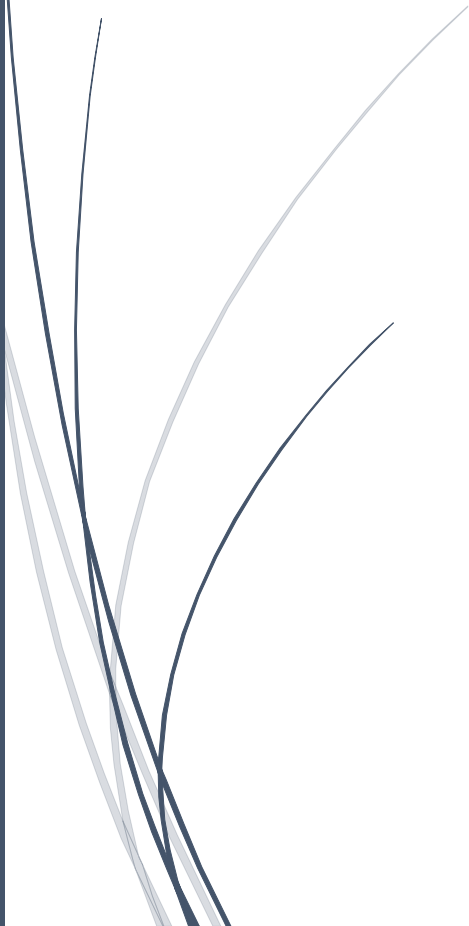




<https://www.scgjskd.in>

# Guidelines

## Master Sheet Upload Guidelines



## Contents

Introduction .....	2
Target Audience .....	3
Pre-requisites .....	4
Application Overview .....	5
Master Sheet Import.....	6
Generate Reports.....	6
Upload Documents .....	7
SDMS Batch Number.....	7
Generate Batch Reports.....	8
Getting Started.....	9
Generate a new batch.....	10
Update Batch Information .....	12
Generate Candidate Sheet.....	14
Candidate Sheet Structure .....	15
Filling Candidate Sheet .....	16
Fields not to be Modified.....	17
Rules for filling Candidate Sheet.....	18
Delete Value from Candidate Sheet .....	19
Candidate Sheet Upload .....	20
Common Errors – Possible Solutions .....	21

## Introduction

SCGJ/Safai Karamchari - App is a web application which will be used by Skill Council for Green Jobs and its training partners as an operational and monitoring tool to carry out training of Safai Karamchari pan India.

Due to the increase in the number of candidates being trained all over the country, it becomes difficult to manage all the information manually and maintain records in the excel sheets. This tool will help the training partners to generate different reports and excel sheets through the system and send it to the skill council which was earlier done manually.

This tool will reduce the redundancy that exists in the current system where the training partner used to create different excel sheets for the same candidates where he had to enter the same information several times.

The document will help the training partner to understand how to feed the data into the system and some common mistakes that are committed while uploading the information of candidates/batches on the application.

## Target Audience

This application is primarily for the training partners, who are affiliated by the Skill Council for Green Jobs to conduct training of Safai Karamcharis under RPL Mode.

The training partners who are provided the access to this application will use this application to perform several different tasks that are aligned to the process which is followed for training Safai Karamcharis. This application serves as a platform to store, retrieve and monitor the information for both the stake holders (Training Partners & Skill Council for Green Jobs).

A training partner can perform the following actions on this platform:

1. Feed Data of a batch into the system
2. Update candidate details
3. Generate reports required for different phases of training
4. Upload attested documents/reports

All these actions will be performed by the training partner in the order that is followed on actual basis during the training.

## Pre-requisites

In order to use the application, following are the pre-requisites that are essential to use the application.

1. Internet Access
2. URL of the application – <https://www.scgjsksd.in>
3. Affiliated by SCGJ to conduct training of Safai Karamcharis under RPL
4. Credentials to access the application

## Application Overview

The application has two stakeholders i.e. Training Partner and Skill Council for Green Jobs. For the training partner, there are 5 different modules which will have all the actions/information that are to be performed/required by the training partner during the entire training process.

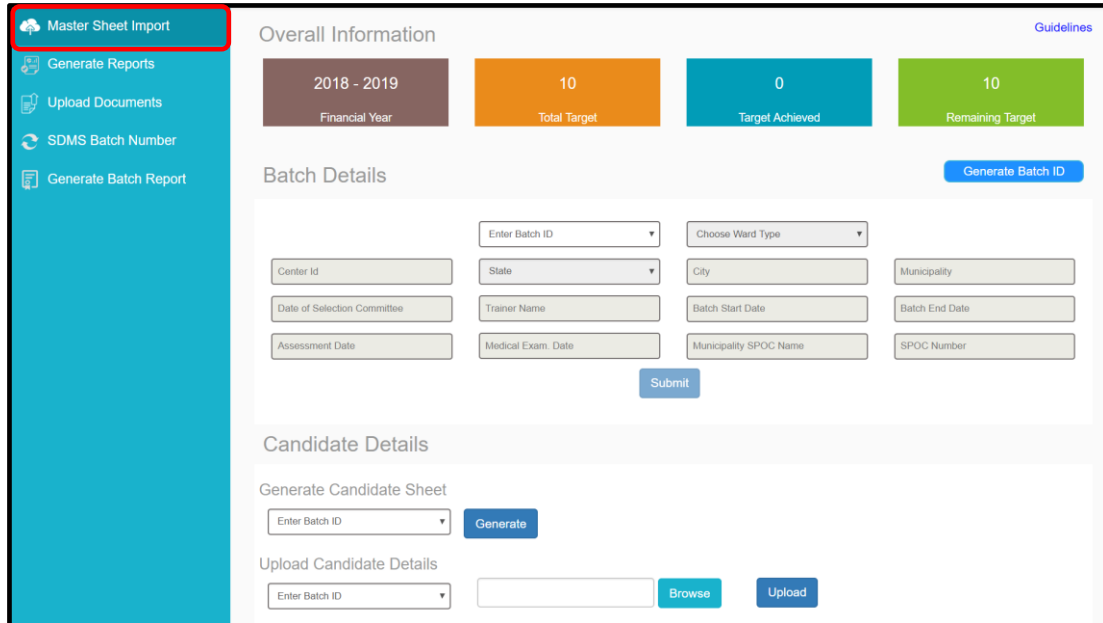
The different modules available to the training partner are:

1. Master Sheet Import
2. Generate Reports
3. Upload Documents
4. SDMS Batch Number
5. Generate Batch Report

Each of these modules will be used by the training partner to perform actions that were earlier done manually.

## Master Sheet Import

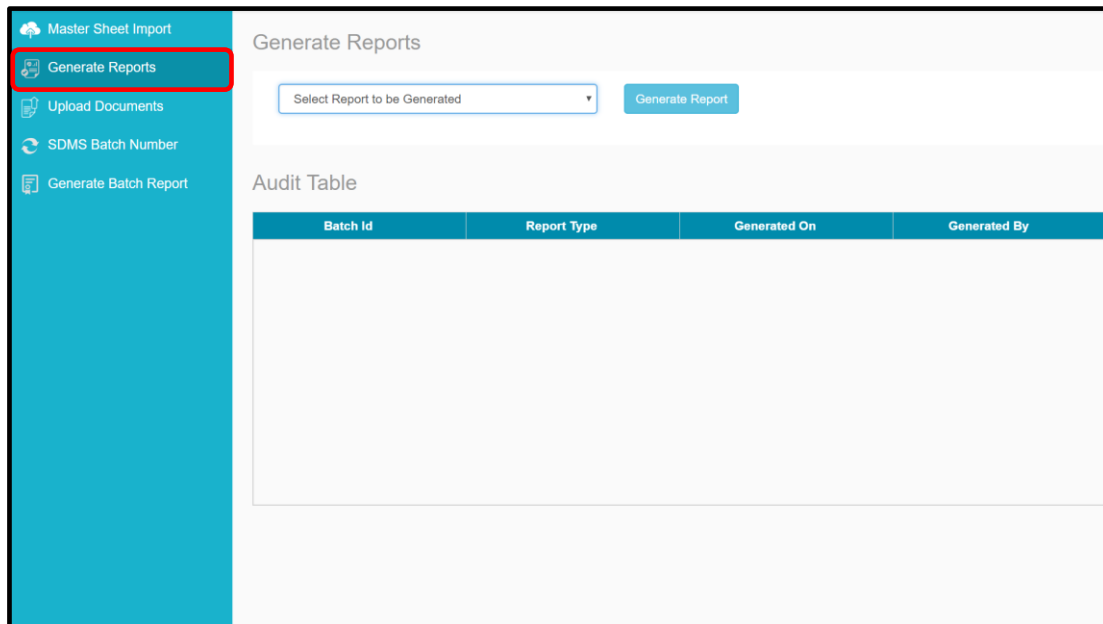
This module will be used as a source of information for the application, where the training partner will enter the information of the candidates and batches through an excel sheet and the fields provided respectively. This module also shows some statistics for the current financial year which are now readily available under the overall information tab.



The screenshot shows the 'Master Sheet Import' module interface. On the left is a blue sidebar with navigation links: 'Master Sheet Import' (highlighted with a red box), 'Generate Reports', 'Upload Documents', 'SDMS Batch Number', and 'Generate Batch Report'. The main content area is titled 'Overall Information' and includes a 'Guidelines' link. It displays statistics for the '2018 - 2019 Financial Year': 'Total Target' (10), 'Target Achieved' (0), and 'Remaining Target' (10). Below this is the 'Batch Details' section with a 'Generate Batch ID' button and a form with fields for 'Enter Batch ID', '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', 'Municipality SPOC Name', and 'SPOC Number'. A 'Submit' button is at the bottom of the form. The 'Candidate Details' section includes a 'Generate Candidate Sheet' button and a form with 'Enter Batch ID' and 'Generate' buttons. The 'Upload Candidate Details' section has a form with 'Enter Batch ID', a file input field, 'Browse', and 'Upload' buttons.

