



BATCH FORMATION USER'S MANUAL

Ver. 2.0

Enter The
Username & Password
Then click on
Login



Bihar Skill Development Mission

Username

Password

LOGIN

Click on
Batch Management
then
Batch (New)

The screenshot shows a software interface with a sidebar menu. The menu items are: Assessment Management (with a graduation cap icon), Attendance Management (with a hand icon), Batch Management (with a group of people icon), Batch-Candidate Preference (with a dashed line leading to the parent icon), Batch(New) (with a dashed line leading to the parent icon), Release Candidate Security Deposit (with a dashed line leading to the parent icon), Candidate Management (with a plus and people icon), and Content Management (with a document icon). The 'Batch Management' and 'Batch(New)' items are highlighted with red rectangular boxes. Red dashed arrows point from the text box on the left to these two items.

- Assessment Management
- Attendance Management
- Batch Management
- Batch-Candidate Preference
- Batch(New)
- Release Candidate Security Deposit
- Candidate Management
- Content Management

Click on
ADD BATCH

Batch

Total Batches : 50 Page: 1 (Color Coding: Draft, Send For Approval, Approved, Rejected)

ADD BATCH

SDC

Select Duration Type

Select Filter 2

Select Filter 3

Select Filter 4

10

SEARCH CLEAR ALL EXPORT

CLEAR FILTER 2

CLEAR FILTER 3

CLEAR FILTER 4

The image shows a web application interface for managing batches. At the top, there's a header 'Batch' and a summary line: 'Total Batches : 50 Page: 1 (Color Coding: Draft, Send For Approval, Approved, Rejected)'. A green button labeled 'ADD BATCH' is highlighted with a red box. A red dashed arrow points from a callout box on the left to this button. Below the header, there are several filter controls: a dropdown menu showing 'SDC', a 'Select Duration Type' dropdown, and three 'Select Filter 2', 'Select Filter 3', and 'Select Filter 4' dropdowns. To the right of these filters are three green buttons: 'CLEAR FILTER 2', 'CLEAR FILTER 3', and 'CLEAR FILTER 4'. At the bottom, there's a search bar containing the number '10', and three green buttons: 'SEARCH', 'CLEAR ALL', and 'EXPORT'. A pagination bar is visible at the very bottom with one green bar highlighted.

Select
Residential Training

SDC Code

SDC Partner Code

SDC Name

SDC Address

SDC Block

SDC District

SDC Email

SDC Mobile

Residential Training? * No Yes

Please Select Fifth

Select
Course Wise Master
Batch

SDG Name CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

SDG AREA INDUSTRIAL AREA HALPUK VADHALL BAMB

Course
15th December 2019(Government Training Provider)ICPET - Machine Operator - Injection Moulding)
15th December 2019(Government Training Provider)ICPET - Machine Operator - Plastics Processing)
15th December 2019(Government Training Provider)ICPET - Machine Operator - Tool Room)
15th December 2019(Government Training Provider)ICPET - Machine Operator Assistant - Plastics Extrusion)
15th December 2019(Government Training Provider)ICPET - Machine Operator Assistant - Blow Moulding)
15th December 2019(Government Training Provider)ICPET - Machine Operator Assistant - Plastics Processing)
15th December 2019(Government Training Provider)ICPET - Machine Operator Assistant Injection Moulding)
15th December 2019(Government Training Provider)ICPET - Machine Operator Plastics Extrusion)
15th December 2019(Government Training Provider)ICPET - Plastics Mould Manufacturer - Level 4)
15th December 2019(Government Training Provider)ICPET-PATNA-MACHINE OPERATOR BLOW MOULDING)

Master Batch *

Please Select Master Batch(Course) For Which You Are Creating Draft Batch

SAVE GO BACK

Select
Training Hours

Master Batch *

Please select master batch/course for which you are creating draft batch

Master Batch Number	55
Batch Year	2019
Batch Course Category	Government Training Provider
Batch Sector	QIP
Batch Course	CPEI - Machine Operator - Injection Moulding
Batch Start Date	15/12/2018
Training Hours	<div><p>Select</p><p>Select</p><p>4</p><p>6</p></div>

Select
Target (Scheme-
Department)

Batch Sector	GTP
Batch Course	
Batch Start Date	16/12/2019
Training Hours	6
Batch End Date	04/07/2020
Scheme(Department-Target)(Before Entering Shift Start Time Please Select This) *	Select
Shift Start Time *	Select INDD_ISDP_400(01/10/2018-15/12/2020)

In hh:mm AM/PM Format e.g 9:00 AM There must be single space between time and AM/PM

SAVE GO BACK

Enter
Shift Start Time
in required format

Training Hours	6
Batch End Date	04/07/2020
Scheme(Department-Target)(Before Entering Shift Start Time Please Select This) *	INDD_ISDP_400(01/10/2018-15/12/2020) <small>Please Select Scheme(Department-Target) For Which You Are Creating Draft Batch</small>
Shift Start Time *	9:00 AM <small>In hh:mm AM/PM Format e.g 9:00 AM. There must be single space between time and AM/PM</small>
Shift End Time *	3:00 PM
Total Target Allocated	400
Total Target Used	193
Total Target Available	207
Infrastructure Requirement	1 Classroom(Minimum Area=200 Sq.Ft) And 1 DomainLab(Minimum Area=200 Sq.Ft) Mandatory
Upload Batch Session Plan	Select Must be less than 200KB(doc,docx,xls,xlsx,pdf).

