

# **INTERNAL QUALITY ASSURANCE CELL**



National Skill Development Corporation (NSDC), New Delhi

# **Skill Hub Initiative**

# PMKVY 4.0

Skill Course in Associate Data Entry Operator -Batch-IV

(2023-2024)



# A.S.D.Government Degree College for Women An Autonomous Institution

Jagannaickpur, Kakinada, Andhra Pradesh-533002 Affiliated to Adikavi Nannaya University, Rajamahendravaram



BOVERNMENT OF INDIA MINISTRY OF SKILL DEVELOPMENT & ENTREPREMEURSHIP





Skill India



Pradhan Mantri Kaushal Vikas Yojana 4.0 (PMKVY 4.0) 2023-24

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# (SKILL HUB INITIATIVE)

# **Associate Data Entry Operator**



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# Letter from NSDC- New Delhi



VARANASI MALLIKARJUNA SARMA <v.mallikarjunasarma@gmail.com>

#### Project Sanction Letter| PMKVY 4.0| Special Projects| Skill Hub Initiative

2 messages

Target Allocation PMKVY4.0 <targetallocation\_pmkvy4@nsdcindia.org> To: "v.mallikarjunasarma@gmail.com" <v.mallikarjunasarma@gmail.com> Cc: Karthik Nair <karthik.nair@nsdcindia.org> Tue, Mar 7, 2023 at 12:36 PM

Dear Sir/Ma'am,

Greetings from the National Skill Development Corporation (NSDC), New Delhi.

The Ministry of Skill Development & Entrepreneurship (MSDE), Govt. of India, is implementing the flagship skill development scheme of Government of India - Pradhan Mantri Kaushal Vikas Yojana 4.0 (PMKVY 4.0).

With the roll-out of the National Education Policy (NEP) in 2020, there has been a renewed focus on vocational skill training imparted by schools and higher education institutes, thus integrating mainstream academics with practical vocational skill training.

As per demand submitted by your college under PMKVY4 A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) has been allocated **390** targets for implementing training under PMKVY4.0.

We are starting handholding initiatives through capacity building workshops in parallel for the benefit of all participants. A schedule of such workshops shall be shared with you upon receiving your willingness and Job Role wise demand. Some key highlights in terms of scheme contours, course offerings, etc. is shared below for your ready reference. You may like to write to skillhub@nsdcindia.org and @Karthik Nair for any queries.

#### Regards,

PMKVY 4.0 Target Allocation Team

#### Brief Note on PMKVY 4.0

Pradhan Mantri Kaushal Vikas Yojana 4.0 (PMKVY 4.0) will be implemented between FY 2022-26 with a strong emphasis on making the programme candidate-centric by creating an enabling ecosystem to meet the emerging sectoral needs. More information on PMKVY can be assessed at www.pmkvyofficial.org with guidelines of previous versions of PMKVY. The Guidelines for PMKVY 4.0 will also be placed shortly on this website.

#### 1. Objective of the Scheme:

- a. Promote an enabling ecosystem for the youth to get skilled and choose a career path aligned with their abilities and aspirations.
- b. Enable the delivery of skill training in a market-oriented and demand-driven manner by making the existing skilling ecosystem more flexible, swift, and geared to meet the emerging demand.
- c. Process overhauling of the skill ecosystem by leveraging technology, innovative financing, and digitalization.

#### 2. Implementation through Skill Hubs:

Skill Hubs can be setup in State and Central Government Schools, Higher Educations Institutes (HEIs), Colleges, and Universities (including Skill Universities) with requisite infrastructure for providing Short Term Trainings under PMKVY 4.0. The information on Skill Hub is available on www.pmkvyofficial.org.

#### 3. Selection of Job Role for Training:

a. Under PMKVY 4.0, it is proposed to offer various demand-driven and industry linked skilling courses including new age courses like Drone, 3D Printing, Robotics, AI, etc. An indicative list of Job Roles that can be offered under the scheme is at PMKVY4.0 Documents for reference. PMKVY 4.0 Documents for references.

b. Details of the respective Job Role including the infrastructure requirement, trainer qualification, candidate eligibility, etc is mentioned in the respective Qualification Pack of the Job Role which can be accessed at www.nqr.gov.in.