## Generate Reports

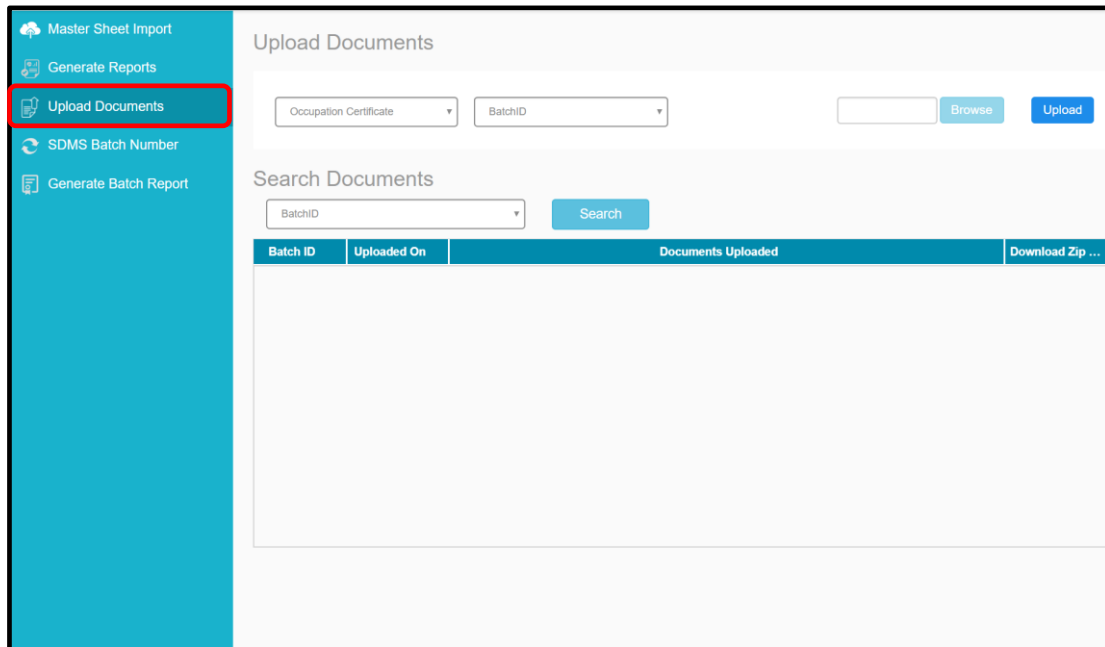
This module will help the training partner to generate reports/excel sheets, which are created by the training partner during the training process. The system will generate reports only when the information corresponding to the report is present in the system. Otherwise, the system will raise an error indicating “Data not found”.



The screenshot shows the 'Generate Reports' module interface. On the left is a blue sidebar with navigation links: 'Master Sheet Import', 'Generate Reports' (highlighted with a red box), 'Upload Documents', 'SDMS Batch Number', and 'Generate Batch Report'. The main content area is titled 'Generate Reports' and includes a 'Generate Report' button and a dropdown menu labeled 'Select Report to be Generated'. Below this is the 'Audit Table' section, which is a table with the following columns: 'Batch Id', 'Report Type', 'Generated On', and 'Generated By'. The table is currently empty.

## Upload Documents

This module will be used by the training partner to upload all the documents that needs to be sent to the Skill Council by selecting the document type and selecting the batch id for which the document has to be uploaded.



**Master Sheet Import**  
**Generate Reports**  
**Upload Documents**  
**SDMS Batch Number**  
**Generate Batch Report**

### Upload Documents

Occupation Certificate BatchID

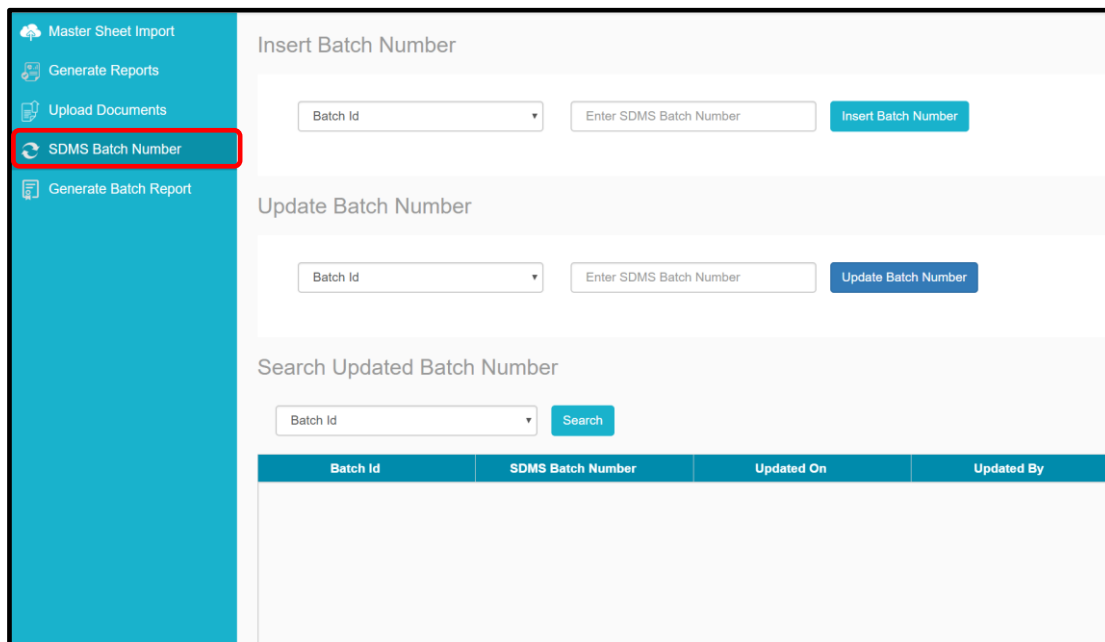
### Search Documents

BatchID

Batch ID	Uploaded On	Documents Uploaded	Download Zip ...
----------	-------------	--------------------	------------------

## SDMS Batch Number

This module will be used by the training partner to assign the SDMS Batch Number to a particular batch. The training partner can also update the SDMS Batch Number that is allotted to a batch id using the update batch number functionality. If the user wants to search the batch number that has been assigned to a batch id, he/she can do that using the search updated batch number functionality.



**Master Sheet Import**  
**Generate Reports**  
**Upload Documents**  
**SDMS Batch Number**  
**Generate Batch Report**

### Insert Batch Number

Batch Id  Enter SDMS Batch Number

### Update Batch Number

Batch Id  Enter SDMS Batch Number

### Search Updated Batch Number

Batch Id

Batch Id	SDMS Batch Number	Updated On	Updated By
----------	-------------------	------------	------------



## Generate Batch Reports

The generate batch reports module will allow training partner to generate the final batch report for a batch by selecting the batch id from the dropdown and adding the images for each day.

