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User manual for CMA HEAD – RPL Type III PMKVY



Transforming the skill landscape

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1 Introduction

The *User Manual for Continuous Monitoring Agency (CMA) HEAD – RPL Type III PMKVY* is designed to provide information on, how CMA HEAD can view/warn/suspend/blacklist the required Training Centre. The CMA Head can perform the functionalities as listed below.

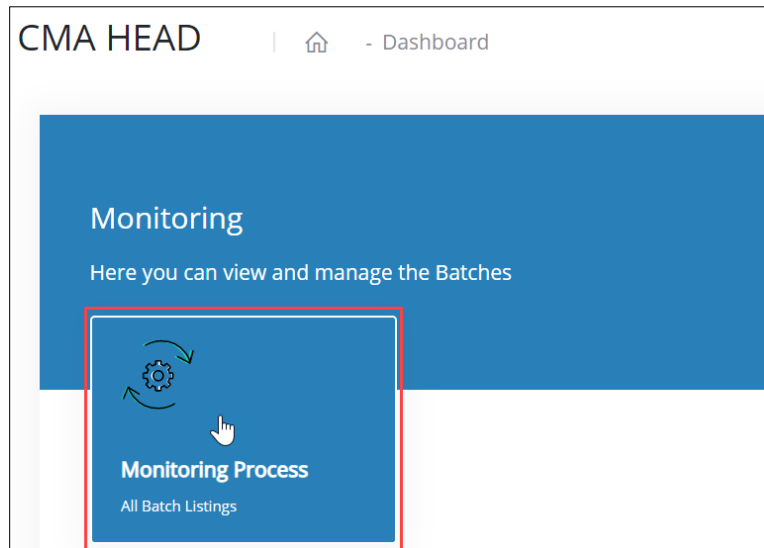
- View All Batches
- View Batch Details
- Warn Training Centre
- Suspend Training Centre
- Blacklist Training Centre

2 View All Batches

The **View All Batches** screen allows the CMA HEAD to view all the RPL Type III PMKVY batches.

To Navigate

Home --> Dashboard --> Monitoring Process



➤ The **Batches** screen lists all the created RPL Type III PMKVY batches.

The screenshot shows the 'Batches' screen. At the top right, there is a 'Back' button. Below it, there are search filters: 'Batch Start Date' (Start date), 'Batch End Date' (End date), 'Search for Batch ID' (Search), 'Search for TP ID' (Search), 'Search for TC ID' (Search), and 'Select Sub Scheme type' (All). There are 'Apply' and 'Reset' buttons. Below the filters, it says 'View All Batches'. The main content is a table with the following data:

Scheme Name	Sub-Scheme Name	Batch ID	Training Type	TC Name/Employer Name/Camps Name	TC ID	Batch Start Date	Batch End Date	Tp Id	Tp Spoc Name	Status	Action
PMKVY-CSCM		5221	SP	PWD in 60	TC201903	31 Oct 2019	02 Nov 2019	TP200002	Sanjeev chaudhary	INPROGRESS	...
PMKVY-CSCM		5543	SP	New TC For SP	TC201834	16 Oct 2019	07 Nov 2019	TP015819	Anurag Kumar	INPROGRESS	...

➤ The **CMA HEAD** can search a particular batch based on Batch Start Date, Batch End Date, Batch ID, TP ID, TC ID and Sub Scheme Type. Click **Apply**, to search for a particular batch.

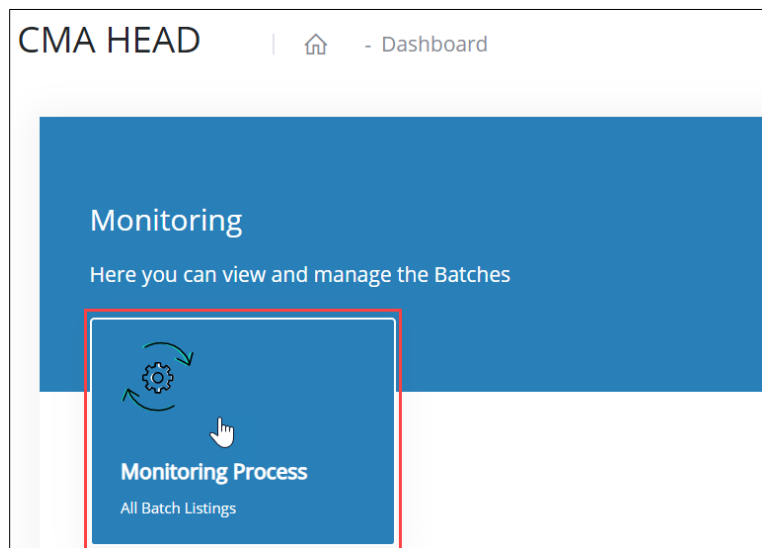
➤ The **View All batches** section displays all the details of the batches such as Scheme Name, Sub-Scheme Name, Batch ID, Training Type, TC name/Employer Name/Camps Name, TC ID, Batch Start Date, Batch End Date, TP Id, TP SPOC name, Status and also allows to view details under Action.

