MIS Manager User Manual

UPSDM 2.0

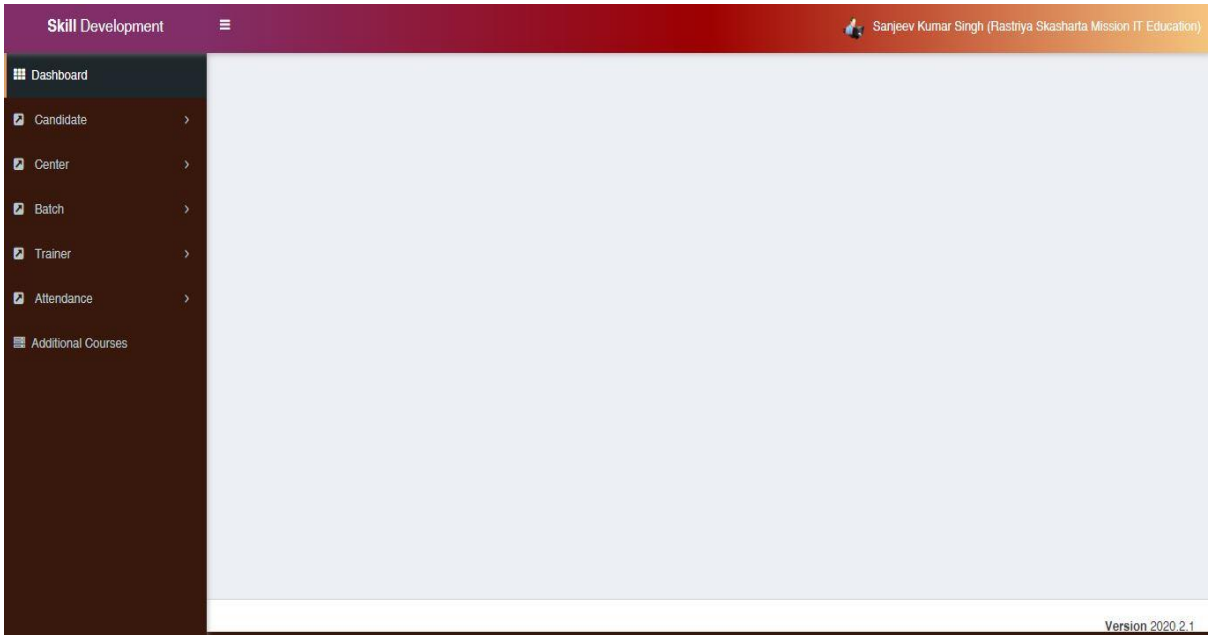
20th February, 2020

Centre Approval

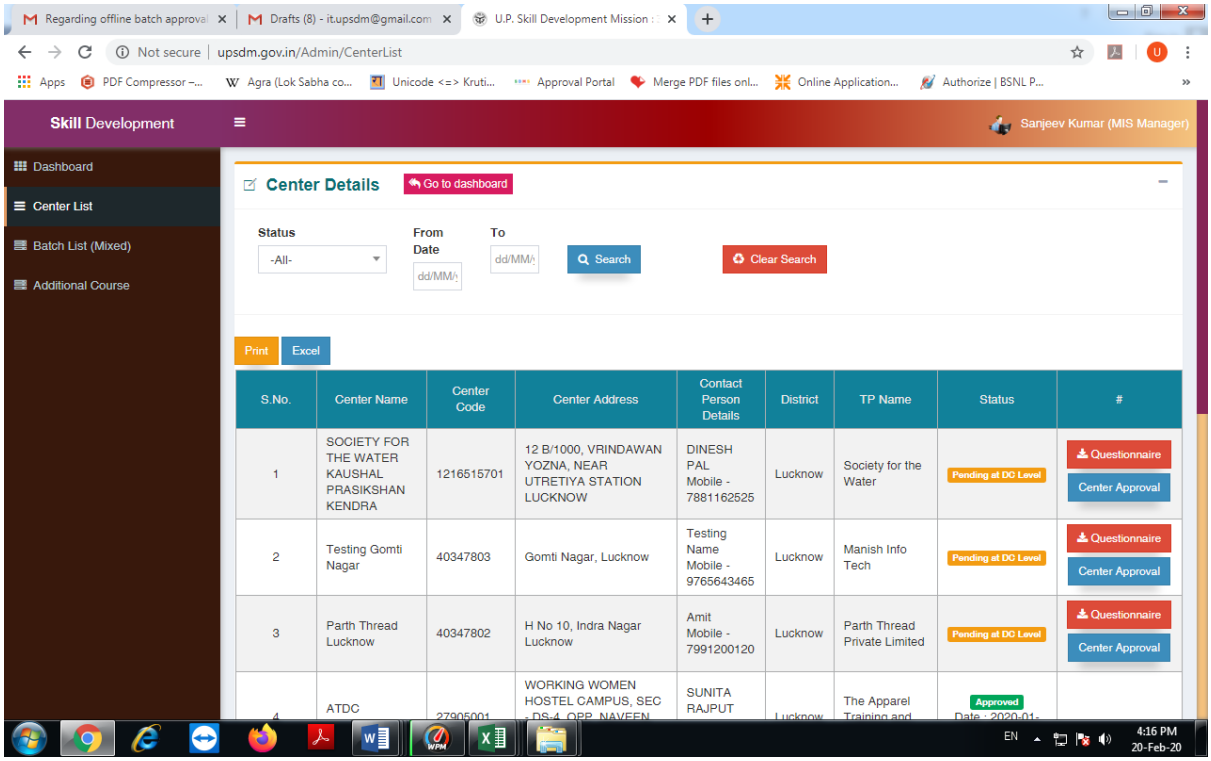
To approve the centre, visit www.upsdm.gov.in and login with UPSDM MIS login credential provided by UPSDM

