

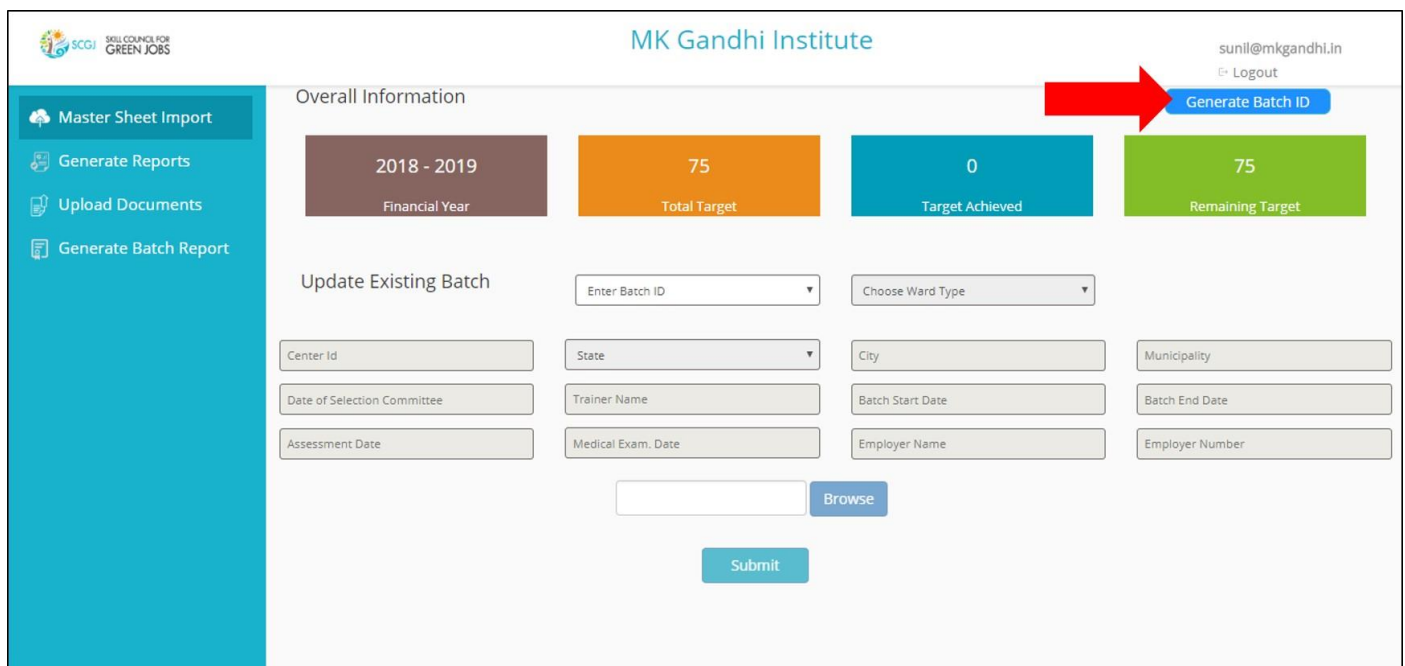
MASTER SHEET IMPORT | GUIDELINES

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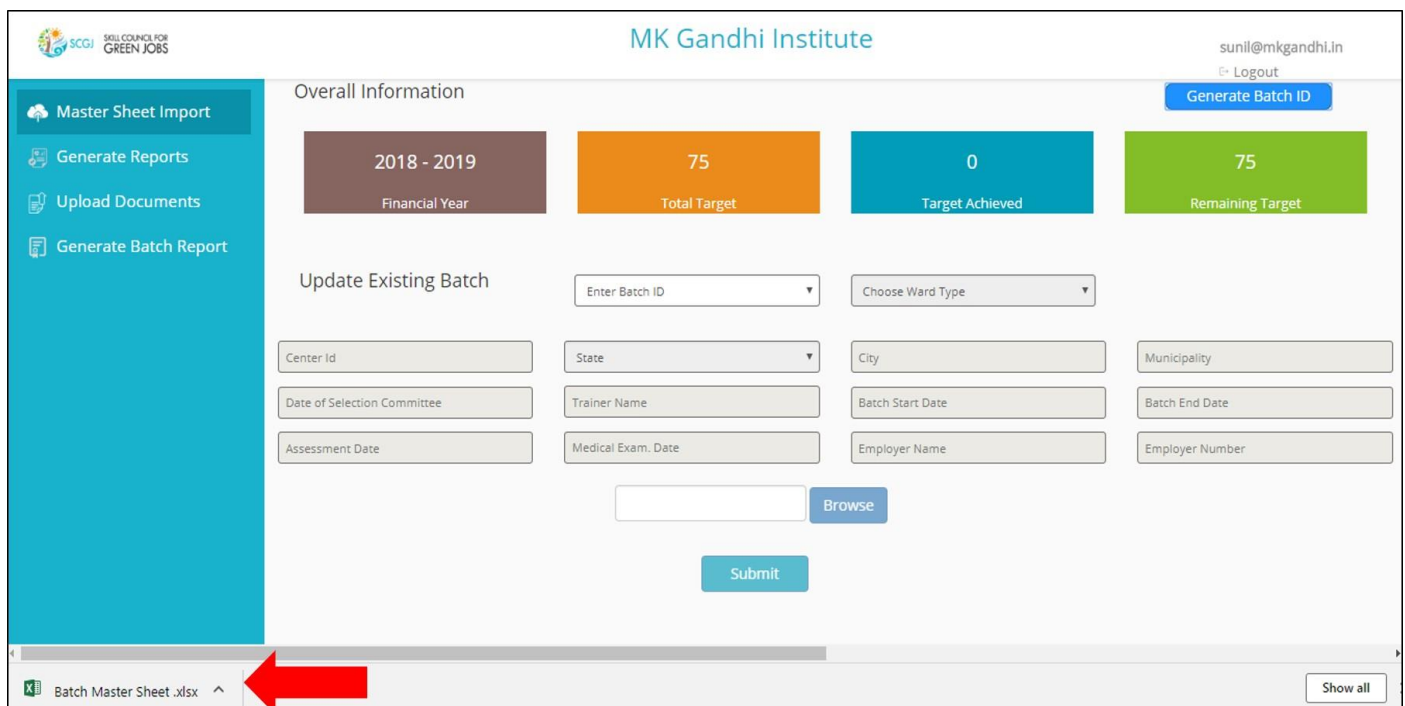
How to Generate a new Batch?

1. Click on the button Generate Batch ID



The screenshot shows the MK Gandhi Institute web application interface. On the left is a blue sidebar with navigation links: Master Sheet Import, Generate Reports, Upload Documents, and Generate Batch Report. The main content area has a header with the institute's name and a user profile for sunil@mkgandhi.in with a Logout link. Below the header is a section titled 'Overall Information' containing four colored boxes: '2018 - 2019 Financial Year' (brown), '75 Total Target' (orange), '0 Target Achieved' (blue), and '75 Remaining Target' (green). A red arrow points to a blue 'Generate Batch ID' button in the top right corner. Below this is a form titled 'Update Existing Batch' with fields for 'Enter Batch ID' (dropdown), 'Choose Ward Type' (dropdown), 'Center Id', 'State' (dropdown), 'City', 'Municipality', 'Date of Selection Committee', 'Trainer Name', 'Batch Start Date', 'Batch End Date', 'Assessment Date', 'Medical Exam. Date', 'Employer Name', and 'Employer Number'. There are also 'Browse' and 'Submit' buttons.

2. Save the Batch Master Sheet in the system.
3. An Excel Sheet would be generated for the batch id, click it to open



This screenshot shows the same web application interface as the previous one, but with a red arrow pointing to the bottom of the page. At the bottom, a file named 'Batch Master Sheet.xlsx' is displayed with a green Excel icon, indicating it has been generated. A 'Show all' button is visible in the bottom right corner.


4. Excel Sheet would have the batch id, NSDC Registration Number, Training Partner name, job role & name of sector Skill Council. Defined columns to store candidate information for the respective batch.

[illegible]

In the above sheet, the information can be filled for the batch generated by Training Partner.

How to Update Information of the Batch?

