DDU-GKY
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KAUSHAL BHARAT

ERP SYSTEM FOR DDUGKY

राग्राविपंरासं
NIRDPR

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA

National Institute of Rural Development & Panchayati Raj

Ministry of Rural Development, Govt. of India

User Manual for

‘Kaushal Bharat’

ERP System for DDU-GKY

Inspection Module

(SRLM Logins)

Version V1.3 Dated: 31st Jan, 2020

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SRLM Admin

Module A1 – Inspection Management

Sub Module A1.1 – Create Inspection Plan

Definition: Plan of inspection of a training centre / residential centre as per the timelines prescribed in DDUGKY SOP

Prerequisite/s:

1. Batch creation in ERP System

Process:

1. As per the norms mentioned in SOP, Training centre Inspection has to be carried out by PIA Q Team, SRLM and CTSA as per the timelines
2. SRLM Admin has to plan the inspections of the training centre
3. SRLM Admin has to select the proposed date of inspection and Q team member and type of inspection
4. SRLM Operations members has to conduct the Training centre inspection as per the plan

Inspection Plan Dashboard

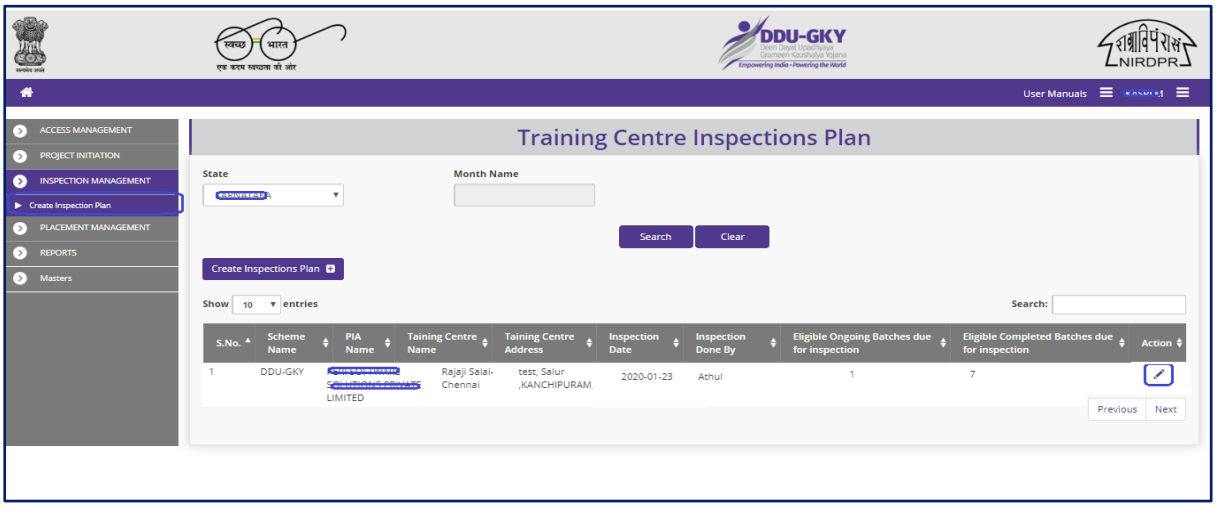


Figure – A1.1 (Inspection Plan Dashboard)

Description:

1. This screen allows the user to create an Inspection plan for the training centres eligible for inspection in the particular selected month
2. To create a new inspection plan, the user has to click ‘Create Inspection Plan’ option at the top right of the screen, the user will be directed to ‘Create Inspection plan’ Page

Create Inspection Plan

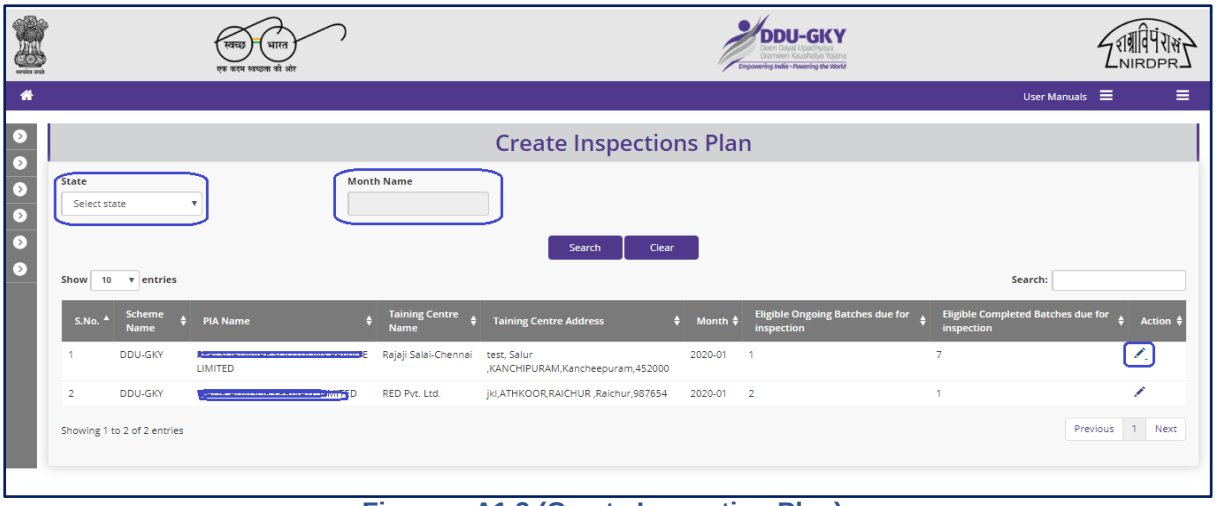


Figure – A1.2 (Create Inspection Plan)

Description:

1. This screen allows the user to select ‘State’ and ‘Month’ from the dropdown.
2. Based the month selection, the list of training centres eligible for inspection for the particular month will be displayed on the screen.
3. The user has to click icon against the training centre name to create inspection plan.

Inspection Plan

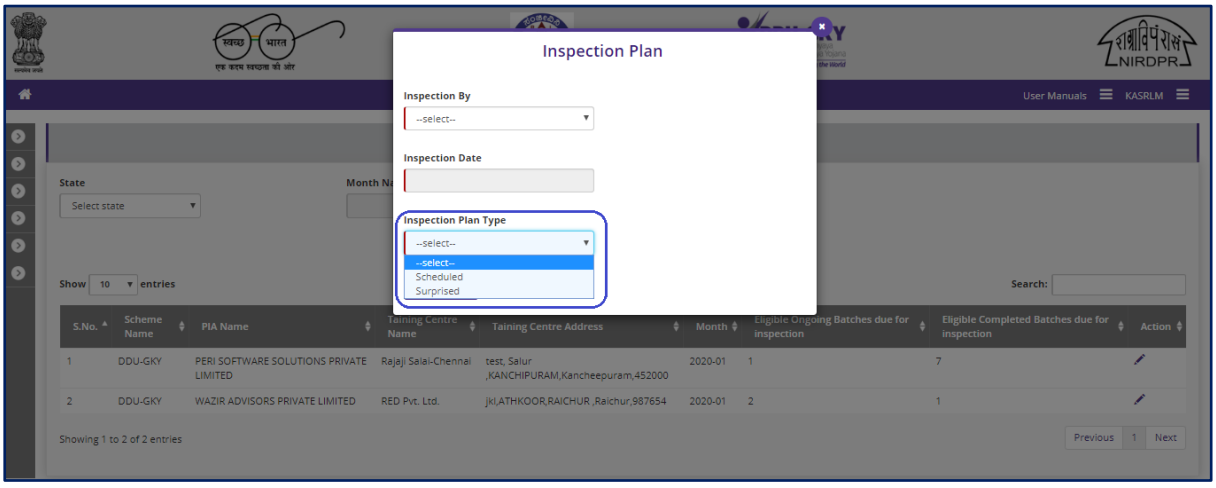


Figure – A1.3 (Create Inspection Plan)

Description:

1. This screen allows the user has to select the Inspecting officer name, Proposed inspection date and type of inspection from the respective dropdowns

Note:

After creating the inspection plan,

1. For Scheduled Inspection, the details of the Inspection date, training centre details will be sent to the inspecting officer via email
2. For Surprise inspection, the details of the inspection date, Training centre State and District will be sent via email to the inspecting officer, whereas the details and address of the training centre will be revealed only on the date of inspection at 07.00 AM and the inspection can be started at 08.00 AM

SRLM Operations

Module A1 – Inspection Management

Sub Module A1.1 – Inspection

Definition: Training centre inspection (Onsite) and verification of the documents for training completed batches and Inspection not done batches on sample basis

Prerequisite/s:

1. Inspection plan in ERP System

Process:

1. SRLM Admin has to generate an inspection plan and assign/map the Q team member to the training centre and date of inspection
2. SRLM Operations member has to conduct the training centre inspection (Onsite) and desk document verification of candidates of the training completed batches and the batches for which inspection is not done