For e.g. MIS Login ID: - MISM1_District Name or MISM2_District Name & Password: - XXXXXXXX

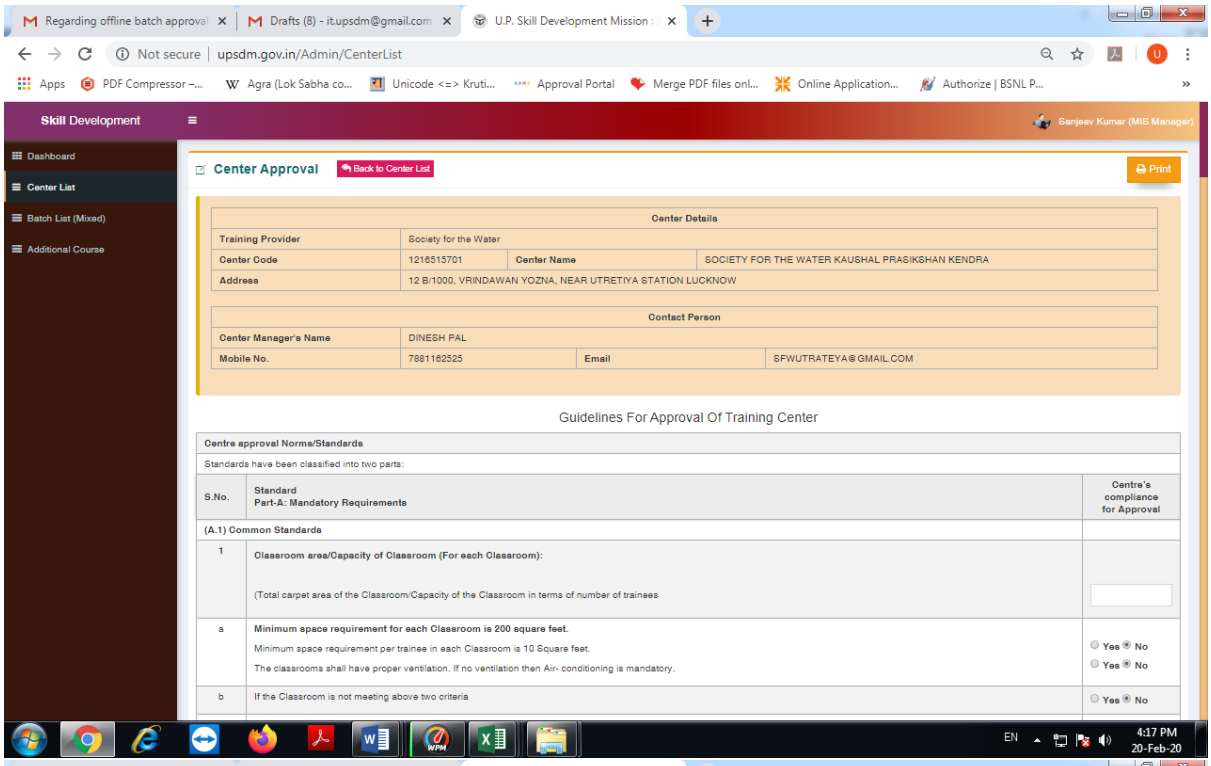
After login through with the given credential a login page the dash board will display as below.

