



CAMPUSSM
MANAGEMENT



SDMS User Manual for RPL-Training

PMKVY2.0

8th February, 2017

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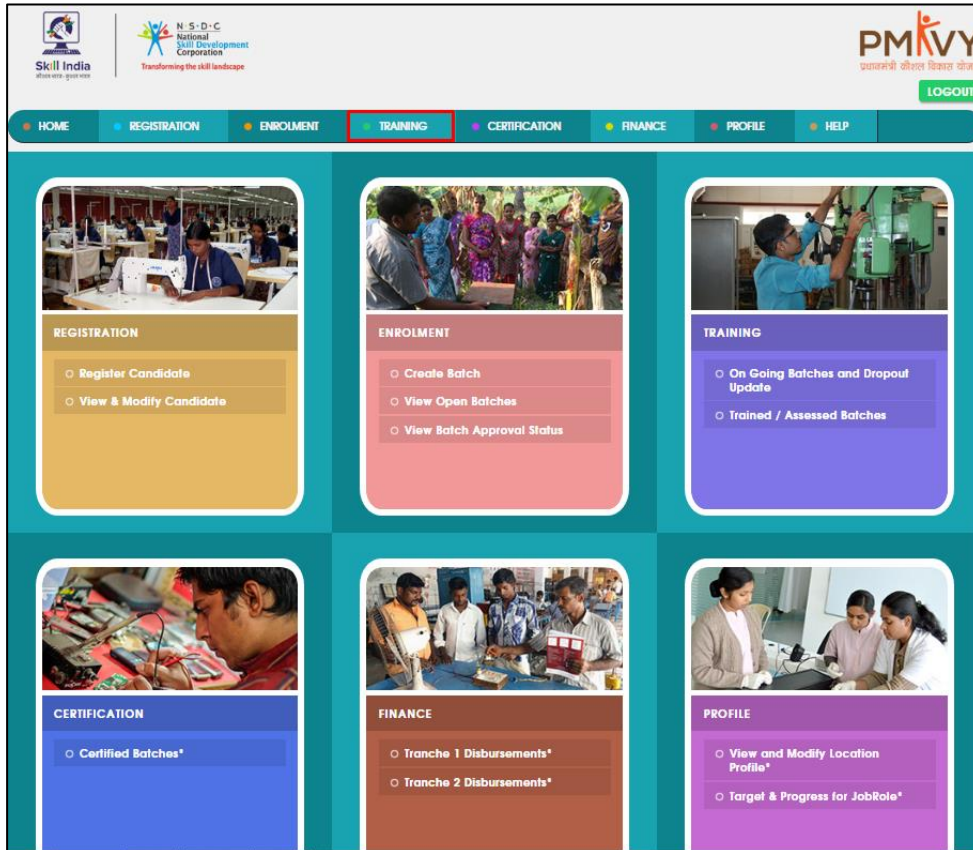


Introduction

PMKVY2.0 - SDMS user manual for RPL-Ongoing Batch & Update Dropout.

Training Partners (TP) or employees at Training Centre (TC) will be the users to operate the web portal.

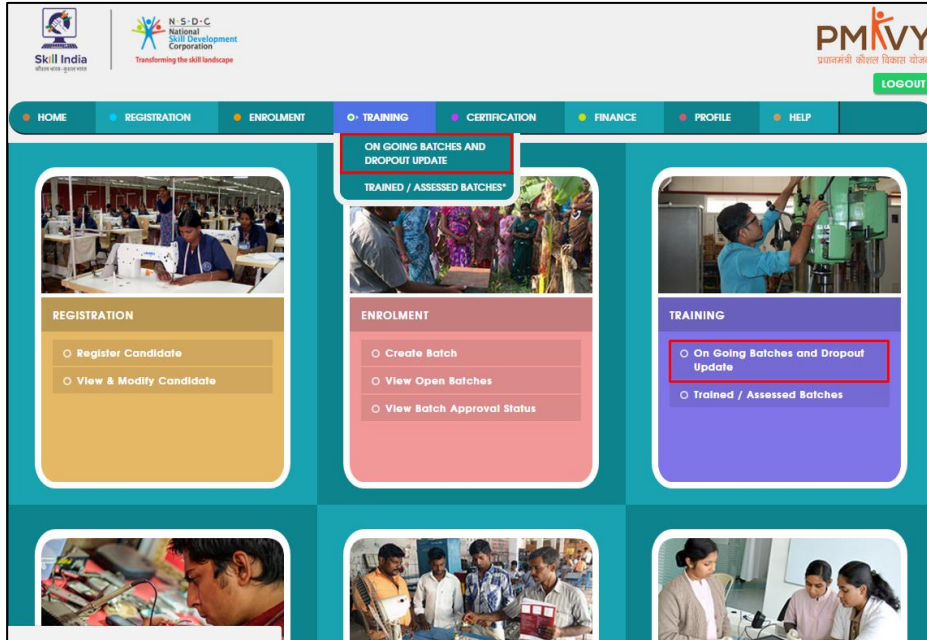
This document provides instructions on how to view Ongoing Batches and Update the dropout details.