3 View Batch Details

The **View Batch Details** screen allows the CMA HEAD to view all the details of the RPL Type III PMKVY batches.

To Navigate

Home --> Dashboard --> Monitoring Process --> View All Batches --> Action --> View Details



➤ The **Batches** screen lists all the created RPL Type III PMKVY batches.

The screenshot shows the 'Batches' screen. At the top right is a 'Back' button. Below it are search filters for 'Batch Start Date', 'Batch End Date', 'Search for Batch ID', 'Search for TP ID', 'Search for TC ID', and 'Select Sub Scheme type'. There are 'Apply' and 'Reset' buttons. Below the filters is the heading 'View All Batches' and a table with the following data:

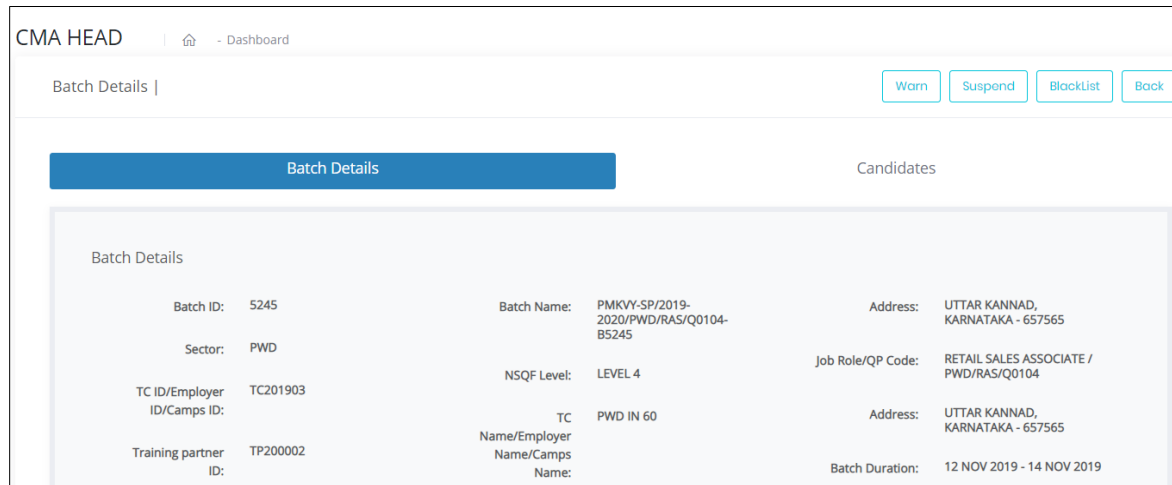
Scheme Name	Sub-Scheme Name	Batch ID	Training Type	TC Name/Employer Name/Camps Name	TC ID	Batch Start Date	Batch End Date	Tp Id	Tp Spoc Name	Status	Action
PMKVY-CSCM		5571	SP	New TC For SP	TC201834	18 Oct 2019	23 Oct 2019	TP015819	Anurag Kumar	COMPLETED	...
PMKVY-CSSM		5563	STT	CSSM AP TC	TC201960	17 Oct 2019	13 Dec 2019	TP015819	Anurag Kumar	INPROGRESS	View Details

The 'View Details' button in the 'Action' column of the second row is highlighted with a red rectangular box.

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

➤ The **Batch Details** screen displays the details of the batch in **two** tabs as listed below.

