ITI CREATOR

USER MANUAL

FOR

CRAFTSMEN TRAINING SCHEME (CTS)

TRAINEE EXAMINATION MODULE

ON

SKILL INDIA DIGITAL HUB

Contributors:

Activity	Name of contributor	Designation of contributor
Prepared by		
Reviewed by		
Approved by		

Amendment log:

Version	Date	Brief description	Section Change

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1 Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital Hub, to oversee the CTS trainee lifecycle.

This manual is intended for ITI Creator users to manage participation and contributions within the Trainee Examination Module. ITI creator may have access to the trainee profile to view the trainee details to take necessary actions like enter trainee attendance, Formative Assessment (FA) marks, update practical examination fees and update CBT examination fees status for trainees who fall under their respective ITI.

It also aims to provide insights into the operational status of processes, indicating whether they are ongoing or completed.

1.1 System Requirements

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

a. Minimum system requirements:
   - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
   - A broadband/mobile internet connection with good speed
b. PC specific requirements
   - Platform: Windows 8.1 or higher with the latest updates installed
   - RAM: 4GB or more
   - Video: Graphics output capability
   - Sound: Sound output capability
c. Mac specific requirements
   - Platform: Mac OS X 10.12 or higher with the latest updates installed
   - RAM: 4GB or more
   - Video: Graphics output capability
   - Sound: Sound output capability

2 Visit Skill India Digital Hub (SIDH) to login as ITI/NSTI Creator

a. These are the steps to visit Skill India Digital Hub:

- To visit Skill India Digital Hub, make sure you have a device with internet connection.
- Open any browser in your device.
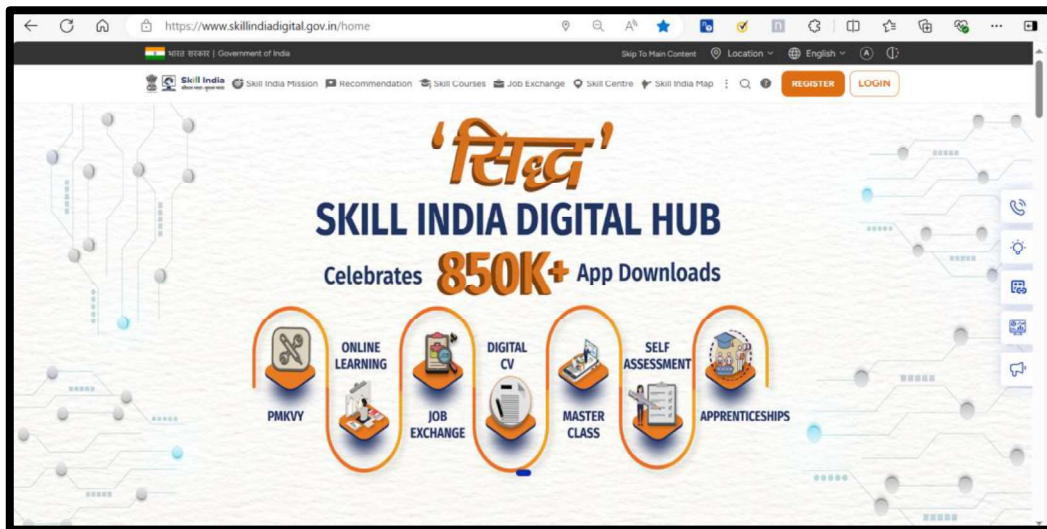- Enter the Skill India Digital Hub URL in the address bar 'https://www.skillindiadigital.gov.in/home' and then press enter or click on go

Figure 2-1

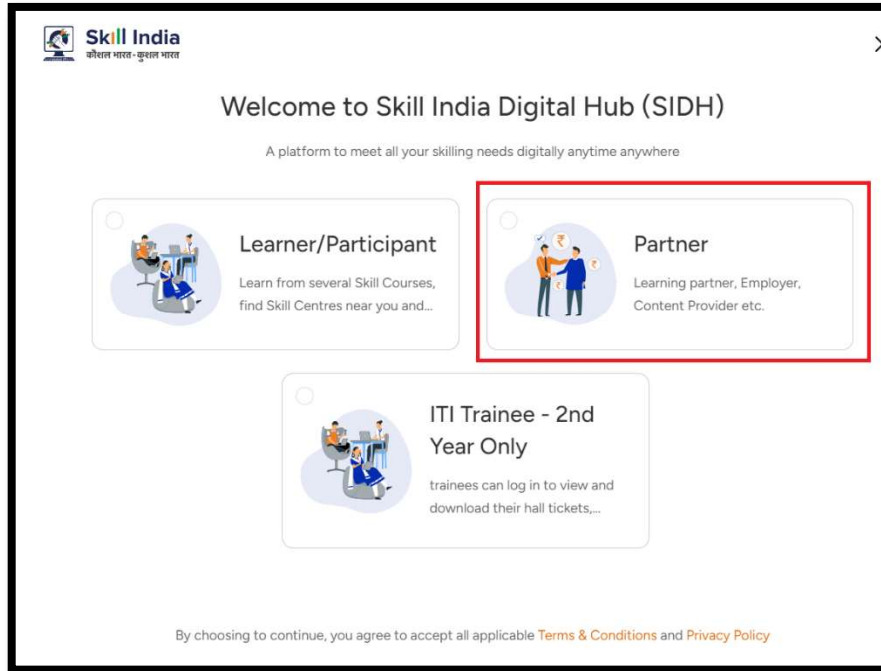b. Click on the LOGIN button in the top right corner