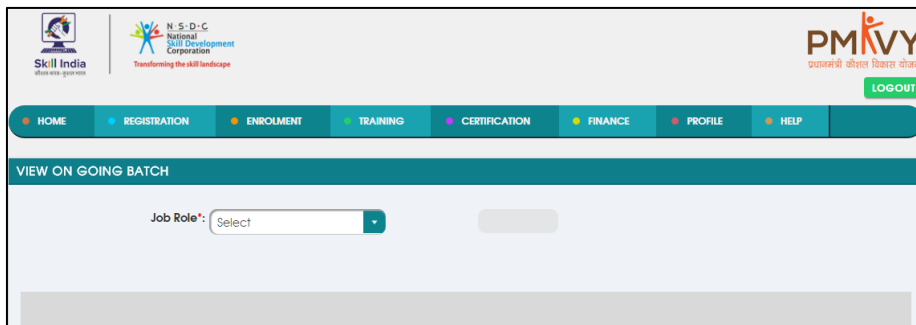
Viewing Ongoing Batches

To View an ongoing batch:

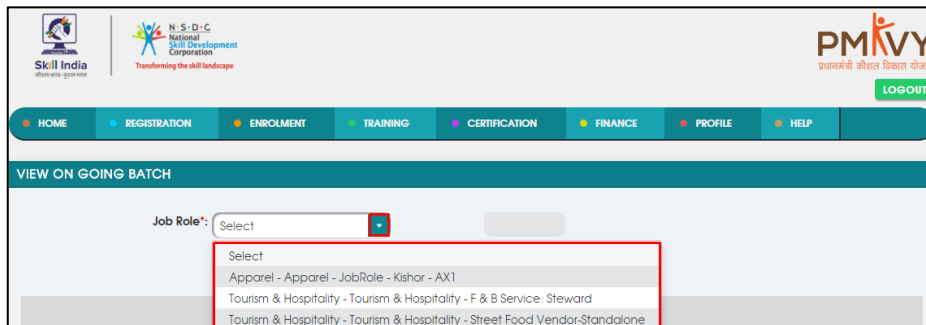
Click **Training > Ongoing Batches and Dropout Update** either on the menu bar, or on the widget.



1. The Ongoing Batches and Dropout Update page is displayed.



2. Select the Job Role from dropdown menu.



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

VIEW ON GOING BATCH

Job Role: Tourism & Hospitality - Tours THC/Q0301

	BATCH NAME	BATCH START DATE	BATCH END DATE	PREFERRED ASSESSMENT DATE	TRAINER	ENROLLED	DROPPED OUT
<input type="radio"/>	1702AS000007JTHC/Q0301-0000053A	02-Jan-2017	06-Jan-2017	28-Feb-2017	Papu Kumar	2	1
<input checked="" type="radio"/>	1702AS000007JTHC/Q0301-0000053C	04-Feb-2017	07-Feb-2017	07-Mar-2017	Pooja S Rao	2	1

VIEW CANDIDATES AND UPDATE DROPOUTS

4. **View Candidates & Update Dropouts** page is displayed.

