



MIS Manager User Manual

UPSDM 2.0

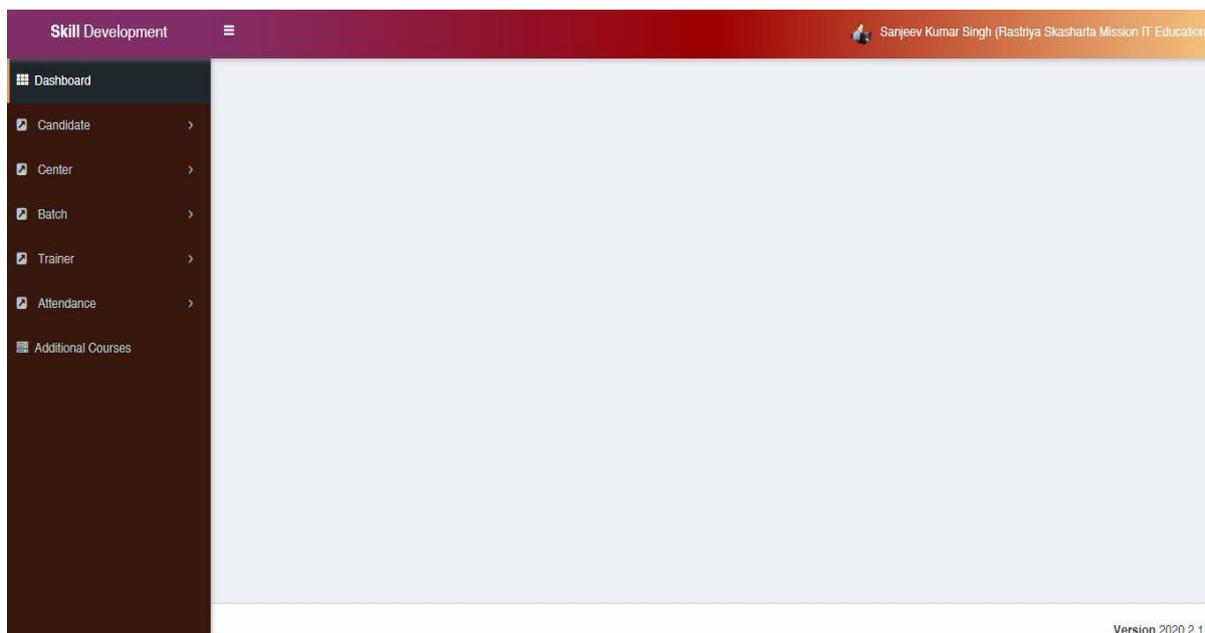
20th February, 2020

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

The screenshot shows the 'Center Details' page in the Skill Development MIS. The page includes search filters for Status, From Date, and To Date. Below the filters are 'Print' and 'Excel' buttons. A table displays the following data:

S.No.	Center Name	Center Code	Center Address	Contact Person Details	District	TP Name	Status	#
1	SOCIETY FOR THE WATER KAUSHAL PRASIKSHAN KENDRA	1216515701	12 B/1000, VRINDAWAN YOZNA, NEAR UTRETIYA STATION LUCKNOW	DINESH PAL Mobile - 7881162525	Lucknow	Society for the Water	Pending at DC Level	Questionnaire Center Approval
2	Testing Gomti Nagar	40347803	Gomti Nagar, Lucknow	Testing Name Mobile - 9765643465	Lucknow	Manish Info Tech	Pending at DC Level	Questionnaire Center Approval
3	Parth Thread Lucknow	40347802	H No 10, Indra Nagar Lucknow	Amit Mobile - 7991200120	Lucknow	Parth Thread Private Limited	Pending at DC Level	Questionnaire Center Approval
4	ATDC	27905001	WORKING WOMEN HOSTEL CAMPUS, SEC DS-4, ORP, NAVFEN	SUNITA RAJPUT	Lucknow	The Apparel Training and	Approved Date: 2020-01-	

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

The screenshot displays the 'Skill Development' portal interface. The top navigation bar includes a dashboard, center list, and batch list. The main content area is titled 'Center Approval' and contains a 'Center Details' form for 'SOCIETY FOR THE WATER KAUSHAL PRASIKSHAN KENDRA'. Below the form is a 'Guidelines For Approval Of Training Center' section with a table of standards and compliance checkboxes.