Inspection Dashboard

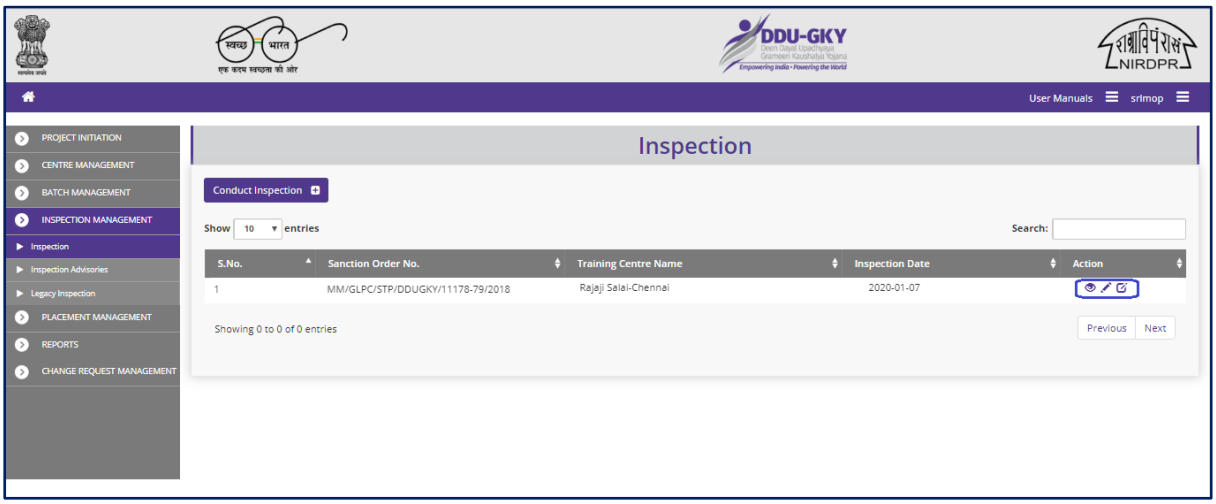


Figure – A1.4 (Inspection Dashboard)

Description:

1. This screen allows the user to conduct inspection of the training Centre
2. To create a new inspection, the user has to click 'Conduct Inspection' option at the top left of the screen and then select the training centre name from the dropdown

Note:

1. The user can edit the inspection details by using icon against the training centre name within 24 hours from the inspection start time and within 48 hours from inspection start time if the user has requested for “Extend Inspection” option
2. If the user wants to extent the time of Inspection, he/she can use one-time option of “Extend Inspection” option by clicking icon against the training centre name.
    a. The user will be allowed to submit the inspection report till 48 hours from the inspection start time.
3. The system will automatically make the inspection in view only mode after 24 hours from the inspection time and 48 hours if the user has selected for “Extend Inspection” option.

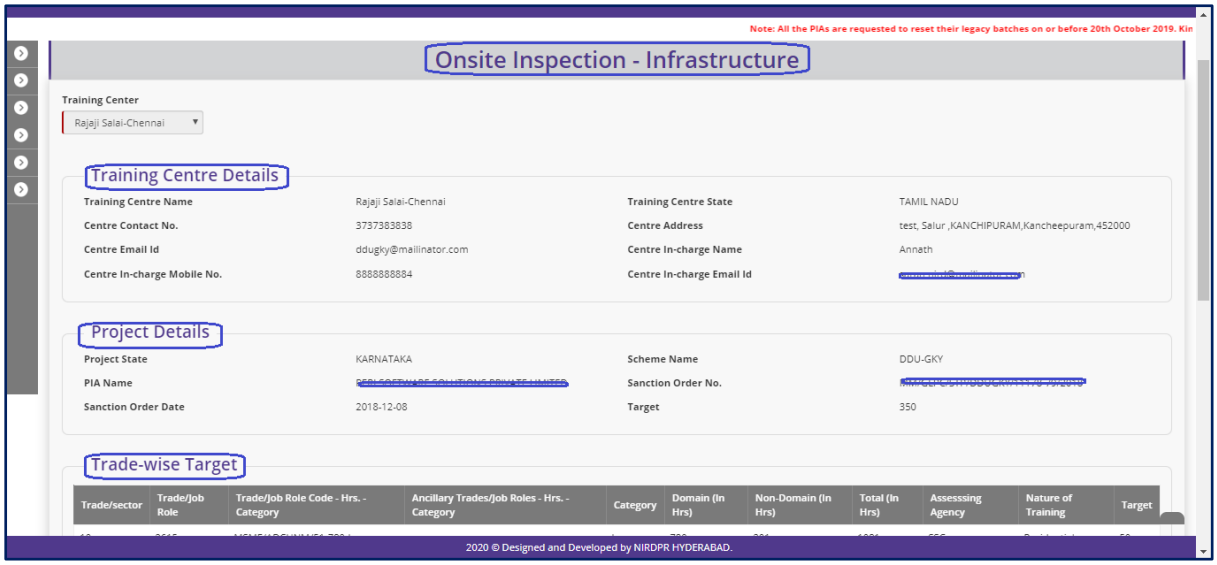
Create Inspection

Figure – A1.5 (Onsite Inspection)

Description:

1. This screen allows the user to select the name of the Training Centre for inspection from the dropdown
2. After selection of the training centre, the user will be directed to 'Onsite Inspection – Infrastructure' page where the basic details of the training centre will be displayed and the user can start the inspection process

Onsite Inspection - Infrastructure



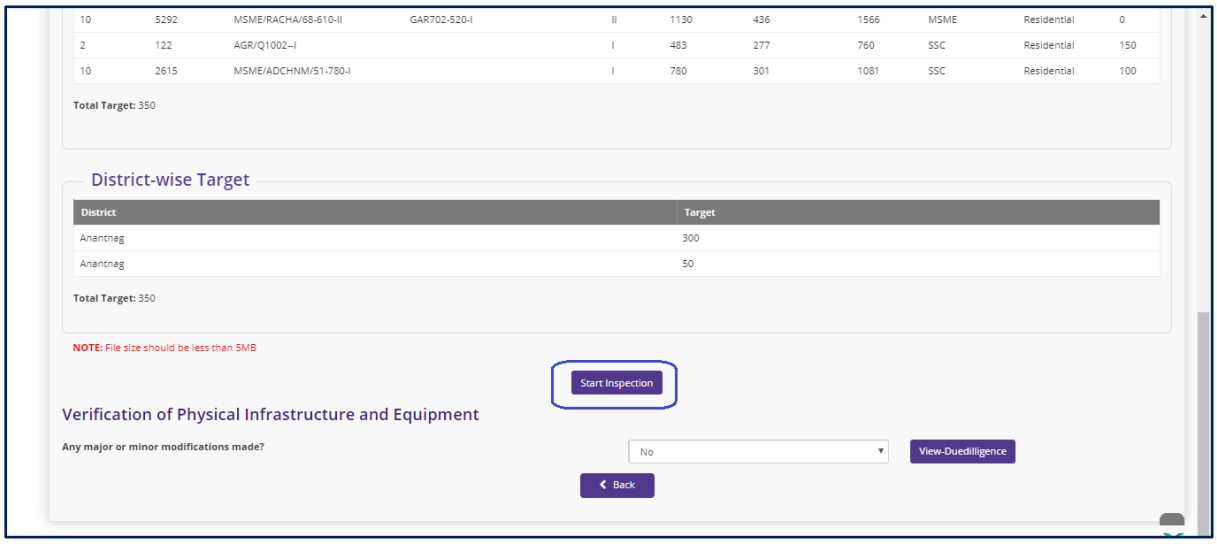


Figure – A1.6 (Onsite Inspection-Infrastructure)

Description:

1. This screen allows the user to view the basic details of the Training Centre like Training Centre details, Project details, Trade wise targets, District wise targets
2. To start an inspection, the user has to click ‘Start Inspection’ option.