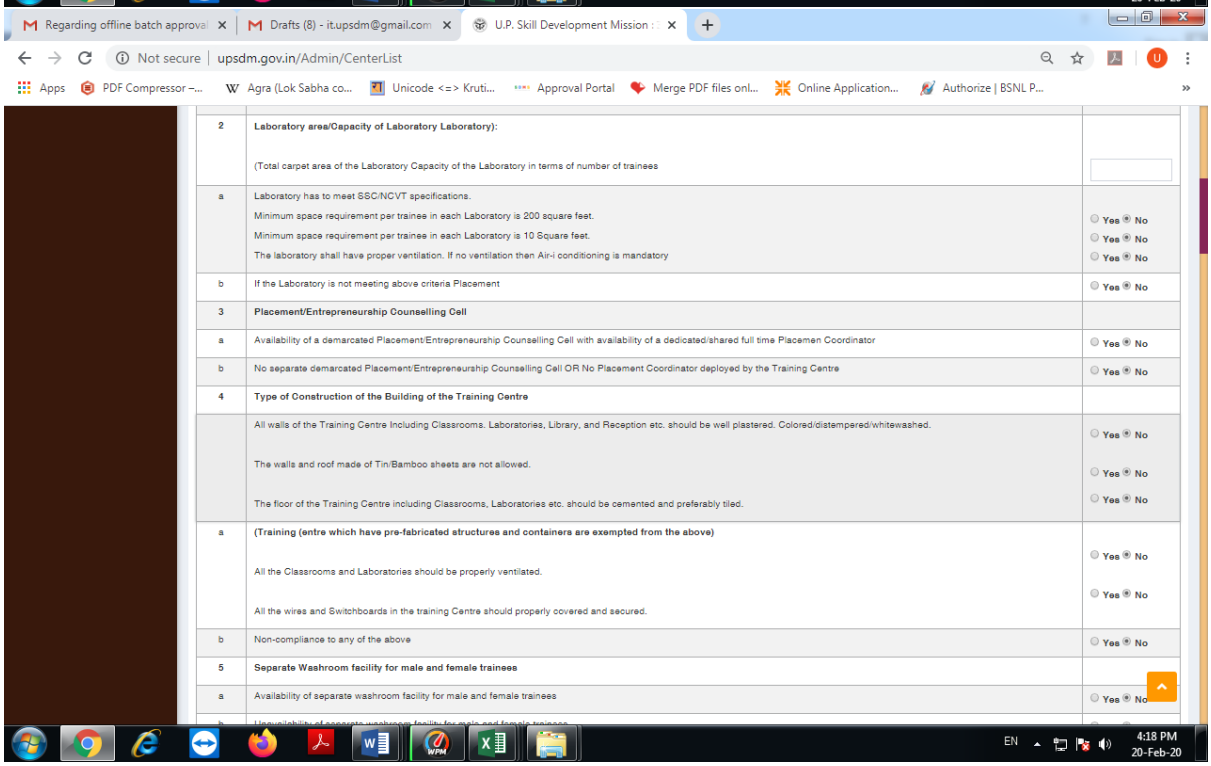


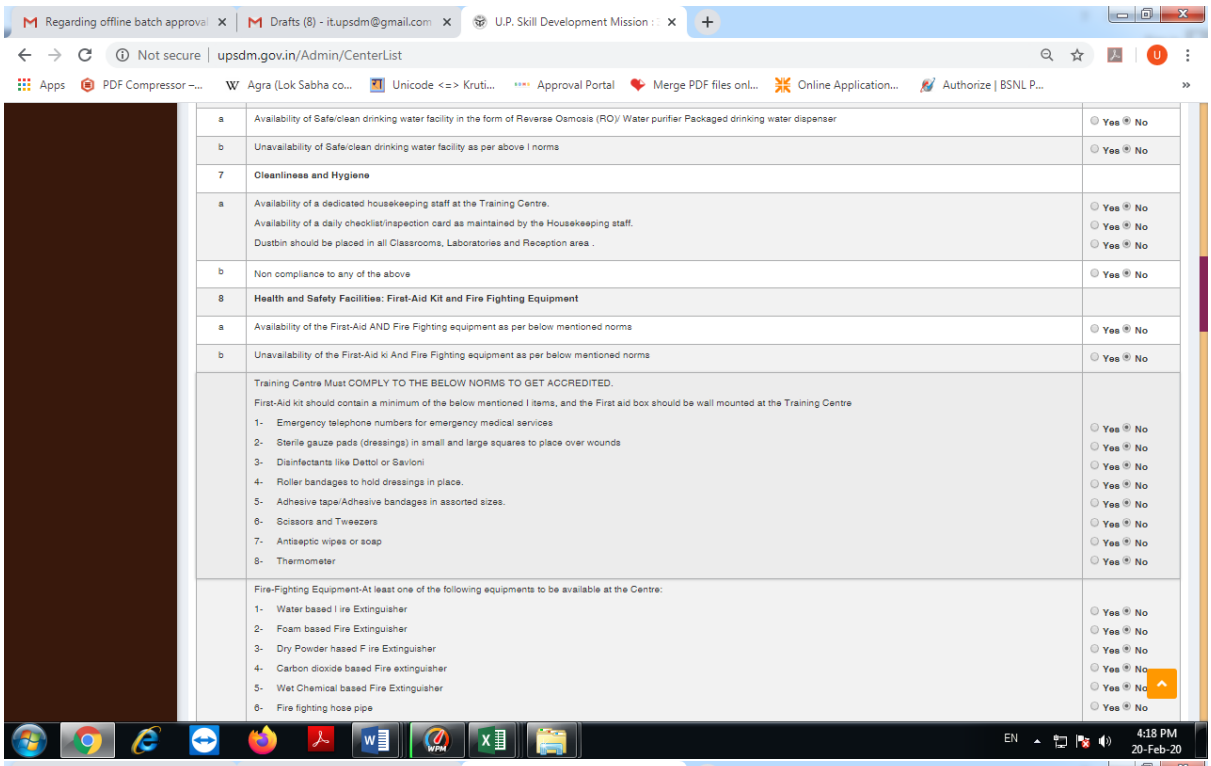
Click on Centre list and check the pending centre approval request. Click on centre Approval



New Window would be open. Fill all the information and answers of Questioners.






