

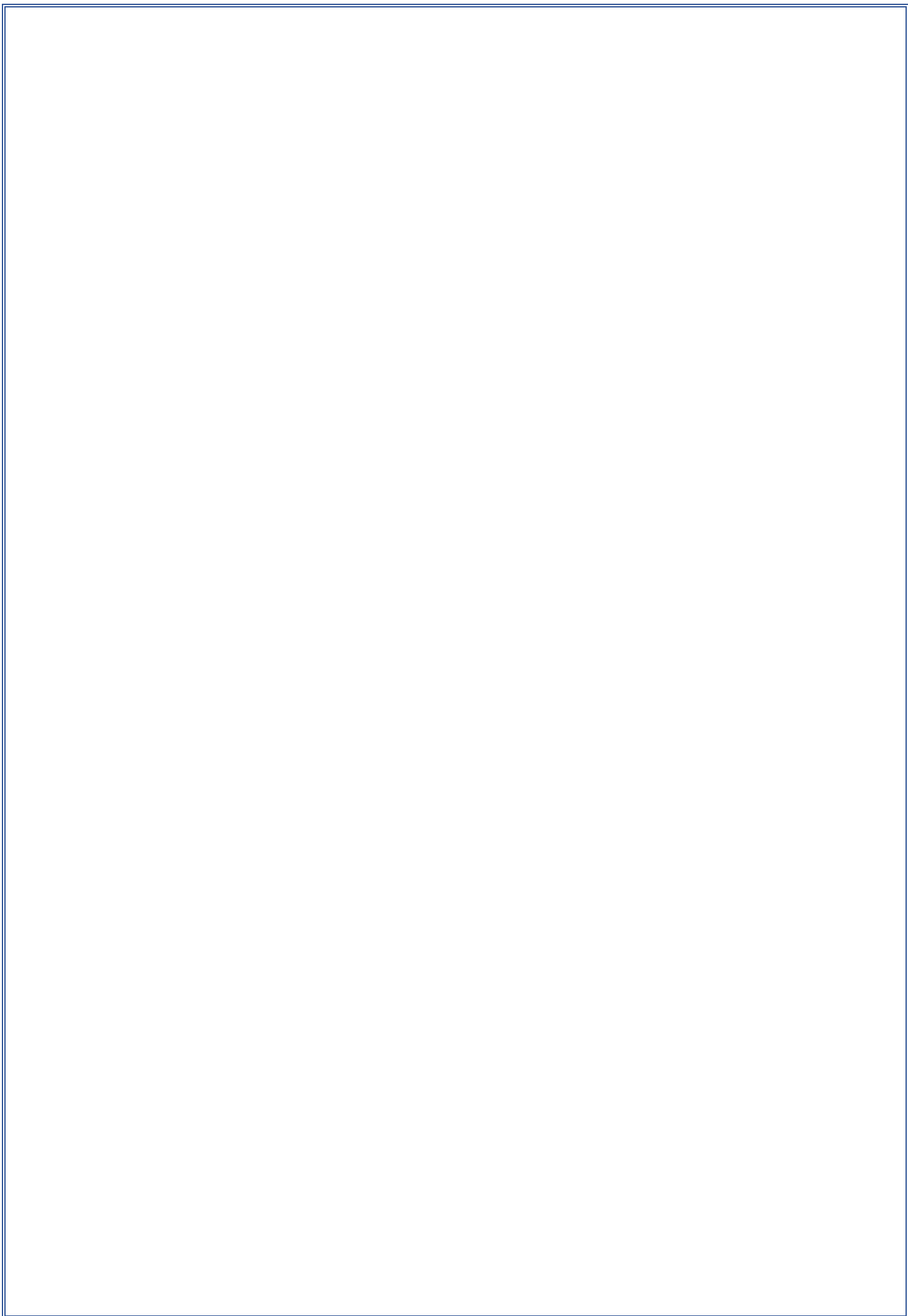


KAUSHAL BHARAT

ERP SYSTEM FOR
DDUGKY



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA



National Institute of Rural Development & Panchayati Raj

Ministry of Rural Development, Govt. of India



User Manual for
‘Kaushal Bharat’

ERP System for DDU-GKY

Inspection Module

(PIA Logins)

Version V1.3 Dated: 27th Jan, 2020

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PIA Operations

Module A1 – Inspection Management

Sub Module A1.1 – Inspection Advisories

Definition: Status of the advisories raised by PIA Q Team members, SRLM and CTSA officials at the time of Training Centre inspections.

Prerequisite/s:

1. Training centre inspection by PIA Q Team / SRLM / CTSA in ERP System

Process:

1. As per the training centre inspection norms mentioned in DDUGKY SOP, PIA Q team, SRLM and CTSA officials has to conduct the training centre inspection
2. During the inspection, if any deviations are found, the inspecting officer, i.e. the PIA Q Team / SRLM / CTSA officials has to raise advisories for the deviations found
3. PIA Operations has to comply the advisories raised by the Inspecting officials
 - a. **Advisories raised by PIA Q Team:** PIA operations have to comply the advisories and submit to PIA Q Team for approval
 - b. **Advisories raised by SRLM / CTSA:** PIA operations have to comply the advisories and submit to PIA Q Team for approval
 - i. If PIA Q Team approves the compliance of the advisories raised, a request will be submitted to SRLM / CTSA for approval
 - ii. If the PIA Q Team rejects the compliance of the advisories raised, then PIA Operations has to once again comply the advisories with the comments / remarks suggested
 - c. If the SRLM / CTSA rejects the compliance, then PIA operations has to follow the steps mentioned above in 3-b

Inspection Advisories Dashboard

Inspection Advisories Dashboard

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure that the candidates have been enrolled before resetting the batch.

