

---

# **USER MANUAL**

---

## **Accreditation & Affiliation Process for Training Centre**

## Table of Contents

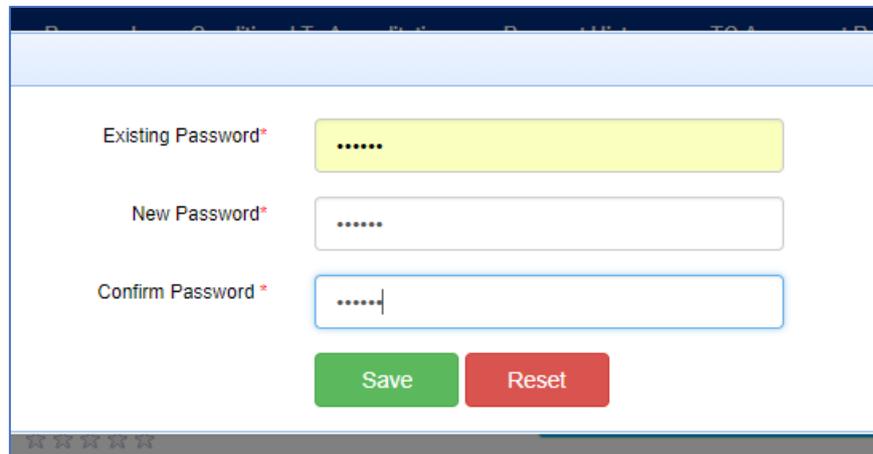
|  |    |
|--|----|
| Table of Figures.....  | 3  |
| Chapter 1 First Time Login .....                                 | 4  |
| Chapter 2 Application Dashboard Overview.....                    | 5  |
| Chapter 3 CAAF submission & Desktop Assessment (DA) .....        | 7  |
| Chapter 4 Letter of Registration (LOR) .....                     | 9  |
| Chapter 5 Apply for Job Role Recommendation.....                 | 10 |
| Chapter 6 Changing Scheme for already recommended Job Role ..... | 12 |
| Chapter 7 Apply for Physical Inspection .....                    | 15 |
| Chapter 8 Apply for Re-Desktop Assessment (Re-DA).....           | 17 |
| Chapter 9 Apply for Re-Accreditation.....                        | 18 |

## Table of Figures

|  |    |
|--|----|
| Figure 1 Change default password.....  | 4  |
| Figure 2 TC Application Dashboard.....   | 5  |
| Figure 3 View & Edit CAAF .....  | 7  |
| Figure 4 CAAF.....   | 7  |
| Figure 5 Job Role Wise Application Status Tab .....                                  | 9  |
| Figure 6 LOR Tab .....   | 9  |
| Figure 7 Apply for Recommendation Tab .....  | 10 |
| Figure 8 Scheme Selection Tab .....  | 10 |
| Figure 9 Recommended By Selection Tab.....   | 11 |
| Figure 10 Final Submission for Job Role Recommendation.....                          | 11 |
| Figure 11 Apply for Recommendation Tab .....   | 12 |
| Figure 12 Option to apply for scheme change of a recommended job role.....           | 12 |
| Figure 13 Page to fill new scheme & recommended by values for approved job role..... | 13 |
| Figure 14 Pop-up screen .....  | 13 |
| Figure 15 Status of Job Role Recommendation change request .....                     | 13 |
| Figure 16 Old Scheme Job Role Recommendation details .....                           | 14 |
| Figure 17 Apply for Physical Inspection Tab .....                                    | 15 |
| Figure 18 Applying for Physical Inspection .....                                     | 15 |
| Figure 19 Declaration before paying Inspection Fees.....                             | 16 |
| Figure 20 Apply for Re-DA Tab.....   | 17 |
| Figure 21 Confirmation screen during Re-DA .....                                     | 17 |
| Figure 22 Apply for Re-Accreditation Tab.....  | 18 |
| Figure 23 Message shown to TC to Apply for Re-DA first .....                         | 18 |

## Chapter 1 First Time Login

1. TC to Login on SMART <http://smart.nsdcindia.org> using credentials shared on SPOC's email ID.
2. TC will be prompted to change the default password on first login, as shown below:



The screenshot shows a web form for changing a password. It contains three input fields: 'Existing Password\*' (highlighted in yellow), 'New Password\*', and 'Confirm Password\*'. Below the fields are two buttons: 'Save' (green) and 'Reset' (red). The form is displayed within a browser window with a dark blue header and a grey footer containing five stars.

*Figure 1 Change default password*

3. Once password changes successfully, TC will be asked to login again with new password.

## Chapter 2 Application Dashboard Overview

1. After login, Training Centre (TC) will be able to view SMART dashboard and can access following:

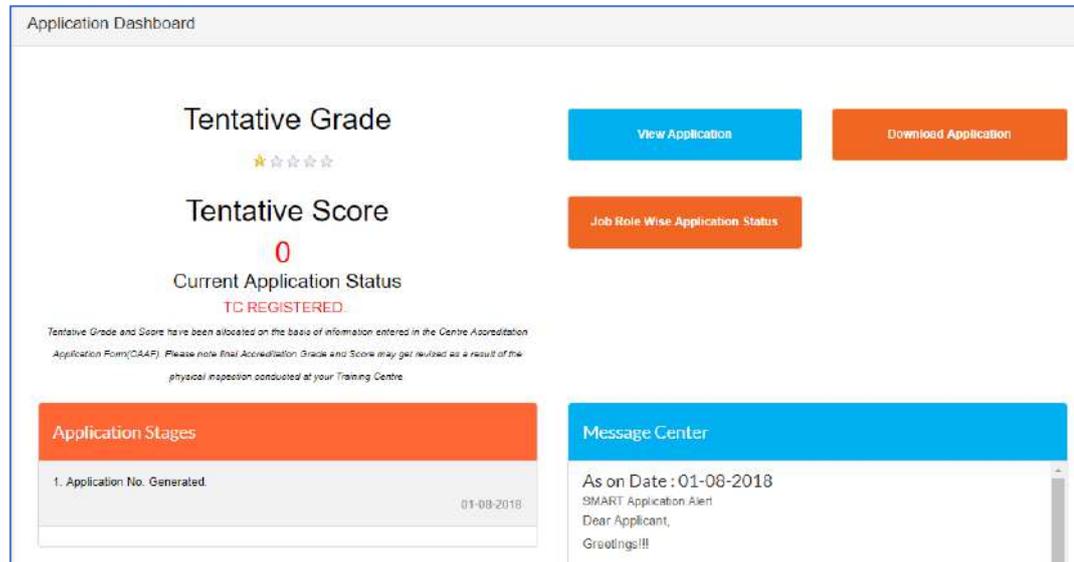


Figure 2 TC Application Dashboard

**a. Tentative Grade & Tentative Score:**

TC can view Tentative Grade and Tentative Score i.e. Star Rating from 1 to 5 & score from 0 to 50 respectively, based on the information provided in Centre Accreditation Application Form (CAAF).