Regarding offline batch approval
Drafts (8) - it.upsdm@gmail.com
U.P. Skill Development Mission :
Not secure | upsdm.gov.in/Admin/CenterList
Apps
PDF Compressor –...
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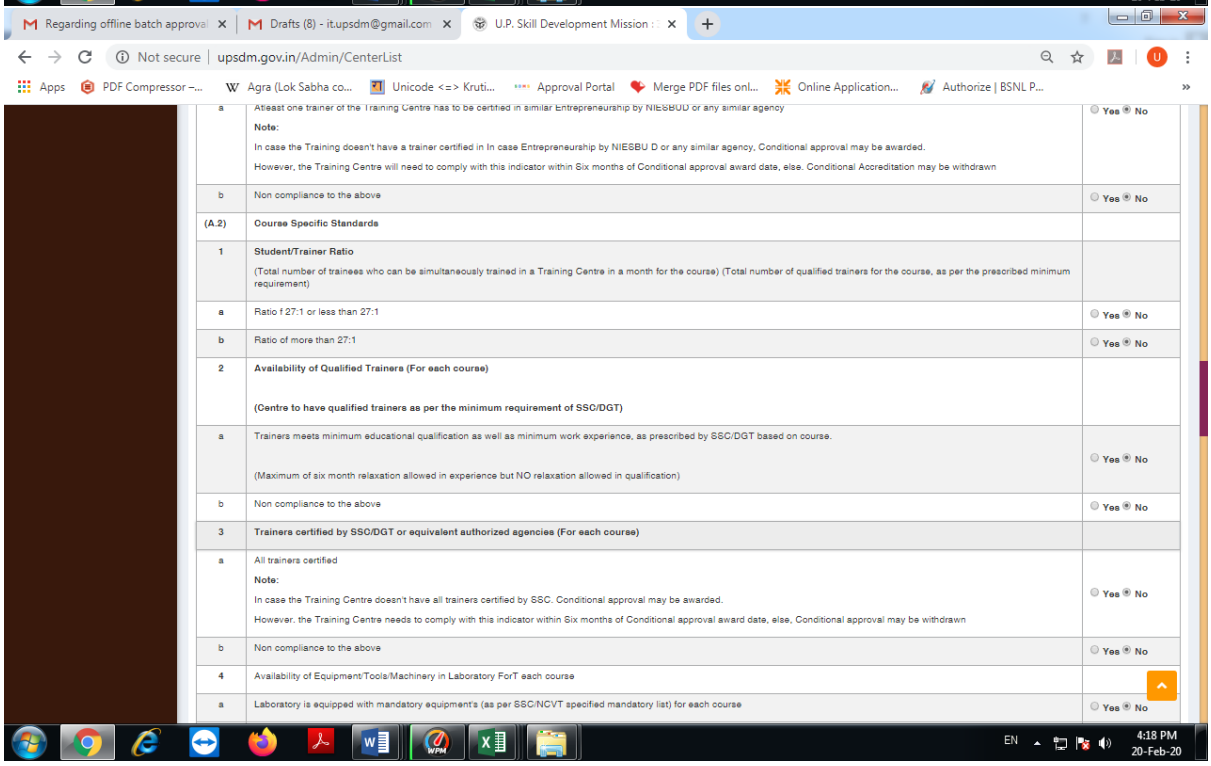
Approval Portal
Merge PDF files onl...
Online Application...
Authorize | BSNL P...
a
Availability of Safe/clean drinking water facility in the form of Reverse Osmosis (RO)/ Water purifier Packaged drinking water dispenser
Yes No
b
Unavailability of Safe/clean drinking water facility as per above I norms
Yes No
7
Cleanliness and Hygiene
a
Availability of a dedicated housekeeping staff at the Training Centre.
Availability of a daily checklist/inspection card as maintained by the Housekeeping staff.
Dustbin should be placed in all Classrooms, Laboratories and Reception area .
Yes No
b
Non compliance to any of the above
Yes No
8
Health and Safety Facilities: First-Aid Kit and Fire Fighting Equipment
a
Availability of the First-Aid AND Fire Fighting equipment as per below mentioned norms
Yes No
b
Unavailability of the First-Aid ki And Fire Fighting equipment as per below mentioned norms
Yes No
Training Centre Must COMPLY TO THE BELOW NORMS TO GET ACCREDITED.
First-Aid kit should contain a minimum of the below mentioned I items, and the First aid box should be wall mounted at the Training Centre
1- Emergency telephone numbers for emergency medical services
2- Sterile gauze pads (dressings) in small and large squares to place over wounds
3- Disinfectants like Dettol or Savloni
4- Roller bandages to hold dressings in place.
5- Adhesive tape/Adhesive bandages in assorted sizes.
6- Scissors and Tweezers
7- Antiseptic wipes or soap
8- Thermometer
Yes No
Fire-Fighting Equipment-At least one of the following equipments to be available at the Centre:
1- Water based I ire Extinguisher
2- Foam based Fire Extinguisher
3- Dry Powder hased F ire Extinguisher
4- Carbon dioxide based Fire extinguisher
5- Wet Chemical based Fire Extinguisher
6- Fire fighting hose pipe
Yes No
EN
4:18 PM
20-Feb-20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Apps