Training Centre Due-Diligence

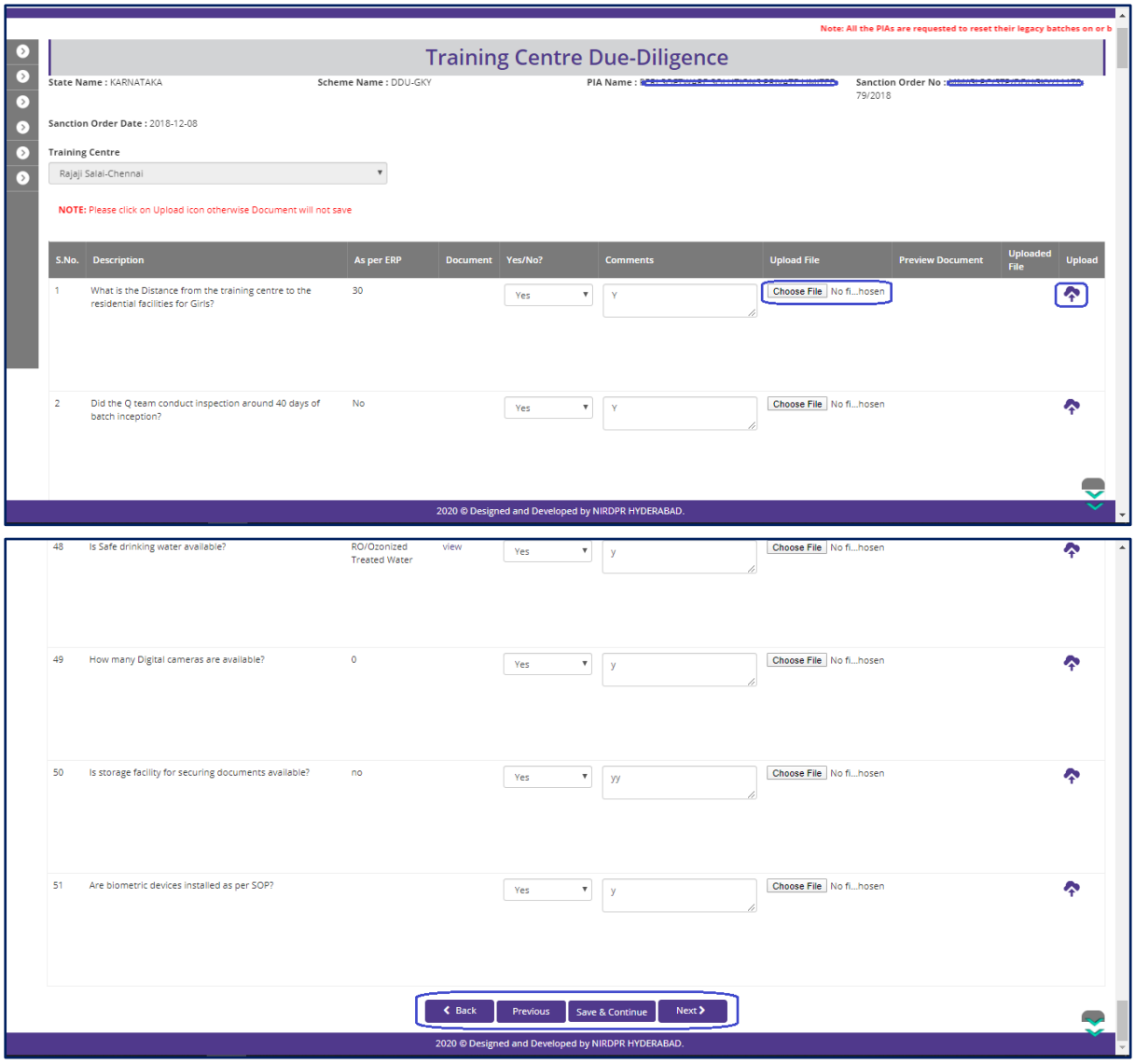


Figure – A1.7 (Training Centre Due Diligence)

Description:

1. This screen allows the user to view the Training centre Due diligence details as per ERP and allows the user has to answer the questions as either ‘Yes’ or ‘No’. If the user selects ‘No’ as answer then remarks has to be entered mandatorily
2. User can upload a document (if any) by clicking ‘Choose File’ option against the question. After selecting the file, user has to click icon to upload the document
3. After answering all the questions, the user has to click ‘Save & Continue’ option

Inspection – Ongoing Batches

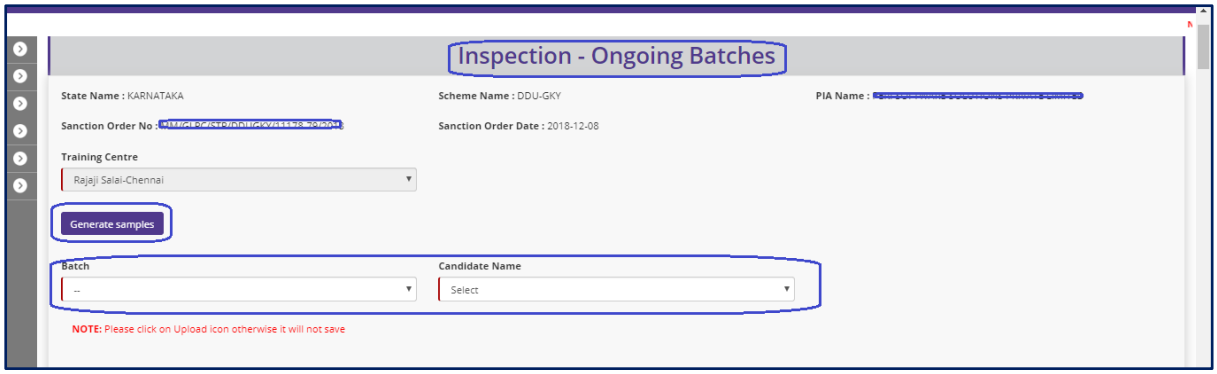


Figure – A1.8 (Inspection – Ongoing Batches)

Description:

1. This screen allows the user to conduct the inspection of the ongoing batches
2. User has to select the training centre name from the 'Training Centre' dropdown
3. After selecting the training centre name, the user has to click 'Generate Samples' option
4. System will auto generate the samples as 5 candidates per batch for all the ongoing batches as on date of the inspection
5. The user has to select the 'Batch ID' from the 'Batch' dropdown and then select the candidate name from the 'Candidate' dropdown
6. After selecting the candidate name, the user has to furnish the details related to the candidate in the respective fields.
7. This information has to be furnished to all the candidates generated as samples in all the batches

Basic Records

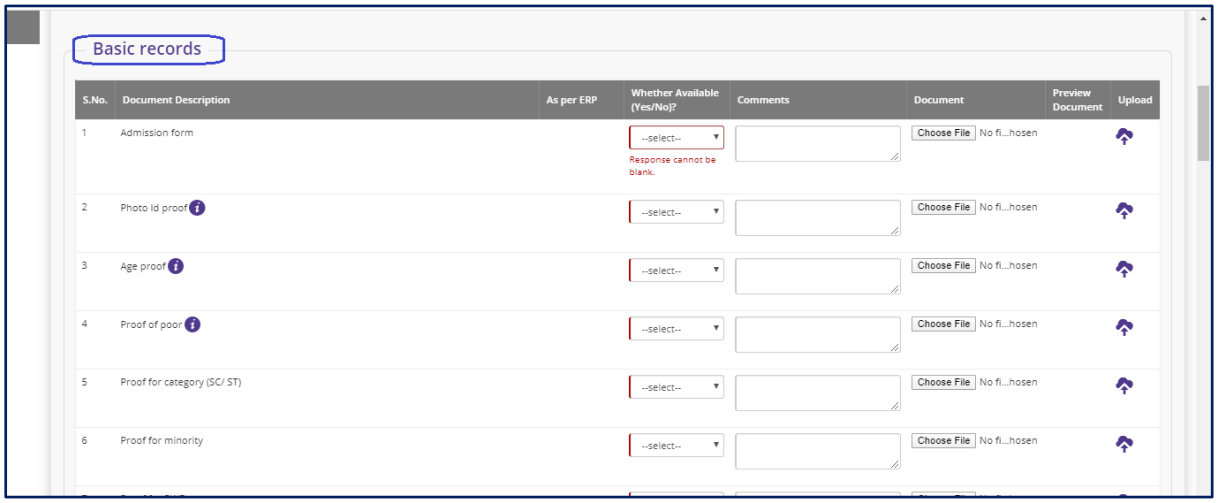


Figure – A1.9 (Inspection – Ongoing Batches-Basic Records)

Description:

1. This screen allows the user to answer the question related to basic records of the candidate of the ongoing batches
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Candidates attendance and Distribution of Teaching- Learning Material

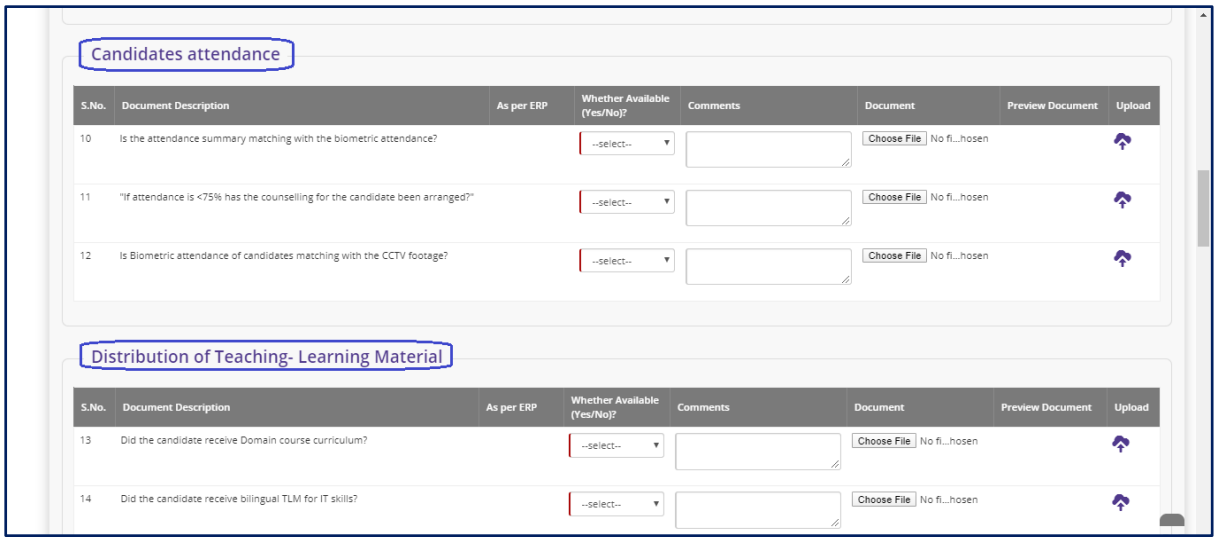


Figure – A1.10 (Inspection – Ongoing Batches-Candidate Attendance & Distribution of Teaching – Learning Material)

Description:

1. This screen allows the user to answer the questions related to candidate attendance and Distribution of Teaching – Learning Material
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Assessments

