GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH :: VIJAYAWADA

Circular Memo No: E/Skill Hubs/GPT/CTE/2022   Dt. 25.08.2022

Sub: Technical Education – Establishment of Skill Hubs in 45 identified Government Polytechnics across the State under phase-II – Training Provider (TP) Registration in Skill India Portal - Certain instructions – Issued.

Ref: 1. Minutes of the Meeting through Video Conference Chaired by the MD, APSSDC, Dt. 24.08.2022
2. This office Memo No: E / Skill Hubs / GPT / CTE / 2022, Dt. 25.07.2022

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This is to inform that vide reference 1st cited, the Government Polytechnics are being identified for establishment of the Skill Hubs under Phase-II in which infrastructure facilities are adequate.

In this context, all the Principals of the 45 Government Polytechnics as per the annexure in which the skill Hubs are being established under phase-II are instructed to take necessary measures in providing the space, infrastructure etc., and to identify the courses to be offered at the respective skill hubs along with industry connect with the help of concerned APSSDC officials.

All the Principals of the 45 Government Polytechnics are instructed to register in the in Skill India Portal as Training Partner for which **PAN card of the institute and a separate bank account is mandatory.**

Hence all the Principals of the 45 Polytechnics as per the annexure are requested to get the **PAN card of the institute, a separate bank account** and also complete the process of TP registration at the earliest and submit the compliance to this office.

Encl:
1. User manuals
2. List of 45 Government Polytechnics

Sd/- C. NAGA RANI, I.A.S.
DIRECTOR

To
The Principals of all the 45 Government Polytechnics Concerned
Copy to
1. The Managing Director, AP State Skill Development Corporation, Tadepalli
2. The Principal Secretary, Skill Development and Training for favour of information
3. The RJDs of the Technical Education for information and necessary action

NODAL OFFICER 25/08/22

DEPARTMENT OF TECHNICAL EDUCATION,
GOVERNMENT OF ANDHRA PRADESH

ANNUXURE
LIST OF GOVERNMENT POLYTECHNICS IDENTIFIED FOR ESTABLISHMENT OF SKILL HUBS UNDER PHASE-II

S.No	Inst Code	Name of the GPT/ SKILL HUB
1	008	GOVT.POLYTECHNIC,Srikakulum
2	010	ANDHRA POLYTECHNIC, Kakinada
3	011	GOVT. POLYTECHNIC FOR WOMEN, Kakinada
4	014	MBTS GOVT. POLYTECHNIC,Guntur
5	015	GOVT. POLYTECHNIC FOR WOMEN, Guntur
6	016	GOVT POLYTECHNIC, Nellore
7	017	GOVT POLYTECHNIC, Gudur
8	020	GOVT POLYTECHNIC,Ananthapur
9	021	ESC GOVT POLYTECHNIC, Nandyala
10	022	GOVT POLYTECHNIC, prodduturu
11	038	MRAGR GOVT. POLYTECHNIC, Vizianagaram
12	039	D.A GOVT POLYTECHNIC, Ongole
13	048	GOVT POLYTECHNIC FOR WOMEN, Nellore
14	055	SRI G P R GOVT POLYTECHNIC, Kurnool
15	057	GOVT POLYTECHNIC FOR WOMEN, Kadapa
16	059	GOVT POLYTECHNIC FOR WOMEN, Palamaneru
17	060	GOVT. POLYTECHNIC, Narsipatnam
18	063	GOVT INSTT OF TEXTILE TECHNOLOGY, Guntur
19	065	GOVT.INSTITUTE OF CHEMICAL ENGG, Visakhapatnam
20	067	GOVT MODEL RESIDENTIAL POLYTECHNIC, Yetapaka
21	068	GOVT MODEL RESIDENTIAL POLYTECHNIC, Srisailam
22	070	GOVT INSTITUTE OF CERAMIC TECHNOLOGY, Guduru
23	071	SUVR AND SR GOVT POLYTECHNIC FOR WOMEN, Eeethamukkala
24	072	DR.B.R.AMBEDKAR GMR POLYTECHNIC, Rajahmundry
25	077	GOVT. POLYTECHNIC FOR WOMEN, Nandigama
26	088	GOVT. POLYTECHNIC FOR WOMEN, Srikakulum
27	098	GOVT POLYTECHNIC FOR MINORITIES, Kurnool
28	154	GOVT POLYTECHNIC, Obulavaripalli
29	166	GOVT.POLYTECHNIC, Chandragiri
30	170	GOVT.POLYTECHNIC, Dharmavaram
31	172	GOVT.POLYTECHNIC, Vempalli
32	175	GOVT.POLYTECHNIC, Kadiri
33	184	GOVT.POLYTECHNIC, Simhadripuram
34	185	GOVT.POLYTECHNIC, Satyavedu
35	198	GOVT.POLYTECHNIC, Tadipathri
36	200	GOVERNMENT POLYTECHNIC, Kalikiri
37	202	GOVERNMENT POLYTECHNIC, Addanki
38	205	GOVERNMENT POLYTECHNIC, Uravakonda
39	206	GOVERNMENT POLYTECHNIC, Madakasira
40	208	GOVERNMENT POLYTECHNIC, Amudalavalasa
41	209	GOVERNMENT POLYTECHNIC, Kavali
42	213	GOVERNMENT POLYTECHNIC, Rayachoti
43	305	GOVT.POLYTECHNIC,Atmakuru
44	332	SMT. SATRUCHARLA SASIKALA DEVI GPT, Chinamerangi
45	527	GOVERNMENT POLYTECHNIC, Narpala