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Unicode <=> Kruti...
Approval Portal
Merge PDF files onl...
Online Application...
Authorize | BSNL P...
a
Atleast one trainer of the Training Centre has to be certified in similar Entrepreneurship by NIESBUD or any similar agency
Note:
In case the Training doesn't have a trainer certified in In case Entrepreneurship by NIESBU D or any similar agency, Conditional approval may be awarded.
However, the Training Centre will need to comply with this indicator within Six months of Conditional approval award date, else. Conditional Accreditation may be withdrawn
Yes No
b
Non compliance to the above
Yes No
(A.2)
Course Specific Standards
1
Student/Trainer Ratio
(Total number of trainees who can be simultaneously trained in a Training Centre in a month for the course) (Total number of qualified trainers for the course, as per the prescribed minimum requirement)
a
Ratio f 27:1 or less than 27:1
Yes No
b
Ratio of more than 27:1
Yes No
2
Availability of Qualified Trainers (For each course)
(Centre to have qualified trainers as per the minimum requirement of SSC/DGT)
a
Trainers meets minimum educational qualification as well as minimum work experience, as prescribed by SSC/DGT based on course.
(Maximum of six month relaxation allowed in experience but NO relaxation allowed in qualification)
Yes No
b
Non compliance to the above
Yes No
3
Trainers certified by SSC/DGT or equivalent authorized agencies (For each course)
a
All trainers certified
Note:
In case the Training Centre doesn't have all trainers certified by SSC. Conditional approval may be awarded.
However, the Training Centre needs to comply with this indicator within Six months of Conditional approval award date, else, Conditional approval may be withdrawn
Yes No
b
Non compliance to the above
Yes No
4
Availability of Equipment/Tools/Machinery in Laboratory ForT each course
a
Laboratory is equipped with mandatory equipment's (as per SSC/NCVT specified mandatory list) for each course
Yes No
EN
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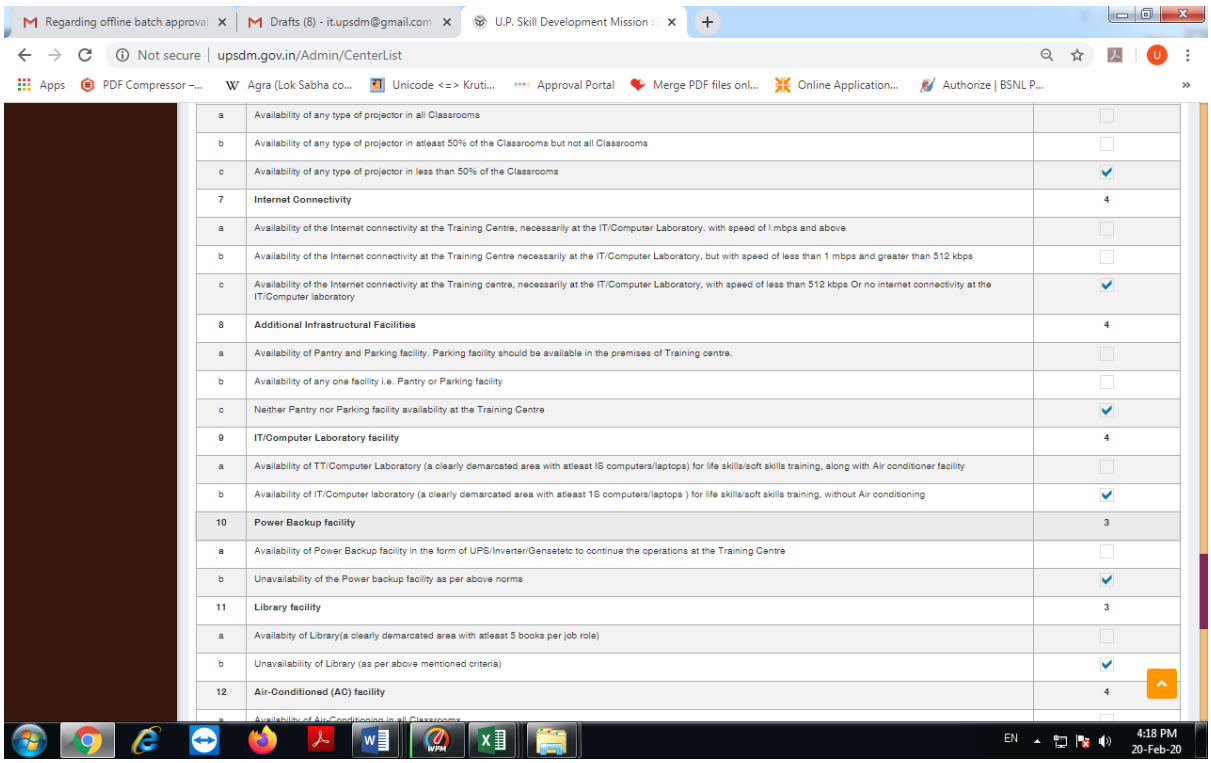
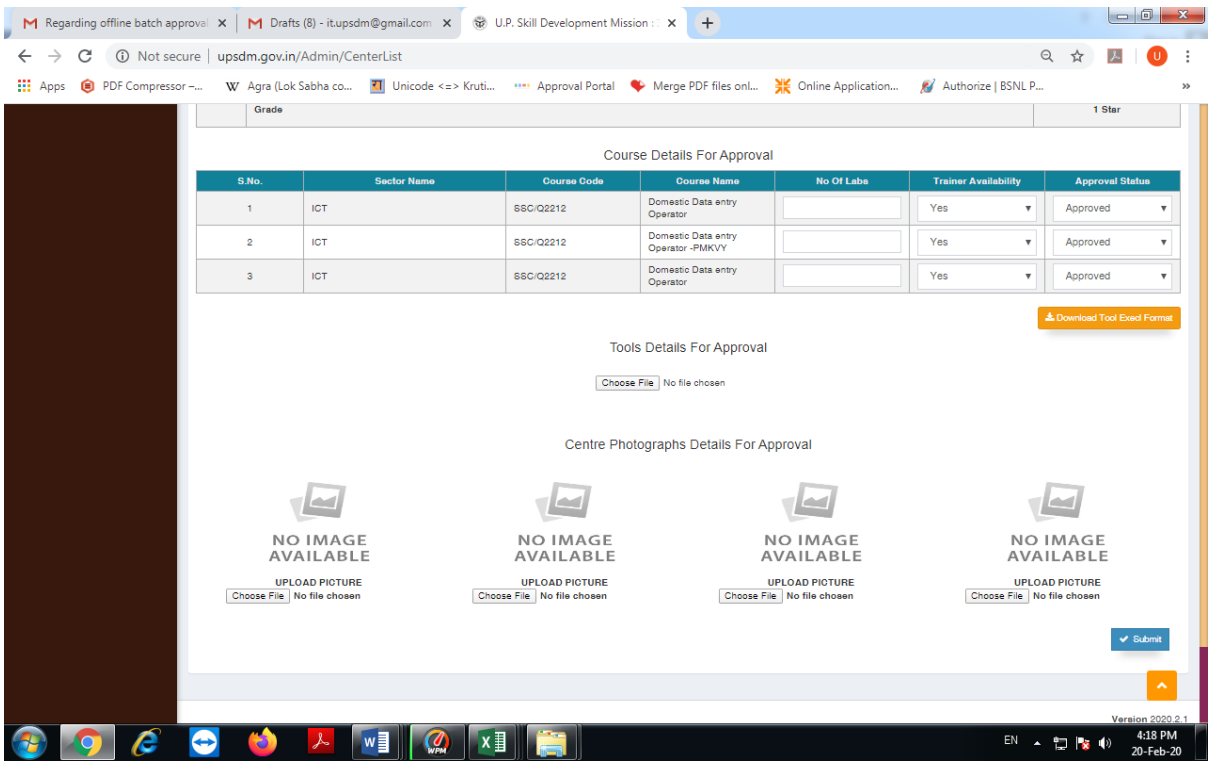