Click On **Select** Button
And
**Upload Batch Session
Plan**

Infrastructure Requirement: 1 Classroom (Minimum Area=200 Sq.Ft) And 1 DomainLab (Minimum Area=200 Sq.Ft)
Mandatory

Upload Batch Session Plan Must be less than 200KB(.doc,.docx,.xls,.xlsx,.pdf).

Trainer1(Name/MobileNo) * Please Select Trainer1

Classroom(Name/Area) * Please Select 1 Classroom

DomainLab(Name/Area) * Please Select 1 DomainLab

Trainer1 TOT Certified? * No Yes

Trainer1 TOT Certificate/Exemption Proof *
Must be less than 200 KB(.jpg,.jpeg).Is Selected Trainer1 TOT Certified? If 'Yes' Please Upload
TOT Certificate.If 'No' Then Upload The TOT Exemption Certificate Issued By Funding
Department

Select
Trainer

Infrastructure Requirement: 1 Classroom (Minimum Area=200 Sq.Ft) And 1 Domain Lab (Minimum Area=200 Sq.Ft)
Mandatory

Upload Batch Session Plan Must be less than 200KB (.doc, .docx, .xls, .xlsx, .pdf).

Trainer1(Name/MobileNo) *

Classroom(Name/Area) *

DomainLab(Name/Area) *

Trainer1 TOT Certified? *

Trainer1 TOT Certificate/Exemption Proof *

Select
ADITHYAN KUNNAM BASHA(7880200000)
ADITHYAN KUNNAM(7880200000)
ADITHYAN KUNNAM(7880200000)
DR. PAVAN KUNNAM(7880200000)
SALEENA KUNNAM SALLYA(8094300788)
DR. MANJU KUNNAM(804700044)
ADITHYAN KUNNAM(7880200000)
DIPIKA SANKAR(7880200000)
SHARATH DAS(8094300788)
ADITHYAN KUNNAM(7880200000)
NEHA KUNNAM(8094300788)
SACHIN KUNNAM(8094300788)
ADITHYAN KUNNAM(7880200000)
NEHA KUNNAM(8094300788)
RAJU KUNNAM(8094300788)
ADITHYAN KUNNAM(8094300788)

Select
Domain Lab

Classroom(Name/Area) * THEORY CLASS ROOM 5(646) Please Select 1 Classroom

DomainLab(Name/Area) *

TrainerI TOT Certified? *

TrainerI TOT Certificate/Exemption Proof *

Select

- Select
- COMPUTER PROGRAMMING LAB(400)
- COMPUTER PROGRAMMING LAB(401)
- ANALYTICAL CHEMISTRY LAB(402)
- PRODUCT TESTING LAB(403)
- CHEMICAL FORMULATION LAB(404)
- INSTRUMENTAL LAB(405)
- CHEMICAL LAB(406)
- CAD LAB 1(407)
- CAD LAB 2(408)
- CAD LAB 3(409)
- ELECTRONIC ASSEMBLY LAB(410)
- MECHANICAL DESIGN LAB(411)
- MECHANICAL DESIGN LAB(412)

Select
Trainer TOT Certified?
Yes/No

Infrastructure Requirement 1 Classroom(Minimum Area=200 Sq.Ft) And 1 DomainLab(Minimum Area=200 Sq.Ft)
Mandatory

Upload Batch Session Plan Must be less than 200KB(.doc,.docx,.xls,.xlsx,.pdf).