Figure 2-2

c. Select "Partner" option

d. Click on "Login" button in ITI/NSTI Creator role card
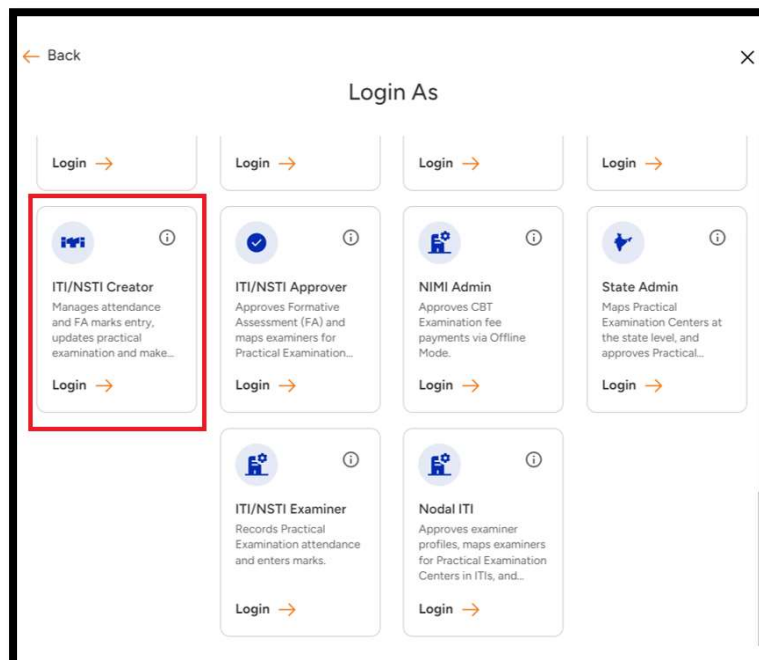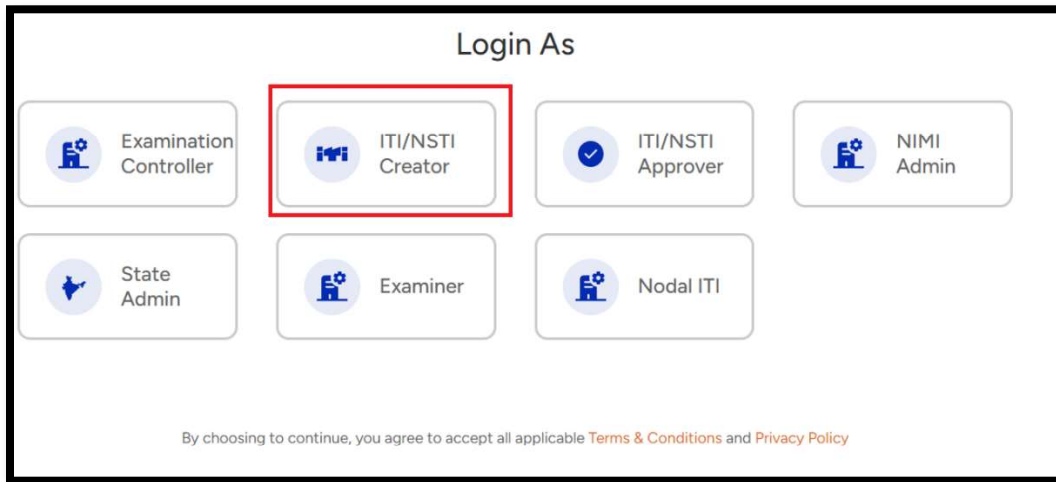
e. After clicking on the "Login" button on the role card of ITI/NSTI Creator, another pop-up will appear displaying relevant admin options amongst these, select the ITI/NSTI Creator option.

f.

Figure 2-5

g. Now, please enter your registered mobile number as ITI/NSTI Creator and click the "Continue" button to log into the SIDH platform, as shown in the image below:
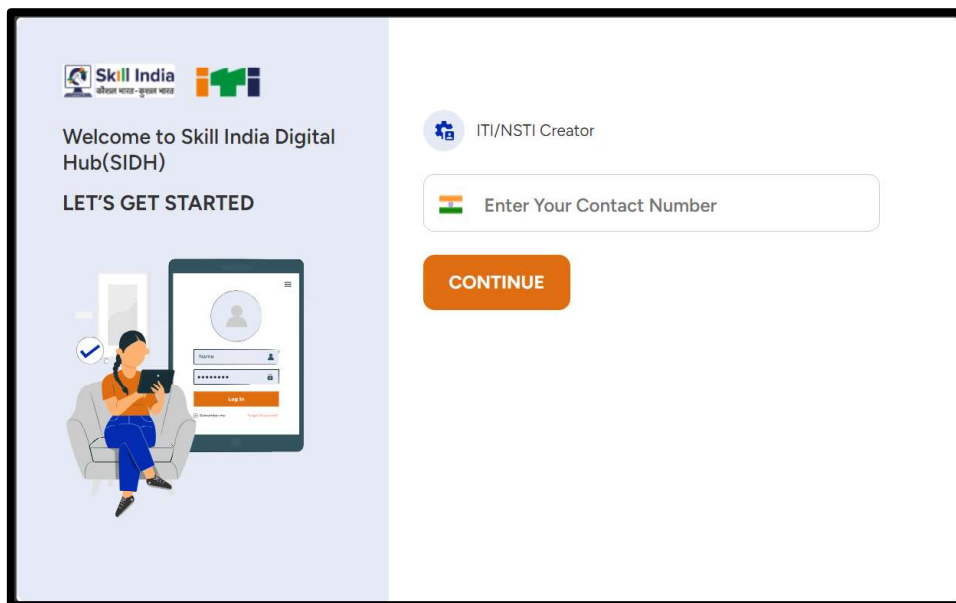

Figure 2-6

Enter the OTP received on your registered/entered mobile number as ITI/NSTI Creator from the previous screen, then click the "Login" button. If you do not receive the OTP, click on the "Resend OTP" option.
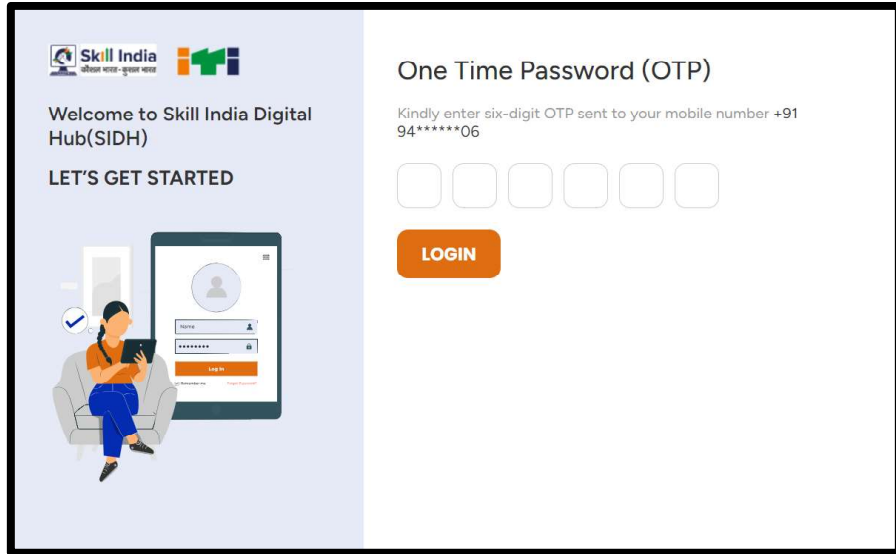
Figure 2-7

3 Overview of the functionality

After Login, the first screen will be comprising of multiple options at the left side of the screen namely:

- Dashboard
- Trainees
- Attendance
- FA Marks
- Practical Exam Fees
- CBT Fee
- Eligible
- Bulk CBT Payment
- Download Practical Hall Ticket
- Download CBT Hall Ticket
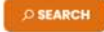- Download Marksheet
- Download Certificate

4 Trainees

In the Trainees Module the ITI Creator will be able to view a list of all the trainees in that respective ITI.

4.1 Trainee Search

In this section Trainees can be searched along with their details as shown in image below, based on certain parameters such as:

- Admission Year
- Trainee Code
- Trainee Name

- Trade
- Shift
- Unit

On clicking the [SEARCH] search button below the details based on search results will be displayed as a list below, and by clicking on [RESET] reset button the input parameters will reset itself.
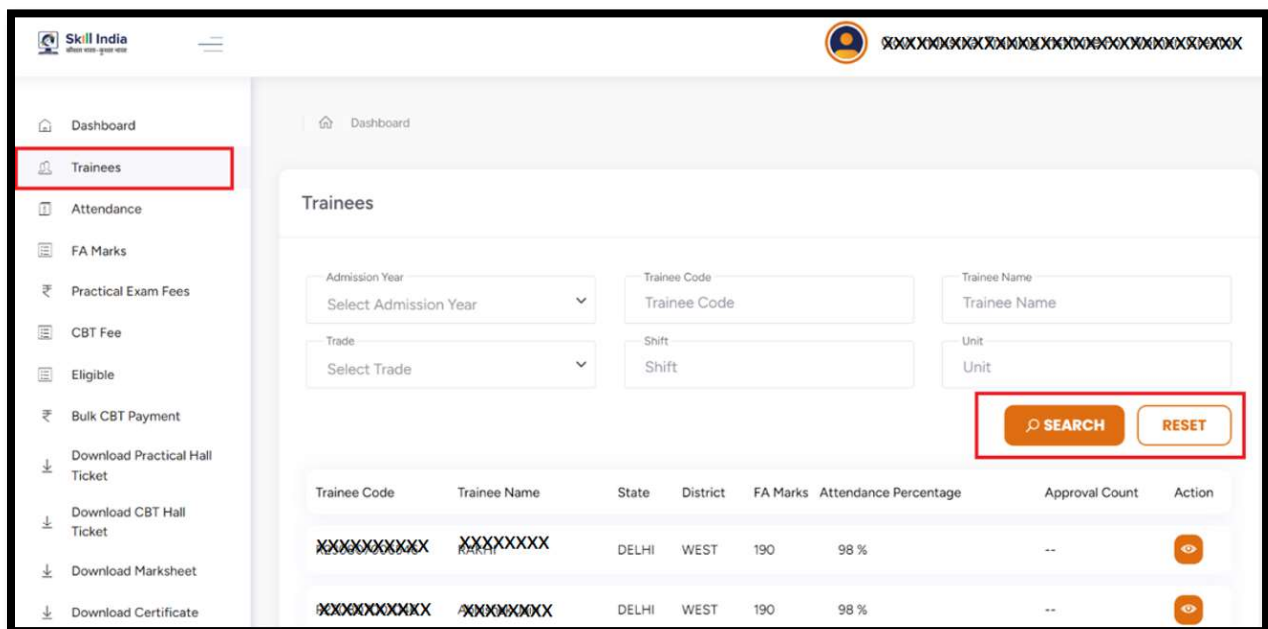
Figure 4-1

4.2 Trainee View

In this sub-section, ITI/NSTI Creator can view the details of a trainee by clicking on the 'View' button in the Action column.

Figure 4-2

The trainee details are as follows:

Figure 4-3

At the bottom of the screen two options are placed for viewing the list:

1. It is to show the range of the number of trainees shown at an instant.
2. It shows the total number of trainees selected in the list, which can be changed through this selection.

Figure 4-4

5 Attendance

In the attendance section, trainees will be categorized based on their eligibility under two sections: Eligible and Not Eligible.

What is Eligible and Not Eligible?

DGT has set the following criteria for eligibility:
- Attendance should be >=80%
- Formative Assessment marks should be >=60%
- The status of trainee fee payment for:
  - Practical exam fees should be marked as "Paid" for Practical Hall Ticket generation.
  - CBT exam fees should be marked as "Success" (which means payment is done successfully) for CBT Hall Ticket generation.

Here, if any trainee fails to adhere to the set criteria, they will automatically be classified under Not Eligible trainees by the system and the hall ticket of those trainees will not be generated.

Now, in the attendance module all the trainees will be listed under Not Eligible by default as their attendance has not been submitted.
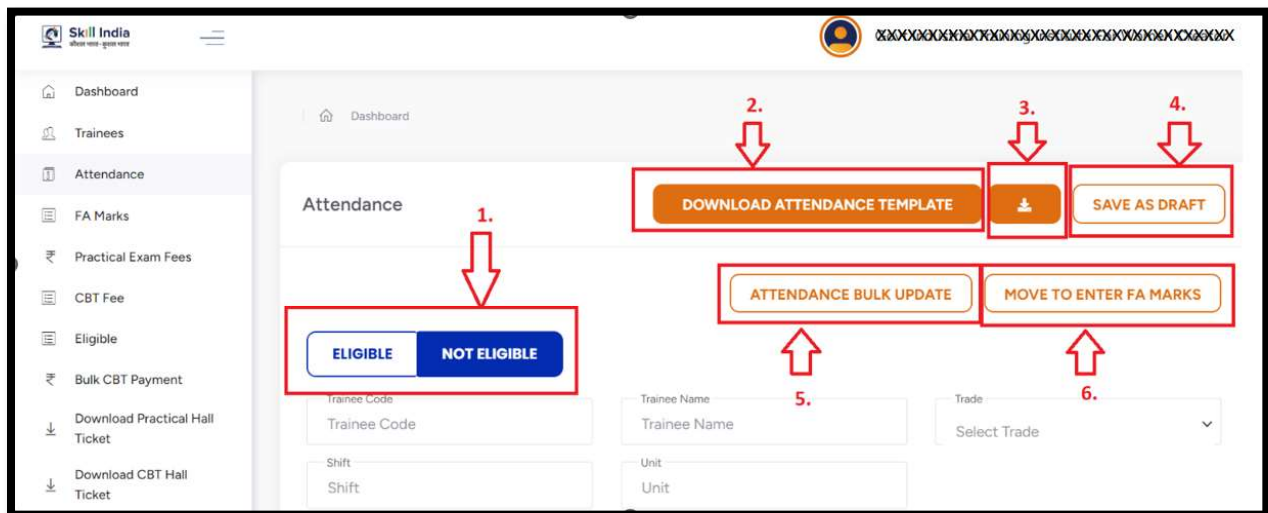

Figure 5-1

The ITI creator has been provided the functionality to upload the attendance of the trainees both individually as well as in bulk. The detail of the image 5-1 is given to perform the attendance uploading activities:

1. **Eligible/ Not Eligible Trainees:** These shows the list of selected Eligible/ Not Eligible Trainees as along with the selection parameters shown below:
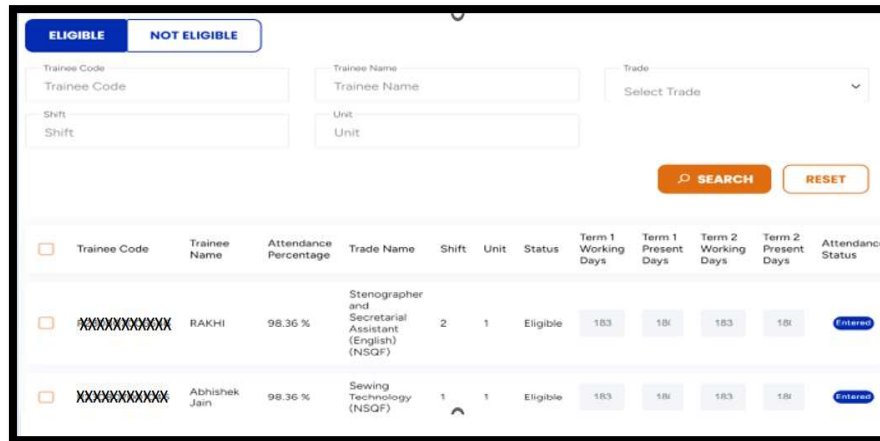

Figure 5-2

Details of eligible and not eligible trainees can be downloaded from button highlighted as 3.

