KAUSHAL GANGA

INTEGRATED SKILL MANAGEMENT SYSTEM

ASSESSMENT BODY OPERATION MANUAL

SOFTIN SYSTEM PRIVATE LIMITED

TABLE OF CONTENTS

INTRODUCTION ……. K-1

GETTING STARTED

OVERVIEW……. K-2

ASSESSING BODY

AB Login page …….

Batches ……

Batch pending with AB for Allocation ……

Batch Pending with Assessor for Assessment ……..

Assessment Completed ……

Re – Assign Batches by AB ……..

Re – Assign Batches from Assessor ……..

SSC Approval Status ……..

Pending with SSC – for Approval ……..

Rejected by SSC ……..

Approval by SSC ……..

Offline Assessment Status ……..

Pending AB Approval (offline)……

Rejected by AB……..

Approved by AB ……..

Online Assessment ongoing Status……

Ongoing Theory Assessment ……..

Ongoing Practical assessment ……..

Assessment Pending for AB Approval…….

Assessors ……..

Add Assessor……..

Assessor's Affiliated ……..

Data Analysis ……

Assessors Performance analysis ……..

Question Bank ……

ADD Question ……

Question Bank …….

Question Paper ……..

Add Papers ……..

Question Papers……

Apply Sector Affiliation ……

Apply Affiliation ……

Pending Sector Affiliation……

Reject Sector Affiliation……

Approved Sector Affiliation……..

AB Financial Data …….

View Invoices……..

Assessor's Applied For …….

Applied List ……

Selected Assessor ……

INTRODUCTION

Why Kaushal Ganga? **In an endeavor to prepare a generation of skilled employees and leaders in alignment with the modern day market demands, the Central and State Governments have shown a keen interest in laying out an institutional mechanism for the development of skills of people of the country. For that purpose, Ministry of Skill Development & Entrepreneurship and National Skill Development Council at National Level and State Skill Development Councils at State Level acts as a catalyst and monitors all the related developments in the area of Skill Development.**

The foundation, in view of the above, has been working on the development of an integrated software, in consultation with the various skill sector councils, experts involved in its entire mechanism, which shall act as an 'one for all' application to manage and monitor the activities of all the stakeholders including NSDC, SSCs, Training Partners, Assessing Bodies, trainers, assessors, etc. in real time.

Working on the above line, we have come up with an Integrated IT solution that will enhance the workflow and monitoring mechanism of the entire chain covering the Skill process end to end i.e. inclusive of everyone and everything.

What's Kaushal Ganga? **An Integrated Skill Management Application developed for Managing and Monitoring the entire Skill Process. It Integrate various Components and Segments involved in skill development process undertaken by various Sector Skill Councils. Incorporating each and every subset of integrated skill matrix reckoning from Mobilization, Counselling and processing, Registration, orientation & training, final assessment, employment and appraisal certificates & post grading covering Stakeholders, SSC's, Training Partners, Assessing Bodies, trainers, assessorsetc.**

GETTING STARTED - OVERVIEW

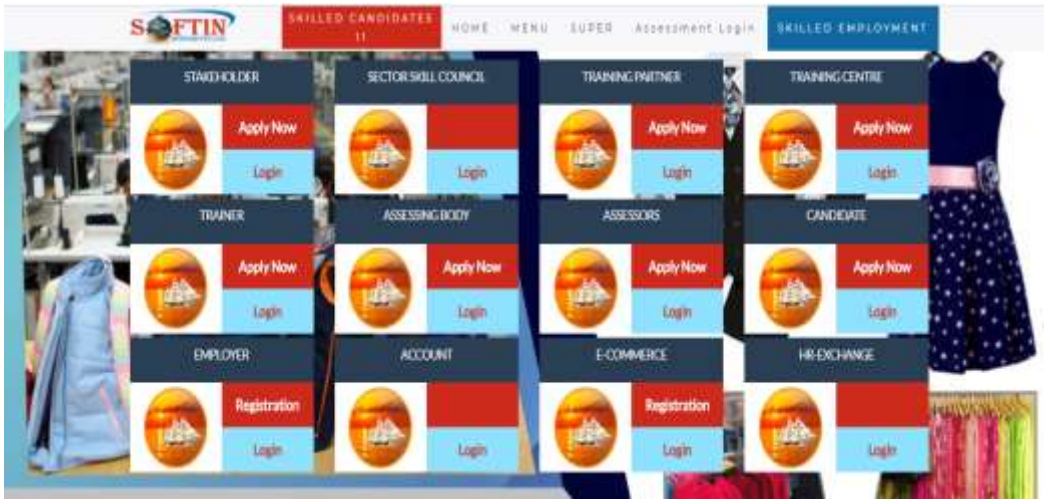
Let's begin a journey of floating into the Integrated Ganges of Skill to attain salvation and flawless Operations.