1. Click on the dropdown (Enter Batch Id) & select batch id to be updated


SKILL COUNCIL FOR GREEN JOBS

MK Gandhi Institute

sunil@mkgandhi.in
Logout

Master Sheet Import
Generate Reports
Upload Documents
Generate Batch Report

Overall Information

2018 - 2019

Financial Year

75

Total Target

0

Target Achieved

75

Remaining Target

Generate Batch ID

Update Existing Batch

Enter Batch ID

Enter Batch ID

1

2

3

4

Choose Ward Type

City

Municipality

Date of Selection Committee

Batch Start Date

Batch End Date

Assessment Date


Medical Exam. Date

Employer Name

Employer Number

Browse

Submit


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75

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0

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75

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Generate Batch ID

Update Existing Batch

3

Choose Ward Type

City

Municipality

Date of Selection Committee

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

Employer Name

Employer Number

Browse

Submit

2. After the batch Id is selected then only Training Partner can update any information of the batch.
3. Now, Training partner can update the following information of batch:
 - Ward Type – Single (Enter ward number) / Multiple
 - Centre Id – numeric value
 - State – select from dropdown
 - City
 - Municipality
 - Date of selection committee – mm/dd/yyyy
 - Trainer Name
 - Batch Start Date – mm/dd/yyyy
 - Batch End Date – mm/dd/yyyy
 - Assessment Date – mm/dd/yyyy
 - Medical Exam Date – mm/dd/yyyy
 - Employer Name
 - Employer Number – Phone number

Centre Id, State, City, Municipality are mandatory fields to submit.

4. Click on Submit Button, to update & save the data.

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[Master Sheet Import](#)
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Overall Information