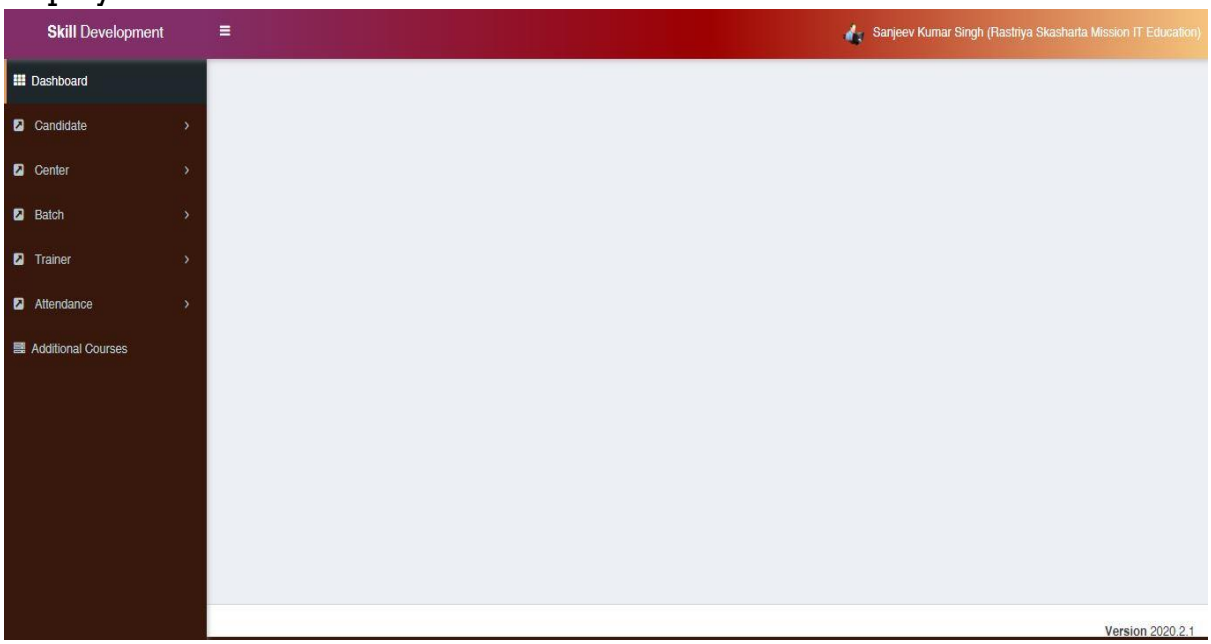


Select Approval Status: - Approved / Not Approved for each and every course. Download the Tools List format and fill all tools detail in given format and upload tools list and centre photographs on portal and click on Submit button.