*Please note post inspection grade and score is considered to be final and is subject to change basis the continuous monitoring process.*

**b. Current Application Status:**

TC can view current application status.

**c. Application Stages:**

Application Stages gives TC brief overview of CAAF stages.

**d. Message Centre:**

TC can view all email communication received during the Accreditation & Affiliation process.

**e. Download Application:**

TC can download the PDF application from here after CAAF is submitted.

**f. Job Role Wise Application Status:**

TC can view the Job Role wise status (Inspection Status/ SSC status/ Affiliation status) from here.

From this tab TC can download the Letter of Registration (LOR) once application is marked deemed ready.

**g. Apply for Recommendation:**

Centre marked Deemed Ready is eligible for inspection only after recommendation from respective state/scheme.

TC can apply for job role wise recommendation by clicking on 'Apply for Recommendation' Tab. TC to select 'Scheme' and 'Recommended By' against the respective Job Role. Once TC submit the recommendation request, respective recommendation state/scheme approve/disapprove the same.

**h. Apply for Inspection:**

Once job roles get approved by recommending state/scheme, TC can apply for inspection by clicking on 'Apply for Inspection' Tab. Only approved job roles are eligible for inspection. Requisite fee needs to be paid for physical inspection.

**i. Apply for Re-Desktop Assessment (RE-DA):**

TC have an option to make changes in CAAF where TC can add, delete, edit any job roles. TC can avail this option by clicking on 'Apply for Re-DA' button. Kindly note this option is available once Desk Assessment is completed and marked as 'Deemed Ready'

**j. Apply for Re-Accreditation:**

TC can apply for Re-Accreditation in following scenarios:

- Job role is de-accredited
- 3 months prior to de-accreditation date of a Job Role

In both the scenarios TC needs to apply for Re-DA first. Once marked as Deemed Ready, 'Apply for Re-accreditation' tab will be visible on the dashboard where requisite fee needs to be paid. TC needs to follow recommendation process.

## Chapter 3 CAAF submission & Desktop Assessment (DA)

1. Click on “View Application” to fill the CAAF:

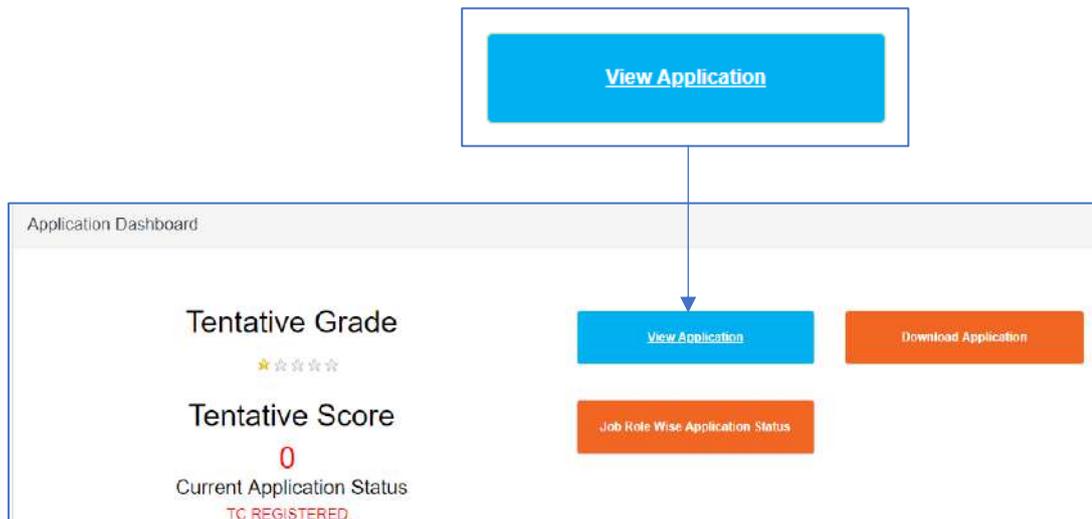
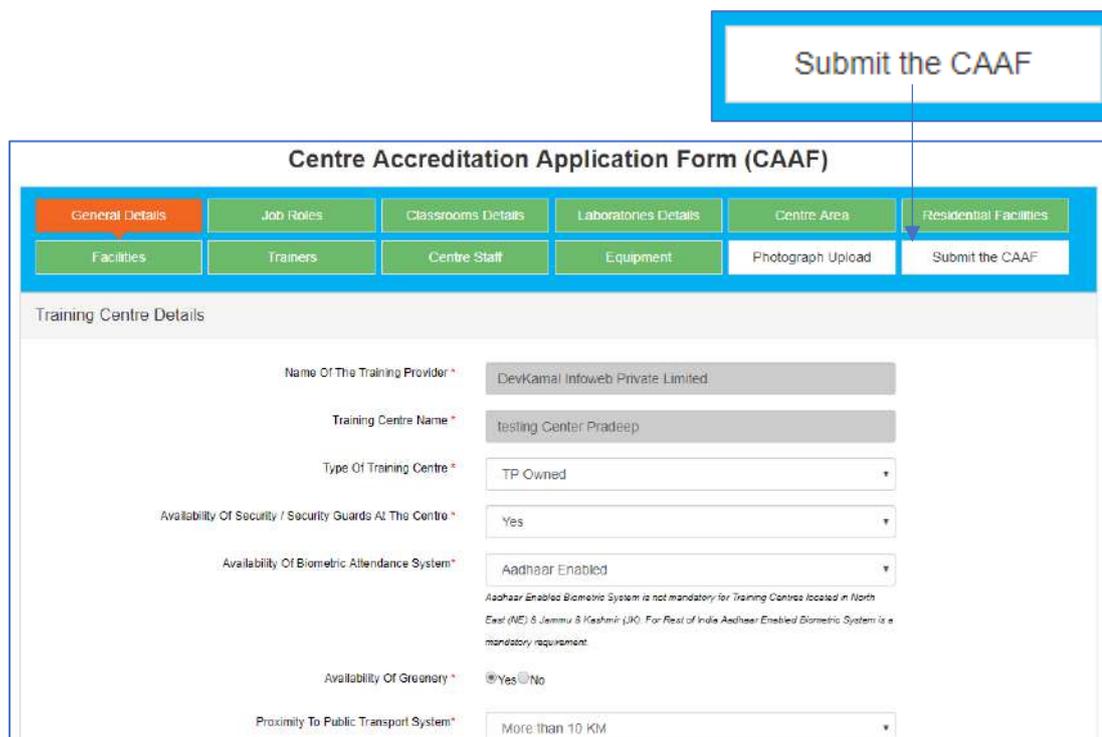


Figure 3 View & Edit CAAF

2. TC fills the CAAF & upload the photographs via [Training Centre Mobile Application](#) and proceed with submission by clicking on ‘Submit the CAAF’.