Search filters:

- Scheme Name: Select
- State: select
- Sanction Order No.: select

Buttons: Search, Clear

State: KARNATAKA | Scheme Name: DDU-GKY | PIA Name: PRIVATE LIMITED | Sanction Order No.:

Sanction Order Date: 2018-12-08

Show 10 entries

S.No.	Training Centre Name	Inspecting Officer Name	Inspection Date	Inspected By	Total No. of Advisories	No. of Advisories Submitted By PIA Operations	No. of Advisories Approved By Q-Team	No. of Advisories Approved By SRLM	No. of Advisories Pending	Action
1	Rajaji Salali-Chennai	Athul	2020-01-21	PIA QTeam	51	0	0	0	51	

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next

Figure – A1.1 (Inspection PIA Advisories Dashboard)

Description:

1. This screen allows the user to view the status of training centre wise and inspective wise no. of advisories raised, advisories complied and advisories pending
2. The user has to select 'Scheme', 'State' and 'Sanction Order No' and click 'Search' option
3. A list of Training centre wise inspections conducted with status of advisories will be displayed
4. If the user clicks against any inspection record with pending advisories, he/she will be directed to list of pending and completed advisories page where the user can comply to the pending advisory

Inspection Advisories

Note: All the PIAs are requested to reset their legacy batches

Inspection Advisories

Pending Advisories

Advisory Type	Batch Id	Candidate Name	Advisory Description	Remarks	Complied or not?
Is OJT Completion Certificate (SF 4.6C) available for the candidate?	5C14989458769	KohliVirat	n		
Has OJT of the candidate been verified (SF 4.6D)?	5C14989458769	KohliVirat	n		
Is the External Assessment Certificate (SF 4.7C) available for the candidate?	5C14989458769	KohliVirat	n		
Is the Candidate's Feedback Form (SF 5.1L1) available?	5C14989458769	KohliVirat	nn		
SF 6.3A7 List of candidates after completion of training of batch			y		
Is the attendance summary of trainers matching with the biometric attendance?			n		
Have arrangements for replacement been made if sanctioned leave was more than 2 days?			n		
Is the trainer teaching without referring to the teaching material every time?			nn		
Is the trainer using audio- visual aids?			n		
Is the trainer making the session Interactive/ participatory?			nn		
Is the trainer allowing candidates to ask questions?			n		
Is the trainer answering the queries clearly?			n		
Is trainer using stories,pictures,role plays and examples?			nn		
Do all the trainers(domain) meet the specifications as given under Notification 28/2017 of DDU-GKY?			n		

Figure – A1.2 (Inspection PIA Advisories)

Description:

1. This screen allows the user to view the list of pending and completed advisory types and advisories with remarks
2. If the user clicks icon against any pending advisory, he/she will be directed to 'Inspection PIA Advisories' page where the user can close the advisories

Comply Inspection PIA Advisories

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly e

Inspection Pia Advisories

Training Center Details

Training Center Name	Rajaji Salai-Chennai	Center Address	TAMIL NADU,Kancheepuram,KANCHIPURAM, Salur ,est-452000
Inspection Date	2020-01-21	Inspection Conducted By	Ctse Operations
Inspection Type	DESK		

Batch Details

Batch Id	5C14989458769	Start Date	2019-01-15
Expected End Date	2019-01-23	Batch Size	18
Batch Freeze Date	2019-01-18		

Candidate Details

Candidate Name	Kohil Virat	Gender	male
DOB	1996-02-07	Mobile No.	9912272255
Email Address	kohil.virat@mailinator.com		

Advisory Details

Advisory Type	Is the External Assessment Certificate (SF 4.7C) available for the candidate?	Advisory	n
Advisory Proof			

Remarks

Upload Doc

 No file chosen

Figure – A1.3 (Comply Inspection PIA Advisories)

Description:

1. This screen allows the user to view the details of the advisory
2. The user has to write the appropriate remarks for closing the advisory and upload proof document of the advisory closure
3. After entering the remarks and uploading documents, the user has to click 'Save' option to save and submit the details of closure of advisory

PIA Q-Team

Module A1 – Inspection Management

Sub Module A1.1 – Create Inspection Plan

(Note: Inspection plan submodule is available in Q Team head login only)

Definition: Plan of inspection of a training centre / residential centre as per the timelines prescribed in DDUGKY SOP

Prerequisite/s:

1. Batch creation in ERP System

Process:

1. As per the norms mentioned in SOP, Training centre Inspection has to be carried out by PIA Q Team, SRLM and CTSA as per the timelines
2. PIA Q Team Head has to plan the inspections of the training centre
3. PIA Q Team Head has to select the proposed date of inspection and Q team member and type of inspection
4. Q Team member has to conduct the Training centre inspection as per the plan

Inspection Plan Dashboard

Note: All the PIAs are requested to reset their legacy batches on or before 20t

S.No.	Scheme Name	PIA Name	Training Centre Name	Training Centre Address	Inspection Date	Inspection Done By	Eligible Ongoing Batches due for inspection	Eligible Completed Batches due for inspection	Action
1	DDU-GKY	...	Rajaji Salai, Chennai	test, Salur, KANCHIPURAM, Kancheepuram, 452000	2020-01-23	Achul	1	7	

Showing 1 to 1 of 1 entries

Figure – A1.1 (Inspection Plan Dashboard)

Description:

1. This screen allows the user to create an Inspection plan for the training centres eligible for inspection in the particular selected month
2. To create a new inspection plan, the user has to click 'Create Inspection Plan' option at the top right of the screen, the user will be directed to 'Create Inspection plan' Page

Create Inspection Plan

S.No.	Scheme Name	PIA Name	Taining Centre Name	Taining Centre Address	Month	Eligible Ongoing Batches due for inspection	Eligible Completed Batches due for inspection	Action
1	DDU-GKY	PERI SOFTWARE SOLUTIONS PRIVATE LIMITED	Rajaji Salai-Chennai	test, Salur ,KANCHIPURAM,Kancheepuram,452000	2020-01	1	7	
2	DDU-GKY	WAZIR ADVISORS PRIVATE LIMITED	RED Pvt. Ltd.	jkl,ATHKOOR,RAICHUR ,Raichur,987654	2020-01	2	1	

Figure – A1.2 (Create Inspection Plan)

Description:

1. This screen allows the user to select 'State' and 'Month' from the dropdown.
2. Based the month selection, the list of training centres eligible for inspection for the particular month will be displayed on the screen.
3. The user has to click icon against the training centre name to create inspection plan.

