



**CAMPUS**<sup>SM</sup>  
MANAGEMENT



## **Smart Centre Enrolment User Manual**

**PMKVY2.0**

**29th September, 2016**

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## Introduction

PMKVY2.0 - SMART CENTRE user manual for Enrolment.

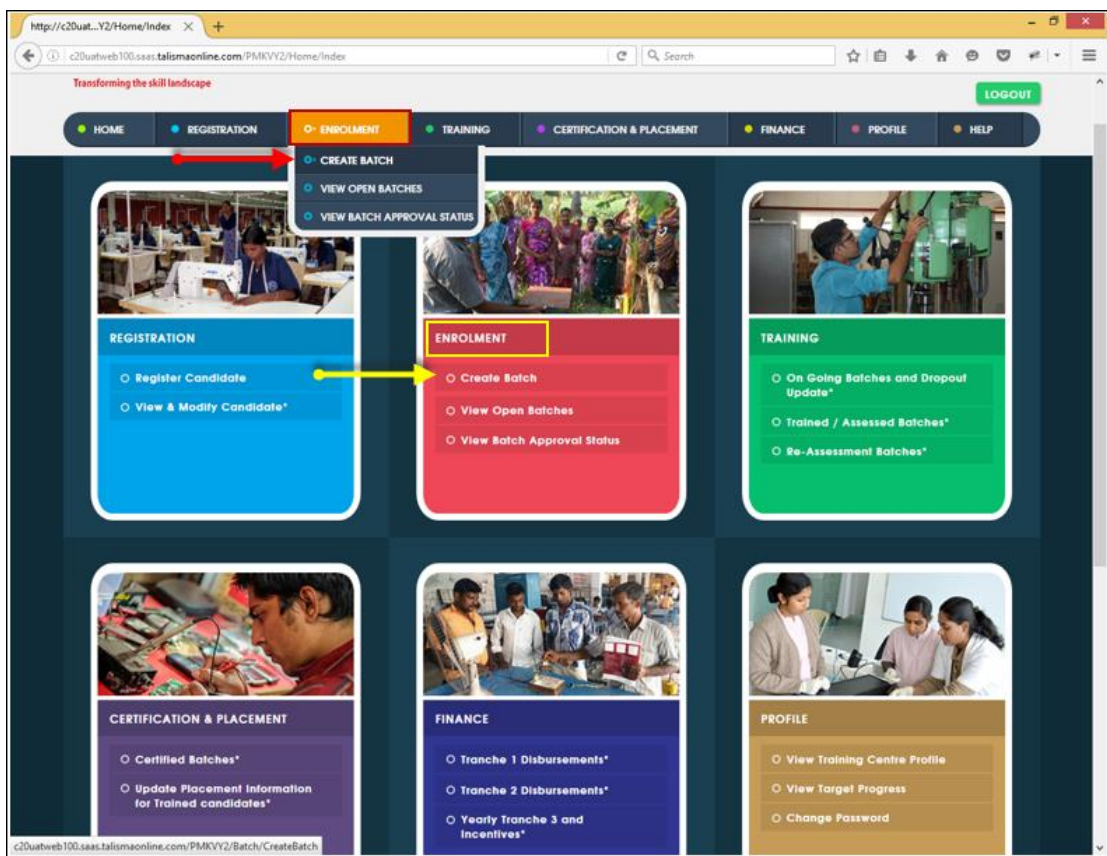
Topics covered in the manual:

- Creating a Batch
- Viewing Open Batches
- Viewing Batch Approval Status

## Creating a Batch

To create a batch:

1. Click **Enrolment > Create Batch** either on the menu bar or on the widget.



The Create Batch form is displayed.

**N - S - D - C**  
National Skill Development Corporation  
Transforming the skill landscape

**Smart Centre**  
LOGOUT

HOME REGISTRATION ENROLMENT TRAINING CERTIFICATION & PLACEMENT PROFILE HELP

### CREATE BATCH

**Scheme\***: Pradhan Mantri Kaushal Vikas  
**Training Type\***: New Skilling

**Sector\***: Organised Retail  
**Sub-Sector\***: Organised Retail

**Job Role\***: Trainee Associate Level 3 **RAS/Q0103**

<b>TARGET AVAILABLE : 250</b>	<b>ELIGIBLE TO CREATE BATCH : 2</b>
<b>REGISTERED YET TO BE ENROLLED : 0</b>	<b>ENROLLED SO FAR : 2</b>

**For Cost Calculations**

Category : 3	Minimum Hrs of Training per day : 6
Job Role Duration in Hrs : 200	Base cost per candidate per hour : 27.00
Assesment Fee per Candidate : 0.00	Maximum days allowed for allowance : 0
Minimum batch size : 10	
Maximum batch size : 30	

**Batch Start Date\***: 07-Jul-2016 **Batch End Date\***: 09-Aug-2016

**Preferred Assessment Date\***: 10-Aug-2016 **Trainer\***: Shylesh Kumar S **Remarks for SSC\***: Remarks

**Enrolment Closure Date**: 03-Jul-2016 ⓘ

SAVE CANCEL

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2. Select the following fields appropriately:

Field	Description
<b>Scheme</b>	By default is PMKVY 2.0
<b>Training Type</b>	Dropdown values are displayed
<b>Sector</b>	Dropdown values are displayed
<b>Sub-Sector</b>	Dropdown values are displayed
<b>Job Role</b>	Dropdown values are displayed
• Target Available	Maximum number of candidates that can be enrolled
• Eligible to Create Batch	Maximum number of batches that can be created
• Registered yet to be enrolled	Total number of registered candidates
• Enrolled So Far	Number of candidates enrolled so far
• Category	Category for selected job role
• Job Role Duration in Hours	Total training hours
• Assessment Fee per Candidate	Amount of fee for an individual candidate
• Minimum batch size	Minimum number of candidates to be enrolled for batch approval
• Maximum batch size	Maximum number of candidates to be enrolled for batch approval
• Minimum Hours of Training per Day	Minimum hours of batch training per day
• Base Cost per Candidate per Hour	Base cost of training for a candidate per hour
• Maximum Days allowed for Allowance (Conveyance)	Maximum days permitted for conveyance allowance
• Maximum Days allowed for Allowance (Boarding and Lodging))	Maximum days permitted for boarding/lodging allowance
<b>Training Hours per Day</b>	Dropdown values are displayed
<b>Batch Start Date</b>	By default, the batch start date is set to current date + 6 days. Training Centre (TC) can modify the date.
<b>Batch End Date</b>	By default, the batch end date is auto populated based on Batch Start Date and Min Hours of Training hour. TC can modify the date.
<b>Preferred Assessment Date</b>	By default, the field is blank. The Preferred Assessment Date must be within 90 days from Batch End Date.
<b>Trainer</b>	Dropdown values are displayed
<b>Remarks for SSC</b>	The field is optional and comment/remarks can be entered in the text area.
<b>Enrolment Closure Date</b>	The closure date for batch enrolment.

**Note:**

- If TC doesn't have candidates ready for enrolment, **Batch Start Date** must be set to more than min date allowed to post pone the **Enrolment Closure Date**.
  - For conveyance, the allowance amount is calculated based on 4 hours of training per day.
  - For Boarding/ Lodging, the allowance amount is calculated based on 8 hours of training per day.
3. Click **Save** to save the batch. The batch approval status is set to **Open**.
4. Click **Cancel** to cancel/ clear the entry.

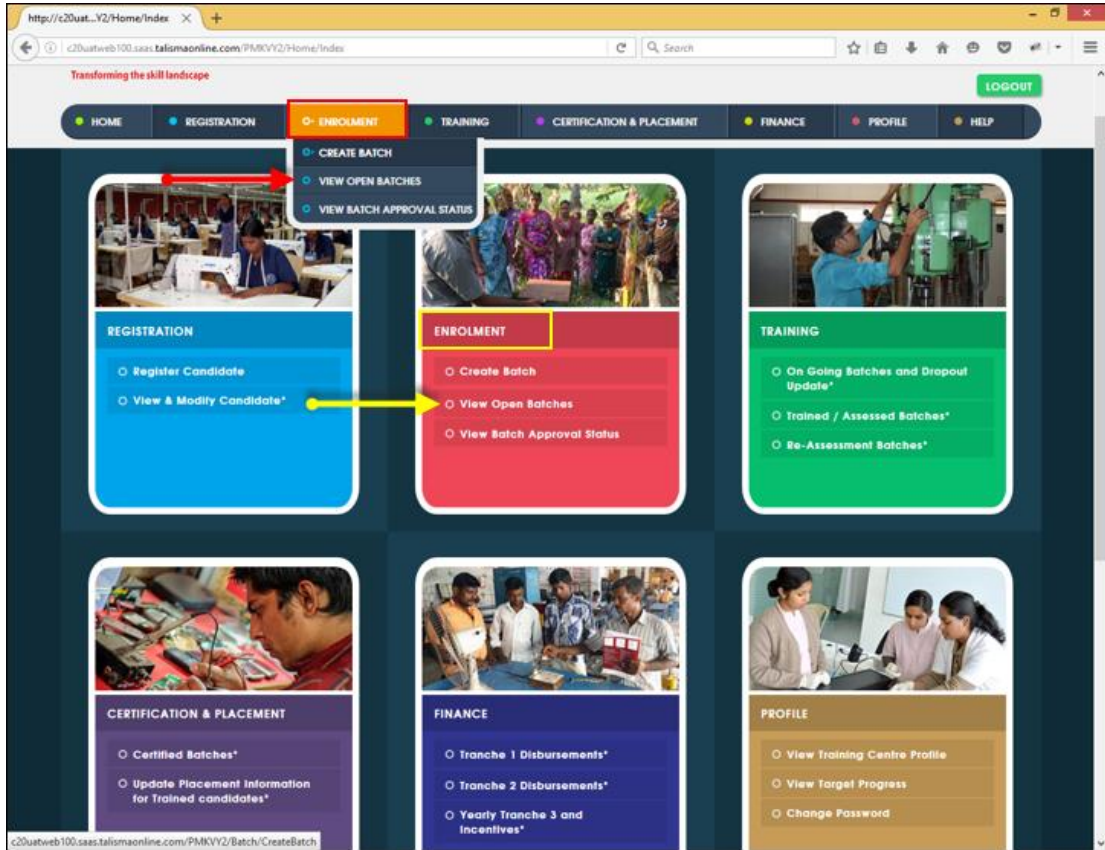
**Note:**

- The Items marked with **Asterisk (\*)** are mandatory fields.
- User must follow the **top to bottom** sequence while selecting the dropdown fields.