- Batch Details
- Candidates



CMA HEAD | Dashboard

Batch Details | [Warn](#) [Suspend](#) [BlackList](#) [Back](#)

Batch Details Candidates

Batch Details					
Batch ID:	5245	Batch Name:	PMKVY-SP/2019-2020/PWD/RAS/Q0104-B5245	Address:	UTTAR KANNAD, KARNATAKA - 657565
Sector:	PWD	NSQF Level:	LEVEL 4	Job Role/QP Code:	RETAIL SALES ASSOCIATE / PWD/RAS/Q0104
TC ID/Employer ID/Camps ID:	TC201903	TC Name/Employer Name/Camps Name:	PWD IN 60	Address:	UTTAR KANNAD, KARNATAKA - 657565
Training partner ID:	TP200002	Batch Duration:	12 NOV 2019 - 14 NOV 2019		

➤ The **Batch Details** screen hosts **four** sections as mentioned below.

- Batch Details
- Assessment Agency Details
- Assessor Details
- Show cause notice
- History Records

- The **Batch Details** section displays the information about the batch such as Batch ID, Batch Name, Address, Sector, NSQF Level, Job Role/QP Code, TC ID/Employer ID/Camps ID, TC Name/Employer Name/Camps Name, Address, Batch Duration, Training Partner ID, Training Partner Name, Sub - Scheme Name and Scheme Name.

Batch Details			
Batch ID:	2378	Batch Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
Sector:	AGRICULTURE	Address:	BAKSA, ASSAM - 213456
TC ID/Employer ID/Camps ID:	TC001207	NSQF Level:	LEVEL 4
Training partner ID:	TP100061	Job Role/QP Code:	MUSHROOM GROWER / AGR/Q7803
		TC Name/Employer Name/Camps Name:	ASSAMBASKA
		Address:	BAKSA, ASSAM - 213456
		Batch Duration:	01 OCT 2019 - 07 JUL 2020
		Training Partner Name:	KISHORE MOTUKURI
		Sub-Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
		Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378

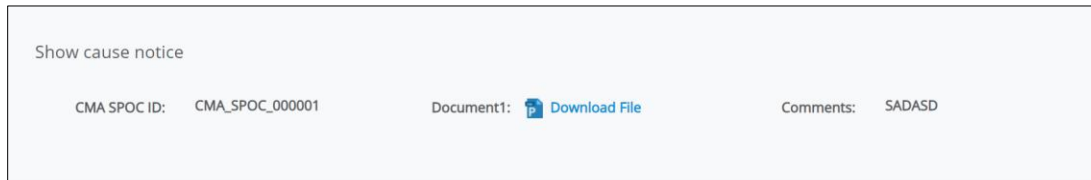
- The **Assessment Agency Details** section displays the information about the Assessment Agency such as Assessment Agency ID, Assessment Agency Name and Email.

Assessment Agency Details		
Assessment Agency ID:	Assessment Agency Name:	Email:

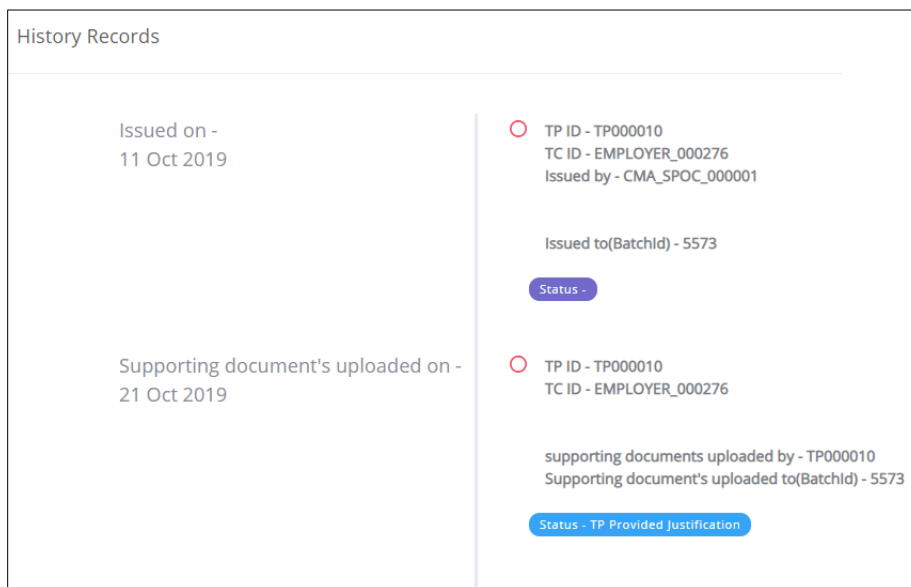
- The **Assessor Details** section displays the information about the Assessor such as Assessor ID, Assessor Name and Email.