Sd/- C. NAGA RANI, I.A.S.
DIRECTOR

NODAL OFFICER 25/08/2
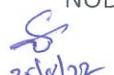
User manual for Training Provider (TP) – Registration

Table of Contents

1   Introduction

This user manual provides an information on how an organization can register itself as Training Provider (TP) on Skill India Portal. It further enables Training Provider to get connected to various Schemes/Models available on the portal either through Accreditation & Affiliation or Non-Accreditation & Affiliation process for running NSQF aligned Job roles or courses. With this user manual, the Training provider will be able to perform the following functions:

- New Registration
- First Time Login

A step-by-step guide to register as TP is provided below:

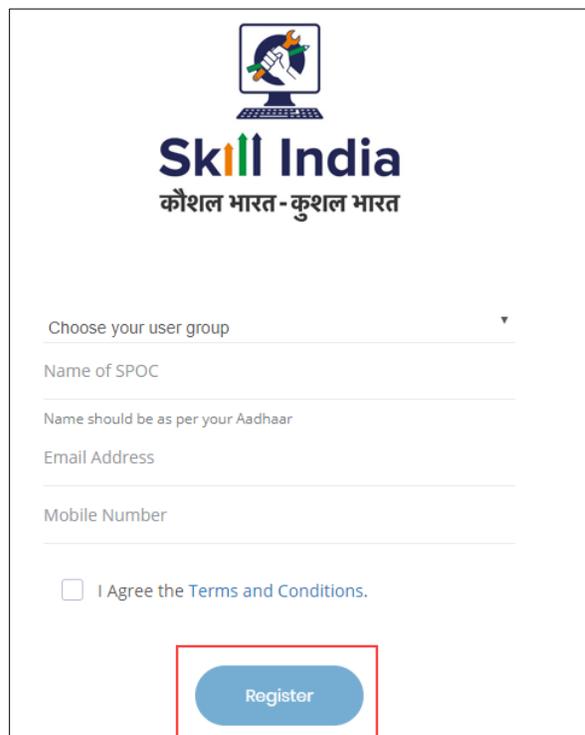Step 1: Open the web page: https://skillindia.nsdcindia.org/direct-registration

2   Registration

The **Registration** section allows a TP to register on the portal.

