KAUSHAL GANGA

INTEGRATED SKILL MANAGEMENT SOFTWARE

OPERATION MANUAL

TABLE OF CONTENTS

Stakeholder

INTRODUCTION

Why Kaushal Ganga? In an endeavor to prepare a generation of skilled employees and leaders in alignment with the modern day market demands, the Central and State Governments have shown a keen interest in laying out an institutional mechanism for the development of skills of people of the country. For that purpose, Ministry of Skill Development & Entrepreneurship and National Skill Development Council at National Level and State Skill Development Councils at State Level acts as a catalyst and monitors all the related developments in the area of Skill Development.

The foundation, in view of the above, has been working on the development of an integrated software, in consultation with the various skill sector councils, experts involved in its entire mechanism, which shall act as an **'one for all'** application to manage and monitor the activities of all the stakeholders including NSDC, SSCs, Training Partners, Assessing Bodies, trainers, assessors, etc. in real time.

Working on the above line, we have come up with an Integrated IT solution that will enhance the workflow and monitoring mechanism of the entire chain**covering the Skill process end to end i.e. inclusive of everyone and everything.**

What's Kaushal Ganga?An Integrated Skill Management Application developed for Managing and Monitoring the entire Skill Process. It Integrate various Components and Segments involved in skill development process undertaken by various Sector Skill Councils. Incorporating each and every subset of integrated skill matrix reckoning from Mobilization, Counselling and processing, Registration, orientation & training, final assessment, employment and appraisal certificates & post grading covering Stakeholders, SSC's, Training Partners, Assessing Bodies, trainers, assessors etc.

GETTING STARTED - OVERVIEW

Let's begin a journey of floating into the Integrated Ganges of Skill to attain salvation and flawless Operations.

Let's take a dip into the broad description of Integrated IT Business solution for Skill Process in line with the guidelines and regulatory framework of NSDC.

A Quick Glimpse to the Operational framework of NSDC:

Log into https://www.kaushalganga.com
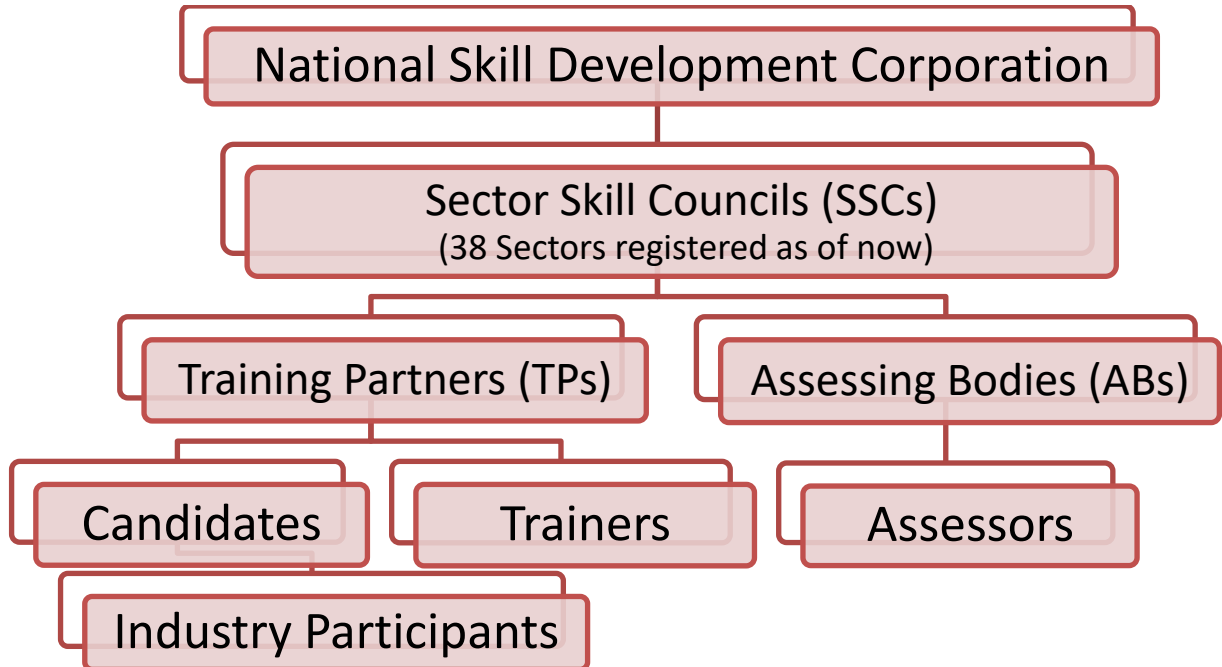
- A Comprehensive module page will appear. This comprehensive module consists of 12 respective segments involved in Skill Development Process
- The web page leads you to the particular module you want to run. The respective user may access his/ her intended module.
- Once the module you want to access appears, either click on **"Login"** or click on **"Apply Now"** to get yourself registered in case you haven't sign up
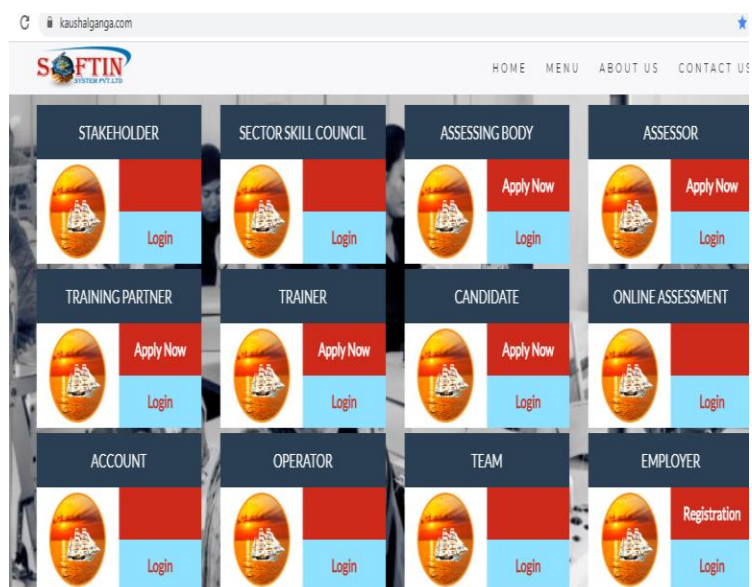
01 MODULE FOR STAKEHOLDER

❖ The user may log into Stakeholder Module using the credentials i.e. using Email Id and Password registered with admin.