Assessor Details		
Assessor ID:	Assessor Name:	Email:
A-001AC2	SHANTHI V	PREKSHA.UG@TRANS NEURON.COM

- The **Show Cause Notice** section displays the details of the show cause notice such as CMA SPOC ID, Comments and all the uploaded supporting documents.



- Click the **documents** of the Show cause notice, to download and view the uploaded supporting documents.
- The **History Records** section displays the Show Cause notice issued details for Issued On and Supporting Document Uploaded On. The **Issued On** section displays the details such as issued on the date, TP ID, TC ID, Issued by, Issued to (Batch ID), Status. The **Supporting documents uploaded On** section displays the details such as Supporting Documents Uploaded Date, TP ID, TC ID, Supporting Document Uploaded by (TP ID), and Supporting Document Uploaded to batch ID.



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

➤ The **Candidates** screen hosts **two** sections as mentioned below.

- Batch Details
- Candidate List

➤ The **Batch Details** section displays the basic information about the batch such as Batch ID, Batch Name, Address, Sector, NSQF Level, Job Role/QP Code, Training ID/Employer ID/Camps ID, TC Name/Employer Name/Camps Name, Address, Batch Duration, Training Partner ID, Training Partner Name, Sub - Scheme Name and Scheme Name.

Batch Details		Candidates	
Batch Details			
Batch ID:	2378	Batch Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
Sector:	AGRICULTURE	Address:	BAKSA, ASSAM - 213456
TC ID/Employer ID/Camps ID:	TC001207	NSQF Level:	LEVEL 4
Training partner ID:	TP100061	Job Role/QP Code:	MUSHROOM GROWER / AGR/Q7803
		TC Name/Employer Name/Camps Name:	ASSAMBASKA
		Address:	BAKSA, ASSAM - 213456
		Batch Duration:	01 OCT 2019 - 07 JUL 2020
		Training Partner Name:	KISHORE MOTUKURI
		Sub-Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378
		Scheme Name:	PMKVY-SP/2019-2020/AGR/Q7803-B2378

➤ The **Candidate List** section displays the information about the candidates such as Candidate ID, Candidate Name, Email, Mobile Number, Enrollment Date, Assessment Date and Gender.

Candidate List						
Candidate ID	Candidate Name	Email	Mobile Number	Enrollement Date	Assessment Date	Gender
CAN_801989	NorthEastCanAAAi	palsTpCandidates1@malinator.com	9720134570	08 Aug 2019	08 Aug 2019	Male
CAN_801990	NorthEastCanAAAj	palsTpCandidates1@malinator.com	9720134570	08 Aug 2019	08 Aug 2019	Transgender
CAN_802110	CanoneNPWNEfour	CanoneNPWNEthree@gmail.com	6587363587	08 Aug 2019	08 Aug 2019	Male

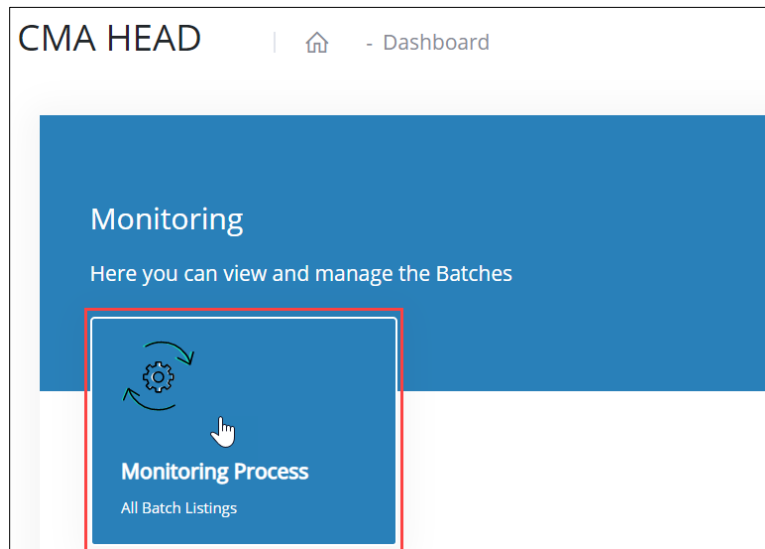
➤ Click **Back**, to navigate to the **Batches** screen.

