Sector Skill Council Portal (SSC) for Assessment and Re-assessment

Manual for SSC Users

PMKVY 2.0

21st November 2017
<table>
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<tr>
<th>Document Last Updated</th>
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<tr>
<td>23&lt;sup&gt;rd&lt;/sup&gt; Nov 2017</td>
<td>Navira Shetty</td>
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<td>27&lt;sup&gt;th&lt;/sup&gt; Nov 2017</td>
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<td>Navira Shetty</td>
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</tbody>
</table>
Table of Content

Introduction .................................................................................................................. 5
Login to SSC Portal ........................................................................................................ 5
Forgot Password ............................................................................................................ 5
New Batch ..................................................................................................................... 6
1. Assign Batch Status .................................................................................................. 6
   i. Filters ..................................................................................................................... 6
   ii. Pending for Assigning to AA (Assessment Agency) ............................................. 7
   iii. Batches Assigned to AA ..................................................................................... 11
   iv. Batches Rejected by Agency .............................................................................. 13
2. Approve Results ....................................................................................................... 16
   i. Filters ..................................................................................................................... 16
   ii. Results Pending with SSC for Approval ............................................................... 16
   iii. Results Approved by SSC .................................................................................. 20
   iv. Results Rejected by SSC .................................................................................... 22
   v. Certificate ............................................................................................................. 23
Reassessment ................................................................................................................. 24
3. Assign Batch Status-Reassessment Batch ............................................................... 24
   i. Batches Pending .................................................................................................... 25
   ii. Batches Rejected by Agency .............................................................................. 27
4. Approve Results-Reassessment Batch ................................................................... 29
   i. Result Pending for Approval .............................................................................. 29
   ii. Certificate ............................................................................................................. 31
5. Change Password and Log Out .............................................................................. 32
Introduction
The document provides a step by step orientation for the Assessment and Re-assessment features to be managed by Sector Skill Council (SSC).

Url: c20ssccrm.saas.talismaonline.com

Login to SSC Portal
Enter the Username and Password and click Login.

Forgot Password
Click Forgot Password? to reset the password.
Enter the username and click **Submit**, reset password link will

![Forgot Password](image)

**New Batch**

1. **Assign Batch Status**

Select **Assign Batch Status** and click **New Batch** to view “Batches pending for assigning to Assessment Agency”, “Batches assigned to AA” and “Batches rejected by Agency”

   ![Image](image)

   i. **Filters**

   SSC can filter batches based on scheme and training type. By default, PMKVY 2.0 and Short term training will be populated.

   ![Image](image)

   - Pending for Assigning to AA
   - Batch Assigned to AA
   - Batches rejected by Agency
ii. **Pending for Assigning to AA (Assessment Agency)**

1. Displays batches which are pending to be assigned to AA.

   **Note:** AA = Assessment Agency

- Click **View** to view and Assign the batches to AA.

- On click of view, batch information and assessment agency list will be displayed.
- Select the Assessment Agency and click Assign to assign the AA for the batch. Click Yes to confirm.

Show records

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>SPOC EMAIL</th>
<th>SPOC MOBILE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspiring Minds</td>
<td><a href="mailto:aa@test.com">aa@test.com</a></td>
<td>9533586570</td>
<td>Assign</td>
</tr>
<tr>
<td>Apparel Exporters &amp; Manufacturers Association’ 1</td>
<td><a href="mailto:deepikar@talisma.com">deepikar@talisma.com</a></td>
<td>1234567899</td>
<td>Assign</td>
</tr>
<tr>
<td>Campus Management</td>
<td><a href="mailto:rashmim@talisma.com">rashmim@talisma.com</a></td>
<td>9590032835</td>
<td>Assign</td>
</tr>
<tr>
<td>Rash</td>
<td><a href="mailto:rashmim@talisma.com">rashmim@talisma.com</a></td>
<td>7899444450</td>
<td>Assign</td>
</tr>
<tr>
<td>testaa</td>
<td><a href="mailto:rashmim@talisma.com">rashmim@talisma.com</a></td>
<td>2222222222</td>
<td>Assign</td>
</tr>
</tbody>
</table>
- The Success! Pop-up is displayed for the confirmation of assignment to the batch. Click OK.

2. SSC can edit the Assessment Date by clicking Edit and click Save.
   - Edit button will be displayed only if the current date is at least 7 days less than the current assessment date.
   - The date selected cannot be greater than 3 months from the batch end date.
   - The assessment date selected should be at least 7 days from current date.
3. Download report

- On click of download report, batches pending with SSC for assigning to AA will be downloaded.
iii. **Batches Assigned to AA**
Displays batches assigned to AA.

1. SSC can view the batch details by clicking View or click Reassign to assign batch to another agency or click on edit to edit batch assessment date.

- Click View to display the batch information
- Click Reassign to assign batch to another agency.

- Select the Assessment Agency and click Assign to assign the AA for the batch. Click Yes to confirm.