The screenshot shows the 'Centre Accreditation Application Form (CAAF)' with the following details:

- Navigation Tabs:** General Details, Job Roles, Classrooms Details, Laboratories Details, Centre Area, Residential Facilities, Facilities, Trainers, Centre Staff, Equipment, Photograph Upload, Submit the CAAF.
- Form Fields:**
  - Name Of The Training Provider\*: DevKamal Infoweb Private Limited
  - Training Centre Name\*: testing Center Pradeep
  - Type Of Training Centre\*: TP Owned
  - Availability Of Security / Security Guards At The Centre\*: Yes
  - Availability Of Biometric Attendance System\*: Aadhaar Enabled
  - Availability Of Greenery\*:  Yes  No
  - Proximity To Public Transport System\*: More than 10 KM

Figure 4 CAAF

3. Before final submission of CAAF a disclaimer will be available to TC which needs to be read thoroughly by the user and give an acceptance if agreed with the conditions.

*Note: After this stage TC will not be able to edit the CAAF till Desk Assessment is completed.*

4. Post CAAF submission, TC will be asked to pay requisite fee of INR 3000. Once paid, application can be submitted for desk assessment.

## Chapter 4 Letter of Registration (LOR)

1. Once application marked as Deemed Ready, 'Letter of Registration' is available for downloading.
2. To download the LOR, click on "Job Role Wise Application Status" tab, as shown below.

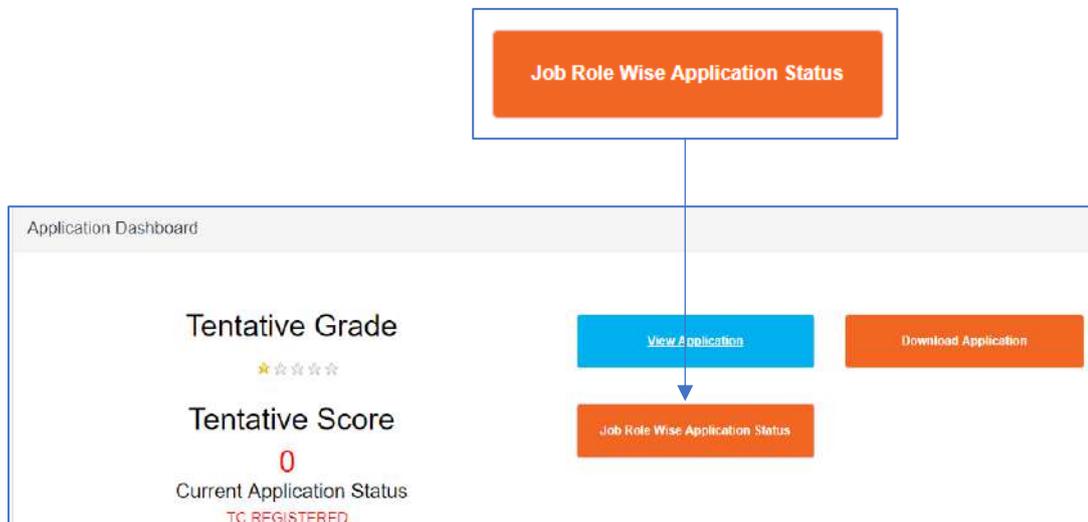


Figure 5 Job Role Wise Application Status Tab

3. Click on "Download Letter of Registration" button, as shown below.

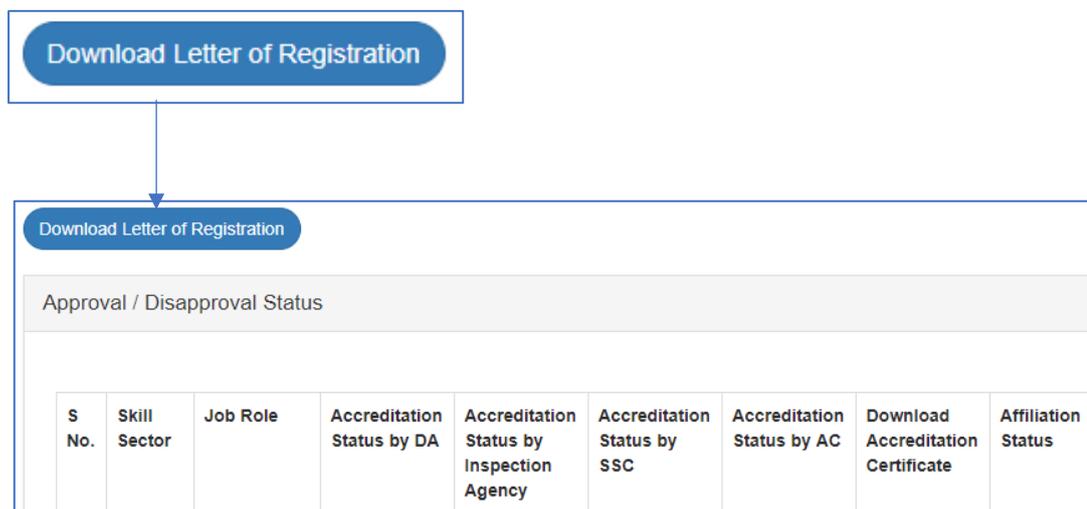
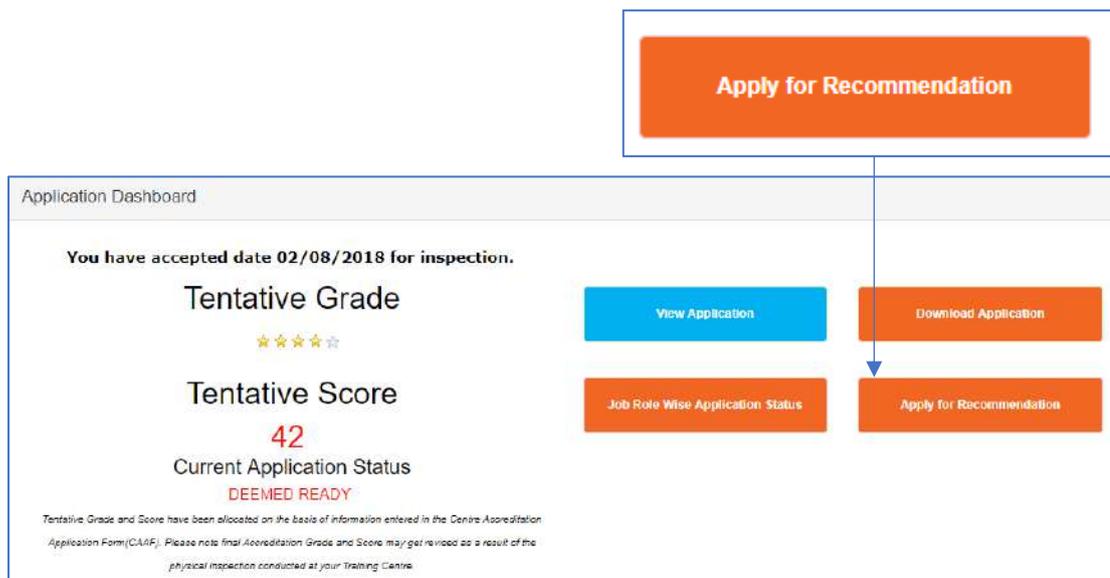