#### 4. Pre-Requisites for Training:

a. Infrastructure:

i. Availability of adequate classroom for theory classes and laboratory depending on the Job Role to be opted. (For e.g., Computer Lab in case of Data Entry Operator). More details are available under the "Training Partner and Centre" section of www.skillindia.gov.in .

ii. Functional Aadhaar Enabled Biometric Attendance System (AEBAS) registered on the NIC platform.

b. Trainer: Teacher/Trainer available in the own institution with domain experience or certified trainer (list available on Skill India Portal) can also be engaged.

#### 5. Selection of Candidates:

- a. The scheme targets school/college dropouts, out-of-education, and unemployed youths in the age group of 15-45 years.
- b. Eligibility criteria for selection of candidates is defined in the respective course curriculum of Job Role to be offered.

#### 6. Implementation Modalities:

a. National Skill Development Corporation (NSDC) is the implementing arm of the Ministry and shall provide all required handholding support and technical assistance in implementation of PMKV 4.0 in Skill Hubs.

b. The entire training life cycle from enrolment to certification and tracking will be done through Skill India Portal/Digital for which necessary orientation and handholding support will be provided by NSDC (www.skillindia.gov.in).

c. On-the-Job Training (OJT) has been mandated under the scheme in applicable Job Roles. It shall be the responsibility of the institutions to arrange for OJT in nearby industry or establishments.

d. Assessment and certification would be done through the third-party agencies namely, Sector Skill Councils (SSCs) or any other National Council for Vocational Education and Training (NCVET) approved awarding body. The State Education Board/Technical Education Board can also become an awarding body under NCVET.

e. Registration of the Skill Hub (institution) on Skill India Portal/Digital with requisite details of available classroom, labs, trainers, etc.

f. Mandatory daily AEBAS attendance of Candidate, Trainer, and Assessor.

7. Financial Provisions

a. The training cost would be Rs. 6,923 per candidate which includes base training cost (trainer salary, teaching aid, raw material, infrastructure cost), assessment & certification, insurance for candidates, and AEBAS transaction fees. However, for higher level skill in Industry 4/ Future Skills etc., in NSQF level 5 and above, the payment will be as per prescribed norms.

b. The training cost will be paid by NSDC in tranches as per the PMKVY 4.0 guidelines.

#### For further information and support, please write at @Karthik Nair

**Disclaimer:** The Information contained in this e-mail and/or in any of the attached files is confidential and proprietary information of National Skill Development Corporation (NSDC) and also the subject of privileged Company information. This privilege is not waived or lost by mistaken transmission or receipt. If you are not the intended recipient, any use, disclosure or copying of this mail is unauthorized. If you have received this mail in error, please notify the sender immediately by reply email and destroy the original. NSDC has taken every reasonable precaution to minimize the risk of viruses, but is not liable for any damage you may sustain as a result of any virus in this e-mail.

VARANASI MALLIKARJUNA SARMA <v.mallikarjunasarma@gmail.com> To: "ASD GDC (W)Kakinada" <jkcrjyec.asdkkd@gmail.com> Tue, Mar 7, 2023 at 12:54 PM

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# **Permission Letter to the Principal**

То

The Principal

A.S.D. Government Degree College for Women (A)

Kakinada

Sub: - Request for permission to run the PMKVY- Associate Data Entry Operator batch IV for the Academic year 2023- 24-Reg

\* \* \*

During this Academic year 2023-24 our college was sanctioned permission to run skill development courses under PMKVY 3.0 scheme. Hence we are planning to run Skill courses Associate Data Entry Operator batch IV under PMKVY Scheme. Hence, we request you kindly permit us for conducting the above Course.

