



Ladakh Skill Development Mission



User Manual for Training Partner Module

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• Introduction

- Training Partner Portal allows TP of Ladakh to register to offer training for the candidates of Ladakh Skill Development Corporation.

• Training Partner Portal

a. Register Process

- Here Candidate can register for Ladakh Skill Development Mission.
- Some Mandatory Fields:
 - i. Training Partner Name
 - ii. Training Partner Organisation Type (Drop Down Menu)
 - iii. Organisation Registration Number
 - iv. Email
 - v. Mobile Number
 - vi. PAN No
 - vii. Pin code
 - viii. District
- After registering, your initial password would be mailed to your email address.

Technical Education & Skill Development Department

Training Partner
It is easy to become training partner at TNSDC. Below are the simple steps :

- 1 Register as Training Partner
- 2 Complete Training Partner Profile
- 3 Approval by LSDM
- 4 Create Training Centre
- 5 Inspection

New Registration

Enter details to create your account:

Candidates
Training Partner
Industry/Employer

<p>Training Partner Name *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Training Partner Organization Type *</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">- Select -</div>
<p>Organization Registration Number</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>Email *</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Mobile Number *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>PAN *</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Pincode *</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>District *</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">- Select -</div>

REGISTER

b. Login Process

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

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Login
Enter credentials to login to your account:

Select User Type
Training Partner

Email Address

Password

[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.

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

Login User
Candidate

Email Address

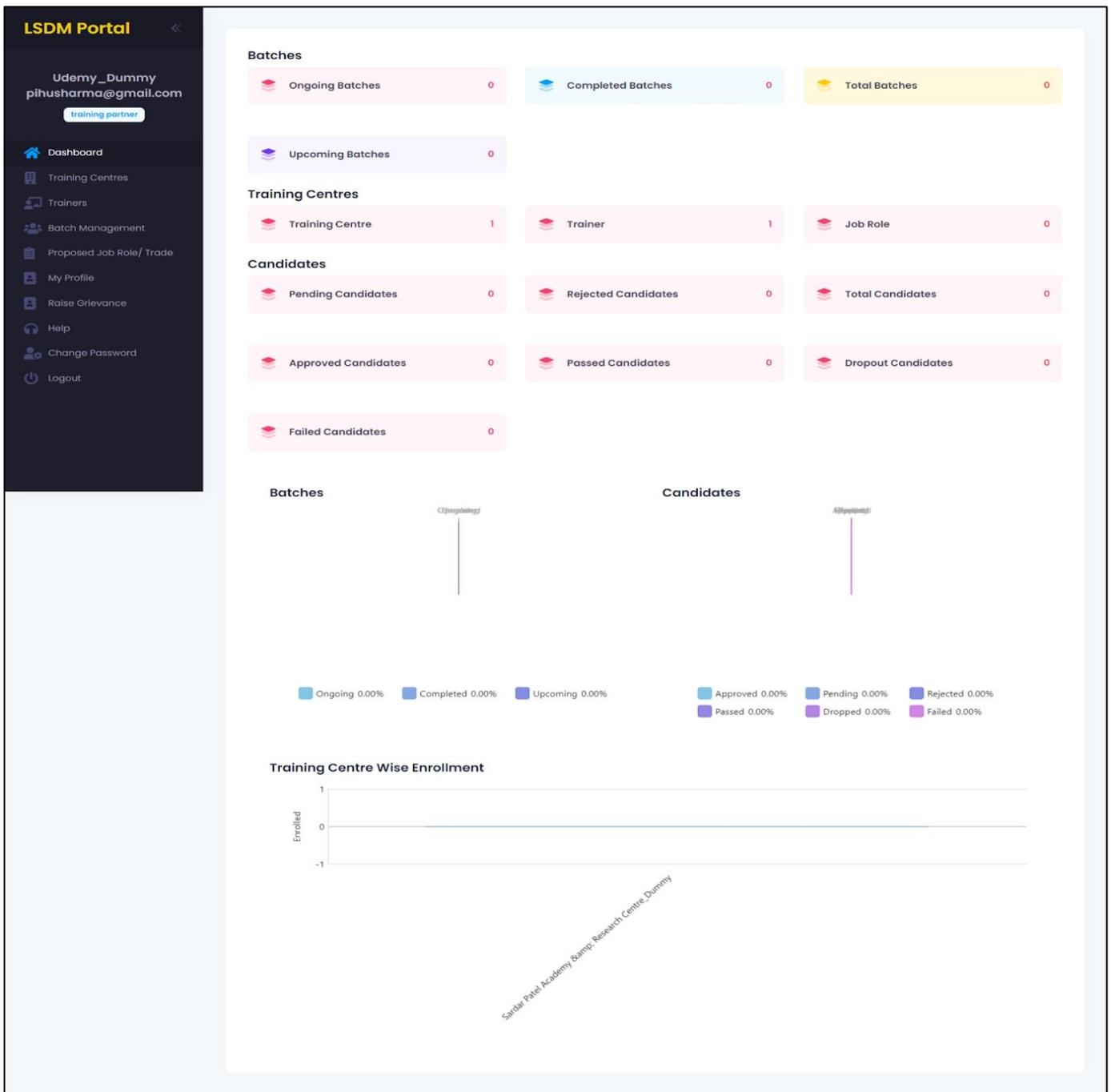
SUBMIT

Already having an account? Take me to [Login](#)