Figure 6 LOR Tab

4. LOR will be valid for a period of 1 year or until TC don't apply for RE-DA, whichever is earlier.
5. In case TC applies for Re-DA & LOR will not be available for downloading.
6. Once TC is marked as Deemed Ready, updated LOR will be generated again in the downloadable form.

## Chapter 5 Apply for Job Role Recommendation

1. Once application marked as Deemed Ready, TC becomes eligible to apply for job role wise recommendations.
2. To get eligible for inspection, at-least one job role needs to be recommended by the state/scheme.
3. To apply for job role wise recommendation, click on “Apply for Recommendation” tab provided on TC dashboard, as shown below.



The screenshot shows the 'Application Dashboard' with the following details:

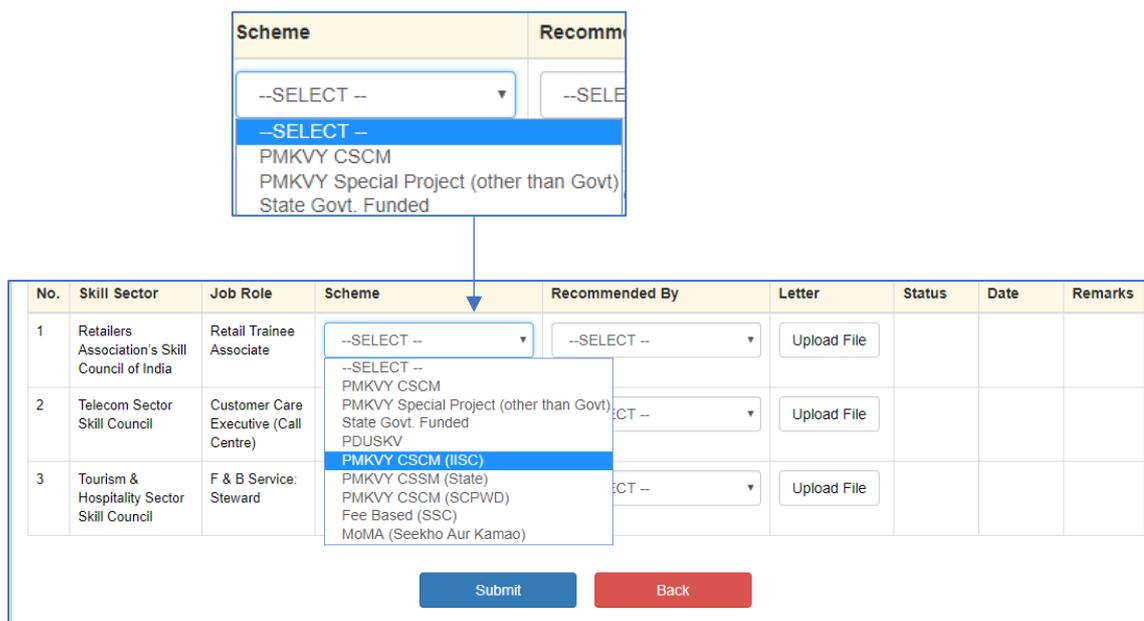
- You have accepted date 02/08/2018 for inspection.**
- Tentative Grade:** ★★★★★
- Tentative Score:** 42
- Current Application Status:** DEEMED READY

Buttons visible on the dashboard include: View Application, Download Application, Job Role Wise Application Status, and Apply for Recommendation (highlighted with a red box and an arrow pointing to it from a larger red box above).

Tentative Grade and Score have been allocated on the basis of information entered in the Centre Accreditation Application Form (CAAF). Please note final Accreditation Grade and Score may get revised as a result of the physical inspection conducted at your Training Centre.

Figure 7 Apply for Recommendation Tab

4. TC will be able to view all the job roles entered available in the CAAF.
5. TC to select appropriate scheme from the dropdown against the job role for which TC seeking recommendation, as shown below.



The screenshot shows the 'Scheme Selection Tab' with a table of job roles and a dropdown menu for selecting a scheme. The dropdown menu is open, showing the following options:

- SELECT --
- SELECT --
- PMKVY CSCM
- PMKVY Special Project (other than Govt)
- State Govt. Funded
- PMKVY CSCM (IISC)
- PMKVY CSSM (State)
- PMKVY CSCM (SCPWD)
- Fee Based (SSC)
- MoMA (Seekho Aur Kamao)

| No. | Skill Sector                                   | Job Role                              | Scheme  | Recommended By | Letter      | Status | Date | Remarks |
|-----|--|---------------------------------------|---|----------------|-------------|--------|------|---------|
| 1   | Retailers Association's Skill Council of India | Retail Trainee Associate              | --SELECT --   | --SELECT --    | Upload File |        |      |         |
| 2   | Telecom Sector Skill Council                   | Customer Care Executive (Call Centre) | PMKVY CSCM<br>PMKVY Special Project (other than Govt)<br>State Govt. Funded<br>PDUSKV                       | --SELECT --    | Upload File |        |      |         |
| 3   | Tourism & Hospitality Sector Skill Council     | F & B Service: Steward                | PMKVY CSCM (IISC)<br>PMKVY CSSM (State)<br>PMKVY CSCM (SCPWD)<br>Fee Based (SSC)<br>MoMA (Seekho Aur Kamao) | --SELECT --    | Upload File |        |      |         |

Buttons at the bottom: Submit, Back

Figure 8 Scheme Selection Tab

- TC to select 'Recommended By' from the dropdown against the selected scheme, as shown below.

