User manual for Training Provider
Covid Skilling - SP PMKVY 3.0
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1 Introduction

The User Manual for Training Provider (TP) – Covid Skilling SP PMKVY 3.0 is designed to provide information on, how Training Provider (TP) can create the new project for approved PMKVY 3.0 SP schemes. The Training Provider (TP) can perform the functionalities as listed below.

- Add Project
- Additional Details Required (Sign Termsheet)
- Re-Submit Request
- View Ad-hoc Jobrole
  - Add Ad-hoc Jobrole
- View Training Centres
- View All Batches
  - Change Assessment Date
  - Cancel Batch
- View Sector Targets
2 Add Project

The Add Project screen allows the Training Provider (TP) to add a new project for approved COVID19 Upskilling PMKVY3.0 schemes.

To Navigate
Home - - > Dashboard - - > My Scheme/Program - - > Apply Scheme/Program - - > Select Scheme/Program - - > Action - - > Add Project

➢ The My Scheme/Program screen displays the status details such as Scheme/Program, Training Type, Sub Scheme, Duration, and Action.

➢ Click Apply Scheme/Program, the Select Scheme/Program screen appears.
➢ The **Select Scheme/Program** screen allows the Training Provider (TP) to view the scheme/program details such as Name of the Scheme, Training Type, Sub Scheme, State, Effective From, Effective Upto and also allows to add project under Action.

![Select Scheme/Program Screen](image)

➢ The Training Provider (TP) can search for a particular scheme/program/model based on Scheme/Program/Model and Training Type. Click **Apply**, to search for a particular scheme/program/model.

➢ Click **Add Project**, the **Add project** screen appears.
➢ The **Add Project** screen hosts **three** sections as listed below.

- Project Details
- Location
- Upload Supporting Documents

➢ The **Project Details** section allows the Training Provider (TP) to enter the details of the project such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/PIA/SPIA Type, Registered As, Proposing Organisation Name, and also displays the Implementing Organization Name.

![Project Details](image)

➢ The **Location** section allows the Training Provider to select the location details for the project such as State and District from the respective drop-down lists.

![Location](image)

➢ **Click Add**, to add the location details.

**Note:** The Training Provider (TP) can add **multiple** locations for the same project.
➢ The **Location** section displays the added location details such as State, District, and also allows the Training Provider to delete the added location under Action.

![Location Table]

➢ The **Upload Supporting Documents** section allows the Training Provider to upload the appropriate supporting documents.

![Upload Supporting Documents]

➢ Click **Browse** to upload the **Other Supporting Documents**. Choose the appropriate file and click **Upload**. Training Provider (TP) can upload the only, jpg, png, jpeg, pdf and the maximum file size is **five** MB. Click **Upload**. On the upload, the message appears as the file name.ext **Uploaded Successfully**.

**Note:** The Training Provider (TP) can upload **multiple** documents for other supporting documents.

➢ Click **Save & Submit**, the following screen appears.

![Submit Confirmation]

➢ Click **OK**, the following screen appears.
➢ Click OK, to navigate to the My Scheme/Program screen.
3 Additional Details Required (Sign Termsheet)

The Additional Details Required screen allows the Training Provider (TP) to add a signed term sheet for the PMU updated projects.

To Navigate
Home - - > Dashboard - - > My Scheme/Program - - > Approval in Progress - - > Action - - > View Details - - > PMKVVY-3.0-CSCM – SP - - > Action - - > Additional Details Required

➢ The PMKVVY-3.0-CSCM – SP screen displays the project details such as Project ID, Name of the Project, Original Allocated Target, Allocated Target, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows to enter the Additional Details Required for the project under Action.

➢ Click Additional Details Required, the Project Details screen appears.

➢ The Project Details screen hosts six sections as listed below.

- Project Details
- Add Sectors and Job Roles (As approved)
- Location (As Approved)
- Add Training Centre (TC)
- Tentative Payout To SPIA/Base Cost
- Supporting Document by TP/SPIA
The **Project Details** section displays the uploaded SP PMU project details such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/SPIA Type, Registered As, Date of Project Approval, Project Duration (Start Date and End Date), Proposing Organisation Name, PAN Number, Implementing Organisation Name, Assessment mode, Aadhaar Requirement, Attendance Mode, Trainer Certified, Type of Training Centre, and Placements Requirement (Type of Employment, Minimum Percentage of Candidates to be placed(%) and Document).
➢ The Disability, Religion, Gender, Category, Discount on Base Rate (%), Batch Duration (in months), Number of Tranches, Tranche 3 to be paid without placement, Conditions for Approval, and Target Beneficiaries section displays the details updated by SP PMU.

