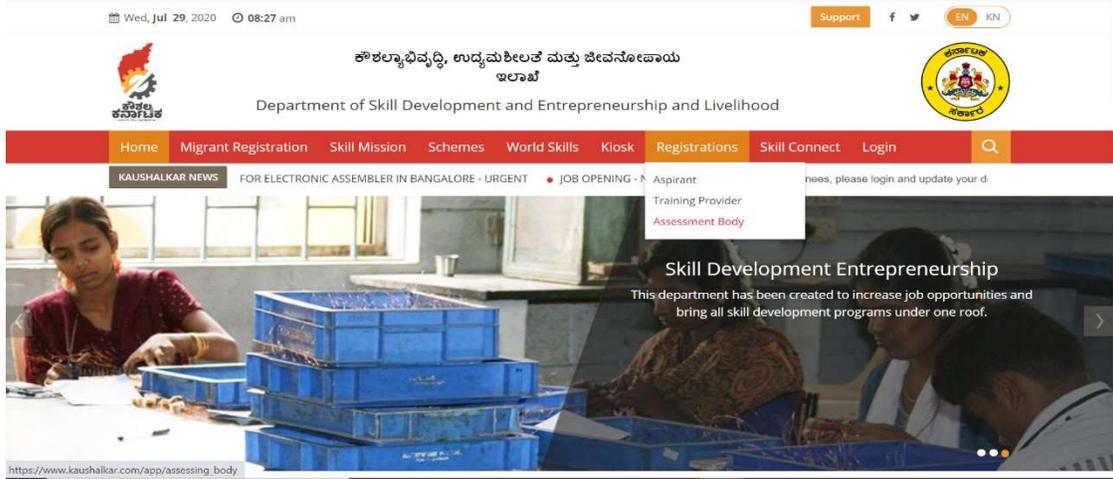




USER MANUAL ASSESSING BODY AND ASSESSOR

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 Aadhaar"/>
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 sdfasfd	
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 | Skilling 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
Allowed JPG | JPEG | PNG | GIF | BMP | PDF only. File Size 2MB Max.

Signature of authorized signatory
Upload File
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 * ⓘ

Certificate of Incorporation of the TP *

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 * ⓘ

PAN Proof *

Please upload the specified document. Allowed File Type JPG | JPEG | PNG | GIF | BMP | PDF. Allowed File Size 2MB Max. [view](#)

GST ⓘ

Ledger	2019 - 2020 Year *	2018 - 2019 Year *	2017 - 2018 Year *
Avg. Turnover (in Rs.)	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>

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

Experience In Skilling

Past Experience * ⓘ

Total Number of Trainees Assessed

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Others
2019 - 2020	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
2018 - 2019	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
2017 - 2018	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>

Total Number of Trainees Certified

Financial Year	Govt Funded Count	Corporate Social Responsibility(CSR) Count	Others
2019 - 2020	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
2018 - 2019	<input type="text" value="4"/>	<input type="text" value="7"/>	<input type="text" value="6"/>
2017 - 2018	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="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. Skilling Details	Step 5. Bank Details	Step 6. Recognition Details	Step 7. Sector & Job Roles
----------------------------	----------------------------	----------------------------	-----------------------------	-------------------------	--------------------------------	-------------------------------

Bank Details

hdfc - (hjijhjhjh)	andhrabank - (dfdsafasfdf)		
hdfc - (hjijhjhjh)	andhrabank - (dfdsafasfdf)		
Bank Name <input type="text" value="Bank Name"/>	Branch <input type="text" value="Branch"/>	Account Number <input type="text" value="Account Number"/>	IFSC Code <input type="text" value="IFSC Code"/>
Bank Address <input type="text" value="Address"/>			Status <input type="text" value="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. Skilling Details	Step 5. Bank Details	Step 6. Recognition Details	Step 7. Sector & Job Roles
----------------------------	----------------------------	----------------------------	-----------------------------	-------------------------	--------------------------------	-------------------------------

Recognition Details

fsdafsdfsdafa	fsdafsdfsdafa
Title <input type="text" value="Title"/>	
Description <input type="text" value="Description"/>	
Image * <input type="text" value=""/>	
<input type="button" value="Upload File"/>	
<small>Please upload the specified document. Allowed File Type: JPG JPEG PNG GIF BMP PDF. Allowed File Size: 2MB Max.</small>	





USER MANUAL ASSESSING BODY AND ASSESSOR

- 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

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

- KSDC officials will verify for accreditation

- 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

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

Assessment Certificates Payments My Account

Assessing Body

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.kaushalkar.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 *
Aadhar Number *	Mobile Number *
Department *	Designation *

Skills	Assessment	
	Theoretical Assessment	Please Select
	Practical Assessment	

Skills	Assessment	
Core Skill Assessment	Theoretical Assessment	Please Select
	Practical Assessment	Please Select
	Viva Voice	
Soft Skill Assessment	Theoretical Assessment	Please Select
	Viva Voice	
Teaching Skill Assessment	Theoretical Assessment	Please Select
	Viva Voice	

District *	Status *
None selected	Active
Sector Name *	Job Role *
Please Select	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

The screenshot shows the 'Assessing Body Dashboard' for user RAJESH SHUKLA. The dashboard is divided into two main sections: 'Caaf Batch to be Assessed' and 'Govt Batch to be Assessed'. Each section contains a table with columns for Name, Job Role, Sector, District, Taluk, Address, and Assessment Date. The 'Caaf Batch' table shows 21,511 total entries. The 'Govt Batch' table is currently empty. A navigation menu on the left includes options like 'Assessing Body', 'Add Assessor', 'Approve CAAF Batch', etc. The top navigation bar includes 'Assessment', 'Certificates', 'Payments', and 'My Account'.

18. Select by clicking Assess

The screenshot shows the 'Assess' button in a table. The table has columns for Batch Number, Batch Name, Job Role, Sector, Training Center, Training Provider, Status, Assessor, and Action. The 'Action' column contains an 'Assess' button for each row. The table shows four rows of data:

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