



User Manual For District Coordinator

UPSDM 2.0

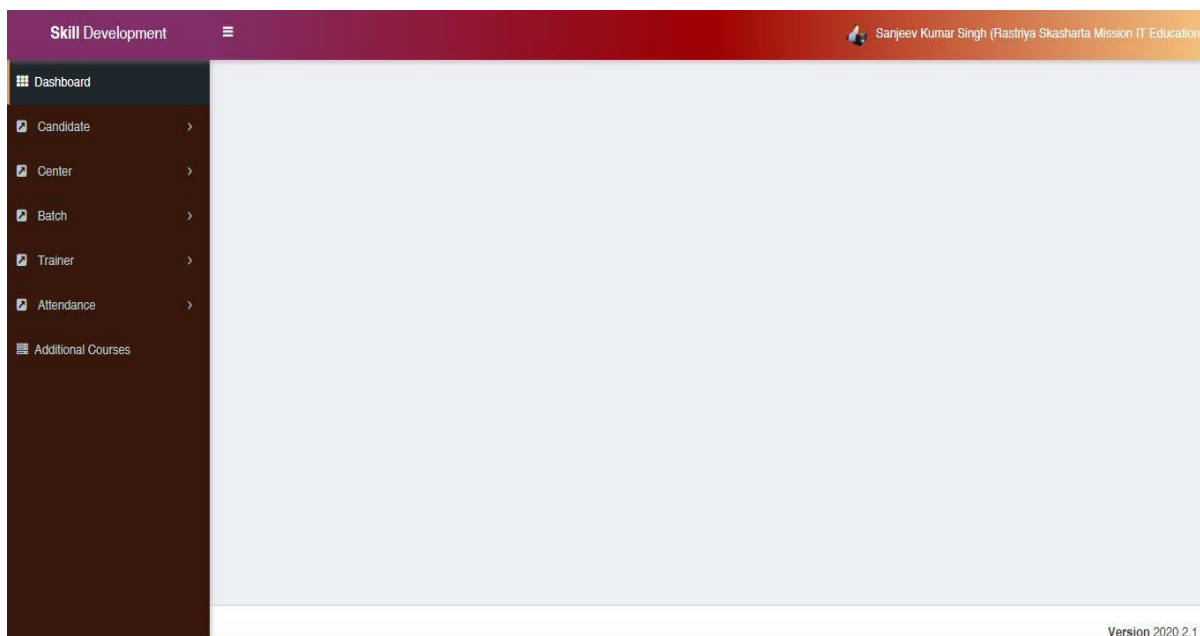
20th February, 2020

Centre Approval

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

For e.g. DC Login ID: - DC_District Name & Password: - XXXXXXXXX

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 Approve Button If centre is pending for approval

The screenshot shows the 'Center List' page in the Skill Development system. The page title is 'Center Details' and it includes a search filter for 'Status' set to '-All-'. Below the search filter is a table with 7 columns: S.No., Center Name, Center Code, Center Address, Contact Person Details, District, TP Name, Status, and #. The table contains 7 rows of data, all with a status of 'Approved'. Each row has a 'Print Format A' button next to it.

S.No.	Center Name	Center Code	Center Address	Contact Person Details	District	TP Name	Status	#
1	ATDC LUCKNOW	27905001	WORKING WOMEN HOSTEL CAMPUS, SEC - DS-4, OPP. NAVEEN GALLA MANDI, SITAPUR ROAD LUCKNOW	SUNITA RAJPLUT Mobile - 9936852229	Lucknow	The Apparel Training and Design Centre	Approved Date : 2020-01-28T18:38:19.14	Print Format A
2	SIR Training Center	27885001	S-4, 2nd Floor, Karamat Complex Nihatganj, Lucknow	Keshav Prajapat Mobile - 7089900767	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A
3	SIR PMKVY Center-Sainagar BKT_Lucknow	27883210	Ashok Public School,1/0 Kutwa RD, Sai NGR 6th mile STP RD, Lucknow.	Sankalp Dixit Mobile - 7081000801	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A
4	SIR Training Center	27883208	Galaxy Bajaj Building, Near Adarsh Cold Storage, Mall.	Vijay Kumar Singh Mobile - 9415548816	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A
5	SIR Training Center	27883207	Fanar Purab, Block Sarojinagar, Near Mohanlalganj, Lucknow.	Rekha Dixit Mobile - 8115229903	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A
6	SIR Training Center	27883206	Plot no.6,Jankipuram Garden Near City Nobel Academy, Jankipuram Lucknow.	Nishant Singh Mobile - 9939367249	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A
7	SIR Training Center	27883205	Gram Bhawa Kheda, Main Lucknow Raibareilly Highway, Nigoha.	Manisha Chandra Tiwari Mobile - 9432339005	Lucknow	Support for Implementation & Research	Approved Date : 2020-01-28T18:38:19.14	Print Format A