Let's take a dip into the broad description of Integrated IT Business solution for Skill Process in line with the guidelines and regulatory framework of NSDC.

A Quick Glimpse to the Operational framework of NSDC:

Log into https://www.kaushalganga.org

- A Comprehensive module page will appear. This comprehensive module consists of 12 respective segments involved in Skill Development Process
- The web page leads you to the particular module you want to run. The respective user may access his/ her intended module.
- Once the module you want to access appears, either click on **"Login"** or click on **"Apply Now"** to get yourself registered in case you haven't signed up



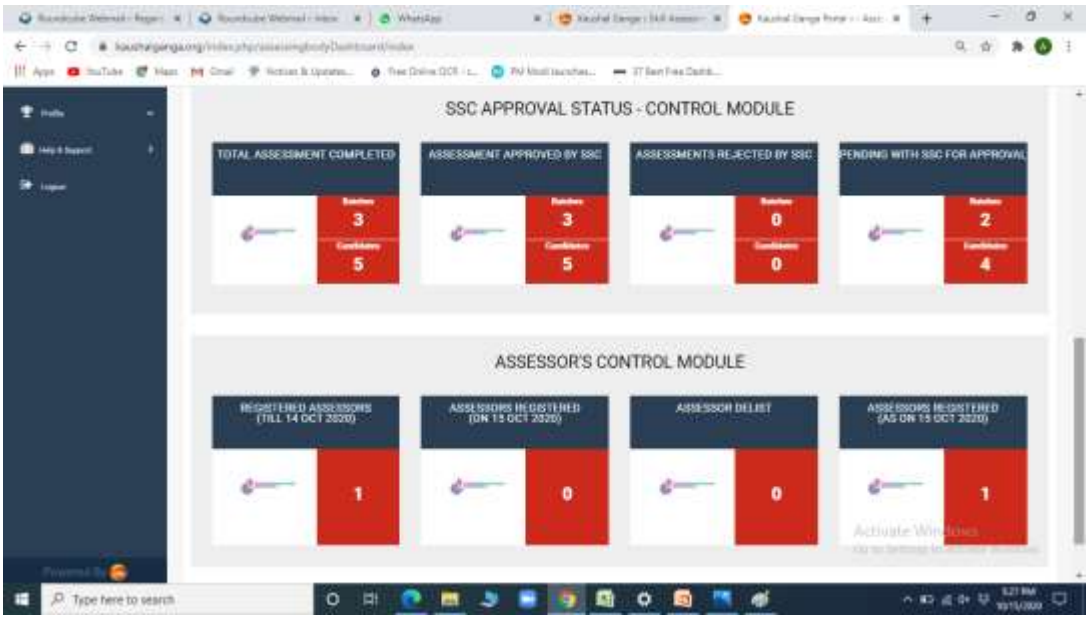
01 MODULE FOR ASSESSING BODY

- The user may log into AB Module using the credentials i.e. using registered Email Id and Password.
- Click on the URL to Login:- https://www.kaushalganga.org/index.php/assessingbody/login

- On Successful login, Dashboard will appear comprising 4 Control Modules namely –
- **Assigned Batch - Control Module:**- It depicts the Total no. of Batches assigned by SSC to AB for Assessment.
- **Batch allocated for assessment – Control module:-**It depicts total no. of batches allocated to Assessor's and the number of Assessments completed by them.

- **SSC Approval Status – Control module:** It depicts the total no. of assessments rejected and approved by SSCout of total allocated batches.

- **Assessor's Control module:**-it depicts complete details of assessors in terms of registration and delisted assessors.



Let's have a Quick look at all other Control Modules

Section 1 Batches:- This section include complete batch wise details as under:-

Batches :

This module monitors the Assessments work allotted, Pending, re-assigned and provides the clear numbers in terms of Batches and Candidates as following :-

A) **Batches Pending with AB–for assessment:-** This tab provides all pending batch details with AB for assessment with all individual candidates' complete information. This feature also provide downloading option for pending batches in excel format.