Center Details

Training Provider	Society for the Water		
Center Code	1218515701	Center Name	SOCIETY FOR THE WATER KAUSHAL PRASIKSHAN KENDRA
Address	12 B/1000, VRINDAWAN YOZNA, NEAR UTRETIYA STATION LUCKNOW		
Contact Person			
Center Manager's Name	DINESH PAL		
Mobile No.	7881182525	Email	SFWUTRATEYA@GMAIL.COM

Guidelines For Approval Of Training Center

Centre approval Norms/Standards

Standards have been classified into two parts:

S.No.	Standard	Centre's compliance for Approval
Part-A: Mandatory Requirements		
(A.1) Common Standards		
1	Classroom area/Capacity of Classroom (For each Classroom): (Total carpet area of the Classroom/Capacity of the Classroom in terms of trainees)	<input type="text"/>
a	Minimum space requirement for each Classroom is 200 square feet. Minimum space requirement per trainee in each Classroom is 10 Square feet. The classrooms shall have proper ventilation. If no ventilation then Air-conditioning is mandatory.	<input type="radio"/> Yes <input type="radio"/> No
b	If the Classroom is not meeting above two criteria	<input type="radio"/> Yes <input type="radio"/> No
2	Laboratory area/Capacity of Laboratory Laboratory): (Total carpet area of the Laboratory Capacity of the Laboratory in terms of number of trainees)	<input type="text"/>
a	Laboratory has to meet SSC/NCVT specifications. Minimum space requirement per trainee in each Laboratory is 200 square feet. Minimum space requirement per trainee in each Laboratory is 10 Square feet. The laboratory shall have proper ventilation. If no ventilation then Air-conditioning is mandatory	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
b	If the Laboratory is not meeting above criteria Placement	<input type="radio"/> Yes <input type="radio"/> No
3	Placement/Entrepreneurship Counselling Cell	
a	Availability of a demarcated Placement/Entrepreneurship Counselling Cell with availability of a dedicated/shared full time Placemen Coordinator	<input type="radio"/> Yes <input type="radio"/> No
b	No separate demarcated Placement/Entrepreneurship Counselling Cell OR No Placement Coordinator deployed by the Training Centre	<input type="radio"/> Yes <input type="radio"/> No
4	Type of Construction of the Building of the Training Centre	
	All walls of the Training Centre including Classrooms, Laboratories, Library, and Reception etc. should be well plastered. Colored/distempered/whitewashed.	<input type="radio"/> Yes <input type="radio"/> No
	The walls and roof made of Tin/Bamboo sheets are not allowed.	<input type="radio"/> Yes <input type="radio"/> No
	The floor of the Training Centre including Classrooms, Laboratories etc. should be cemented and preferably tiled.	<input type="radio"/> Yes <input type="radio"/> No
a	(Training centre which have pre-fabricated structures and containers are exempted from the above) All the Classrooms and Laboratories should be properly ventilated. All the wires and Switchboards in the training Centre should properly covered and secured.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
b	Non-compliance to any of the above	<input type="radio"/> Yes <input type="radio"/> No
5	Separate Washroom facility for male and female trainees	
a	Availability of separate washroom facility for male and female trainees	<input type="radio"/> Yes <input type="radio"/> No

Regarding offline batch approval x Drafts (8) - it.upsdm@gmail.com x U.P. Skill Development Mission : x