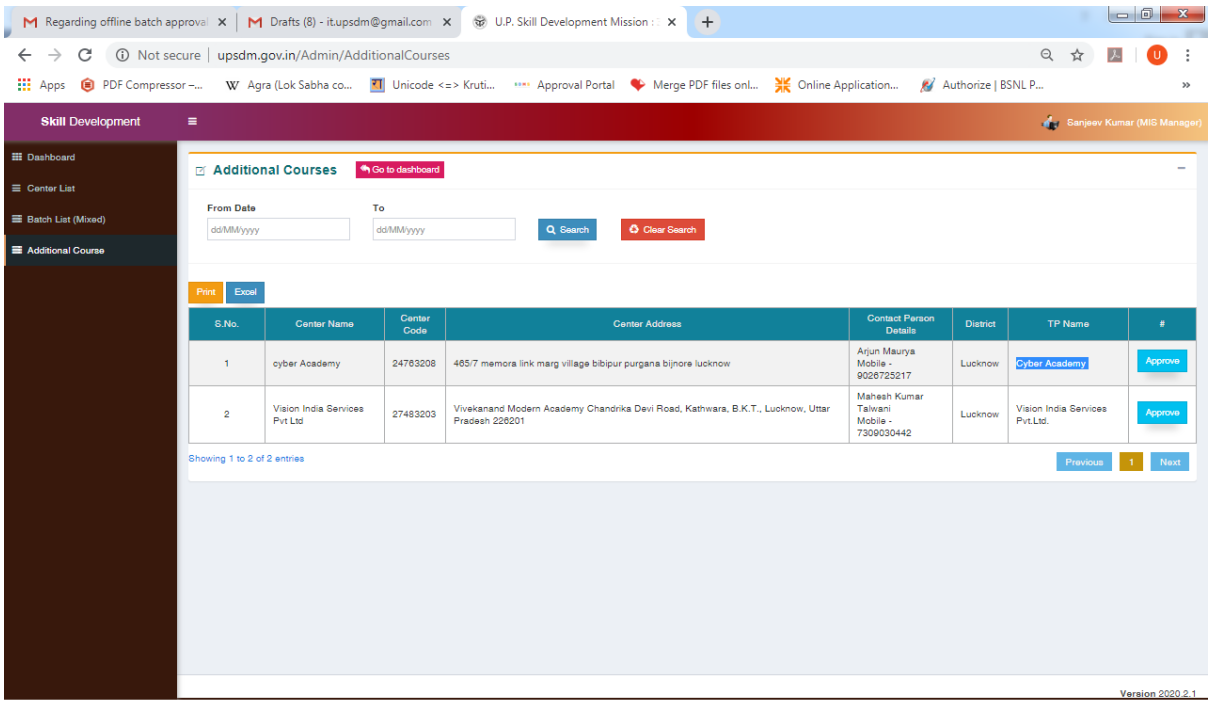
Additional Course Request Approval

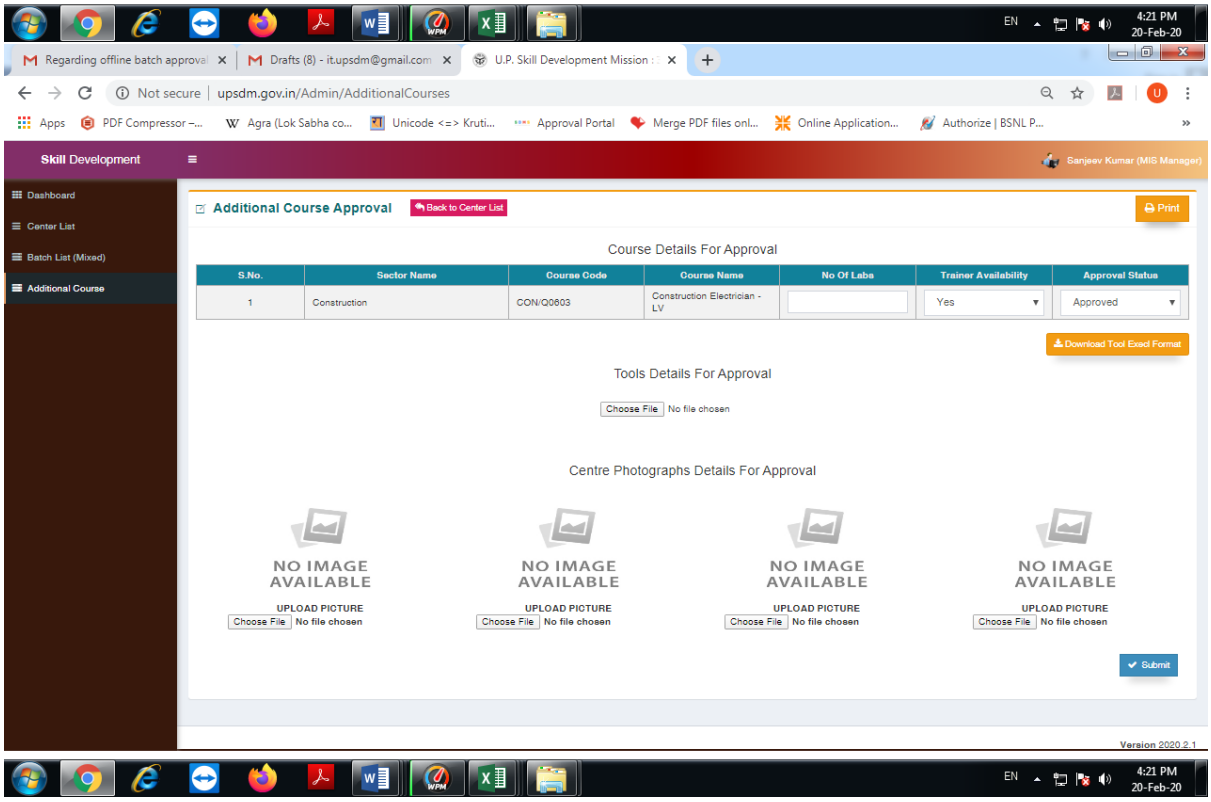
To approve the additional course request, visit www.upsdm.gov.in and login with UPSDM MIS login credential provided by UPSDM

After login through with the given credential a login page the dash board will display as below.



Click on Additional Course.



