



## Kaushalya Karnataka

# **Government Department/ Bodies to approve**

# **Training Centers/ Batches**

Date : 11<sup>th</sup> Aug 2019

## Steps for Approver

#### Step 1: Enter Username

#### Step 2: Enter password & click Login

	LOGIN									
4	kaushalkar									
		Forgot username or password ?								

## Step 4

Dashboard screen appears as below. There are 3 section – TC approval, For batch Approval, For Job roles and scheme

कोवध कर्तजाह्य	Department of	ಕೌಶಲ್ಯಾಭಿವ್ನ ಜೀವಃ Skill Developr	ೃದ್ಧಿ, ಉದ್ಯಮಶೀಲತೆ ಮತ್ತು ನೋಪಾಯ ಇಲಾಖೆ ment and Entrepreneurship	and Livelihood	esseuer 
Common Dashboard	Approve TC	Approve Batch	Approve JobRoles & Schemes	View Attendance	My Account 🗸
			Total Tc's are 138		
Total Applied	: 138 : <b>26</b> : 112	_			

<u>Step 5</u> - First Please click on Job roles and schemes. You will find the below – You may either click approve or reject

TC Spoc Er	nail TC Aadhar Nu	mber	Schemes			Job Roles		
			Select		•	Select		•
Status Inactive Show 25	• entries	Search			14			1
Serial II Number	Tc Name	Name	Job Role	Scheme #	Status	Action		
GTC0000762	PARTHIV ENTERPRISES	KVTSDC	Retail Sales Associate	KVTSDC CMKKY	Inactive	Approve	Reject View	Logs
GTC0000762	PARTHIV ENTERPRISES ELEGANT SEVA SAMSTHE BHADRAVATHI	KVTSDC KVTSDC	Retail Sales Associate Domestic Data entry Operator	KVTSDC CMKKY KVTSDC CMKKY	Inactive Inactive	Approve Approve	Reject View Reject View	Logs
GTC0000762 GTC0000742 GTC0000766	PARTHIV ENTERPRISES ELEGANT SEVA SAMSTHE BHADRAVATHI AMARESHWARA GRAMEENABHIRUDDI SHIKSHANA MATTU KALYANA SAMSTHE	KVTSDC KVTSDC KVTSDC	Retail Sales Associate Domestic Data entry Operator Retail Sales Associate	KVTSDC CMKKY KVTSDC CMKKY KVTSDC CMKKY	Inactive Inactive Inactive	Approve Approve Approve	Reject     View       Reject     View       Reject     View	Logs Logs Logs
GTC0000762 GTC0000742 GTC0000766 GTC0000696	PARTHIV ENTERRISES ELEGANT SEVA SAMSTHE BHADRAVATHI AMARESHWARA GRAMEENABHIRUDDI SHIKSHANA MATTU KALYANA SAMSTHE Elegant Seva Samsthe	KVTSDC KVTSDC KVTSDC KVTSDC	Retail Sales Associate Domestic Data entry Operator Retail Sales Associate Domestic Data entry Operator	KVTSDC CMKKY KVTSDC CMKKY KVTSDC CMKKY KVTSDC CMKKY	Inactive Inactive Inactive Inactive	Approve Approve Approve Approve	Reject     View       Reject     View       Reject     View       Reject     View	Logs Logs Logs Logs Logs
GTC0000762 GTC0000742 GTC0000766 GTC0000696 GTC0000770	PARTHIV ENTERPRISES ELEGANT SEVA SAMSTHE BHADRAVATHI AMARESHWARA GRAMEENABHIRUDDI SHICHANA MARUK UKINANA SAMSTHE Elegant Seva Samsthe ACADEMIC INSTITUTE OF COMPUTER EDUCAT SOCIETY	KVTSDC KVTSDC KVTSDC KVTSDC ON KVTSDC	Retail Sales Associate Domestic Data entry Operator Retail Sales Associate Domestic Data entry Operator Operator Operator	KVTSDC CMKKY KVTSDC CMKKY KVTSDC CMKKY KVTSDC CMKKY	Inactive Inactive Inactive Inactive Inactive	Approve Approve Approve Approve Approve	Reject View Reject View Reject View Reject View	Logs Logs Logs Logs Logs

## Step 6 : Approve TC

You can either approve, send for reverification or reject.