B) **Batches pending with assessor-for assessment:-** This tab provide complete details of batches allocated by AB but pending with assessors for assessment with assessor name , AB name with different other useful details in terms of related schemes, centre name etc.

C) **Assessment completed:-** This tab provide the complete details of assessment completed batches. This also provides complete details of present, absent, pass and fail candidates with a facilities to print all results .

D) **<u>Re assigned Batches by AB:-</u>** It depicts the complete information of All re-assigned batches which are requested by AB to be re- assigned by SSC on some another date for reasons like candidates unavailability at TP's Centre on assessment date , unavailability of Assessors with AB at that location, etc.. Complete details in terms of batch no. , AB and Assessors are also provided in this tab.

E) **<u>Re-assigned Batches from Assessor:-</u>** It depicts complete details of re-assigned batches from assessors allocated by AB's to assessors . This tab also provide option to update all the batches Re assigned to assessor and SSC .

Section 2: SSC Approval Status

SSC Approval Status:

This module gives an overview of the Approved, Pending and rejected result of respective skill candidates in following manner:

1. **Pending with SSC for Approval:-** This tab provides the comprehensive details about the approval of result by SSC with complete details of schemes, AB and other related information. For this it provides a option as **VIEW** to view batch result and related documents.

2. **Rejected by SSC:-** This provide total no. of Batches Rejected by SSC for different reasons with related Documents etc.

3. **Approved by SSC:-** This tab provides complete details of approved results of assessed candidates with complete details of AB, Assessor, schemes and other related details.

Section 3 :- Offline Assessment status

Offline assessment status:

Here different stages of assessment stages are Depicted offline in terms of given deadlines to assessor:

a) **Pending AB Approval offline:-** It provides the complete offline status of all pending Batches approval by AB with other complete details like batch start date , batch end date assessment date etc .

b) **Rejected by AB**:-it provides the complete details of Batches rejected by AB with other related details as above.

c) **Approved by AB:**-It provides the complete details of Batches approved by AB with other related details.

Section 4 :- Online Assessment Ongoing status

Online assessment ongoing status:

It Depicts the online status of ongoing practical and theory assessment with proper attendance of each candidates as under:-

1. **Live Assessment :-** It provides information related to ongoing Theory , viva practical details on current day of assessment with all details of AB, attendance of candidates, etc.

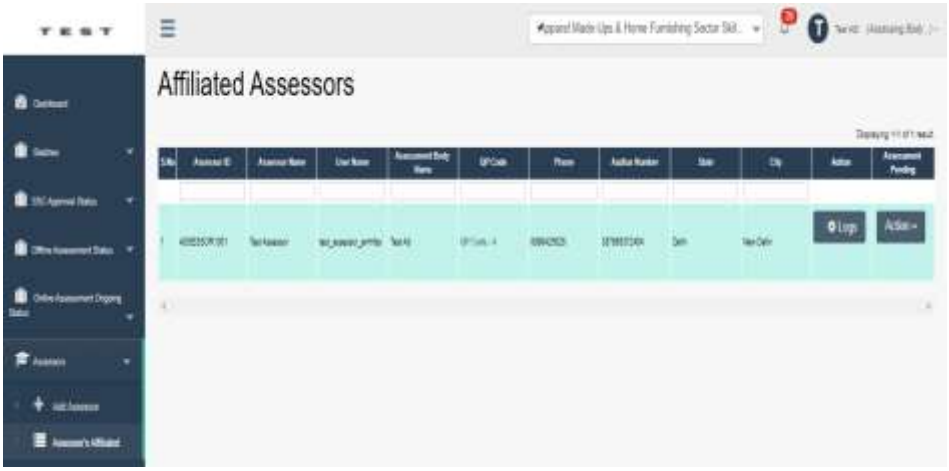
2. **Assessment pending for AB Approval:-** It provides all the details of Pending Assessment for AB approval with Batch start date, End Date , Assessment Date and have all Data of attendance, evidences of assessment of candidates.

Section 5 :- Assessors

Assessors: It Depicts the complete details of assessor in terms of their Affiliation , Assessor I.D, Addition of New assessor, Assessor Name and Related Assessment Body in below mentioned sub section :-

a) **Add Assessor:-** It Provides a platform to ADD new Assessors with all the required Personal and professional information of Assessor.

b) **Assessor's Affiliated:-** It provides listof affiliated assessors with AB along with assessors I.D,Name and AB name .