2. **Download Attendance Template:** On clicking this button, the ITI Creator will be able to download excel sheet which will consist of filled column number from A to E as shown in figure 5-3 by default. And ITI creator will have to fill the other column from F to I for all the trainees of its respective ITI as shown in figure 5-4. This functionality will help the ITI Creator to enter the attendance of the trainees in bulk. Once the excel sheet is completed it can be utilized to submit the bulk attendance in one go.
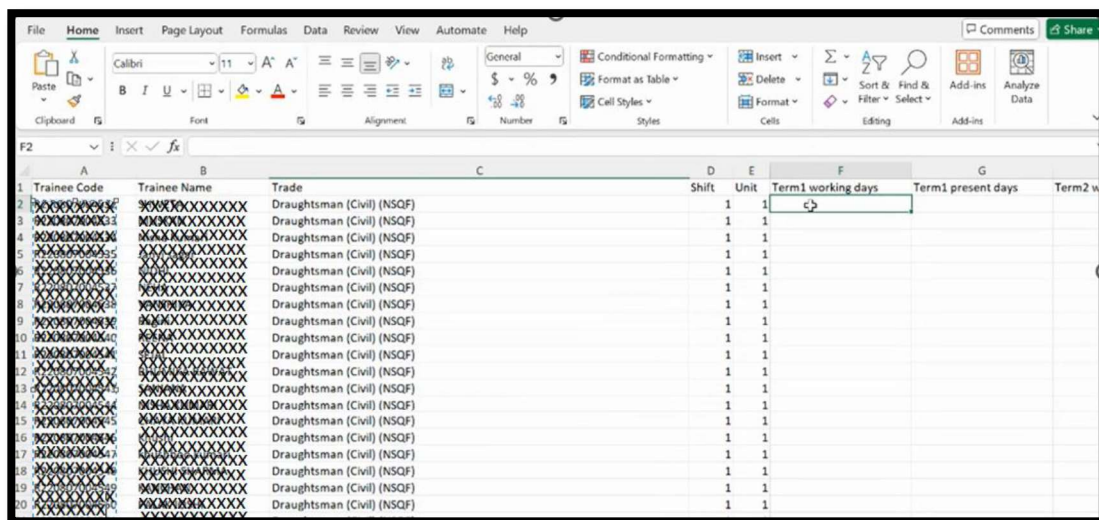

Figure 5-3

Figure 5-4

While filling the attendance the ITI creator will have follow the following:

- Working days column for each trainee should be 183 days only for both Term 1 and Term 2
- Present day column should be less than or equal to working days for both Term 1 and Term 2.

In case, the trainees were absent for whole term, they can be given 0 and system automatically treat it as not eligible trainees.

5. **Attendance Bulk Update:** On clicking this button, the ITI Creator will be navigated to next screen as shown below, in which option is provided to upload the details of the attendance in bulk for the respective trainees. Once the attendance template is filled as mentioned in Pt 2, The ITI Creator can submit the attendance in bulk using this option. After uploading the ITI Creator is required to submit it.

Figure 5-5

6. **Download Eligible/ Not Eligible List:** On clicking this button, the ITI Creator will be able to download excel sheet which will be comprising the details of overall list of Eligible/ Not Eligible trainees based on the initial selection as shown in the image below:

Figure 5-6

7. **Save As Draft:** In case, the working day is filled less than 183 for any trainee then it will be sent back in the not eligible trainee list. Further, to convert this not eligible trainees to eligible it can be done individually by clicking on "Not Eligible" button mentioned in point 1.

   After updating the attendance by ITI Creator by filling the attendance in these not eligible trainees, the ITI Creator will have to click the checkbox to finalize the selection of trainees. Further, on clicking this button, "SAVE IT AS DRAFT" the ITI Creator will be able to save the ongoing work in draft mode.

8. **Move to Enter FA Marks:** Once the ITI Creator successfully enters the attendance for **all the trainees, only then,** details will be moved to the Formative Assessment (FA) Marks section.

   Please Note: In case, details are missing for any trainee, the system will not allow the ITI creator to move further to enter FA Marks. Therefore, it will be mandatory to complete the task of attendance entry of all the trainees of its ITI before proceeding ahead for FA marks entry.

6 Formative Assessment (FA) Marks

In the FA Marks section, post approval from ITI Approver, the ITI Creator can enter the FA Marks for all the trainees of its ITI. ITI Creator has two options to either enter the details individually of the trainees on the SIDH platform or do a Bulk Update.

Before starting the activity of entry of FA marks of the trainees following needs to be completed:

- Attendance entry and submission for all the trainees of its ITI must be successfully completed.
- Once the ITI creator clicks on "*Move to Enter FA Marks*" the trainees' fields will freeze, and further ITI Creator will not be able to make any editing/revision.

What is Eligible and Not Eligible?
DGT has set the following criteria for eligibility:
- Attendance should be >=80%
- Formative Assessment marks should be >=60%
- The status of trainee fee payment for:
    - Practical exam fees should be marked as "Paid" for Practical Hall Ticket generation.
    - CBT exam fees should be marked as "Success" (which means payment is done successfully) for CBT Hall Ticket generation.

Here, if any trainee fails to adhere to the set criteria, they will automatically be classified under Not Eligible trainees by the system. The detail of the Figure 6-1 is given to perform the FA Marks uploading activities:
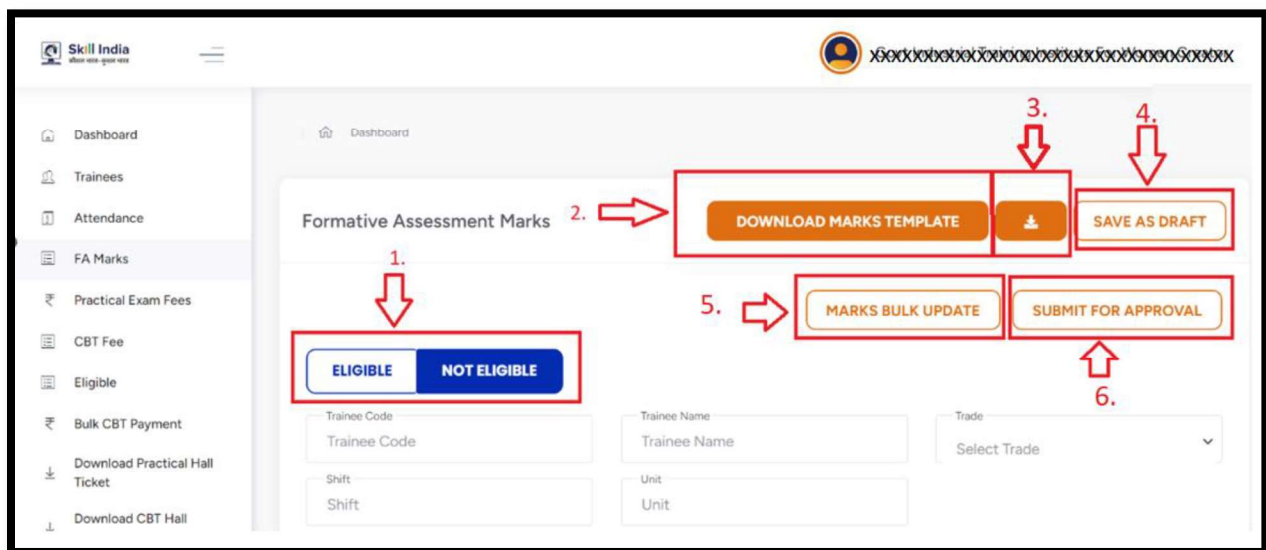
Figure 6-1

6.1 FA Marks process services:

1. **Eligible/ Not Eligible Trainees:** This shows the list of selected Eligible/Not Eligible (based on the eligibility criteria set by DGT) along with the selection parameters shown below:

Figure 6-2

2. **Download Marks Template:** In this, the ITI Creator can download the marks template by clicking button "DOWNLOAD MARKS TEMPLATE". The downloaded excel sheet will consist of filled column number from A to E as shown in figure 6-3 by default. And ITI Creator will have to fill the other column F and G for all the trainees of its respective ITI for Term 1 Marks Obtained and Term 2 Marks Obtained.