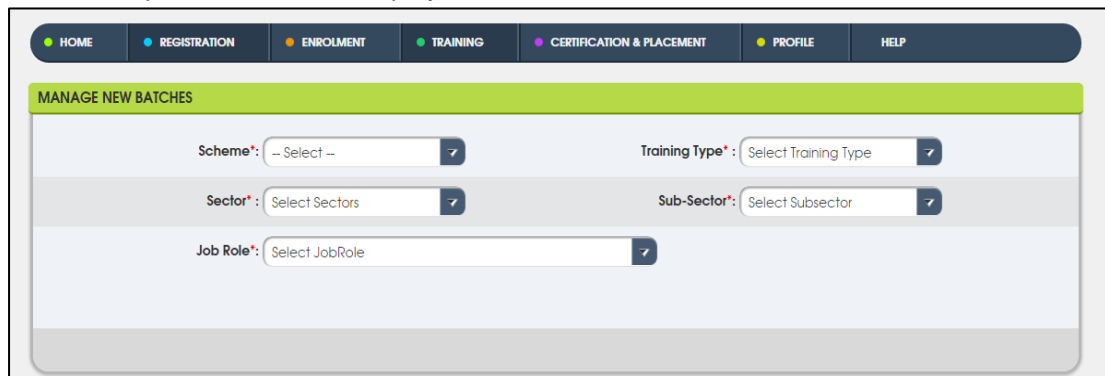
## View Open Batches

To view open batches:

1. Click **Enrolment > View Open Batches** either on the menu bar or on the widget.



The View Open batch form is displayed.



2. Select the following mandatory dropdown fields in the correct sequence:

- Scheme
- Training Type
- Sector
- Sub-Sector
- Job Role

3. Based on the dropdown fields, the following fields is displayed:

- Job Role Info: Job role duration and minimum and maximum size of the batch.
- Target Info: target available, candidates who are registered but yet to be enrolled, and enrolled so far.

**Note:** Batches with batch approval status – **Open** is displayed for the selected dropdown values.

The screenshot shows the 'ManageBatchDetails' interface. At the top, there are filters for Scheme (Pradhan Mantri Kaushal Vikas), Training Type (New Skilling), Sector (Agriculture), Sub-Sector (Agriculture), and Job Role (Paddy Farmer Level 4). Below these are sections for Job Role Info (Duration: 500, Batch Size: 10-30) and Target Info (Available: 822, Registered: 28, Enrolled: 178). A table lists various batches with columns for Batch Name, Start/End Dates, Assessment Date, Enrolment Closure Date, Trainer, Enrolled So Far, Remaining, and Batch Approval Status. The 'Batch Approval Status' column is highlighted with a red box, showing 'Open' for most entries. At the bottom, there are buttons for 'ENROL CANDIDATES', 'SEND BATCH FOR SSC APPROVAL', and 'EDIT BATCH'.

BATCH NAME	BATCH START DATE	BATCH END DATE	PREFERRED ASSESSMENT DATE	ENROLMENT CLOSURE DATE	TRAINER	ENROLLED SO FAR	REMAINING	BATCH APPROVAL STATUS	REMARKS
1002TC1011JAGR/Q0101-000000066	26-Jul-2016	26-Sep-2016	27-Sep-2016	22-Jul-2016	Deepa	2	28	Open	
1002TC1011JAGR/Q0101-000000067	27-Jun-2016	01-Sep-2016	02-Sep-2016	30-May-2016	Deepa	0	30	Open	
1002TC1011JAGR/Q0101-000000068	27-Jun-2016	30-Dec-2016	31-Dec-2016	27-Jun-2016	Deepa	0	30	Open	
1002TC1011JAGR/Q0101-000000069	04-Jul-2016	02-Sep-2016	08-Sep-2016	30-Jun-2016	Deepa	6	24	Open	
1002TC1011JAGR/Q0101-000000070	04-Jul-2016	02-Sep-2016	06-Sep-2016	30-Jun-2016	kamini shrivastava	0	30	Open	
1002TC1011JAGR/Q0101-000000071	25-Jul-2016	23-Sep-2016	28-Sep-2016	21-Jul-2016	Deepa	11	19	Open	GJHK
1002TC1011JAGR/Q0101-000000124	11-Jul-2016	20-Aug-2016	21-Aug-2016	07-Jul-2016	Deepa	3	27	Open	
1002TC1011JAGR/Q0101-000000125	11-Jul-2016	20-Aug-2016	21-Aug-2016	07-Jul-2016	Deepa	3	27	Open	

4. Next, select the batch and perform the desired operation:

- Enrol Candidate: the button is disabled enrolment closure date is elapsed.
- Send Batch for Sector Skill Council (SSC) Approval: The button is enabled if minimum batch size is met and enrolment closure hasn't been elapsed. Batch Approval status is set as Sent to SSC Approval.
- Edit Batch: TC can edit a selected batch. Properties that can be edited are **Batch Start Date**, **Batch End Date**, and **Assessment Date**. TC has to mandatorily edit the batch to post pone the enrolment closure date.
- Create Batch: TC can create a new batch.

