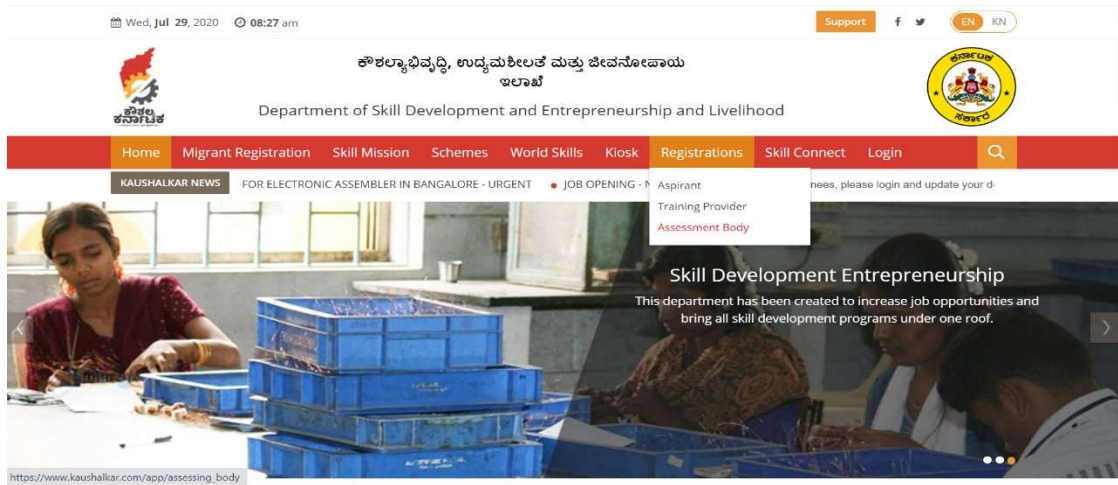




USER MANUAL ASSESSING BODY AND ASSESSOR

1. Visit <https://www.kaushalkar.com>
2. Click on Registration – Assessing Body



3. Enter details of registration screen

For any clarifications please, email: info@kaushalkar.com

Assessing Body Registration

Name of the Assessing Body	<input type="text" value="Name"/>	Type of Assessing Body	<input type="text" value="Please Select"/>
Category	<input type="text" value="Please Select"/>	Current States of Operation	<input type="text" value="None selected"/>
Website	<input type="text" value="Website"/>	Past Experience	<input type="text" value="Select"/>
CEO Name	<input type="text" value="CEO Name"/>	CEO Aadhaar	<input type="text" value="CEO Aadhar"/>
CEO Email	<input type="text" value="CEO Email"/>	CEO Mobile	<input type="text" value="CEO Mobile"/>
Main Business	<input type="text" value="Main Business"/>		



USER MANUAL ASSESSING BODY AND ASSESSOR

4. Login credentials will be automatically generated and sent by email and SMS.
5. Login using the credentials and fill all required details. There are 7 steps. Step 1 – General details

Step 1.
General Details

Step 2.
Partner Details

Step 3.
Finance Details

Step 4.
Skilling Details

Step 5.
Bank Details

Step 6.
Recognition Details

Step 7.
Sector & Job Roles

General Details

Name of the Assessing Body

test

Assessing Body Type

Partnership

Category

OEM

Website (If Any)

http://test.com

Main Business/ Background of the TP

sdafasd

Past Experience

New

Current State Of Operation

4 selected

CEO Name

Harinadh

CEO Email

harinadh@rpwebapps.com

6. Step 3: partner details: Please enter details of all partners

General Details

Partner Details

Finance Details

Skillling Details

Bank Details

Recognition Details

Sector & Job Roles

Partner Details

fsdafsdaf - (20)

✓

fsdafsdaf - (30)

✓

hhh - (222)

✓

test partner - (65)

✓

fsdafsdaf - (20)

✓

fsdafsdaf - (30)

✓

hhh - (222)

✓

test partner - (65)

✓

Partner Name

Partner Name

Partner Share

Partner Share

Mobile

Partner Mobile

Email

Partner Email

Partner Aadhar

Aadhar Number

Authorized Signatory Name

Authorized Signatory Name

Authorized Signatory Email

authorized signatory email

Authorized Signatory Mobile

Authorized Signatory Mobile

Image of authorized signatory

Upload File

Signature of authorized signatory

Upload File

Allowed JPG | JPEG | PNG | GIF | BMP | PDF only. File Size 2MB Max.

Allowed JPG | JPEG | PNG | GIF | BMP | PDF only. File Size 2MB Max.