Inspection Plan

Figure – A1.3 (Create Inspection Plan)

Description:

1. This screen allows the user has to select the Inspecting officer name, Proposed inspection date and type of inspection from the respective dropdowns

Note:

After creating the inspection plan,

1. For Scheduled Inspection, the details of the Inspection date, training centre details will be sent to the inspecting officer via email
2. For Surprise inspection, the details of the inspection date, Training centre State and District will be sent via email to the inspecting officer, whereas the details and address of the training centre will be revealed only on the date of inspection at 07.00 AM and the inspection can be started at 08.00 AM

Sub Module A1.2 – Inspection

Definition: Training centre inspection (Onsite) and verification of the documents for training completed batches and Inspection not done batches on sample basis

Prerequisite/s:

1. Inspection plan in ERP System

Process:

1. PIA Q Team Head has to generate an inspection plan and assign/map the Q team member to the training centre and date of inspection
2. Q Team member has to conduct the training centre inspection (Onsite) and desk document verification of candidates of the training completed batches and the batches for which inspection is not done

Inspection Dashboard

The screenshot shows the 'Inspection' dashboard. The sidebar menu includes: PROJECT INITIATION, CENTRE MANAGEMENT, Q/T MANAGEMENT, INSPECTION MANAGEMENT (with sub-items: Create Inspection Plan, Inspection, Inspection Advisories, Legacy Inspection), PLACEMENT MANAGEMENT, and REPORTS. The 'Inspection' sub-item is selected. The main area has a 'Conduct Inspection' button. Below it, a table shows one entry:

S.No.	Sanction Order No.	Training Centre Name	Inspection Date	Action
1		Rajaji Salai-Chennai	2020-01-07	[View] [Edit]



Showing 1 to 1 of 1 entries. Search: [] Previous 1 Next

Figure – A1.4 (Inspection Dashboard)

Description:

1. This screen allows the user to conduct inspection of the training Centre
2. To create a new inspection, the user has to click 'Conduct Inspection' option at the top left of the screen and then select the training centre name from the dropdown

Note:

1. The user can edit the inspection details by using  icon against the training centre name within 24 hours from the inspection start time and within 48 hours from inspection start time if the user has requested for “Extend Inspection” option
2. If the user wants to extent the time of Inspection, he/she can use one-time option of “Extend Inspection” option by clicking  icon against the training centre name.
 - a. The user will be allowed to submit the inspection report till 48 hours from the inspection start time.
3. The system will automatically make the inspection in view only mode after 24 hours from the inspection time and 48 hours if the user has selected for “Extend Inspection” option.

Create Inspection

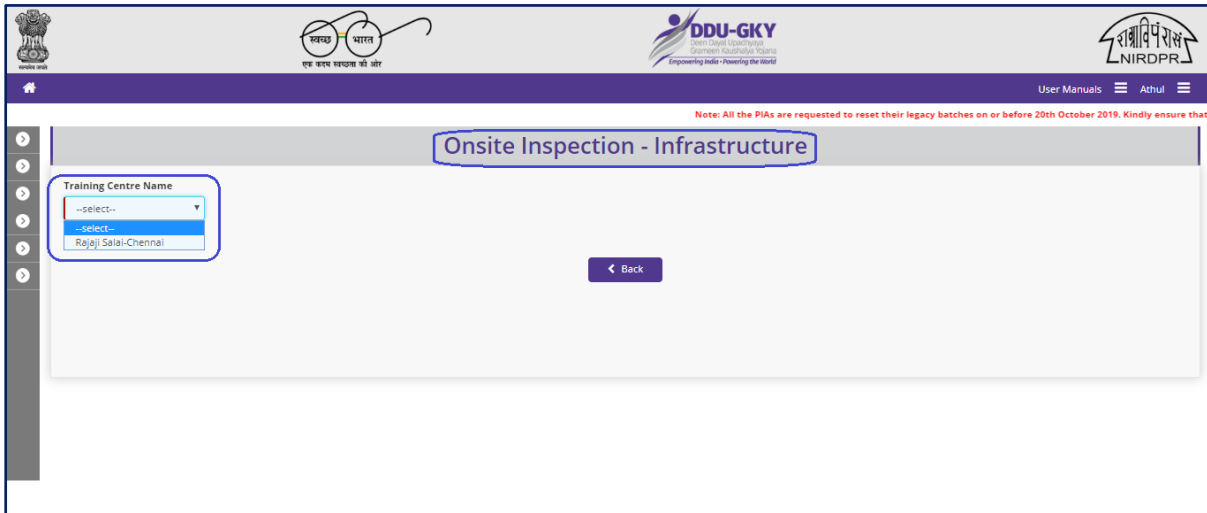
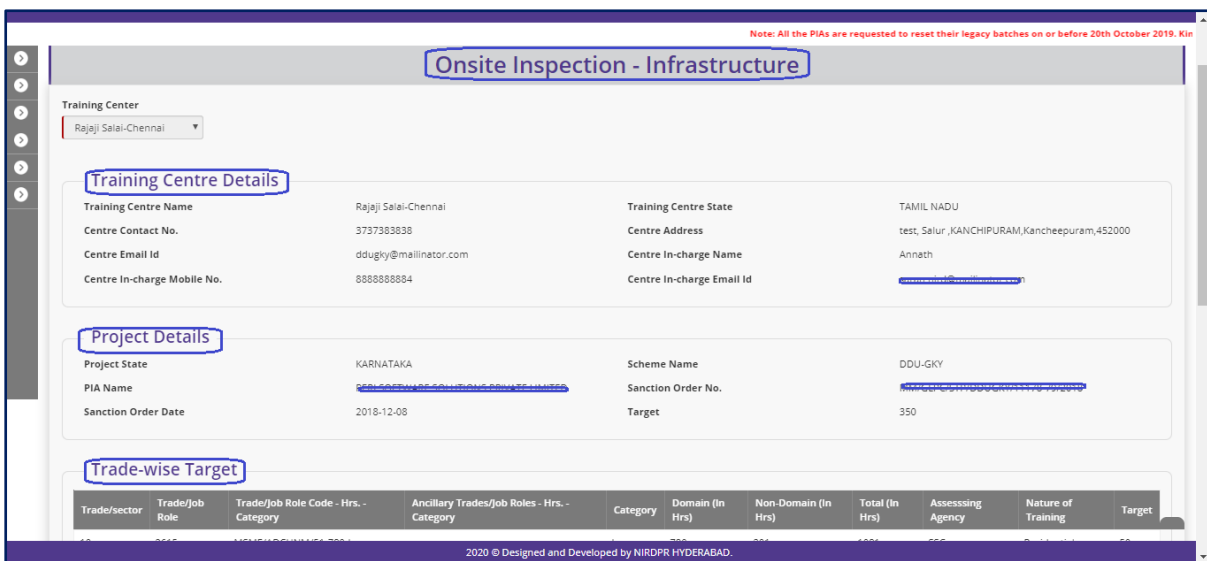