❖ On Successful login, **Dashboard** will appear comprising 6 Sections namely –
- Control Panel;
- Sensitive Data Analysis;
- Geo-Location;
- Graphical Analysis.
- Sector Analysis.
- Download Report.
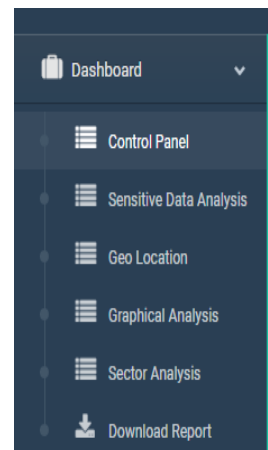
Section 1: Control Panel

- The control panel depicts the summarized description of four principal subsets of integrated skill matrix **namely**-
    a. Summary - SSC Control Module
    b. Summary - Employment Control Module
    c. Summary - Assessment Control Module
    d. Summary - Training Partner Control Module
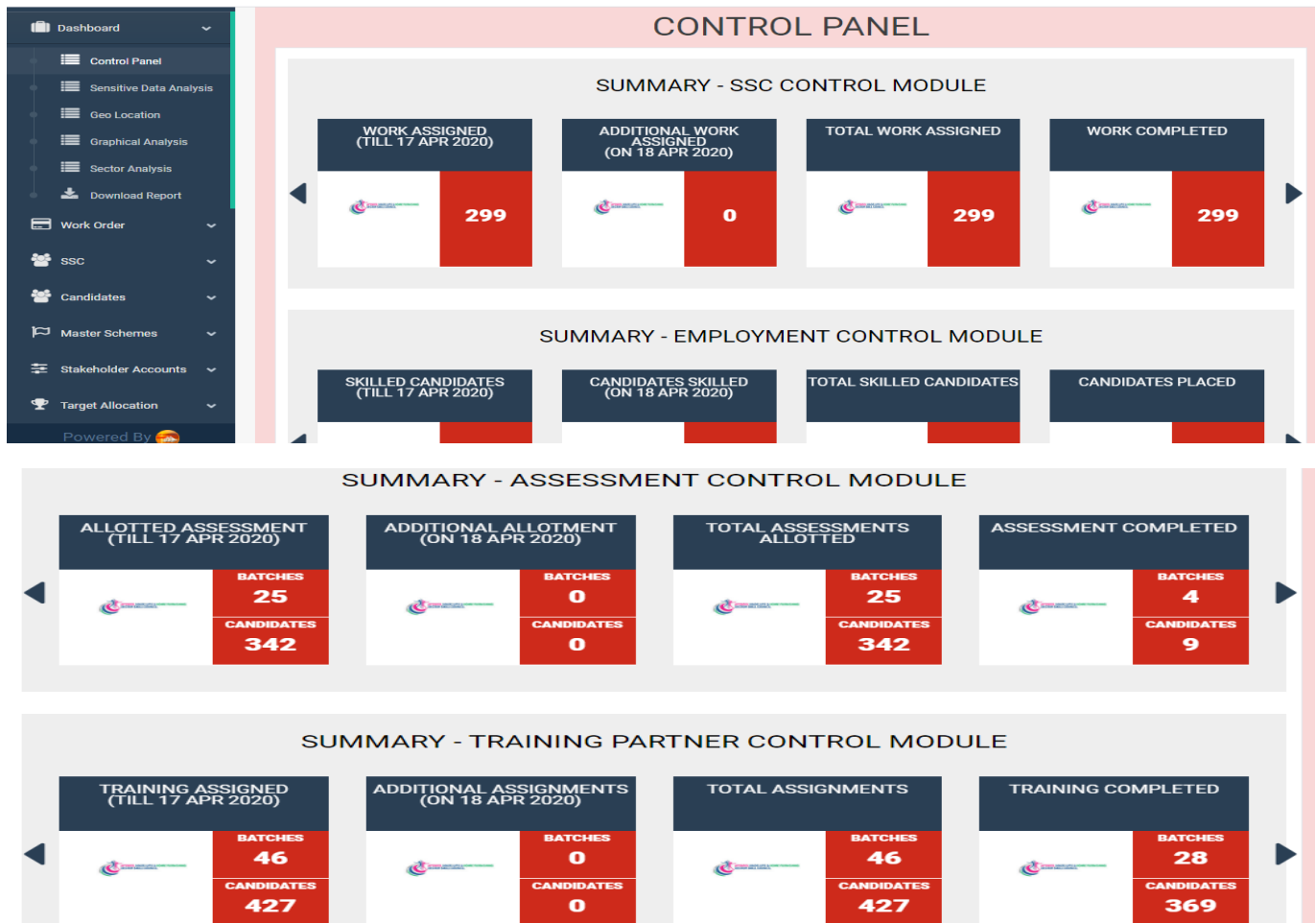
Let's have a Quick look at all the Control Modules

Summary – SSC Control Module:

This module monitors the Total work Assigned and Completed with following Details:-
- A) Work Assigned till Yesterday;
- B) Additional work assigned today;
- C) Total Work Assigned;
- D) Work Completed.

CONTROL PANEL

SUMMARY - SSC CONTROL MODULE

| WORK ASSIGNED (TILL 17 APR 2020) | ADDITIONAL WORK ASSIGNED (ON 18 APR 2020) | TOTAL WORK ASSIGNED | WORK COMPLETED |

Summary - Employment Control Module:

This module gives an overview of the generation of employment of respective skilled candidates apart from:
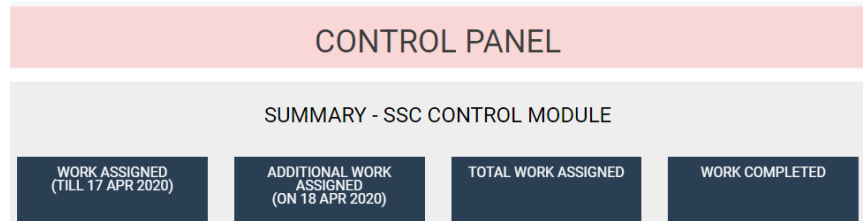
Number of Skilled Candidates as on date, Candidates Shortlisted for Jobs Profiles and Candidates actually placed.