Master Sheet Import

Generate Reports

Upload Documents

SDMS Batch Number

**Generate Batch Report**

### Generate Batch Report

Batch Id  SDMS Batch Number

**Inaugural Day Images**

Upload image 1 of Day   Upload image 2 of Day

**Mechanized Cleaning : Vacuum cleaner Training**

Upload image 1 of Day   Upload image 2 of Day

**Mopping Technique**

Upload image 1 of Day   Upload image 2 of Day

**Mechanization training on sweeper machine**

Upload image 1 of Day   Upload image 2 of Day

**Activity on communication skills**

Upload image 1 of Day   Upload image 2 of Day

**Medical & Viva Examination**

Upload image of Medical   Upload image of Viva

## Getting Started

In order to start using the different functionalities of this application, the first step is to insert information into the system. These are the following steps that needs to be followed to insert information in the system.

### **Steps:**

1. Generate a batch Id
2. Add information of the batch under batch details section
3. Generate Candidate Master Sheet for a batch Id
4. Enter the details of the candidates in the master sheet
5. Upload the candidate details in the system.

In order to enter the information in the system, please follow the steps given on the next page in the same order as described.

## Generate a new batch

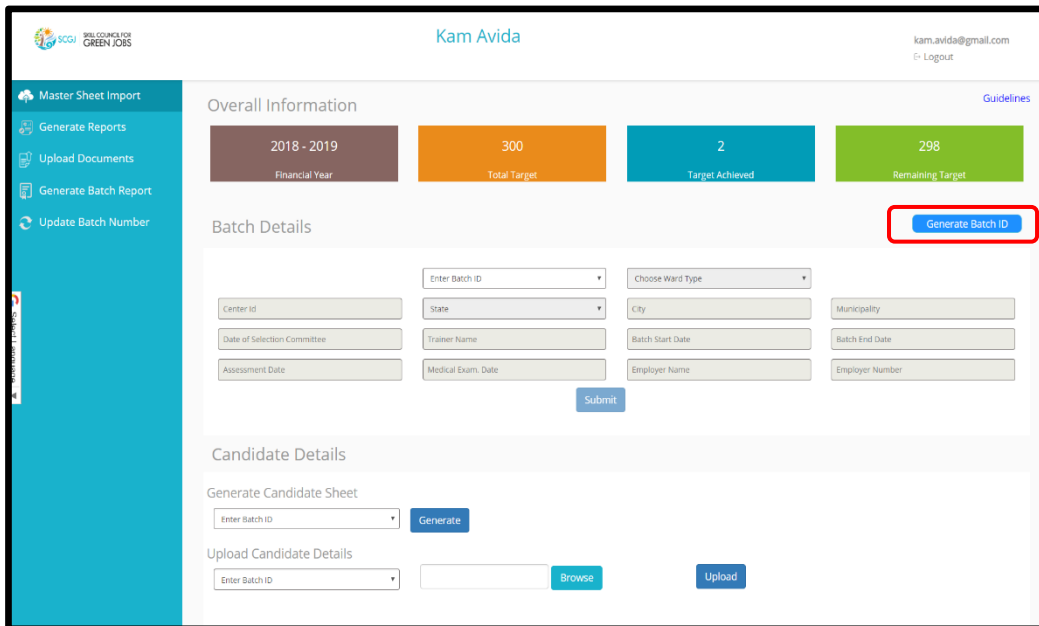
To generate a new batch, please follow the given steps:

### Steps:

1. Click on the Generate Batch Id Button
2. A pop-up box asking for municipality will appear, Add the name of the municipality
3. Once you have added the municipality name, click on the Generate button
4. Once you click on the Generate Button, Batch Id will be generated

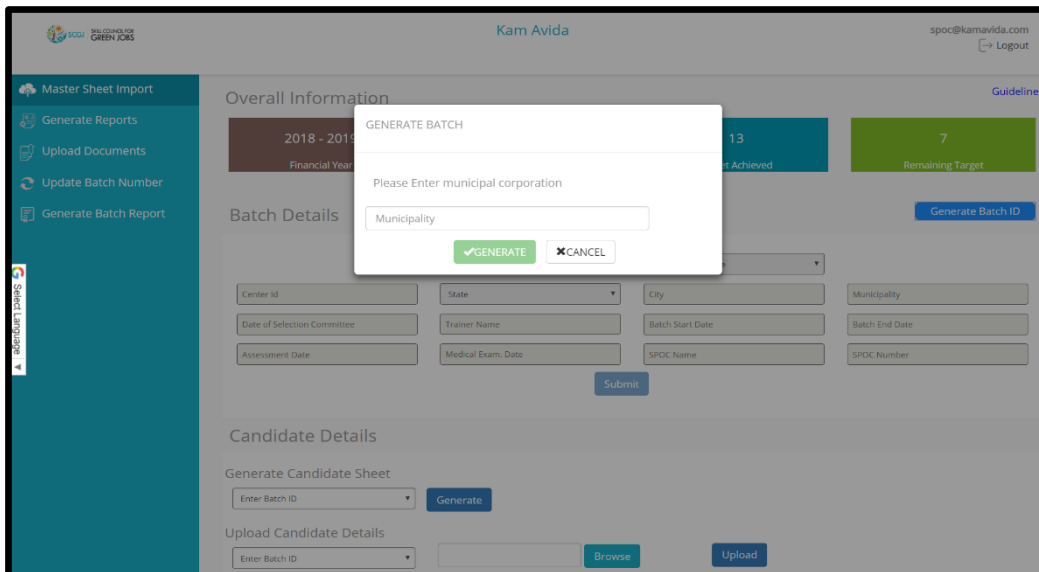
Please refer to the snapshots below:

#### Step – 1:



The screenshot shows the Kam Avida web application interface. The user is logged in as 'kam.avid@gmail.com'. The interface includes a sidebar with navigation options: Master Sheet Import, Generate Reports, Upload Documents, Generate Batch Report, and Update Batch Number. The main content area is titled 'Overall Information' and displays four summary cards: '2018 - 2019 Financial Year', '300 Total Target', '2 Target Achieved', and '298 Remaining Target'. Below this is the 'Batch Details' section, which contains a 'Generate Batch ID' button highlighted with a red box. The 'Batch Details' section also includes a form with fields for 'Enter Batch ID', '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'. A 'Submit' button is located below the form. The 'Candidate Details' section is also visible, with a 'Generate Candidate Sheet' button and an 'Upload Candidate Details' section.