Click **Browse** to *upload* the Dual Logo. The Training Provider can upload the only jpg, png, jpeg, and the maximum file size is **five MB**. Click **Upload**.

**Note:** The Dimension of the Dual Logo should be - Height 75 px: Width 175 px.
➢ Click **Next**, the following screen appears.

![Information icon with OK and Cancel buttons]

Are you sure, do you want to Submit?

OK Cancel

➢ Click **OK**, to navigate to the **Add Sectors and Job Roles** screen.

➢ **The Add Sectors and Job Roles (As approved)** section displays the details of the sectors & job roles such as Sector, Job Role Name (QP code), Job Role Status, NSQF Level, Training Hours, Target, and displays the Total Target.

![Add Sectors and Job Roles table]

Selected Scheme: PMKVY-3.0-CSCM - COVID skilling - Special Project.

Add Sectors and Job Roles (As approved):

<table>
<thead>
<tr>
<th>S.No</th>
<th>Sector</th>
<th>Job Role Name (QP code)</th>
<th>Job Role Status</th>
<th>NSQF Level</th>
<th>Training Hours</th>
<th>Target</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Healthcare</td>
<td>COVID Frontline Worker (Sample Collection Support)</td>
<td>Within PMKVY</td>
<td>4</td>
<td>211</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(HS/OS2002 - vl.1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Target 500

Next Back

➢ Click **Next**, the following screen appears.

![Information icon with OK and Cancel buttons]

Are you sure, do you want to Submit?

OK Cancel

➢ Click **OK**, to navigate to the **Location (As Approved)** screen.
➢ The Location (As Approved) section displays the Job Role/Location/Target Distribution details such as State, District, Job Roles (QP Code), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, Total Location Target, and Total Target.

![Location (As Approved) section](image)

➢ The Training Provider (TP) can search for a particular location based on State and District. Click Enter, to search for a particular location.

**Note:**
- The Training Provider (TP) can edit the targets of the Training Centre.
- The new target should be less than or equal to the total target allocated by the SP PMU for the Training Centre (TC).

➢ Click Next, the following screen appears.

![Confirmation screen](image)

➢ Click OK, to navigate to the Add Training Centre (TC) screen.
➢ The **Add Training Centre (TC)** section displays the details such as State, District, Job Roles (QP Code), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, TC Name, Address, Target and also allows to edit/delete Training Centre under Action.

![Table showing training centre details](image)

➢ The Training Provider (TP) can add Training Centre (TC) under Action, if needed.

➢ Click **Next**, the following screen appears.

![Confirmation screen](image)

➢ Click **OK**, to navigate to the **Tentative Payout To SPIA/Base Cost** screen.
➢ The **Tentative Payout To SPIA/Base Cost** section displays the information of payout details of the project such as Job Role Name, QP Code, Location (District, State), Special Area, Cost Category Rate, Discount Rate (%), Training Hours, No of Candidates, Tentative Total Cost, and Total.

![Tentative Payout To SPIA/Base Cost](image)

➢ The **Supporting Documents by TP/PIA/SPIA** section allows the Training Provider (TP) to upload the documents such as Signed Termsheet/Endowment Bond by TP/PIA/SPIA, and Indemnity Bond.

![Supporting Documents by TP/PIA/SPIA](image)

➢ Click **Browse** to *upload* the **Signed Termsheet/Endowment Bond by TP/PIA/SPIA** and **Indemnity Bond**. The Training Provider (TP) can upload only jpg, png, jpeg, pdf, and the maximum file size is *ten* MB. Click **Upload**, to upload the signed termsheet.

➢ Click **Download Signed Termsheet/Endowment Bond Submitted by TP/PIA/SPIA, Sanction Letter, Indemnity Bond**, to view and download the documents.
➢ Select the appropriate review comment Accept or Reject from the drop-down list.