Figure – A1.5 (Onsite Inspection)

Description:

1. This screen allows the user to select the name of the Training Centre for inspection from the dropdown
2. After selection of the training centre, the user will be directed to 'Onsite Inspection – Infrastructure' page where the basic details of the training centre will be displayed and the user can start the inspection process

Onsite Inspection - Infrastructure



10	5292	MSME/RACHA/68-610-II	GAR702-S20-I	II	1130	436	1566	MSME	Residential	0
2	122	AGR/Q1002-I		I	483	277	760	SSC	Residential	150
10	2615	MSME/ADCHNM/51-780-I		I	780	301	1081	SSC	Residential	100

Total Target: 350

District-wise Target

District	Target
Anantnag	300
Anantnag	50

Total Target: 350

NOTE: File size should be less than 5MB

Start Inspection

Verification of Physical Infrastructure and Equipment

Any major or minor modifications made? **View-Duediligence**

Back

Figure – A1.6 (Onsite Inspection-Infrastructure)

Description:

1. This screen allows the user to view the basic details of the Training Centre like Training Centre details, Project details, Trade wise targets, District wise targets
2. To start an inspection, the user has to click 'Start Inspection' option.

Training Centre Due-Diligence

Note: All the PIAs are requested to reset their legacy batches on or b

Training Centre Due-Diligence

State Name : KARNATAKA
Scheme Name : DDU-GKY
PIA Name :
Sanction Order No :

Sanction Order Date : 2018-12-08

Training Centre


NOTE: Please click on Upload icon otherwise Document will not save

S.No.	Description	As per ERP	Document	Yes/No?	Comments	Upload File	Preview Document	Uploaded File	Upload
1	What is the Distance from the training centre to the residential facilities for Girls?	30		<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>
2	Did the Q team conduct inspection around 40 days of batch inception?	No		<input type="text" value="Yes"/>	<input type="text"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>
48	Is Safe drinking water available?	RO/Ozonized Treated Water	view	<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>
49	How many Digital cameras are available?	0		<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>
50	Is storage facility for securing documents available?	no		<input type="text" value="Yes"/>	<input type="text" value="yy"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>
51	Are biometric devices installed as per SOP?			<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen			<input type="button" value="Upload"/>

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Figure – A1.7 (Training Centre Due Diligence)

Description:

1. This screen allows the user to view the Training centre Due diligence details as per ERP and allows the user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
2. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
3. After answering all the questions, the user has to click 'Save & Continue' option

Inspection – Ongoing Batches

Inspection - Ongoing Batches

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : [REDACTED]

Sanction Order No : [REDACTED] Sanction Order Date : 2018-12-08

Training Centre
Rajaji Salai-Chennai

Generate samples

Batch: [REDACTED] Candidate Name: Select

NOTE: Please click on Upload icon otherwise it will not save

Figure – A1.8 (Inspection – Ongoing Batches)

Description:


1. This screen allows the user to conduct the inspection of the ongoing batches
2. User has to select the training centre name from the 'Training Centre' dropdown
3. After selecting the training centre name, the user has to click 'Generate Samples' option
4. System will auto generate the samples as 5 candidates per batch for all the ongoing batches as on date of the inspection
5. The user has to select the 'Batch ID' from the 'Batch' dropdown and then select the candidate name from the 'Candidate' dropdown
6. After selecting the candidate name, the user has to furnish the details related to the candidate in the respective fields.
7. This information has to be furnished to all the candidates generated as samples in all the batches