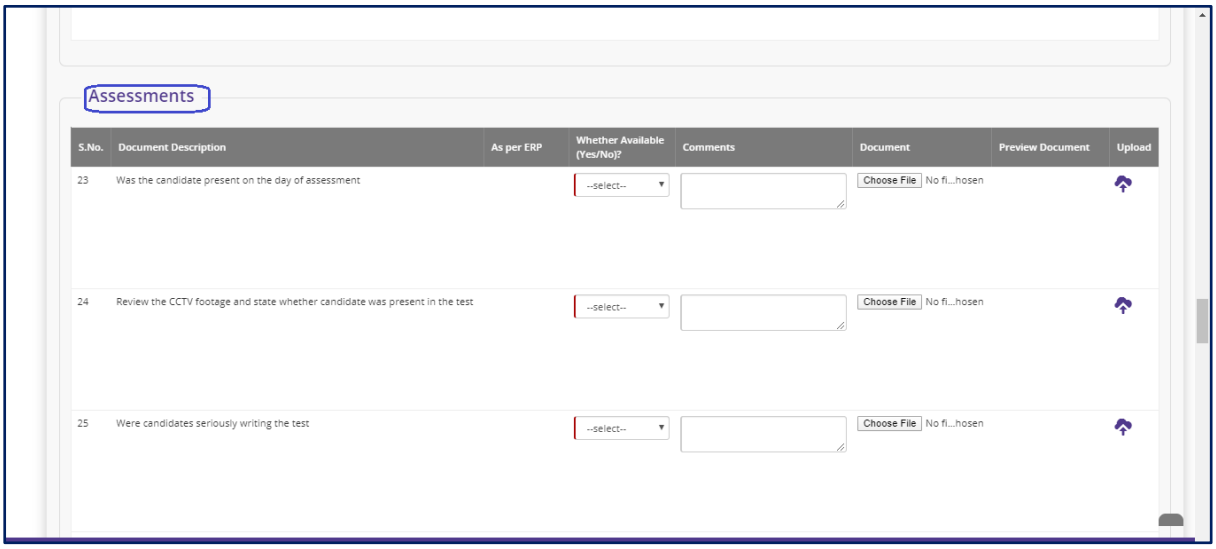


Figure – A1.11 (Inspection – Ongoing Batches-Assessments)

Description:

1. This screen allows the user to answer the questions related to candidate Assessment
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Note: For the below mentioned questions in Assessment section, if the user selects 'Yes' as answer, then the remarks are made mandatory

i. Was there any malpractices noticed during the test
ii. Did the actual marks and revaluation marks (using model answer papers) differ by more than 10%
iii. Were the marks obtained in retest less by more than 20%

Entitlements Distribution

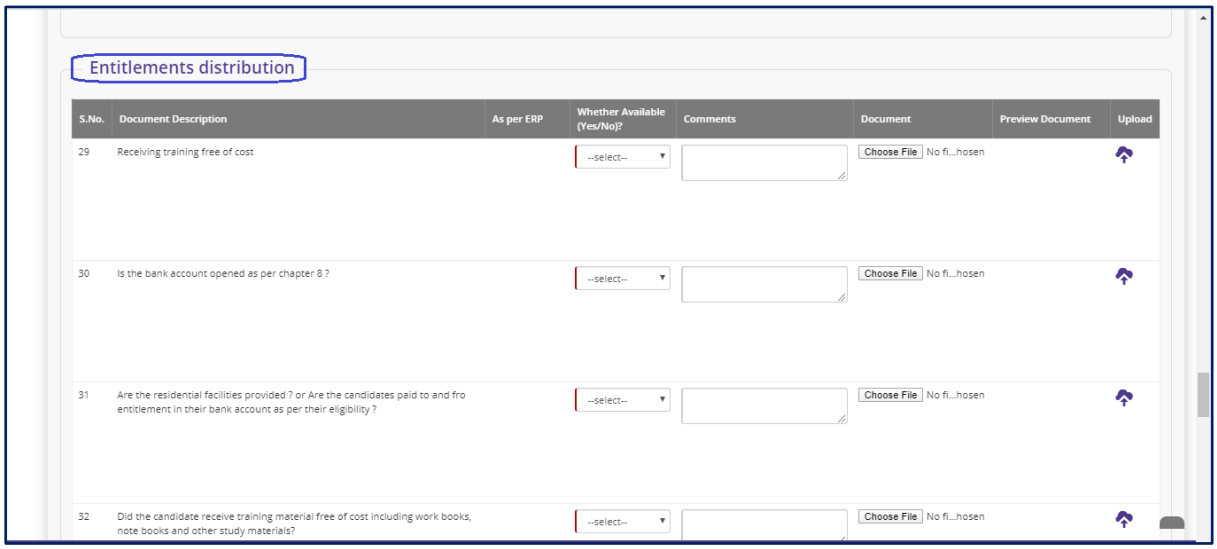


Figure – A1.12 (Inspection – Ongoing Batches-Entitlements Distribution)

Description:

1. This screen allows the user to answer the question related to Candidates Entitlements distribution
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document

Residential Facilities

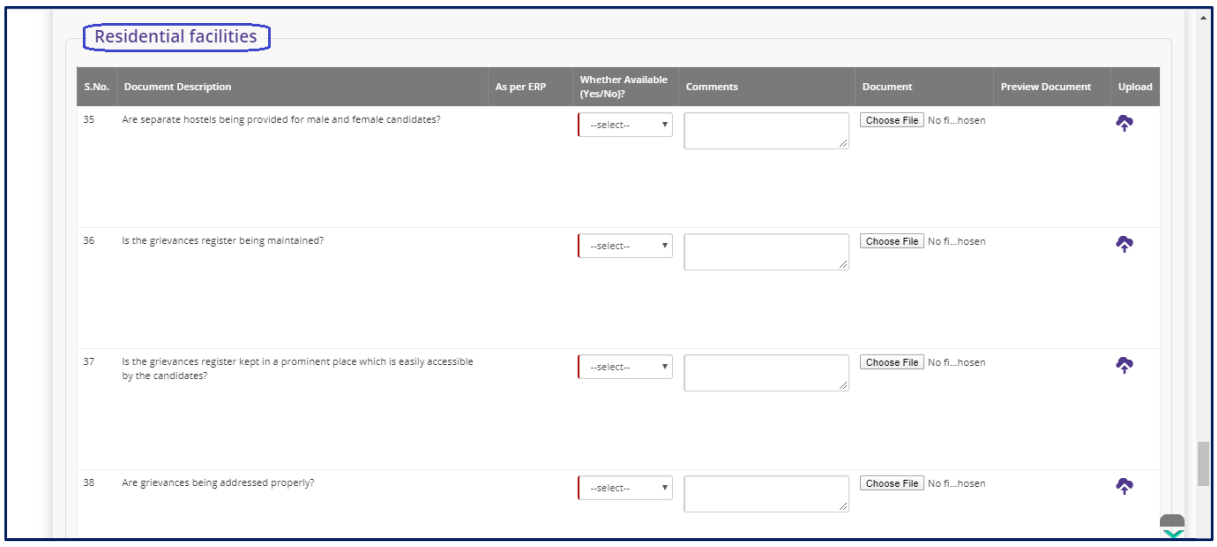


Figure – A1.13 (Inspection – Ongoing Batches- Residential Facilities)

Description:

1. This screen allows the user to answer the question related to Candidates Residential Facilities (If the training Centre has residential facility)
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Completed Batches

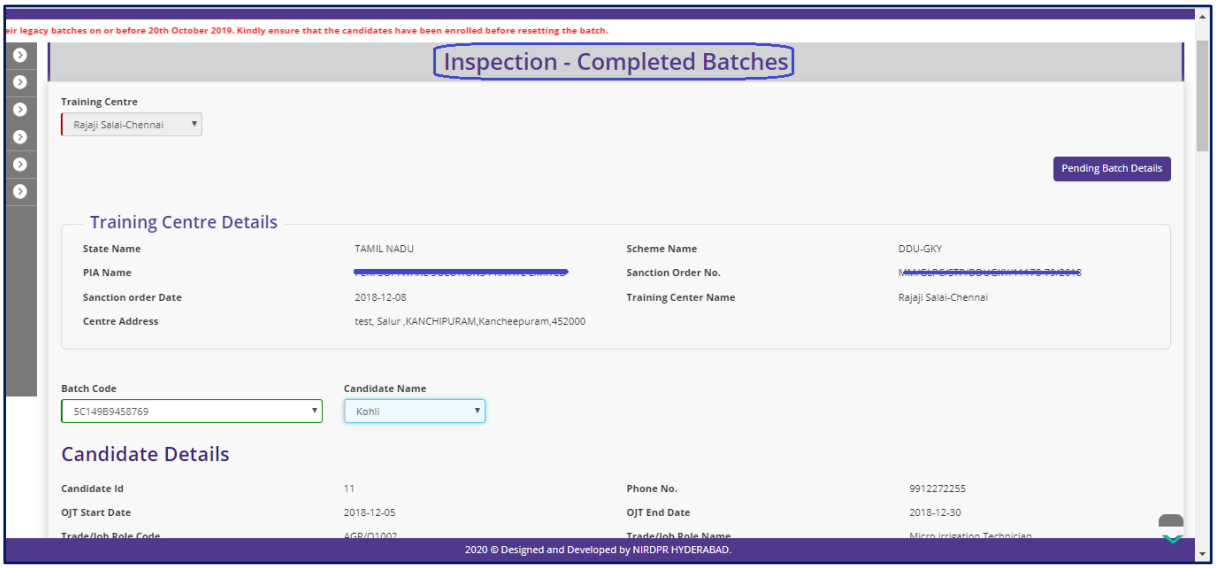


Figure – A1.14 (Inspection – Completed Batches)

Description:

1. This screen allows the user to conduct the Candidates document verification on sample basis for completed batches
2. The system will auto generate the samples
3. The user has to select the batch code from 'Batch' dropdown and the Candidate name from the 'Candidate' dropdown