SUMMARY - EMPLOYMENT CONTROL MODULE

| SKILLED CANDIDATES (TILL 16 FEB 2020) | CANDIDATES SKILLED (ON 17 FEB 2020) | TOTAL SKILLED CANDIDATES | CANDIDATES PLACED |
| 0 | 0 | 0 | 0 |
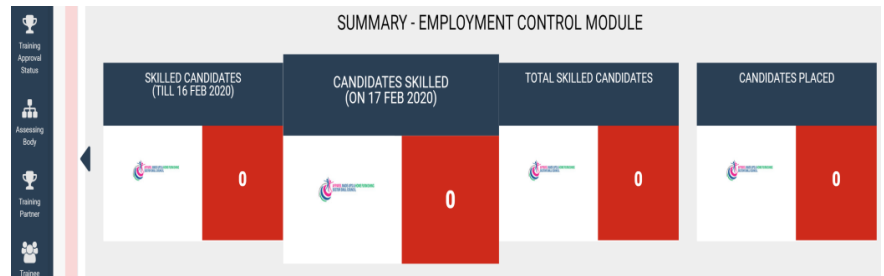
Summary - Assessment Control Module:

This module monitors the Assessments work allotted and provides the clear numbers in terms of Batches and Candidates on
- A) Assessments allotted till date
- B) Assessment Completed;
- C) Assessment pending till date.

CONTROL PANEL

SUMMARY - ASSESSMENT CONTROL MODULE

ADDITIONAL ALLOTMENT (ON 17 FEB 2020)	TOTAL ASSESSMENTS ALLOTTED	ASSESSMENT COMPLETED	ASSESSMENT UNDER PROCESS (AS ON 17 FEB 2020)
BATCHES 0	BATCHES 5	BATCHES 0	BATCHES 5
CANDIDATES 0	CANDIDATES 150	CANDIDATES 0	CANDIDATES 150
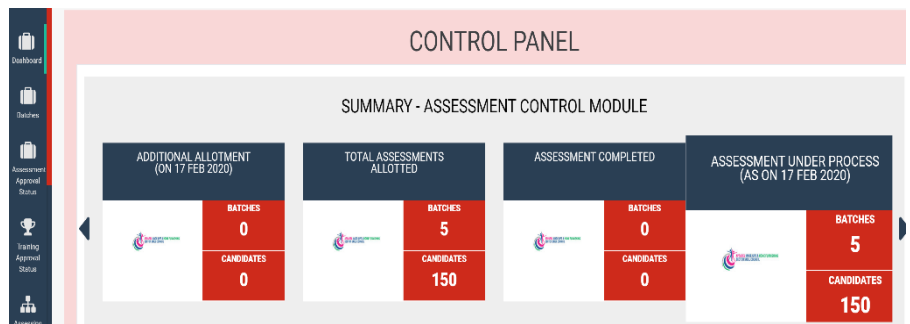
Summary - Training Partner Control Module:

This module monitors the Training work assigned to TP's and provides the clear numbers in terms of Batches and Candidates on

    A.   Training assigned till date;
    B.   Training completed;
    C.   Training pending till date.

Section 2: Sensitive Data Analysis:

- The Sensitive Data analysis section focuses on analyzing sensitive data related to the major Stakeholders involved in the skilling process, it gives the data analysis of 4 Major Stakeholders namely:
  A) Trainee Data Analysis
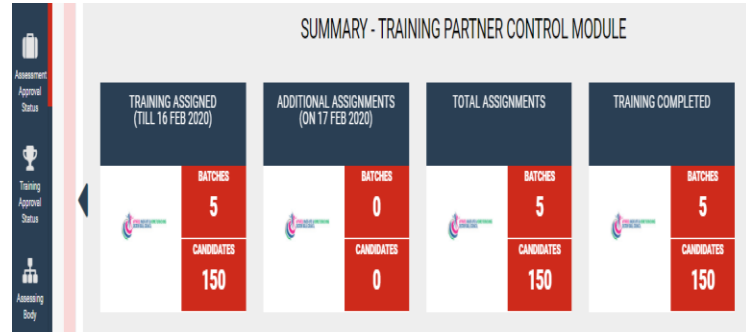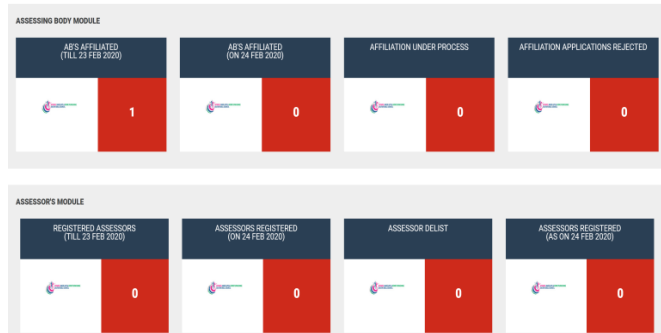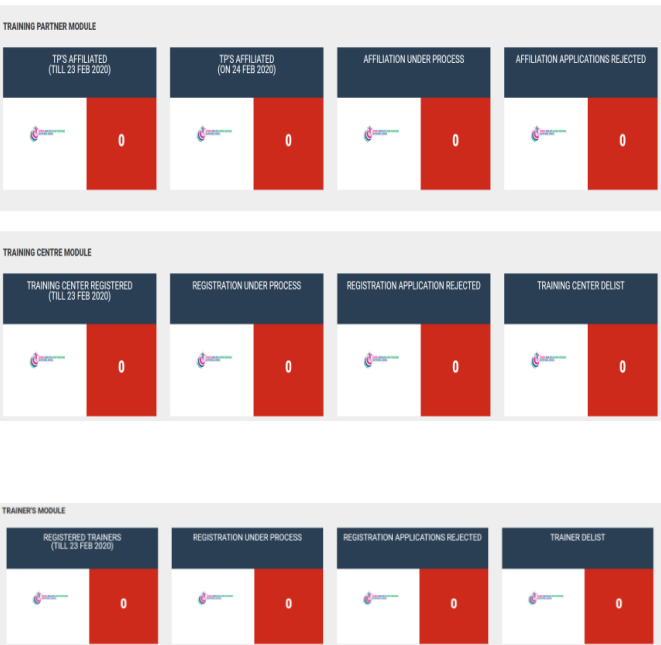 B) Employment Data Analysis
  C) Assessing Bodies & Assessors Data Analysis
  D) Training Partner & trainer Data Analysis
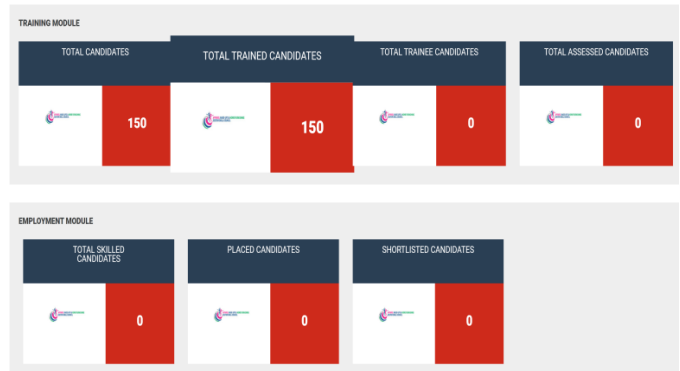 E) Other