VIEW CANDIDATES & UPDATE DROPOUTS

BATCH NAME : 1702AS000007JTHC/Q0301-0000053C **BATCH ID : 1340**

Job Role Details

Scheme: Pradhan Mantri Koushal Vikas Yojana 2.0

Training Type: RPL

Sector: Tourism and Hospitality Services Sector Skill Council

Sub Sector: Tourism & Hospitality

Job Role: F & B Service; Steward

Job Role ID: THC/Q0301

Job Role Duration in hours: 2 - 4

Batch Details

Batch Start Date: 04-Feb-2017

Batch End Date: 07-Feb-2017

Preferred Assessment Date: 07-Mar-2017

RPL Facilitator: Pooja S Rao

Enrolled: 2

Dropped out: 1

CandidateID	CandidateName	Gender	Dropout Reason	Remarks
DL000007-716723	Nitesh Kumar	Male	Family issues	
DL000007-325744	upas	Female		

UPDATE DROPOUT

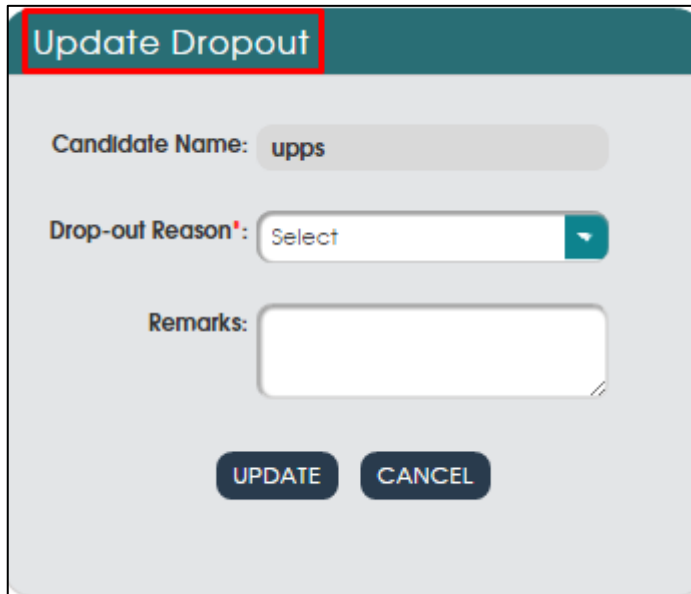
5. Select the candidate and click **Update Dropout**.

The screenshot displays the SSC Portal interface. At the top, there are logos for Skill India, N-S-D-C National Skill Development Corporation, and PMKVY. A navigation menu includes HOME, REGISTRATION, ENROLMENT, TRAINING, CERTIFICATION, FINANCE, PROFILE, HELP, and LOGOUT. The main heading is 'VIEW CANDIDATES & UPDATE DROPOUTS'. Below this, there are two summary boxes: 'BATCH NAME : 1702AS000007JTHC/Q0301-0000053C' and 'BATCH ID : 1340'. The 'Job Role Details' section lists: Scheme: Pradhan Mantri Kaushal Vikas Yojana 2.0, Training Type: RPL, Sector: Tourism and Hospitality Services Sector Skill Council, Sub Sector: Tourism & Hospitality, Job Role: F & B Service: Steward, Job Role ID: THC/Q0301, Job Role Duration in hours: (blank), and Batch Size: 2 - 4. The 'Batch Details' section lists: Batch Start Date: 04-Feb-2017, Batch End Date: 07-Feb-2017, Preferred Assessment Date: 07-Mar-2017, RPL Facilitator: Pooja S Rao, Enrolled: 2, and Dropped out: 1. Below these details is a table with columns: CandidateID, CandidateName, Gender, Dropout Reason, and Remarks. The table contains two rows: one for Nitesh Kumar (Male, Family Issues) and one for 'upps' (Female, empty fields). The 'upps' row is selected with a red square. At the bottom, there is a red 'UPDATE DROPOUT' button.

CandidateID	CandidateName	Gender	Dropout Reason	Remarks
DL000007-716723	Nitesh Kumar	Male	Family Issues	
DL000007-325744	upps	Female		