Candidate Documents Verification

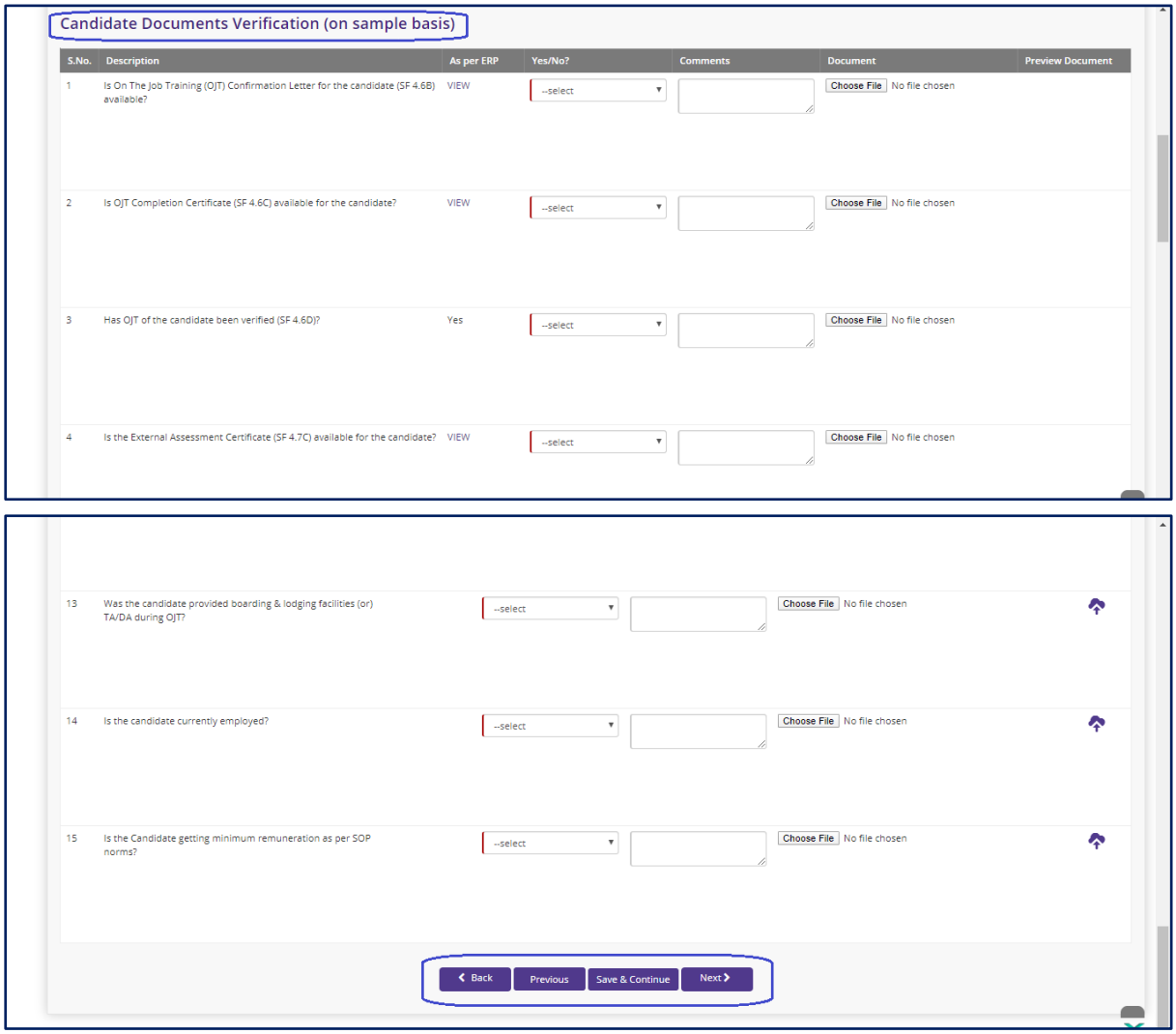


Figure – A1.15 (Inspection – Ongoing Batches- Candidates Document Verification)

Description:

1. This screen allows the user to answer the question related to Candidates document verification of completed batches
2. The user has to answer the questions as either ‘Yes’ or ‘No’. If the user selects ‘No’ as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking ‘Choose File’ option against the question. After selecting the file, user has to click icon to upload the document
4. After answering all the questions with the user has to click ‘Save and Continue’ option

Inspection – Completed Batches SF verification

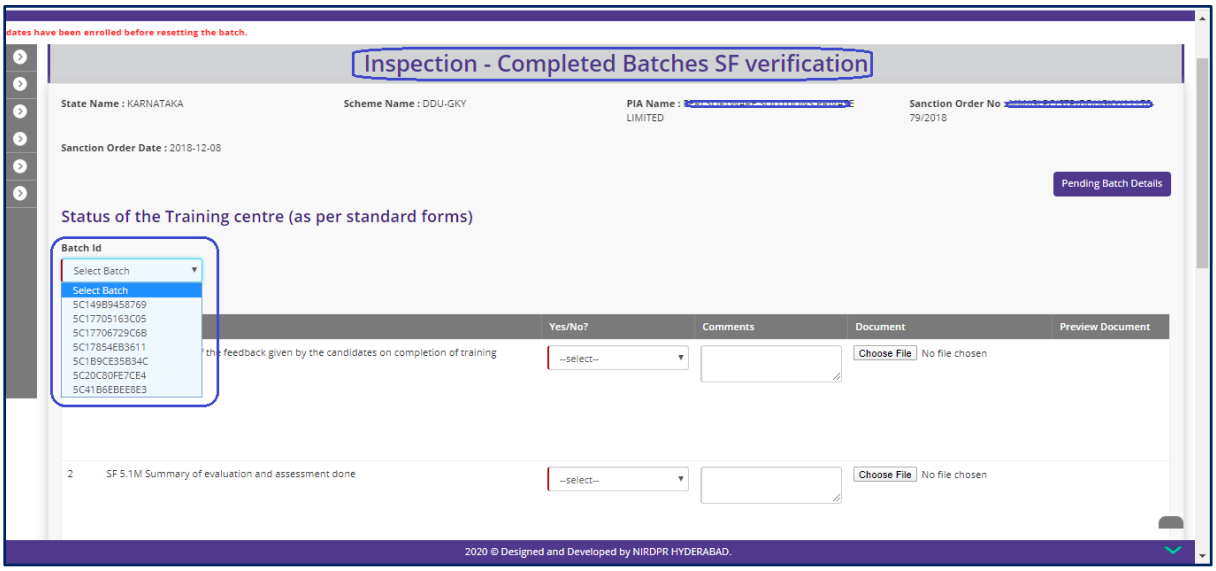


Figure – A1.16 (Inspection – Completed Batches – SF Verification)

Description:

1. This screen allows the user to answer the question related to Standard Form verification of Completed batches
2. The user has to select the batch from ‘Batch’ dropdown to conduct the inspection
3. The user has to answer the questions as either ‘Yes’ or ‘No’. If the user selects ‘No’ as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking ‘Choose File’ option against the question. After selecting the file, user has to click icon to upload the document
5. After answering all the questions with the user has to click ‘Save and Continue’ option

Inspection - Verification

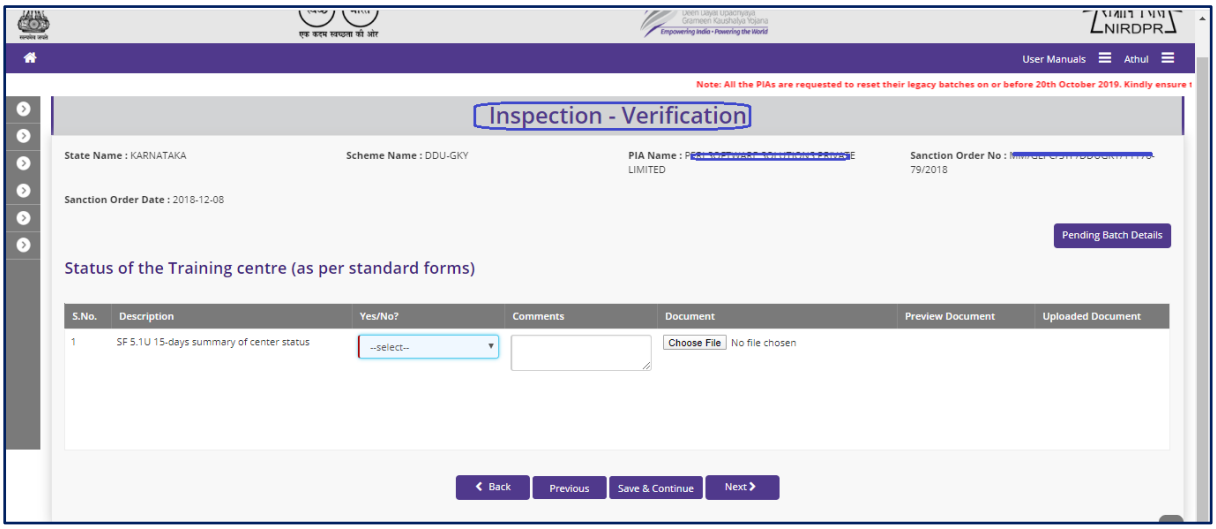


Figure – A1.17 (Inspection – Verification)

Description:

1. This screen allows the user to answer the question related to Status of Training Centre as per the Standard Forms
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Trainers Attendance