4 Warn Training Centre

The **Warn Training Centre** screen allows the CMA HEAD to warn the Training Centre with respect to the show cause notice issued by CMA SPOC.

To Navigate

Home --> Dashboard --> Monitoring Process --> View All Batches --> Action --> View Details --> Warn

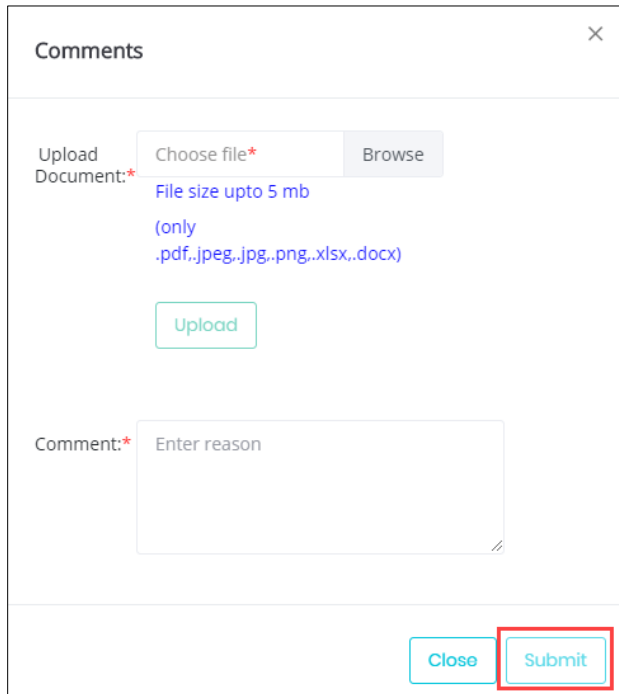


➤ The **Batch Details** screen allows the CMA HEAD to warn the particular Training Centre.



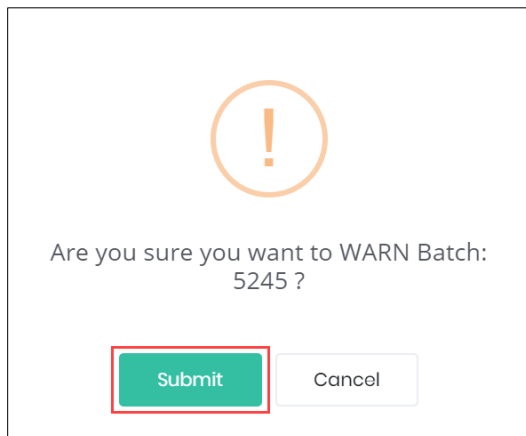
➤ Click **Warn**, the **Comments** screen appears.

- The **Comments** screen allows the CMA HEAD to upload the supporting documents and to enter comments.



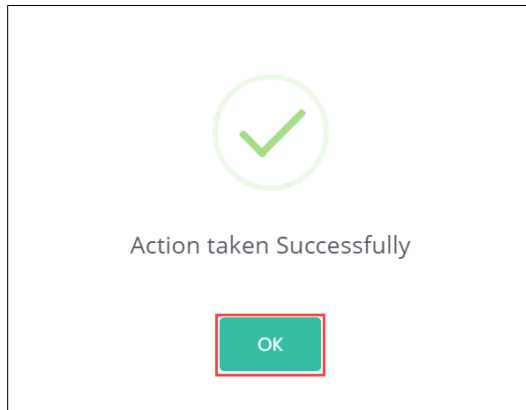
The screenshot shows a 'Comments' dialog box with a close button (X) in the top right corner. It contains an 'Upload Document' section with a 'Choose file*' button and a 'Browse' button. Below this, it specifies 'File size upto 5 mb (only .pdf,.jpeg,.jpg,.png,.xlsx,.docx)'. There is an 'Upload' button. Below the upload section is a 'Comment:*' text area with the placeholder text 'Enter reason'. At the bottom right, there are 'Close' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

- Click **Browse** to upload the supporting document. The CMA HEAD can upload only the pdf, jpg, png, jpeg, xlsx, docx and the maximum file size is **five MB**. Click **Upload**.
- Click **Submit**, the following screen appears.



The screenshot shows a confirmation dialog box with a large orange exclamation mark icon at the top. The text reads 'Are you sure you want to WARN Batch: 5245 ?'. At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

- Click **Submit**, the **Action taken Successfully** screen appears.