Approve Training	Centers								
Search Filters									
TC Serial Number		TC name		Spo	c Name		Spoc N	Nobile	
Spoc Email		Aadhar Number		Sta	us				
				A	pplied		•	Search	
Show 25 • entries Serial Number 1	Tc Name	ţţ	TP Name	1 Statu	s It	Action			
Show 25 • entries Serial Number 41 GTC0000770	Tc Name	ţţ	TP Name	It Statu Appli	s 💵	Action Approve Re-Verifi	y Reject	View Logs	
Show 25 • entries Serial Number 11 GTC0000770 GTC0000766	Tc Name	11	TP Name	J1     Statu       Appli     Appli	s Lt ed	Action Approve Re-Verifi Approve Re-Verifi	y Reject y Reject	View Logs View Logs	
Show 25 • entries Serial Number 11 GTC0000766 GTC0000766 GTC0000763	Tc Name	11	TP Name	J1     Statu       Appli     Appli       Appli     Appli	s Jt ed ed	Action       Approve     Re-Verifi       Approve     Re-Verifi       Approve     Re-Verifi       Approve     Re-Verifi	y Reject y Reject y Reject	View Logs View Logs View Logs	
Show         25         entries           Serial Number         11           STC0000776         5           STC0000763         5           STC0000762         5	Tc Name	11	TP Name	If     Statu       Appli     Appli       Appli     Appli       Appli     Appli	s 41 ed ed ed	Action       Approve     Re-Verif       Approve     Re-Verif       Approve     Re-Verif       Approve     Re-Verif	y Reject y Reject y Reject	View Logs View Logs View Logs View Logs	
Show         25         entries           Serial Number         11           SITC0000770         5           SITC0000763         5           SITC0000762         5           SITC0000761         5	Tc Name	11	TP Name	If     Statu       Appli     Appli       Appli     Appli       Appli     Appli       Appli     Appli	s 41 ed ed ed ed	Action Approve Re-Vent Approve Re-Vent Approve Re-Vent Approve Re-Vent	ý Reject y Reject y Reject y Reject y Reject	View Logs View Logs View Logs View Logs	

#### Step 7: Approve Batch

#### Click – Approve Batch

Departments		Training Centers		Schemes		Job Roles		
KVTSDC	۲	Select		• Select	٣	Select		۳
Batch		Status						
Select	•	Submitted		•	Search			
ihow 25 🔹	entries TC	11	jt Scheme	Job Role	7 Ji Batch	1 Batch I1 Count	l† Status	أل Action
KVTSDC	ADARSH SKILL DEVELOP	MENT TRAINING CENTER	KVTSDC CMKKY	02 TCB0002736	02	30	Saved : 0 Submitted : 30 Confirmed : 0	view
KVTSDC	SEVA INTEGRATED DEVEL	LOPMENT SOCIETY	KVTSDC CMKKY	02 TCB0002447	02	30	Saved : 0 Submitted : 30 Confirmed : 0	view
KVTSDC	SEVA INTEGRATED DEVEL	LOPMENT SOCIETY	KVTSDC CMKKY	Batch 4 TCB0002452	Batch 4	30	Saved : 0 Submitted : 30 Confirmed : 0	view
KVTSDC	SRI CHANDANA VOCATIO	DNAL TRAINING CENTRE	KVTSDC CMKKY	SMO TRAINING 2019 BATCH 1 TCB0002331	SMO TRAINING 2019 BATCH 1	27	Saved : 0 Submitted : 12 Confirmed :	view

When you click View, you will get the list of the trainees in the batch. You may approve each of them. To approve them in Bulk, please check the box near confirm, all trainees will be selected, then click confirm.

Note: If batch is more than 25, choose 50 from the Show entries dropdown, before you approve batch.

Confirm	Reject						
Show 25	• entries						
Select 🕸	Serial Number 🛛 🕸	Trainee Name 11	email 🏻 🖁	District 🗐	Taluk ↓	Status 🎝	Action 1
8	SAF0969948	Pratiksha	pratikshahavale6@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969384	ASIYA R	asiyackd@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969655	NAGARATNA V	git.prasan@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969390	SUKANYA M	deepagadiwaddar7693@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969383	MEHTAAB S	mehtabpatel10@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0966160	VRUSHALI	vrushalipatil44@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
•	SAF0970034	PRANIT P CHOUGULE	bahubalivathare8847@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0970037	RUPALI R HEGALE	vavrush17@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
•	SAF0969975	Priyanka	priyankakhot151999@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969754	Vandana	vandanamagadum@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969380	SAVITA B	savitaandani27@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969377	ANJALI M	anil4310@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969399	POORNIMA C	byalepoornima@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969651	ROJA M	sadikmakandar9922@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject
	SAF0969657	SAFURABI S	patelsafurabi@gmail.com	BELGAUM	Chikodi	Submitted	view Confirm Reject