Generate Batch ID

2018 - 2019
Financial Year

75
Total Target

0
Target Achieved

75
Remaining Target

Update Existing Batch

3

Choose Ward Type

Center Id

State

City

Municipality

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

Employer Name

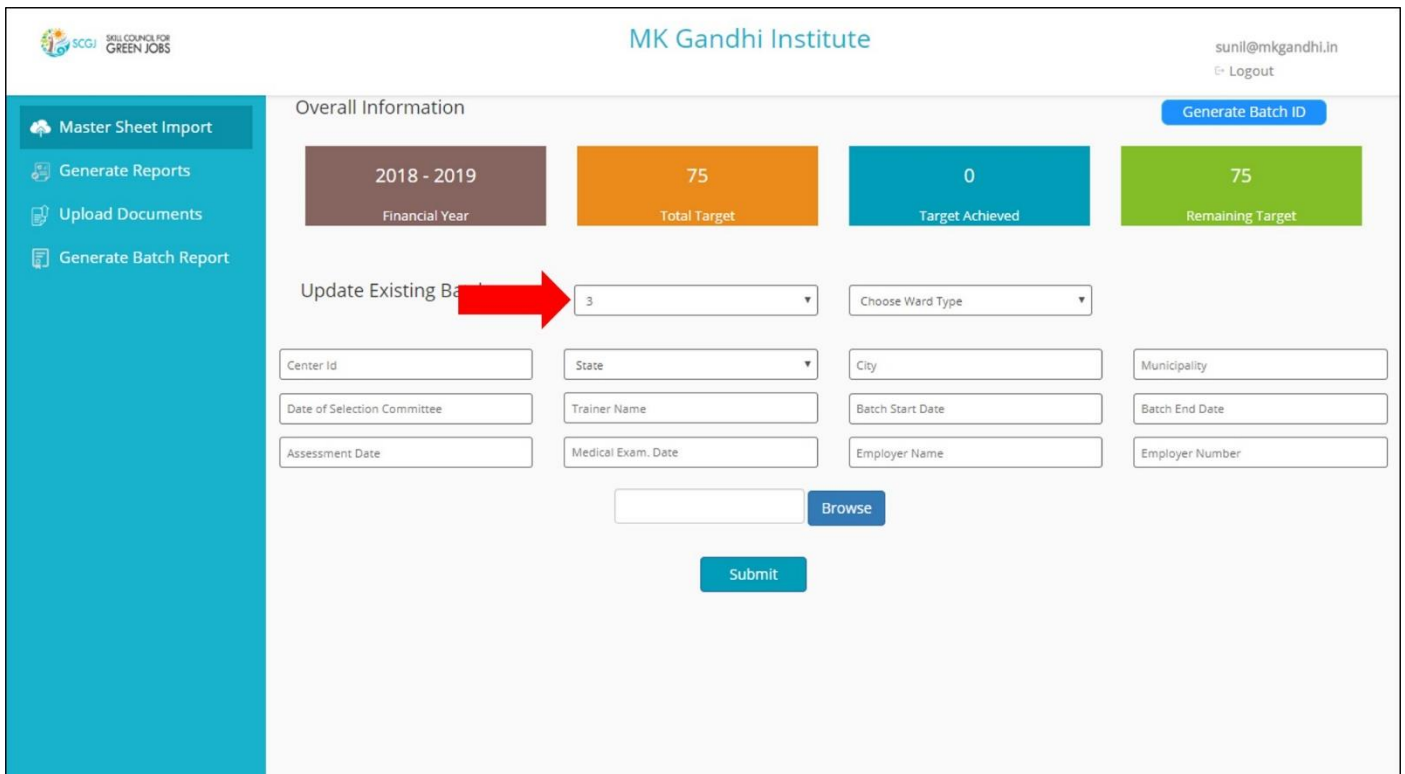
Employer Number

Browse

Submit

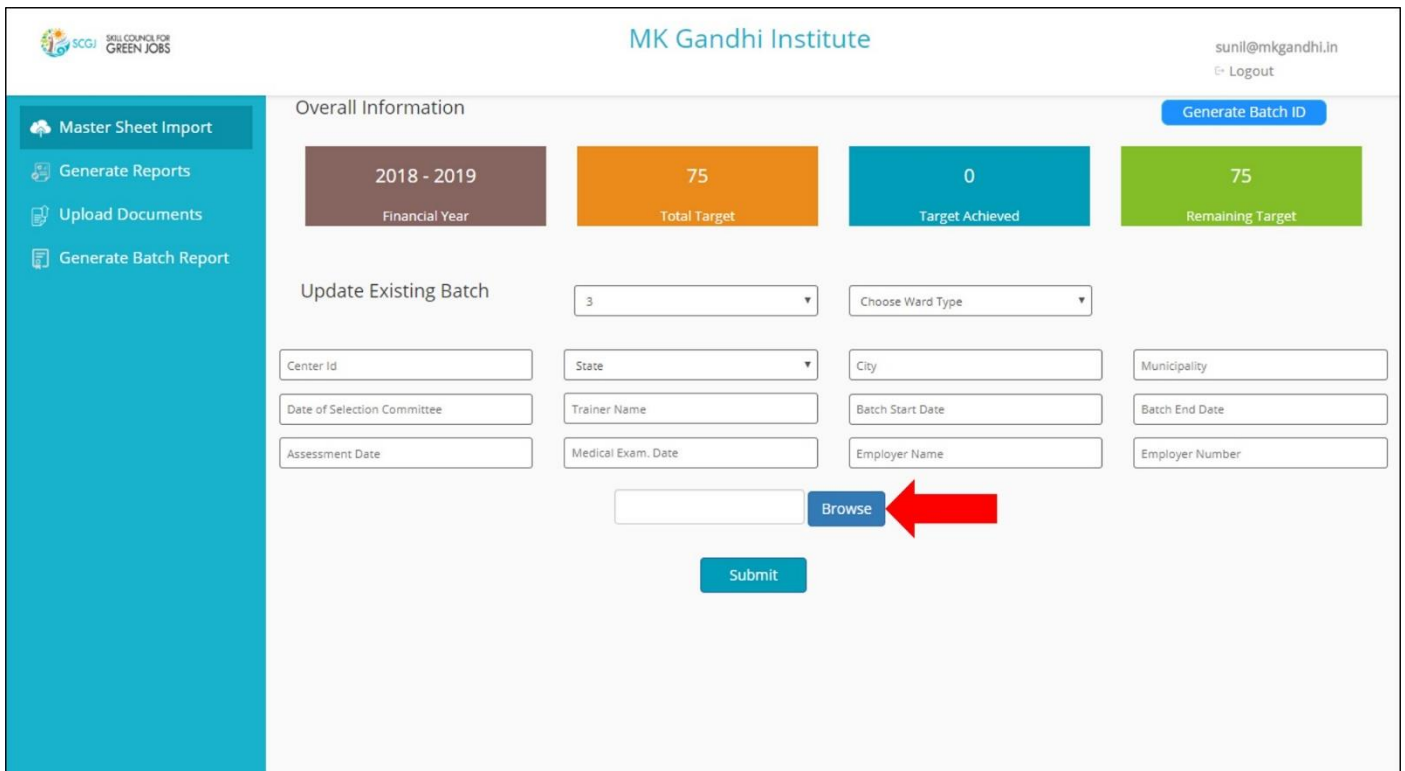
How to Upload Excel Sheet of Batch?