Figure 6-3

This functionality will help the ITI Creator to enter the FA Marks of the trainees in bulk. Once the excel sheet is completed, it needs to be uploaded by clicking the "MARKS BULK UPDATE" and upload the filled excel and click the "SUBMIT Button. Once submitted, the bulk FA Marks is done in one go for all the trainees and same will be reflected in the system.

Thus, this option helps to update the FA Marks in bulk for all the eligible trainees of the ITI.

3. **Download Eligible/ Not Eligible with FA Marks List:** On clicking this button, the ITI Creator will be able to download excel sheet which will be comprising of the details of overall list of Eligible/ Not Eligible trainees of this ITI based on the initial selection as shown in the image below:

	A	B	R	S	T	U	V	W
1	Trainee Code	Trainee Name	Term1 Marks	Term2 Marks	Total Marks	Marks Percentage	Marks Eligibility Status	Practical Exam Fee Status
2	XXXXXXXXXX	RAKHI	100	90	190	95	Eligible	paid
3	RA20867201846	Abhishek Jain	100	90	190	95	Eligible	paid
4	XX90867001XX	Veena	100	90	190	95	Eligible	paid
5	XXXXXXXXXX	Aseeya	100	90	190	95	Eligible	paid
6	XXXXXXXXXX	PALAK KAUR	100	90	190	95	Eligible	paid
7	XXXXXXXXXX	HARPREET KAUR	100	90	190	95	Eligible	pending
8	XXXXXXXXXX	KHUSHI KAUR	100	90	190	95	Eligible	pending
9	XXXXXXXXXX	AMRITA KAUR	100	90	190	95	Eligible	pending
10	XXXXXXXXXX	BHARTI	100	90	190	95	Eligible	pending
11	XXXXXXXXXX	KALYANI SHARMA	100	90	190	95	Eligible	pending
	XXXXXXXXXX	KHUSHI	100	90	190	95	Eligible	

Figure 6-4

4. **Save As Draft:** In case, FA Marks is less than 60% for any trainee then it can be viewed in the not eligible trainee list. Further, to convert this not eligible trainees to eligible it can be done individually by clicking on "Not Eligible" button mentioned in point 1.

After updating the FA Marks by ITI Creator by filling the attendance in these not eligible trainees, the ITI Creator will have to click the checkbox to finalize the selection of trainees. Further, on clicking this button, "SAVE IT AS DRAFT" the ITI Creator will be able to save the ongoing work in draft mode.
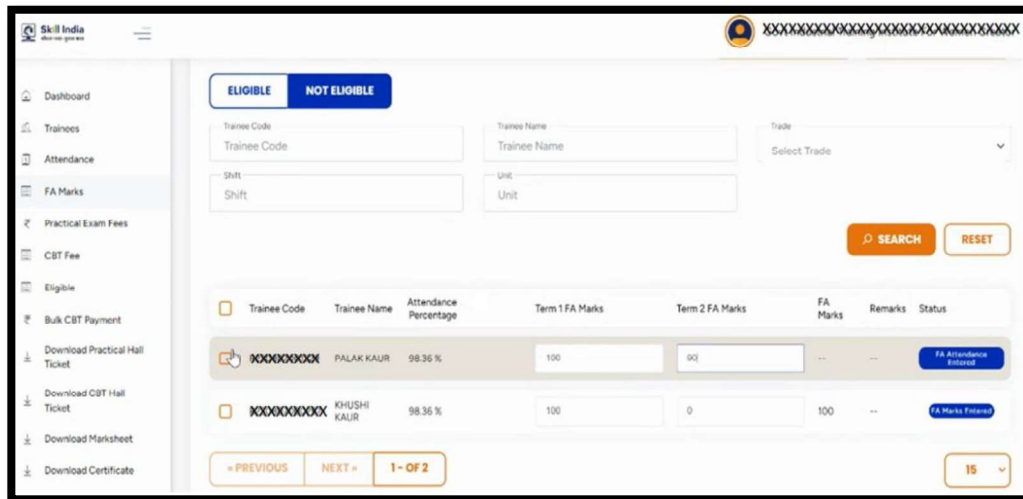
Figure 6-5

5. **Marks Bulk Update:** On clicking this button, the ITI Creator will be navigated to next screen as shown below, in which option is provided to upload the details of the FA Marks in bulk for the respective trainees. Once the FA marks is filled as mentioned in point 2, ITI Creator can submit the FA Marks in bulk using this option. After uploading the ITI Creator will be required to submit it by clicking the "SUBMIT" button.
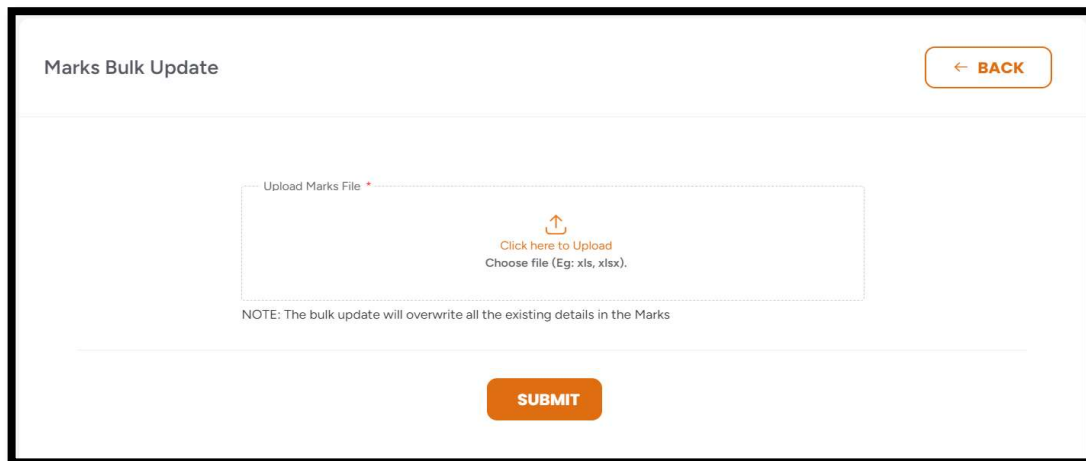

Figure 6-6

6. **Submit for Approval:** On Clicking this button "SUBMIT FOR APPROVAL" the FA marks details will be forwarded to the ITI Approver. And a confirmation popup will appear; click **Yes** to proceed.