Trainer1(Name/MobileNo) * Please Select Trainer1

Classroom(Name/Area) * Please Select 1 Classroom

DomainLab(Name/Area) * Please Select 1 DomainLab

Trainer1 TOT Certified? * No Yes

Trainer1 TOT Certificate/Exemption Proof *
Must be less than 200 KB(.jpg,.jpeg).Is Selected Trainer1 TOT Certified? If 'Yes' Please Upload
TOT Certificate.If 'No' Then Upload The TOT Exemption Certificate Issued By Funding
Department

Select and upload
**Trainer TOT
Certificate/Exemption
Proof**

TRAINER CERTIFICATION(S)(SNG)

DomainLab(Name/Area) * CAD LAB 1(440) Please Select 1 Classroom

Trainer1 TOT Certified? * No Yes Please Select 1 DomainLab

Trainer1 TOT Certificate/Exemption Proof *

Must be less than 200 KB(.jpg,.jpeg).Is Selected Trainer1 TOT Certified? If 'Yes' Please Upload TOT Certificate.If 'No' Then Upload The TOT Exemption Certificate Issued By Funding Department

Click On
Save Button

Must be less than 200 KB(.jpg,.jpeg).Is Selected Trainer2 TOT Certified? If 'Yes' Please Upload
TOT Certificate.If 'No' Then Upload The TOT Exemption Certificate Issued By Funding
Department

SAVE

GO BACK

Read Instructions
Carefully
Then click on
Save Button

Please Read Below Instructions Carefully

- You Are Saving Batch
- After Successfully Saving The Batch You will Not Be Able To Change Any Of The Above Fields
- Please Make Sure You Have Verified Everything Carefully Before Proceeding Further
- If After Successfully Saving The Batch You Want To Make Any Changes In It, You Will Have To Delete The Draft Batch And Recreate It
- Do You Still Want To Continue?

CANCEL SAVE

SAVE GO BACK

The image shows a software interface with a modal dialog box. The dialog box has a title bar that says "Please Read Below Instructions Carefully" and a close button (X). Below the title bar, there is a list of five instructions in red text. At the bottom of the dialog box, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rounded rectangle. A red dashed arrow points from the "Save Button" text in the callout box to the "SAVE" button in the dialog box. In the background, there is a greyed-out form with some text, including "Owner2 TOT Certified? If 'Yes' Please Upload" and "tion Certificate Issued By Funding". At the bottom right of the background, there are two green buttons: "SAVE" and "GO BACK".

Click on
**ADD/REMOVE
CANDIDATE**

Total Candidate Count: 1901

S.No	Batch Details	Actions
1	<p>Send for Approval till end On 05/02/2020 10:00:00 NICI_SOP_D20000076_C0P000000_000000_000000_0,1,1 NIC Name: CENTRAL INSTITUTE OF PLASTICS TECHNOLOGY & TECHNOLOGY NIC Partner Code: 000000076 NIC District: 000000 NIC Block: Higher Grade Course Category: Government Training Provider Sector: 007 Course: C007 - Machine Operator - Injection Moulding Batch at: 000 Target Allocation at: 000 Candidate Count: 0 Batch Start Date: 05/02/2020 Batch End Date: 04/07/2020 Batch Start Time: 00:00:00 00:00:00 Batch Status: 000 Candidate Security Deposit Status: Security Deposit Amount:</p>	<p>VIEW BATCH DETAILS</p> <p>ADD/REMOVE CANDIDATE</p> <p>SEND FOR APPROVAL</p> <p>DELETE</p> <p>CHANGE TOT CERTIFICATE</p> <p>CHANGE BATCH SESSION PLAN</p>
2	<p>NICI_SOP_D20000076_C0P000000_000000_000000_0,1,1 NIC Name: CENTRAL INSTITUTE OF PLASTICS TECHNOLOGY & TECHNOLOGY NIC Partner Code: 000000076 NIC District: 000000 NIC Block: Higher Grade Course Category: Government Training Provider Sector: 007 Course: C007 - Machine Operator - Tool</p>	<p>VIEW BATCH DETAILS</p> <p>CANDIDATE REPLACEMENT</p> <p>REVISE END DATE</p>

Click on
ADD

Click on To View Brief Summary Of Candidate

Total Candidates : 14 Page: 1

Available/Over Date Coding: 0 Assigned/Over Date Coding: 0

Approved/Rejected: 40 Target: 400 Used Tqgs: 200 Available Target: 207

20 Search By: E/F/ALL/ALL [Filter] [Refresh]

SNo	Course Preference	ID Number	Name	Date Of Birth	Status	Comment	Approved/Rejected Date	Add/Remove
1	CPEI - Machine Operator - Injection Moulding	270244001762	ADITHYAN K. ADAR	04/10/1994				ADD
2	CPEI - Machine Operator - Injection Moulding	270244001764	ADITHYAN K. ADAR	04/10/1994				ADD
3	CPEI - Machine Operator -	270244001766	ADITHYAN K. ADAR	04/10/1994				ADD

After See Massage

Success!!!

Then Click on

Go Back

Success!!! Candidate Added Successfully

GO BACK

Search Code: (REG_BSP_2020000076_C0P0P004_00000_000000_0,)

Name:

Full Name:

Print of all Candidates who belong to Current Center And

Print of all Current Batch Course by Date of the Day Course Reference And

Read Instructions
Carefully
Then click on
SEND FOR APPROVAL

Please Read Below Instructions Carefully

- You Are Sending Batch For Approval
- Please Note You Will Not Be Able To Add/Remove Candidate After This
- Please Make Sure You Have Verified Everything Carefully Before Proceeding Further
- Do You Still Want To Continue?

