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HPKVN- Interim MIS Step by Step Guide with Screen-shots

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and Confidential*

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Section 1

Introduction

Introduction

- HPKVN has developed a web based MIS application to capture information pertaining to students such as registration details, attendance, etc. and to generate reports for monitoring progress under pilot scheme.
- The application shall be used by following users:

User	Key Activities in MIS
TSP	<ul style="list-style-type: none"> • Enter Student Registration Details • Upload relevant documents pertaining to student e.g. ID proof • Submit Student Attendance in System • Generate Reports • View Dashboards
HPKVN	<ul style="list-style-type: none"> • Generate TSP wise/ Sector wise Reports • Monitor Student Attendance (Verification through Biometric data)
System Administrator (HPKVN)	<ul style="list-style-type: none"> • Create Logins for users (Add/Edit user) • Upload Attendance data (Biometric data for verification)

Introduction

- To access the MIS , please type the following web address in browser **mis.hpkn.in**
- The web-link of MIS application shall be provided on HPKN website.
- On clicking the web-link, Home page of the application opens up as shown in the image:



HPKN- Training Management Information System



About MIS

Himachal Pradesh Kaushal Vikas Nigam's Pilot scheme aims to skill the youth of Himachal Pradesh with the aim of providing them wage or self-employment leading to increased earnings, and/or improved working conditions, and/or opportunities to move from informal to formal work sectors. Such skills shall be imparted through institutions/agencies (Training Service Providers-TSPs)

All information pertaining to candidates, Training Service Providers, training targets and achievements shall be made available on the MIS portal in line with the prescribed processes and implementation manual of the Scheme.

Login

Section 2

TSP Module

Login to TSP Module

- Please click on “Login ” link on home page of MIS.
- Select “TSP” from Login-As drop down
- Type your Login ID and Password.
- On successful login, the user will be taken to the next screen –”TSP Dashboard”.

Login to HPKVN- Training Management Information System

Login As

HPKVN ▾

User ID

Password

4SK468
What is BotDetect Java CAPTCHA Library?

ENTER CAPTCHA CODE


Login

Back to Home Page

Forgot Password?

TSP Dashboard


Dashboard - TSP Performance (TSP: Smart Brains)



50

Students Registered


View Details ↗



47

Under Training


View Details ↗



3

Training Completed

View Details ↗



4

Student Placed

View Details ↗

Batch wise Student Attendance (%)																
Course	Students under Training	01-Oct	02-Oct	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct
Production Chemist	47	0	0	0	0	0	0	0	0	0	0	0	36	25	0	0

Course wise TSP Performance							
Sl.No	Course	Target	Students Registered	Students under Training	Students completed Training	Assessments Completed	Placements Completed
1	Production Chemist	60	50	47	3	4	4
Total	.	60	50	47	3	4	4

- TSP Dashboard shows snapshot on training performance, course wise attendance summary, etc.
- Menu-links are provided in left panel of the screen.

Enter Student Registration Details

- Click on “New Student Registration” menu link as shown in the image.
- On clicking the link, user will be taken to a new screen where student information can be entered.
- Sector, Course and Training centres are already mapped/configured in the system.

The screenshot displays the HPKVN- Training Management Information System interface. The browser address bar shows the URL: localhost:2020/hpmis/pages/master/StudentRegistration.jsp. The system title is 'HPKVN- Training Management Information System'. A sidebar menu on the left contains the following items: Dashboard, New Student Registration (highlighted with a red circle), Edit Student Information, Submit Attendance, Reports, Change Password, and Log out. The user is identified as 'User: Smart Brains'. The main content area is titled 'New Student Registration (TSP:Smart Brains)'. A blue banner indicates 'Fields marked with * are mandatory'. The form includes the following fields:

- Sector***: A dropdown menu with 'Life Science' selected.
- Course***: A dropdown menu with 'Production Chemist' selected.
- Training Centre ***: A dropdown menu with 'Training Centre 1 Baddi, Solan' selected.
- Batch No.***: A text input field containing the word 'Batch'.

Enter Student Registration Details—cont..

Following fields are captured in the “New Registration” screen.

- Sector, Course, Centre
- First and Last Name
- Address and District/ Block
- Aadhaar Card No. (Uploading of Aadhaar Card scanned copy)
- Gender & Category (Gen/ST/ SC/OBC), Religion, BPL, PWD
- Age
- Email & Contact No
- Residential Type (Residential/ Non Residential)
- Registration No. / Date of Registration
- Course Start Date
- Expected Course Completion Date