Section 6 :- Proctor

Proctor – It Depicts the complete details of Proctor in terms of their Profile details , Proctor I.D, Addition of New Proctor , Proctor Name and Related Assessment Body in below mentioned sub section :-

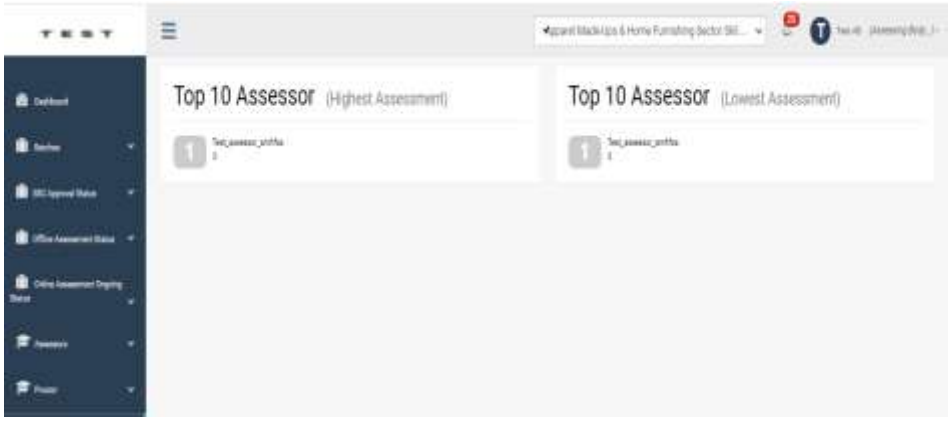
Add Proctor :- It Provides a platform to ADD new Proctor with all the required Personal and professional information of Assessor.

Proctor 's Affiliated:- It provides list of affiliated Proctor's with AB along with Proctor I.D, Name and AB name .

Section 7 :- Data Analysis

Data Analysis: It Depicts the Highest and Lowest ranking of assessor as per their number of completed assessment:

a) Assessor's performance analysis:- It provides complete details of assessors in terms of number of assessments completed, their working abilities and efficiency. Top 10 highest and lowest performer of assessors are maintained here.



Section 8: Question Bank

Question bank helps in adding new questions related to different job roles and maintains a huge questions bank of assigned different job roles to skill candidates.

Question bank:- it depicts questions related to different job roles in following manner:-

1. **Add questions:-**
   It provides platform to add questions related to different Job roles according to QP/ NOS.

2. **Questions Bank:-**
   It provides a platform to comprehensive question bank for assessment of candidates of different Job Roles.

Section 9: Question Paper

This feature is very similar to Question bank section and it helps in adding new questions paper related to different job roles and maintains a data base of questions Paper of assigned different job roles to skill candidates.

Question Papers :- it depicts questions Papers related to different job roles in following manner:-

1. **Add Papers:-**
   it is used to add question papers of different Job Roles.

2. **Questions Papers:-**
   It provides question paper for different sector with comprehensive details of total no. of questions, total marks, paper set time, etc.

Section 10: Apply Sector Affiliation

This feature provide a Platform to apply for different sector skill council in an easy to use manner. There are so many SSC to which one can easily Affiliated by applying through this section of software. One can also know the status of applied affiliation in terms of Pending, Rejected and Approved Affiliation by the concerned authority.

Apply sector Affiliation:- In this section the process of Affiliation and status of affiliation are found as per below mentioned way:-

1. **Apply affiliation :-** There are so many SSC in our country like electronics, furniture and fittings etc , and to apply for affiliation to different SSC's a unique platform is provided here by this feature.

2. **Pending sector affiliation:-** This feature provides list of pending approvals from SSC's to applied for AB's Affiliation.

3. **Rejected Sector affiliation:-** This feature provides list of rejected sector affiliation's by different SSC's.

4. **Approved sector affiliation:-** Affiliation's approved by different SSC's are shown here.

Section 11: AB Financial Data

In this feature financial data of all Assessing Body in terms of invoices raised for the assessment services for specified given period are found out.

