



CAMPUSSM
MANAGEMENT



SDMS User Manual Short Term-Training

PMKVY2.0

14th February, 2017

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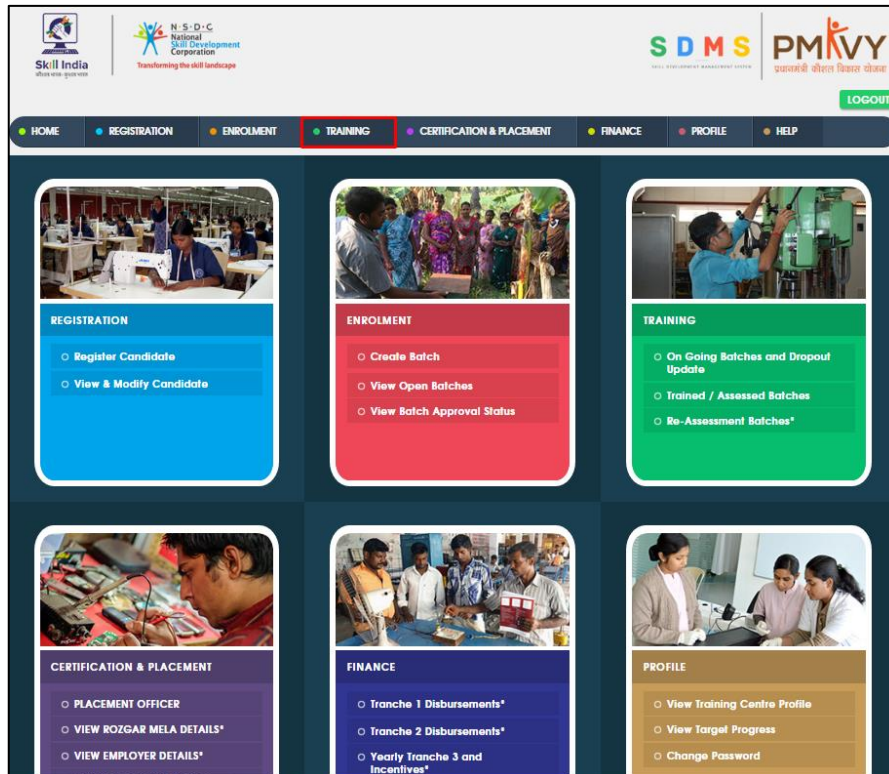
Introduction

Training Partners (TP) or Training Centre (TC) personnel will be the users accessing the web portal.

This document provides information on how to update candidate details in an Ongoing Batch and its Dropouts.