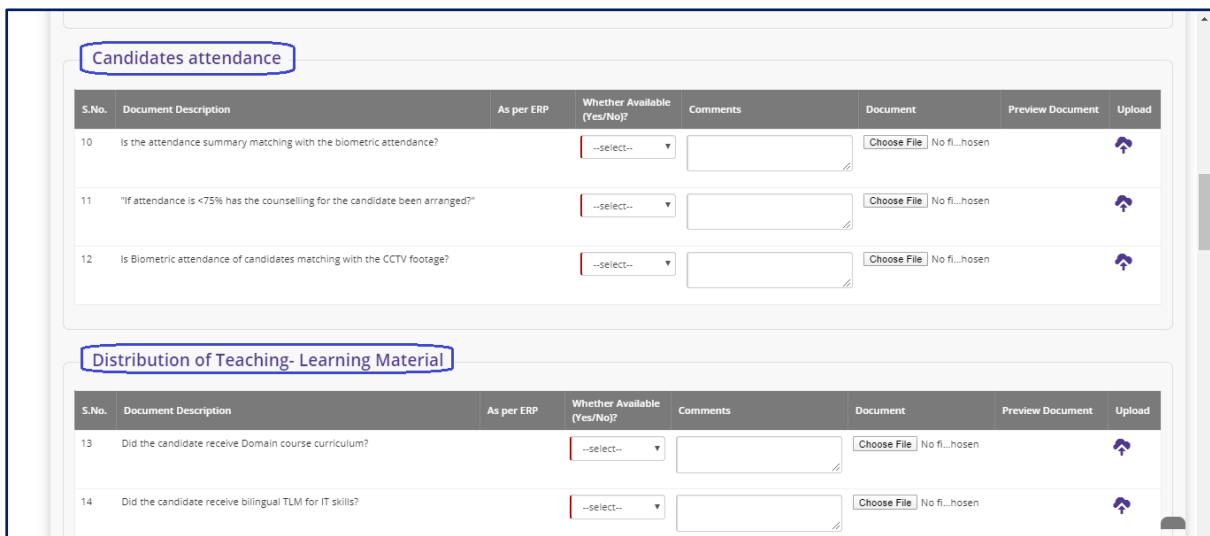
Basic Records




S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
1	Admission form		--select--		Choose File	No file chosen	Upload
2	Photo id proof		--select--		Choose File	No file chosen	Upload
3	Age proof		--select--		Choose File	No file chosen	Upload
4	Proof of poor		--select--		Choose File	No file chosen	Upload
5	Proof for category (SC/ST)		--select--		Choose File	No file chosen	Upload
6	Proof for minority		--select--		Choose File	No file chosen	Upload

Figure – A1.9 (Inspection – Ongoing Batches-Basic Records)

Description:

1. This screen allows the user to answer the question related to basic records of the candidate of the ongoing batches
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document

Candidates attendance and Distribution of Teaching- Learning Material


S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
10	Is the attendance summary matching with the biometric attendance?		--select--		Choose File No fi...hosen		
11	"If attendance is <75% has the counselling for the candidate been arranged?"		--select--		Choose File No fi...hosen		
12	Is Biometric attendance of candidates matching with the CCTV footage?		--select--		Choose File No fi...hosen		




S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
13	Did the candidate receive Domain course curriculum?		--select--		Choose File No fi...hosen		
14	Did the candidate receive bilingual TLM for IT skills?		--select--		Choose File No fi...hosen		

Figure – A1.10 (Inspection – Ongoing Batches-Candidate Attendance & Distribution of Teaching – Learning Material)

Description:

1. This screen allows the user to answer the questions related to candidate attendance and Distribution of Teaching – Learning Material
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document

Assessments

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
23	Was the candidate present on the day of assessment	--select--			Choose File No fi...hosen		
24	Review the CCTV footage and state whether candidate was present in the test	--select--			Choose File No fi...hosen		
25	Were candidates seriously writing the test	--select--			Choose File No fi...hosen		

Figure – A1.11 (Inspection – Ongoing Batches-Assessments)

Description:

1. This screen allows the user to answer the questions related to candidate Assessment
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Note: For the below mentioned questions in Assessment section, if the user selects 'Yes' as answer, then the remarks are made mandatory

- i. Was there any malpractices noticed during the test
- ii. Did the actual marks and revaluation marks (using model answer papers) differ by more than 10%
- iii. Were the marks obtained in retest less by more than 20%

Entitlements Distribution

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
29	Receiving training free of cost		--select--		Choose File No fi...hosen		
30	Is the bank account opened as per chapter 8?		--select--		Choose File No fi...hosen		
31	Are the residential facilities provided? or Are the candidates paid to and fro entitlement in their bank account as per their eligibility?		--select--		Choose File No fi...hosen		
32	Did the candidate receive training material free of cost including work books, note books and other study materials?		--select--		Choose File No fi...hosen		

Figure – A1.12 (Inspection – Ongoing Batches-Entitlements Distribution)

Description:

1. This screen allows the user to answer the question related to Candidates Entitlements distribution
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Residential Facilities

S.No.	Document Description	As per ERP	Whether Available (Yes/No?)	Comments	Document	Preview Document	Upload
35	Are separate hostels being provided for male and female candidates?		--select--		Choose File No fi...hosen		
36	Is the grievances register being maintained?		--select--		Choose File No fi...hosen		
37	Is the grievances register kept in a prominent place which is easily accessible by the candidates?		--select--		Choose File No fi...hosen		
38	Are grievances being addressed properly?		--select--		Choose File No fi...hosen		

Figure – A1.13 (Inspection – Ongoing Batches- Residential Facilities)

Candidate Documents Verification

Candidate Documents Verification (on sample basis)

S.No.	Description	As per ERP	Yes/No?	Comments	Document	Preview Document
1	Is On The Job Training (OJT) Confirmation Letter for the candidate (SF 4.6B) available?	VIEW	--select		Choose File No file chosen	
2	Is OJT Completion Certificate (SF 4.6C) available for the candidate?	VIEW	--select		Choose File No file chosen	
3	Has OJT of the candidate been verified (SF 4.6D)?	Yes	--select		Choose File No file chosen	
4	Is the External Assessment Certificate (SF 4.7C) available for the candidate?	VIEW	--select		Choose File No file chosen	
13	Was the candidate provided boarding & lodging facilities (or) TA/DA during OJT?		--select		Choose File No file chosen	📁
14	Is the candidate currently employed?		--select		Choose File No file chosen	📁
15	Is the Candidate getting minimum remuneration as per SOP norms?		--select		Choose File No file chosen	📁

Figure – A1.15 (Inspection – Ongoing Batches- Candidates Document Verification)

Description:

1. This screen allows the user to answer the question related to Candidates document verification of completed batches
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click 📁 icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Completed Batches SF verification

Inspection - Completed Batches SF verification

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : LIMITED Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Pending Batch Details

Status of the Training centre (as per standard forms)

Batch Id

Select Batch


the feedback given by the candidates on completion of training

Batch Id	Yes/No?	Comments	Document	Preview Document
1	--select--		Choose File No file chosen	
2	--select--		Choose File No file chosen	

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Figure – A1.16 (Inspection – Completed Batches – SF Verification)

Description:

1. This screen allows the user to answer the question related to Standard Form verification of Completed batches
2. The user has to select the batch from 'Batch' dropdown to conduct the inspection
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection - Verification

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure !

Inspection - Verification

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : P... LIMITED Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Pending Batch Details


Status of the Training centre (as per standard forms)

S.No.	Description	Yes/No?	Comments	Document	Preview Document	Uploaded Document
1	SF 5.1U 15-days summary of center status	--select--		Choose File No file chosen		

Navigation: Back Previous Save & Continue Next

Figure – A1.17 (Inspection – Verification)

Description:

1. This screen allows the user to answer the question related to Status of Training Centre as per the Standard Forms
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Trainers Attendance

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure that the cand

Inspection-Trainers Attendance

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : P... LIMITED Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Pending Batch Details

Training Centre: Rajaji Selai-Chennai


List of Trainers: Select
Trainer ID cannot be blank.

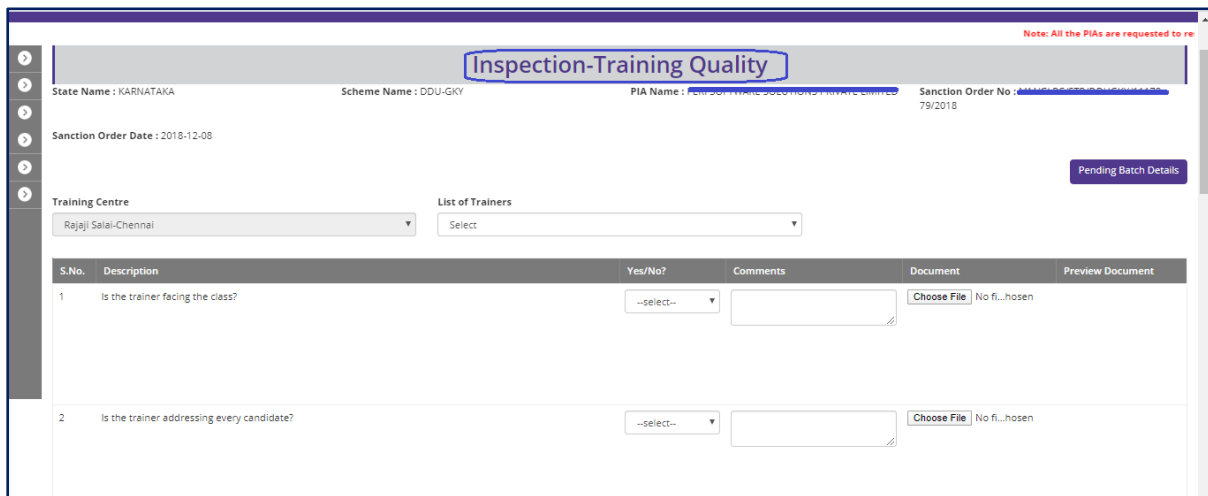
S.No.	Description	Yes/No?	Comments	Document	Preview Document
1	Is the attendance summary of trainers matching with the biometric attendance?	--select--		Choose File No fi...hosen	
2	Have arrangements for replacement been made if sanctioned leave was more than 2 days?	--select--		Choose File No fi...hosen	

Navigation: Back Previous Save & Continue Next

Figure – A1.18 (Inspection – Trainers Attendance)

Description:

1. This screen allows the user to answer the questions related to attendance of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Training quality


Note: All the PIAs are requested to re

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : KARNATAKA GOVT. TECHNICAL EDUCATION Sanction Order No : DDU-GKY/2018/79/2018


Sanction Order Date : 2018-12-08

Training Centre: Rajaji Salai-Chennai List of Trainers: Select

S.No.	Description	Yes/No?	Comments	Document	Preview Document
1	Is the trainer facing the class?	--Select--		Choose File No fi...hosen	
2	Is the trainer addressing every candidate?	--Select--		Choose File No fi...hosen	

Figure – A1.19 (Inspection – Training Quality)

Description:

1. This screen allows the user to answer the questions related to training quality of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – List of items verified (Annexure – II)

Note: All the PIAs are requested to reset their legacy

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No :

Sanction Order Date : 2018-12-08 79/2018

Training Centre:


[Pending Batch Details](#)

S.No.	Item Description	Yes/No?	Comments	Document	Preview Document
1	Is SF 4.3A: English skills content available?	<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen	
2	Is SF 4.3B: Computer skill content available?	<input type="text" value="Yes"/>	<input type="text" value="y"/>	<input type="button" value="Choose File"/> No fi...hosen	

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Figure – A1.20 (Inspection – List of Items Verified)

Description:

1. This screen allows the user to answer the questions related to verification of list of items available at Training Centre
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click  icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Residential Centre Infrastructure (If training centre has residential facility)

Note: All the PIAs are requested to reset their

Inspection-Residential Centre Infrastructure

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No : 79/2018

Sanction Order Date : 2018-12-08

Pending Batch Details

Training Centre
Rajaji Salai-Chennai

Facility Name : BOSS VILLA Facility For : male

Mobile No. : 9986765111 Email Id : arpan.banerjee@gmail.com

Address : chadri basti, Salur
,KANCHIPURAM,Kancheepuram,Attapur,mehfil biryani
and kebab,TAMIL NADU,500030

S.No.	Description	As per ERP	Document	Yes/No?	Comments	Document	Preview Document
1	Are pick up and drop facilities provided?	no	<input type="text"/>	--select--	<input type="text"/>	<input type="button" value="Choose File"/> No fi...hosen	

Figure – A1.21 (Inspection – Residential Centre Infrastructure)

Description:

1. This screen allows the user to answer the questions related to Residential Centre Infrastructure (If training centre has residential facility)
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question.
4. After answering all the questions with the user has to click 'Save and Continue' option

Advisories

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure that the candidates have been enrolled before r

Advisories

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : XXXXXXXXXXXXXXXXXXXX Sanction Order No : XXXXXXXXXXXX 79/2018