**Recommended By**

--SELECT--

--SELECT--

Other Team

**Apply for Recommendation**

| S No. | Skill Sector                               | Job Role                           | Scheme             | Recommended By  | Recommended Letter  | Recomm. Status | Recomm. Date | Remarks       |
|-------|--|------------------------------------|--------------------|---|---|----------------|--------------|---------------|
| 1     | Furniture & Fittings Sector Skill Council  | Carpenter - Wooden Furniture       | PMKVY CSCM         | <div style="border: 1px solid gray; padding: 2px;"> <p style="text-align: center;">--SELECT--</p> <p style="text-align: center; background-color: #2196f3; color: white;">--SELECT--</p> <p style="text-align: center;">Other Team</p> </div> | <input type="button" value="Choose File"/><br><small>View</small> | Rejected       | 06/08/2018   | qwd           |
| 2     | Indian Iron and Steel Sector Skill Council | Rigger - Rigging of Heavy Material | PMKVY CSCM (SCPWC) | PwD Sector Skill Council  | <input type="button" value="Choose File"/><br><small>View</small> | Approved       | 06/08/2018   | test approval |

*Figure 9 Recommended By Selection Tab*

*Note: Based on scheme, recommended by value gets changed.*

- TC to upload the recommendation Letter.

Submit

**Apply for Recommendation**

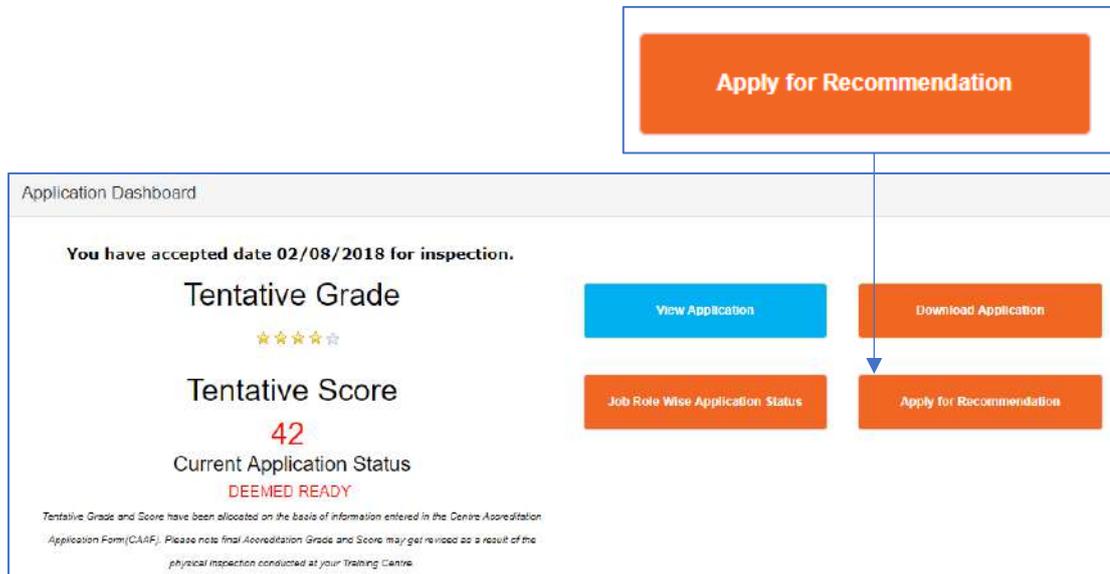
| S No. | Skill Sector                               | Job Role                           | Scheme             | Recommended By           | Recommended Letter  | Recomm. Status | Recomm. Date | Remarks       |
|-------|--|------------------------------------|--------------------|--------------------------|---|----------------|--------------|---------------|
| 1     | Furniture & Fittings Sector Skill Council  | Carpenter - Wooden Furniture       | PMKVY CSCM         | Other Team               | <input type="button" value="Choose File"/><br><small>View</small> | Rejected       | 06/08/2018   | qwd           |
| 2     | Indian Iron and Steel Sector Skill Council | Rigger - Rigging of Heavy Material | PMKVY CSCM (SCPWC) | PwD Sector Skill Council | <input type="button" value="Choose File"/><br><small>View</small> | Approved       | 06/08/2018   | test approval |

*Figure 10 Final Submission for Job Role Recommendation*

- TC can view the Status, Date & Remarks of Recommendation on the same page.
- In case any of TC recommendation request gets rejected, TC can re-apply for recommendation again by following the same procedure.

## Chapter 6 Changing Scheme for already recommended Job Role

1. TC is applicable to change the scheme of an already “Approved/Rejected” job role. Click on the “Apply for Recommendation” tab, as shown below.

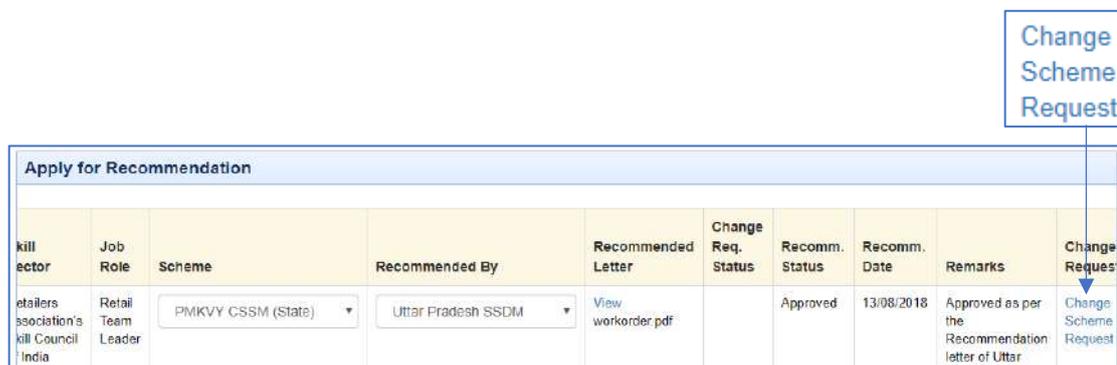


The screenshot shows the 'Application Dashboard' with the following details:

- Apply for Recommendation** (Callout box)
- You have accepted date 02/08/2018 for inspection.**
- Tentative Grade** (★★★★☆)
- Tentative Score** (42)
- Current Application Status** (DEEMED READY)
- Tentative Grade and Score have been allocated on the basis of information entered in the Centre Accreditation Application Form (CAAF). Please note final Accreditation Grade and Score may get revised as a result of the physical inspection conducted at your Training Centre.
- Buttons: View Application, Download Application, Job Role Wise Application Status, Apply for Recommendation

Figure 11 Apply for Recommendation Tab

2. TC will be able to view all the job roles with their current Scheme, Recommendation name & Recommendation status on this dashboard. Click on “Change Request” link provided on the dashboard, as shown below.