1. Select batch Id to be updated.



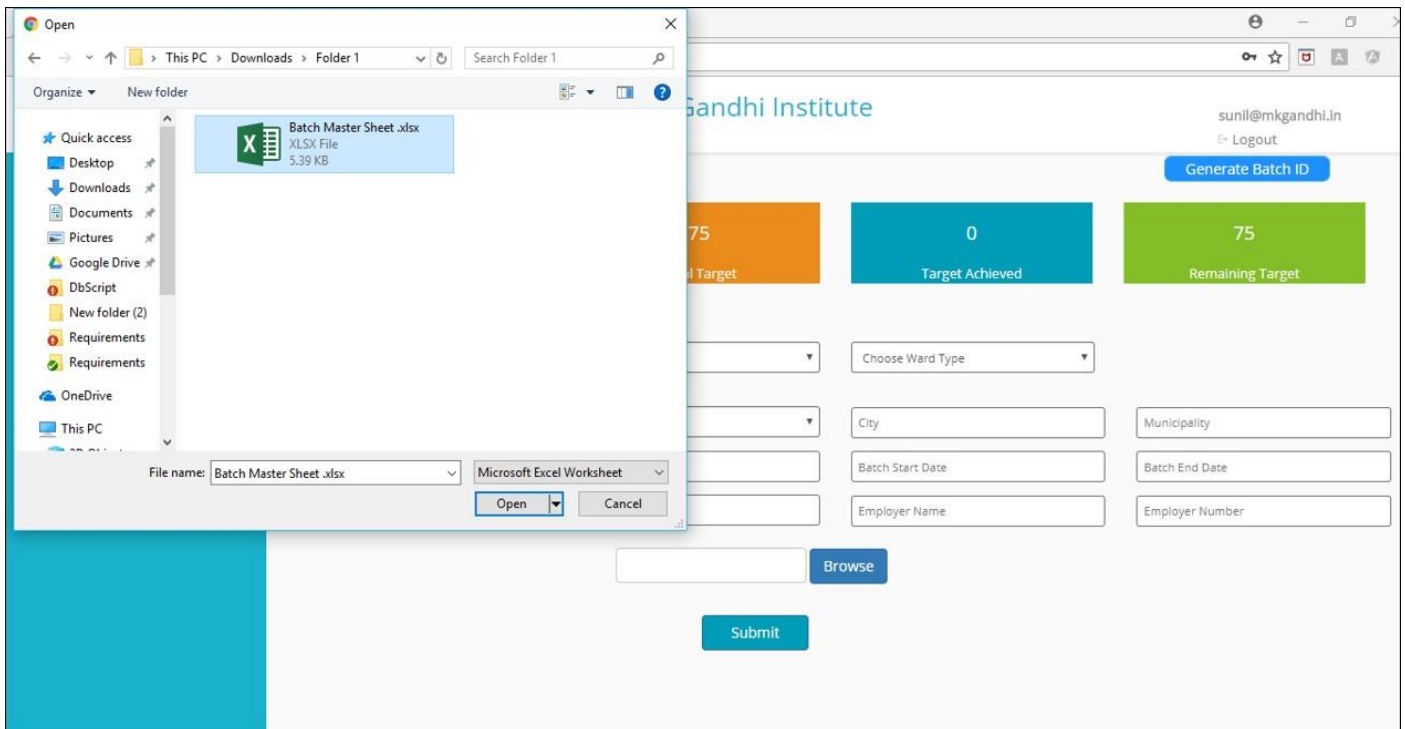
The screenshot shows the MK Gandhi Institute web portal. The left sidebar contains navigation links: Master Sheet Import, Generate Reports, Upload Documents, and Generate Batch Report. The main content area is titled 'Overall Information' and displays four statistics: Financial Year (2018 - 2019), Total Target (75), Target Achieved (0), and Remaining Target (75). Below this is the 'Update Existing Batch' section. A red arrow points to the 'Batch Id' dropdown menu, which is currently set to '3'. Other fields include 'Choose Ward Type', 'Center Id', 'State', 'City', 'Municipality', 'Date of Selection Committee', 'Trainer Name', 'Batch Start Date', 'Batch End Date', 'Assessment Date', 'Medical Exam. Date', 'Employer Name', and 'Employer Number'. There are 'Browse' and 'Submit' buttons at the bottom.