Sanction Order Date : 2018-12-08

S.No.	Module	Sub Module	Description	Response	Remarks	View
1	Training quality	Trainers	Is the trainer covering the entire session as per activity cum lesson planner?	No	test	
2	Training quality	Trainers	Is the trainer addressing every candidate?	No	test	
3	Training quality	Trainers	Were the number of internal assessments conducted as per ALCP?	No	y	
4	Training quality	Trainers	Do all the trainers(domain) meet the specifications as given under Notification 28/2017 of DDU-GKY?	No	n	
5	Training quality	Trainers	Is trainer using stories,pictures,role plays and examples?	No	nn	
6	Training quality	Trainers	Is the trainer answering the queries clearly?	No	n	
7	Training quality	Trainers	Is the trainer allowing candidates to ask questions?	No	n	
8	Training quality	Trainers	Is the trainer making the session interactive/ participatory?	No	nn	
9	Training quality	Trainers	Is the trainer using audio- visual aids?	No	n	
10	Training quality	Trainers	Is the trainer teaching without referring to the teaching material every time?	No	nn	
11	Trainers attendance	Trainers	Have arrangements for replacement been made if sanctioned leave was more than 2 days?	No	n	
12	Trainers attendance	Trainers	Is the attendance summary of trainers matching with the biometric attendance?	No	n	
13	Annexure II	Training Center	Is SF 5.1E2: Trainers' profile available?	No	nn	
14	Annexure II	Training Center	Is SF 6.2A1: Overview of aptitude test available?	No	nn	
15	Annexure II	Training Center	Is SF 5.1T: Daily failure items report available?	No	n	
16	Annexure II	Training Center	Is SF 5.1A3: Hostel centre name board available?	No	nn	

Infrastructure Advisories

S.No.	Item Name	Quantity	Modification Type	Does It Conform to ASP standards (Yes/No)?	Comments of Centre In-charge	Comments of Inspecting Officer

Additional Advisories, if any

Module

--Select--

Advisory Description

Choose File | No file chosen

Add

← Back

Previous

Save & Continue

Next →

Figure – A1.22 (Inspection – Advisories)

Description:

1. This screen allows the user to view the system generated list of advisories
2. If the user wants to add any additional advisory, the he/she has to module name from the 'Module' dropdown and enter the description of the advisory. Also, user can upload the related document and then click 'Add' option

Previous inspection Advisories

Note: All the PIAs are requested to reset their legacy batches on or b

Previous Inspection Advisories

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No :

Sanction Order Date : 2018-12-08

[Preview Inspection Report](#)

Previous Inspection Details

S.No.	Inspection Proposed Date	Inspection Completed Date	Inspected By	Role	Inspection Device	Action

Legacy Inspection Details

S.No	Inspection Date	Inspected By	Role	No. of Ongoing Batches	No. Of Completed Batches	Total Advisories	No. Of Completed Advisories	No. Of Pending Advisories	Action
There are no pending advisories to be closed.									

[Back](#) [Previous](#) [Save And Continue](#)

Figure – A1.23 (Inspection – Previous Advisories)

Description:

1. This screen allows the user to view list of advisories raised in the previous inspection.
2. After viewing the list, the user has to click 'Save And Continue' option

Training Centre Active Status

Note: All the PIAs are requested to reset their legacy batches on or b

Training Centre Active Status

State Name : KARNATAKA Scheme Name : DDU-GKY PIA Name : Sanction Order No :

Sanction Order Date : 2018-12-08

Training Center

Training Centre Status

[Back](#) [Submit](#)

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Figure – A1.24 (Inspection – Training Centre Active Status)

Description:

1. This screen allows the user to give the status of the Training centre as either 'Active' or 'Inactive' from the 'Training Centre Status' dropdown
2. After giving the Training Centre status, the user has to click 'Submit' option to submit the inspection details.

Sub Module A1.3 – Inspection PIA Advisories

Definition: Issuance of Advisories by the Inspecting officer if any deviations found during training center / residential center inspection.

Prerequisite/s:

1. Training Centre inspection in ERP System

Process:

1. PIA Q Team has to conduct the inspection of the centre
2. During the inspection, the inspecting officer may raise the advisories for any deviations found
3. PIA operations has to comply the advisories raised, and update the status in ERP System
4. PIA QTeam has to verify the advisories closed by the PIA Operations and has to either 'Approve' or 'Send for Modification' against the advisory
5. SRLM Operations has to verify the advisories closed by PIA Q Team and has to either 'Approve' or 'Send for Modification' against the advisory

Inspection PIA Advisories Dashboard

Note: All the PIAs are requested to reset their legacy batches on or before 20th October 2019. Kindly ensure that the candidates have been enrolled before resetting the batch.

Inspection Advisories

Scheme Name: Select State: select Sanction Order No.: select

Search Clear

State: KARNATAKA Scheme Name: DDU-GKY PIA Name: ***** PRIVATE LIMITED Sanction Order No.: *****

Sanction Order Date: 2018-12-08

Show 10 entries Search:


S.No.	Training Centre Name	Inspecting Officer Name	Inspection Date	Inspected By	Total No. of Advisories	No. of Advisories Submitted By PIA Operations	No. of Advisories Approved By Q-Team	No. of Advisories Approved By SRLM	No. of Advisories Pending	Action
1	Rajaji Sela-Chennai	Athul	2020-01-21	PIA QTeam	51	3	0	0	3	

