Work Flow to Register TP/TC and Start of Batch on ASDM MIS Portal

Complete TP and TC Registration on ASDM portal	Complete DPM and File Lead Verification	Get Final TC Code starting with AS	Get Target on portal by ASDM
Enroll Candidates from TC login	Create and send Batch for Approval on portal	Get Batch Approved by ASDM	Install recommended Biometric Device
Register Finger Prints of Students and Trainer	Take Daily Attendance and Start Training		

Steps:

1. TP and TC must complete their steps in the registration process on ASDM's new MIS Portal by visiting www.skillmissionassam.org. TP and TC's login ID for the above portal has already been sent to the registered email ID and mobile number. User manual for the process is provided in the same login.

2. Once TP and TC have completed their steps of registration on the portal then District Project Manager (DPM) and File Lead shall verify the required information on the portal and give their approval.

3. If any information is not found to be correct in the above verification then DPM/File Lead may 'Send Back' the application for required correction. TP/TC must correct the information and send it again for verification.

4. After final approval of TC by File Lead, TC will get a final TC Code starting with 'AS' on their registered mobile number and email ID. TC will use this new TC Code for login and perform all further activities on portal like candidate mobilisation, batch formation etc.

5. After final approval of TC on portal, TC will get Target on portal as per ASDM's policy.

6. TC shall mobilize candidates on portal for their approved Job Roles filling complete profile details of the candidates.

7. TC shall create a new batch on portal with their mobilized candidates to start training from the Dates as specified by ASDM and send the batch to ASDM for approval.

8. All further Batches at training centers shall commence training on two common dates i.e. 1st and 15th of every month. If 1st or 15th is a Holiday then Batch will commence from immediate next working day as per ASDM's Holiday Calendar.

9. ASDM shall approve the Batch checking all candidate's details as filled by TC. It shall not be allowed to change candidates once a batch is approved. Hence TC must take utmost care while enrolling candidates and forming a batch.

10. If any discrepancy or error is detected in the batch or candidate's information, then ASDM may 'Send Back' the batch for correction, TC must correct the mistake and resend the batch for approval.

11. The activities like Batch creation, sending batch for approval and ASDM's approval for a batch shall have to be done as per timelines decided by ASDM for each Batch commencement cycle. For example, for a Batch starting on 1st January, activity schedule may be as below:

	Activity	Start Date	End date
Sample	Draft Batch Creation by TC	15th December	20th December
	Send Batch by TC for approval	15th December	26th December
	Batch Approval by ASDM	15th December	30th December
	Batch Start/Training Commencement	1st January	As per training duration

12. In case the TC is unable to get the necessary approval for the batch as per given timelines, then TC may create and send the batch again for next training start date, i.e. 15th January in the above example.

13. TC shall install the recommended Biometric devices at their center and hostel (if applicable), by installing Attendance Software on a computer connected to the Biometric Device. The recommended devices are published on ASDM's website. Attendance software shall be provided in the TC login.

14. Once Batch is approved, all candidates of the batch shall be downloaded in the Attendance software, and their fingerprints must be registered in the software. TC shall also enrol Trainers' fingerprint in the Attendance Software.

15. It is compulsory to start training from the first day of the Batch with all approved candidates. If training does not start on first day, then all candidates will be marked as absent in the system for that day.

16. It is compulsory for centers to capture Biometric Attendance of all candidates on daily basis from day one. Biometric Attendance must be taken twice during the day, i.e. check IN on class start and Check OUT on class end. Attendance taken only once during the day shall be considered as absent.

17. Candidate shall also be marked as absent if candidate is present for less duration than the shift duration for the batch, with a concession of 30 minutes. For example, if shift duration is 4 hours and candidates is present in the training session for a period of less than 3 hour 30 minutes, then system will mark the candidate as absent. Candidates with 70% attendance or more shall be eligible for assessment.