**Note:**

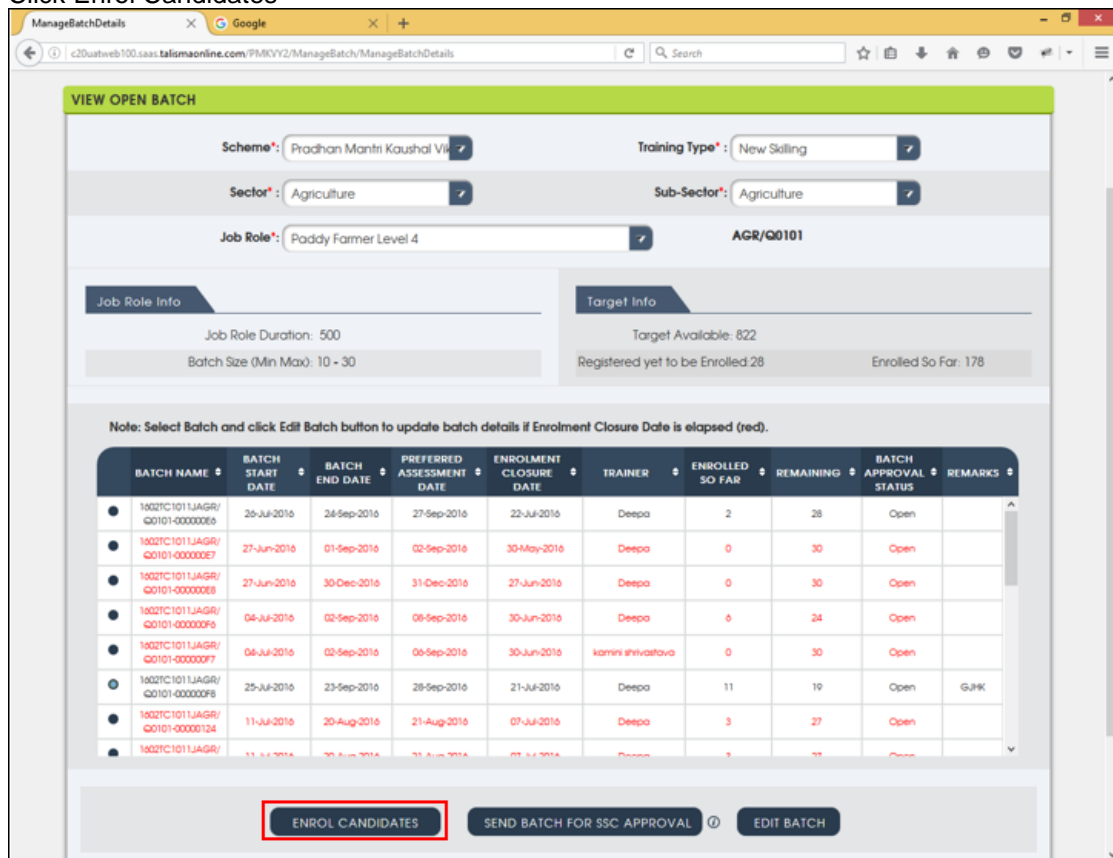
- Create Batch is available only for the next release.
- If the enrolment closure date for a batch is elapsed, then the batch is marked in RED.
- Post enrolment closure date, if minimum batch size is met, the batch is auto-sent to Sector Skill Council (SSC) for approval.



## Enrol Candidates

Candidates can only be enrolled if enrolment closure date is not elapsed.

### 1. Click Enrol Candidates



### 2. Enrol Candidate form is displayed with the following information:

- **Job Role Details:** Scheme, training type, sector, sub sector, job role, and job role duration in hours.
- **Batch Details tab:** Batch start date, batch end date, preferred assessment date, trainer, enrolled so far, enrolment remaining, enrolment closure date and target available.
  - Enrolled So Far: Number of candidates enrolled
  - Enrolment Remaining: Number of candidates that need to be enrolled.

### 3. To enrol candidates to the selected batch, select the candidates from **Registered Candidate** table and click **Enrol to Batch**. Candidates are moved to **Enrolled Candidate** table (select all candidates using **select all** check box).

## Note:

- Candidates whose **Eligible for Enrolment = Yes** and **Mobile Number Exists in System? = No** are eligible to enrol.
- Candidate names are displayed in red if **Eligible for Enrolment < > Yes** or **Mobile Number Exists in System? < > No**

4. Candidates can be removed from a batch by selecting required candidate in Enrolled Candidate table and clicking **Remove from Batch**. Candidates are moved back to Registered Candidate table.