Showing 1 to 1 of 1 entries Previous 1 Next

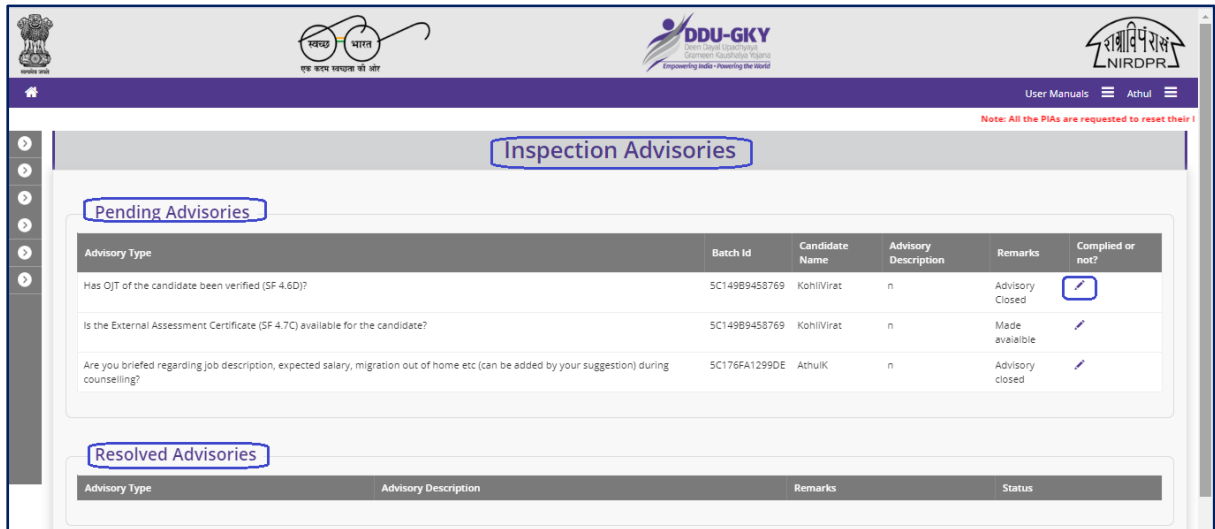
Figure – A1.25 (Inspection PIA Advisories Dashboard)

Description:

1. This screen allows the user to view the status of inspections conducted, inspection wise no. of advisories raised, closed and pending status




2. The user can update the status of advisories raised during centre inspection
3. To update the status of advisories, the user has to click  icon against the inspection record.
4. He/she will be directed 'Inspection Advisories' page, where the user can update the status of the advisories for the particular inspection record

Inspection PIA Advisories



The screenshot displays the 'Inspection Advisories' page. At the top, there are logos for the Government of India, Kaushal Bharat, DDU-GKY, and NIRDPR. A navigation menu includes 'User Manuals' and 'Athul'. A red note at the top right states: 'Note: All the PIAs are requested to reset their!'. The main content area is titled 'Inspection Advisories' and is divided into two sections: 'Pending Advisories' and 'Resolved Advisories'.

Pending Advisories Table:


Advisory Type	Batch Id	Candidate Name	Advisory Description	Remarks	Complied or not?
Has OJT of the candidate been verified (SF 4.6D)?	5C149B9458769	KohliViret	n	Advisory Closed	
Is the External Assessment Certificate (SF 4.7C) available for the candidate?	5C149B9458769	KohliViret	n	Made available	
Are you briefed regarding job description, expected salary, migration out of home etc (can be added by your suggestion) during counselling?	5C176FA1299DE	AthulK	n	Advisory closed	

Resolved Advisories Table:

Advisory Type	Advisory Description	Remarks	Status
---------------	----------------------	---------	--------

Figure – A1.26 (Inspection PIA Advisories)

Description:

1. This screen allows the user to view the list of pending and approved advisories
2. To update the status of the pending advisory, the user has to click  icon against the advisory, he/she will be directed to next page where the can update the status of the particular advisory

Inspection PIA Advisories (Decision)

The screenshot shows the 'Inspection PIA Advisories (Decision)' interface. It contains the following data:

Training Center Details			
Training Center Name	Rajaji Salai-Chennai	Center Address	TAMIL NADU,Kancheepuram,KANCHIPURAM, Salur ,est.452000
Inspection Date	2020-01-21	Inspection Conducted By	QTeam
Inspection Type	DESC		

Batch Details			
Batch Id	5C14989458769	Start Date	2019-01-15
Expected End Date	2019-01-23	Batch Size	18
Batch Freeze Date	2019-01-18		

Candidate Details			
Candidate Name	Kohli Virat	Gender	male
DOB	1996-02-07	Mobile No.	9912272255
Email Address	kohli.virat@mailinator.com		

Advisory Details			
Expected End Date	2019-01-23	Batch Size	18
Batch Freeze Date	2019-01-18		

Candidate Details			
Candidate Name	Kohli Virat	Gender	male
DOB	1996-02-07	Mobile No.	9912272255
Email Address	kohli.virat@mailinator.com		

Advisory Details			
Advisory Type	Has OJT of the candidate been verified (SF 4.6D)?	Advisory	n
PIA Operations Remarks	Advisory Closed	Advisory Proof	

The decision dropdown menu is open, showing the following options:

- SELECT--
- Accepted
- Send For Modification

Buttons: Back, Previous, Submit

Figure – A1.27 (Inspection PIA Advisories (Decision))

Description:

1. This screen allows the user to view the details of the advisory raised and the action taken by the PIA operations team to comply with the advisory.
2. The user has to take a decision on the advisory as either 'Approved' or 'Send for Modification'.
3. If the user selects 'Approved', the particular advisory will be closed; if the user selects 'Send for modification', the advisory will be pending and made in edit mode to PIA operations for re-compilation and resubmission.
4. After giving the decision, the user has to enter the appropriate remarks and click 'Save' option to save and submit the information.

Sub Module A1.4 – Legacy Inspection

Legacy Inspection Dashboard

Figure – A1.28 (Legacy Inspection Dashboard)

Description:

1. This screen allows the user the view and create legacy inspections of the training centres
2. The user has to select 'Scheme Name' 'State Name' and 'Sanction Order No' from the respective dropdowns and click search option to get the details of training centre wise inspection details.
3. To create a new legacy inspection details, the user has to click 'Create Legacy Inspection' option

Create Legacy Inspection

Figure – A.29 (Create Legacy Inspection)

Description:

1. This screen allows the user the create / upload the details of the legacy inspection
2. The user has to select the basic details of the training centre like Scheme, State, Sanction Order No., Training Centre State, Training Centre District, Inspection Date, Total Advisories raised, closed, pending, etc.,
3. To upload the inspection document, the user has to click 'Choose File' option under Inspection Report field and then click 'Submit' option to create the legacy inspection.