From VIEW BATCH page Apply filters and click on Search button or click on View button for the option available

#### OR

Click on View button after the option

Animal Husbandry ---- Scheme ---- 2W Delivery Associate ----- Batch A ----- 5

		VIEW	ВАТСН			
View Batch						
Search Filters	Turinia	- C	Cabaaaaa		Joh Doloo	
Departments	Trainir	ng Centers	Schemes		JOD ROIES	
Select	▼ Selee	α Υ	Select	~	Select	*
Batch	Status					
Select	✓ Subr	nitted 🗸		Search		
Show 25 🗸 entries						
Show 25 v entries						
Show 25 v entries now 25 v entries Department	Scheme 1	Job Role	Batch ↓≣	Batch Count	Status	Jt Action J
Show 25 v entries	Scheme 1	Job Role 41 2W- Delivery Associate	Batch J.₹ btch1	Batch Count	Saved : 2 Submitted : 1 Confirmed : 2	Jî Action J View
Show 25 v entries	Scheme 1 Scheme 1	Job Role     1       2W- Delivery Associate     2       2W- Delivery Associate     2	Batch     JF       btch1     Batch A	Batch Count 1 5 5	Status       Saved : 2       Submitted : 1       Confirmed : 2       Saved : 0       Submitted : 4       Confirmed : 1	J1     Action       View       View

#### From APPROVE BATCH page, options are available to

- View ------ Individual Trainees
- Confirm ------ Individual Trainees
- Reject ----- Individual Trainees
- Collectively Approve or Reject a Set of Trainees

## APPROVE BATCH

Trainee Serial Number     Trainee Name     Aadhar     Trainee Email										
inee Mo	obile									
			Search							
Confirm	m Reject									
ow 25	✓ entries									
25 L1 elect	<ul> <li>✓ entries</li> <li>Serial ↓↑</li> <li>Number</li> </ul>	Trainee lî Name	email	↓î District	↓₹ Taluk	↓† Status	Action	1		
elect 25	entries     Serial It     Number     SAF0001677	Trainee Name Mohd ziaul haque	email ziaulhaqueaaa@gmail.com	District GULBARGA	<b>Taluk</b> Sedam	Status Confirmed	Action	J		
elect	entries      Serial II     SAF0001677      SAF0006256	Trainee     It       Name     It       mohd ziaul     It       haque     It       syed zakir     It	email ziaulhaqueaaa@gmail.com zk188013@gmail.com	District GULBARGA RAICHUR	Taluk F Sedam Raichur	Submitted	Action view C infirmed	d Reject		
25 Pelect	entries     serial II     SAF0001677     SAF0006256     SAF0040458	Trainee     It       Name     It       mohd ziaul     It       haque     It       syed zakir     It       Shaheena Banu     It	email Ziaulhaqueaaa@gmail.com Zk188013@gmail.com zoyashaik658@gmail.com	District GULBARGA RAICHUR BELLARY	Taluk IF Sedam Raichur Hospet	Submitted Submitted	Action view Confirmed view Confirm view Confirm	d Reject Reject		
25 J J J J J J	<ul> <li>entries</li> <li>Serial II</li> <li>SAF0001677</li> <li>SAF0006256</li> <li>SAF0040458</li> <li>SAF0042320</li> </ul>	Trainee     It       Name     It       mohd ziaul     It       haque     It       syed zakir     It       Shaheena Banu     It       ZAI     It	email Ziaulhaqueaaa@gmail.com zk188013@gmail.com zoyashaik658@gmail.com ziaulla80@gmail.com	District GULBARGA RAICHUR BELLARY SHIMOGA	Taluk     JF       Sedam     Raichur       Hospet     Bhadravati	Lit Status Confirmed Submitted Submitted	Action view C infirmed view Confirm view Confirm view Confirm	d Reject Reject Reject		
25 elect	entries entri	TraineeItNameItmohd ziaul haqueItsyed zakirItShaheena BanuItZAIItzubair shaukat ali	tiaulhaqueaaa@gmail.com zk188013@gmail.com zoyashaik658@gmail.com ziaulla80@gmail.com zubairpeerzade7@gmail.com	District III GULBARGA RAICHUR BELLARY SHIMOGA UTTAR KANNAD	IFSedamRaichurHospetBhadravatiAnkola	Lt Status Confirmed Submitted Submitted Submitted	Action view Confirm view Confirm view Confirm view Confirm view Confirm	d Reject Reject Reject		

Step 8 : (a to d)

a) To view individual Trainee, click View button & Trainee Details page appears as below.