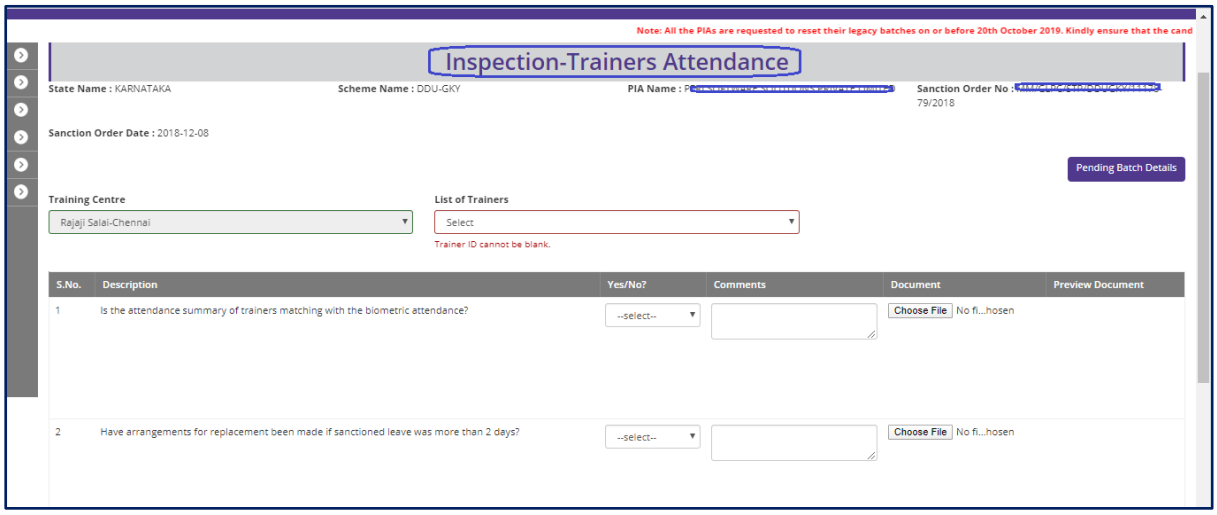


Figure – A1.18 (Inspection – Trainers Attendance)

Description:

1. This screen allows the user to answer the questions related to attendance of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Training quality

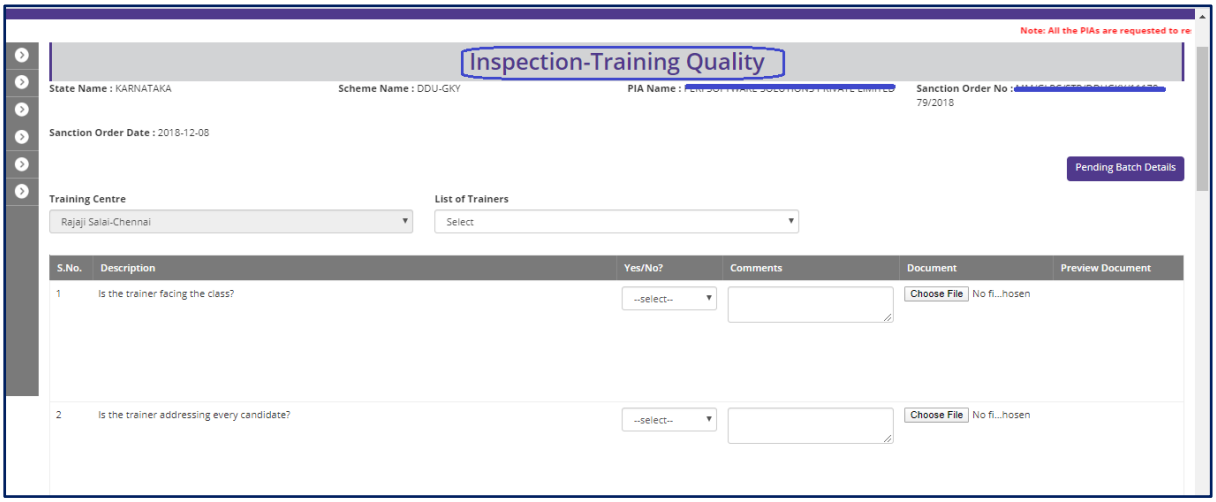


Figure – A1.19 (Inspection – Training Quality)

Description:

1. This screen allows the user to answer the questions related to training quality of the Trainers of ongoing batches
2. The user has to select the Trainer name from 'List of Trainers' dropdown
3. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
4. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
5. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – List of items verified (Annexure – II)

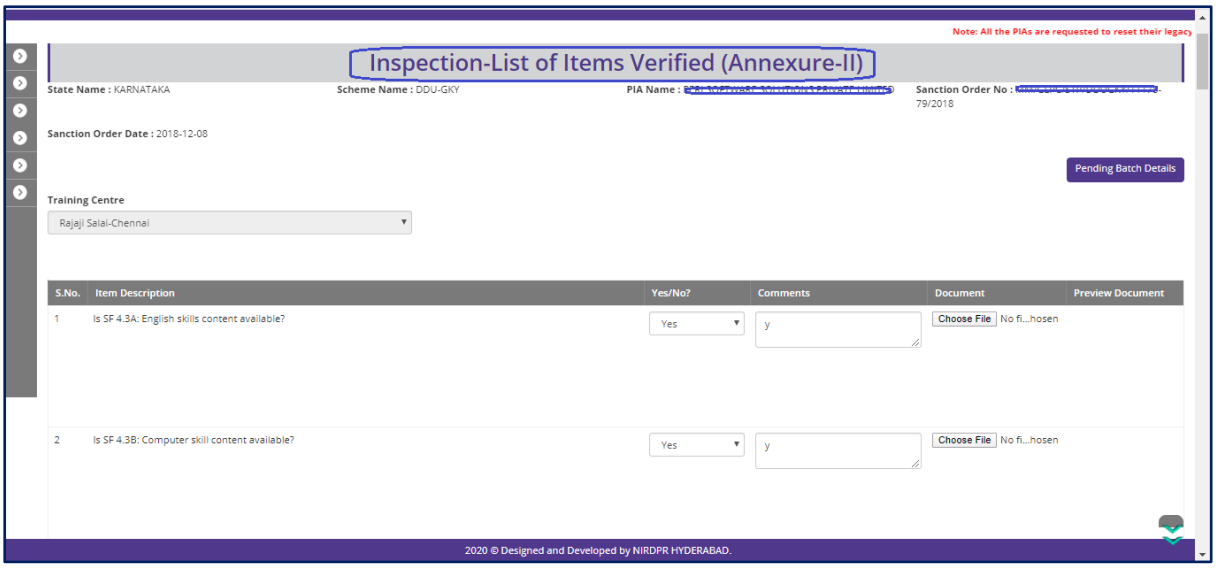


Figure – A1.20 (Inspection – List of Items Verified)

Description:

1. This screen allows the user to answer the questions related to verification of list of items available at Training Centre
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question. After selecting the file, user has to click icon to upload the document
4. After answering all the questions with the user has to click 'Save and Continue' option

Inspection – Residential Centre Infrastructure (If training centre has residential facility)

Figure – A1.21 (Inspection – Residential Centre Infrastructure)

Description:

1. This screen allows the user to answer the questions related to Residential Centre Infrastructure (If training centre has residential facility)
2. The user has to answer the questions as either 'Yes' or 'No'. If the user selects 'No' as answer then remarks has to be entered mandatorily
3. User can upload a document (if any) by clicking 'Choose File' option against the question.
4. After answering all the questions with the user has to click 'Save and Continue' option

Advisories

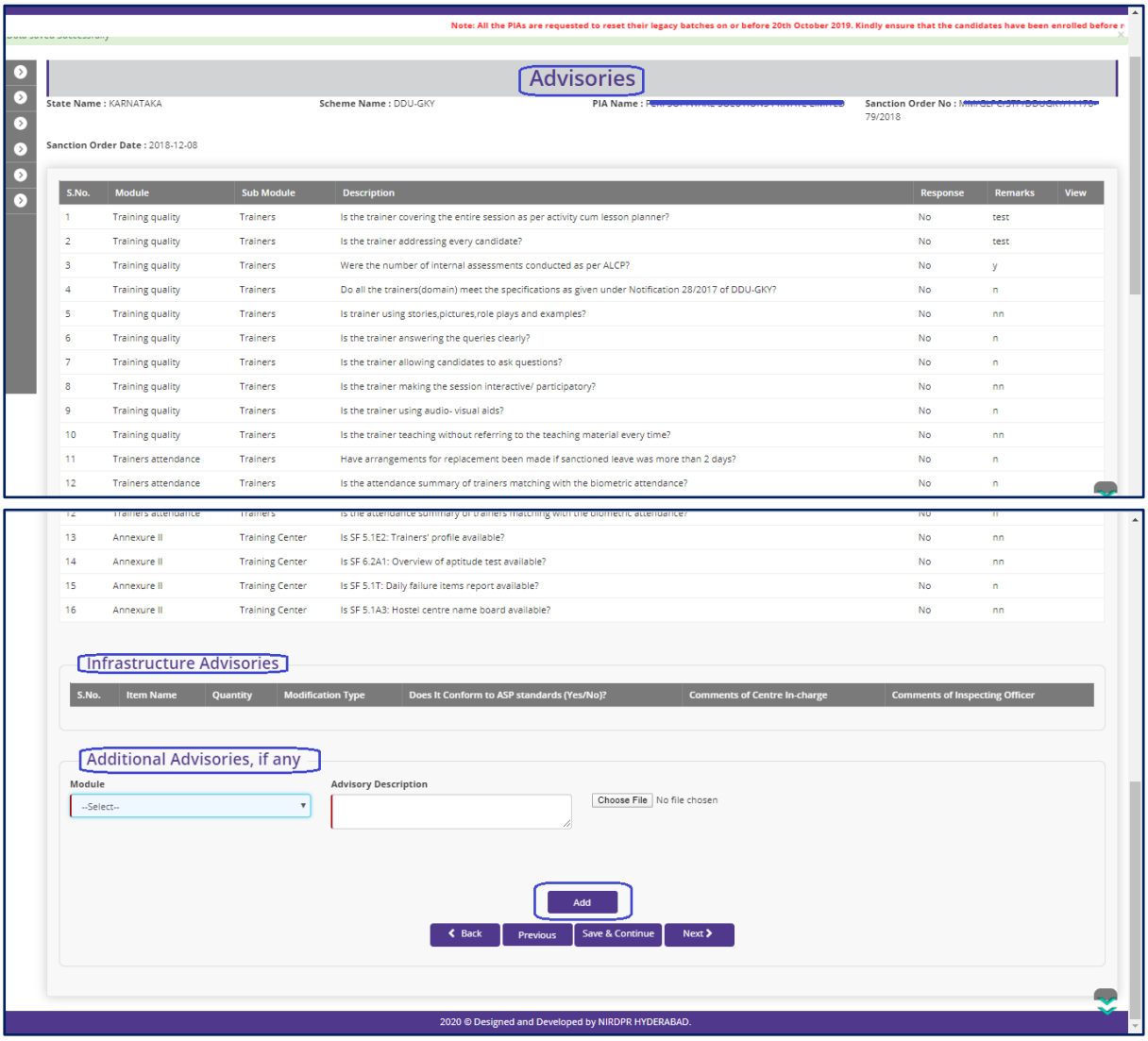


Figure – A1.22 (Inspection – Advisories)