➢ To **Register,** the new *Training Provider* in the SDMS website do as follows.
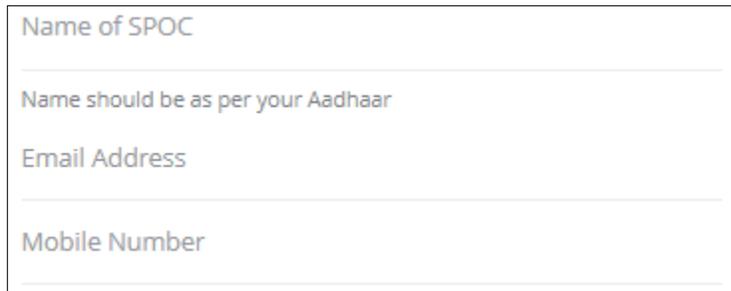

Home - - > Register

➤ Select User Type as a '*Training Provider'* from the '**Choose your user group'** drop-down list.

Choose your user group
Training Provider
Trainer
Assessor
Candidate

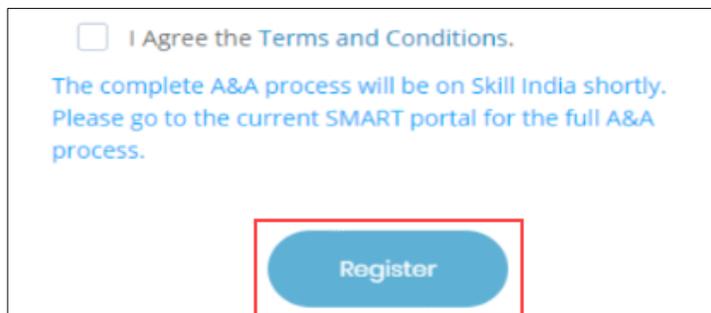➤ Enter 'Name of Single point of Contact SPOC', 'Email ID', 'Mobile Number'.
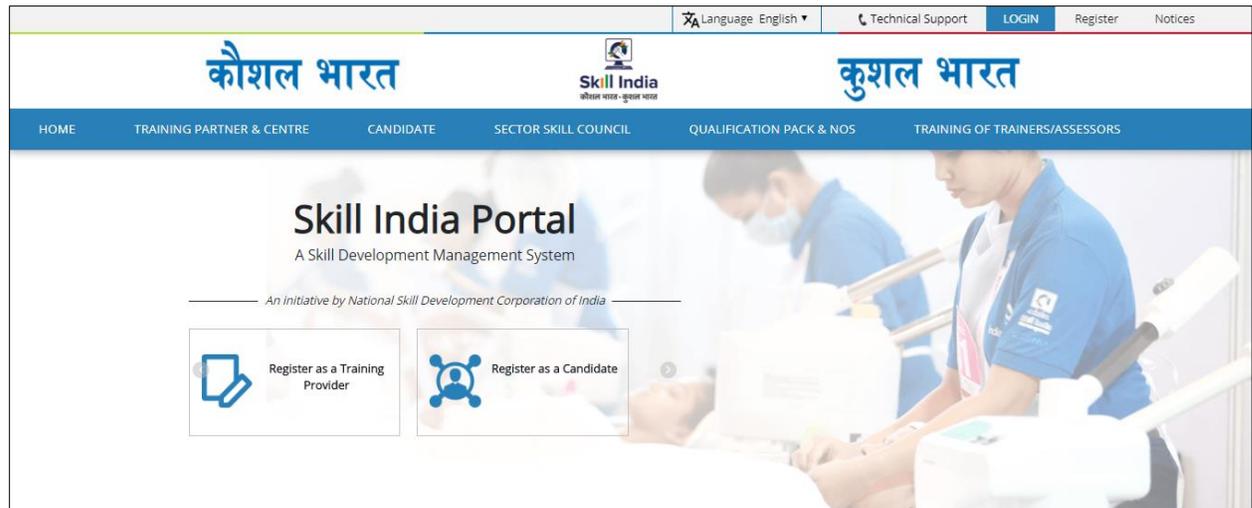
Name of SPOC

