



Skill India

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User manual for Master Trainer (MT) – ToT ToA



Transforming the skill landscape

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1 Introduction

The *User Manual for Master Trainer (MT) – ToT ToA* is designed to provide the information on, what are the functionalities of the Master Trainer for ToT/ToA batches. The Master Trainer can perform the functionalities as listed below.

- Batches
 - View Batch
 - View Batch Details
 - Accept Batch
 - Reject Batch
- Upload Attendance
 - View Approved Applicant Details

2 Batches

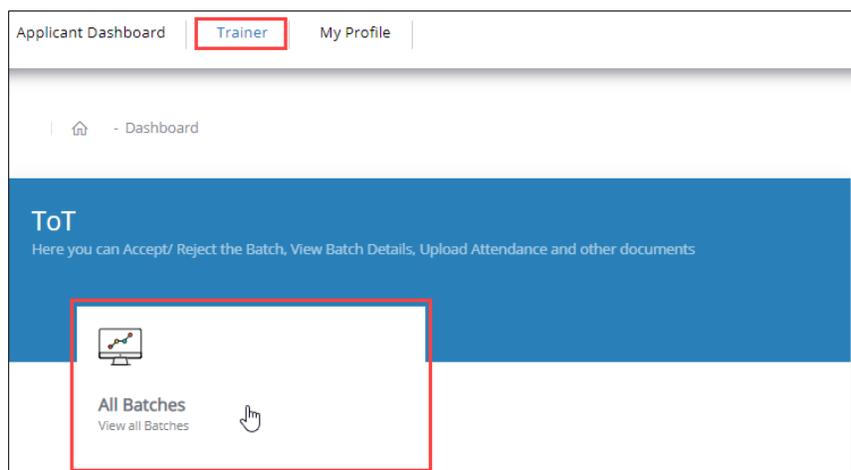
The **All Assigned Batches** screen allows the Master Trainer to View Batches, View Batch Details, Accept Batch and Reject Batch.

2.1 View Batches

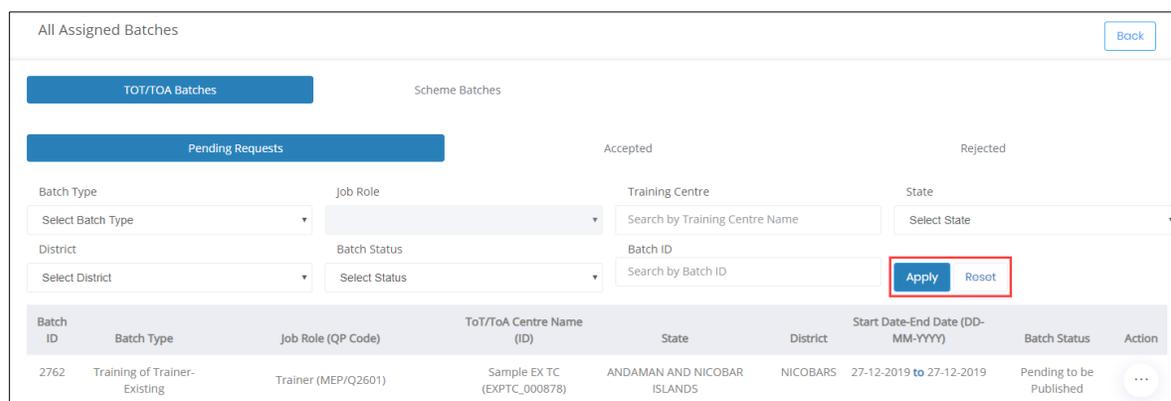
The **View Batches** screen allows the Master Trainer to view and take action on all the batches created.

To Navigate

Home --> Dashboard --> Trainer --> All Batches--> All Assigned Batches



➤ The **All Assigned Batches** screen allows the Master Trainer to view all the created batches.



➤ The batches are categorized on the basis of the status of the request. The categories of batches are as listed below.

- Pending Request
- Accepted
- Rejected

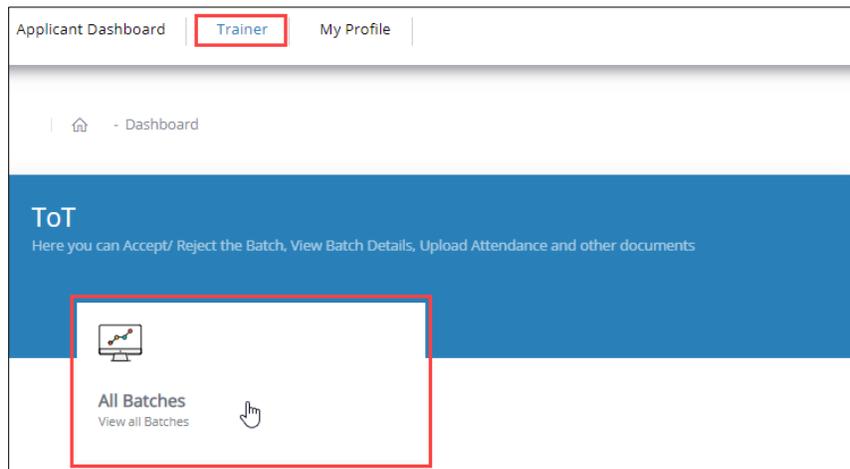
- The **Master Trainer** can also search a particular batch on the basis of Batch Type, Job Role, Training Centre, State, District, Batch Status and Keyword Search. Click **Apply**, to search for a particular batch.
- The **All Assigned Batches** screen lists all the created batches along with the details such as Batch ID, Batch Type, Job Role (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date-End Date (DD-MM-YYYY), Batch Status and Action.

