



# Ladakh Skill Development Mission



User Manual for Training Centre Module

# INDEX

- 1) Introduction
- 2) Training Centre Portal
  - a) Register Process
  - b) Login Process
  - c) Forgot Password
- 3) Training Centre after login
  - a) Training Centre Dashboard
    - i) Statistics on batches
    - ii) Statistics on training centre/candidates.
  - b) Batch Management
  - c) Batch Enrollments
  - d) Training Material
  - e) Trainer List
  - f) Proposed Job Role/Trade
  - i) Management/Creation of Jobs
  - g) ITI Application
  - h) My Profile
  - i) Raise Grievance
    - i) Raise any query
  - j) Help
    - i) Contact Details in case of emergency
  - k) Change Password

3

- i) Change your default password
- l) Logout

## • Introduction

- Training Centre Portal allows TC of Ladakh to manage batches, create assignments and view or edit information regarding above mentioned.

## • Training Centre Portal

### a. Register Process

- Here Training Partner can create a Training Centre for Ladakh Skill Development Mission.
- Some Mandatory Fields:
  - i. Training Centre Name
  - ii. Building Ownership
  - iii. Address: Pin code/District/Block
  - iv. Owner/Point of Contact general information
  - v. Some Documents to be uploaded:
    1. Fire Safety Certificate
    2. Project Proposal
- After creating, your initial password would be mailed to your email address.

The screenshot shows the 'Add Training Centre' registration form on the LSDM Portal. The form is divided into several sections with various input fields and dropdown menus. A sidebar on the left contains navigation options for a user named 'Udemy\_Dummy' with email 'udemy-partner@gmail.com'. The form fields include:

- Training Centre Name \***: Text input field.
- Building Ownership \***: Dropdown menu with '- Select -'.
- Type \***: Dropdown menu with '- Select -'.
- Address \***: Large text input field.
- Pincode \***: Text input field.
- District \***: Dropdown menu with '- Select -'.
- Block \***: Dropdown menu with '- Select -'.
- Latitude**: Text input field.
- Longitude**: Text input field.
- Owner/Point of Contact**:
  - Name as per Aadhaar \***: Text input field.
  - Designation \***: Text input field.
  - Gender \***: Dropdown menu with '- Select -'.
  - Aadhaar Number \***: Text input field containing '9876 5432 1000'.
- Mobile Number \***: Text input field.
- Email Address \***: Text input field.
- Uploads (.jpg .png .jpeg .pdf)**:
  - Fire Safety Certificate \***: File upload button 'Choose File' and 'No file chosen'.
  - Building Safety Certificate**: File upload button 'Choose File' and 'No file chosen'.
  - Electricity Consumption Bill**: File upload button 'Choose File' and 'No file chosen'.
  - Project Proposal \***: File upload button 'Choose File' and 'No file chosen'.
- Geo Tagged Photo**: File upload button 'Choose File' and 'No file chosen'.

At the bottom, there is a checkbox for terms and conditions, a green 'Submit' button, and a red 'Cancel' button.

## b. Login Process

- Once registered, use the password mailed to registered email address to login.
- Select training centre from “Select User Type”
- You are also required to fill the captcha.

**Technical Education & Skill Development Department**

**Login**  
Enter credentials to login to your account:

Select User Type  
Training Centre

Email Address

Password

I'm not a robot   
reCAPTCHA  
Privacy - Terms

[Forgot Password?](#)

**SUBMIT**

Don't have an account? **Register Now!**

## c. Forgot Password

- You can change your password in case you forgot it.
- Enter your registered email address. A link would be mailed to you.
- Click on that link to further reset your password

