TP-Fee Based Portal User Manual

5th Dec, 2017
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Prepared by campus management for NSDC.
Logging Into SDMS portal

1. Browse the URL mentioned below for the login page of SDMS Partner Portal

https://nsdcpartner.nsdcin

The Login page is displayed.

Enter the user name and password provided by Monitoring team and Click Login.

Landing Page of Partner Portal

Prepared by campus management for NSDC.
Organization detail is read-only which will be pulled out from registration page and cannot be modified however contact information can be modified.

**Term sheet Tab**

<table>
<thead>
<tr>
<th>Proposal ID</th>
<th>Proposal Name</th>
<th>Proposal Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test2</td>
<td>Test1</td>
<td>ABC/XYZ1</td>
</tr>
<tr>
<td>Test3</td>
<td>New Instance</td>
<td></td>
</tr>
</tbody>
</table>

Term sheet tab shows the proposal which has been provided to the training partner, at the time of upload TP needs to use the Proposal number to upload the candidate information on SMDS.

**Trainers**

To create trainer details click on create New trainer

Trainers details needs to be provided in the trainers Tab

**Provide the requested details to create the trainer on SDMS.**

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Marked in Red Star (*) are mandatory fields for trainer details creation on SDMS.

**Training Centre**

To create training centre Details on SDMS click on Create

Once we click on Create then we get below screen

Select the Centre Type and then click on proceed

There are two types of centres

Fixed and Mobile

Please fill all the mandatory fields to create the training centre details on SDMS (Training Centre Details)

Prepared by campus management for NSDC.
Need to fill the Training centre point of contact

Once Photographs are attached and all the mandatory fields are provided, then need to click on submit for training centre creation on SDMS for Fee based

Course Creation
Course creation will initiate course approval process at NSDC. All courses created will be forwarded to Monitoring team. Partners will be informed over the mail on approval or rejection of course by Monitoring Team.

**How to Add a course**

Provide all the mandatory fields and then click on submit for the new course creation. Course approval documents needs to be shared to monitoring team.

**Candidate Upload**

Along with the conventional way of uploading the candidate information on SDMS and updating the assessment and certification related details (Ex Passing Out Date etc.), the NSDC partners are now being given an option on SDMS to route the candidate information to respective Sector Skill Councils (SSC) for conducting assessment and certification of candidates.

Thus, the Training Partner has two options -

1) Uploading and Updating candidate information of candidates, which have been assessed internally by partner and certified by them, and not through Sector Skill Councils (Self Assessment). Batch ID is not available here.

2) Uploading and routing information of candidates, who are supposed to be assessed and certified by Sector Skill Councils. Batch ID is available here.

Uploading Candidates to be assessed and certified by Sector Skill Councils.

Please follow these steps for uploading candidate data to be routed to SSC -

1) Login to SDMS
2) Go to tab “SSC Candidate Upload”
3) Download the latest excel template

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4) Fill in the details of all the candidates, along with proper batch details. 5) Upload the file.

**Dividing Candidates into Multiple Batches (SDMS Batch Creation Logic)**

SDMS would group the candidates into batches as per the “BatchGroupNumber” along with other existing criteria of Assessment Date, Training Centre ID and Job Role

**Working Scenario**-
1) Partner is uploading 100 candidates in a single sheet.
2) All candidates have the same Course, assessment date and all candidates belong to the same training centre (thus having the same Centre ID)
3) Partner wants these candidates to be grouped into 4 different batches.
4) Partner needs to give different BatchGroupNumber to different set of candidates.
5) If partner wants to create 4 batches of 25 candidates each, he can put BatchGroupNumber as 1 for first 25 candidates in excel sheet, BatchGroupNumber as 2 for next 25 candidates and so on.
6) SDMS will automatically create different batches based on the BatchGroupNumber.

Please note that, the final batch creation logic which will be followed on SDMS is:

- Training Partner
- Training Centre ID
- Course
- Assessment Date
- Batch Start Date
- Batch End Date
- Batch Group Number

This means that, if ‘n’ number of candidates have the same fields mentioned above, they shall be grouped into one batch in SDMS. If any one of these fields differs, a new batch shall be created.

- Please note- Only the batches uploaded for OP-NOS Aligned courses shall be routed to SSC’s.
- If the course is not an approved course, SDMS shall not allow the partner to send the data to SSC.
- Partner needs to use the template available in the tab “SSC Candidate Upload” for uploading candidates (which are routed to SSC’s) and for updating the information of such candidates.

**Uploading Candidates which are not Supposed to be Routed to SSC for Assessment & Certification**

Please follow these steps for uploading candidate data which is not supposed to be routed to SSC-

1) Login to SDMS
2) Go to tab “Candidate Upload”
3) Download the latest excel template
4) Fill in the details of all the candidates, along with proper batch details.
5) Upload the file.