Name should be as per your Aadhaar

Email Address

Mobile Number

➤ To proceed further click on checkbox 'I Agree Terms and Conditions' followed by clicking on '**Register**' tab.
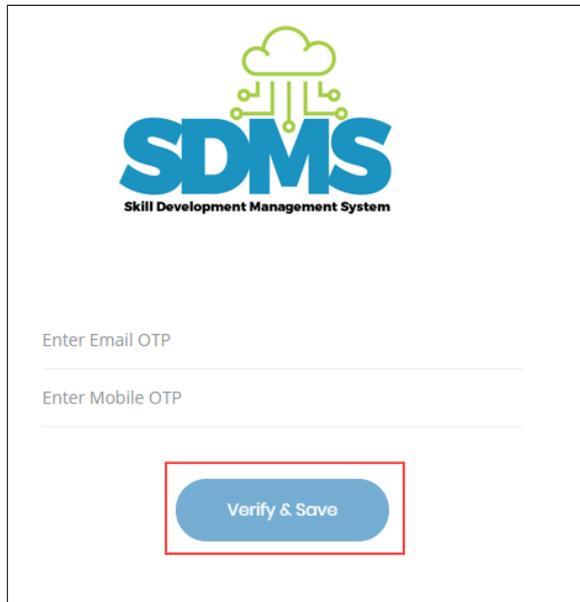
☐ I Agree the Terms and Conditions.

The complete A&A process will be on Skill India shortly. Please go to the current SMART portal for the full A&A process.

Register

The *One Time Password (OTP) will be generated* and shared on registered email ID and mobile number.
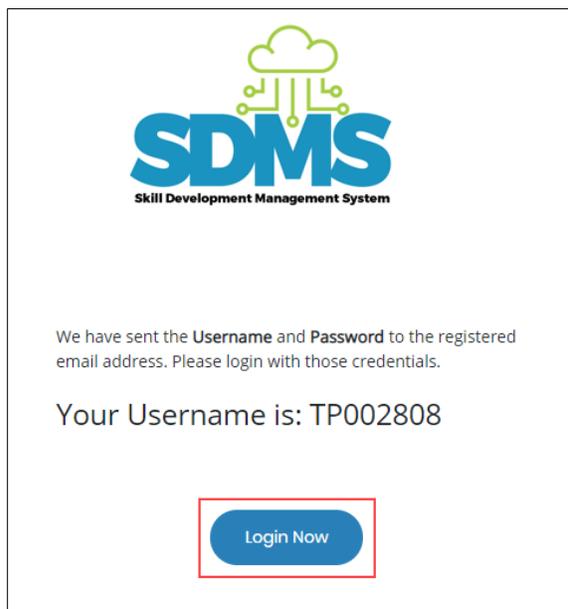
Verification screen appears as below.

- ➢ Enter **Email OTP and Mobile OTP** as received on the registered email ID and Mobile number**.**

- ➢ Click **Verify & Save**. The following message appears after verification of both Email and mobile OTP
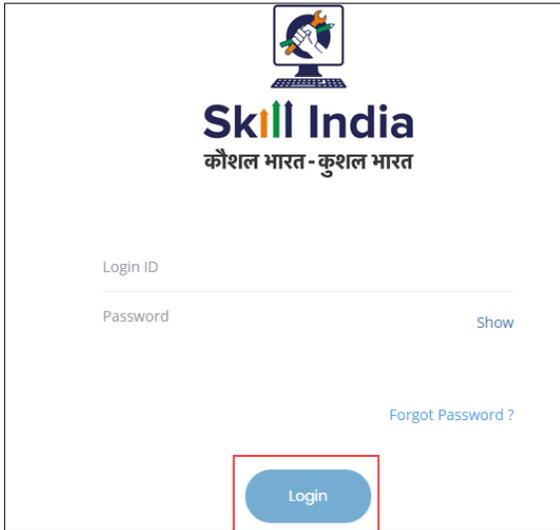

- ➢ Click **Login Now**. You will navigate to the **Login** screen.