2.2 View Batch Details

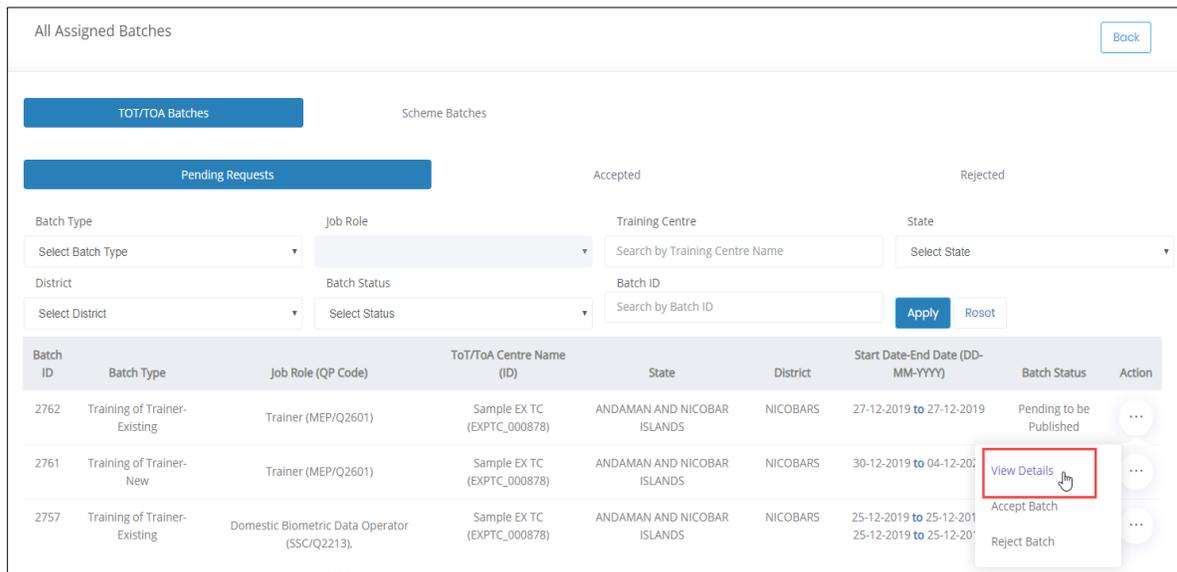
The **View Batch Details** screen allows the Master Trainer to view all the assigned batches.

To Navigate

Home --> Dashboard --> Trainer --> All Batches--> All Assigned Batches --> Pending Request --> Action --> View Details



- The **Pending Requests** section displays the details of the pending requests such as Batch ID, Batch Type, Job Role (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date-End Date (DD-MM-YYYY), Batch Status and allows the Master Trainer to view details under Action.



The screenshot shows the 'All Assigned Batches' screen. At the top right, there is a 'Back' button. Below it, there are two tabs: 'TOT/TOA Batches' (selected) and 'Scheme Batches'. Under 'TOT/TOA Batches', there are three sub-tabs: 'Pending Requests' (selected), 'Accepted', and 'Rejected'. Below the sub-tabs, there are several filters: 'Batch Type' (dropdown), 'Job Role' (dropdown), 'Training Centre' (text input with 'Search by Training Centre Name'), 'State' (dropdown), 'District' (dropdown), 'Batch Status' (dropdown), and 'Batch ID' (text input with 'Search by Batch ID'). There are 'Apply' and 'Reset' buttons. Below the filters is a table with the following columns: Batch ID, Batch Type, Job Role (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date-End Date (DD-MM-YYYY), Batch Status, and Action. The table contains three rows of data. The first row is highlighted, and a red box highlights the 'View Details' button in the 'Action' column of the first row. The 'Batch Status' column for the first row is 'Pending to be Published'. The 'Batch Status' column for the second row is 'Accepted Batch'. The 'Batch Status' column for the third row is 'Reject Batch'.

Batch ID	Batch Type	Job Role (QP Code)	ToT/ToA Centre Name (ID)	State	District	Start Date-End Date (DD-MM-YYYY)	Batch Status	Action
2762	Training of Trainer-Existing	Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	27-12-2019 to 27-12-2019	Pending to be Published	...
2761	Training of Trainer-New	Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	30-12-2019 to 04-12-2020	Accepted Batch	...
2757	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	25-12-2019 to 25-12-2020	Reject Batch	...

- Click **View Details**, the **View Batch Details** screen appears.

- The **Platform Job Role** section lists all the created platform job role based on the Job Role and Job Role Code.

Platform Job Role			
Job Role	:	Trainer	Job Role Code
			:
			MEP/Q2601

- The **ToT/ToA Centre Details** section lists all the created ToT/ToA Centre details based on Training Centre, Training Centre Id, Centre Rating, Training Partner Name, State, District and Status.