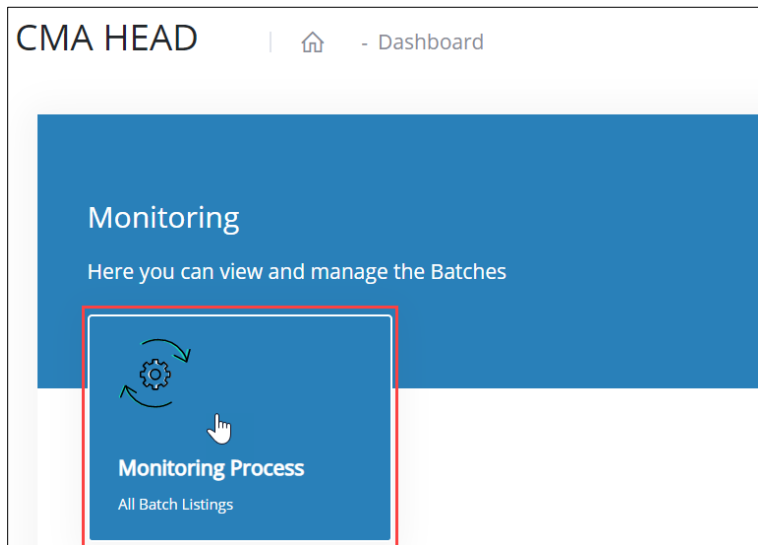
- Click **OK**, to navigate to the **Batch Details** screen.

5 Suspend Training Centre

The **Suspend Training Centre** screen allows the CMA HEAD to suspend a Training Centre with respect to the show cause notice issued by CMA SPOC.

To Navigate

Home --> Dashboard --> Monitoring Process --> View All Batches --> Action --> View Details --> Suspend

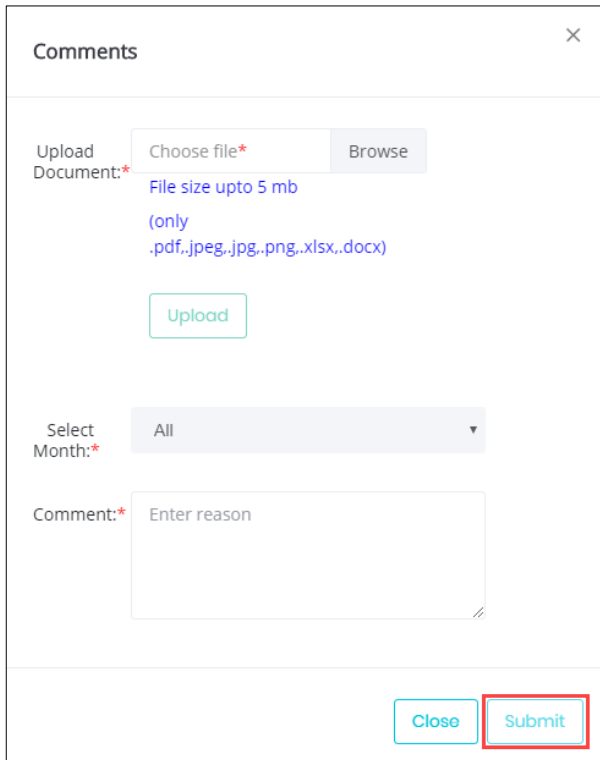


- The **Batch Details** screen allows the CMA HEAD to suspend the particular Training Centre.

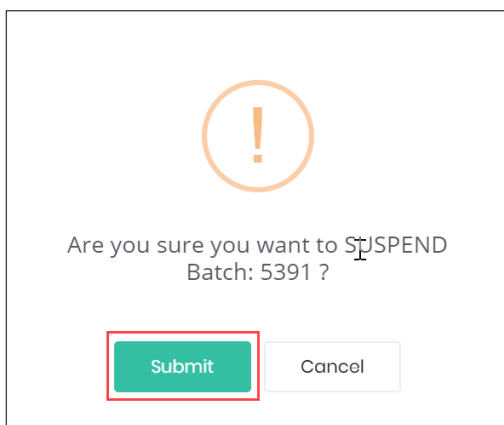


- Click **Suspend**, the **Comments** screen appears.