2.1 First Time Login

The **Login** screen allows the user to login to the training provider registration form.
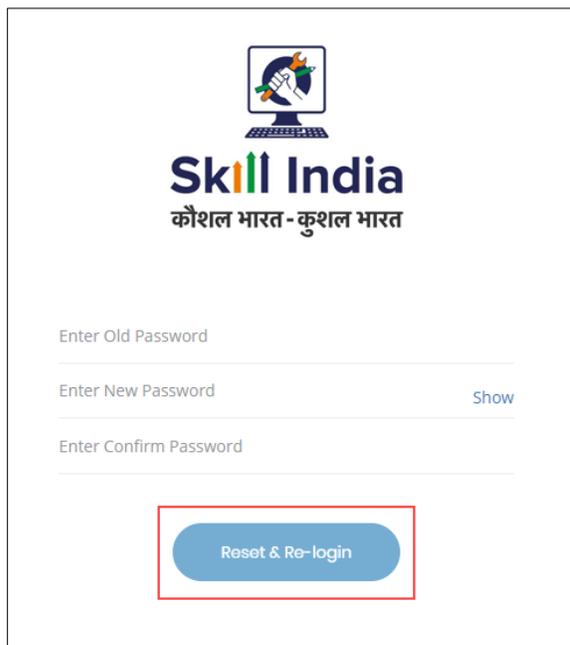
Home - - > Login

Enter Unique ID (User ID) and Password as received in an email*.*

➢ Click **Login.**

Note: The new password should be at least of *eight* characters length, should also contain one upper case, one special character and one numeric.

➢ Click **Reset & Re-login.**

After the successful update of the password, the message appears as follows.

Password updated Successfully

OK
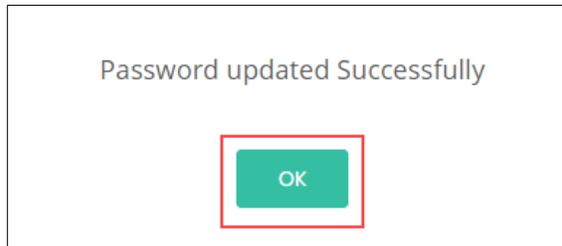
2.2 Training Provider Registration Form

The **Training Provider Registration Form** screen appears on the first-time login and hosts *eight* sections as mentioned below.

- Organization Info
- CEO/MD/Head of the Organization Info
- Authorized Signatory Info
- Permanent Address of the Organization
- Financial Account Details Info
- Financial Year wise Turnover Details and Chartered Accountant Certificates
- Declaration
- Payment Details

➢ The **Organization Info** section allows the training provider to enter the Organization information.

Organization info:

Field	
Name of the Organization: *	Enter Full Name of Organization
Type of the Organization: *	Select Type of the Organization ⌄
Year of Establishment: *	Select Establishment Year ⌄ Choose file* Browse File size upto 5 mb (only jpg, png, jpeg, pdf) Upload
Landline Number:	Enter the landline number
Website:	Enter the website address

➢ The **Organization Information** section allows the training provider to add the Name of the Organization, Type of the Organization**,** Year of Establishment, Landline Number and Website.

- The **CEO/MD/Head of the Organization Info** section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information.

- The **CEO/MD/Head of the Organization Info** section allows the training provider to enter the Chief Executive Officer or Managing Director or Head of Organization information such as CEO/MD/Head's Name, CEO/MD/Head's Email Address, and CEO/MD/Head's Mobile Number.
  Authorized Signatory: If CEO/MD/Head are also authorized signatory than the user to select the check on checkbox 'The above person should be considered as' authorized signatory.

- The **Authorized Signatory Info** section allows the training provider to enter the Authorized Signatory Information.

- The **Authorized Signatory Info** section allows the training provider to enter the Authorized Signatory Information, Authorized Signatory Email Address and Authorized Signatory Mobile Number.
  Click **Add Another Authorized Signatory,** to enter additional signatory.

Note: If the CEO/MD is selected as Authorized Signatory then, this section only displays the same information.

➢ The **Permanent Address of the Organization** section allows the training provider to enter the organization address.

Permanent Address of the Organization:

Address of the Organization: *	Enter full address of the organization
Nearby Landmark: *	Enter the Nearby Landmark to the above mentioned Organization
Pincode: *	Enter the Pincode
State/Union Territory: *	Select the state/Union Territory ⌄
District: *	Select District ⌄
Tehsil/Mandal/Block: *	Select Tehsil/Mandal/Block ⌄
City/Town/Village: *	Select City/Town/Village ⌄
Geo Location:	Enter Area Name
Parliamentary Constituency: *	Select the Parliamentary Constituency ⌄
Address Proof: *	Select Address Proof Type ⌄ Choose file* Browse
	File size upto 5 mb
	(only jpg, png, jpeg, pdf)
	Upload
Communication Address Same as Permanent Address:	☐

➢ The **Permanent Address of the Organization** section allows the training provider to enter the organization address such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, City/Town/Village, Geo Location, Parliamentary Constituency, Address Proof and Communication Address Same as Permanent Address.