Ab Financial data:- In this financial data of AB's are measured as per their invoice raised for assessment as follows:-

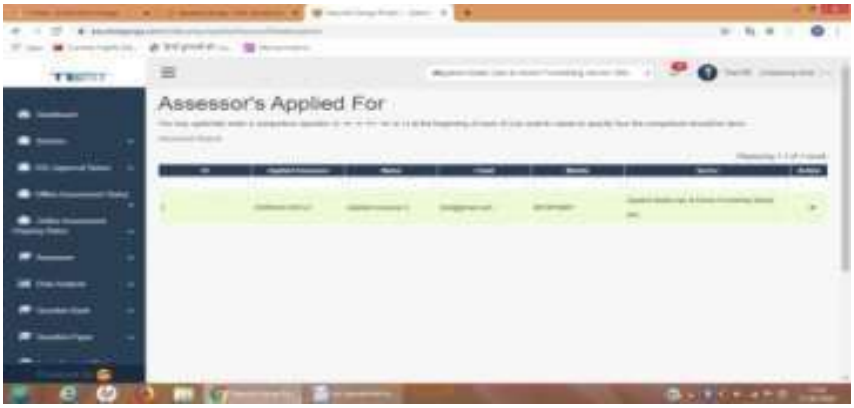
1. **Raised Invoices:-**
   In this tab financial data of AB's are recognized in terms of total no. of invoices raised, Grant total, invoicing date and other related information.

Section 12: Assessor's Applied For

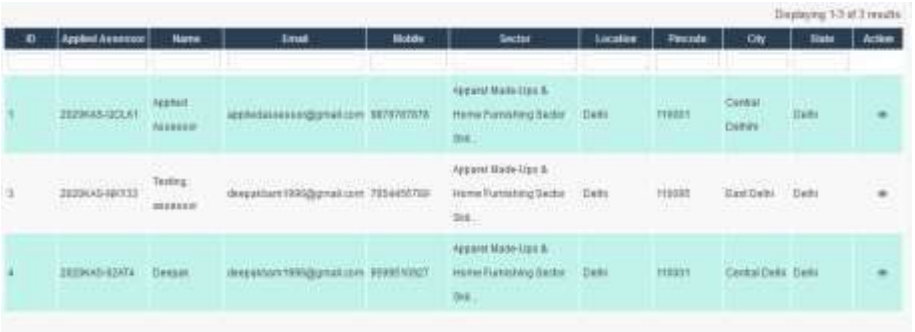
In this feature details of all assessors who have applied and are going to apply as assessors , are maintained . Also the details of all selected and rejected assessors who have applied with AB's are maintained.

Assessor's Applied for :-It depicts the list of applied list and selected list of assessors in following manner:-

1. **Applied list:-**
   In this list of all assessor of different SSC for which they have applied are maintained. In this a unique I.D is provided to each assessor. It also provide name of assessor, email id, mobile and other related details of assessor.



2. **Selected Assessors:-**
   It provides the comprehensive data related to selected assessors for different SSC with unique I.D, Name of assessor, sector applied, Location applied for, etc.

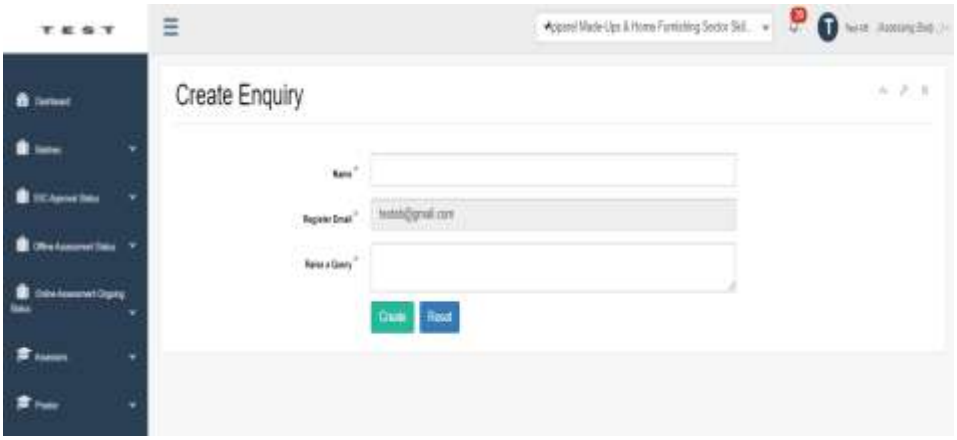


Section -13 – Help & Support

Help & Support:-

It depicts the manner in which user can create query for solution of different kinds of unknown problems and errors found by users. The user needs to input the following 3 details to get its query submitted to our support team:

1. Name.
2. Email.
3. Raise a query.



THANK YOU.