In case, ITI Approver rejects any data related to attendance and FA Marks, it will be sent back to ITI Creator with remarks. Then, ITI Creator shall make required changes as indicated by the ITI Approver and resubmit the data for approval following the same process.
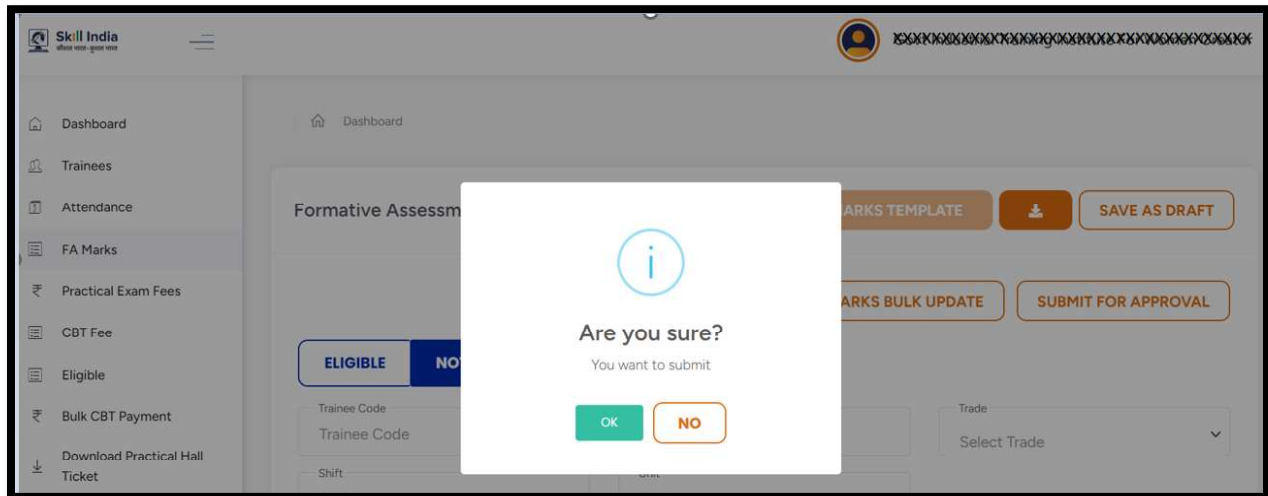
.

Figure 6-7

Once, Ok button is clicked in the above pop-up message of "Are you Sure?" it will be sent to the ITI Approver and further chance to revise may not be provided. Therefore, please ensure that all the entered details are correct before proceeding.

6.2 FA Marks Listing

In this window details ITI Creator may enter the Formative Assessment (FA) marks for each trainee.

The following components of listing are explained below:

1. This check box is used to select the trainee and make necessary changes.
2. This option is used to search the trainees based on the several parameters above Trainee Name, Trainee code and Trade etc.
3. **RESET** option is used to reset the parameters.
4. **Remarks** column is used to show the remarks given.
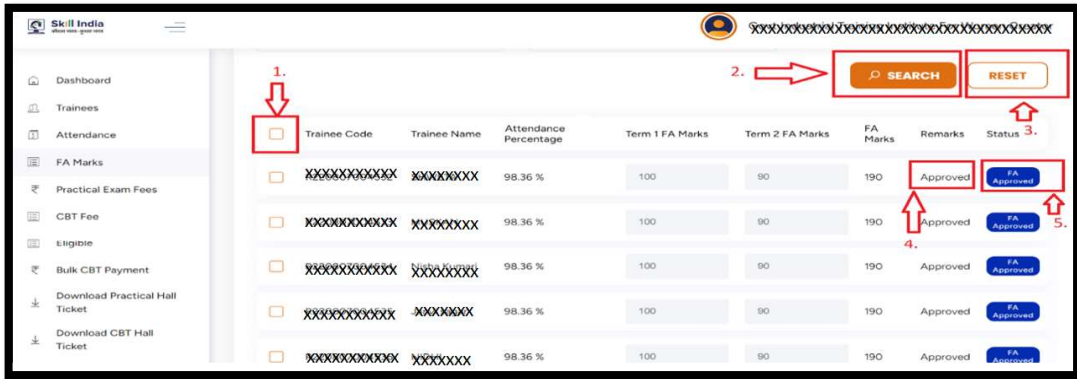5. **Status**: This is used to show the status of the FA marks i.e., Pending, Approved etc.

Figure 6-6

After the successful completion of submitting the details, ITI Creator must follow the **Submit for Approval (Pt 6)** above**.**

Once ITI Approver approves Attendance and FA Marks sent by ITI Creator of its ITI all the eligible trainees for practical fees will be listed and visible by clicking the "PRACTICAL EXAM FEES" button to ITI Creator.

7 Practical Exam Fees

In the Practical Exam Fees module, the ITI Creator will receive a list of trainees with their details. By default, all trainees will have status of "Pending" when the screen renders first time. Then, the ITI Creator needs to select the payment status of each trainee, choosing option between "Paid" and "Unpaid" for each trainee. Once the status of payment is updated to "Paid", the trainees will be listed under the download hall ticket button. In case of "unpaid" the ITI Creator can change the status till the last date of the Practical exam fee status update activity as per the schedule published by the DGT.

Please Note:

- ITI Creator can do this function once the ITI approver approves the Attendance and FA Marks of all the eligible trainees submitted for approval.
- Only eligible trainees will be allowed to pay the Practical Exam Fee.

The ITI creator has been provided the functionality to update the payment update of the practical exam fees for trainees. The detail of the image 7-1 is given below:
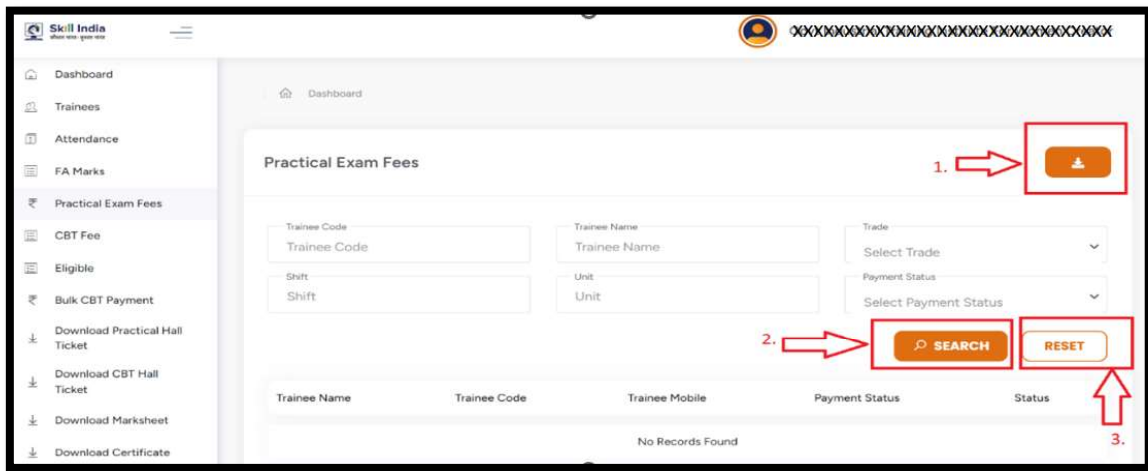
Figure 7-1

1. Download the details of the practical exam fees of the trainees along with the status.

Trainee Name	Trainee Code	Trainee Mobile	Payment Status	Status
RXXXHxxxxxxx	RX23080670065940	81083258265	paid	practical_hall_ticket_generated
AXKKehXXKXJXMXxx	RX23080670010040	78825901187	pending	
VeeXXXXXXXXX	RX23080670012206	98728364177	paid	practical_hall_ticket_generated
ASeeXXXXXXXXXXX	RX23080670060090	84462652982	pending	
PXXXXKXAURXXXXX	RX23080670019209	88590901622	paid	practical_hall_ticket_generated