Note: Clicking the Communication Address Same as Permanent address allows the applicant to save the permanent address as a communication address. Add new communication address of the organization if needed.

➢ The **Communication Address of the Organization** section allows the training provider to enter the communication address of the organization.

➢ The **Communication Address of the Organization** section allows the training provider to enter the communication address of the organization such as Address of the Organization, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block and City/Town/Village.

➢ **Address Proof:** Select the appropriate type of document which you provide as an Address proof from the drop-down list. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files.
On the upload, the message appears as **filename.ext Uploaded Successfully**.

Click **Save & Next**, to continue the registration.

➢ The **Financial Account Details Info** section allows the training provider to enter the Financial Account Details of the organization.

➢ **Permanent Account Number**: Enter the appropriate *Permanent Account Number* of the organization. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files. On the upload, the message appears as **filename.ext Uploaded Successfully**.

➢ **GST Account Number:** Enter the appropriate *Goods and Service Tax Account* Number of the organization. Click **Browse**, select the file and click **Upload**. You can upload only jpg, png, jpeg and pdf files. On the upload, the message appears as **filename.ext Uploaded Successfully**.

Additional Information:
The Financial Account Details displays the fields depending on the Type of Organization selected in the **Organization info**.
- If the Organization Type is *Company firms,* then in Financial Account Details TP need to add **PAN** and **GST** Details.
- If the organization type is *Proprietorship*, then in Financial Account Details TP need to enter *Aadhaar number*.
- If the organization type is *Government*, then in Financial Account Details page does **not** appear.

➢ The **Financial Year wise Turnover Details and Chartered Accountant Certificates** section allows the training provider to enter the Financial Year wise Turnover Details and Chartered Accountant Certificates of the organization.

Note: The organization should upload financial turnover of last three years. If the Year of Establishment is less than three years, then the organization should upload the turnover details for the financial years for which details are available. For example, if the Year of Establishment is 2017, then documents must be uploaded for 2017-18, 2018-19 (post 1st April 2019 till September 2019, provisional Certificate can be uploaded however post-September 2019, only the Turnover Certificate to be uploaded).

Financial Year wise Turnover Details and Chartered Accountant Certificates :

Year of Establishment:	2009

Financial Year 2018 - 2019 : *
(In INR)
Enter Annual Turnover
In FY 2018 - 2019 return is not audited, Please upload the provision statement

Upload Financial Dc   Browse
File size upto 5 mb
(only jpg, png, jpeg, pdf)
Upload

Financial Year 2017 - 2018: *
(In INR)
Enter Annual Turnover

Upload Financial Dc   Browse
File size upto 5 mb
(only jpg, png, jpeg, pdf)
Upload

Financial Year 2016 - 2017 *
(In INR)
Enter Annual Turnover

Upload Financial Dc   Browse
File size upto 5 mb
(only jpg, png, jpeg, pdf)
Upload

Note : You should provide the CA Certificate for Annual Turnover which needs to be on a letter head, stamped and signed with date by CA mentioning his/her CA Membership Number and Firm Registration Number. No other documents will be accepted.

Save & Next   Save As Draft

➢ **Financial Year YYYY – YYYY**: Enter the appropriate annual turnover amount (INR in lacs) and Click **Browse**, select the file and click **Upload**. You can only upload jpg, png, jpeg and pdf files.
Click **Save & Next,** to save the changes and procced.

➢ The **Declaration** section, the organization should confirm the correctness of the information.

➢ Click **I agree - The details entered are correct as per my knowledge,** to confirm the correctness of the information updated.