- Click Edit to edit Assessment Date. Click Save after editing.
  - Edit button will be displayed only if the current date is at least 7 days less than the current assessment date.
  - The date selected cannot be greater than 3 months from the batch end date.
  - The assessment date selected should be at least 7 days from current date.
iv. **Batches Rejected by Agency**

Displays the batches that have been rejected by Assessment Agencies.

1. SSC can view the batch details by clicking View or click Reassign to assign batch to another agency or click on edit to edit batch assessment date.
- Click **View**, batch information will be displayed.

- Click **Edit** to edit **Assessment Date**. Click **Save** after editing.
  - Edit button will be displayed only if the current date is at least 7 days less than the current assessment date.
  - The date selected cannot be greater than 3 months from the batch end date.
  - The assessment date selected should be at least 7 days from current date.
2. Click **Reassign** to reassign new AA for the batch.

- Click **Yes** to confirm assigning the batch.
2. Approve Results

Select the Approve Results and click New Batch.

i. Filters

SSC can filter the batches by the scheme and the type of training. By default, PMKVY 2.0 and Short term training will be populated.

Based on the filter selected, the batches will be displayed under
- Result Pending with SSC for Approval
- Result Approved by SSC
- Results Rejected by SSC
- Certified batches

ii. Results Pending with SSC for Approval

Displays all the batches which are pending with SSC for result approval
1. **Click Review** to view the batch assessment details.

### Results Pending with SSC For Approval

<table>
<thead>
<tr>
<th>BATCH NAME</th>
<th>TRAINING PARTNER</th>
<th>TRAINING CENTRE</th>
<th>QUALIFICATION PACK</th>
<th>ASSESSMENT DATE</th>
<th>ASSESSMENT AGENCY</th>
<th>ASSESSOR NAME</th>
<th>TOTAL CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1702G0000777/JAGR/Q4101-000085A</td>
<td>IL &amp; FS Skills Development Corporation Limited</td>
<td>IL&amp;FS Institute of Skills @ Gadhedia</td>
<td>Dairy Farmer/Entrepreneur</td>
<td>29/Dec/2017</td>
<td>TAG (The Assessors Guild)</td>
<td>Abhilash Gupta</td>
<td>30</td>
</tr>
<tr>
<td>1702G00125JAGR/Q4101-000095A</td>
<td>Dip Education Society</td>
<td>Vidyabasi Education Foundation Skill Centre</td>
<td>Dairy Farmer/Entrepreneur</td>
<td>31/Dec/2017</td>
<td>Sita Ram Rajguru</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1702MR00175JAGR/Q4101-0000C2</td>
<td>STUDY MATRIX SKILL DEVELOPMENT MISSION</td>
<td>SMV - bheri Akbarpur</td>
<td>Dairy Farmer/Entrepreneur</td>
<td>19/Dec/2017</td>
<td>Ashish Upadhyay</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>1702HR01895JAGR/Q1201-000094</td>
<td>Rao Lal Singh Shiksha Samiti</td>
<td>RMRP SKILL CENTRE</td>
<td>Organic grower</td>
<td>27/Dec/2017</td>
<td>Ajopni Skills India Pvt Ltd</td>
<td>Vikash Rathi</td>
<td>30</td>
</tr>
<tr>
<td>1702HR01CB8JAGR/Q0801-0000E32</td>
<td>A.S. EDUCATION AND WELFARE SOCIETY</td>
<td>TRIHANDI PUBLIC SCHOOL</td>
<td>Gardener</td>
<td>28/Dec/2017</td>
<td>Ajopni Skills India Pvt Ltd</td>
<td>Vikash Rathi</td>
<td>30</td>
</tr>
</tbody>
</table>
- Batch information is displayed. SSC can Approve or Reject the batch result.
- Pass Count, Fail Count and Not Appeared count will be displayed in quick view.

- Click View Score under candidate marks/scores grid to view NOS wise marks.

- Marks Details are displayed. Click Close after the review.
2. SSC can either Approve or Reject the batch post verifying candidate results
   - Click Approved to Approve batch result

   ![Approve](image)

   “OR”

   - Click “Reject” to reject the batch result and send batch back to Assessment Agency for marks correction

   ![Reject](image)

   - If the batch is rejected select the valid reason and comment in the pop-up that displays. Batch is sent back to Agency to re-verify the results uploaded.