Description:

1. This screen allows the user to view the system generated list of advisories
2. If the user wants to add any additional advisory, the he/she has to module name from the ‘Module’ dropdown and enter the description of the advisory. Also, user can upload the related document and then click ‘Add’ option

Previous inspection Advisories

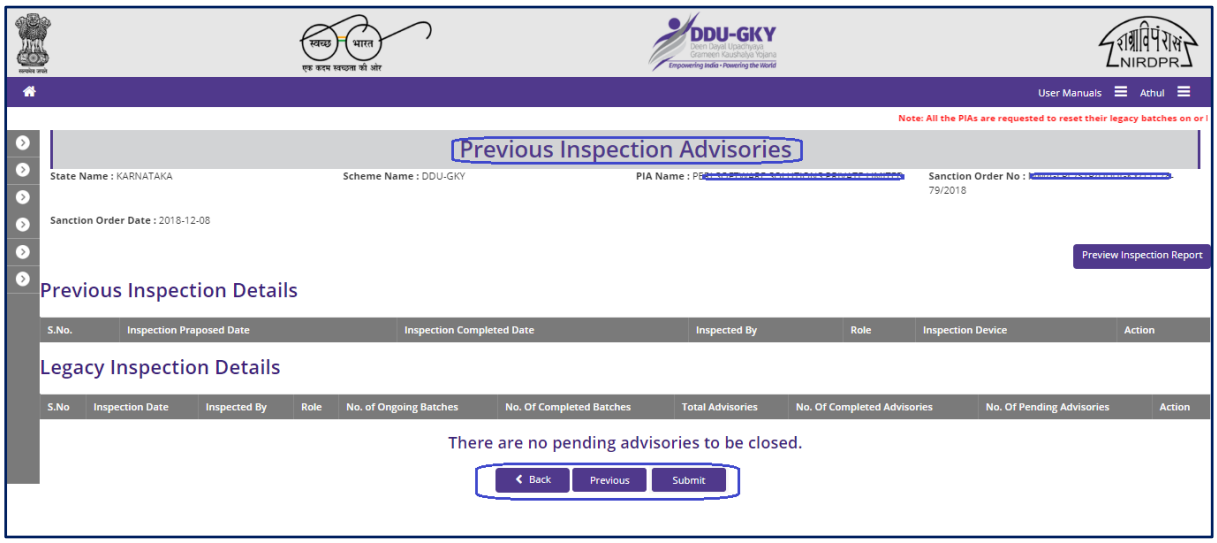


Figure – A1.23 (Inspection – Previous Advisories)

Description:

1. This screen allows the user to view list of advisories raised in the previous inspection.
2. After viewing the list, the user has to click ‘Submit’ option to submit the inspection details

Sub Module A1.2 – Inspection Advisories

Definition: Issuance of Advisories by the Inspecting officer if any deviations found during training center / residential center inspection.

Prerequisite/s:

1. Training Centre inspection in ERP System

Process:

1. SRLM Operations has to conduct the inspection of the centre
2. During the inspection, the inspecting officer may raise the advisories for any deviations found
3. PIA operations has to comply the advisories raised, and update the status in ERP System
4. PIA QTeam has to verify the advisories closed by the PIA Operations and has to either 'Approve' or 'Send for Modification' against the advisory
5. SRLM Operations has to verify the advisories closed by PIA Q Team and has to either 'Approve' or 'Send for Modification' against the advisory

Inspection PIA Advisories Dashboard

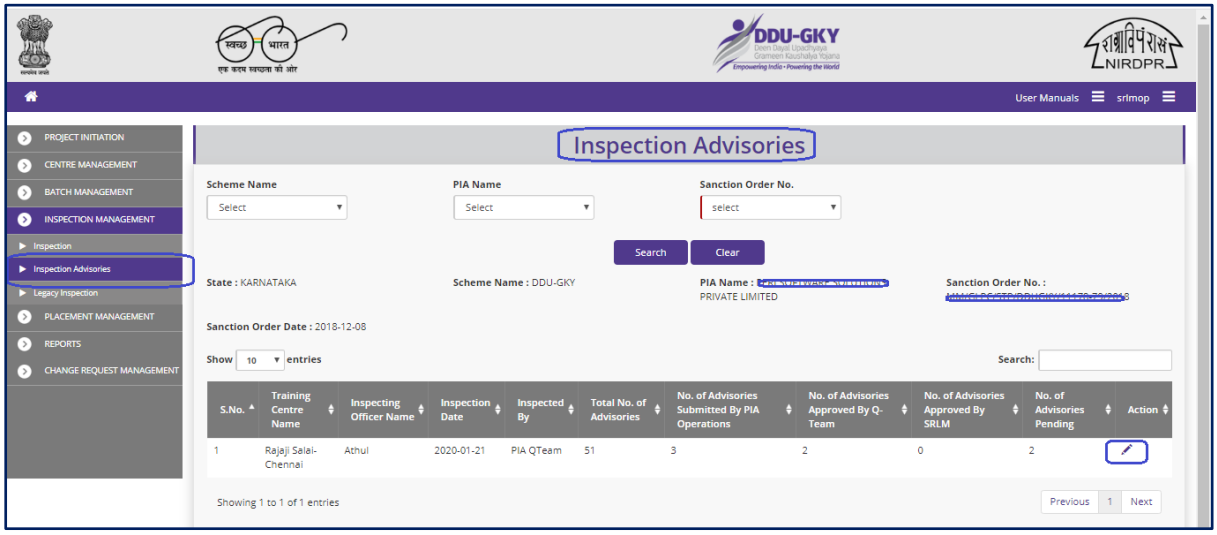


Figure – A1.24 (Inspection Advisories Dashboard)

Description:

1. This screen allows the user to view the status of inspections conducted, inspection wise no. of advisories raised, closed and pending status

2. The user can update the status of advisories raised during centre inspection
3. To update the status of advisories, the user has to click icon against the inspection record.
4. He/she will be directed 'Inspection Advisories' page, where the user can update the status of the advisories for the particular inspection record

Inspection PIA Advisories

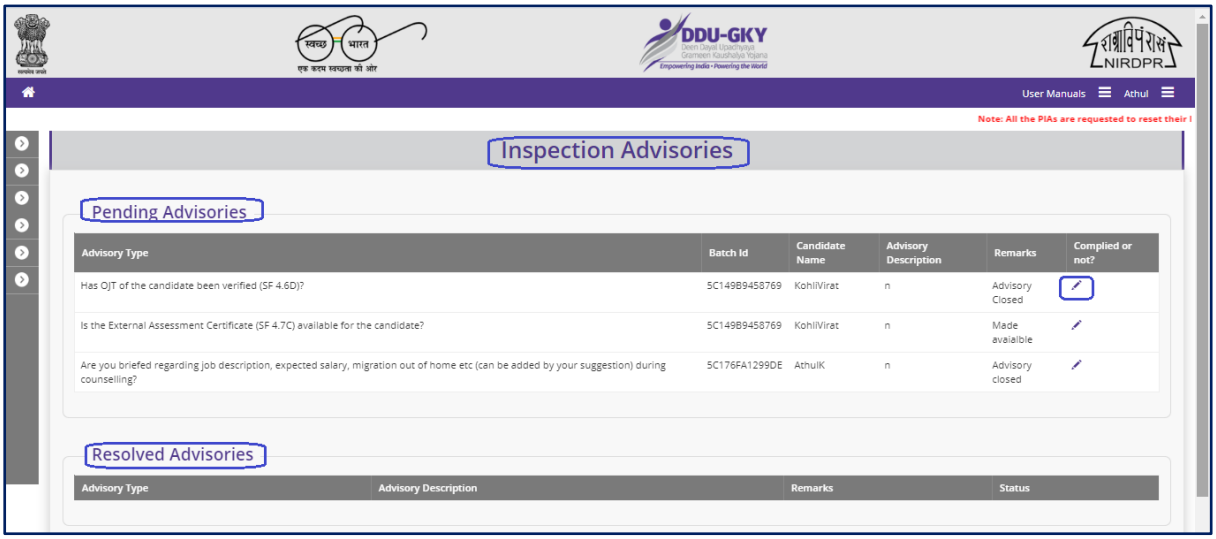


Figure – A1.25 (Inspection PIA Advisories)

Description:

1. This screen allows the user to view the list of pending and approved advisories
2. The update the status of the pending advisory, the user has to click icon against the advisory, he/she will be directed to next page where the can update the status of the particular advisory

Inspection Advisories (Decision)

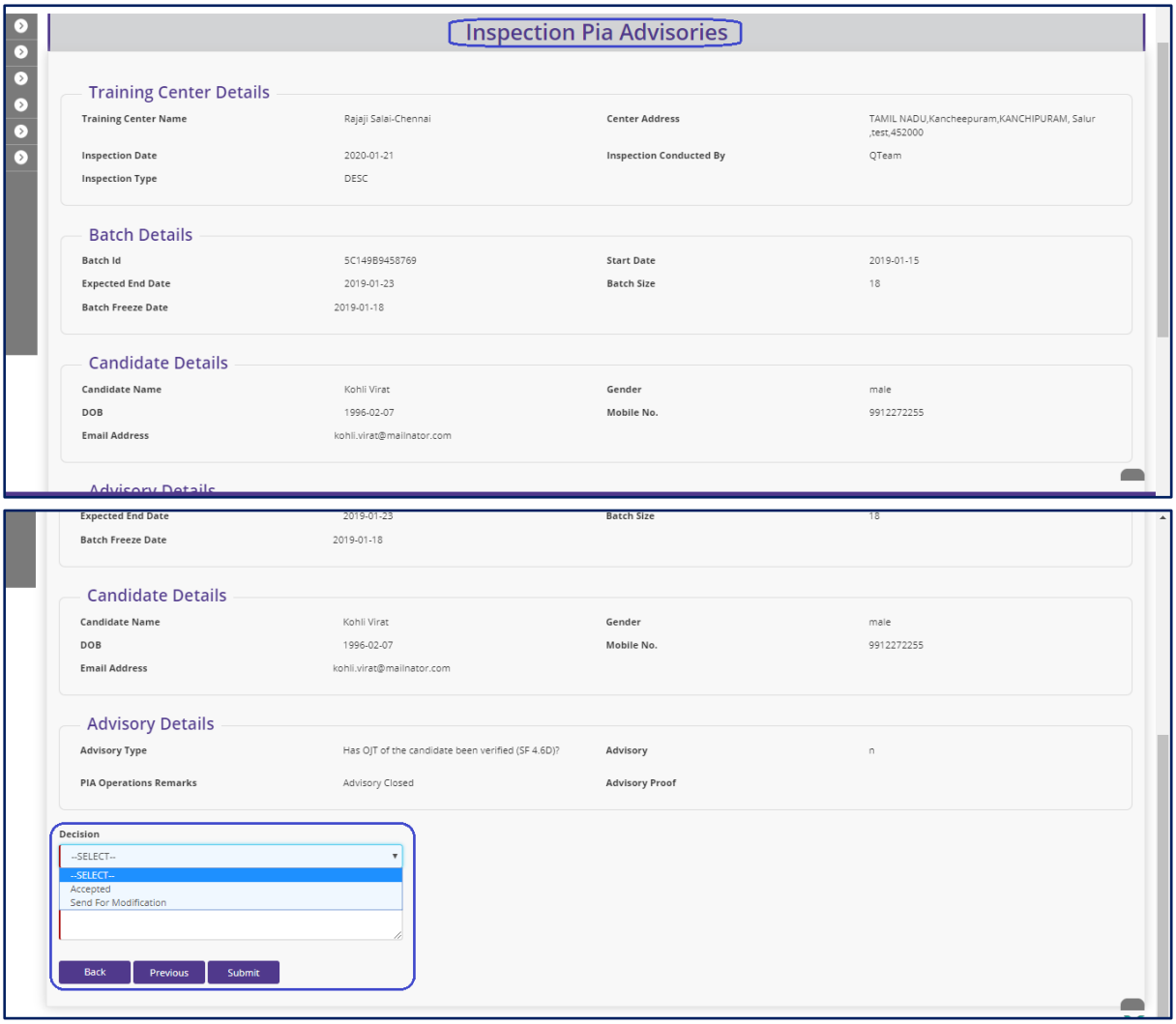


Figure – A1.26 (Inspection Advisories (Decision)

Description:

1. This screen allows the user the view the details of the advisory raised and the action taken by the PIA operations team to comply the advisory
2. The user has to take decision on the advisory as either ‘Approved’ of ‘Send for Modification’
3. If the user selects ‘Approved’, the particular advisory will be closed, if the user selects ‘Send for modification’, the advisory will be pending and made in edit mode to PIA operations for re compilation and resubmission
4. After giving the decision, the user has to enter the appropriate remarks and click ‘Save’ option to save and submit the information

Sub Module A1.3 – Legacy Inspection

Legacy Inspection Dashboard

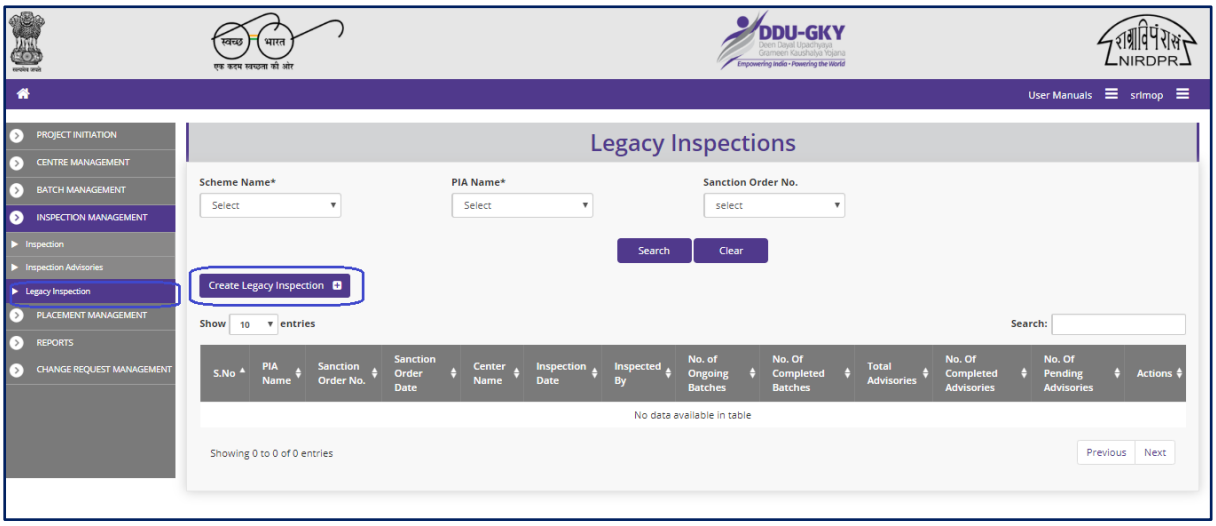


Figure – A1.27 (Legacy Inspection Dashboard)

Description:

1. This screen allows the user the view and create legacy inspections of the training centres
2. The user has to select ‘Scheme Name’ ‘State Name’ and ‘Sanction Order No’ from the respective dropdowns and click search option to get the details of training centre wise inspection details.
3. To create a new legacy inspection details, the user has to click ‘Create Legacy Inspection’ option

Create Legacy Inspection

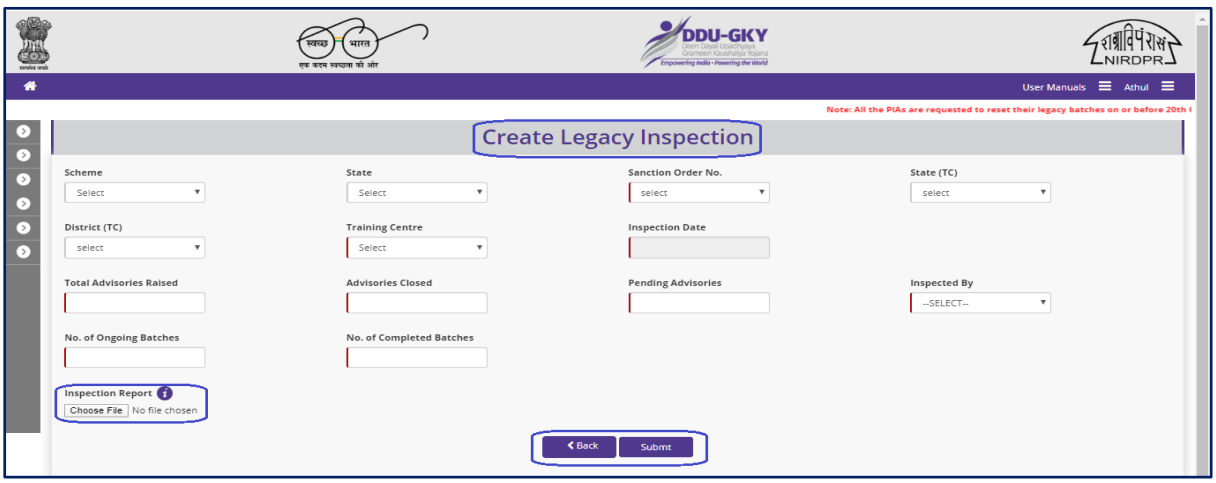


Figure – A.28 (Create Legacy Inspection)

Description:

1. This screen allows the user the create / upload the details of the legacy inspection
2. The user has to select the basic details of the training centre like Scheme, State, Sanction Order No., Training Centre State, Training Centre District, Inspection Date, Total Advisories raised, closed, pending, etc.,
3. To upload the inspection document, the user has to click ‘Choose File’ option under Inspection Report field and then click ‘Submit’ option to create the legacy inspection.