**ENROL CANDIDATE**

**BATCH NAME: 1602TC1011JAGR/Q0101-00000124**

**Job Role Details**

Pradhan Mantri Koushal Vikas Yojana 2.0  
Scheme: (PMKVY 2.0)  
Training Type: New Skilling  
Sector: Agriculture Sector Skill Council of India  
Sub Sector: Agriculture  
Job Role: Paddy Farmer Level 4  
Job Role Duration in hours: 200.00  
Batch Size: 10 - 30

**Batch Details**

Batch Start Date: 11-Jul-2016  
Batch End Date: 20-Aug-2016  
Preferred Assessment Date: 21-Aug-2016  
Trainer: Deepa  
Enrolled So Far: 30  
Enrollment Remaining: 0  
Enrollment Closure Date: 07-Jul-2016

**REGISTERED CANDIDATES: 34**

SELECTED	CANDIDATE NAME	GENDER	REGISTRATION DATE	AADHAAR VERIFICATION STATUS	ALTERNATE ID VERIFICATION STATUS	MOBILE NUMBER EXISTS IN SYSTEM?	MOBILE OTP VERIFICATION STATUS	Eligible for Disbursement	Eligible for Enrolment
<input type="checkbox"/>	AX Integration Two	Male	6/27/2016 2:46:11 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	www	Female	6/27/2016 2:50:15 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	Sanchita Padhy	Female	6/27/2016 3:06:06 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	Nitesha	Male	6/25/2016 6:43:33 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	vikash	Male	6/25/2016 6:49:32 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	AAAAAAA	Female	6/25/2016 6:57:59 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	fstrwwwwww	Female	6/25/2016 6:59:33 PM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified

**Enrol to Batch**

**Remove from Batch**

**ENROLLED CANDIDATES: 30** **REMAINING: 0**

SELECTED	CANDIDATE NAME	GENDER	REGISTRATION DATE	AADHAAR VERIFICATION STATUS	ALTERNATE ID VERIFICATION STATUS	MOBILE NUMBER EXISTS IN SYSTEM?	MOBILE OTP VERIFICATION STATUS	Eligible for Disbursement	Eligible for Enrolment
<input type="checkbox"/>	afafafaf	Female	6/26/2016 12:05:03 AM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	#	Female	6/26/2016 12:12:41 AM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	#	Female	6/26/2016 12:18:37 AM	Yet to be verified	Not Provided	Yet To Be Verified	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	Pooji	Male	7/1/2016 8:36:20 PM	Failure	Not Provided	Successful	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	aaaaaaaa jena	Female	7/4/2016 10:57:27 AM	Failure	Not Provided	Successful	Successful	Yet to be verified	Yet to be verified
<input type="checkbox"/>	aaaaaaaa jena	Female	7/4/2016 11:01:55 AM	Failure	Not Provided	Successful	Not Provided	Yet to be verified	Yet to be verified
<input type="checkbox"/>	aaaaaaaa jena ghghghj	Female	7/4/2016 11:39:39 AM	Failure	Not Provided	Successful	Successful	Yet to be verified	Yet to be verified

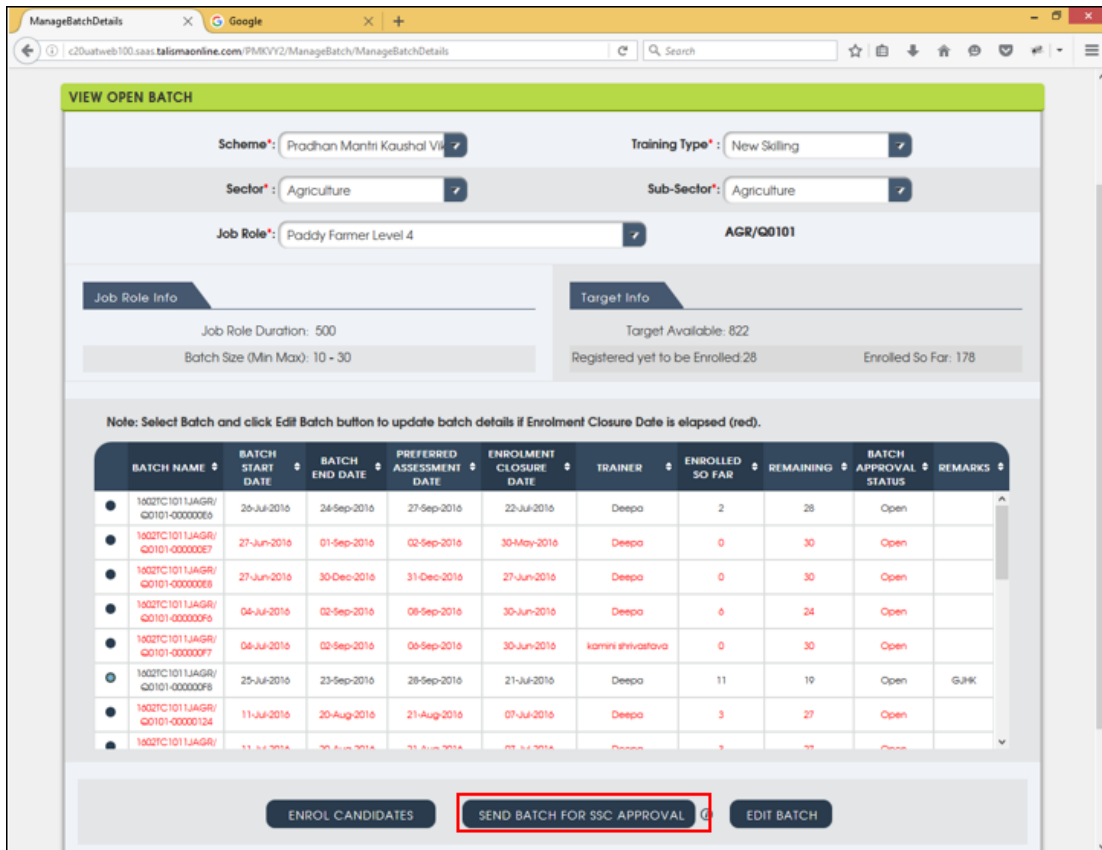
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## Send Batch to SSC Approval