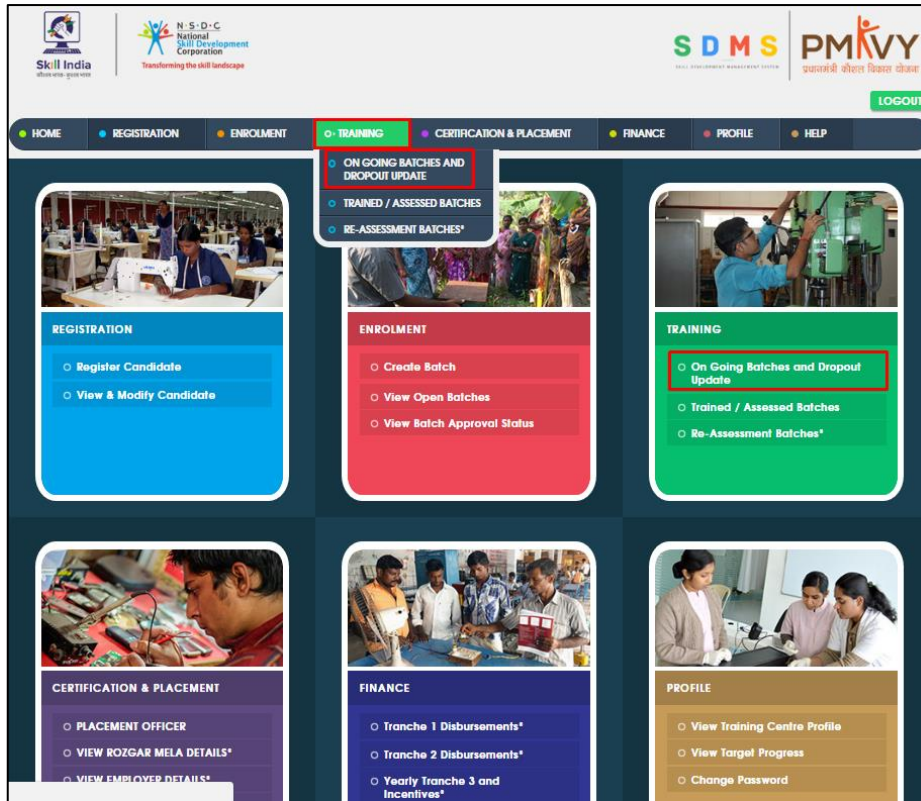
Overview

- Viewing On-Going Batches
- Updating Dropouts from Ongoing Batches

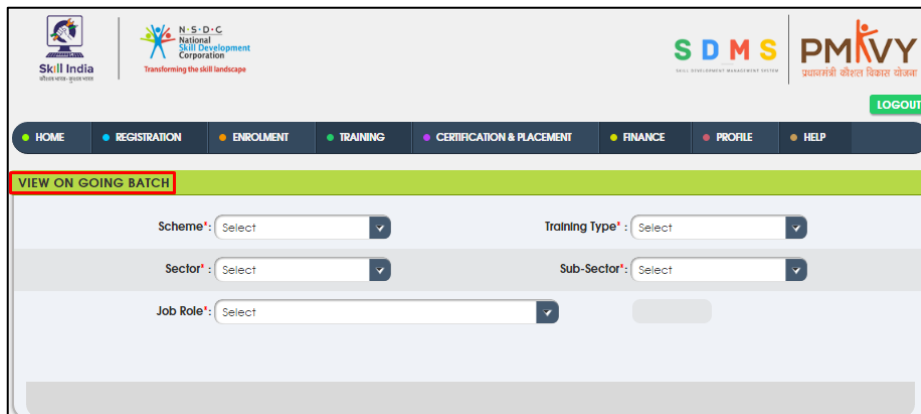


Viewing On-Going Batches

1. Click **On-Going Batches and Dropout Update** under **Training** either on the menu bar or on the widget.



2. The **View On-Going Batch** page is displayed.



Field	Description
Scheme	By default is PMKVY 2.0
Training Type	Dropdown values are displayed
Sector	Dropdown values are displayed
Sub-Sector	Dropdown values are displayed
Job Role	Dropdown values are displayed

3. After entering the values, the list of batches under the selected Job Role is displayed.

VIEW ON GOING BATCH

Scheme: Pradhan Mantri Kaushal Vikas Training Type: Short Term Training

Sector: Apparel Sub-Sector: Apparel

Job Role: Sewing Machine Operator AMH/Q03012

	BATCH NAME	BATCH START DATE	BATCH END DATE	PREFERRED ASSESSMENT DATE	TRAINER	ENROLLED	DROPPED OUT
●	1702UP0001BJAM/H/Q03012-00000531	30-Jan-2017	31-Mar-2017	01-Apr-2017	Ashish	0	0
●	1702UP0001BJAM/H/Q03012-00000532	31-Jan-2017	01-Apr-2017	02-Apr-2017	Ashish	2	0
●	1702UP0001BJAM/H/Q03012-00000533	31-Jan-2017	01-Apr-2017	02-Apr-2017	Ashish	2	1
●	1702UP0001BJAM/H/Q03012-00000549	06-Feb-2017	30-Mar-2017	31-Mar-2017	Nithya S	2	0