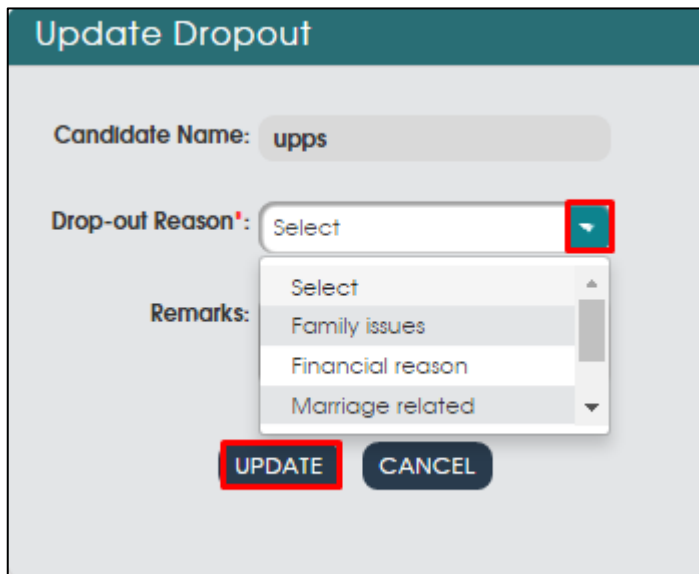
Updating the dropouts

1. The **Update Dropout** popup dialog is displayed.



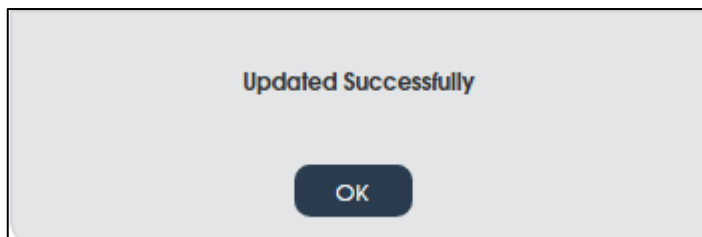
The screenshot shows a dialog box titled "Update Dropout". The title bar is highlighted with a red box. Below the title bar, there are three input fields: "Candidate Name" with the value "upps", "Drop-out Reason" with a dropdown menu showing "Select", and "Remarks" with an empty text area. At the bottom of the dialog, there are two buttons: "UPDATE" and "CANCEL".

2. Select an appropriate reason from the dropdown menu, and enter the remarks for notification. Click **Update**.



The screenshot shows the same "Update Dropout" dialog box, but the "Drop-out Reason" dropdown menu is open, showing a list of options: "Select", "Family issues", "Financial reason", and "Marriage related". The dropdown menu is highlighted with a red box. The "UPDATE" button at the bottom is also highlighted with a red box.

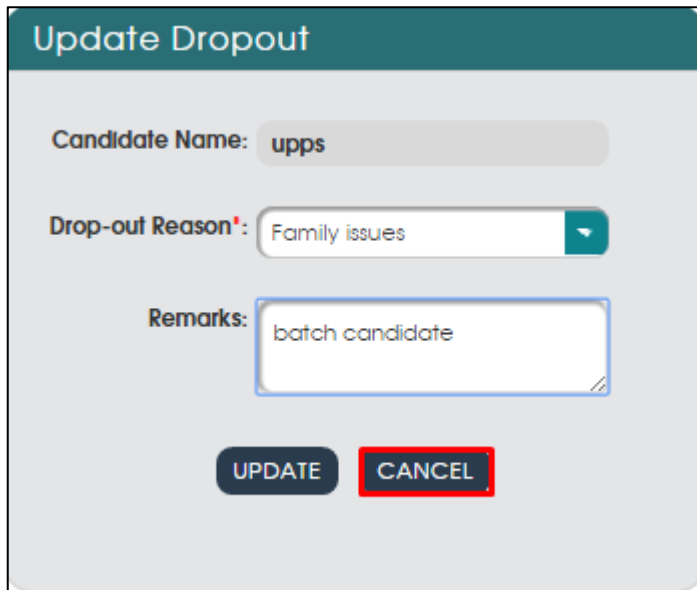
3. A confirmation message stating that the update was successful is displayed. Click **OK**



The screenshot shows a confirmation message dialog box with the text "Updated Successfully" and an "OK" button at the bottom.

NOTE: Candidate will be not eligible for assessment after the update on dropout.

4. Click **Cancel** to reset the values.



Update Dropout

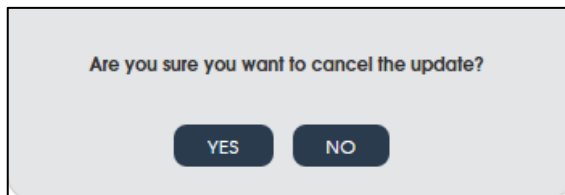
Candidate Name: upps

Drop-out Reason*: Family issues

Remarks: batch candidate

UPDATE CANCEL

5. A confirmation message stating to cancel the update is displayed. Click **Yes** to confirm and **No** to cancel.



Are you sure you want to cancel the update?

YES NO