upsdm.gov.in/Admin/CenterList

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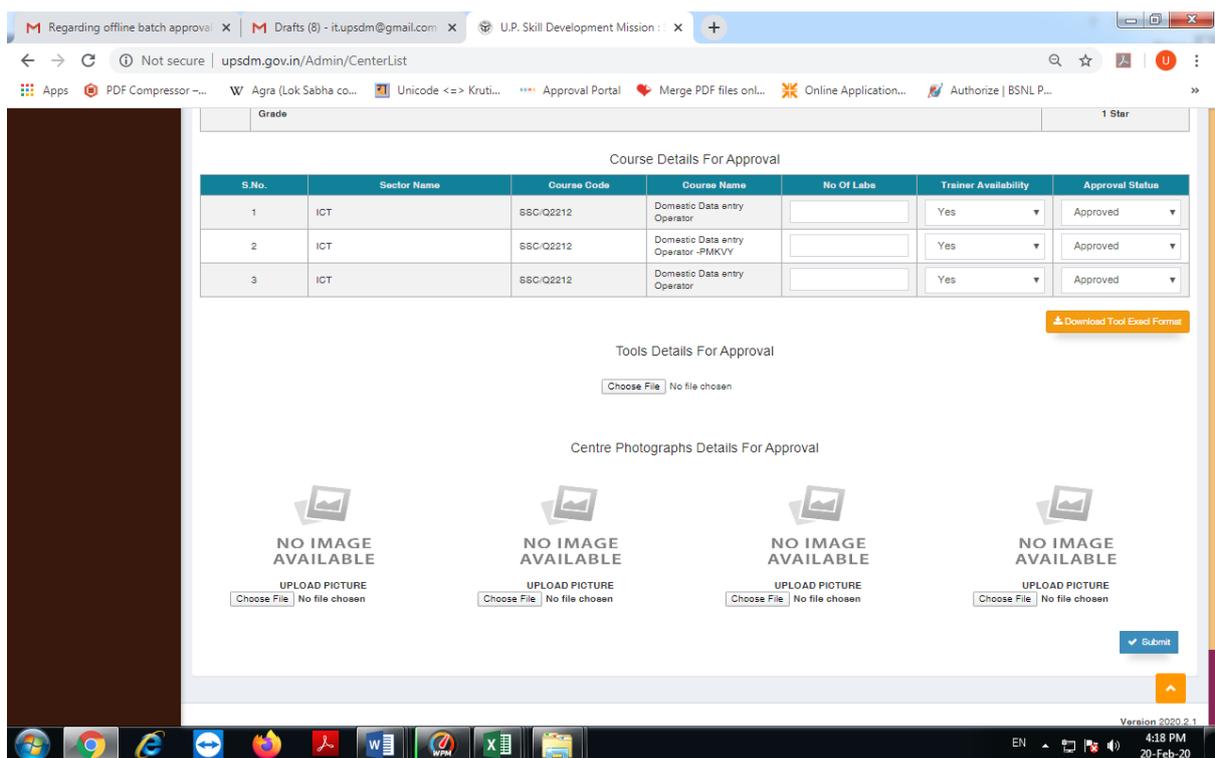
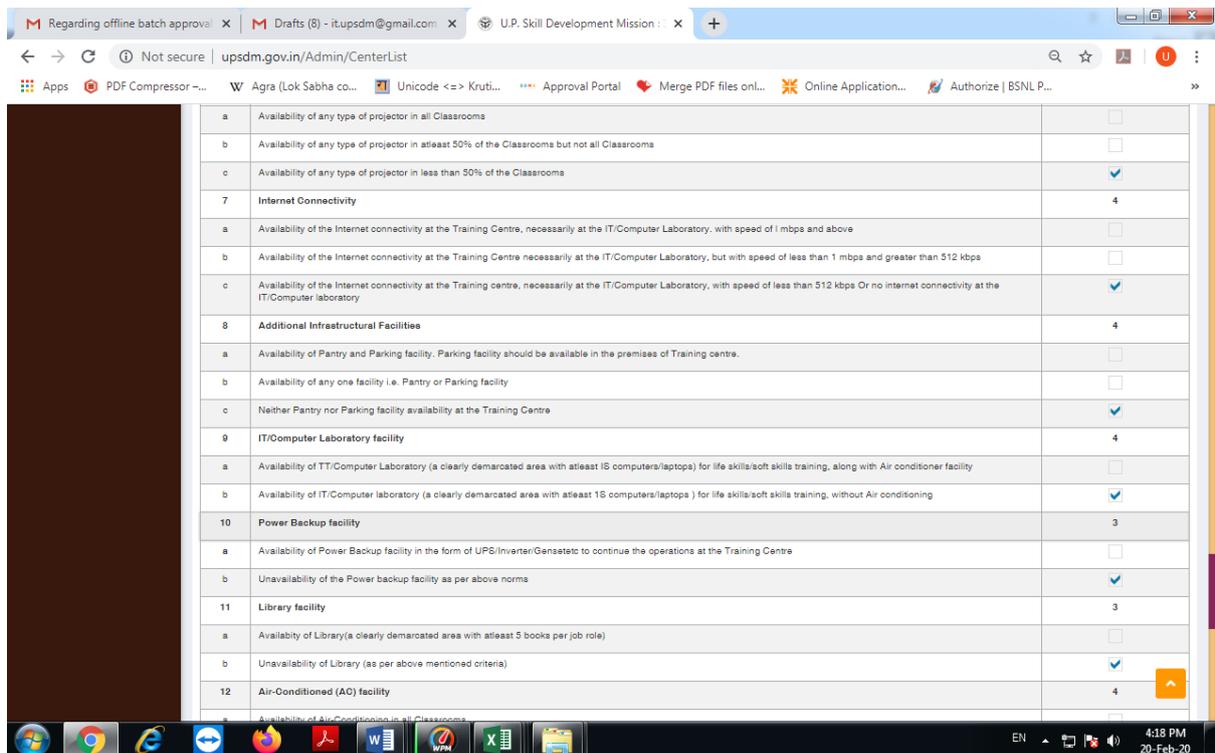
a	Availability of Safe/clean drinking water facility in the form of Reverse Osmosis (RO)/ Water purifier/ Packaged drinking water dispenser	<input type="radio"/> Yes <input type="radio"/> No
b	Unavailability of Safe/clean drinking water facility as per above norms	<input type="radio"/> Yes <input type="radio"/> 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 .	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
b	Non compliance to any of the above	<input type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input type="radio"/> No
b	Unavailability of the First-Aid ki And Fire Fighting equipment as per below mentioned norms	<input type="radio"/> Yes <input type="radio"/> No
Training Centre Must COMPLY TO THE BELOW NORMS TO GET ACCREDITED. First-Aid kit should contain a minimum of the below mentioned items, and the First aid box should be wall mounted at the Training Centre		
	1- Emergency telephone numbers for emergency medical services	<input type="radio"/> Yes <input type="radio"/> No