Please note- Partner needs to use the template available in the tab “Candidate Upload” for uploading candidates (which are not routed to SSC’s) and for updating the information of such candidates.
Upload screen for Candidate upload

Two options are provided
One for adding candidate (Insert)
One for update candidate (Update)
Click on the required option and then download the template

- Fill in the data for the candidates as per instruction provided on template and upload it on SDMS
- System will show Pass/Fail status of excel upload. In case of fail, an error log will be generated.
- Error log will give support # for the help plus it will give details of erroneous records with complete description of error
- Snap shot of complete information is provided below (Please download latest document from portal)

Validation and Remarks Screenshot

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Candidate Details Through Centres

To view uploaded candidate details

- To view candidate details, click on “Candidates” tab. System will ask to select a centre to view candidates within that centres.

- When a centre is selected and opened, candidate list mapped to centre will be visible (Screenshot is provided below). Same list can be exported to excel as well.
Upload Screen of SSC Candidate Upload

- Two options are provided
- One for adding candidate (Insert)
- One for update candidate (Update)
- Click on the required option and then download the template
- Fill in the data for the candidates as per instruction provided on template and upload it on SDMS
- System will show Pass/Fail status of excel upload. In case of fail, an error log will be generated.
- Error log will give support # for the help plus it will give details of erroneous records with complete description of error

Snap shot of complete information is provided below (Please download latest document from portal)
Candidate details in SSC Batches

How to update Candidate details on SDMS

• Inserted candidate needs to be updated on SDMS, to mark candidates as Trained and placed.
• To Mark Candidates Trained On SDMS we consider below fields
  • Training status= Completed
  • Passing out date of current month
  • Placement Status= N
  • SDMS Enrolment number( Candidate details ID from candidates Tab)
  • NSDC Reg Number
  • Attendance in Percentage
• To Mark candidates placed on SDMS:
  • Below fields needs to be considered for marking candidates as placed on SDMS
  • Employed through Partner
  • SDMS Enrolment Number
  • Training status = Completed
  • Placement status = Y
  • Employment type= Employed through Partner
  • Date of Joining on or after passing out date in current month
  • Employed details
  • Employment Type = Upskilled
  • NSDC Registration Number
  • Centre ID
  • SDMS enrolment number
  • Passing out date(Same as provided at the time of updating training status = Completed)
  • Placement status= Y
  • Training Status= Completed
  • Employment type = Up Skilled
  • Employment Type = Self Employed
  • NSDC Registration number
  • Centre ID
  • SDMS enrolment number
  • Passing out date (Same as provided at the time of updating training status = Completed)
  • Placement status= Y
  • Training Status= Completed
  • Employment type = Self Employed

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Dashboard

Description of Dashboard
1. Partner Name: Shows the Organization name stored in SDMS

2. NSDC Registration Number: This number is unique number assigned to all NSDC partner. While uploading candidate data this number will be required to map candidates with the partner’s organization

3. Date of last upload: This date will show when last successful upload happened. This date will refresh every mid-night. For e.g. if data is successfully uploaded today then it will show up on Dashboard tomorrow

4. Number of uploads: This will give information on number of successful uploads made in one week.

5. Number of uploads in FY 17-18: This will give information on number of successful uploads in FY 17-18

6. Proposal Name: This is the proposal name as per NSDC records

7. Proposal No.: This is system generated number which will be used while Candidate Upload

8. Date of Sanction: This is the date on which proposal is approved

9. Performance Current Financial Year: Whenever the Dashboard tab is open,

   Enrolled: Count of Non-STAR candidates by picking Batch Start Date falling in Current FY

   Trained: Count of Non-STAR candidates where Training Status=Completed and by picking Passing out Date falling in Current Financial Year

   Placed: Count of Non-STAR candidates with Training Status = Completed AND Placement Status=Yes and Date of Joining falling in Current Financial Year

   Up-skilled: Count of Non-STAR candidates with Training Status = Completed AND Employment Type=Up-skilled AND Passing out Date falling in Current Financial Year

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Prepared by campus management for NSDC.
Financial Year

**Month-wise Performance:** This table will show previous month data i.e. if the dashboard is opened between 1st of March to 31st of March, this table will show up Feb data

- **Enrolled:** Count of Non-STAR candidates by picking Batch Start Date falling in that month

- **Trained:** Count of Non-STAR candidates where Training Status=Completed and by picking Passing out Date falling in that month

- **Placed:** Count of Non-STAR candidates with Training Status = Completed, Placement Status=Yes, Employment Type=Employed through Partner and Date of Joining falling in that month

- **Up-skilled:** Count of Non-STAR candidates with Training Status = Completed AND Placement Status=Yes AND Employment Type=Up-skilled AND Passing out Date falling in that month

- **New centres created:** Number centres created in that month

- **Centre Status:**

  - **Active:** Number of centres where Non-STAR training is going on or reported in the last month trained count

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