ToT/ToA Centre Details						Status
						: Accepted
Training Centre	Training Centre ID	Centre Rating	Training Partner Name	State	District	Status
Sample EX TC	EXPTC_000878	N/A	Sample EX TC	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	Accepted

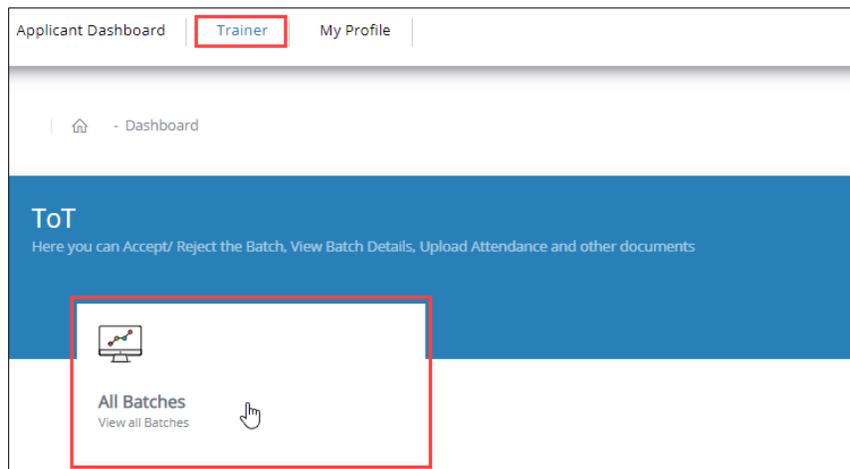
- Click **Back**, to navigate to the **All Assigned Batches** screen.

2.3 Accept Batch

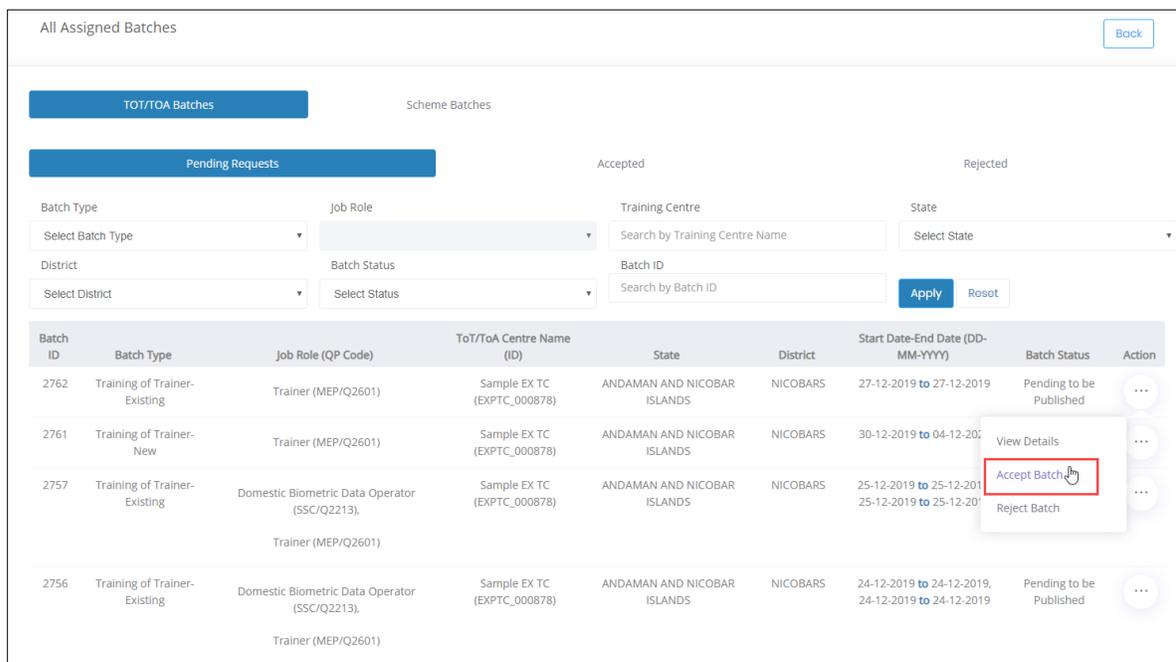
The **Accept Batch** screen allows the Master Trainer to accept the batch.

To Navigate

Home - - > Dashboard - - > Trainer - - > All Batches - - > All Assigned Batches - - > Pending Request - - > Action - - > Accept Batch



- The **Pending Requests** section displays the pending requests details and also allows the Master Trainer to accept the batch under Action.



The screenshot shows the 'All Assigned Batches' screen with a 'Pending Requests' filter selected. The table below lists several batches with their details and an 'Action' column containing a dropdown menu. The 'Accept Batch' option in the dropdown for batch 2761 is highlighted with a red box.

Batch ID	Batch Type	Job Role (QP Code)	ToT/ToA Centre Name (ID)	State	District	Start Date-End Date (DD-MM-YYYY)	Batch Status	Action
2762	Training of Trainer-Existing	Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	27-12-2019 to 27-12-2019	Pending to be Published	...
2761	Training of Trainer-New	Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	30-12-2019 to 04-12-2020	Pending to be Published	View Details Accept Batch Reject Batch
2757	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	25-12-2019 to 25-12-2019 25-12-2019 to 25-12-2019	Pending to be Published	...
2756	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	24-12-2019 to 24-12-2019, 24-12-2019 to 24-12-2019	Pending to be Published	...

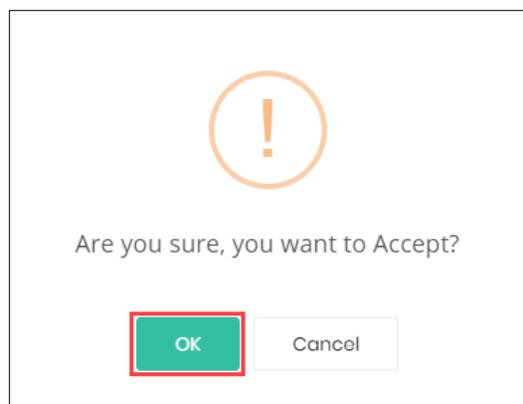
- Click **Accept Batch**, the **Reason for Accepting** screen appears.