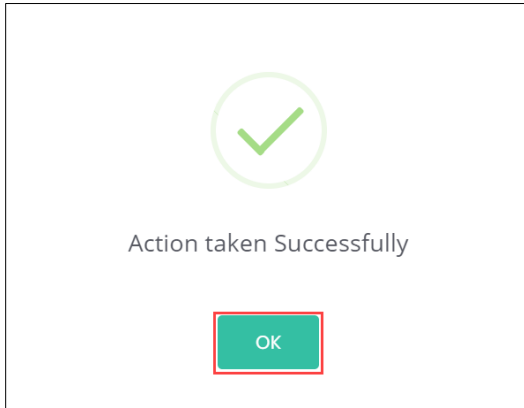
- The **Comments** screen allows the CMA HEAD to upload the supporting document and to enter comments. Select the appropriate month from the drop-down list.



- Click **Browse** to upload the supporting document. The CMA HEAD can upload only the pdf, jpg, png, jpeg, xlsx, docx and the maximum file size is **five MB**. Click **Upload**.
- Click **Submit**, the following screen appears.



- Click **Submit**, the **Action taken Successfully** screen appears.



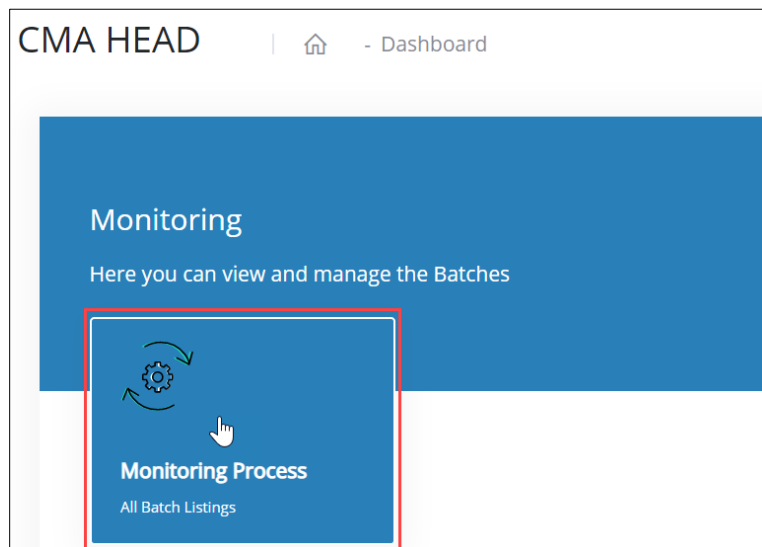
- Click **OK**, to navigate to the **Batch Details** screen.

6 Blacklist Training Centre

The **Blacklist Training Centre** screen allows the CMA HEAD to blacklist the Training Centre with respect to the show cause notice issued by CMA SPOC.

To Navigate

Home - - > Dashboard - - > Monitoring Process - - > View All Batches - - > Action - - > View Details - - > Blacklist



- The **Batch Details** screen allows the CMA HEAD to blacklist a Training Centre.



- Click **Blacklist**, the **Comments** screen appears.

- The **Comments** screen allows the CMA HEAD to upload the supporting document and to enter the comment.

Comments

Upload Document:* Choose file* Browse

File size upto 5 mb
(only
.pdf,.jpeg,.jpg,.png,.xlsx,.docx)

Upload

Comment:* Enter reason

Close Submit

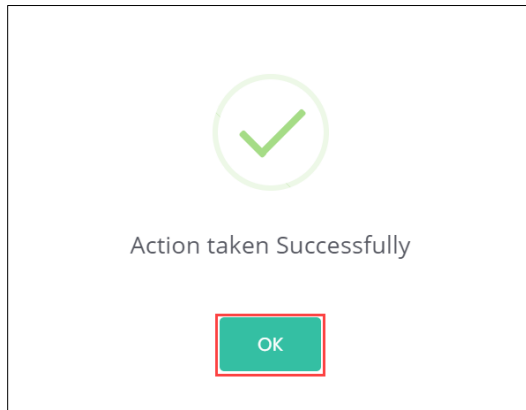
- Click **Browse** to upload the supporting document. The CMA HEAD can upload only the pdf, jpeg, png, jpeg, xlsx, docx and the maximum file size is **five** MB. Click **Upload**.
- Click **Submit**, the following screen appears.

!

Are you sure you want to BLACKLIST
Batch: 5391 ?

Submit Cancel

- Click **Submit**, the **Action taken Successfully** screen appears.



- Click **OK**, to navigate to the **Batch Details** screen.