#### Step – 2:



The screenshot shows the Kam Avida web application interface with a 'GENERATE BATCH' pop-up dialog box. The dialog box contains the text 'Please Enter municipal corporation' and a text input field for 'Municipality'. Below the input field are two buttons: 'GENERATE' and 'CANCEL'. The background interface is dimmed, showing the same 'Overall Information' and 'Batch Details' sections as in the previous screenshot. The 'Generate Batch ID' button is still visible in the background.

Step – 3:

Step – 4:

Format of batch Id –

*Initials of TP\_NSDC Reg. Number \_ Name of municipal corporation\_Batch Number*

**NOTE:** While generating a batch, the user should enter the full name of the municipality.

## Update Batch Information

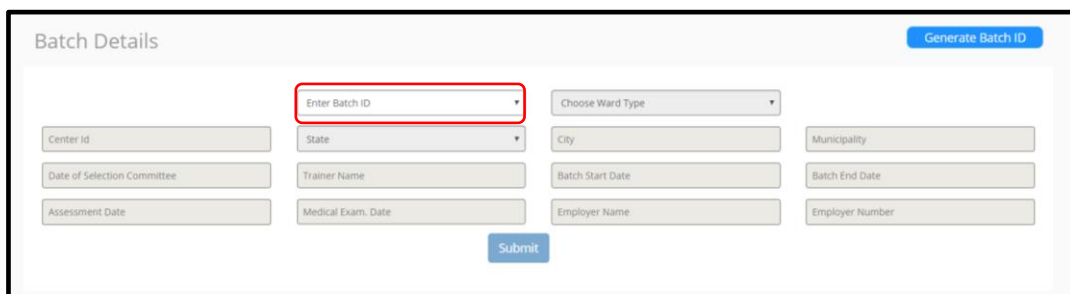
To update the batch information, please follow the given steps:

### Steps:

1. Navigate to batch details section and click on the **Enter Batch ID** drop down
2. This will show a list of batch id that have been created by the training partner
3. Choose the batch for which information has to be updated
4. Once the Batch ID has been selected, all the fields will be enabled
5. Enter the mandatory fields (Centre ID, State, City, Municipality)
6. Click on Submit button, you will see a success message "Batch Details inserted successfully"

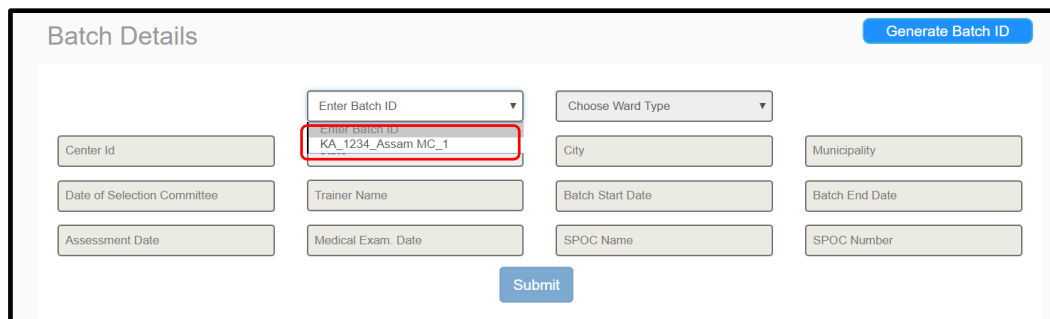
Please refer to the snapshots below:

Step – 1:



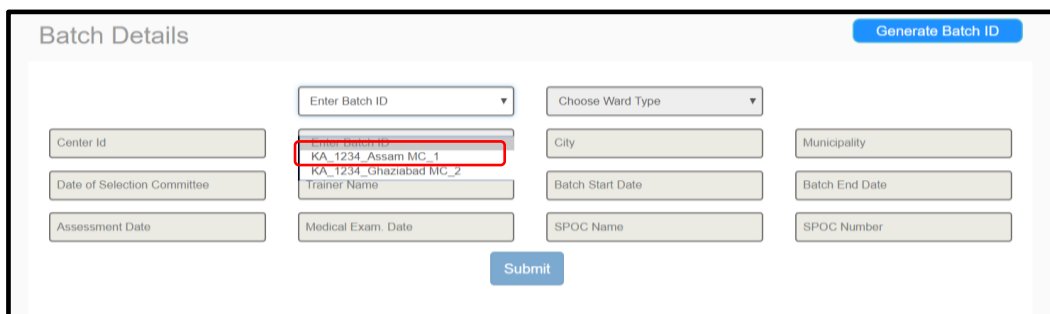
The screenshot shows the 'Batch Details' form. At the top right is a 'Generate Batch ID' button. The form contains several input fields: Center Id, Date of Selection Committee, Assessment Date, Enter Batch ID (highlighted with a red box), State, Trainer Name, Medical Exam. Date, Choose Ward Type, City, Batch Start Date, Employer Name, Municipality, Batch End Date, and Employer Number. A 'Submit' button is located at the bottom center.