![Drop-down list](image)

➢ Click Save & Submit, the following screen appears.

![Confirmation screen](image)

➢ Click OK, the Project Updated message appears and navigates to the PMKVY-3.0-CSCM – SP screen.
4 Re-Submit Request

The **Re-Submit Request** screen allows the Training Provider to update the project details and resubmit the batch to SP PMU.

**To Navigate**

Home - - > Dashboard - - > My Schemes/Program - - > Approval in Progress - - > Action - - > View Details - - > PMKVY-3.0-CSCM – SP - - > Action - - > Update & Send Back or Approval

➢ The PMKVY-3.0-CSCM – SP screen lists all the SP projects along with the details of the projects such as Project ID, Name of the Project, Allocated Targets, Enrolled Targets, Available Targets, Project Proposal ID, Duration, Status, and also allows to update and send back the request under Action.

➢ Click **Update & Send Back for Approval**, to navigate to the **PMKVY – Special Project** screen.

➢ The **PMKVY – Special Project** screen hosts six sections as listed below.

- Project Details
- Add Sectors and Job Roles (As approved)
- Location
- Add Training Centre (TC)
- Tentative Payout To SPIA/Base Cost
- Supporting Documents by TP/PIA/SPIA
The **Project Details** section displays the details of the project such as Project Proposal ID, Project Name, Project Type, Project Theme, Project Tag, TP/PIA/SP/A Type, Registered As, Date of Project Approval, Project Duration, Proposing Organisation Name, PAN Number, Implementing Organisation Name, Assessment mode, Aadhaar Requirement, Attendance Mode, Trainer Certified, Type of Training Centre, Placements Requirement and Types of Employment details (Type of Employment, Number of Candidate to be Placed(%) and Document).

<table>
<thead>
<tr>
<th>Selected Scheme: PMKVY-3.0-CSCM - COVID skilling : Special Project.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Details:</strong></td>
</tr>
<tr>
<td>Project Proposal ID: TW two</td>
</tr>
<tr>
<td>Project Name: TW two</td>
</tr>
<tr>
<td>Project Type: [ ] Government [ ] Non-Government [ ] Government MOU</td>
</tr>
<tr>
<td>Project Theme *: [ ] Covid Special Training</td>
</tr>
<tr>
<td>Project Tag *: [ ] Social Inclusion</td>
</tr>
<tr>
<td>TP/PIA/SP/IA Type: [ ] Government [ ] Non-Government</td>
</tr>
<tr>
<td>Registered As: [ ] Social 25</td>
</tr>
<tr>
<td>Date of Project Approval: 2021-06-11</td>
</tr>
<tr>
<td>Project Duration: 2021-06-11 - 2021-09-30</td>
</tr>
<tr>
<td>Proposing Organisation Name: TW two</td>
</tr>
<tr>
<td>PAN Number: AAD123456789</td>
</tr>
<tr>
<td>Implementing Organisation Name: Indianeers Media Private Limited</td>
</tr>
<tr>
<td>Assessment mode: [ ] SSD</td>
</tr>
<tr>
<td>Aadhaar Requirement: [ ] Yes</td>
</tr>
<tr>
<td>Attendance Mode: [ ] AEBAS</td>
</tr>
<tr>
<td>Trainer Certified: [ ] Both</td>
</tr>
<tr>
<td>Type of Training Centre: [ ] Both (AIA and Non-AIA)</td>
</tr>
<tr>
<td>Placements Requirement: [ ] Yes</td>
</tr>
<tr>
<td><strong>Type of Employment:</strong></td>
</tr>
<tr>
<td>SL No.</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
➢ The Training Provider can view the details updated by SPPMU such as Disability, Religion, Gender, Category, Discount on Base Rate (%), Batch Duration (in months), Number of Tranches, Tranche 3 to be paid without Placement, Dual Logo Required, Conditions for Approval and Target Beneficiaries.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion:</td>
<td>Select Hindo Muslim Christian</td>
</tr>
<tr>
<td>Gender:</td>
<td>Select Men Women Transgender</td>
</tr>
<tr>
<td>Category:</td>
<td>Select General DBC SC</td>
</tr>
<tr>
<td>Discounts on Base Rate (%):</td>
<td>0</td>
</tr>
<tr>
<td>Batch Duration (in months):</td>
<td>0</td>
</tr>
<tr>
<td>Number of Tranches:</td>
<td>3</td>
</tr>
<tr>
<td>Tranche 3 to be paid without Placement:</td>
<td>N/A</td>
</tr>
<tr>
<td>Dual Logo Required:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

➢ Click **Browse** to **upload** the Dual Logo. The Training Provider (TP) can upload the only jpg, png, jpeg and the maximum file size is **five MB**. Click **Upload**.