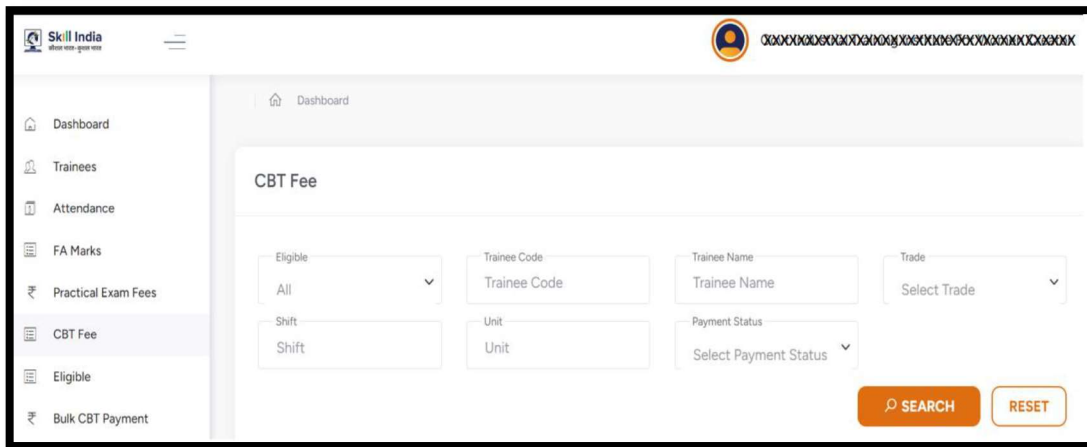2. Search the trainees from the list.
3. Reset the search parameters.

8 Computer Based Test (CBT) Fee

In this module of CBT Fee, the ITI/NSTI Creator can manage the payment process for eligible trainees who are eligible for CBT Fee Payment. This includes both individual payments through a payment gateway and bulk payments through challan.
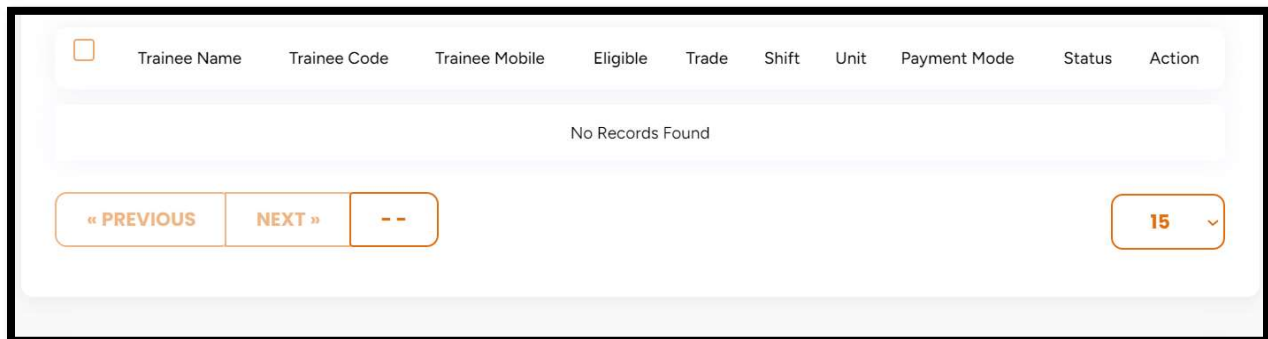
The payment for the CBT as an ITI/NSTI Creator, may be done in two ways:

1. Individual Payment through Payment Gateway
2. Bulk Payment through Challan

Figure 8-1

Figure 8-2

Bulk Payment Gateway
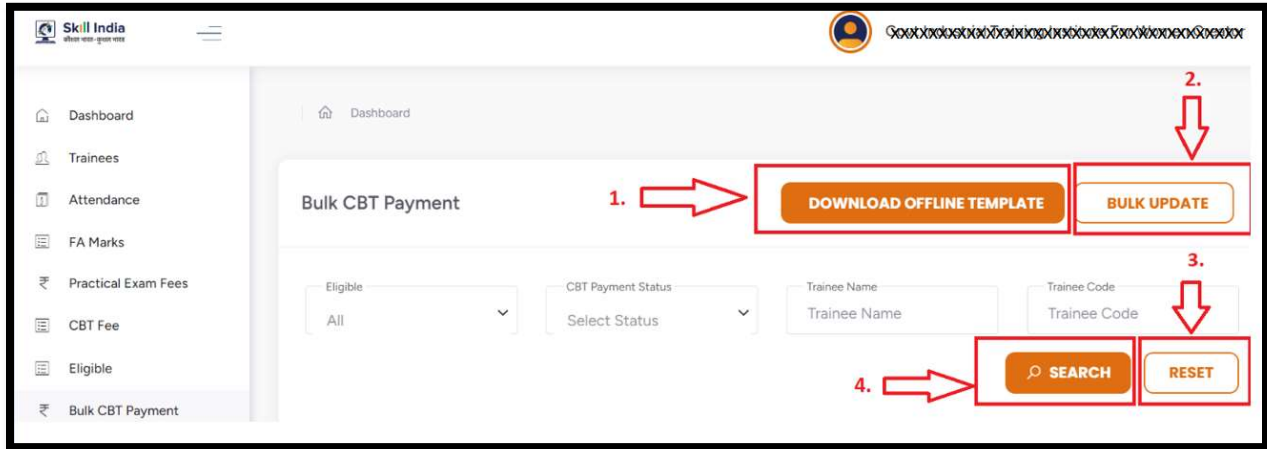
Figure 8-3

1. **Download Offline Template:** On clicking this button, the ITI Creator will be able to download excel sheet which will be utilized to submit the bulk CBT Payment in one go and will be comprising the details shown in the image below:

Figure 8-4

2. **Offline Bulk Update:** This option is given to submit the bulk update of CBT Fee in offline mode, for its ITI Creator needs to submit the Challan Number, Upload Offline Payment File and Upload Offline Document Proof.
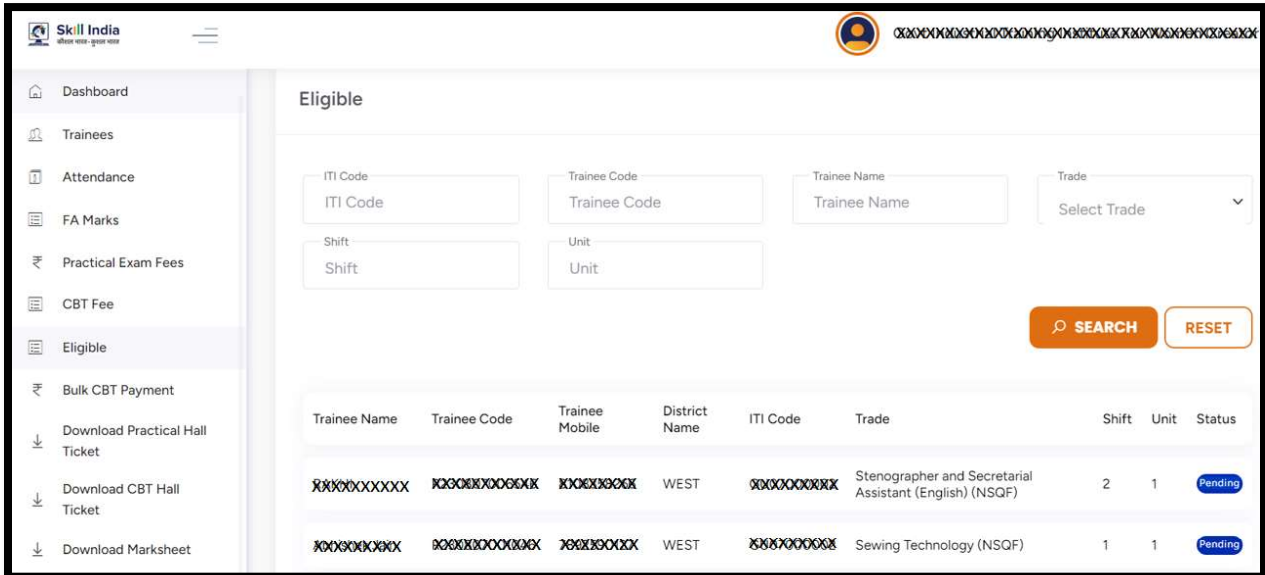