USER MANUAL ASSESSING BODY AND ASSESSOR

7. Step 3: Finance details – Please enter your details and attach your IT returns/ Audited Balance sheets as proof

Step 1.
General Details

Step 2.
Partner Details

Step 3.
Finance Details

Step 4.
Skilling Details

Step 5.
Bank Details

Step 6.
Recognition Details

Step 7.
Sector & Job Roles

Finance Details

Year of Incorporation * ⓘ
2011

Certificate of Incorporation of the TP *
20200109153803arcadia-layout.jpg Upload File
Please upload the specified document. Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 2MB Max. [view](#)

Permanent Account Number (PAN) of the TP * ⓘ
BTJPP1234C

PAN Proof *
20200109155008arcadia-layout1.jpg Upload File
Please upload the specified document. Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 2MB Max. [view](#)

GST ⓘ
22BTJPP1234C1z5

Ledger	2019 - 2020 Year *	2018 - 2019 Year *	2017 - 2018 Year *
Avg. Turnover (in Rs.)	5	5	5

8. Step 4: Skilling Details – Your past experience – past assessment of short term skilling

Experience In Skilling

Past Experience * ⓘ
5

Total Number of Trainees Assessed

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Others
2019 - 2020	1	2	3
2018 - 2019	4	5	6
2017 - 2018	7	8	9

Total Number of Trainees Certified

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Others
2019 - 2020	1	1	1
2018 - 2019	4	7	6
2017 - 2018	7	7	9



USER MANUAL ASSESSING BODY AND ASSESSOR

9. Step 5: Bank Details – Please enter your bank details

Step 1.
General Details

Step 2.
Partner Details

Step 3.
Finance Details

Step 4.
Skiing Details

Step 5.
Bank Details

Step 6.
Recognition Details

Step 7.
Sector & Job Roles

Bank Details

hdfc - (hjijhjijhj)

andhrabank - (dfdsafasfsdf)

hdfc - (hjijhjijhj)

andhrabank - (dfdsafasfsdf)

Bank Name

Branch

Account Number

IFSC Code

Bank Name

Branch

Account Number

IFSC Code

Bank Address

Status

Address

Please Select



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10. Step 6: Recognition Details : Any awards, news articles, appreciation letters etc

Step 1.
General Details

Step 2.
Partner Details

Step 3.
Finance Details

Step 4.
Skiing Details

Step 5.
Bank Details

Step 6.
Recognition Details

Step 7.
Sector & Job Roles

Recognition Details

fsdafsdfsdafa

fsdafsdfsdafa

Title

Title

Description

Description

Image *

Upload File

Please upload the specified document. Allowed File Type: JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size: 2MB Max.





USER MANUAL ASSESSING BODY AND ASSESSOR

11. Step 7: Sector and Job Roles: Enter the sector and Job roles in which you have experience and assessors

Sector And JobRoles

Sector Name

1 selected ▼

Job Role

None selected ▼

Sector	Job Role	Action
Agriculture	Automotive Service Technician (Two and Three Wheelers)	X
Agriculture	CRM Domestic Non-Voice	X
Automotive	Accessory Fitter	X
Apparel, Made-ups & Home Furnishing	Framer - Computerized Embroidery Machine	X
Agriculture	Animal Pregnancy Testing	X
Automotive	Ambulance Driver	X
Agriculture	Automotive Service Technician (Two and Three Wheelers)	X
Agriculture	CRM Domestic Non-Voice	X
Automotive	Accessory Fitter	X


12. Upon submission – The details will reflect in the dashboard of KSDC official to verify.

13. KSDC officials will verify for accreditation


14. If accredited, Assessing body will be intimated and relative menu will be enabled in their login.
Assessing body should pay assessment fee and enter the details in their login – under Accreditation fee

Wed, Jul 29, 2020 10:32 pm

EN KN



ಕೌಶಿಕರ ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ
Department of Skill Development and Entrepreneurship and Livelihood



Assessment ▼ Certificates ▼ Payments ▼ My Account ▼

Assessing Body

Add Assessor

Approve CAAF Batch

Approve Govt Batch

View Caaf Assessment

View Govt Assessment

Assign CAAF Batch Assessment

Assign Govt Batch Assessment

Accreditation Fee

Welcome RAJESH SHUKLA

Assessing Body Dashboard

Caaf Batch to be Assessed

Name	Job Role	Sector	District	Taluk	Address	Assessment Date
ed from 21,511 total entries)						

Previous Next

Govt Batch to be Assessed

Batch Number	Batch Name	Job Role	Training Center Sno	Department	District	Address	Assessment Date
--------------	------------	----------	---------------------	------------	----------	---------	-----------------

<https://www.kaushikar.com/app/assessingBodyDashboard#>



USER MANUAL ASSESSING BODY AND ASSESSOR

15. Assessing Body should now add assessors – only those job roles for which the Assessing Body is accredited will be reflected in dropdown.