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Tranches</th>
<th>Payment Percentage</th>
<th>Output Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>30</td>
<td>Enter Output Parameters</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>50</td>
<td>Enter Output Parameters</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>20</td>
<td>Enter Output Parameters</td>
</tr>
</tbody>
</table>

Conditions for Approval: Enter Other Parameters

Target Beneficiaries: 100
➢ Click **Next**, the following screen appears.

![Dialog box for submission confirmation]

Are you sure, do you want to Submit?

- OK
- Cancel

➢ Click **OK**, to navigate to the **Add Sectors and Job Roles (As Approved)** screen.
➢ The **Add Sectors and Job Roles (As approved)** section displays the add sectors and job roles details such as Sector, Job Role Name (QP code), Job Role Status, NSQF Level, Training Hours, Target Action, and Total Target.

![Add Sectors and Job Roles (As approved) section](image)

➢ Click **Next**, the following screen appears.

![Next screen](image)

➢ Click **OK**, to navigate to the **Location (As Approved)** screen.
➢ The **Location (As Approved)** section displays the details such as State, District, Job Roles, Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, Total Location Target, and Total Target.

![Image of the Location (As Approved) section](image)

➢ The Training Provider (TP) can search for a particular location based on State and District. Click **Enter**, to search for a particular location.

➢ Click **Next**, the following screen appears.

![Image of the confirmation screen](image)

➢ Click **OK**, to navigate to the **Add Training Centre (TC)** screen.
➢ The **Add Training Centre (TC)** section displays the details such as State, District, Job Roles (QP codes), Aadhaar Required, B&L Required, Transport Required, Conveyance Required, Target, TC Name, Address and also allows to delete/edit the Training Centre (TC) details under action.

![Training Centre Table]

➢ **Click Next**, the following screen appears.

![Confirmation Dialog]

Are you sure, do you want to Submit?

- **OK**
- **Cancel**

➢ **Click OK**, to navigate to the **Tentative Payout To SPIA/Base Cost** screen.
➢ The Tentative Payout To SPIA/Base Cost section displays the details such as Job Role Name, QP Code, QP Name, Job Role Type, Cost Category Rate, Discount Rate (%), Training Hours, No of Candidates, Tentative Total Cost, and Total.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Job Role Name</th>
<th>QP Code</th>
<th>Location (District, State)</th>
<th>Special Area</th>
<th>Cost Category Rate</th>
<th>Discount Rate (%)</th>
<th>Training Hours</th>
<th>No of Candidates</th>
<th>Tentative Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19</td>
<td>UT/UTTAR KASHI</td>
<td>HEP-02/03</td>
<td>UTTAR PRADESH</td>
<td>Yez (10% Inc)</td>
<td>42.6</td>
<td>0</td>
<td>211</td>
<td>500</td>
<td>4942730</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>600</td>
</tr>
</tbody>
</table>

➢ The Supporting Documents by TP/PIA/SPIA section allows the Training Provider (TP) to upload the Signed Term sheet/Endowment Bond by TP/PIA/SPIA, Indemnity Bond and also allows to download and view the Signed Termsheet/Endowment Bond Submitted by TP/PIA/SPIA, Indemnity Bond Submitted by TP/PIA/SPIA and Other Supporting Documents submitted by TP/PIA/SPIA.

Click Browse to upload the Signed Termsheet/Endowment Bond by TP/PIA/SPIA and Indemnity Bond. The Training Provider (TP) can upload the only, jpg, png, jpeg, pdf and the maximum file size is ten MB. Click Upload. On the upload, the message appears as the file name.ext Uploaded Successfully.
➢ Click **Save & Submit**, the following screen appears.

![Info icon with options](image)

Are you sure, do you want to Submit?