S.No	Course name	Trainer/Instructor	Period	Timings
1	Associate Data Entry Operator	Sri.V.Venkata Ramana.,	2 months	09.00am to 1.00pm

Thank you madam

Ensa

(V. Mallikarjuna Sarma) SPOC Person& Lect. Chemistry ASD Government Degree College (Autonomous) Kakinada

**Enrollment data - Associate Data Entry Operator** 

Associate Data Entry Operato Batch-IV 2023-24

Sr. No.	Candidate ID	Candidate Name	Batch Name	Job Roles
1	CAN_27815222	Sangani Mamatha Rani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
2	CAN_5174416	Karri Anusha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
3	CAN_27815280	Mohammad Nazma	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
4	CAN_27818531	Malladi Deevena	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
5	CAN_27819327	Vetukuri Swathi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
6	CAN_27818369	Guntamukkula Soma Sundara Naga Ramadevi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
7	CAN_27831649	Mylapilli Lakshmi Subrahmanya Neeharika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
8	CAN_27819074	Vijjina Mamatha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
9	CAN_27817106	Pinapothu Suryarekha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
10	CAN_27815036	Ganagalla Teja Sudha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
11	CAN_27817434	Kandilla Uma Maheswari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
12	CAN_5174412	Chilakalapudi Mounika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
13	CAN_27831507	Vonteddula Prasanna Lakshmi Kumari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
14	CAN_27831361	Debarika Suseela	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
15	CAN_27820736	Papayyamma Chandramalla	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
16	CAN_27831637	Ponnada Kasturi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
17	CAN_27788060	Kadali Lakshmi Priya Deepika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
18	CAN_27814181	Padala Sweety	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator

		1	pmkvy-STT/2023-	
19	CAN_27813159	Pemmadi Kasuratnam	2024/SSC/Q2215- B2409653	Associate Data Entry Operator
20	CAN_5171875	Vanavada Sravani Durga	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
21	CAN_27814749	YARRAMNEEDI SRIDEVI	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
22	CAN_27814519	Yalla Venkata Ramani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
23	CAN_27813798	Matha Srilekha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
24	CAN_27815081	Guntamukkala Aswini	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
25	CAN_27815259	Kasimkota Sita Maha Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
26	CAN_27818918	Karri Vijaya Kumari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
27	CAN_27812992	KOLA SATYA BHANU	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
28	CAN_27783718	Rayudu Purnima Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
29	CAN_27820135	Ventapalli Deepika Srimamatha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
30	CAN_27824649	Guttula Sri Jyothi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
31	CAN_27814898	Madugula Dhana Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
32	CAN_27831477	Venkata Sesha Priyanka Kumari Satyavada	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
33	CAN_27814336	Anasuri Sarayu Srija	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
34	CAN_27815135	Chekka Dhanalakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
35	CAN_27821204	Beera Manikyamba	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
36	CAN_27813873	Kottapu Veera Venkata Satyaveni	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
37	CAN_27814653	Kanchumarthi Satya Sai Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator

38	CAN_27831295	Meda Sandya	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
39	CAN_27831337	Gane Suguna	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
40	CAN_27815245	Mukkapati Devi Lalitha Prasanna	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
41	CAN_27813591	Varipilli Esther Rani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator
42	CAN_5173309	Panthadi Haritha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator

# Course Module Details







# **Module Details**

### Module 1: Concept of Data Entry

Mapped to SSC/N3022, v2.0

#### **Terminal Outcomes:**

- Explain data entry services, procedures, and the policies applicable.
- Analyse the method of information gathering for date entry purpose.

Duration: 06:00 (In Hours)	Duration: 15:00 (In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Identify the data entry procedures, tools, and techniques.</li> <li>Explain the role and importance of the data entry operator in supporting business operations.</li> </ul>	<ul> <li>Design plans to collate specific information/data from customer/ client to be entered.</li> <li>Examine standard policies to record and perform a service request.</li> </ul>	
Classroom Aids:		
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activities		
Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser,		
Outlook / Any other Email Client, and chat tools		

316:00







## Module 2: Software Requirement for Data Entry

Mapped to SSC/N3022, v2.0

- Inspect the data being entered from multiple sources to check authenticity and remove errors.
- Identify the software requirements to collate data in a systematic format.