New Window would be open. Check the answers of Questioners which given MIS manager and other information.

The screenshot displays the 'Center Approval' page on the Skill Development portal. The page is divided into several sections:

- Center Details:** A form containing information about the training provider and contact person.

Center Details			
Training Provider	Society for the Water		
Center Code	1216515701	Center Name	SOCIETY FOR THE WATER KAUSHAL PRAKSHAN KENDRA
Address	12 B/1000, VRINDAWAN YOZNA, NEAR UTRETIYA STATION LUCKNOW		
Contact Person			
Center Manager's Name	DINESH PAL		
Mobile No.	7881162525	Email	SFWUTRATEYA@GMAIL.COM
- Guidelines For Approval Of Training Center:** A section detailing the standards for center approval, organized into a table with columns for S.No., Standard Part-A: Mandatory Requirements, and Centre's compliance for Approval.

S.No.	Standard Part-A: Mandatory Requirements	Centre's compliance for Approval
(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 number 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 <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/distempere/whitewashed. The walls and roof made of Tin/Bamboo sheets are not allowed.	<input type="radio"/> Yes <input type="radio"/> No <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

Apps PDF Compressor ... Agra (Lok Sabha co... Unicode <=> Kruti... Approval Portal Merge PDF files on... Online Application... Authorize | BSNL P...