- The **Reason for Accepting** screen allows the Master Trainer to enter the appropriate remarks for accepting the batch.



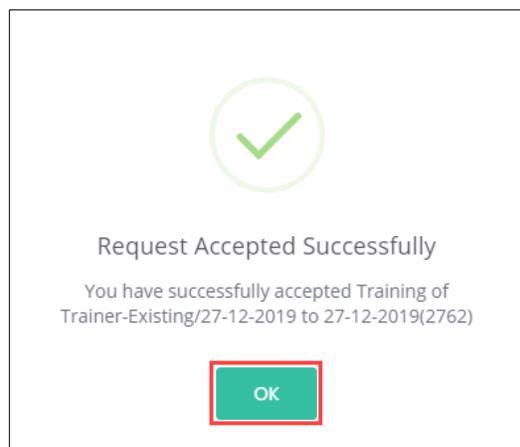
A dialog box titled "Reason For Accepting Batch" with a close button (X) in the top right corner. It contains a large text area with the placeholder text "Enter Remarks (if any)". At the bottom right, there are two buttons: "Close" and "Submit". The "Submit" button is highlighted with a red rectangular border.

- Click **Submit**, the following screen appears.



A confirmation dialog box with a large orange exclamation mark icon at the top. Below the icon, the text reads "Are you sure, you want to Accept?". At the bottom, there are two buttons: "OK" (highlighted with a red rectangular border) and "Cancel".

- Click **OK**, the following screen appears.



A success dialog box with a large green checkmark icon at the top. Below the icon, the text reads "Request Accepted Successfully". Underneath, it says "You have successfully accepted Training of Trainer-Existing/27-12-2019 to 27-12-2019(2762)". At the bottom, there is a single "OK" button highlighted with a red rectangular border.

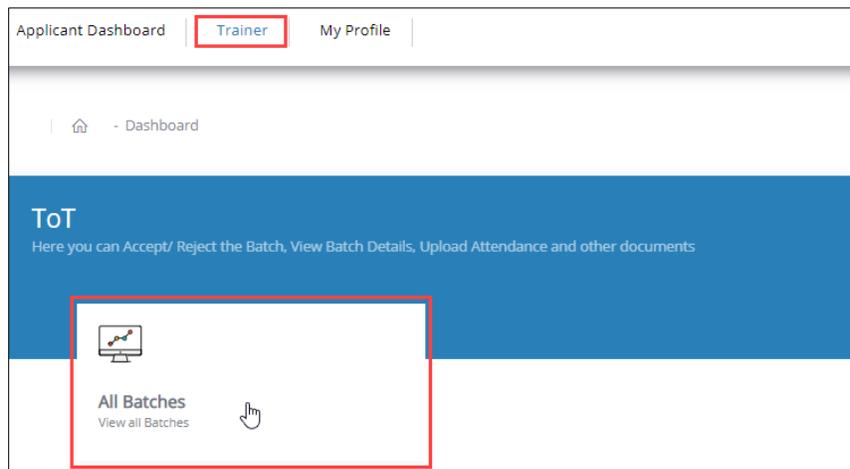
- Click **OK**, to navigate to the **Pending Request** screen.

2.4 Reject Batch

The **Reject Batch** screen allows the Master Trainer to reject the batch.

To Navigate

Home - - > Dashboard - - > Trainer - - > All Batches - - > All Assigned Batches - - > Pending Requests - - > Action - - > Reject Batch



- The **Pending Requests** section displays the pending requests details and also allows the Master Trainer to reject the batch under Action.

All Assigned Batches Back

TOT/TOA Batches Scheme Batches

Pending Requests Accepted Rejected

Batch Type: Select Batch Type
Job Role: Select Job Role
Training Centre: Search by Training Centre Name
State: Select State

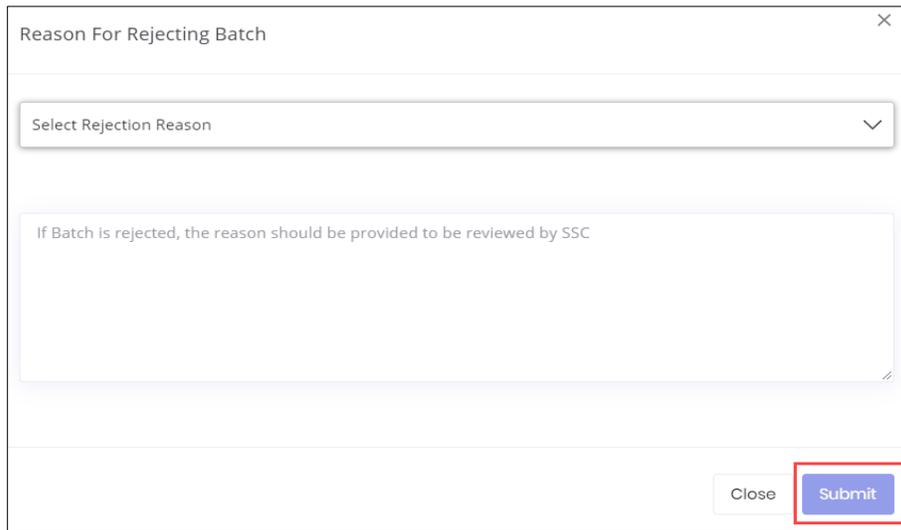
District: Select District
Batch Status: Select Status
Batch ID: Search by Batch ID

Apply Reset

Batch ID	Batch Type	Job Role (QP Code)	ToT/TOA Centre Name (ID)	State	District	Start Date-End Date (DD-MM-YYYY)	Batch Status	Action
2761	Training of Trainer-New	Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	30-12-2019 to 04-12-2020	Pending to be Published	...
2757	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	25-12-2019 to 25-12-2019 25-12-2019 to 25-12-2019	Pending to be Published	View Details Accept Batch Reject Batch
2756	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	24-12-2019 to 24-12-2019 24-12-2019 to 24-12-2019	Pending to be Published	...
2722	Training of Trainer-New	Trainer (MEP/Q2601)	Test TW1 (xdcfvgtbhyuj)	KARNATAKA	CHIKBALLAPUR	15-12-2019 to 20-12-2019	Pending to be Published	...