**Send Batch to SSC Approval** button is enabled if minimum batch size is met and enrolment closure date has not been elapsed. Batch Approval status is set as **Sent to SSC Approval**.

**Note:**

- Post **Enrolment Closure Date**, if min batch size is met, batch is auto sent to SSC for approval.
- After the batch is sent for SSC approval, it can be viewed in **View Batch Approval Status** page.



## Edit Batch

Properties that can be edited are **Batch Start Date**, **Batch End Date**, and **Assessment Date**.

If **Enrolment Closure Date** is elapsed (i.e. Batch displayed in red colour), TC has to mandatorily edit the batch to post pone the **Enrolment Closure Date**.

The screenshot shows the 'Update Batch' interface for the batch ID 1602TC1011JAGR/Q0101-00000F6. The form includes the following fields and values:

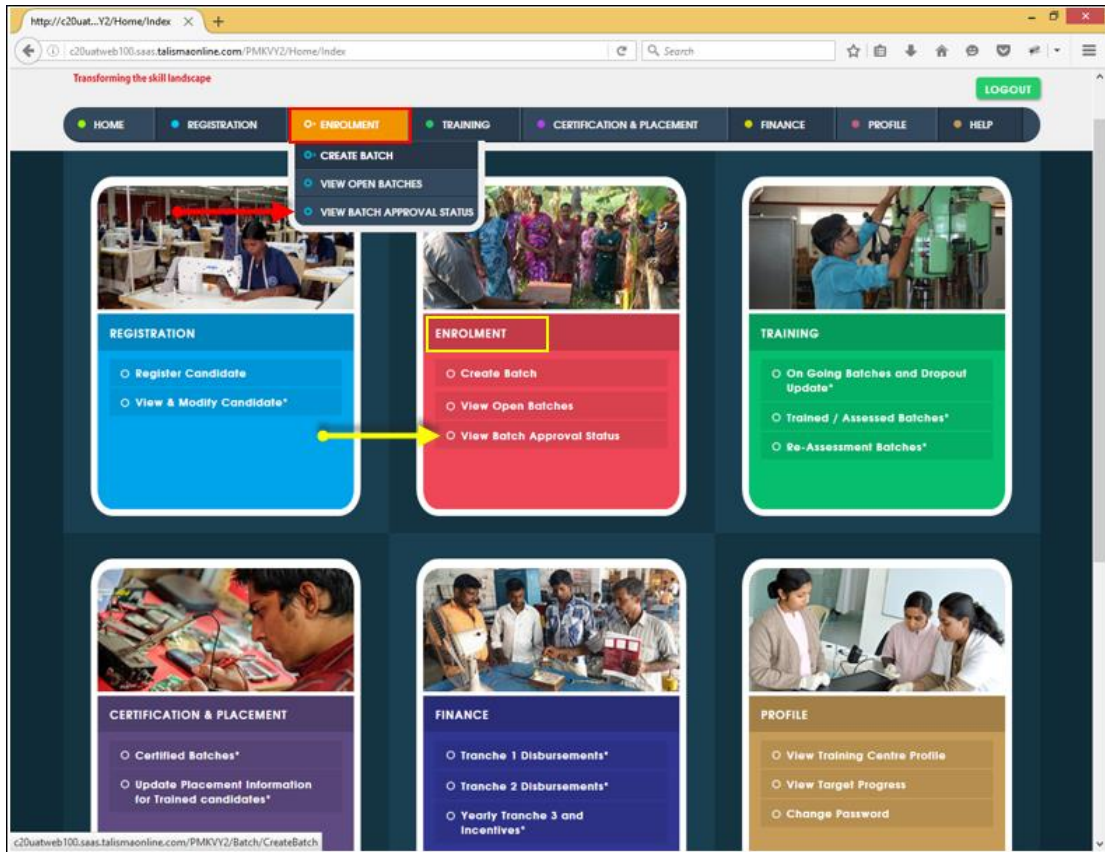
- Scheme:** Pradhan Mantri Kaushal Vikas Yojana
- Training Type:** New Skilling
- Sector:** Agriculture
- Sub-Sector:** Agriculture
- Job Role:** Paddy Farmer Level 4
- AGR/Q0101**
- TARGET AVAILABLE:** 822
- REGISTERED YET TO BE ENROLLED:** 28
- ELIGIBLE TO CREATE BATCH:** 13
- ENROLLED SO FAR:** 178
- Category:** 3
- Job Role Duration in Hrs:** 300
- Assessment Fee per Candidate:** 1500.00
- Minimum batch size:** 10
- Maximum batch size:** 30
- For Cost Calculations:**
  - Minimum Hrs of Training per day:** 5
  - Base cost per candidate per hour:** 27.00
  - Maximum days allowed for allowance:** 60.00
- Batch Start Date:** 25-Jul-2016
- Batch End Date:** 23-Sep-2016
- Preferred Assessment Date:** Assessment Date
- Trainer:** Deepa
- Remarks for SSC:** Remarks
- Enrolment Closure Date:** 21-Jul-2016