• Training Partner After Login

a. Training Partner 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. Training Centre/Candidates: Statistics on Training Centre/Candidates with graphical representation



b. Training Centre

i. Creation of Training Centre

- You can create multiple Training Centres within this section of Dashboard.
- There is also an “Add” button to add the details of new Training Centres. These details can also be edited later.
- These are major details that are required to add new Training Centre:
 1. Centre Information:
 - a. Centre Name
 - b. Build Ownership (Rental/Owned)
 - c. Type of Centre
 2. Owner Information:
 - a. Name
 - b. Designation
 - c. Gender
 - d. Aadhar Number
- 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 Centres. On the left is a dark sidebar with navigation options: Dashboard, Training Centres (highlighted), Trainers, Batch Management, Proposed Job Role/ Trade, My Profile, Raise Grievance, Help, Change Password, and Logout. The main content area shows the 'Training Centres' section with a '+ Add' button and an 'Export Records' button. Below these is a search bar and a table listing training centres. The table has columns for S.No, Centre Name, District, Block, Type, POC Name, POC Mobile, and Actions. One entry is visible: S.No 1, Centre Name Sardar Patel Academy & Research Centre_Dummy, District Kargil, Block Drass, Type NSDC/SSC Affiliated Private TC, POC Name Rajesh Kumar, POC Mobile 8564523152, and an 'Edit' button in the Actions column. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

S.No	Centre Name	District	Block	Type	POC Name	POC Mobile	Actions
1	Sardar Patel Academy & Research Centre_Dummy	Kargil	Drass	NSDC/SSC Affiliated Private TC	Rajesh Kumar	8564523152	Edit

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

Add Training Centre

Training Centre Name *

Building Ownership *

Type *

Address *

Pincode *

District *

Block *

Latitude

Longitude

Owner/Point of Contact

Name as per Aadhaar *

Designation *

Gender *

Aadhaar Number *

Mobile Number *

Email Address *

Uploads (.jpg .png .jpeg .pdf)

Fire Safety Certificate *

Building Safety Certificate

Electricity Consumption Bill

Project Proposal *

No file_hosen

No file_hosen

No file_hosen

No file_hosen

Geo Tagged Photo
 No file_hosen

I/We hereby certify and agree

- I/we have carefully read and understood all the criteria for affiliation
- I/We Have verified the conformity with requirements of the affiliation criteria
- I/We here by assure that the information provided in support of the application is correct to the best of my knowledge and belief

Submit

Cancel

c. All Trainers

i. Details of Trainers

- The details of the trainers would be displayed here.
- There is also an “Add” button to add the details of new Trainers. These details can also be edited later.
- These are major details that are required to add new Trainer:
 1. Trainer Name
 2. Trainer Type
 3. Valid From/To (Availability of Trainer)
 4. Experience Details:
 - a. Organisation

- b. From/To (Date)
- c. Designation/Role
- d. Uploads: Joining Letter (in pdf, png, jpeg)

5. Certifications

- There is also an “Export Records” button to export the data into a much more readable format like excel document.

LSDM Portal

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training partner

Dashboard
Training Centres
Trainers
Batch Management
Proposed Job Role/ Trade
My Profile
Raise Grievance
Help
Change Password
Logout

All Trainers + Add Export Records

All Training Centre

Show 10 entries Search:

S.No	Trainer Name	Email ID	Designation	Mobile Number	Valid From	Valid To	Role	Type	Actions
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com
training partner

Dashboard
Training Centres
Trainers
Batch Management
Proposed Job Role/ Trade
My Profile
Raise Grievance
Help
Change Password
Logout

Add Trainer

Training Centre Name * Trainer Type * Trainer Name *

Valid From * Valid To * Email Address *

Mobile Number * Role * Designation *

Experience Details

Organization	From	To	Designation/Role	Upload(.jpg .png .jpeg .pdf)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Uploads +

Certificate Uploads (.jpg .png .jpeg .pdf)

d. Batch Management

i. Management of Batches

- This section makes it easier to manage batches.
- There is also an “Add” button to add the details of new Batches. These details can also be edited later.
- These are major details that are required to add new Batches:
 1. Training Centre
 2. Job Role/QP NSQP (National Skill Qualification Pack)
 3. Trainers
 4. Batch Start Date/End Date, Start Time/End Time
 5. Assessment Date
- 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. On the left is a dark sidebar with the following elements:

- LSDM Portal** (Logo)
- User information: Udemmy_Dummy, pihusharma@gmail.com, training partner
- Navigation menu: Dashboard, Training Centres, Trainers, **Batch Management** (highlighted), Proposed Job Role/ Trade, My Profile, Raise Grievance, Help, Change Password, Logout

The main content area is titled "All Batches" and includes:

- Buttons: "+ Add" (green) and "Export Records" (purple)
- Filter: "Select Training Centre" dropdown
- Display options: "Show 10 entries" and a search box
- Table with columns: S.No, Centre Name, Job Role, Start Date, End Date, Actions
- Table content: "No data available in table"
- Footer: "Showing 0 to 0 of 0 entries" and "Previous Next" navigation

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade**
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

Proposed Job Role

+ Add
Export Records

All Training Centre

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
No data available in table						

Showing 0 to 0 of 0 entries

[Previous](#)
[Next](#)

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade**
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

Add Proposed Job Role

Select Training Centre *

Sector *

Job Role/Skill *

Job Role/QP NSQF Code *

Job Role Duration (in hours) *

Job Role Type *

Min/Max Batch *

Proposed target per year *

Number of parallel batch that you can run *

Description *

Facilities

Computer Lab
 Internet
 Accessible Toilets

[Class Room](#)
[Laboratory](#)
[Equipment Details](#)

Number of Class Rooms *

Submit

Cancel

f. My Profile

- Here you can update your personal details which you entered during registration.

i. Update Details

- **Training Partner Details**
 - a. Tab to change Training Partner details like: Aadhaar Information, Phone number etc.

LSDM Portal

Udemy_Dummy
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training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade
- My Profile**
- Raise Grievance
- Help
- Change Password
- Logout

My Profile

Name	Email	Organization Type	Organization RegNo
Udemy_Dummy	pishusharma@gmail.com	Registered Partnership	U67190TN2014PTC096978
Pan No	Pincode	Mobile	District
ALWPG5809L	194198	9098484379	Leh
Registration Date	Tan No.	Landline Number	Turnover Last Year
Website	Address	Name On Aadhaar	Designation
Gender	Aadhaar Number	Spoc Name On Aadhaar	Spoc Designation
Spoc Gender	Spoc Aadhaar Number	Spoc Mobile Number	Spoc Email
Ifsc Code	Bank Name	Branch Name	Bank Account Number
Beneficiary Name	Has GST No.	GST No.	GST No.
Registration Certificate View	Cancelled Cheque View	GST Attachment View	

g. 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

Udemy_Dummy
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training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade
- My Profile
- Raise Grievance**
- Help
- Change Password
- Logout

Raise Grievance

Show 10 entries
Search:

S.No	Type	Description	Status	Remark	Attachment
No data available in table					

Showing 0 to 0 of 0 entries

[Previous](#)
[Next](#)

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade
- My Profile
- Raise Grievance**
- Help
- Change Password
- Logout