- OK
- Cancel

➢ Click **OK**, the **Project Updated** message appears and navigates to the **PMK Vy-3.0-CSCM - SP** screen.
5 View Ad-hoc Jobrole

The View Ad-hoc Jobrole screen allows the Training Provider (TP) to view the required jobrole existing Training Centre (TC).

To Navigate
Home - - > Dashboard - - > View Training Centre - - > Training Centre List - - > Action - - > Add/View Ad-hoc Jobrole

➢ The Training Centre List all the Training Centre details such as TC ID, Training Centre Name, TC Type, State, District, Process Type, Status, and also allows to add/view ad-hoc jobrole under Action.

➢ Click Add/View Ad-hoc jobrole, the Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes) screen appears.
➢ The **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen displays the jobrole details such as TC ID, Training Centre Name, Jobrole (QP code), State, District, Process Type, Effective Date, Supporting Document, and Status.

<table>
<thead>
<tr>
<th>S No</th>
<th>TC ID</th>
<th>Training Centre Name</th>
<th>Jobrole (QP code)</th>
<th>State</th>
<th>District</th>
<th>Process Type</th>
<th>Effective Date</th>
<th>Supporting Document</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TC056424</td>
<td>JKSBSHEOHAR</td>
<td>Medical Equipment Technology Assistant (HSS/QS602) v-1.0</td>
<td>BIHAR</td>
<td>SHEOHAR</td>
<td>Accreditation &amp; Affiliation</td>
<td>Jun 9, 2021</td>
<td>Download</td>
<td>Qualified</td>
</tr>
<tr>
<td>2</td>
<td>TC056424</td>
<td>JKSBSHEOHAR</td>
<td>Home Health Aide (HSS/QS102) v-2.0</td>
<td>BIHAR</td>
<td>SHEOHAR</td>
<td>Accreditation &amp; Affiliation</td>
<td>Jun 9, 2021</td>
<td>Download</td>
<td>Qualified</td>
</tr>
</tbody>
</table>

➢ **Click Back**, to navigate to the **Training Centre List** screen.
5.1 Add Ad-hoc Jobrole

The **Add Ad-hoc Jobrole** screen allows the Training Provider (TP) to add the jobrole with the SP scheme.

**To Navigate**
Home - - > Dashboard - - > View Training Centre - - > Training Centre List - - > Action - - > Add/View Ad-hoc Jobrole - - > Add Jobrole

![Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)](image)

- Click **Jobrole**, the **Add Jobrole** screen appears.
- The **Add Jobrole** screen displays the details such as Sector, and Effective Date. And also allows to select the jobrole from the drop-down list.

![Add Jobrole Screen](image)
➢ Click **Browse** to *upload* the Supporting Document. Training Provider (TP) can upload only *jpg*, *png*, *jpeg*, *pdf*, and the maximum file size is **five MB**. Click **Upload**

➢ Click **Submit**, the following screen appears.

```
Once added, Job Role cannot be updated/modified or deleted from the list. Are you sure you want to submit?

**It is the sole responsibility of Training Partner to link correct A&A Training Centers and certified trainer with the Training Center as per the LOI received from NSDC for COVID Specific Training Program**

[OK] [Cancel]
```

➢ Click **OK**, to add the Jobrole and navigate to the **Linked ad-hoc Job Roles for Healthcare Sector (COVID Schemes)** screen.
6 View Training Centres

The View Training Centres screen allows the Training Provider (TP) to view all the PMKVY Training Centres that are linked.

To Navigate
Home - - > Dashboard - - > My Scheme/Program - - > Approved - - > Action - - > View Details - - > PMKVY-3.0-CSCM - SP - - > Action - - > View Details - - > View Training Centres

➢ The View All Training Centres screen displays all the assigned PMKvy Training Centres.

➢ The View All Training Centres screen lists all the assigned Training Centres in two tabs as listed below.

- A&A Centres
- Non A&A Centres

➢ The A&A Centres screen lists all the assigned Training Centres along with the details of the Training Centres such as TC ID, Training Centre Name, Sector, State, District, Target Allocated and also allows the Training Provider (TP) to view the details of the Training Centre under Action.

➢ Click Back, to navigate to the Pradhan Mantri Kaushal Vikas Yojana screen.
7 View All Batches
The View All Batches screen displays all the created PMKVY SP batches of the approved project.