SENSITIVE DATA ANALYSIS

ASSESSING BODIES & ASSESSORS DATA ANALYSIS

ASSESSING BODY MODULE

AB'S AFFILIATED (TILL 23 FEB 2020)	AB'S AFFILIATED (ON 24 FEB 2020)	AFFILIATION UNDER PROCESS	AFFILIATION APPLICATIONS REJECTED
1	0	0	0

ASSESSOR'S MODULE

REGISTERED ASSESSORS (TILL 23 FEB 2020)	ASSESSORS REGISTERED (ON 24 FEB 2020)	ASSESSOR DELIST	ASSESSORS REGISTERED (AS ON 24 FEB 2020)
0	0	0	0

TRAINING PARTNER & TRAINERS DATA ANALYSIS

TRAINING PARTNER MODULE

TP'S AFFILIATED (TILL 23 FEB 2020)	TP'S AFFILIATED (ON 24 FEB 2020)	AFFILIATION UNDER PROCESS	AFFILIATION APPLICATIONS REJECTED
0	0	0	0

TRAINING CENTRE MODULE

TRAINING CENTER REGISTERED (TILL 23 FEB 2020)	REGISTRATION UNDER PROCESS	REGISTRATION APPLICATION REJECTED	TRAINING CENTER DELIST
0	0	0	0

TRAINER'S MODULE

REGISTERED TRAINERS (TILL 23 FEB 2020)	REGISTRATION UNDER PROCESS	REGISTRATION APPLICATIONS REJECTED	TRAINER DELIST
0	0	0	0

"TRAINEE" DATA ANALYSIS

TRAINING MODULE

TOTAL CANDIDATES	TOTAL TRAINED CANDIDATES	TOTAL TRAINEE CANDIDATES	TOTAL ASSESSED CANDIDATES
150	150	0	0

EMPLOYMENT MODULE

TOTAL SKILLED CANDIDATES	PLACED CANDIDATES	SHORTLISTED CANDIDATES
0	0	0

EMPLOYMENT DATA ANALYSIS

EMPLOYER'S ON PANEL (TILL 23 FEB 2020)	FRESH EMPANELMENT (ON 24 FEB 2020)	EMPLOYERS DELIST	ACTIVE EMPLOYERS ON PANEL (AS ON 24 FEB 2020)
0	0	0	0

OTHERS

OPERATIVE SCHEMES	JOB ROLES
54	50

Let's have a Quick look at each Subset of Sensitive Data Analysis:
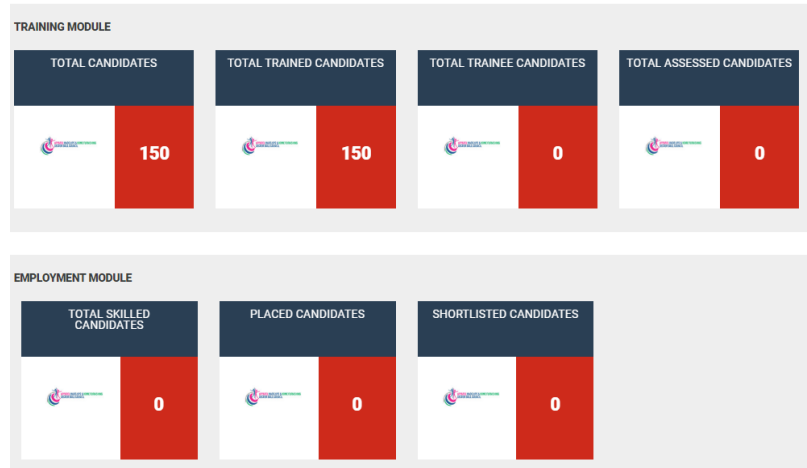
Trainee Data Analysis:

Training Module: Depicts the Number of
   a) Candidates Registered for Skill Training
   b) Candidates Trained
   c) Candidates undergoing training
   d) Candidates Assessed

Employment Module: Depicts the number of
   a) Skilled Candidates
   b) Placed Candidates
   c) Shortlisted Candidates

"TRAINEE" DATA ANALYSIS

TRAINING MODULE

TOTAL CANDIDATES	TOTAL TRAINED CANDIDATES	TOTAL TRAINEE CANDIDATES	TOTAL ASSESSED CANDIDATES
150	150	0	0

EMPLOYMENT MODULE

TOTAL SKILLED CANDIDATES	PLACED CANDIDATES	SHORTLISTED CANDIDATES
0	0	0

Employment Data Analysis: Depicts the number of
   a) Active Employers on Panel as on date;
   b) Fresh Empanelment made;
   c) Employers Delist.