Duration: 06:00(In Hours)	Duration: 10:00(In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Identify different software needed for report writing including MS office suite or Open Office.</li> <li>Distinguish between various types of data through use of database management software.</li> </ul>	<ul> <li>Verify data from multiple sources before entering the same.</li> <li>Analyse the transcribed data with the source document for any corrections required like missing values, incorrect data types, etc.</li> <li>Use standard alphanumeric keyboard to perform data entry operations.</li> <li>Comprehend technical aspects of various networking topologies like Mesh, Star, Tree, Full Mesh, etc.</li> </ul>	
Classroom Aids:	·	
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activit	ies	
Computer Lab with 1:1 PC: trainee ratio and having int	ernet connection, MS Office / Open office, Browser,	
Outlook / Any other Email Client, and chat tools		







Module 3: Process of Data Entry Mapped to SSC/N3022, v2.0

- Evaluate helpdesk feedback system and its importance.
- Design a suitable and reasonable timeframe for the entry to be processed and revert to the customer on the same.

Duration: 06:00(In Hours)	Duration: 20:00(In Hours)
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul> <li>Discuss the adequacy of existing helpdesk feedback systems.</li> <li>Discuss methods of data entry process.</li> </ul>	<ul> <li>Organize source documents and files relative to the data entered.</li> <li>Maintain proper security, storage and back up of data files.</li> <li>Analyse the purpose of rule-based decision-making process in data entry operations.</li> <li>Evaluate the process of scanning documents and transcription of data into system.</li> <li>Estimate a suitable timeline for completing a service request.</li> </ul>
Classroom Aids:	
Whiteboard and Markers	
Chart paper and sketch pens	
LCD Projector and Laptop for presentations	
Tools, Equipment and Other Requirements:	
Labs equipped with the following:	
PCs/Laptops	
Internet with Wi-Fi (Min 2 Mbps Dedicated)	
Microphone / voice system for lecture and class ad	ctivities
Computer Lab with 1:1 PC: trainee ratio and havin	g internet connection, MS Office / Open office, Browser,
Outlook / Any other Email Client, and chat tools	







## Module 4: Troubleshooting in Data Entry Process

Mapped to SSC/N3022, v2.0

- Categorize and examine the essential steps required to analyse data.
- Examine common errors and plan to mitigate the same.

Duration: 06:00(In Hours)	Duration: 20:00(In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Deliberate typical problems raised by customers and their solutions.</li> <li>Understand why manual data entry errors happen and learning ways to avoid them.</li> <li>Discuss a framework that can be created to Automate the Data Entry Process</li> </ul>	<ul> <li>Examine progress/delay in the process and update technical team and/or customers.</li> <li>Examine the common errors in data entry including transcription and transposition error.</li> <li>Plan an error mitigation program including double-checking all completed work as a standard operating procedure.</li> </ul>	
Classroom Aids:		
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activit	ies	
Computer Lab with 1:1 PC: trainee ratio and having int	ernet connection, MS Office / Open office, Browser,	
Outlook / Any other Email Client, and chat tools		







Module 5: Assisting Data Entry Process Mapped to SSC/N3022, v2.0

#### **Terminal Outcomes:**

• Summarize various back-up duties required for the data entry process.

Duration: 06:00(In Hours)	Duration: 15:00(In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Summarize the importance of documenting, classifying, prioritizing service requests and crowd management.</li> <li>Explain the OSI model of networking and back-up related jobs.</li> </ul>	<ul> <li>Plan methods to collate the right information from the customer for enabling data entry process.</li> <li>Manage PC configuration, networking, network admin, layers of networking, etc.</li> <li>Undertake various back-up activities of data entered.</li> </ul>	
Classroom Aids:		
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activit	ies	
Computer Lab with 1:1 PC: trainee ratio and having int	ernet connection, MS Office / Open office, Browser,	
Outlook / Any other Email Client, and chat tools		







Module 6: Skillsets of Data Entry Services Mapped to SSC/N3022, v2.0

- Illustrate proper ways of upskilling data entry process through use of advanced software.
- Demonstrate application of various IT components that assists in quick data entry process.

Duration: 05:00(In Hours)	Duration: 10:00(In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Identify various questioning techniques for better understanding of an issue.</li> <li>Discuss various work methodologies to expedite data entry.</li> <li>Create a Frequently Asked Questions - FAQ for customer facing issues.</li> </ul>	<ul> <li>Demonstrate effective use of information technology to input/extract data results.</li> <li>Use proper data validation and error detection mechanisms.</li> <li>Evaluate the purpose of software, including Ninox, Piesync, AutoEntry, etc., in data entry process.</li> </ul>	
Classroom Aids:		
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activit	ies	
Computer Lab with 1:1 PC: trainee ratio and having inter Outlook / Any other Email Client, and chat tools	ernet connection, MS Office / Open office, Browser,	







### Module 7: Incident Management in Data Entry Services Mapped to SSC/N3022, v2.0

- Illustrate proper ways of maintaining confidentiality of storing security and back up files forfuture use.
- Demonstrate application of various solutions for different types of incidents/servicerequests.