Buttons for **SAVE** and **CANCEL** are located at the bottom of the form.

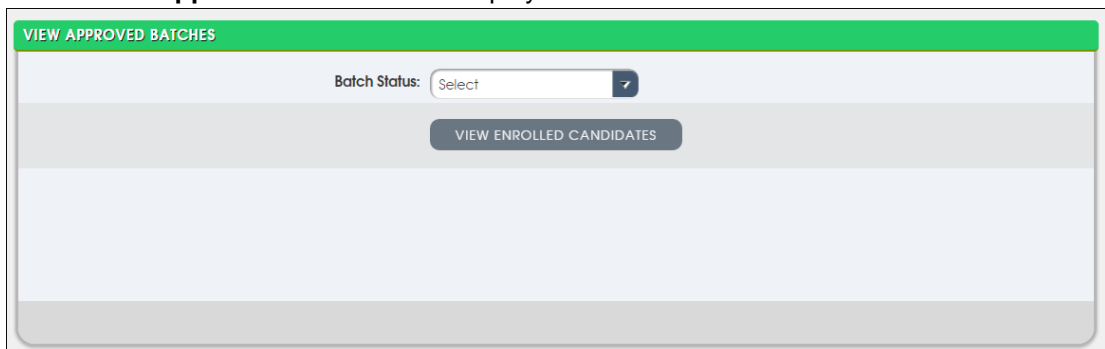
## View Batch Approval Status

To view batch approval status:

1. Click **Enrolment > View Batch Approval Status** either on the menu bar or on the widget.



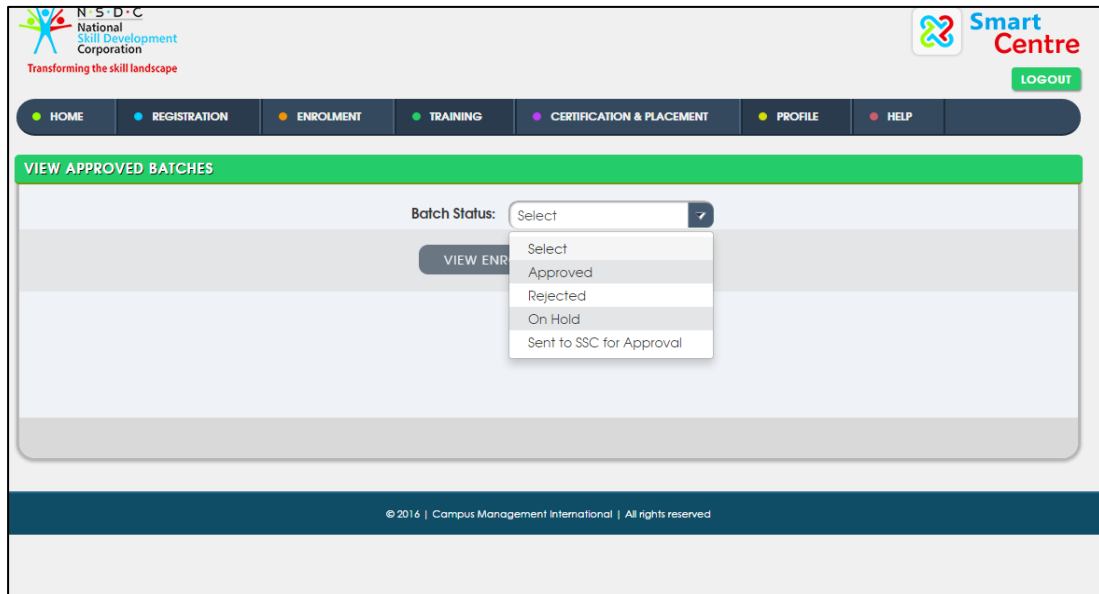
View Batch Approval Status form is displayed.