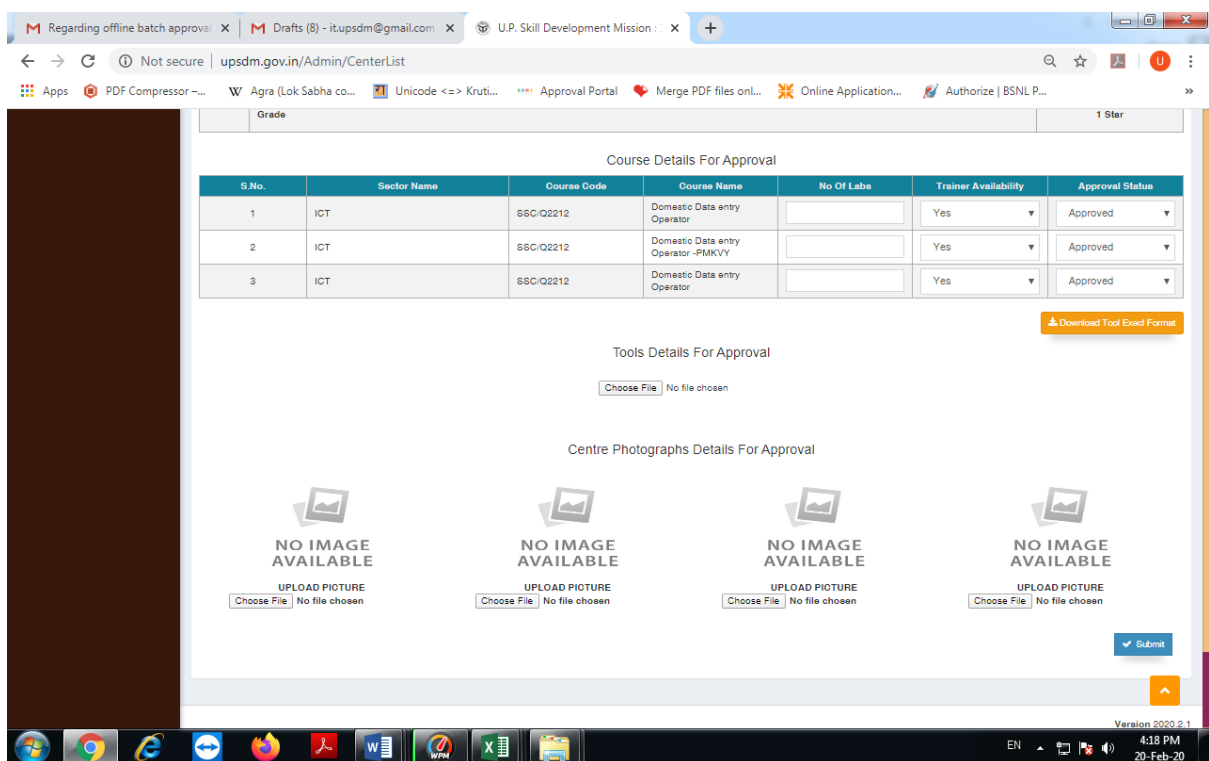
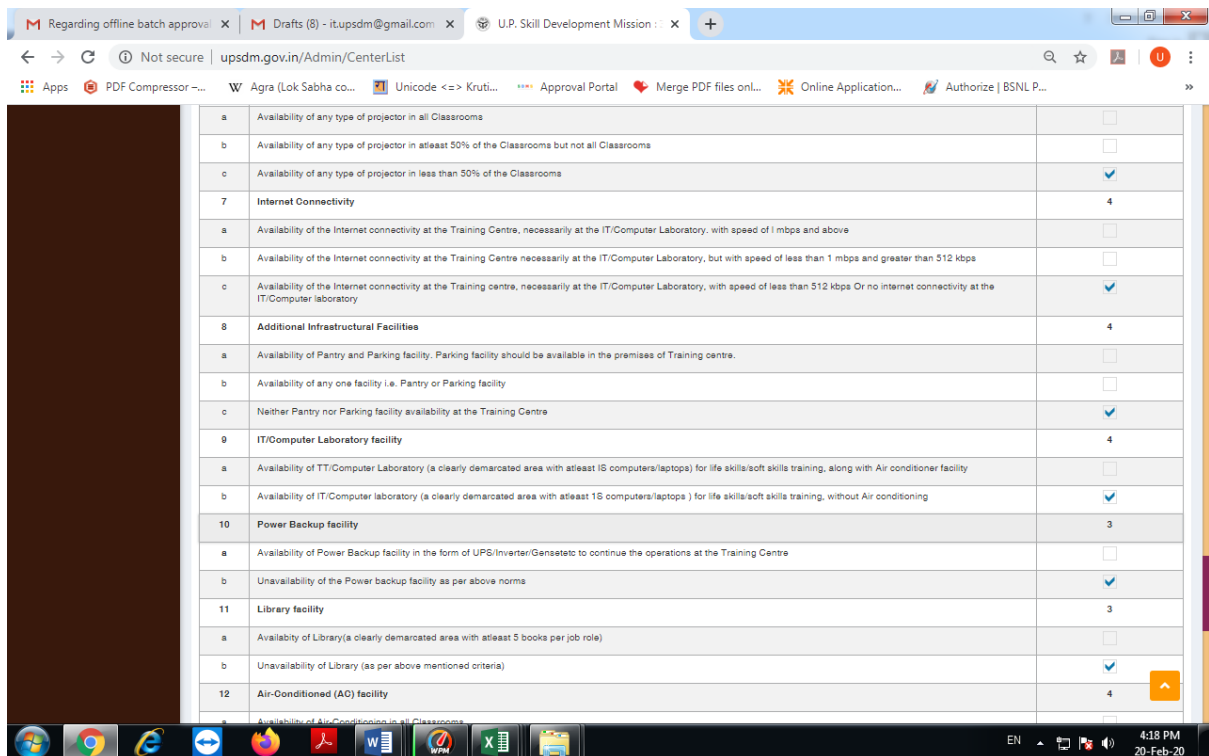
a	Availability of Safe/clean drinking water facility in the form of Reverse Osmosis (RO)/ Water purifier/ Packaged drinking water dispenser	<input type="radio"/> Yes <input type="radio"/> No
b	Unavailability of Safe/clean drinking water facility as per above norms	<input type="radio"/> Yes <input type="radio"/> 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

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

upsdm.gov.in/Admin/CenterList

Apps PDF Compressor ... Agra (Lok Sabha co... Unicode <=> Kruti... Approval Portal Merge PDF files on... Online Application... Authorize | BSNL P...