- Click **Reject Batch**, the **Reason for Rejecting Batch** screen appears.

- The **Reason for Rejecting Batch** screen allows the Master Trainer to reject the batch.



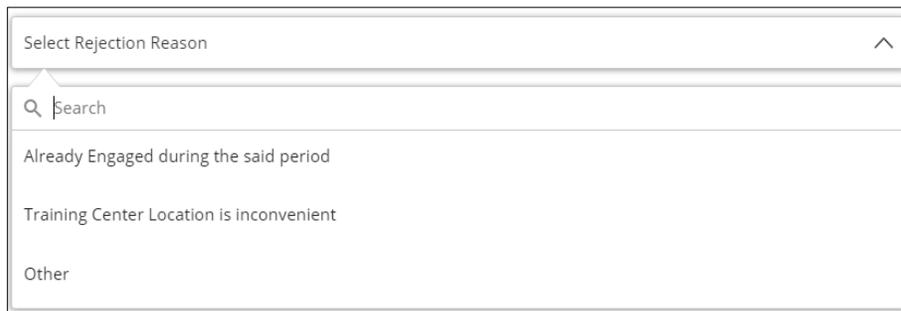
Reason For Rejecting Batch

Select Rejection Reason

If Batch is rejected, the reason should be provided to be reviewed by SSC

Close Submit

- Enter the appropriate reason for rejection of the batch.
- Select the appropriate **Rejection reason** from the drop-down list.



Select Rejection Reason

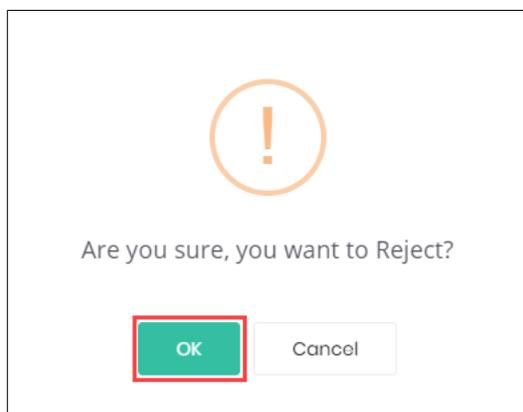
Search

Already Engaged during the said period

Training Center Location is inconvenient

Other

- Click **Submit**, the following screen appears.

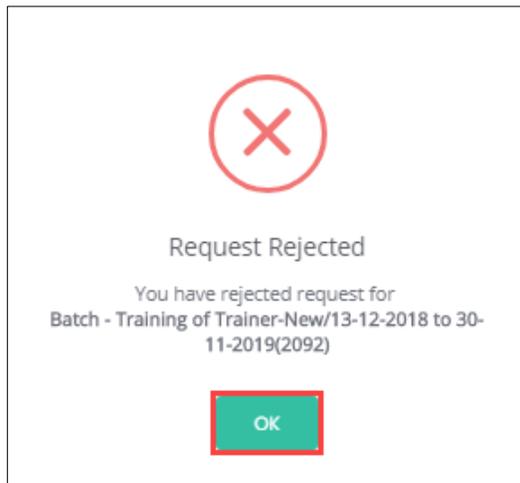


!

Are you sure, you want to Reject?

OK Cancel

- Click **OK**, the following screen appears.



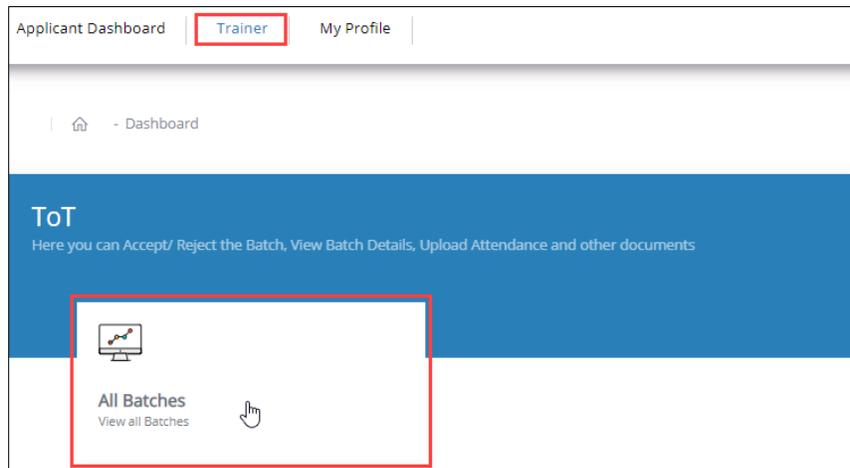
- Click **OK**, to navigate to the **Pending Request** screen.