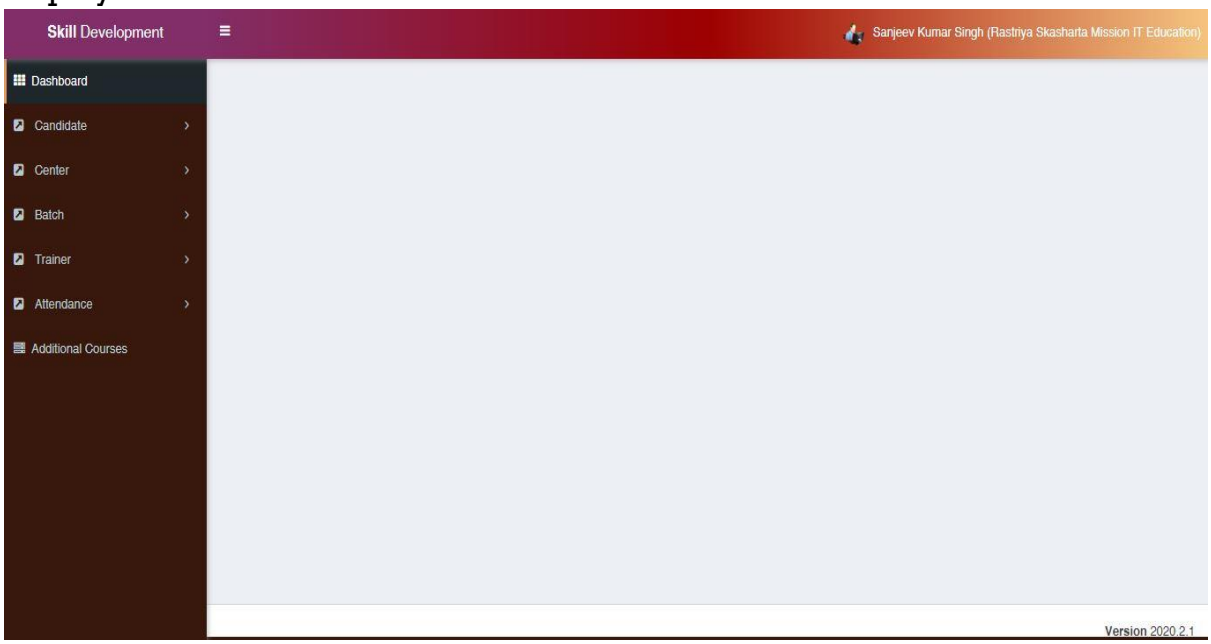


Select Approval Status: - Approved / Not Approved for each and every course. Download the Tools List format and fill all tools detail in given format and upload tools list and centre photographs on portal and click on Submit button.

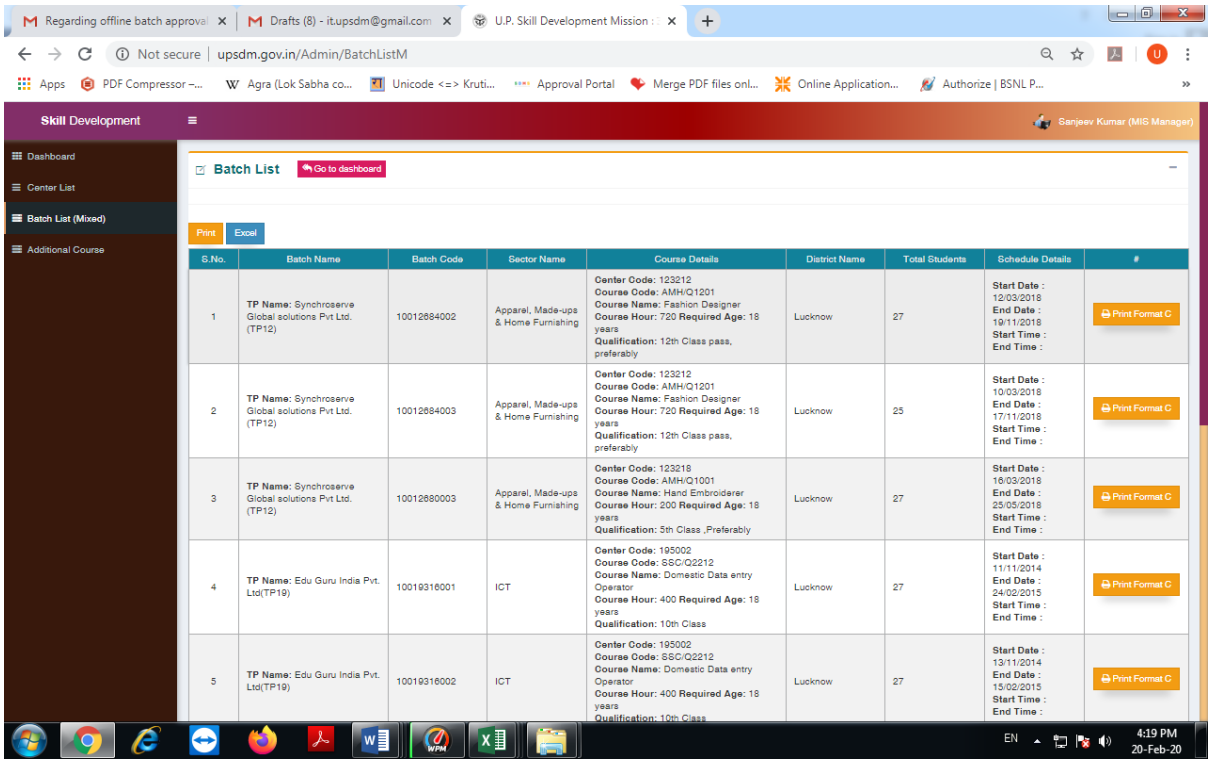
Batch Approval

To approveBatch, visit www.upsdm.gov.in and login with UPSDM MIS login credential provided by UPSDM

After login through with the given credential a login page the dash board will display as below.



Click on Batch list under Batch Tab and check the pending batch approval request.



Click on approve button and fill all required information. Check all the physical documents and click on submit button.