EMPLOYMENT DATA ANALYSIS

EMPLOYER'S ON PANEL (TILL 23 FEB 2020)	FRESH EMPANELMENT (ON 24 FEB 2020)	EMPLOYERS DELIST	ACTIVE EMPLOYERS ON PANEL (AS ON 24 FEB 2020)
0	0	0	0
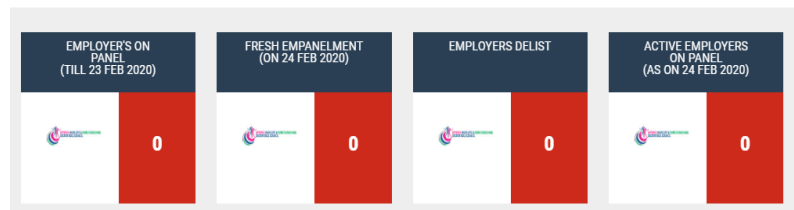
Assessing Body & Assessor's Data Analysis:

Assessing Body Module:- Depicts the number of:
a) AB's affiliated with particular SSC as on date;
b) Affiliation application under process;
c) Affiliation Application Rejected.

Assessor's Module: Depicts the number of :
a) Assessors registered as on date with the respective ABs
b) Assessors Delist

Training Partner & Trainer Data Analysis:

Training Partner Module: Depicts the number of
a) TP's Accredited with SSC as on date;
b) Accredited application under process;
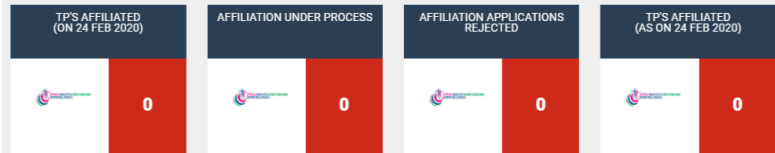c) Accredited Application Rejected.

Training Centre Module: Depicts the number of
a) Training Centres Registered as on date;
b) Registration Application Rejected;
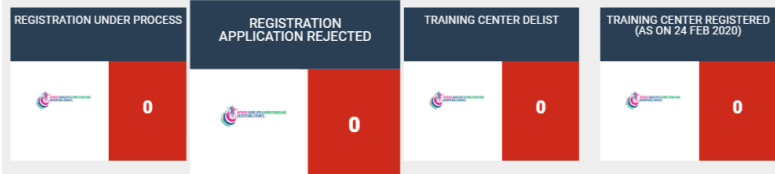c) Training Centres Delist.

Trainers Module: Depicts the number of
a) Total Trainers Registered as on date;
b) Registration application under process;
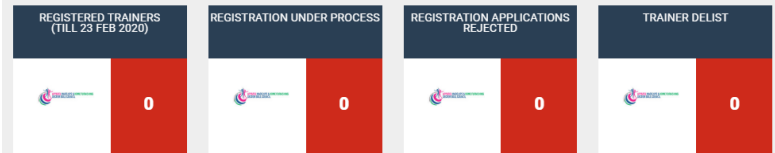c) Registration application Rejected.

Others: Depicts the number of

a) Total Operative Schemes of respective SSC;
b) Total Job Roles.

OTHERS

OPERATIVE SCHEMES	JOB ROLES
54	50
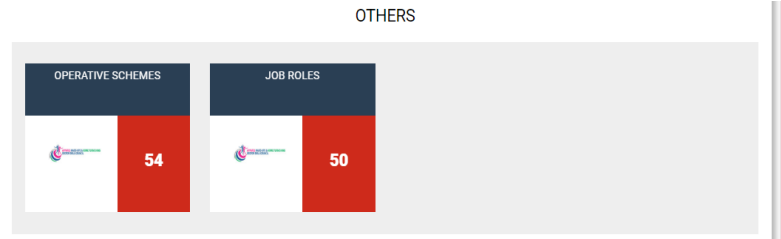
Section 3: Geo Location

Geo- Location helps in determining & identifying the exact location for training & assessment work. It incorporates each & every stage involved in training& assessment process.

Step 1: **Select:** Select the skill stage to be monitored by clicking on button.
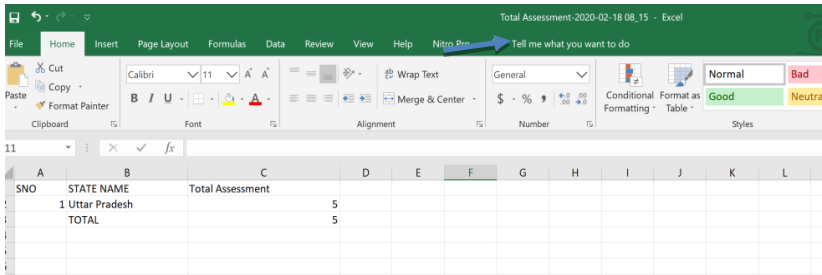
Step 2: The actual status of the stage so selected can be monitored by clicking on the "**View**" button shown at the left side of the screen **or** by clicking on the "**Highlighted Portion**" displayed on the Map.