Add Raise Grievance

Type *

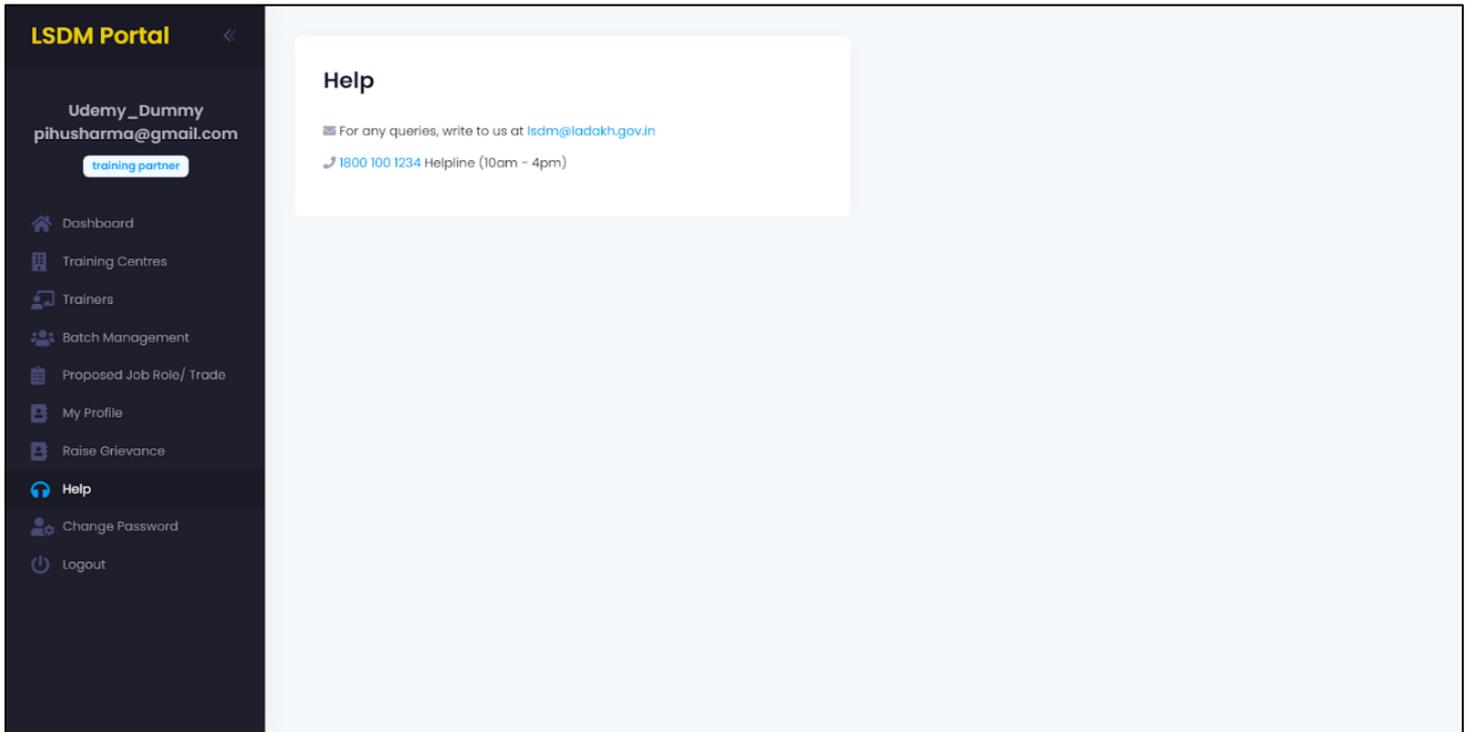
Description *

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

h. Help

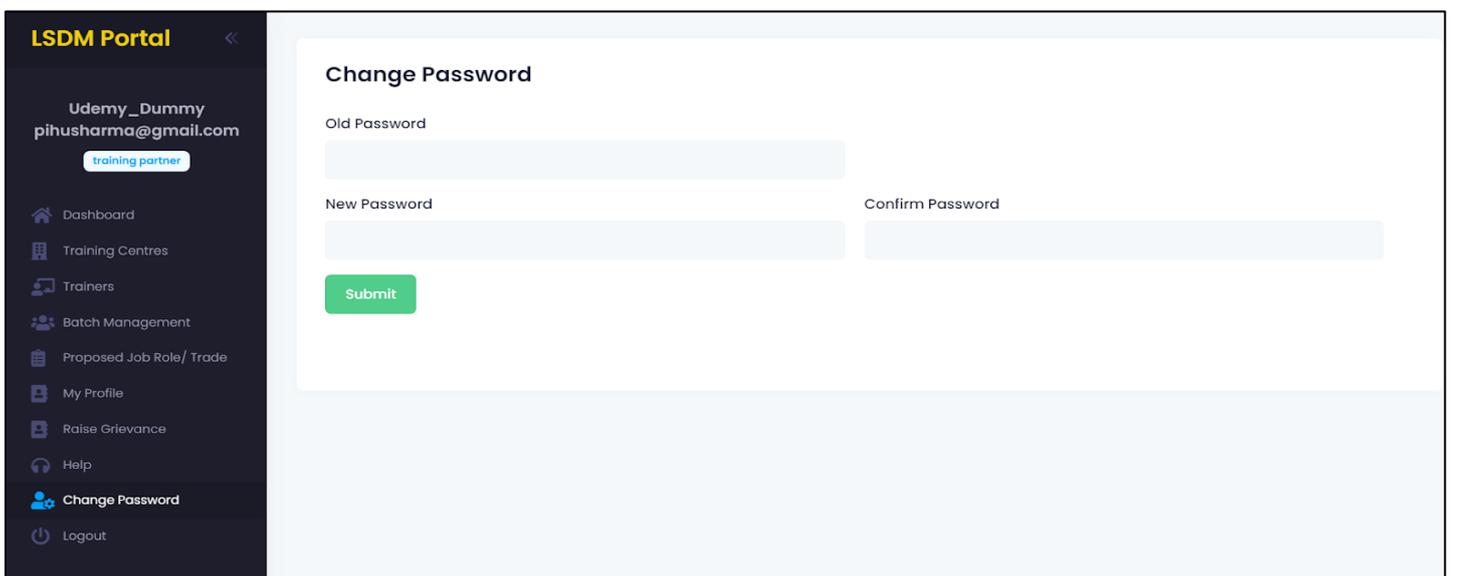
i. Contact details in case of emergency

- 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.



i. Change Password

i. Change your default password



j. Logout