SEND FOR APPROVAL NO

Actions

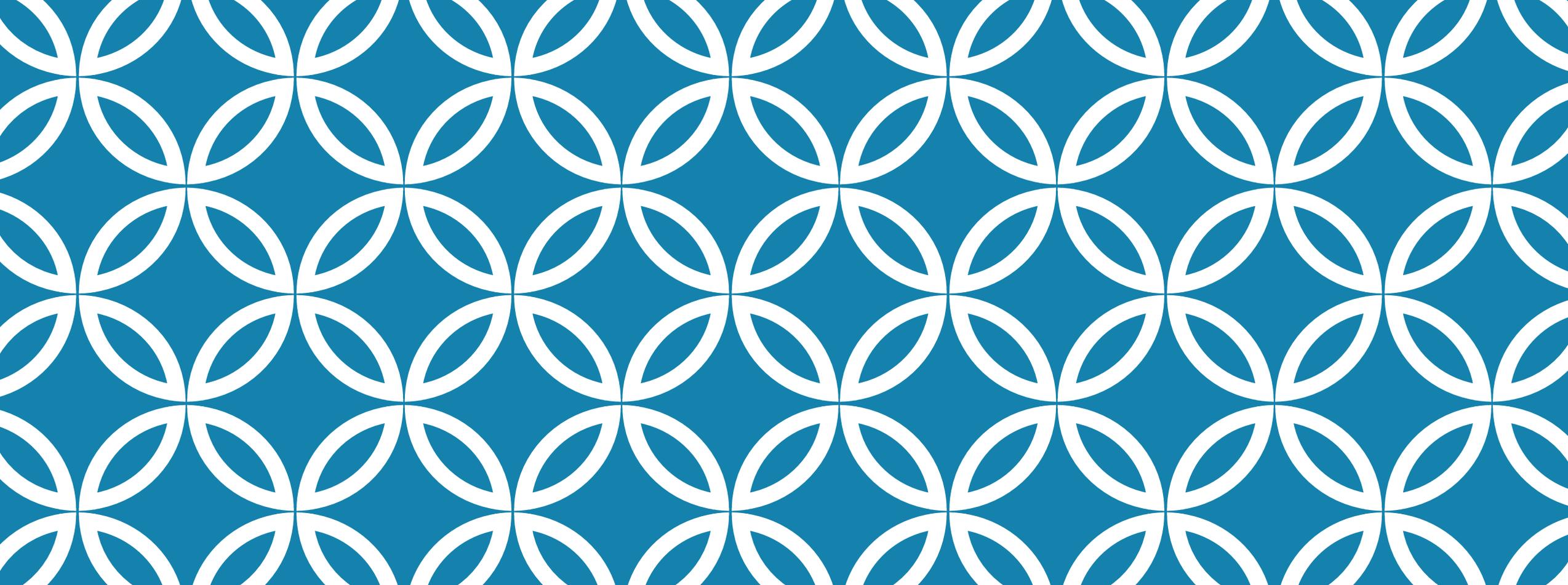
- VIEW BATCH DETAILS
- ADD/REMOVE CANDIDATE
- SEND FOR APPROVAL**
- DELETE
- CHANGE TOT CERTIFICATION
- CHANGE BATCH SESSION

After See This Message
**Success!!! Batch
Successfully sent For
Approval.**
Thereafter please contact
to your respective
**Department/ULB for batch
approval**

Success!!! Batch Successfully Sent For Approval

Note!!!:

- 1.Draft Batch Code Pattern:Funding Department,'_',Funding Scheme,'_',Center Partner Code,'_',Course Code,'_',Batch Start Date,'_',Batch Type,'_',Batch Status,'_',Batch Count In Shift.
- 2.Click On 'Batch Code/View' Button To View Batch Details.
- 3.Click On 'Delete' Button To Delete Draft Batch.
- 4.Click On 'Add/Remove Candidate' Button To Add/Remove Candidates To/From Batch.
- 5.Click On 'Send For Approval' Button To Send Batch For Approval.
- 6.Once Batch Status Becomes 'Send For Approval' Then 'Add/Remove Candidate' Button,'Send For Approval' Button And 'Delete' Button Will Be Disabled.
- 7.If Batch Status Becomes 'Rejected'(Batch Is Rejected) Then 'Add/Remove Candidate' Button,'Send For Approval' Button And 'Delete' Button Will Be Disabled.
- 8.For Searching Please Select Options From Filter 2 And Filter 3
- 9.In Filter 2 And Filter 3 Only Those Options Will Be Visible For Which Batch Formation Has Taken Place as In Filter 2 Or Filter 3.



THANK YOU

