download Certificate/Marksheet (Training Centre Empannel JobRole), Disbursement (View & Verify Performa Invoice, View / Download Utilization Certificate).
- Training Centre:** Search Training Centre, STT-Target Request for Current financial year, Download Certificate/Marksheet (Training Centre Empannel JobRole), Disbursement (View & Verify Performa Invoice, View / Download Utilization Certificate).
- Edit TP/TC Details:** Update TP SPOC Details, Update TC SPOC Details, Update Bank Details.
- Batch Details:** Batch Details, Cancelled / TI Trigger / Dropout Batches, Training Centre Suspension.
- Inspection Report (circled in red):** TC Inspection Report, Batch Inspection Report.

Timeline events:

- Feb 2, 2022 11:41AM: Create Training Centre (Completed)
- Feb 25, 2022 4:47PM: Inspection (Completed)
- Feb 25, 2022 4:47PM: Approval/Rejection of Training Centre (Completed)

2.12 TP Dashboard.

- In this Training Partner dashboard TP can able to see the Invoice and payment details.

The screenshot shows the Training Partner dashboard with the following sections:

- Overall Status:** Training Partner (circled in red), Candidate.
- Tranche 1:** Verification Pending -0, Verified -7, Payment Successful -0.
- Tranche 2:** Verification Pending -0, Verified -3, Payment Successful -0.
- Tranche 3:** Verification Pending -0, Verified -0, Payment Successful -0.

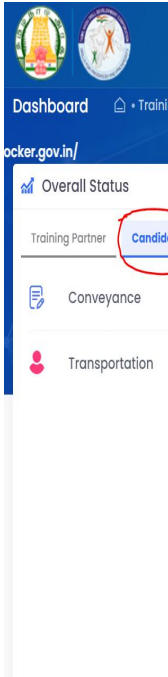
Timeline events:

- Aug 7, 2021 2:37PM: Register as Training Partner (Completed)
- Nov 2, 2021 4:18PM: Complete Training Partner Profile (Completed)
- Nov 2, 2021 4:24PM: Approval by TNSDC (Completed)
- Apr 7, 2022 11:05AM: Create Training Centre (Completed)
- May 12, 2022 5:26PM: Inspection (Completed)

- While click the candidate filed it will show batch details.



User Manual – Training Partner Module



The screenshot displays the Training Partner dashboard for Benson Gourmet Pvt Ltd. The 'Overall Status' section shows the following counts:

Status	Count
Open	0
Approved & Not Started	0
Rejected	0
On-Going	3
Trained	1
Assessed	0
Certified	4

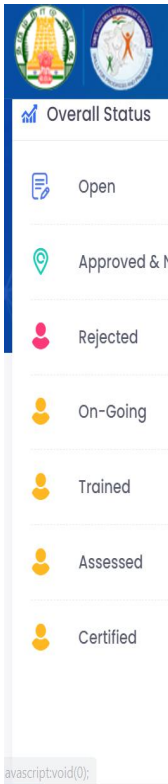
The progress timeline shows the following steps:

- Aug 7, 2021 2:37PM: Register as Training Partner (Step 01) - Completed
- Nov 2, 2021 4:18PM: Complete Training Partner Profile (Step 02) - Completed
- Nov 2, 2021 4:24PM: Approval by TNSDC (Step 03) - Completed
- Apr 7, 2022 11:05AM: Create Training Centre (Step 04) - Completed
- May 12, 2022 5:26PM: Inspection (Step 05) - Completed
- May 12, 2022 5:26PM: Approval/Rejection of Training Centre (Step 06) - Completed

- And TP can view the Overall TP status in “Overall status filed”.



User Manual – Training Partner Module



2.12 Language Change

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

The screenshot displays the Training Provider Dashboard for the Tamil Nadu Skill Development Corporation. The interface is in English. At the top right, there is a 'Language' dropdown menu with options for 'English' and 'Tamil'. The dashboard is divided into two main sections: 'Training Provider Status' and 'Overall Status'.

Training Provider Status:

Step	Details	Status
Step 1	Training Provider Details	Completed / முடிந்தது
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
Step 7	Declaration & Submit	in progress

Overall Status:

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
- 06 Approval/Rejection of Training Centre: Pending



3 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.

2.14 Help/ FAQ

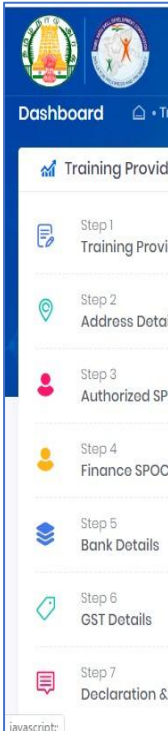
TP can click on Help/ FAQ to access user manual, training video and frequently asked questions.

- 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:

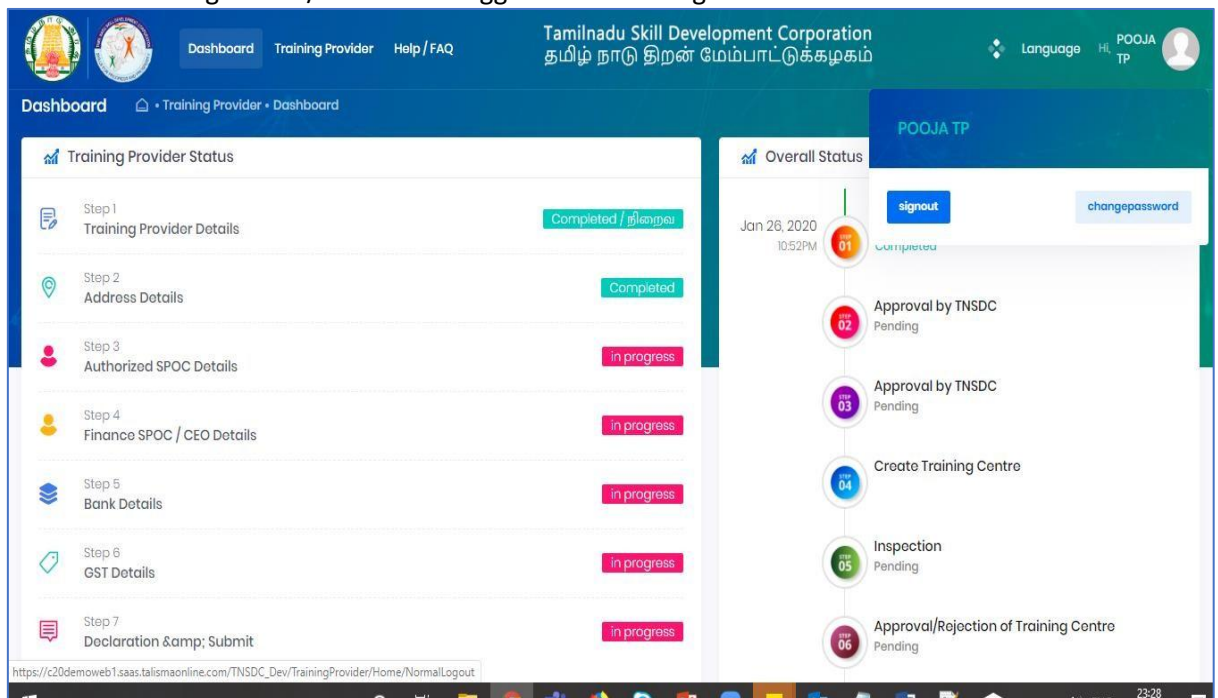


User Manual – Training Partner Module



2.15 Logout

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





6 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)