**Technical Education & Skill Development Department**

**Forgot Password**  
Enter your registered email to get new password on email!

Login User  
Candidate

Email Address

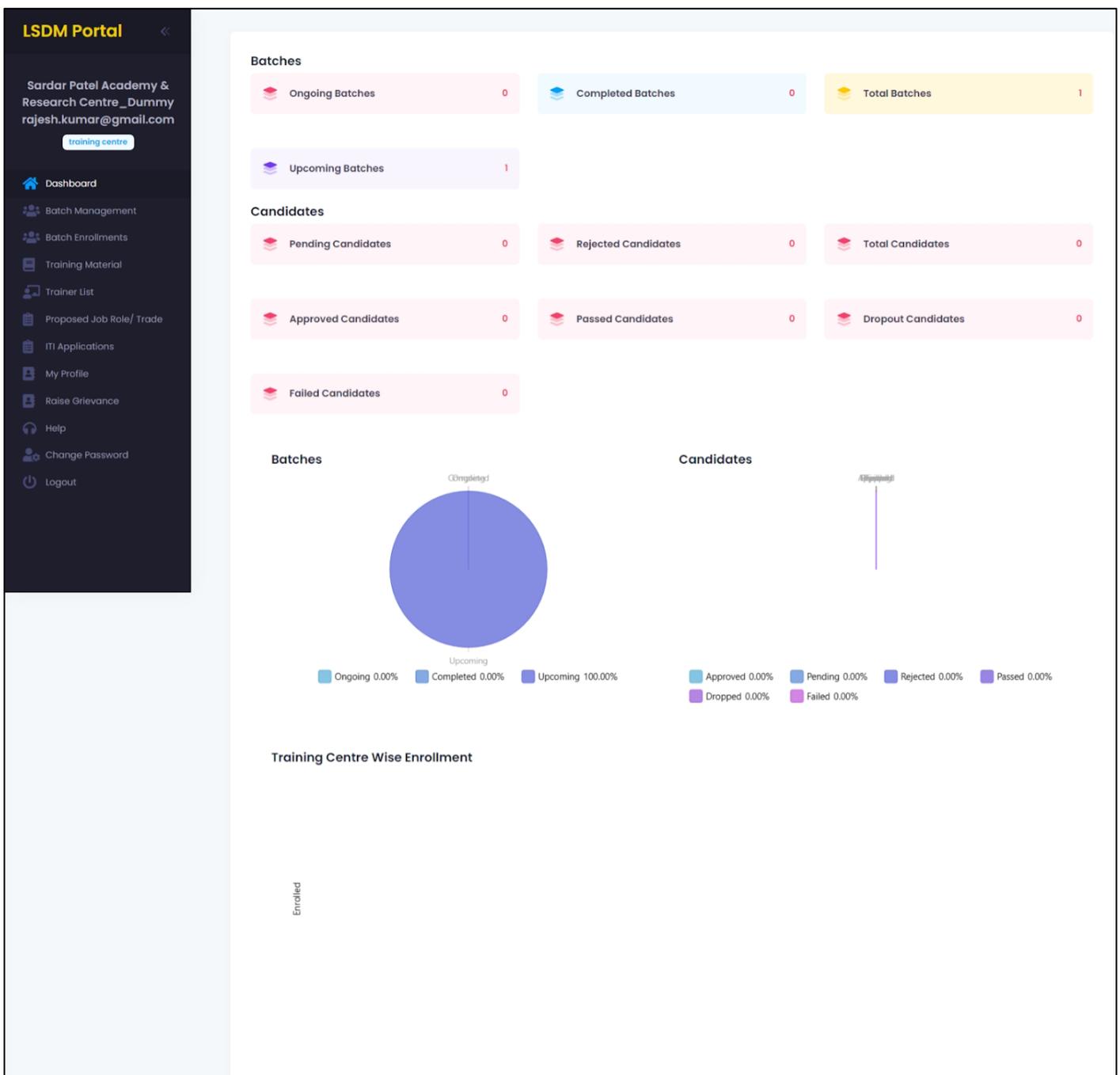
**SUBMIT**

Already having an account? Take me to **Login**

## • Training Centre After Login

### a. Training Centre Dashboard

- After login, you will be redirected to your dashboard.
- Here you can view the following details:
  - i. Navigation Bar: For deep diving into the platform
  - ii. Batches: Statistics on Batches with graphical representation
  - iii. Candidates: Statistics on Candidates with graphical representation



## b. Batch Management

- You would be able to view ongoing batches made by Training Partner.
- We have also provided you with the flexibility to edit the batch information if needed.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

javascript:void(0);

**All Batches** Export Records

Show 10 entries Search:

S.No	Centre Name	Job Role	Start Date	End Date	Actions
1	Sardar Patel Academy & Research Centre_Dummy	Drone Technician	31/01/2023	28/02/2023	<span>Edit</span>

Showing 1 to 1 of 1 entries

Previous 1 Next

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

**Update Training Centre Batch**

Training Centre \*  Job Role \*  Job Role/QP NSQF \*  Trainers \*

Last Date Application \*  Batch Start Date \*  Batch End Date \*  Daily Start Time \*