Figure 8-5

9 Eligible

This module is used to list the eligibility of the trainee for examinations. To qualify for participation, trainees must meet the following criteria:

- **Attendance:** Trainees must have an attendance record of at least 80%.
- **FA Marks:** Trainees must have achieved a minimum of 60% in their Formative Assessment (FA) marks.
- **Practical Marks Fees:** The fees for practical marks must be paid in full.

These criteria ensure that only eligible trainees are considered for further processes. And, this button helps ITI Creator to view the list of the only eligible trainees.

On clicking the [SEARCH] search button below the details based on search results will be displayed as a list below, and by clicking on [RESET] reset button the input parameters will reset itself.

Figure 9-1

10 Download Practical Hall Ticket

ITI Creator can download the practical hall ticket in bulk for all the trainees whose practical hall ticket is generated by clicking on "BULK DOWNLOAD" and same will be sent to the email address of the ITI Creator. In case, ITI Creator wants to download the hall ticket one by one of the trainee then same can be downloaded by selecting the trainee records.

Figure 10-1

11   Download CBT Hall Ticket

ITI Creator can download the CBT hall ticket in bulk for all the trainees whose CBT hall ticket is generated by clicking on "BULK DOWNLOAD" and same will be sent to the email address of the ITI Creator. In case, ITI Creator wants to download the CBT hall ticket one by one of the trainee then same can be downloaded by selecting the trainee records.
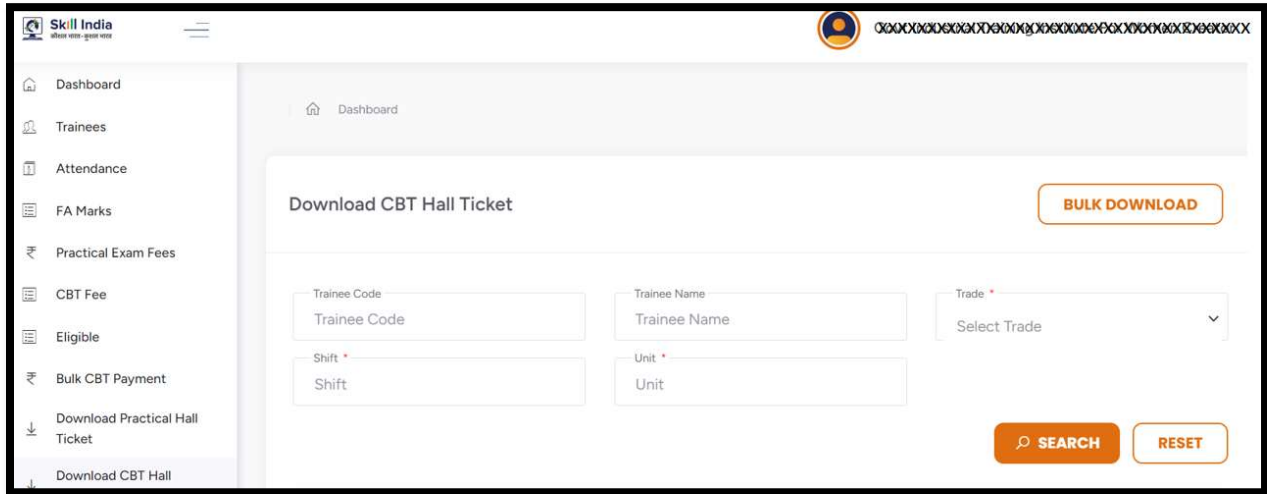

Figure 11-1

12   Logout

The ITI Creator user will be able to Logout through the platform by clicking on the profile name (ITI Name) at top right corner of the screen and then clicking on the logout button as shown in the image below:
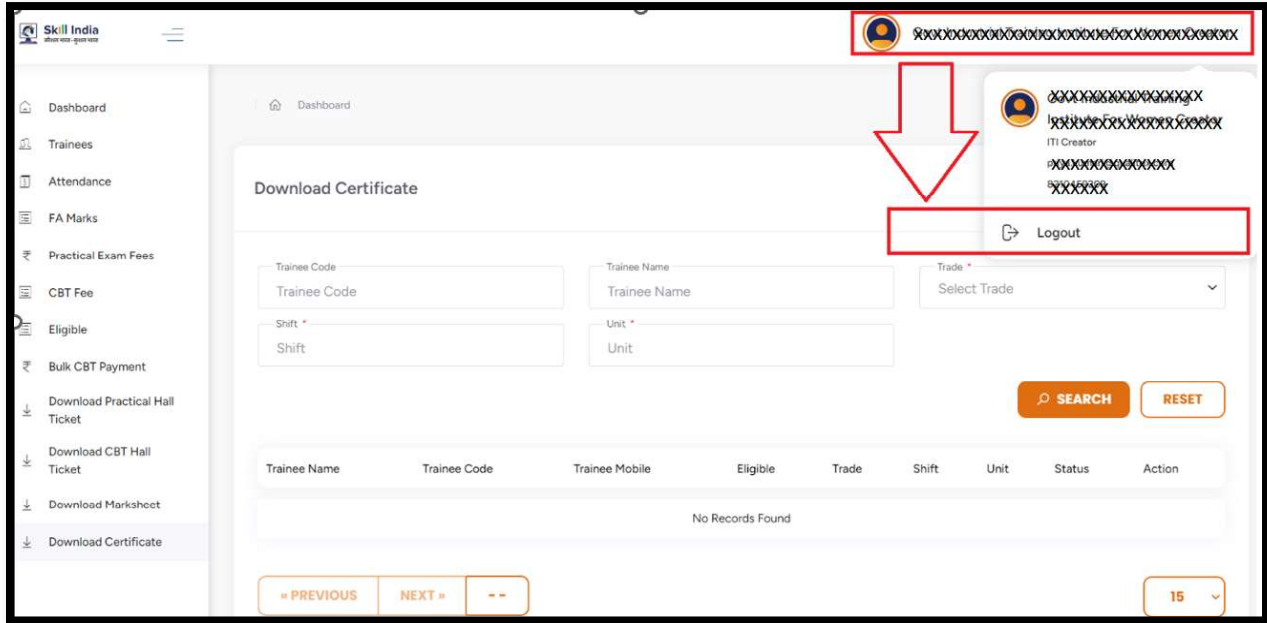

Figure 12-1