Step – 2:



The screenshot shows the 'Batch Details' form. The 'Enter Batch ID' dropdown menu is highlighted with a red box, and it now displays the selected option 'KA\_1234\_Assam MC\_1'. The other fields and the 'Submit' button remain the same as in Step 1.

Step – 3:



The screenshot shows the 'Batch Details' form. The 'Enter Batch ID' dropdown menu is highlighted with a red box, and it now displays the selected option 'KA\_1234\_Assam MC\_1'. The other fields and the 'Submit' button remain the same as in Step 1.

Step – 4:

Batch Details
Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

Center Id

State

City

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

Submit

Step – 5:

Batch Details
Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

981512

Andhra Pradesh

Gauhati

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

Submit

*Note: The (Center Id, State, District, Municipality) are mandatory to fill before any information is inserted in the system. Municipality will contain the name of the municipal corporation which was filled while generating a batch (User can also update the municipality)*

Step – 6:

Batch Details
Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

981512

Andhra Pradesh

Gauhati

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

Submit

Batch details inserted successfully

*Note: Once these details are inserted, the user can update the other fields as and when the information is available by selecting the batch id for which the information has to be updated.*

## Generate Candidate Sheet

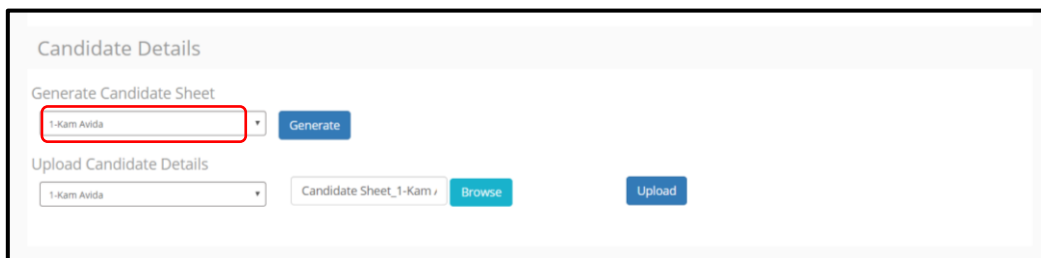
To generate the candidate sheet (Master Sheet), please follow the given steps:

### Steps:

1. Navigate to the Candidate Details Section
2. Navigate to Generate Credential Sheet to generate the master sheet and select the Batch – Id for which the sheet has to be generated
3. After selecting the batch Id click on **Generate** button, the file will get downloaded

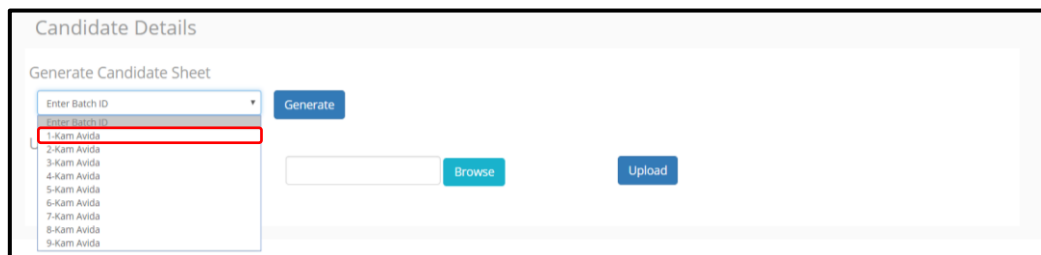
Please refer to the screen shots below:

#### Step – 1:



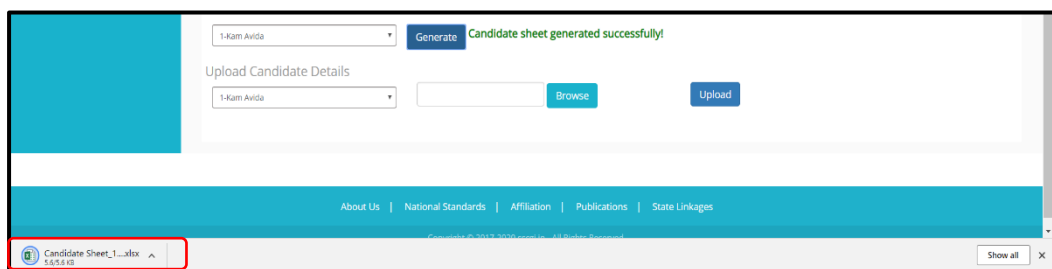
The screenshot shows the 'Candidate Details' section. Under 'Generate Candidate Sheet', a dropdown menu is open with '1-Kam Avida' selected. A 'Generate' button is visible next to it. Below, the 'Upload Candidate Details' section shows a dropdown with '1-Kam Avida', a 'Candidate Sheet\_1-Kam /' label, a 'Browse' button, and an 'Upload' button.

#### Step – 2:



The screenshot shows the 'Candidate Details' section. Under 'Generate Candidate Sheet', a dropdown menu is open showing a list of batch IDs: '1-Kam Avida', '2-Kam Avida', '3-Kam Avida', '4-Kam Avida', '5-Kam Avida', '6-Kam Avida', '7-Kam Avida', '8-Kam Avida', and '9-Kam Avida'. A 'Generate' button is visible next to the dropdown. Below, the 'Upload Candidate Details' section shows a dropdown with '1-Kam Avida', a text input field, a 'Browse' button, and an 'Upload' button.

#### Step – 3:



The screenshot shows the 'Candidate Details' section. The 'Generate' button is highlighted, and a green message 'Candidate sheet generated successfully!' is displayed. Below, the 'Upload Candidate Details' section shows a dropdown with '1-Kam Avida', a text input field, a 'Browse' button, and an 'Upload' button. At the bottom, a blue footer bar contains links: 'About Us', 'National Standards', 'Affiliation', 'Publications', and 'State Linkages'. A file download bar at the very bottom shows 'Candidate Sheet\_1...xlsx' with a size of '1.5 KB'.