The screenshot shows the 'Apply for Recommendation' table with the following data:

| Skill Sector                                | Job Role           | Scheme             | Recommended By     | Recommended Letter | Change Req. Status | Recomm. Status | Recomm. Date | Remarks  | Change Request        |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|--------------|--|-----------------------|
| Retailers Association's Skill Council India | Retail Team Leader | PMKVY GSSM (State) | Uttar Pradesh SSDM | View workorder.pdf |                    | Approved       | 13/08/2018   | Approved as per the Recommendation letter of Uttar | Change Scheme Request |

Figure 12 Option to apply for scheme change of a recommended job role

- Fill the necessary information on the page visible on the screen, upload the Recommendation Letter provided by new scheme & click on “Save” button, as shown below.

**Change Scheme Recommended by**

Job Role: **Retail Team Leader**

Scheme:

Recommended By:

Recommended Letter:

Figure 13 Page to fill new scheme & recommended by values for approved job role

- Click ‘Ok’ on the pop-up appeared on the screen, as shown below.

**Alert Message**

**You have applied for recommendation Job role change scheme. Please wait for the response from the respective agency.**

Figure 14 Pop-up screen

- Now, your request for JR change will be sent to the old scheme first to get approved. On approval, new scheme will be able to approve/reject your already approved Job Role. The “Change Request Status” column will show the remarks provided by old scheme for scheme change & “Recommendation Status” column will show the status provided by new scheme. Refer the dashboard below.

| Apply for Recommendation |  |                    |        |                         |                             |                    |                |              |         |
|--------------------------|--|--------------------|--------|-------------------------|-----------------------------|--------------------|----------------|--------------|---------|
| S No.                    | Skill Sector                                   | Job Role           | Scheme | Recommended By          | Recommended Letter          | Change Req. Status | Recomm. Status | Recomm. Date | Remarks |
| 1                        | Retailers Association's Skill Council of India | Retail Team Leader | PDUSKV | Department of Telecom ( | View PMKK_Existing_Proces.. | Pending            | Pending        |              |         |

|                           |                       |
|---------------------------|-----------------------|
| <b>Change Req. Status</b> | <b>Recomm. Status</b> |
| Pending                   | Pending               |

Figure 15 Status of Job Role Recommendation change request

- To view the history of job role recommendations. It will be visible on the same Job Role Recommendation page only. Refer the dashboard below.

| Old JobRole Scheme Details |                    |                    |                    |                        |                |            |                 |  |            |                 |             |                     |
|----------------------------|--------------------|--------------------|--------------------|------------------------|----------------|------------|-----------------|--|------------|-----------------|-------------|---------------------|
| S No.                      | Job Role           | Old Scheme         | Old Recommended by | Old Scheme Rec. Letter | Old Scheme NOC | Old Status | Old Status Date | Old Status Remarks   | NOC Status | NOC Status Date | NOC Remarks | Change Request date |
| 1                          | Retail Team Leader | PMKVY CSSM (State) | Uttar Pradesh SSDM | <a href="#">view</a>   |                | Approved   | 13/08/2018      | Approved as per the Recommendation letter of Uttar Pradesh Skill Development Mission under PMKVY CSSM (State) scheme |            |                 |             | 11/12/2018          |

Figure 16 Old Scheme Job Role Recommendation details

## Chapter 7 Apply for Physical Inspection

1. Once a Job Role gets approved by the Recommendation Agency, TC becomes eligible to apply for Inspection.
2. TC needs to click on apply for inspection tab and view job roles wise status of approval or rejection given by recommendation state/ scheme:

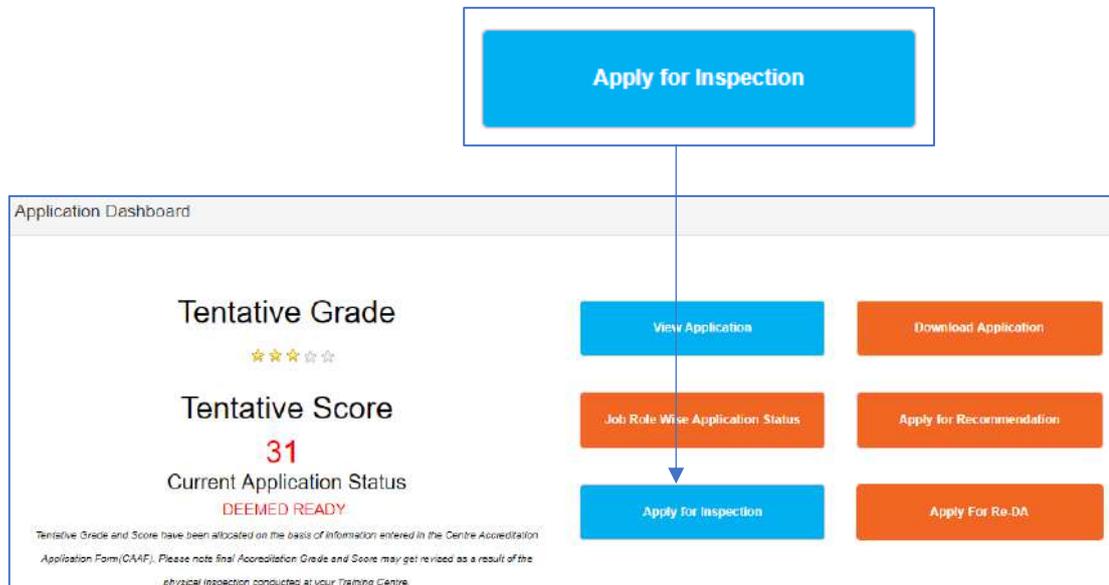
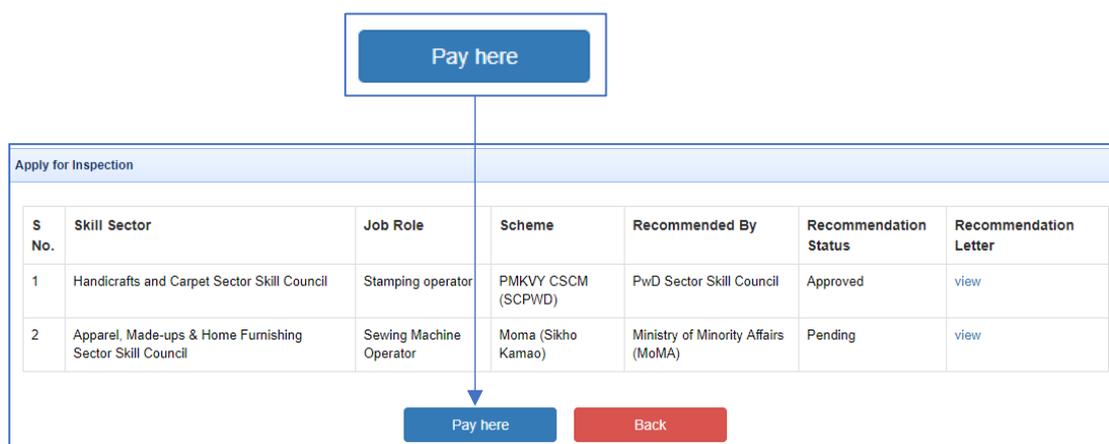