Step 3: The status so displayed can be retrieved by clicking on the "**Download Button**" on the right side of Screen.
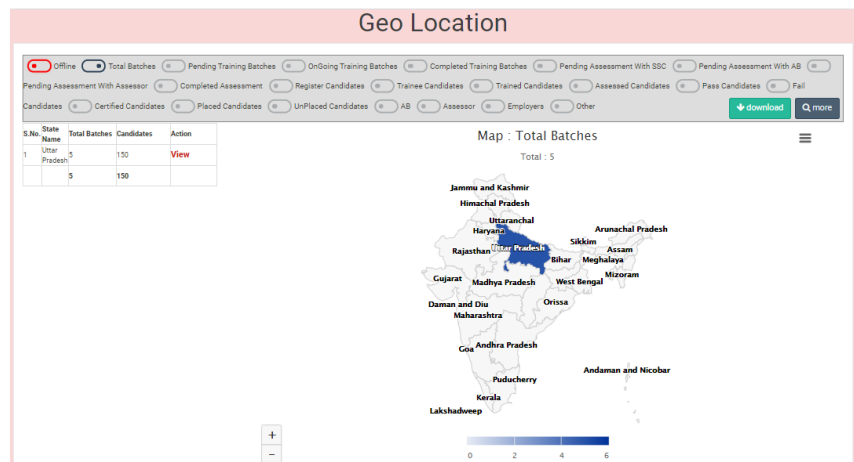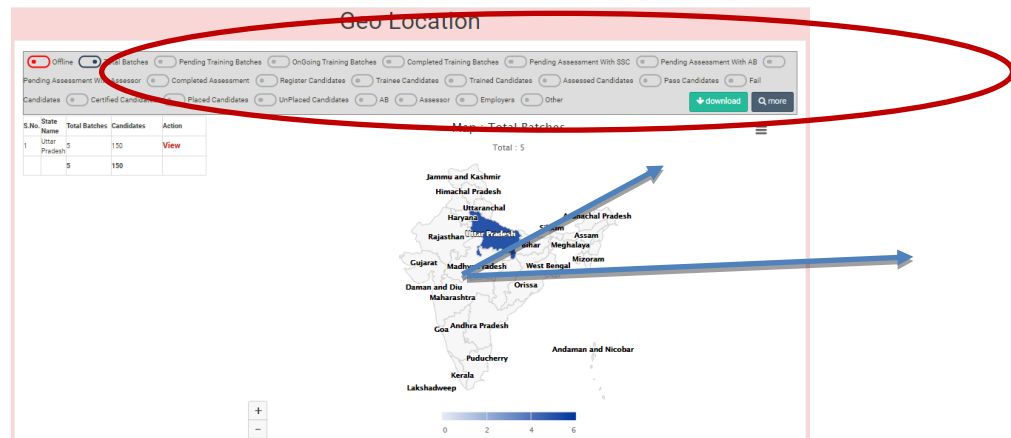
Step 4: The file so downloaded will be in the form of excel

Step 5:The excel file will contain the data of the selected segment .

Step 6:One can also view the **actual status - scheme wise** by clicking on the **"More Button"** on the right side of screen.
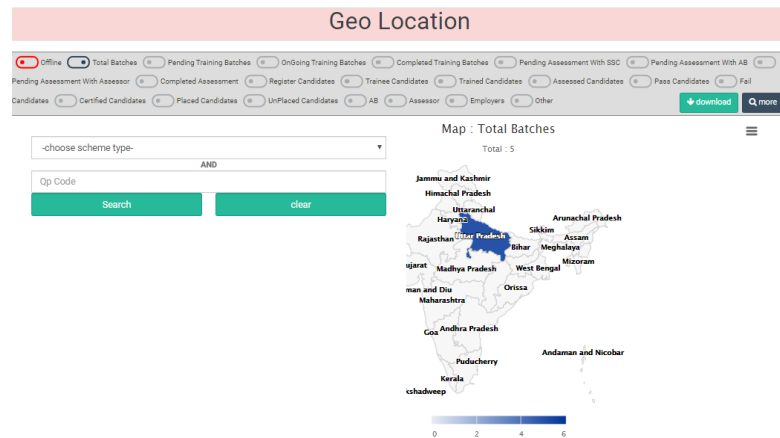
Step 7: One can choose the **Scheme type** and enter the **QP code** to get the data required.

Section 4: Graphical Data Analysis

Graphical Data Analysis: Gives a graphical description of the three functionalities –

A. SSC Graph: Depicts the graphical representation of the data of all the parties involved in the skilling process.

B. User can view assessment data on monthly basis too under "**Monthly** Assessment **Analysis**"
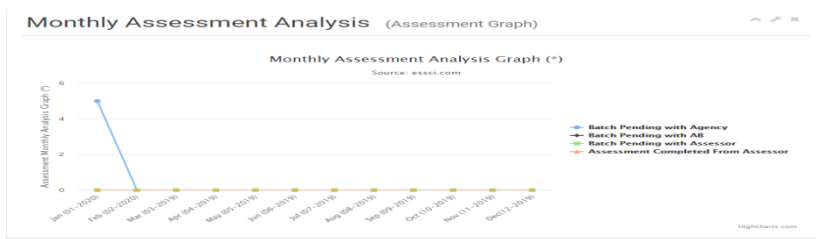
C. User can view **Hierarchy** of all functions and related body involved SSC .
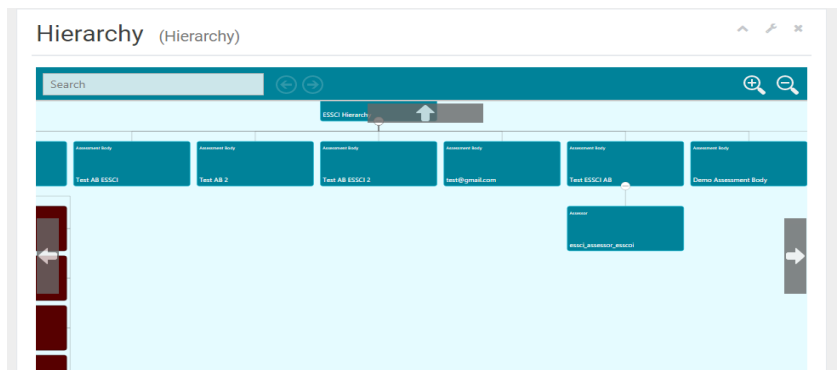
Section 5: Sector Analysis

Sector Analysis:- In this section total batches of all SSC's are analyzed in detailed manner.

Section 6: Download Report

Download Report:- In this section different kinds of comprehensive reports are downloaded like Assessment reports, Batches I.D Details , Different Stages of assessment, Scheme Details, etc in an easy to understand & use manner.