To Navigate
Home - > Dashboard - > My Scheme/Program - > Approved - > Action - > View Details - > PMKVY-3.0-CSCM – SP - > Action - > View Details - > View All Batches - > All Batches and Sector Targets

➢ The All Batches and Sector Targets screen lists all created batches in three tabs as listed below.

- Batch Creation
- Training and Attendance
- Assessment and Certification

➢ The Training Provider (TP) can also search for a particular batch on the basis of Batch Start Date, Batch End Date, Batch ID, and Batch Type. Click Apply, to search for a particular batch.
➢ The **Batch Creation** screen lists all the created batches along with the details of the batches such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status and also allows to view the details of the batch.

![Batch Creation Screen](image)

➢ Click **View details**, to view the details of the batches.

➢ The **Training and Attendance** section displays the details of the training and attendance such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, and Actions.

![Training and Attendance Screen](image)

➢ The **Assessment and Certification** section displays the details of assessment and certification such as Batch ID/Batch, State, District, Job Role Name, QP Code, Batch Start Date, Batch Type, Batch End Date, Batch Creation Date, Status, and Actions.

![Assessment and Certification Screen](image)

➢ Click **Back**, to navigate to the **Pradhan Mantri Kaushal Vikas Yojana** screen.
7.1 Change Assessment Date

The Change Assessment Date screen allows the Training Provider (TP) to change the assessment date for a required batch.

To Navigate
Home - - - > Dashboard - - - > My Scheme/Program - - - > Approved - - - > Action - - - > View Details - - - > PMKVY-3.0-CSCM – SP - - - > Action - - - > View Details - - - > View All Batches - - - > All Batches and Sector Targets - - - > Batch Creation - - - > Actions - - - > Change Assessment Date

➢ The Batch Creation section displays the details of the batch creation and also allows the Training Provider to change the assessment date under Actions.

➢ Click Change Assessment Date, the Request Assessment Date Change screen appears.
The **Request Assessment Date Change** screen displays the assessment details such as Training Centre Name and Location, Job Role, Assessment Agency, State, District, and SSC.

Select the appropriate new assessment date from the Assessment Dates drop-down calendar.

Click **Browse** to upload the supporting document. The Training Provider can upload only the jpg, png, jpeg, pdf, and the maximum file size is **five MB**. Click **Upload**. Enter the comments if any.
➢ Click **Save Changes**, the following screen appears.

Assessment Date request has been submitted successfully

Click **OK**, to navigate to the **All Batches and Sector Targets** screen.
7.2 Cancel Batch

The **Cancel Batch** screen allows the Training Provider to cancel the required batch of the PMKVY SP scheme.

**To Navigate**

Home - > Dashboard - > My Scheme/Program - > Approved - > Action - > View Details - > PMKVY-3.0-CSCM — SP - > Action - > View Details - > View All Batches - > All Batches and Sector Targets - > Batch Creation - > Actions - > Cancel Batch

➢ The **Batch Creation** section displays the details of the created batches and also allows the Training Provider to cancel the batch under Actions.

➢ Click **Cancel Batch**, the **Cancel Batch** screen appears.
➢ The **Cancel Batch** screen displays the detail of the batch such as Name of the Batch, Batch ID, Assessor ID, Assessor Name, Training Centre & Location, Job Role, Assessment Agency, State, District, Assessment Dates, and SSC.

![Cancel Batch Screen](image)

➢ The Training Provider should enter the appropriate reason/comment for cancelling the batch.

➢ **Click Cancel Batch, the Batch has been cancelled Successfully** message appears and navigates to the **All Batches and Sector Targets** screen.
8 **View Sector Targets**

The **View Sector Targets** screen allows the Training Provider (TP) to view all assigned job roles and sector targets of the project.

**To Navigate**

Home - - > Dashboard - - > My Scheme/Program - - > Approved - - > Action - - > View Details - - > PMKVY-3.0-CSCM – SP - - > Action - - > View Details - - > View Sector Targets

➢ The **All Assigned Sector Targets** screen displays all the sector target details such as Sector Name, Associated Job Role, QP Code, Proposed Training Target, and Allocated Target.

➢ Click **Back**, to navigate to the **PMKVY-3.0-CSCM** screen.