2. Enter Centre id, State, City and Municipality
3. Click on Browse and select the excel sheet to be uploaded

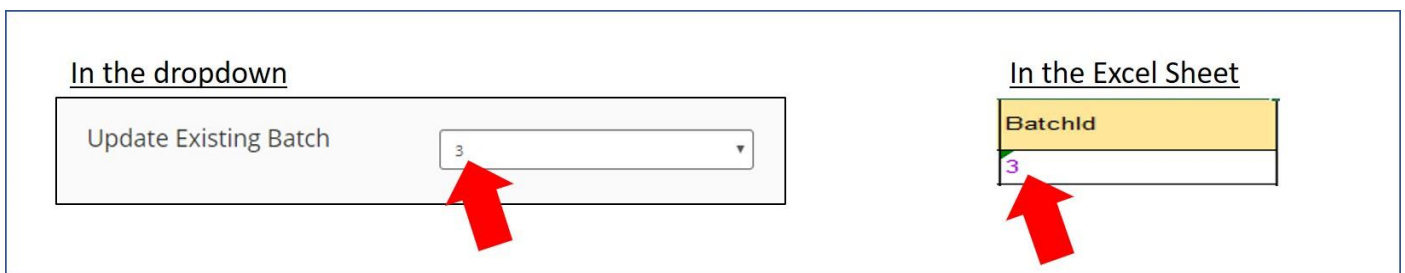


This screenshot is identical to the previous one, showing the 'Update Existing Batch' form. A red arrow now points to the 'Browse' button, indicating the next step in the process. The 'Batch Id' dropdown menu remains set to '3'.

5. Select the File to be uploaded & click Open

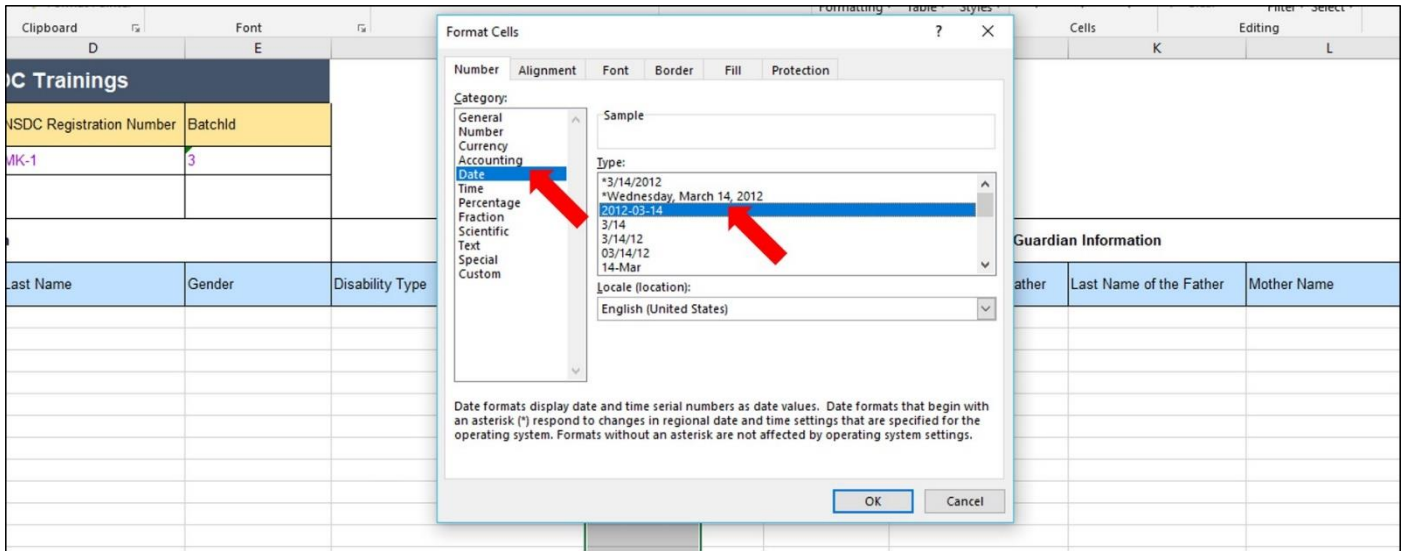


6. Batch Id should be same in the Excel Sheet as well as in the dropdown.



[illegible]

- III. Select Date & type = 2012-03-04 & Click Ok.



7. Now fill the details of candidates in the sheet & Upload it in the module.
8. And click on Submit.