## Candidate Sheet Structure

The candidate sheet comes with some pre-filled columns, the user has to fill the excel sheet from row number 7 without disturbing the structure of the excel sheet.

Batch Wise Data for NSKFDC Trainings		
Training Partner Name	NSDC Registration Number	BatchId
Avida	1234	KA_1234_Assam MC_1

Batch - Id

Enrollment Number
KA_1234_Assam MC_1/1
KA_1234_Assam MC_1/2
KA_1234_Assam MC_1/3
KA_1234_Assam MC_1/4
KA_1234_Assam MC_1/5
KA_1234_Assam MC_1/6
KA_1234_Assam MC_1/7
KA_1234_Assam MC_1/8
KA_1234_Assam MC_1/9
KA_1234_Assam MC_1/10
KA_1234_Assam MC_1/11
KA_1234_Assam MC_1/12

Auto generated enrolment numbers till 50

*Note: The candidate sheet comes with pre-filled enrolment numbers till 50, if the training partner has less than 50 candidates in the batch then he/she should delete the entire rows from below before uploading the sheet.*



## Filling Candidate Sheet

The Candidate Sheet generated by the system has the following columns which the user will edit/update. There are some columns that are mandatory (marked in red) to be filled before uploading the candidate sheet.

Candidate Information
<b>Enrolment Number</b>
Salutation
<b>First Name</b>
Last Name
<b>Gender</b>
<b>DOB</b>
Age
Mobile Number
Education Level
State
District
<b>Aadhaar Card Number</b>
Id Proof Type (Other than Aadhaar)
Id Proof Number (Other than Aadhaar Card)
Occupation / Category
If MS (MS Id)
Relation with SK/MS
Bank Name
IFSC Code
Bank A/C Number
<b>Residential Address</b>
<b>Workplace Address</b>
Medical Exam Conducted (Yes/No)
Assessment Result
Employment Type
Whether Hired on adhoc/contractual basis
Contact Details of Employer
Monthly Salary
PF/ESI Provided

Guardian Information
Guardian Type
<b>First Name of Father</b>
Last Name of Father
Mother Name

Note: The fields marked in red are mandatory fields, which have to be filled before uploading the candidate sheet.

### Fields not to be Modified

This section contains the list of columns/rows that should not be edited/modified as this will bring inconsistency in data and the system will not allow the sheet to be uploaded.

#### 1. Batch Id in the excel sheet

	A	B	C	D	E	F	G	H	I
1	Batch Wise Data for NSKFDC Trainings								
2	Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
3	Green jobs Sector Skill	Safai Karamchahi	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				
4									

System will not accept the file if the Batch – ID in the sheet does not match the Batch – ID chosen while uploading the sheet

#### 2. Filling the details in the excel sheet

	A	B	C	D	E	F	G	H	I
1	Batch Wise Data for NSKFDC Trainings								
2	Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
3	Green jobs Sector Skill	Safai Karamchahi	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				
4									
5	Candidate Information								
6	Enrollment Number	Salutation	First Name	Last Name	Gender	Disability Type	DOB	Age	Gaurdian Type
7									
8									
9									
10									
11									
12									

Note: The candidate/guardian information should be entered by the training partner from row number 7.

Note: No row should be deleted/edited before row number 7, not even the name of headers should be changed by the training partner.

### Rules for filling Candidate Sheet

While filling the details of candidates in the candidate sheet, these are the few rules that the training partner has to follow in order to avoid any inconsistency in the information.

1. The format for enrolment number of the candidate in the excel sheet will have the following format: *Batch – Id / Candidate Number*

**Example: KA\_1234\_Assam MC\_1 / 1**

2. Once the user has added the data into the sheet, they have to add border to the entire cells and columns in the sheet till where the data is entered in the excel sheet.

*Note: if the sheet does not have border till where the data is entered, then the sheet will not be read by the system. Leading to inconsistency in data.*

3. Set the format of date of birth column to Date (dd-mm-yyyy), if not done then the system will throw an error stating that the column is not set to date format
4. The age of the candidate is calculated by the date of birth. Therefore, if the age is less than 18, the system will not accept that candidate
5. If the account number exceeds 15 digits then excel by default converts them into 0 (digits after 15<sup>th</sup> digit) to avoid this, kindly set the cell format as **text** and then add the 16 digits account number in the account number cell
6. The Aadhaar Number and Mobile Number of all the candidates in the sheet should be unique

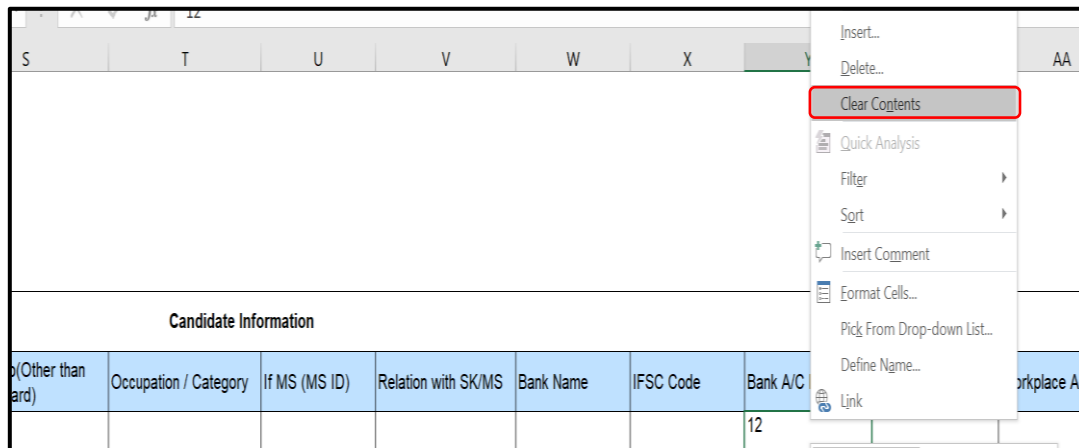
## Delete Value from Candidate Sheet

If you wish to delete a value from an excel sheet, follow the given steps:

### **Steps:**

Step – 1: Choose the cell whose value has to be deleted and right click on the cell

Step – 2: Once you have right clicked on the cell. Click on clear contents option and your value will be deleted



## Candidate Sheet Upload

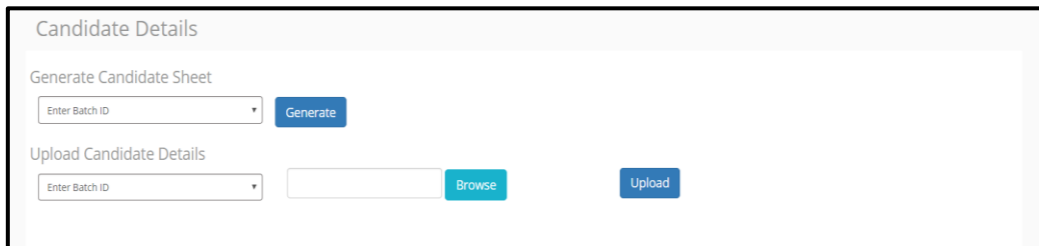
To upload a candidate sheet, please follow the given steps:

### Steps:

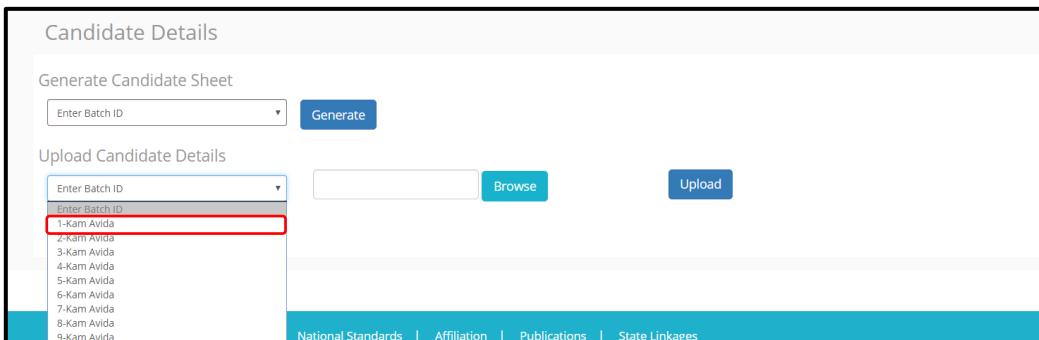
1. Navigate to Upload Candidate Sheet on the data import page
2. Select the Batch – Id for which the sheet needs to be uploaded & click on browse button
3. Select the sheet by clicking on the browse button & click on the upload button

Please refer to the screen shots attached below:

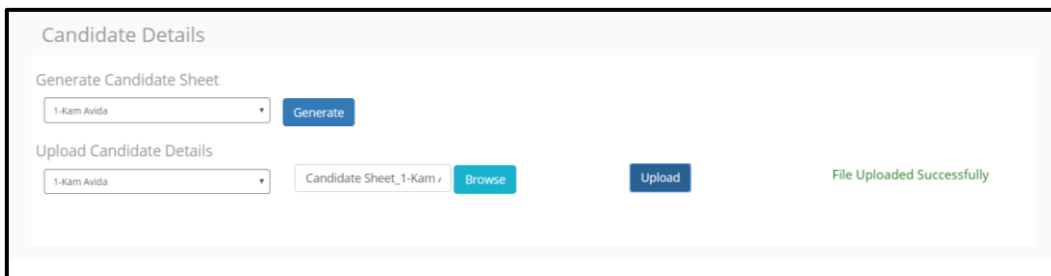
#### Step – 1:



#### Step – 2:



#### Step – 3:



Note: if the sheet is successfully generated then a success message saying “File Uploaded Successfully” will be generated.

## Common Errors – Possible Solutions

Below are some common errors that a training partner might face while uploading the candidate sheet with some possible solutions to those problems.

Common Errors	Possible Solution
Batch Id in sheet does not match the Batch Id selected.	Check the Batch Id in sheet and the Batch – Id selected from the drop down
Enrolment Number cannot be empty	Check if the enrolment number of all the candidates are entered
First Name of candidate cannot be empty	Check if the first name of the candidate is empty
Gender cannot be empty	Check if gender of any candidate is empty
Date of Birth cannot be empty	Check if date of birth of any candidate is empty
Change the format of date of birth to (dd-mm-yyyy)	Select the DOB column and change its format to (dd-mm-yyyy)
Age cannot be less than 18 years	Check if any candidate's age is less than 18 as per the DOB
Aadhaar Number cannot be less than 12 digits	The length of aadhaar number cannot be less than 12 digits
Aadhaar Number cannot be more than 12 digits	Aadhar number must not have more than 12 digits
Duplicate Entry found for Aadhaar Number/Mobile Number	Check if there are any candidates whose mobile/Aadhaar number are the same
Residential Address cannot be empty	Check if the residential address the candidate is empty
Workplace address cannot be empty	Check if the workplace address is filled for every candidate
Invalid value for column	The column should only have a specific type of value (ex: numeric, text)