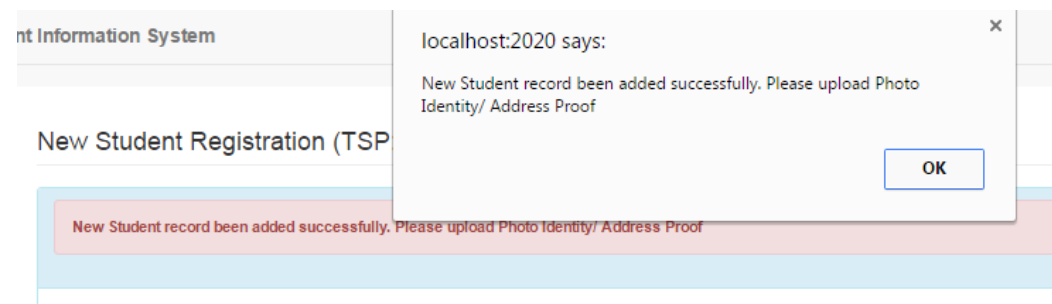
New Registration Screen

New Student Registration (TSP:Smart Brains)

Fields marked with * are mandatory

Sector*	Select
Course*	Select
Training Centre *	Select
Batch No.*	Batch No.
First Name*	First Name
Last Name*	Last Name
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Category*	<input type="radio"/> General <input type="radio"/> OBC <input type="radio"/> ST <input type="radio"/> SC <input type="radio"/> Others
Age*	Age (In Yrs)
Aadhar No*	12 digit Aadhar No
Address*	Address
District*	Select
Email*	Email
Contact No.*	Contact
Registration No*	Registration No

- Enter details in the form and click on “Save” button.
- On clicking “Save”, form will prompt for confirmation. User needs to check all the details entered in the system before submitting.
- After save, user will be taken to “Document Upload Screen” where TSP needs to upload ID/ Address proof of the student.



New Registration- Upload Documents

Upload Document (TSP:Smart Brains)

Fields marked with * are mandatory

Student Aadhar Card No.*	<input type="text" value="888888888888"/>
Document Title*	<input type="text" value="ID Proof"/>
Upload File: (pdf/image file only)*	<input type="button" value="Choose File"/> ID Proof.pdf
Remarks*	<input type="text" value="Remarks"/>

- All documents will be linked to 12 digit Aadhaar No.
- PDF/image file can be uploaded. The documents uploaded shall be visible to HPKVN user for verification.
- More than one document can be uploaded.
- TSP can upload documents later on using “Edit Student Information” page.

Edit Student Information

- Click on “Edit Student Information” menu link as shown in the image
- Enter 12 digit Aadhaar No in the text box and Click “Next”.
- On clicking the “Next” button, user will be taken to a new page where student details linked to Aadhaar number shall be displayed.

The screenshot displays the HPKVN- Training Management Information System interface. On the left, a navigation menu lists several options: Dashboard, New Student Registration, Edit Student Information (highlighted with a red circle), Submit Attendance, Reports, Change Password, and Log out. Below the menu, a green bar indicates the user is logged in as 'User: HPKVN'. The main content area is titled 'Edit Student Information (TSP:HPKVN)'. It features a light blue header with the text 'Fields marked with * are mandatory'. Below this, there is a form with a label 'Enter Aadhar No.*' and a text input field containing 'Aadhar Card No'. At the bottom of the form, there are two buttons: 'Next' (blue) and 'Back' (green).

Edit Student Information-cont..

- Sector, Course and Training centre details shall be pre-populated in the screen.
- User can update other details such as actual course completion date, assessment date, placement details, etc.

Edit Student Information (TSP:HPKVN, Aadhar Card No: 888888888888)

Fields marked with * are mandatory

Sector*	Life Science
Course*	Production Chemist
Training Centre *	Training Centre 1
Batch No.*	<input type="text" value="1"/>
First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="Last Name"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Category*	<input checked="" type="radio"/> General <input type="radio"/> OBC <input type="radio"/> ST <input type="radio"/> SC <input type="radio"/> Others
Age*	<input type="text" value="1"/>
Aadhar No*	<input type="text" value="888888888888"/>
Address*	<input type="text" value="Address"/>

Submit Attendance

The screenshot displays the HPKVN- Training Management Information System interface. On the left, a navigation menu lists several options: Dashboard, New Student Registration, Edit Student Information, Submit Attendance (highlighted with a red circle), Reports, Change Password, and Log out. Below the menu, the user is identified as 'User: Smart Brains'. The main content area is titled 'Submit Attendance (TSP:Smart Brains)'. A light blue banner at the top of the form states 'Fields marked with * are mandatory'. The form contains five fields: 'Sector*' (a dropdown menu with 'Select' as the current value), 'Course*' (a dropdown menu with 'Select' as the current value), 'Training Centre*' (a dropdown menu with 'Select' as the current value), 'Batch No.*' (a text input field with 'Batch No.' as the current value), and 'Date*' (a date picker with a calendar icon and a close button). A blue 'Show Data' button is positioned to the right of the date field. At the bottom of the form, there are two buttons: a blue 'Submit Attendance' button and a green 'Back' button.

- Click on “Submit Attendance” menu link as shown in the image
- Select Sector/Course and Training centre from drop down list
- Enter Batch No. and Select Attendance date.
- Click on “Show Data ” after selection of above fields

Submit Attendance-cont..