   ![Reason](image)
3. Download report

- On click of download report, batches pending with SSC for result approval will be downloaded

iii. **Results Approved by SSC**

Displays the list of batches where result is approved by SSC.
1. Click **Review** to display the batch information.

```
<table>
<thead>
<tr>
<th>BATCH NAME</th>
<th>TRAINING PARTNER</th>
<th>TRAINING CENTER</th>
<th>QUALIFICATION PACK</th>
<th>ASSESSMENT DATE</th>
<th>ASSESSMENT AGENCY</th>
<th>ASSESSOR NAME</th>
<th>TOTAL CANDIDATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1602G00006EJAGR/Q0801-000004AE</td>
<td>Agriculture Skill Council of India</td>
<td>IIS Vadali</td>
<td>Gardener</td>
<td>22/Mar/2017</td>
<td>Trendsetters Skill Assessors Private Limited</td>
<td>Dr. Shyam H. Halabapure</td>
<td>25</td>
</tr>
<tr>
<td>1602G000077JAGR/Q4101-000004B0</td>
<td>Agriculture Skill Council of India</td>
<td>IL&amp;FS Institute of Skills @ Gadchada</td>
<td>Dairy Farmer/Entrepreneur</td>
<td>25/Feb/2017</td>
<td>Trendsetters Skill Assessors Private Limited</td>
<td>Mezhukumar dhagubhai Desai</td>
<td>28</td>
</tr>
</tbody>
</table>
```

- Batch information is displayed and click **View Score** to display the NOS wise scores of the candidate.
iv. **Results Rejected by SSC**

Displays the list of batches where result is rejected by SSC and sent back to Assessment agency for marks corrections.

1. Click **View** to display the batch information.
Batch information is displayed and click **View Score** to display the NOS wise scores of the candidate.

Marks details are displayed.

v. **Certificate**

- Click **Certified batches tab** to download certificate for candidates where batch result has been approved by SSC.
1. Yet to be Downloaded

- Displays list of batches for which certificate has not been downloaded by any stakeholder
- SSC can search the batch based on below filters
  - TC Name/Location
  - Batch Name
  - Assessment Date from
  - Assessment Date To
  - Qualification Pack
- Click on download to download certificate
- Click view to view batch details

2. Certificates Downloaded

- Displays list of batches for which the certificate has been downloaded by at least one stakeholder
- SSC can search batch based on the below filters
  - TC Name/Location
  - Batch Name
  - Assessment Date from
  - Assessment Date To
  - Qualification Pack
- Click on download to download certificate
- Click view to view batch details

Reassessment

3. Assign Batch Status-Reassessment Batch

Select the Assign Batch Status and click Reassessment Batch.
i. **Batches Pending**

Displays the reassessment batches that are pending for assigning to AA.

1. Click **View/Edit** to view the batch details and select reassessment date.

- Batch information and List of assessment agencies are displayed.
- Enter Reassessment Date, click Save
- Reassessment date should be at least 7 days from the date of approving the batch and not greater than 90 days from previous result approval date.
- Select check box of the Reassessment Fee received by SSC.
- Click Approve/Assign to assign the batch to AA.

**NOTE:** Red asterisk (*) mark is made as mandatory field to enter.

2. On click of Approve/Assign list of agency will be displayed
   - Select agency and click on Assign
   - Click on Yes to confirm

   - The **Success!** Pop-up is displayed for the confirmation of assignment to the batch. Click **OK**.
“OR”

- On click of reject batch will be sent back to TC.

- If the batch is rejected select the valid reason and comment in the pop-up that displays. Batch is sent back to TC.

ii. **Batches Rejected by Agency**

SSC can view the reassessment batches that have been rejected by assessment agency

1. Click **View** to display the batch information.
2. Click **Reassign** to assign the AA to the batch.

- **Batch Information** is displayed.

- Click on “Assign” to assign batch to agency
4. Approve Results - Reassessment Batch

Select the Approve Results and click Reassessment Batch.

i. Result Pending for Approval
Select Results Pending for Approval to display the batches that are pending for approval by SSC.

1. Click View to display the batch information.
- Batch information is displayed and click **View Score** to display the NOS wise scores of the candidate.

- Marks details are displayed.
2. **SSC can either Approve or Reject** the batch post verifying candidate results
   - Click **Approved** to Approve batch result
   - **“OR”**
   - Click **Reject** to reject the batch result and send batch back to assessment agency for marks correction
   - If the batch is rejected select the valid reason and comment in the pop-up that displays. Batch is sent back to Agency to re-verify the results uploaded.

ii. **Certificate**
SSC can download certificate for reassessment batches for which result has been approved.

1. **Yet to be downloaded**
   - Displays list of batches for which certificate has not been downloaded by any stakeholder
   - SSC can search batch based on the below filters
     - TC Name/Location
     - Batch Name
     - Re-Assessment Date from
     - Ra-Assessment Date To
     - Qualification Pack
   - Click on download to download certificate
   - Click view to view batch details
2. Certificates downloaded

- Displays list of reassessment batches for which certificate has been downloaded by at least one stakeholder
- SSC can search batch based on the below filters
  - TC Name/Location
  - Batch Name
  - Re-Assessment Date from
  - Ra-Assessment Date To
  - Qualification Pack
- Click on download to download certificate
- Click view to view batch details

5. Change Password and Log Out

In the Home page from the login address can view Change Password and Log Out.

User can change password by clicking on change password

Enter exiting password under “Old Password”, enter new password under “New Password” and re-enter the new password under “Confirm Password”.