Figure 17 Apply for Physical Inspection Tab

3. TC can see status of job roles applied for recommendation.
4. All the job roles which are approved now or before (already inspected or accredited & affiliated) will be inspected by Inspection agency if TC clicks on “Pay here” button, as shown below.



| S No. | Skill Sector   | Job Role                | Scheme             | Recommended By                      | Recommendation Status | Recommendation Letter |
|-------|--|-------------------------|--------------------|-------------------------------------|-----------------------|-----------------------|
| 1     | Handicrafts and Carpet Sector Skill Council              | Stamping operator       | PMKVY CSCM (SCPWD) | PwD Sector Skill Council            | Approved              | <a href="#">view</a>  |
| 2     | Apparel, Made-ups & Home Furnishing Sector Skill Council | Sewing Machine Operator | Moma (Sikho Kamao) | Ministry of Minority Affairs (MoMA) | Pending               | <a href="#">view</a>  |

Figure 18 Applying for Physical Inspection

5. TC to pay the inspection fees of INR 10000 + INR 1000 (per job role approved by the scheme).
6. You need to select “I Agree” option provided in the Declaration to go ahead on the payment page, to successfully apply for physical inspection, as shown below.

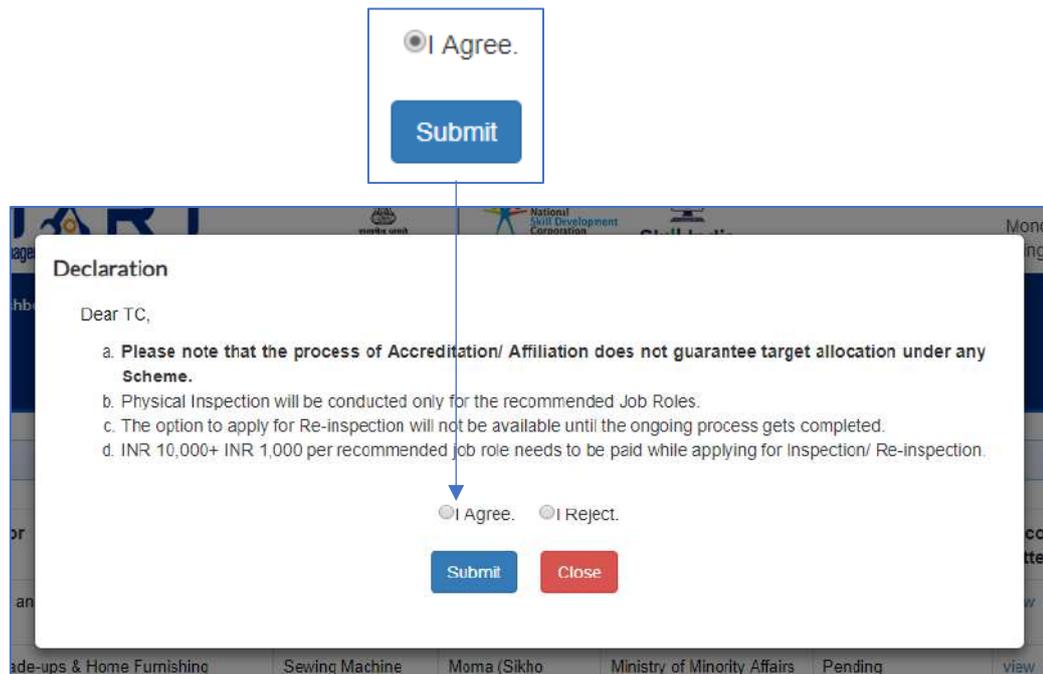


Figure 19 Declaration before paying Inspection Fees

7. If TC clicks on 'I Reject' screen will be routed to previous page. If TC want to apply for physical inspection, acceptance of disclaimer is required by clicking on "I Agree" Tab.
8. After acceptance of disclaimer & successful payments, inspection will be aligned for TC as per the process.
9. Rest of the process remains same as it was before 5<sup>th</sup> August 2018.

**Important Note:**

1. Once TC have applied for Physical Inspection, they cannot apply for Re-DA & vice-versa.
2. Use Case:  
 On day 1, if TC have applied for job role recommendation for 3 job roles and got approval in 2 job roles only on day 5 & apply for inspection (after paying fees of 10000 + 2000 INR) on day 5 only.  
 Before the inspection gets started i.e. somewhere on day 8, TC receive approval for 3<sup>rd</sup> job role also.

**Comments:**

Now, if TC wish to apply for inspection for 3<sup>rd</sup> job role also, TC need to wait till previous inspection gets completed & SSC completes the marking on the same.

Once SSC marking gets completed or any of the job role gets Not Recommended or Centre gets dis-qualified; if TC wished to apply for inspection, then TC have to again pay 10,000 INR + 2,000 INR (for previously approved Job Roles) + 1,000 INR (for newly approved job role).

## Chapter 8 Apply for Re-Desktop Assessment (Re-DA)

1. If TC wish to make any required changes in the CAAF or wanted to add new job roles, then TC can do the same by clicking on “Apply for Re-DA”, as shown below.