ASSESSOR REGISTRATION

Assessor Details

Name *	Email *
<input type="text"/>	<input type="text"/>
Aadhar Number *	Mobile Number *
<input type="text"/>	<input type="text"/>
Department *	Designation *
<input type="text"/>	<input type="text"/>

Skills	Assessment
	Theoretical Assessment
	<input type="text" value="Please Select"/>
	Practical Assessment
	<input type="text" value="Please Select"/>

Skills	Assessment
Core Skill Assessment	Theoretical Assessment
	<input type="text" value="Please Select"/>
	Practical Assessment
	<input type="text" value="Please Select"/>
Soft Skill Assessment	Viva Voice
	<input type="text"/>
Teaching Skill Assessment	Theoretical Assessment
	<input type="text" value="Please Select"/>
	Viva Voice
	<input type="text"/>

District *	Status *
<input type="text" value="None selected"/>	<input type="text" value="Active"/>
Sector Name *	Job Role *
<input type="text" value="Please Select"/>	<input type="text" value="None selected"/>



USER MANUAL

ASSESSING BODY AND ASSESSOR

16. Upon successful submission of assessor by the assessing body – assessor will receive login.

Selection of batches for assessment:

17. Assessing body : The batches by Non-Government training providers – CAAF and by Government Training Providers – Govt will be visible to the assessors. The Assessor can choose which of these they would like to assess

Wed, Jul 29, 2020 10:32 pm

ಕೌಶಲ್ಯಾಭಿವೃದ್ಧಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ಜೀವನೋಪಾಯ ಇಲಾಖೆ
Department of Skill Development and Entrepreneurship and Livelihood

Assessment Certificates Payments My Account

Assessing Body

Add Assessor

Approve CAAF Batch

Approve Govt Batch

View Caaf Assessment

View Govt Assessment

Assign CAAF Batch Assessment

Assign Govt Batch Assessment

Accreditation Fee

Show 25 entries

Welcome RAJESH SHUKLA

Assessing Body Dashboard

Caaf Batch to be Assessed

Name	Job Role	Sector	District	Taluk	Address	Assessment Date
------	----------	--------	----------	-------	---------	-----------------

Previous Next

Govt Batch to be Assessed

Batch Number	Batch Name	Job Role	Training Center Sno	Department	District	Address	Assessment Date
--------------	------------	----------	---------------------	------------	----------	---------	-----------------

https://www.kaushalkar.com/app/assessingBodyDashboard#

18. Select by clicking Assess

Assessment Certificates Payments My Account

Job Roles

TP Serial Number

TP Name

TC Serial Number

TC Name

Batch Name

Batch No

Search

Show 25 entries

Batch Number	Batch Name	Job Role	Sector	Training Center	Training Provider	Status	Assessor	Action
CFBT0028883	Batch 13	Counter Sales Executive	Tourism & Hospitality			Un Assigned	NA	Assess
CFBT0028838	Batch 6	Dairy Farmer/ Entrepreneur	Agriculture			Un Assigned	NA	Assess
CFBT0028801	Batch 10	Fitter Electrical and Electronic Assembly	Capital Goods			Un Assigned	NA	Assess
CFBT0028797	Batch 11	Field Technician Computing and Peripherals	Electronics			Un Assigned	NA	Assess



USER MANUAL

ASSESSING BODY AND ASSESSOR

Process

1. As soon as the batch is commenced – batch to be available on dashboard of all assessing bodies – with details – Sector and Job Role – serial number from assessing body module
2. Only those sectors/ job roles for which Assessing body is accredited will be displayed in the login
3. Assessing bodies can choose the batch which they want to assess.
4. Maximum of 3 assessing bodies can book a batch in advance.
5. The assessing body will be required to re-confirm their booking 10 days before assessment date.
6. The assessing body who reconfirms first will be eligible for assessing that batch
7. Other 2 assessing bodies will be intimated and the batch disabled for further action by other assessing bodies
8. The district and taluk of the TC whose batch is to be assessed will be displayed 7 days in advance to the assessing body
9. Address will be displayed 1 day before the assessment date
10. The TC will have one option of changing the assessment date and the same will be reflected to the assessing body
11. The assessing body will have assign the assessor while confirming the batch
12. Assessing body cannot make any changes to the assessor 3 days before assessment
13. KSDC can have right to make any changes – if required

Assessment and Assessor

14. Assessor will have to add his biometric on the Training Center Biometric machine on day of assessment
15. Assessor will have to mark attendance of the aspirants of the batch within the assessment time with images at the training center
16. Assessor will mark separately for practical and theory
17. Assessor can have the option to upload results within 2 days of assessment. If marks not entered, the batch will be disabled
18. Assessing body will have to validate the results submitted by the assessor
19. Based on the marks scored, the aspirants will be automatically marked as certified or fail
20. Aspirants who meet attendance criteria will be visible to assessors
21. Certified aspirants to be visible to employers
22. KSDC can batch to any accessing body
23. KSDC can block and accessing body or assessor