VIEW CANDIDATES AND UPDATE DROPOUTS DOWNLOAD ENROLLED CANDIDATE

4. Select the batch and click **View Candidates and Update Dropouts**.

VIEW ON GOING BATCH

Scheme: Pradhan Mantri Kaushal Vikas Training Type: Short Term Training

Sector: Apparel Sub-Sector: Apparel

Job Role: Sewing Machine Operator AMH/Q03012

	BATCH NAME	BATCH START DATE	BATCH END DATE	PREFERRED ASSESSMENT DATE	TRAINER	ENROLLED	DROPPED OUT
■	1702UP0001BJAM/H/Q03012-00000531	30-Jan-2017	31-Mar-2017	01-Apr-2017	Ashish	0	0
●	1702UP0001BJAM/H/Q03012-00000532	31-Jan-2017	01-Apr-2017	02-Apr-2017	Ashish	2	0
●	1702UP0001BJAM/H/Q03012-00000533	31-Jan-2017	01-Apr-2017	02-Apr-2017	Ashish	2	1
●	1702UP0001BJAM/H/Q03012-00000549	06-Feb-2017	30-Mar-2017	31-Mar-2017	Nithya S	2	0

VIEW CANDIDATES AND UPDATE DROPOUTS DOWNLOAD ENROLLED CANDIDATE

5. **View Candidates and Update Dropouts** page is displayed with batch details and job role details.

VIEW CANDIDATES & UPDATE DROPOUTS

BATCH NAME : 1602UP00001BJHSS/Q5101-000004E0

Job Role Details

Scheme: Pradhan Mantri Kaushal Vikas Yojana 2.0

Training Type: Short Term Training

Sector: Healthcare Sector Skill Council

Sub Sector: Healthcare

Job Role: General Duty Assistant

JobRole ID: HSS/Q5101

Job Role Duration in hours:

Batch Size: 10 - 30

SMARTCENTREBATCH ID : 1248

Batch Details

Batch Start Date: 21-Dec-2016

Batch End Date: 21-Feb-2017

Preferred Assessment Date: 22-Feb-2017

Trainer: Nithya.S

Enrolled: 26

Dropped out: 0

	SDMS ID	Candidate	Gender	Dropout Reason	Remarks
●	10000686	Dharmaraj	Male		
●	10000687	Neeraj Kumar Singh	Male		
●	10000688	sayma Bano	Female		
●	10000689	Shivkant prajapati	Male		
●	10000690	Nikita Yadav	Female		

UPDATE DROPOUT

Updating Dropout Details from Ongoing Batches

1. Select a candidate and click **Update Dropout**.

VIEW CANDIDATES & UPDATE DROPOUTS

BATCH NAME : 1602UP00001BJHSS/Q5101-000004E0

SMARTCENTREBATCH ID : 1248

Job Role Details

Scheme: Pradhan Mantri Kaushal Vikas Yojana 2.0

Training Type: Short Term Training

Sector: Healthcare Sector Skill Council

Sub Sector: Healthcare

Job Role: General Duty Assistant

JobRole ID: HSS/Q5101

Job Role Duration in hours:

Batch Size: 10 - 30

Batch Details

Batch Start Date: 21-Dec-2016

Batch End Date: 21-Feb-2017

Preferred Assessment Date: 22-Feb-2017

Trainer: Nithya S

Enrolled: 26

Dropped out: 0

	SDMS ID	Candidate	Gender	Dropout Reason	Remarks
<input type="radio"/>	10000066	Dharmaraj	Male		
<input checked="" type="radio"/>	10000067	Neeraj kumar Singh	Male		
<input type="radio"/>	10000068	sayma Bano	Female		
<input type="radio"/>	10000069	Shivakant prajapati	Male		
<input type="radio"/>	10000090	Nishta Yadav	Female		

UPDATE DROPOUT

2. Update Dropout page is displayed.

Update Dropout

Candidate Name:

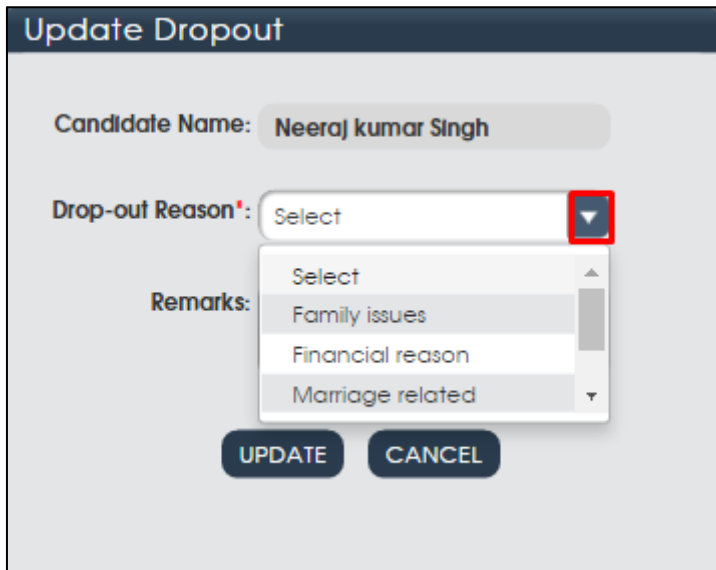
Drop-out Reason*:

Remarks:

UPDATE

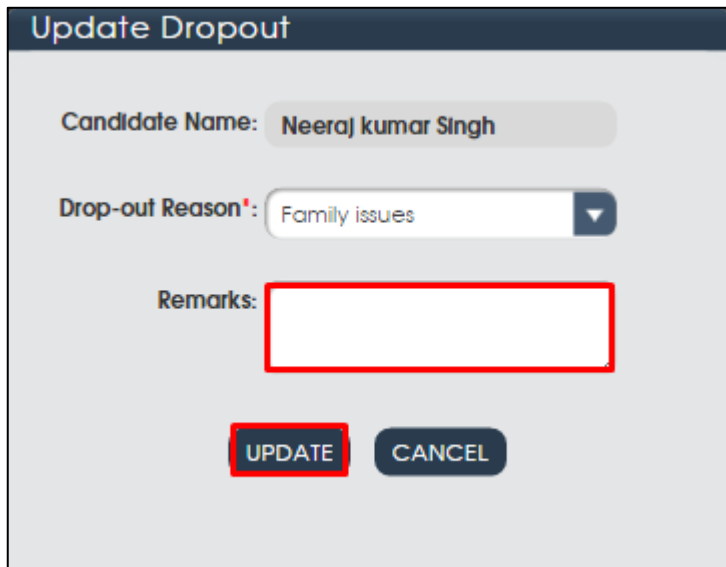
CANCEL

3. Select the reason from the dropdown menu to update the Dropout candidate details.



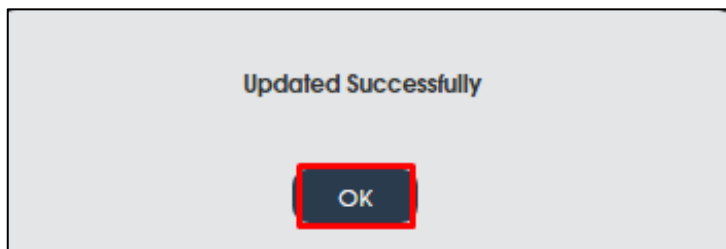
The screenshot shows a form titled "Update Dropout". The "Candidate Name" field contains "Neeraj kumar Singh". The "Drop-out Reason" dropdown menu is open, showing options: "Select", "Family issues", "Financial reason", and "Marriage related". The "Remarks" field is empty. At the bottom, there are "UPDATE" and "CANCEL" buttons.

4. Enter remarks if any, and click **Update**.



The screenshot shows the "Update Dropout" form. The "Drop-out Reason" dropdown menu is now closed and shows "Family issues" selected. The "Remarks" field is empty and highlighted with a red border. The "UPDATE" button is also highlighted with a red border.

5. A message is displayed stating that the details were updated successfully. Click **OK**.



The screenshot shows a message dialog box with the text "Updated Successfully" and an "OK" button highlighted with a red border.