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 Centre doesn't have a trainer certified in In case Entrepreneurship by NIEESBUU 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

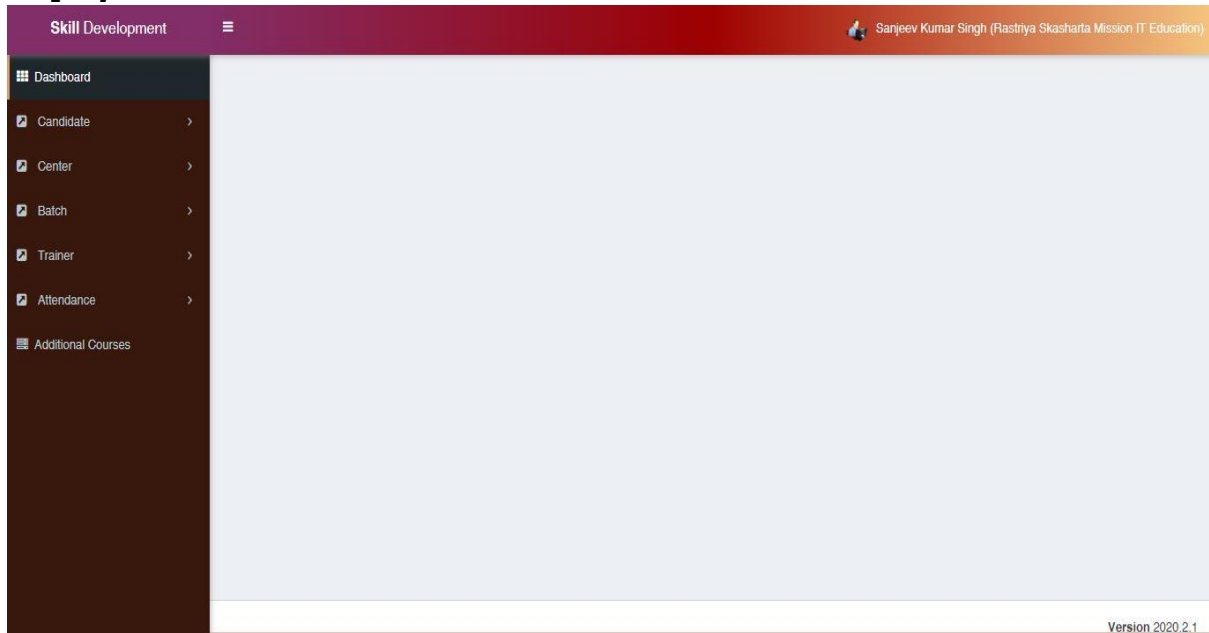


Select Approval Status: - Approved / Not Approved for each and every course. Check the tool list and centre photographs which uploaded by MIS Managers on portal and click on Submit button. Generate Format-A, take print out of format-A and after signing on format-A, signed copy of Format-A upload on portal.