Select 11	Serial 11 Number	Trainee 11 Name	ال email	.↓↑ District	J₹ Taluk	Status 11	Action
	SAF0001677	mohd ziaul haque	ziaulhaqueaaa@gmail.com	GULBARGA	Sedam	Confirmed	view C infirmed

Trainee Details Serial Number SAF0042320		
First Name	Last Name	Phone Number
ZAI	ULLA	9060002229
Email	Date of Birth	Adhaar Number
ziaulla80@gmail.com	1987-06-18	799448326391
Gender	Marital Status	Religion
Male	Married	Muslim
Category General		
Father/Mother/Guardian Details	First Name	Last Name
Father	MAHABOOB	MIYAN
Current Address: Location	Street Address	Street Address Line 2
Rural	AZAM DAIRA DONABAGHATTA POST	NICHE MOHALLA DONABAGHATTA
State	District	Taluk
KARNATAKA	SHIMOGA	Bhadravati
Village DONABAGHATTA	Postal / Zip Code 577229	

#### <u>Step 8:</u>

b) To Confirm a Trainee, select a Trainee from Checkbox as below & click Confirm button.

Confirm	Reject										
Show 25 🗸 entries											
Jî Select	Serial II Number	Trainee 11 Name	ال‡ email	↓1 District	<b>↓</b> ≓ Taluk	J↑ Status	J1 Action				
	SAF0001677	mohd ziaul haque	ziaulhaqueaaa@gmail.com	GULBARGA	Sedam	Confirmed	view Confirmed				
	SAF0022940	Mohamed	zeeshanmhuzaif13@gmail.com	DAVANGERE	Harihar	Submitted	view Confirm Reject				
	SAF0021629	zubair shaukat ali	zubairpeerzade7@gmail.com	UTTAR KANNAD	Ankola	Confirmed	view Confirmed				

## Message appears as below

Status Confirmed For Student With Serial Number SAF0022940

## Step 8:

c) To Reject a Trainee, select a Trainee from Checkbox as below & click Reject button



Show 25 🗸 entries

.l↑ Select	Serial It Number	Trainee It Name	اثاً. email	↓↑ District	<b>↓</b> . Taluk	Jî Status	J1 Action
	SAF0001677	mohd ziaul haque	ziaulhaqueaaa@gmail.com	GULBARGA	Sedam	Confirmed	view Confirmed
	SAF0006256	syed zakir	zk188013@gmail.com	RAICHUR	Raichur	Submitted	view Confirm Reject
	SAF0042320	ZAI	ziaulla80@gmail.com	SHIMOGA	Bhadravati	Submitted	view Confirm Reject

## Message appears as below

Status Rejected For Student With Serial Number SAF0042320	×
Status Rejected For Student with Senai Number SAF0042320	×

### Step 8:

<ul> <li>d) Collectively Confirm or Reject a Set of Trainees</li> <li>Confirm Reject</li> <li>Show 25 v erries</li> </ul>									
Select 🌡	Serial Number 💵	Trainee Name 🕼	email 🎝 👫	District 🕼	Taluk ↓	Status 💵	Action 1		
	SAF0048617	YOGESH	ys733811@gmail.com	BELGAUM	Athni	Submitted	view Confirm Reject		
•	SAF0034850	Yashavant	yashavantkhandekar@gmail.com	BELGAUM	Athni	Submitted	view Confirm Reject		
✓	SAF0040028	PRAMOD	yashunandeshwar@gmail.com	BELGAUM	Athni	Submitted	view Confirm Reject		
Select	Serial Number	Trainee Name	email	District	Taluk	Status	Action		
Showing	to 3 of 3 entries (filtere	d from 14 total entrie:	5)				Previous 1 Next		