	2- Sterile gauze pads (dressings) in small and large squares to place over wounds	<input type="radio"/> Yes <input type="radio"/> No
	3- Disinfectants like Dettol or Savloni	<input type="radio"/> Yes <input type="radio"/> No
	4- Roller bandages to hold dressings in place.	<input type="radio"/> Yes <input type="radio"/> No
	5- Adhesive tape/Adhesive bandages in assorted sizes.	<input type="radio"/> Yes <input type="radio"/> No
	6- Scissors and Tweezers	<input type="radio"/> Yes <input type="radio"/> No
	7- Antiseptic wipes or soap	<input type="radio"/> Yes <input type="radio"/> No
	8- Thermometer	<input type="radio"/> Yes <input type="radio"/> No
Fire-Fighting Equipment-At least one of the following equipments to be available at the Centre:		
	1- Water based Fire Extinguisher	<input type="radio"/> Yes <input type="radio"/> No
	2- Foam based Fire Extinguisher	<input type="radio"/> Yes <input type="radio"/> No
	3- Dry Powder based Fire Extinguisher	<input type="radio"/> Yes <input type="radio"/> No
	4- Carbon dioxide based Fire extinguisher	<input type="radio"/> Yes <input type="radio"/> No
	5- Wet Chemical based Fire Extinguisher	<input type="radio"/> Yes <input type="radio"/> No
	6- Fire fighting hose pipe	<input type="radio"/> Yes <input type="radio"/> No