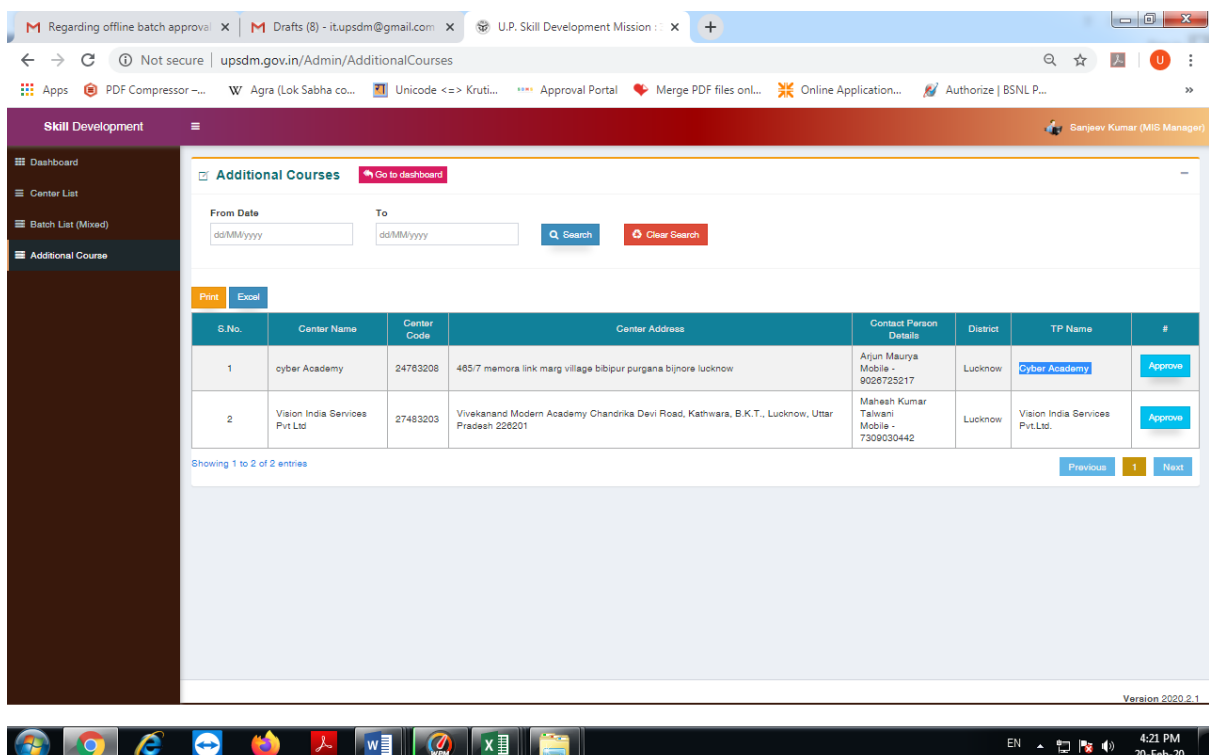
Additional Course Request Approval

To approve the additional course request, visit www.upsdm.gov.in and login with UPSDM DC 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.