2. Select the required Batch Status from the dropdown list:

- Approved
- Rejected
- On Hold

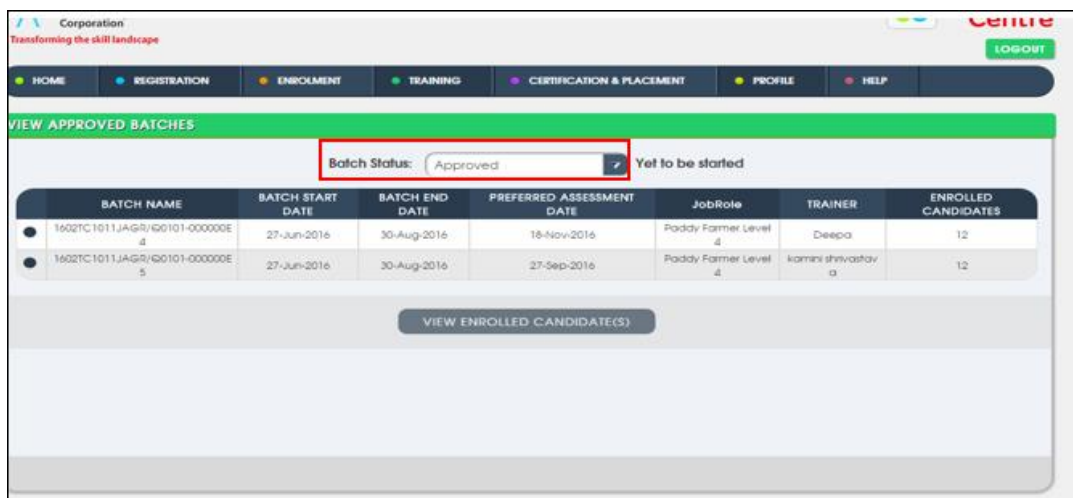
- Sent to SSC for Approval



5. Based on Batch Status selected, the following details is displayed:

- Batch Name
- Batch Start Date
- Batch End Date
- Preferred Assessment Date
- Job Role
- Trainer

**Note:** If Batch Status = Approved, then batches which are yet to be started (i.e. current date less than batch start date) is displayed.



3. Select the batch and click View Enrolled Candidates.

The screenshot displays the 'VIEW APPROVED BATCHES' section of the system. At the top, there is a navigation bar with tabs for HOME, REGISTRATION, ENROLMENT, TRAINING, CERTIFICATION & PLACEMENT, PROFILE, and HELP. A 'LOGOUT' button is also present. Below the navigation bar, the 'VIEW APPROVED BATCHES' section features a 'Batch Status' dropdown menu set to 'Approved' and a 'Yet to be started' button. A table lists two batches, with the first two rows highlighted by a red box. Below the table, a 'VIEW ENROLLED CANDIDATE(S)' button is also highlighted with a red box.

BATCH NAME	BATCH START DATE	BATCH END DATE	PREFERRED ASSESSMENT DATE	JobRole	TRAINER	ENROLLED CANDIDATES
1602TC1011JAGRIG0101-000000E d	27-Jun-2016	30-Aug-2016	18-Nov-2016	Paddy Farmer Level d	Deepa	12
1602TC1011JAGRIG0101-000000E s	27-Jun-2016	30-Aug-2016	27-Sep-2016	Paddy Farmer Level d	kamini shrivastav a	12

VIEW ENROLLED CANDIDATE(S)

## View Enrolled Candidates

1. Click View Enrolled Candidates.

HOME REGISTRATION ENROLMENT TRAINING CERTIFICATION & PLACEMENT PROFILE HELP

**VIEW ENROLLED CANDIDATES**

**BATCH NAME : 1602TC1011JAGR/Q0101-000000E4**

**Job Role Details**

Scheme: Pradhan Mantri Kaushal Vikas Yojana 2.0 (PMKVY 2.0)  
 Training Type: New Skilling  
 Sector: Agriculture Sector Skill Council of India  
 Sub Sector: Agriculture  
 Job Role: Paddy Farmer Level 4  
 Job Role Duration in hours: 300.00  
 Training Type: New Skilling  
 Batch Size: 10 - 30

**Batch Details**

Batch Start Date: 27-Jun-2016  
 Batch End Date: 30-Aug-2016  
 Preferred Assessment Date: 31-Aug-2016  
 Trainer: Deepa  
 Enrolled So Far: 12  
 Enrollment Remaining: 18  
 Enrollment Closure Date: 05-Jul-2016  
 Batch Status: Approved

**ENROLLED CANDIDATES: 12**

CANDIDATE NAME	GENDER	REGISTRATION DATE	AADHAAR VERIFICATION STATUS	ALTERNATE ID VERIFICATION STATUS	MOBILE NUMBER EXISTS IN SYSTEM?	MOBILE OIP VERIFICATION STATUS	Eligible for Disbursement
AAAAAAA	Female	6/25/2016 6:57:59 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
testrwwwww	Female	6/25/2016 6:59:33 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
testrwwqqq	Male	6/25/2016 7:00:41 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
Vikashhh	Male	6/25/2016 7:01:49 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
testrwwwww	Female	6/25/2016 7:04:09 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
testrwwqqq	Female	6/25/2016 7:05:27 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified
testrwwweee	Female	6/25/2016 7:06:19 PM	Yet to be verified	Not Provided	Successful	Not Provided	Yet to be verified