- On selection of attendance date and batch number, list of students with basic details shall be displayed.
- To mark the attendance for the selected day, user needs to click the “check box” as shown in the image.
- Click on “Submit Attendance” button to save details in the system.
- Enter training Hours.
- User can edit the entries using the same screen.

Date* 17-Oct-2016

Sl.No.	First Name	Last Name	Gender	Category	Aadhar No	Attendance Check
1	Ram	Kumar	Male	GEN	123456789001	<input type="checkbox"/>
2	Ram	Kumar	Female	GEN	123456789005	<input type="checkbox"/>
3	Ram	Kumar	Female	GEN	123456789009	<input type="checkbox"/>
4	Ram	Kumar	Male	GEN	123456789017	<input checked="" type="checkbox"/>
5	Ram	Kumar	Female	GEN	123456789021	<input checked="" type="checkbox"/>
6	Ram	Kumar	Female	GEN	123456789025	<input type="checkbox"/>
7	Ram	Kumar	Male	GEN	123456789029	<input checked="" type="checkbox"/>
8	Ram	Kumar	Male	GEN	123456789033	<input checked="" type="checkbox"/>
9	Ram	Kumar	Female	GEN	123456789037	<input checked="" type="checkbox"/>
10	Ram	Kumar	Female	GEN	123456789041	<input checked="" type="checkbox"/>
11	Ram	Kumar	Male	GEN	123456789045	<input checked="" type="checkbox"/>
12	Ram	Kumar	Male	GEN	123456789049	<input checked="" type="checkbox"/>
13	Test	Last Name	Male	GEN	888888888888	<input type="checkbox"/>
14	ashok	kumar	Male	GEN	777777777777	<input type="checkbox"/>
15	test 5	lasr name	Male	GEN	555555555555	<input type="checkbox"/>
16	ashok	kumar	Male	GEN	222222222222	<input type="checkbox"/>

Training Hrs*

Generate Student Report

HPKVN- Training Management Information System

Dashboard <
New Student Registration <
Edit Student Information <
Submit Attendance <
Reports >
Student Report <
Change Password <
Log out <

User: Smart Brains

Student Report (TSP:Smart Brains)

Fields marked with * are mandatory

Sector Course

Training Centre Batch No.

Report Options*
 Registered Students Under Training Training Completed Assessment Completed Placement Done

Show Records

Export to Excel Back

- Click on “Student Report” menu link to open the reporting screen.
- User can filter student details on course/ training centre/ batch number etc.
- User can select one of the report options (e.g. Registered Students/ Under Training/ Training Completed/ Assessment Completed/ Placement Completed etc.).
- Click on “Show Records” button to generate report as per selected criteria.

Generate Student Report- cont..

Student Report (TSP:Smart Brains)







Fields marked with * are mandatory

Sector: Life Science Course: Select

Training Centre: Select Batch No.: Batch No.

Report Options* Registered Students Under Training Training Completed Assessment Completed Placement Done [Show Records](#)

Show 10 entries Search:

Sl.No.	TSP	Sector	Course	Centre	Batch No.	Name	Gender	Category	District	Aadhar No	Reg. No/ Date	Course Start Date	Edit
1	Smart Brains	Life Science	Production Chemist	Training Centre 1	1	Ram Kumar 	Male	GEN	Bilaspur	123456789001	R001/13-Oct-2016	13-Oct-2016	Edit
2	Smart Brains	Life Science	Production Chemist	Training Centre 1	2	Dinesh Singh 	Male	OBC	Bilaspur	123456789002	R002/13-Oct-2016	13-Oct-2016	Edit
3	Smart Brains	Life Science	Production Chemist	Training Centre 1	3	Ram Kumar 	Male	ST	Bilaspur	123456789003	R003/13-Oct-2016	13-Oct-2016	Edit
4	Smart Brains	Life Science	Production Chemist	Training Centre 1	4	Dinesh Singh 	Female	SC	Bilaspur	123456789004	R004/13-Oct-2016	13-Oct-2016	Edit
5	Smart Brains	Life Science	Production Chemist	Training Centre 1	1	Ram Kumar 	Female	GEN	Bilaspur	123456789005	R005/13-Oct-2016	13-Oct-2016	Edit
6	Smart Brains	Life Science	Production Chemist	Training Centre 1	2	Dinesh Singh 	Female	OBC	Chamba	123456789006	R006/13-Oct-2016	13-Oct-2016	Edit

[View documents link](#)

Export Student Report to Excel

- Click on “Export to Excel” button to export all details in Excel
- User can save the Excel for further reporting/printing.

49	Smart Brains	Life Science	Production Chemist	Training Centre 1	1	Ram Kumar	Male	GEN	Bilaspur
50	Smart Brains	Life Science	Production Chemist	Training Centre 1	2	Dinesh Singh	Male	OBC	Hamirpur

Showing 41 to 50 of 51 entries

Export to Excel Back

Whether PWD	District	Block	Residential Type	Address	Contact	Email
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com
No	Shimla	Chauhara	NON-RES	Address	123	abv(at)gmail(dot)com

Thank You

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