3 Upload Attendance

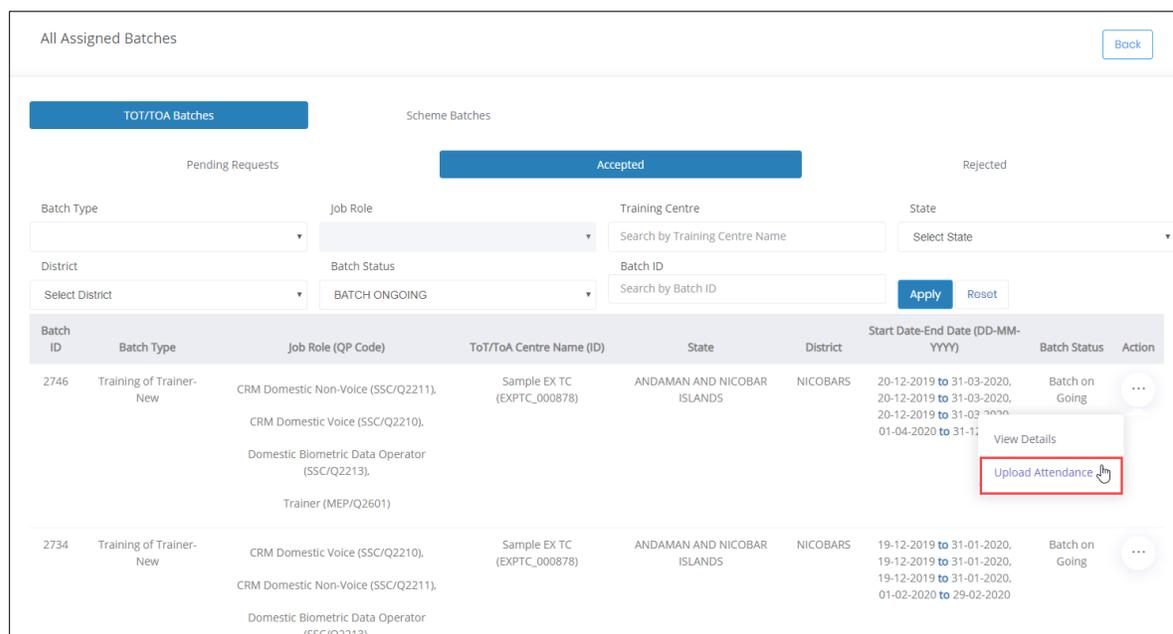
The **Upload Attendance** screen allows the Master Trainer to upload attendance sheet for the applicant.

To Navigate

Home --> Dashboard --> Trainer --> All Batches --> All Assigned Batches --> Accepted --> Action --> Upload Attendance



- The **Accepted** section displays the accepted details such as Batch ID, Batch Type, Job Role (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date-End Date (DD-MM-YYYY) and Batch Status.



The screenshot shows the 'All Assigned Batches' screen. It features a 'Back' button in the top right corner. Below the header, there are tabs for 'TOT/TOA Batches' (selected) and 'Scheme Batches'. Under 'TOT/TOA Batches', there are sub-tabs for 'Pending Requests', 'Accepted' (selected), and 'Rejected'. The 'Accepted' tab contains a search filter section with dropdowns for 'Batch Type', 'Job Role', 'Training Centre', and 'State'. Below these are 'District' and 'Batch Status' dropdowns, and a 'Batch ID' search field. 'Apply' and 'Reset' buttons are also present. The main content is a table with the following columns: Batch ID, Batch Type, Job Role (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date-End Date (DD-MM-YYYY), Batch Status, and Action. Two rows of data are visible, with the 'Upload Attendance' button highlighted in a red box in the 'Action' column of the first row.

Batch ID	Batch Type	Job Role (QP Code)	ToT/ToA Centre Name (ID)	State	District	Start Date-End Date (DD-MM-YYYY)	Batch Status	Action
2746	Training of Trainer-New	CRM Domestic Non-Voice (SSC/Q2211), CRM Domestic Voice (SSC/Q2210), Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	20-12-2019 to 31-03-2020, 20-12-2019 to 31-03-2020, 20-12-2019 to 31-03-2020, 01-04-2020 to 31-12-2020	Batch on Going	View Details Upload Attendance
2734	Training of Trainer-New	CRM Domestic Voice (SSC/Q2210), CRM Domestic Non-Voice (SSC/Q2211), Domestic Biometric Data Operator (SSC/Q2213)	Sample EX TC (EXPTC_000878)	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	19-12-2019 to 31-01-2020, 19-12-2019 to 31-01-2020, 19-12-2019 to 31-01-2020, 01-02-2020 to 29-02-2020	Batch on Going	...

- Click **Upload Attendance**, to navigate to the **Batch Attendance** screen.

➤ The **Batch Attendance** screen hosts **three** tabs as listed below.

- Batch Details
- Approved Applicants
- Batch Attendance

Batch Details		Approved Applicants		Batch Attendance	
Batch Size	:	2	Batch Date	:	19-12-2019 to 31-12-2020
Sector	:	IT-ITeS	Batch Type	:	Training of Trainer-New

➤ The **Batch Details** section displays the details of the particular batch in **four** sections as listed below.

- Batch Details
- Domain Job Role
- Platform Job Role
- ToT/ToA Centre Details

➤ The **Batch Details** section lists all the basic information of the batch such as Batch Size, Batch Date, Sector & Sub Sector and Batch Type.

Batch Size	:	2	Batch Date	:	19-12-2019 to 31-12-2020
Sector	:	IT-ITeS	Batch Type	:	Training of Trainer-New

➤ The **Domain Job Role** section lists all the created domain job role based on the Job Role and Job Role Code.