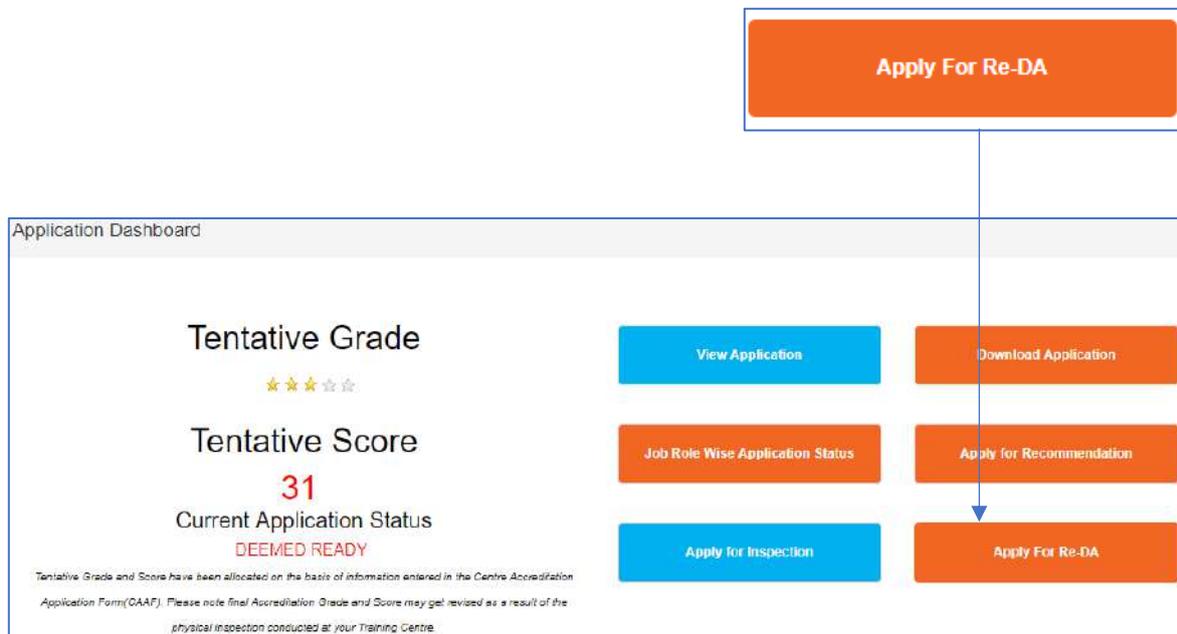


Figure 20 Apply for Re-DA Tab

2. A Confirmation will be taken from you that TC whether centre wants to apply for Re-DA or not. On the top of the page, if TC click on “OK”, CAAF will be opened for editing & if “Cancel” Tab is opted TC will have routed to home page only, as shown below.

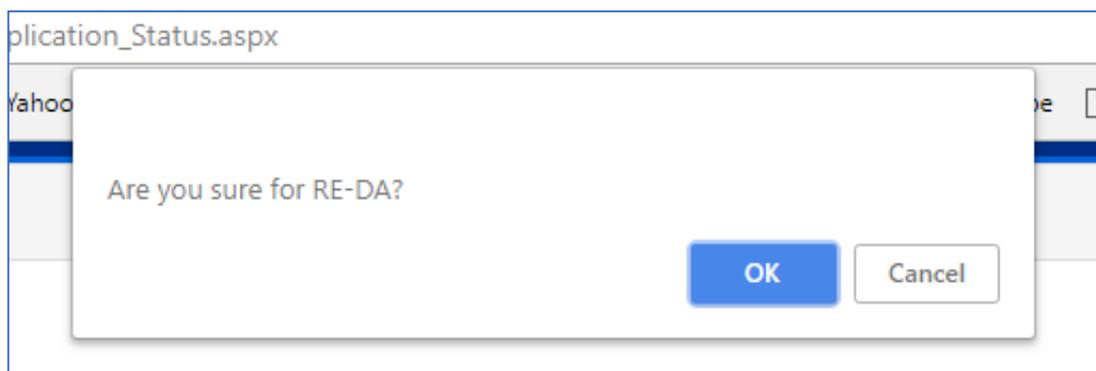


Figure 21 Confirmation screen during Re-DA

3. Once TC click “Ok”, then page will be directed to CAAF page where one can add relevant information or add/delete job roles. After the required changes, TC to submit the CAAF.
4. After submission, TC will be asked to pay Re-DA fees i.e. INR 3000, after which CAAF can be submitted & will be sent to inspection agency for Desktop Assessment.

Note: Once TC have applied for Re-DA, TC will not be allowed to apply for job role recommendation or physical inspection.

## Chapter 9 Apply for Re-Accreditation

1. Any TC whose even one job role gets De-accredited or going to De-accredit in next 3 months will be able to see “Apply for Re-Accreditation” tab on his/her dashboard.
2. It is mandatory for every such TC to first apply for Re-DA before applying for Re-Accreditation, as Desk Assessment is the first phase of the process and then inspection.
3. Once TC clicks on “Apply for Re-accreditation” tab without applying for Re-DA, they will be asked to apply for Re-DA first, as shown below.

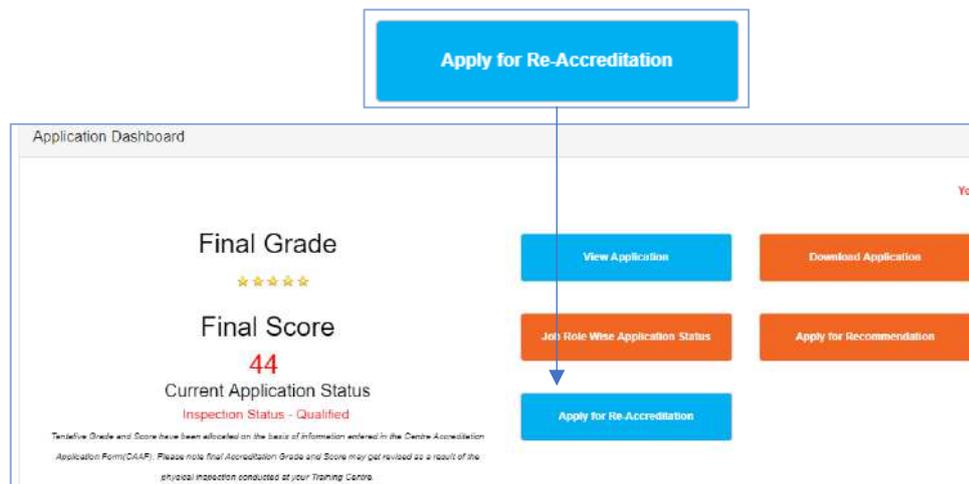


Figure 22 Apply for Re-Accreditation Tab

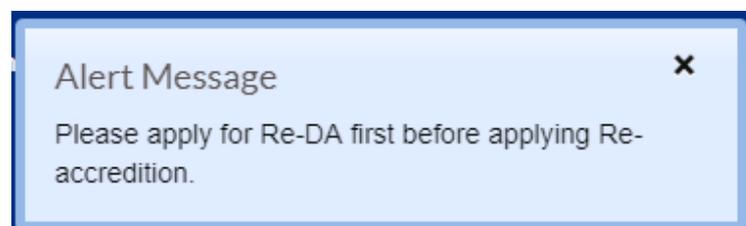


Figure 23 Message shown to TC to Apply for Re-DA first

4. Once TC gets Deemed Ready, TC gets eligible for Re-accreditation.
5. As next step, TC needs to get job roles recommended by scheme first.
6. Once any of the job role gets recommended by scheme & TC clicks on Re-Accreditation button and will be able to see all his approved job roles.
7. Now TC needs to click on ‘Pay here’ to pay Re-accreditation fees i.e. INR 10,000 + INR 1,000 (per approved job role).
8. Once payments get successful, application is visible to inspection agency for physical inspection.
9. Further process remains same as it was earlier.