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

Contents

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:

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

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

Screen:

2.2 Training Partner Login

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

Screen:

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 ?

DX6YC

RETYPE THE CAPTCHA CODE

☐ Remember me

Sign In

Do you want to register as a Training Provider?

Click Here To Register

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

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

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:

Details:

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

Training Partner Organization Type	Training Partner Organization Type should be selected
Organization Registration Number	Training Partner Registration Number must be entered
PAN	Training Partner must enter the organization PAN
Pincode	Training Partner must enter valid 6-digit pincode
District	All districts of Tamil Nadu will be displayed, and Training Partner can select the district.
Email	Training Partner must enter email id of Authorized SPOC **Note**: This user will get login credentials of TP portal and option to view all the batch/ disbursement status
Verify Button	This button will be enabled if email id is entered. On Verify click, onetime password (OTP) will be sent to email id entered, on keying in right OTP, TP SPOC email will be verified. **Note**: 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**: 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.

➢ 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

Verify Button	This button will be enabled if mobile number is entered. On Verify click, one-time password (OTP) will be sent to mobile number entered on keying in right OTP, TP SPOC mobile number will be verified. **Note**: 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for TP to retrieve username.

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

2.5 Forgot Password

TP can click on "Forgot Password" to receive temporary password.

Screen:

Details:

Field	Description
Username	TP SPOC should enter the username which he received during registration
Primary Mobile Number	TP SPOC must enter his Mobile Number entered during registration

Verify Button	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. **Note**: 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for TP SPOC to receive temporary password.

➢ On Submit click, TP SPOC will receive his temporary password through SMS and email to his registered mobile number and email id.

➢ TP will be forced to change the password when trying to login using temporary password.

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:

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

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:

Details:

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

➢ On "Save" click, step 1 details will be saved successfully.

➢ 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''.

Screen:

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.

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	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. Aadhaar **Note**: 1. After Aadhaar verification, these details will not be allowed to modify. 2. Aadhaar verification is mandatory for TP to register. 3. TP SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	TP SPOC mobile number entered during registration will be displayed here and will be read only
Email	TP SPOC email entered during registration will be displayed here and will be read only

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➢ 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"

Details:

Field	Description
Checkbox	IF authorized and finance SPOC is same for a TP, then TP SPOC can check the checkbox – "Same as authorized Single Point of Contact Details"
Name as per Aadhaar	TP SPOC name should be entered here which is as per Aadhaar card
Designation	TP SPOC designation should be entered
Gender	TP SPOC Gender should be entered
Aadhaar Number	TP SPOC Aadhaar number must be entered

Verify Button	...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.
	
	After Aadhaar verification, these details will not be allowed to Aadhaar modify.
	Note:
	  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.

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.

2.7.6 GST Details

TP can enter- Step 6 – GST Details

Screen:

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.

2.7.7 Declaration

TP can enter– Step 7 –Declaration
Screen:

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

2.8.1 Training Centre Details

TP must fill Step 1 – "Training Centre Details".

Screen:

Details:

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

Village	Village/ Town/ City should be selected only if "Local Body" selected is "Village Panchayat Union/ Block"
Parliamentary Constituency	TP must select TC's Parliamentary Constituency
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 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**: 1. This user will get login credentials of TC portal and option to register candidates, create batch, enroll candidates, view batch, etc. 2. TC will receive login credentials only after target approval by TNSDC.

Verify Button	This button will be enabled if mobile number entered. On Verify click, one-time password (OTP) will be sent to TC SPOC's mobile number entered, on keying in right OTP, TC SPOC mobile will be verified.
	Note:
	    1. After mobile verification, email id will not be allowed to modify.
	    2. Email ID verification is mandatory for TC creation.

	3. TC will not be allowed to register more than once using same mobile number.

Email	Training Partner must enter email id of TC Authorized SPOC **Note**:
	    1. This user will get login credentials of TC portal and option to register candidates, create batch, enroll candidates, view batch, etc.
	    2. TC will receive login credentials only after target approval by TNSDC.

Verify Button	This button will be enabled if 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.
	Note:
	    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:

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.

2.8.

 3 Proposed Job Role/ Trade

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

Screen:

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

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:

- 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

•

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

2.8.4 Placement Details

TP must fill Step 4 – "Placement Details"

Screen:

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:

➢ 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:

Training Partner can enter trainer and other staff details by clicking on "Add Trainer"/ "Add Staff"
Note: TP can enter multiple details.

Screen:

➢ TP can TOT trainers by just entering their TOT ID and can enter trainer details manually against Job Role

➢ On "Save" click, step 5 details will be saved successfully.

➢ On "Next" click, TP will be proceeded to Step 6

➢ On "Previous" click, TP will be navigated to step 4.

