

1. Visit Kaushalkar.com web portal



2. Click on Login Menu

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Username and password of TP is CEO email (as filled in TPAF) Password is autogenerated and sent via email and SMS of CEO as filled in TPAF



3. Click on CAAF . Choose (Add location)

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CAAF+ Inspect	ion Documents My Accoun	t +								
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CAAF Number	: CAAF0005518	CAAF Number	: CAAF0005610	CAAF Number	: CAAF0006152					
Total Job-Roles	: 3	Total Job-Roles	: 9	Total Job-Roles	: 45					
Total Batches	: 3	Total Batches	: 3	Total Batches	1.5					
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4. Enter 1 and click GO



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5. Enter the name of your ITI and click on Add Center

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6. There are 7 tabs to fill. The first is General

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Govt ITI for Women Gulbarga	Training Centre Details	
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New	Department of Industrial Training and Employment Covt ITI - Bijapur	
New		
PRINCIPAL GOVERNMENT ITI (M) MAIAGAON ROAD	Type of Training Centre Space* Website (If Any)	
UDYAMBAG BELGAUM 590 008	Select T	
Govt ITI Gadag-Betageri	Social Media Link (If Any) Availability of Riometric Attendance System	
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7. There is an option to either Save & Continue Later. Click on Next to continue to next Tab

8. Job Role Tab. Please add the Job role and intended target You can add multiple sectors and also multiple job roles for every sector

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9. Classroom Tab

Add number of Classrooms and batches per classroom

In Batch Details - please choose Job role that you would want to train in that class room.

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10. Equipment Tab

Equipment Tab displays all job roles selected by you in Job Role Tab

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New	Self Employed Tailor Cutting Supervisor		
New PRINCIPAL GOVERNMENT	Embroidary machine operator Fitter å€" Electrical and Ele	lectronic Assembly	
ITI (M) MAJAGAON ROAD UDYAMBAG BELGAUM- 590	Assistant Electrician Fitter: Electrical Assembly	1	
Govt ITI Gadag-Betageri	Fitter: Electronic Assembly		
GOVT I.T.I JEWARGI			
GOVERNMENT ITI CHINCHOLI	Previous Cancel Save 8	& Continue Later Next	
Govt ITI - Test			



Click on the job roles to add equipment

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		3) Pressing Table	WYes 0 No	Quantity	3	Upload	Upload								
		4) Iron/Press	⊛ Yes ⊚ No	Quantity	10	Upload	Upload								
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Upon completion of each job role – color of display will trun green.

11. Laboratory Tab

This is similar to equipment Tab – please add lab details against each tab.

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12. Trainer Tab

You would be asked to add number of trainers – full time and part time. Trainers can be inactivated when they leave the course and new trainers can be added

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13. Upon adding trainer – You will required to fill trainer details.

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14. Center Staff

This tab to add those who would be part of skill training support.

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- 16. Login to commence batches
 - a. Upon submission of the details data will be collated
 - b. Upon permission by Commissioner login will be enabled within 2 working days
 - c. Login will be sent via sms and email to HOC details entered by you in the CAAF Form
- 17. User manual for batch formation will be shared at the time of providing login.
- 18. Model curriculum: You may use search option on Kaushalkar.com

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In case you are unable to find some details, please use FEEDBACK option on top right on kaushalkar.com portal . We will revert with solutions to your queries.

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