Daily End Time \*  Assessment Date \*

Submit Cancel

## c. Batch Enrollments

- You would be able to view candidates' information who have applied in the respective batches.
- We have also provided you with the flexibility to edit the candidate information if needed.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

The screenshot displays the LSDM Portal interface for 'Training Centre Batch Enrollment'. On the left is a dark sidebar with the portal name and user information, along with a list of navigation items. The main content area features a 'Select batch' dropdown menu, a row of filter buttons (APPROVED, PENDING, REJECTED, DROPOUT, PASSED, FAILED), and a search input field. Below these is a table with the following columns: S.No, Candidate, Batch, Total, Result, Percentage, and Actions. The table is currently empty, showing the message 'No data available in table'. At the bottom of the table area, it indicates 'Showing 0 to 0 of 0 entries' and includes 'Previous' and 'Next' navigation links. An 'Export Records' button is located in the top right corner of the main content area.

## d. Training Material

### i. Management of Material

- You would be able to create and update some Training Centre material for the batches.
- We have also provided you with the flexibility to edit the assignment or material if needed.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

[training centre](#)

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material**
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

### Training Centre Material

+ Add
Export Records

Select batch ▼

Show 10 entries Search:

S.No	Title	Description	Batch	Actions
1	Introduction to Drones	This is an assignment related to the ongoing batch	Drone Technician-31/01/2023	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries Previous 1 Next

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

[training centre](#)

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material**
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

### Add Training Centre Material

**Title \***

**Description \***

**Batch \***

- Select -

**Attachment URL 1 \* (.pdf .doc .docx)**

Choose File No file chosen

**Attachment URL 2 (.pdf .doc .docx)**

Choose File No file chosen

**Attachment URL 3 (.pdf .doc .docx)**

Choose File No file chosen

Submit
Cancel

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

### Update Training Centre Material

**Title \***

**Description \***

**Batch \***

**Attachment URL 1 \* (.pdf .doc .docx)**

Choose File
No file chosen

View

**Attachment URL 2 (.pdf .doc .docx)**

Choose File
No file chosen

View

**Attachment URL 3 (.pdf .doc .docx)**

Choose File
No file chosen

View

Submit

Cancel

## e. Trainer List

- You would be able to view Trainer List made and approved by Training Partner.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

### Trainer List

Export Records

Show 10 entries Search:

S.No	Name	Email	Designation	Mobile	From Date	To Date	Job Role	Type
1	Vinayak Bansal	bansal@gmail.com	HOD	9815255452	31/12/2022	01/01/2023	Teacher	SSC Certified Trainer

Showing 1 to 1 of 1 entries Previous 1 Next

## f. Proposed Job Role/Trade

- You would be able to view proposed job role made by Training Partner.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade**
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

**Proposed Job Role** Export Records

Show 10 entries Search:

S.No	Sector	Job Role/Trade	Job Role/Trade Code	Job Role/Trade Duration	Job Role/Trade Type	Proposed Target per year
1	Aerospace and Aviation Skill	Drone Technician	2018/CP/DGT/02768	50	Short Term Course (NSQF Aligned)	210

Showing 1 to 1 of 1 entries Previous 1 Next

## g. ITI Application

- You would be able to view and take action on which candidate is to be approved or rejected for the batches or job/role.
- There is also an “Export Records” button to export the data into a much more readable format like excel document.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications**
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

**ITI Application** Export Records

- Select - - Select -

PENDING ACCEPTED SENT FOR REVIEW ADMITTED ADMITTED WITH UPGRADATION NOT ADMITTED

Show 10 entries Search:

S.No	Candidate Name	Job Role/Trade	Training Centre	Actions
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

## h. My Profile

- Here you can view your personal details.

**LSDM Portal** <

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com  
training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile**
- Raise Grievance
- Help
- Change Password
- Logout

### My Profile

Name	Email	Pin Code	District
Sardar Patel Academy & Researc	rajesh.kumar@gmail.com	145236	Kargil
Block	Building Ownership	Address	Name On Aadhaar
Drass	Own	Park, Building 14, Pritech Rd, Adar	Rajesh Kumar
Gender	Mobile	Aadhaar Number	Type
Male	8564523152	854563257456	NSDC/SSC Affiliated Private TC
Designation	Fire Safety Certificate	Building Safety Certificate	Electricity Consumption Bill
<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
Project Proposal	Geo Tagged Photo		
<a href="#">View</a>	<a href="#">View</a>		

## i. Raise Grievances

### i. Raise any Query

- Any query related to the portal, or if there's any issue regarding application or dead functionality; would be cleared here.
- You can raise any query and also check the status of response from here.
- This tab is specially designed to make the platform more independent and easier to use.