Domain Job Role	
Job Role	: CRM Domestic Voice
Job Role Code	: SSC/Q2210

➤ The **Platform Job Role** section lists all the created platform job role based on the Job Role and Job Role Code.

Platform Job Role	
Job Role	: Trainer
Job Role Code	: MEP/Q2601

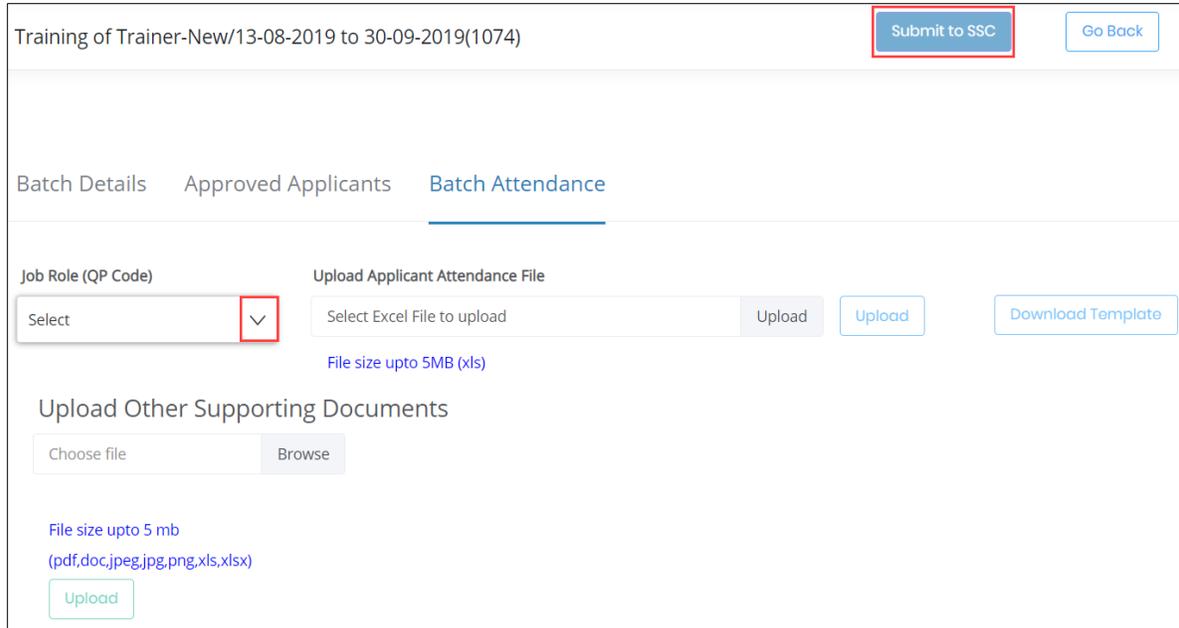
- The **ToT/ToA Centre Details** section lists all the created ToT/ToA Centre details based on Training Centre, Training Centre Id, Centre Rating, Training Partner Name, State, District and Status.

ToT/ToA Centre Details						Status	: Accepted
Training Centre	Training Centre ID	Centre Rating	Training Partner Name	State	District	Status	
Sample EX TC	EXPTC_000878	N/A	Sample EX TC	ANDAMAN AND NICOBAR ISLANDS	NICOBARS	Accepted	

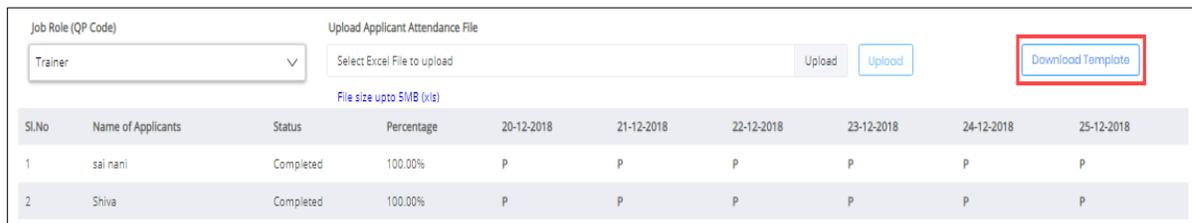
- The **Approved Applicants** section lists all the approved applicants along with the details of the applicants such as Applicant ID, Applicant Name, Email Address, Mobile Number and also allows the Master Trainer to view details under Action.

Batch Details	Approved Applicants	Batch Attendance			
S.No.	Applicant ID	Applicant Name	Email Address	Mobile Number	Action
1	TR75593	Ajay	ajay@gmail.com	8789798798	...

- The **Batch Attendance** section allows the Master Trainer to upload the attendance for ToT/ToA batches.



- Select the appropriate Job Role (QP Code) from the drop-down list.

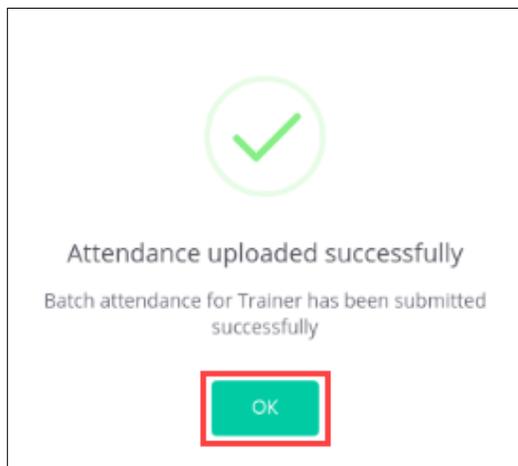


Sl.No	Name of Applicants	Status	Percentage	20-12-2018	21-12-2018	22-12-2018	23-12-2018	24-12-2018	25-12-2018
1	sai nani	Completed	100.00%	P	P	P	P	P	P
2	Shiva	Completed	100.00%	P	P	P	P	P	P

- The **Trainer** section lists all the batches along with the details such as Name of the Applicants, Status, Percentage and DD-MM-YYYY of attendance.
- Click **Download Template**, to download the attendance standard template.

