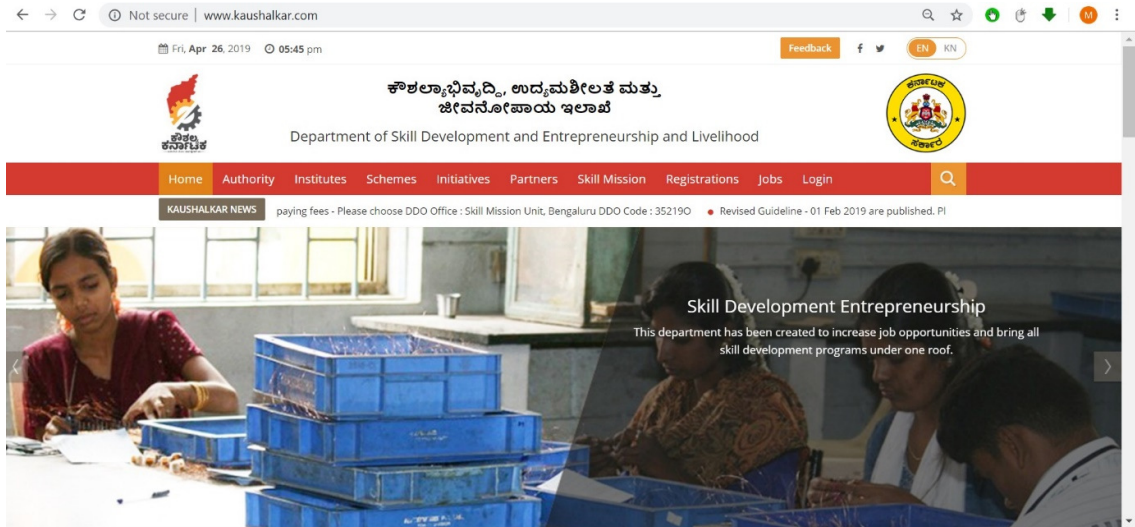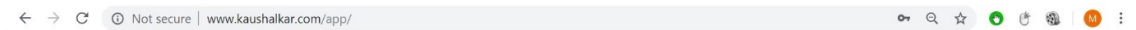## Congratulations

Your batch is approved and you are now ready to commence skilling of candidates chosen by you.

The screenshots below show help you navigate through the portal.

1. Please login to www.kaushalkar.com

2. Click on Login menu

3. Your dashboard will be as follows:

4. Please move your mouse on Batch menu. You will get 3 options in dropdown – Select, Submit and Start. The dropdown is symbolic of the process.
   First select the batch – Assign, trainer and activate the batch
   Second – Submit batch after selecting trainers
   Finally – Start batch (After approval from State Skill Mission)

5. The following screen will appear upon choosing – Select option

SELECTION OF TRAINEES

Please choose the job role and the trainers (as filled by you in the TCAF form) will appear in the drop down. Default Status is 'Inactive'

Click on the icon in Action pane to assign the Trainer

After assigning the trainer click on the icon to activate the batch

At this stage the Status would become 'Active'

6. After activating batch, please click your on Trainee menu, this will give options to Select and View

The Batches which are active will be enabled for choosing trainees.

Choose the Job role and activated Batch will appear in dropdown

Once you are ready, click on the Submit button.

7. Upon click the Submit button in Select Trainee, you will be enabled with the option to view all trainees who are registered for Skilling on Kaushalkar portal and are not selected by any other Training Provider. In case the Aspirant has not entered their Aadhaar number, such aspirants will not reflect in the choice.

You can select trainees. The maximum number will be limited to that as filled in your TCAF on Kaushalkar.

8. Select – Submit option on Batch menu. The following screen will be displayed. Mark Attendance will be disabled. Click on View

9. When you click on View – you will be provided the screen where names of all select aspirants will appear and you can with submit them together or click on submit against each aspirant

10. When the batch is approved, Mark attendance will be enabled on the screen

The above screen will appear till batch is approved. Once batch is approved, icons to start and close batch will appear in the Action section.

SELECTION OF TRAINEES

You are now ready to impart skill training to the youth of Karnataka. Wishing you the very best.

You may revert to us on email: skilldev.2017@gmail.com or reach us by clicking on the feedback button