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a	Atleast one trainer of the Training Centre has to be certified in similar entrepreneurship by NIEESBUU or any similar agency Note: In case the Training doesn't have a trainer certified in In case Entrepreneurship by NIEESBUU 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	<input type="radio"/> Yes <input type="radio"/> No
b	Non compliance to the above	<input type="radio"/> Yes <input type="radio"/> 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 of 27:1 or less than 27:1	<input type="radio"/> Yes <input type="radio"/> No
b	Ratio of more than 27:1	<input type="radio"/> Yes <input type="radio"/> 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)	<input type="radio"/> Yes <input type="radio"/> No
b	Non compliance to the above	<input type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input type="radio"/> No
b	Non compliance to the above	<input type="radio"/> Yes <input type="radio"/> No
4 Availability of Equipment/Tools/Machinery in Laboratory For each course		
a	Laboratory is equipped with mandatory equipments (as per SSC/NCVT specified mandatory list) for each course	<input type="radio"/> Yes <input type="radio"/> No

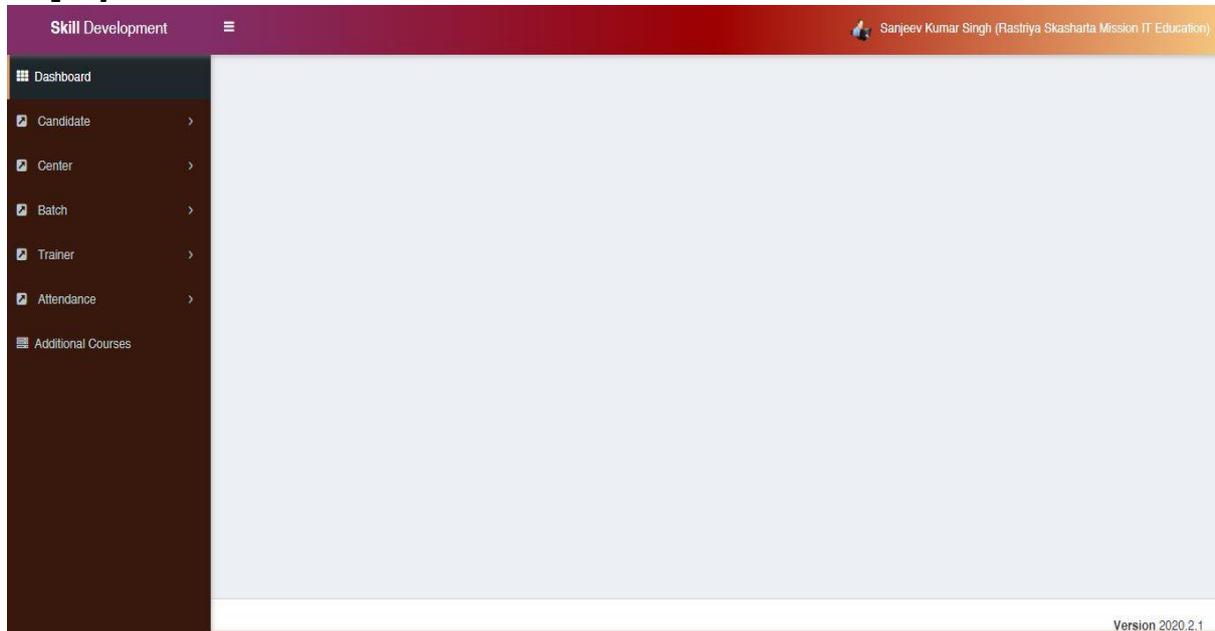


Select Approval Status: - Approved / Not Approved for each and every course. Download the Tools List format and fill all tools detail in given format and upload tools list and centre photographs on portal and click on Submit button.

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.

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Skills Development

Barjeev Kumar (MIG Manager)

Additional Courses [Go to dashboard](#)

From Date: To: [Search](#) [Clear Search](#)

[Print](#) [Excel](#)

S.No.	Center Name	Center Code	Center Address	Contact Person Details	District	TP Name	#
1	cyber Academy	24763208	465-7 memora link marg village bibipur purgana bijnora lucknow	Arjun Maurya Mobile - 9026725217	Lucknow	Cyber Academy	Approve
2	Vision India Services Pvt Ltd	27483203	Vivekanand Modern Academy Chandrika Devi Road, Kathwara, B.K.T., Lucknow, Uttar Pradesh 226201	Mahesh Kumar Talwani Mobile - 7309030442	Lucknow	Vision India Services Pvt.Ltd.	Approve

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

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Skills Development

Barjeev Kumar (MIG Manager)

Additional Course Approval [Back to Center List](#) [Print](#)

S.No.	Sector Name	Course Code	Course Name	No Of Labs	Trainer Availability	Approval Status
1	Construction	CON/IO0803	Construction Electrician - LV	<input type="text"/>	Yes	Approved

[Download Tool Exad Format](#)