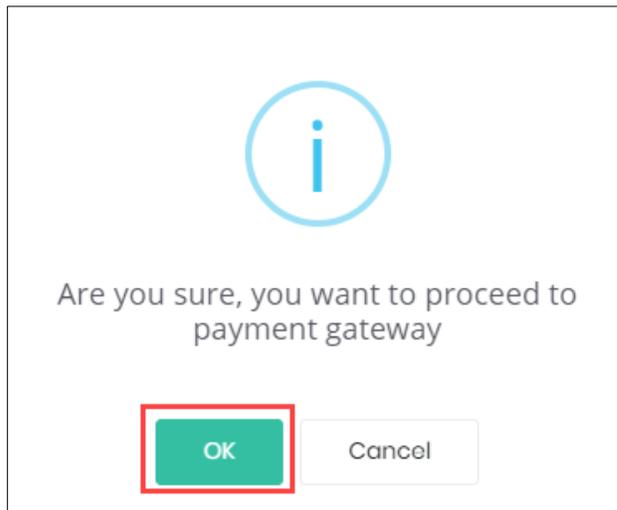Click **Save & Continue,** to navigate to the **Process Details** screen.

➢ The **Process Details** screen allows the Training Provider to select the **Approval Process**.
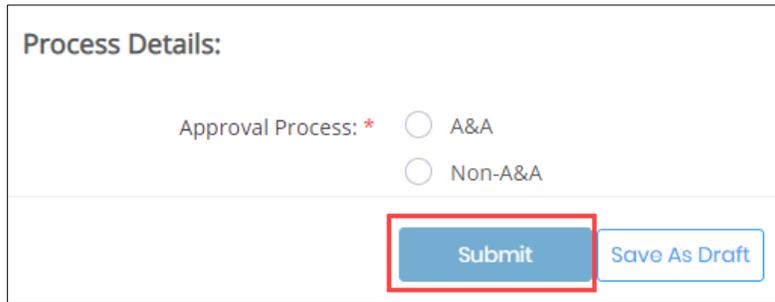
Process Details:

Approval Process: * ◯ A&A
                    ◯ Non-A&A

Submit   Save As Draft

➢ Select **A&A,** to add *Accreditation add Affiliation* as an approval process.

   Click **Submit**, the following screen appears.

(i)

Are you sure, you want to proceed to payment gateway

OK   Cancel

➢ Click **OK,** to navigate to the **Billing Information and Payment Information** screen.

Additional Information:
The **Billing Information and Payment Information** section appears depending on the *Type of Organization* selected in the **Organization info** and *Approval Process* in **Process Details** sections.

• If the Organization Type is *Company firms,* and the Approval Process is **A&A**, then **Billing Information and Payment Information** section appears.
• If the Organization Type is *Company firms,* and the Approval Process is **Non A&A**, then **Select Scheme/Model** section appears.

➢ The **Billing Information and Payment Information** section allows the training provider to enter the payment details.

➢ The **Billing Information** section allows the training provider to edit or enter the appropriate billing details of the applicants.

➢ Click **Cancel**, to cancel the payment procedure.

Note: If the training provider select cancel, the following message appears as follows.

Cancellation Feedback

We have noticed that you didn't complete your transaction. Please help us understand the reason for your decision:

○ I wish to review my order again before completing the transaction.

○ I have second thoughts about making this payment.

○ I could not find my Bank/Credit Card in your list of payment options.

○ I wish to pay through another payment option.

○ I do not wish to share my confidential payment details online.

○ Any other Reason

[Cancel Transaction] [Continue Payment]

➢ The **Cancellation Feedback** section allows the training provider to select the appropriate cancellation reason.
Click **Continue Payment**, to continue the procedure.

Note: If the Billing and Shipping address are different, click My Billing and Shipping address are different, to add a new shipping address. The message appears as follows

☑ My Billing and Shipping address are different

Shipping Address   ✕

nn

nnn

852478   City

ANDAMAN AND NICOBAR ISLANDS   India   ▼

9864563245

➢ The **Payment Information** section allows the training provider to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears

PRN	308004716825
BID	1548836193800
AMT	12.80
PID	AVN0002
TXNDATETIME	30/01/2019
Transaction Status	Y ▼
Return To the Merchant Site	

➢ Click **Return to the Merchant Site,** the **Thank You** message appears as follows

Success

Thank You

You will receive a confirmation message in your inbox shortly. If you do not receive this message, please check your spam folder.