Section 7: Work Order

Work Order:- In this section different kinds of comprehensive reports in terms of different work orders are maintained :-

a) **Add Work Order:-** In this tab work order from different stakeholder are added with complete details of stakeholders. Cost Allocation on allotment, training and finally on placement are also provided through this tab.

b) **List of work order :-** In this complete details of work orders in list format are maintained with other related information.

c) **Open work order :-** In this complete list of open(on which action is being in continuation/ batches are running under it) work orders allocated to different heads are maintained with complete detaisl like organization name , I.D, proposed year etc.

d) **Closed work orders:-** In this details of completed work orders which are allocated to different heads of related work are maintained.

Create Work Order

Fields with * are required.

Sector *	Select Sector
Qp Code *	-choose Job Role-
Stakeholder Name *	testcompany
CIN Number *	
Website *	
SPOC Name *	
SPOC Email *	
SPOC Number *	
SPOC Gender *	
Min Age Limit	
Max Age Limit *	

DETAILS - WORK ORDERS

Advanced Search

ID	Workorder	Organization Name	Organization Number	Organization Website	Job Role	Total Target(Candidates)	Proposed Year	Action

No results found

DETAILS - WORK ORDERS

Advanced Search

ID	Workorder	Organization Name	Organization Number	Organization Website	Job Role	Quantum Of Proposed Allocation	Proposed Year	Action

No results found

DETAILS - WORK ORDERS

Advanced Search

ID	Workorder	Organization Name	Organization Number	Organization Website	Job Role	Quantum Of Proposed Allocation	Proposed Year	Action

No results found

Section 8:- SSC

<table>
<tr><td>List SSC:-

In this complete details of SSC in terms of SSC username, email I.D, sector name, phone no, ESSCI ID to have complete details of SSC's.</td></tr>
</table>

Manage SSC

Displaying 1-10 of 38 results

S.No	ESSCI Id	Username	Email	Sector Name	Logo	Phone No	Status	Created At
1	SSC1	amhssc	admin@sscamh.com	Apparel Made-Ups & Home Furnishing Sector Skill...		9717012499	A	2019-10-31 00:00:00
2	SSC2	essci	essci@essc-india.org	Electronics Sector Skills Council of India	ESSCI	9717012488	A	2019-10-31 00:00:00
3	SSC3	aassc	aassc@aassc.in	Aerospace and Aviation Sector Skill Council		9896547896	A	2019-11-02 00:00:00
4	SSC4	asci	asci@asci-india.com	Agriculture Skill Council of India	ASCI	0124 4670029	A	2019-11-02 00:00:00
5	SSC5	asdc	asdc@asdc.org.in	Automotive Skills Development Council	ASDC	011-42599800	A	2019-11-02 00:00:00

Section 9:- Candidates

<table>
<tr><td>Candidates :-In this complete details of candidates are provided in below mentioned manner:-

1. Total candidates :- It provides all the details of candidates with related batch's detail, candidate's identity no., mobile no.etc.

2. Trainee candidates :- It provides complete details of candidates who are under training process with complete detail of candidates like candidates name, I.D, Profile photo, email, aadhar no., Education qualification, Division, State etc.

3. Trained Candidates :- It provides total no. of candidates trained by different training partners . It also provides complete details of candidates like Name, I.D, education etc.

4. Assessed candidates :- It provides complete detail of assessed candidates out of the total trained candidates . Here also we can get complete details of candidates.</td></tr>
</table>

TRAINEE's DETAILS

Displaying 1-10 of 1567 results.

S.No	Batch	Candidate	Candidate Name	Candidate Identity Type	Candidate Identity Number	Gender	Training Status	Mobile No	Email	Created At
1	2020AMH/Q0301-9P961NO0227	2020KS-AFZJ169	Atul Sharma	Aadhar Card	4545-4545-4545	Male		999499999	a@gmail.com	2020-03-13 10:13:06
2	2020AMH/Q0301-9P961NO0227	2020KS-K61P170	Piyush	Aadhar Card	9999-6666-2222	Male		9871234567	Piyush@gmail.com	2020-03-13 10:13:06

TRAINEE's - UNDER GOING TRAINING

You may optionally enter a comparison operator (<, <=, >, >=, <> or =) at the beginning of each of your search values to specify how the comparison should be done.
Advanced Search

Displaying 1-10 of 13 results.

ID	Candidate	Candidate Name	Profile	Email	Phone	Gender	Aadhar Number	Education Qualification	Affiliations Qp Code	Pincode	Division	State	Action
169	2020KS-AFZJ169	Atul Sharma		a@gmail.com	999499999	Male	4545-4545-4545	Graduation	AMH/Q0301	110081	Delhi North	Delhi	
170	2020KS-K61P170	Piyush		Piyush@gmail.com	9871234567	Male	9999-6666-2222	12th	AMH/Q0301	110043	New Delhi West	Delhi	

TRAINED CANDIDATES

Displaying 1-10 of 177 results.

ID	Candidate	Candidate Name	Profile	Email	Phone	Gender	Aadhar Number	Education Qualification	Affiliations Qp Code	Pincode	Division	State	Action
325	2020KS-XCKF325	Candidate104		soft104@kg.com	9810123459	Female	1234-1234-1239	12th	AMH/Q0301	110005	New Delhi Central	Delhi	
326	2020KS-0UR5326	Candidate105		soft105@kg.com	9810123411	Male	1234-1234-1211	Graduation	AMH/Q0301	110066	New Delhi South West	Delhi	
328	2020KS-OJRY328	Candidate106		soft106@kg.com	9810123412	Male	1234-1234-1212	12th	AMH/Q0301	411008	Pune City West	Maharashtra	

ASSESSED CANDIDATES

Displaying 1-10 of 10 results

S.No	Batch	Candidate	Candidate Name	Candidate Identity Type	Candidate Identity Number	Gender	Mobile No	Email	Result Status	Created At	Action
1	2020AMH/Q0301-9DZGETD71	2020KS-OAMD4	Test candidate 4	Aadhar Card	2222-3333-4444	Male	9876543210	scmomgiggmzmuuwvgm@awdrt.com	Pass	2020-03-04 13:41:24	view Batch / view result

5. Certified candidates :- It provides details of candidates certified out of assessed candidates with all necessary information of candidates and certification body.