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance**
- Help
- Change Password
- Logout

**Raise Grievance** + Add Export Records

Show 10 entries Search:

S.No	Type	Description	Status	Remark	Attachment
1	Issues with Training	Training is not that much good.	PENDING	-	<span>View</span>

Showing 1 to 1 of 1 entries Previous 1 Next

**LSDM Portal**

Sardar Patel Academy & Research Centre\_Dummy  
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance**
- Help
- Change Password
- Logout

**Add Raise Grievance**

Type \* Description \*

Select Type

Attachment URL 1 \* (.pdf .doc .docx)

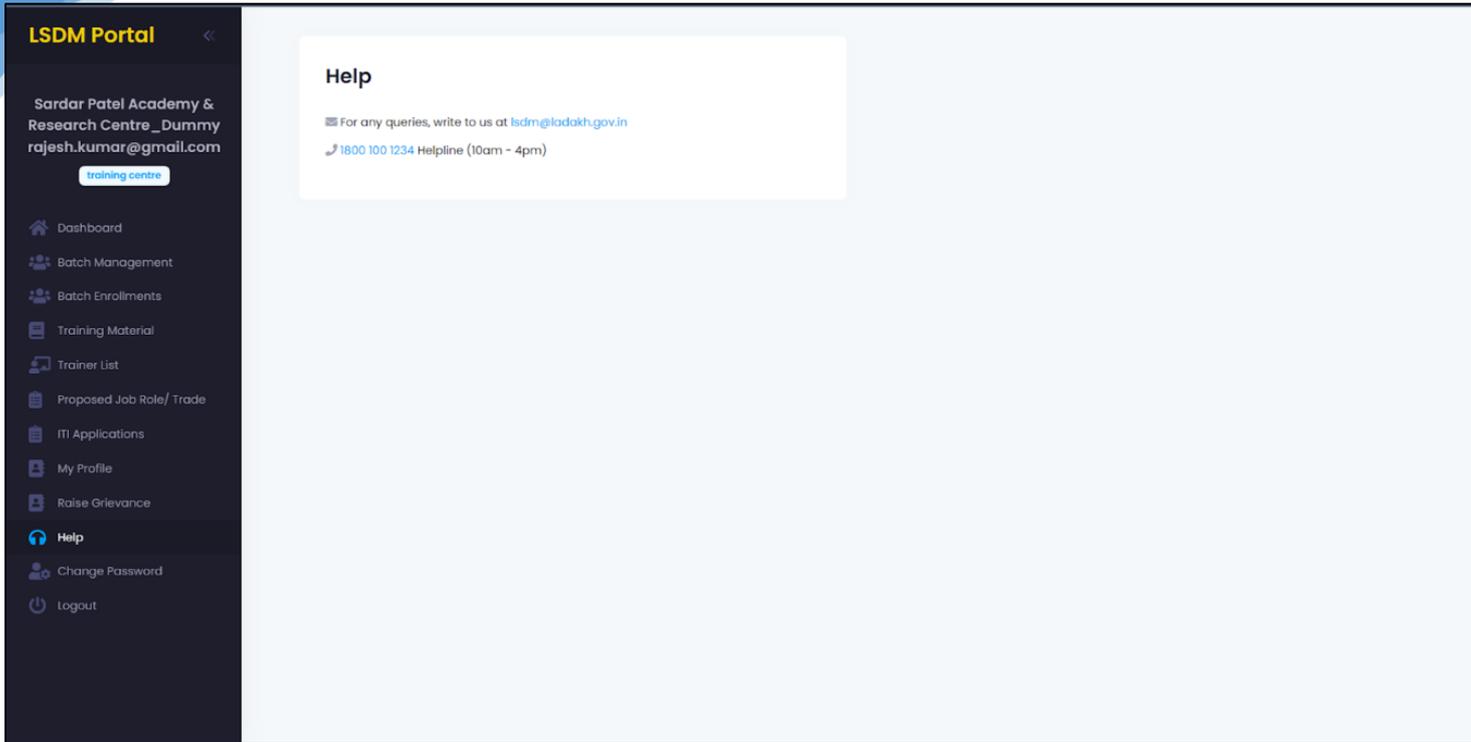
Choose File

Submit Cancel

## j. Help

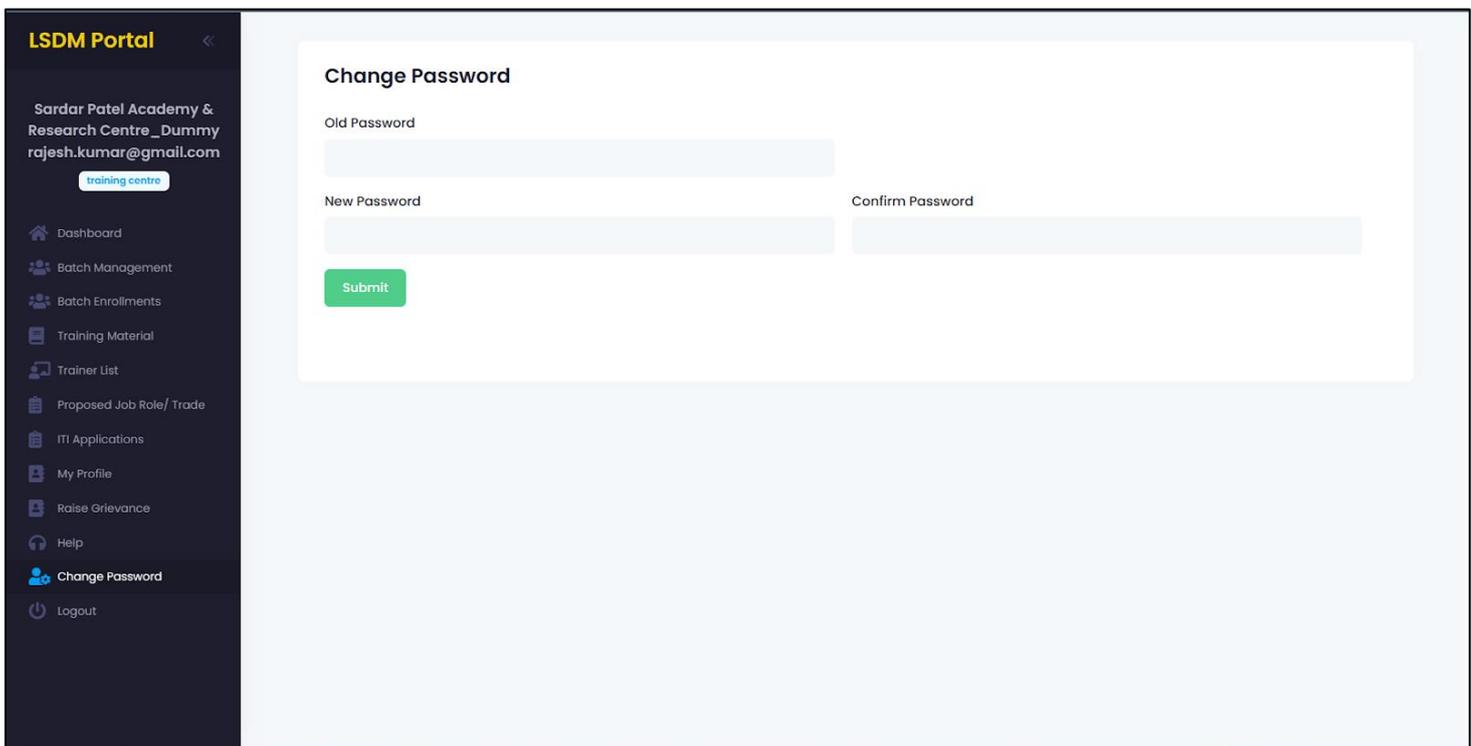
### i. Contact details in case of emergency

- If there is any problem related to the platform. You can contact the respected team from Ladakh Skill Development Mission to help solve your issue at earliest.
- Contact details of the people from the organisation is provided.



## k. Change Password

### i. Change your default password



# 1. Logout

The screenshot displays the LSDM Portal interface. On the left is a dark sidebar with the following menu items: Dashboard, Batch Management, Batch Enrollments, Training Material, Trainer List, Proposed Job Role/ Trade, ITI Applications, My Profile, Raise Grievance, Help, Change Password, and Logout. The main content area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A green 'Submit' button is located below the 'New Password' field. A white modal dialog box is centered on the screen, featuring a yellow warning icon and the text: 'Are you sure ? You want to logout'. The dialog has two buttons: 'Cancel' and 'Yes'.