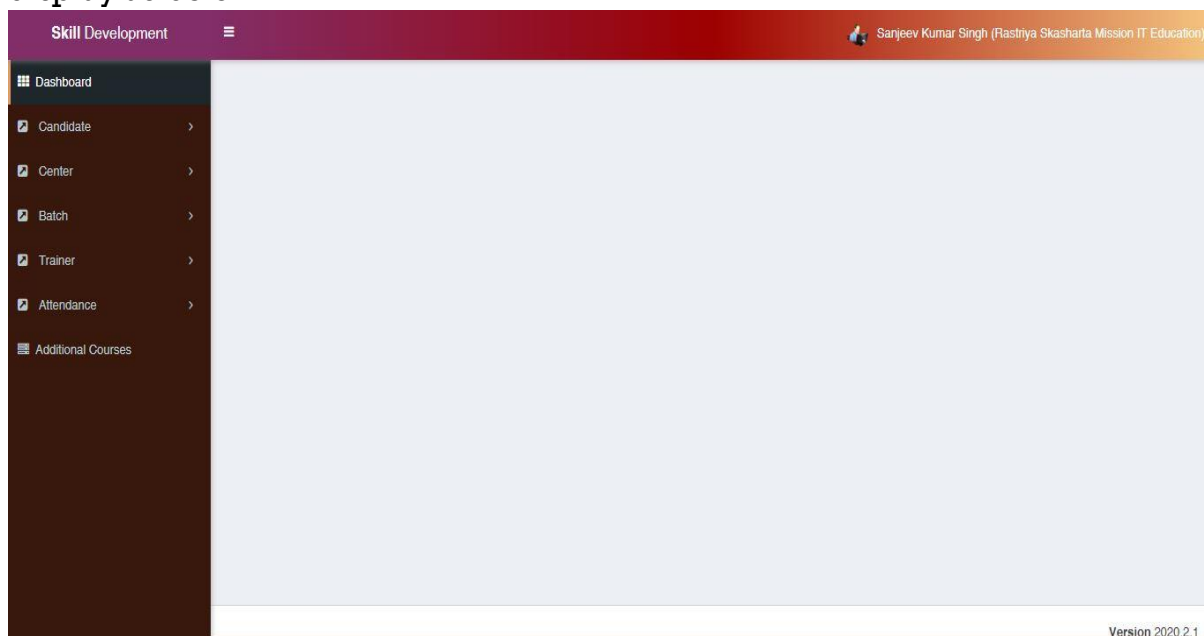


Click On approve button → Select Approval Status: - Approved / Not Approved for each and every course. Check the tools list and centre photographs on portal which uploaded by MIS Managers and click on Submit button. Generate Format-B, take print out of format-B and after signing on format-B, signed copy of Format-B upload on portal.

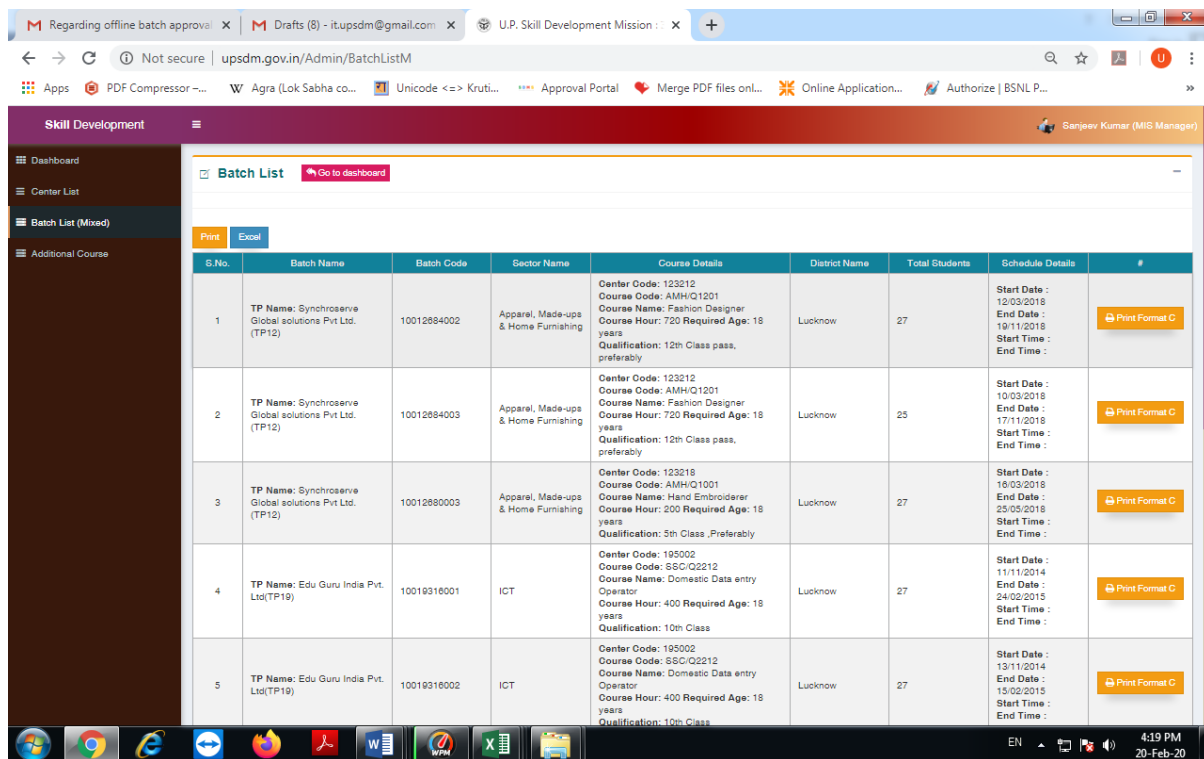
Batch Approval

To approve Batch, visit www.upsdm.gov.in and login with UPSDM DC 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.