SKILLED CANDIDATES

Displaying 1-7 of 7 results.

S.No	Batch	Candidate	Candidate Name	Candidate Identity Type	Candidate Identity Number	Gender	Result Status	Mobile No	Email	Created At	Action
							All ▼				
1	2020AMH/Q0301-SDZGETD71	2020KS-OAMD4	Test candidate 4	Aadhar Card	2222-3333-4444	Male	Pass	9676543210	scmsmglggmzmuuwvgm@awdrt.org	2020-03-04 13:41:24	view Batch / view result / view Certificate

6. Shortlisted candidates; - It provides complete detail of shortlisted candidates out of certified candidates . Candidates shortlisted for placement are listed here.

SHORTLISTED CANDIDATES

Displaying 1-1 of 1 result

S.No	Batch	Candidate	Candidate Name	Candidate Identity Type	Candidate Identity Number	Gender	Result Status	Mobile No	Email	Created At	Action
							All ▼				
1	2020AMH/Q0301-R4NNNEOE248	2020KS-OU8K6088	Candidate69	Aadhar Card	8974-8788-5558-8852	Male	Pass	5878969999	candidate69@klg.com	2020-03-18 06:55:16	view Details / view Batch / view result

7. Placed candidates:- It provides complete detail of placed candidates in different industries out of shortlisted candidates with complete individual detail of candidates. It provides different action option to find result, batches, certificate etc.

PLACED CANDIDATES

Displaying 1-2 of 2 results.

S.No	Batch	Candidate	Candidate Name	Candidate Identity Type	Candidate Identity Number	Gender	Result Status	Mobile No	Email	Created At	Action
							All ▼				
1	2020AMH/Q0301-SDZGETD71	2020KS-0OK05	Test candidate 5	Aadhar Card	5555-6666-7777	Male	Pass	8888888888	cedikknscnbvdtlamrz@awdrt.org	2020-03-04 13:41:24	view Details / view Batch / view result / view Certificate

Section 10:- Master schemes

Master schemes :-In this complete details of different kind of schemes are maintained in below mentioned manner:-

a) **Create Schemes :-**
   It provides a platform to add different schemes with schemes name and sharing of income between NSDC, AB, SSC, Scheme fee etc.

Create Master Scheme

Scheme Name *	
Scheme Type *	
Enter Qp-Code *	All × add a tag
	Note* (i.e Enter Multiple Qp-Code ELE/Q4041 then press ENTER)
NSDC Share Scheme Rate Amount *	
AB Share Scheme Amount *	
SSC Share Scheme Rate Amount *	
Scheme Fee On *	Select Scheme Fee On
Paid From	
Status *	Select Status

Create   Reset   Cancel

b) **List schemes :-**
   In this tab complete list of all working schemes are maintained with all the necessary information like schemes name, share to NSDC, SSC, AB, etc.

OPERATIVE SCHEMES

Displaying 1-10 of 55 results.

ID	Scheme Name	Scheme QpCode	Scheme Fee On	NSDC Share Scheme Rate Amount	AB Scheme Amount	SSC Share Scheme Amount	Paid From	Status	Updated At
1	Andhra pradesh state skill development corporation (APSSDC)	All	Allocated	800	400	400	TP	A	2019-03-19 04:19:38
2	Assam Skill Development Mission(ASDM)	All	Allocated	800	400	400	ASDM	A	2019-03-19 04:20:01
3	Additional Skill Acquisition Programme (ASAP)	All	Allocated	1000	500	500	TP/ ASAP	A	2019-04-17 02:18:17

Section 10: Stakeholder Accounts

Stakeholder Accounts :-In this complete details of Stakeholders in terms of pending and raised invoices are maintained in below mentioned manner:-

a) **Create Bill Invoices :-**
It provides a platform to add all bill against relative batches to a stakeholder(like NSDC) for payment received. All batches I.D Details, present, absent and assessed candidates details are maintained here .

b) **List Bill Invoice :-** It provides the complete status of raised invoices to a stakeholder(like NSDC) against relative batches assessed by AB's.

SELECT BATCHES TO RAISE NSDC BILLING

Show 50 ▼ entries   Search: [   ]

	Batch Id	Scheme Type	Qp Code	Total Present	Total Absent	Total Pass	Total Fail	Assessment Date
☐	2020AMH/Q0301-SDZGETD71	pmkvy-2.0-(-re-assessment-)	AMH/Q0301	3	0	3	0	2020-03-05
☐	2020AMH/Q0301-DZH50HOI242	pmkvy-2.0-(-re-assessment-)	AMH/Q0301	2	0	0	2	2020-03-16
☐	2020AMH/Q0301-WVZPMOCI241	pmkvy-2.0-(-re-assessment-)	AMH/Q0301	2	0	2	0	2020-03-15
☐	2020AMH/Q0301-R4NNEOE248	pmkvy-2.0-(-re-assessment-)	AMH/Q0301	2	0	2	0	2020-03-18

Showing 1 to 4 of 4 entries   Previous 1 Next

Selected Batch

NSDC RAISED INVOICE STATUS

Total NSDC Balance Amount : No Balance

Total NSDC TDS Balance Amount : No Balance

S.No	Invoice	Invoice Date	Grand Total	Tds Amount	Total Nsdc Amount	Action

No results found.

Section 11: Target Allocation

Target allocation:- It provides comprehensive detail regarding targeted allocations of batches from different SSC's to different AB'S in below manner:-

1. **Approved job roles:-** It provides complete detail of TP affiliated job roles. Target allocation for whole years are also decided from this tab for different SSC.

Section 12: Help & Desk

Help and Desk:-

It depicts the manner in which solution of different kinds of unknown problems and errors find by users. The user needs to input the following 3 details to get its query submitted to our support team:

1. Name.
2. Email.
3. Raise a query.