6 Common Facility

TP must fill Step 6 – "Common Facility"

Screen:

➢ 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:

➢ 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:

➢ 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 o Empanel the TC o Reject Permanently o Reject with additional details

    o 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:

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''.

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:

TAMIL NADU SKILL DEVELOPMENT CORPORATION

EMPANELMENT CERTIFICATE

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

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

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

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

2.7

Target Request

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

Note:

1. System will allow TP to request within Training Centre's capacity
2. Allocated target should be utilized till financial year end (i.e. Mar End), else target will be revoked
3. Batch should be created within 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.
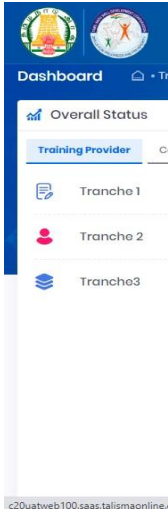
Screen:

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:

2.1

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:

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:

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.

2.7.2 Batch Details

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

2.7.

3. Inspection Report

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

2.12 TP Dashboard.

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

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

- And TP can view the Overall TP status in ''Overall status filed''.
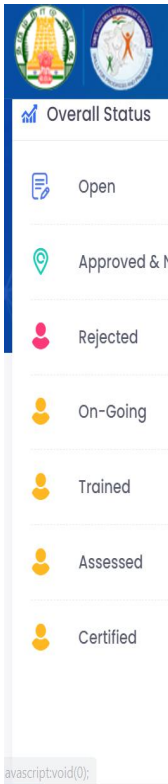
2.12 Language Change

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

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.

➢ Training Video: Latest training video can be viewed by TP.

➢ 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.
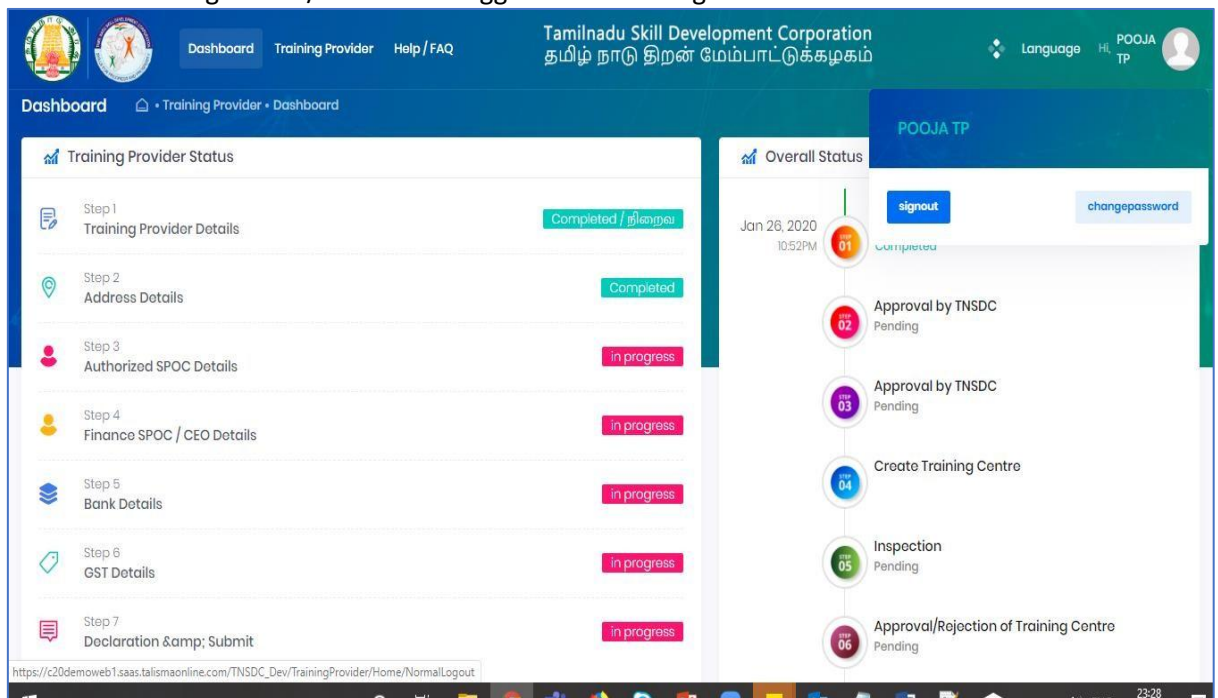
Screen:
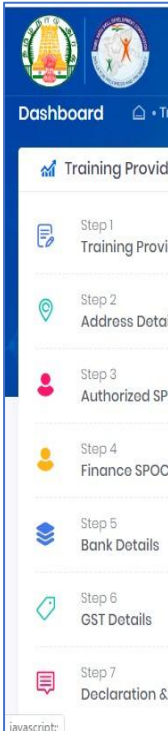
2.15 Logout

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)