Note: The Master Trainer can download the template in **xls** format and update the downloaded template with appropriate attendance details of the applicant.

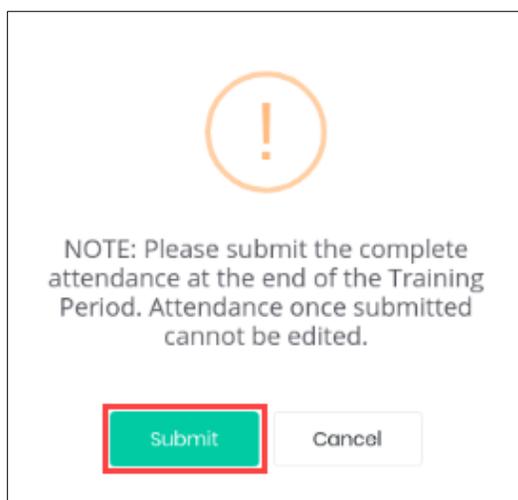
- Click **Browse**, to *upload* the Applicant Attendance File. Master Trainer can upload the only jpg, png, jpeg and pdf and the maximum file size is **five MB**.
- Click **Upload**, the following screen appears.



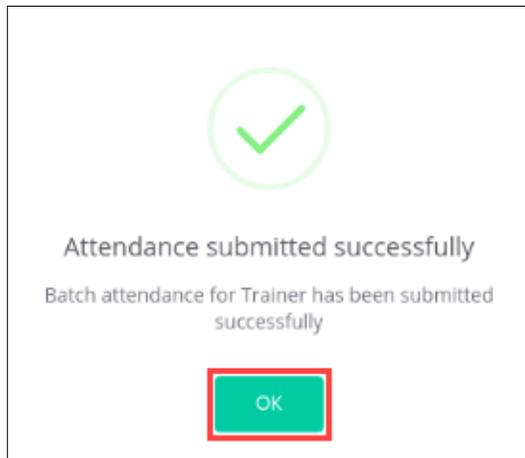
- Click **OK**, to navigate to the **Batch Attendance** screen.
- The **Uploaded Supporting Documents** section displays the uploaded supporting documents details such as Name of Document and allows the Master Trainer to delete uploaded supporting documents.

Uploaded Supporting Documents		
Sl.No	Name of Document	Action
1	nsdc-logo-3860E50C78-seeklogo.com.png	Delete

- Click **Submit to SSC**, the following screen appears.



- Click **Submit**, the following screen appears.



- Click **OK**, to submit the attendance of the applicant.

3.1 View Approved Applicant Details

The **View Approved Applicant Details** screen allows the Master Trainer to view the applicant details.

To Navigate

Home --> Dashboard --> Trainer --> All Batches --> All Assigned Batches --> Accepted --> Action --> View Details --> Approved Applicants

Training of Trainer-New/12-08-2019 to 31-08-2019(1071) Go Back

Batch Details Approved Applicants Batch Attendance

S.No.	Applicant ID	Applicant Name	Email Address	Mobile Number	Action
1	TR18302	Narender	kishore.m@transneuron.com	8790932017	⋮ View Details

- The **Approved Applicants** section displays the approved applicant details such as Applicant ID, Applicant Name, Email Address, Mobile Number, and also allows to view details under Action.
- Click **View Details**, the **View Applicant Details** screen appears.
- The **View Applicant Details** screen hosts **seven** sections as listed below.
 - Personal Information
 - Identity Details
 - Contact and Address Details
 - Education Details
 - Added Industrial Experience Details
 - Added Training Experience Details
 - Applicant Type

- The **Personal Information** section lists all the basic information of the applicant such as Name of the Applicant, Gender, Religion, Date of Birth, Language Known and Category.

View Applicant Details

[Go Back](#)

[View CV/Resume](#)

Personal Information

Name of the Applicant	: Narender	Date of Birth	: 15/10/1984
Gender	: Male	Language Known	: English, Hindi
Religion	: Hindu	Category	: OBC

- The **Identity Details** section displays the identity details such as Name, and Number of the applicant.

Identity Details

Name	: PAN	Number	: CFGPS9801E
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- The **Contact & Address Details** section lists all the contact and address details of the applicant such as Mobile Number of Applicant, Email Address of Applicant, Applicant Address, Nearby Landmark, Pincode, State/Union Territory, District/City and Tehsil/Mandal.

Contact & Address Details

Mobile Number of Applicant	: 8790932017	Pincode	: 110073
Email Address of Applicant	: kishore.m@transneuron.com	State/Union Territory	: DELHI
Applicant Address	: 22, ghuman hera part-1, Ghuman Hera South West Delhi	District/City	: SOUTH WEST
Nearby Landmark	: Near Allahabad Bank	Tehsil/Mandal	: Kapeshera

- The **Education Details** section displays the educational information of the applicant.

Education Details

Graduate:	B.A.	b0c97b52-7d7b-4244-8795-fe4ebb1c0b89_Graduation Certificate.pdf
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Note: The Master Trainer can also download educational details in **pdf** format.