Don't forget to add info@sdmsindia.com to your address book so that you are always the first to hear about the latest collections, events and news.

Download Receipt   **Go to Dashboard**   **Download Submitted Form**

➢ Click **Go To Dashboard**, to navigate to the Dashboard.
Click **Download Receipt**, to download the receipt.
Click **Download Submitted Form**, to download the submitted form.

➢ Select **Non A&A** as an approval process, then the screen appears as follows.
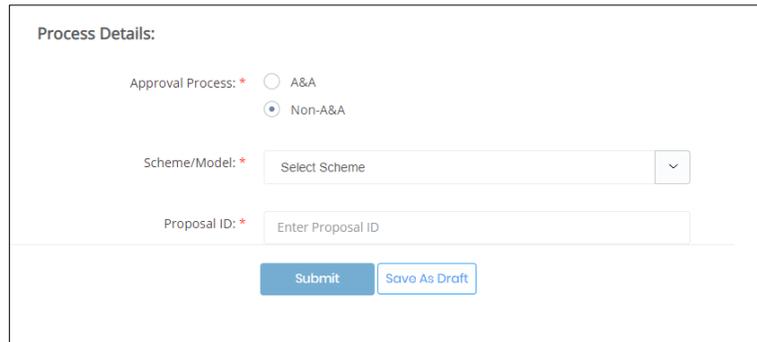
➢ Select the appropriate **Scheme Name** form the Scheme/Model drop-down list.
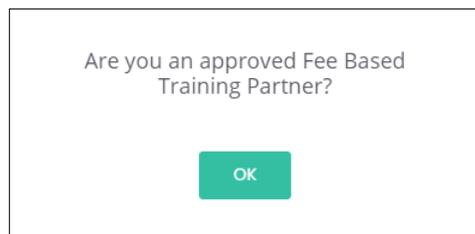
➢ Click **OK**, and enter appropriate *Proposal ID*.

➢ Click **Submit**, to navigate to the **Thank You** screen.

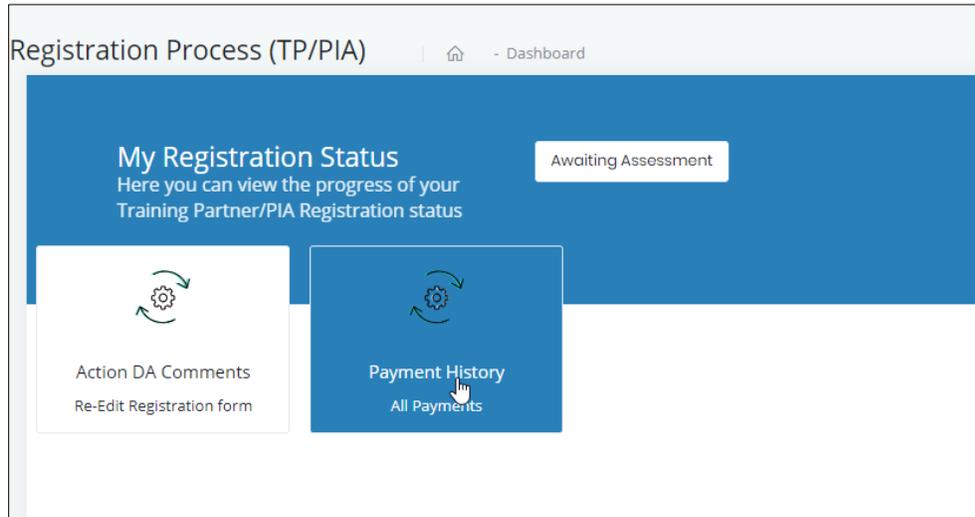➢ Click **Go To Dashboard**, to navigate to the Dashboard.

3 Payment History

The **Payment History** screen allows the training provider to view the payment details.

> The **Payment History** screen displays the details of the payment transaction such as Transaction/Order ID, Merchant ID, Invoice, TP ID, Address, State, District, Payment Mode, Fee Description, Application Fees, Conv Fees, Total Amount, Transaction Date, and Transaction Result.

> Click **Back**, to navigate to the **Dashboard**.