Tools Details For Approval

[Choose File](#) No file chosen

Centre Photographs Details For Approval

NO IMAGE AVAILABLE

[UPLOAD PICTURE](#)
[Choose File](#) | No file chosen

NO IMAGE AVAILABLE

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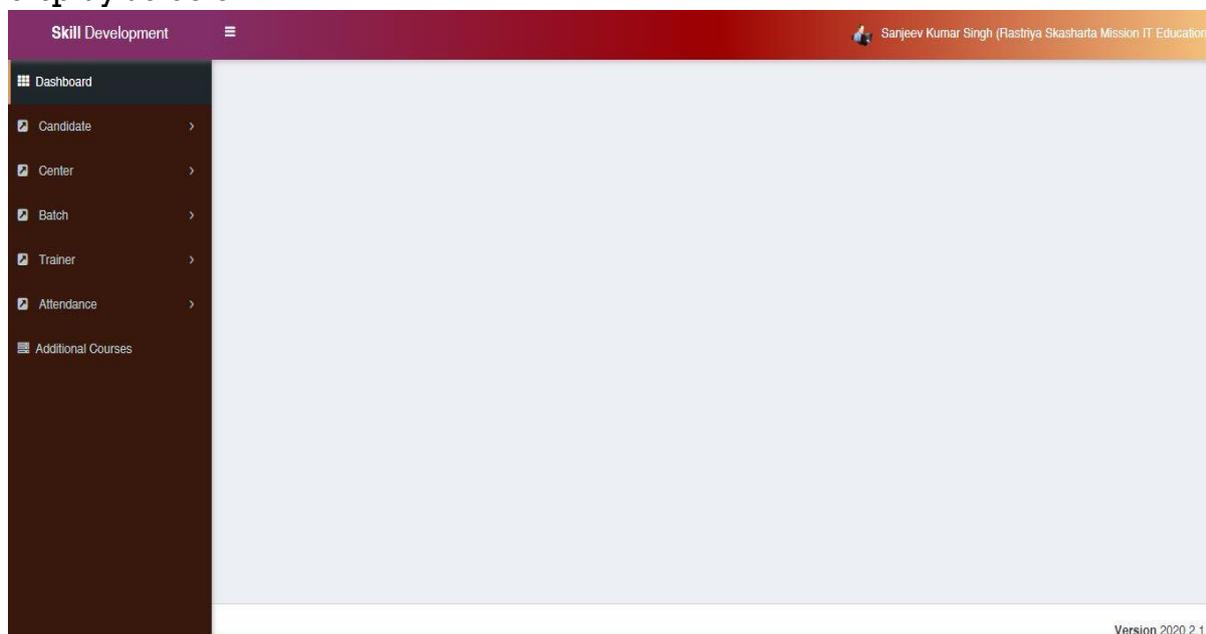
Version 2020.2.1

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 approve Batch, 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.

The screenshot shows the 'Batch List' page in the Skill Development system. The page title is 'Batch List' with a 'Go to dashboard' button. Below the title are 'Print' and 'Excel' buttons. The main content is a table with the following columns: S.No, Batch Name, Batch Code, Sector Name, Course Details, District Name, Total Students, Schedule Details, and #. The table contains five rows of data, each with a 'Print Format C' button.

S.No	Batch Name	Batch Code	Sector Name	Course Details	District Name	Total Students	Schedule Details	#
1	TP Name: Synchroserve Global solutions Pvt Ltd. (TP12)	10012684002	Apparel, Made-ups & Home Furnishing	Center Code: 123212 Course Code: AMH/G1201 Course Name: Fashion Designer Course Hour: 720 Required Age: 18 years Qualification: 12th Class pass, preferably	Lucknow	27	Start Date : 12/03/2018 End Date : 19/11/2018 Start Time : End Time :	Print Format C
2	TP Name: Synchroserve Global solutions Pvt Ltd. (TP12)	10012684003	Apparel, Made-ups & Home Furnishing	Center Code: 123212 Course Code: AMH/G1201 Course Name: Fashion Designer Course Hour: 720 Required Age: 18 years Qualification: 12th Class pass, preferably	Lucknow	25	Start Date : 10/03/2018 End Date : 17/11/2018 Start Time : End Time :	Print Format C
3	TP Name: Synchroserve Global solutions Pvt Ltd. (TP12)	10012680003	Apparel, Made-ups & Home Furnishing	Center Code: 123218 Course Code: AMH/G1001 Course Name: Hand Embroiderer Course Hour: 200 Required Age: 18 years Qualification: 5th Class ,Preferably	Lucknow	27	Start Date : 16/03/2018 End Date : 25/05/2018 Start Time : End Time :	Print Format C
4	TP Name: Edu Guru India Pvt. Ltd.(TP19)	10019316001	ICT	Center Code: 195002 Course Code: SSC/02212 Course Name: Domestic Data entry Operator Course Hour: 400 Required Age: 18 years Qualification: 10th Class	Lucknow	27	Start Date : 11/11/2014 End Date : 24/02/2015 Start Time : End Time :	Print Format C
5	TP Name: Edu Guru India Pvt. Ltd.(TP19)	10019316002	ICT	Center Code: 195002 Course Code: SSC/02212 Course Name: Domestic Data entry Operator Course Hour: 400 Required Age: 18 years Qualification: 10th Class	Lucknow	27	Start Date : 13/11/2014 End Date : 15/02/2015 Start Time : End Time :	Print Format C

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