Duration: 05:00(In Hours)	Duration: 20:00(In Hours)	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes	
<ul> <li>Discuss and identify the various types of incidents during process flow, including storage, applications, and security.</li> <li>Use Error cluster analysis and data event analysis to minimize incidents via analysis of the targeted data.</li> </ul>	<ul> <li>Design frameworks to operate with both internal and external specialists for support in order to perform correct incident management.</li> <li>Apply direct or workaround solutions to typical customer problems.</li> <li>Analyse probable solutions for database error management and database access management.</li> <li>Examine typical response times and service times for problems through incident management tool.</li> </ul>	
Classroom Aids:		
Whiteboard and Markers		
Chart paper and sketch pens		
LCD Projector and Laptop for presentations		
Tools, Equipment and Other Requirements:		
Labs equipped with the following:		
PCs/Laptops		
Internet with Wi-Fi (Min 2 Mbps Dedicated)		
Microphone / voice system for lecture and class activities Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client, and chat tools		







## Module 8: Introduction to Employability Skills Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Discuss the Employability Skills required for jobs in various industries
- List different learning and employability related GOI and private portals and their usage

#### Duration:1.5 Hours (0.5 Theory + 1 Practical)

### Module 9: Constitutional values - Citizenship Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Show how to practice different environmentally sustainable practices

#### Duration:1.5 Hours (0.5 Theory + 1 Practical)

#### Module 10: Becoming a Professional in the 21st Century Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Discuss importance of relevant 21st century skills.
- Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
- Describe the benefits of continuous learning

#### Duration:2.5 Hours (1 Theory + 1.5 Practical)

#### Module 11: Basic English Skills

#### Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
- Read and interpret text written in basic English
- Write a short note/paragraph / letter/e -mail using basic English

#### Duration: 10 Hours (4 Theory + 6 Practical)

#### Module 12: Career Development and Goal Setting Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

• Create a career development plan with well-defined short- and long-term goals

#### Duration: 2 Hours (1 Theory + 1 Practical)







### Module 13: Communication skills Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- Explain the importance of active listening for effective communication
- Discuss the significance of working collaboratively with others in a team

#### Duration: 5 Hours (2 Theory + 3 Practical)

## Module 14: Diversity and Inclusion Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
- Discuss the significance of escalating sexual harassment issues as per POSH

#### Duration: 2.5 Hours (1 Theory+ 1.5 Practical)

#### **Module 15: Financial and Digital Literacy**

Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### **Key Learning Outcomes:**

- Outline the importance of selecting the right financial institution, product, and service
- Demonstrate how to carry out offline and online financial transactions, safely and securely

#### **Duration: 5 Hours (2 Theory+ 3 Practical)**

### Module 16: Essential Digital Skills

#### Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### **Key Learning Outcomes:**

- Describe the role of digital technology in today's life
- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely
- Create sample word documents, excel sheets and presentations using basic features
- utilize virtual collaboration tools to work effectively

#### Duration: 10 Hours (4 Theory+ 6 Practical)

#### Module 17: Entrepreneurship

#### Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Explain the types of entrepreneurship and enterprises
- Discuss how to identify opportunities for potential business, sources of funding and







associated financial and legal risks with its mitigation plan

- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
- Create a sample business plan, for the selected business opportunity

**Duration: 7 Hours (3 Theory+ 4 Practical)** 

### Module 18: Customer Service

#### Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### **Key Learning Outcomes:**

- Describe the significance of analysing different types and needs of customers
- Explain the significance of identifying customer needs and responding to them in a professional manner.
- Discuss the significance of maintaining hygiene and dressing appropriately

#### Duration: 5 Hours (2 Theory+ 3 Practical)

### Module 19: Getting Ready for Apprenticeship and Jobs Mapped to NOS DGT/VSQ/N0102 (Version No. 1)

#### Key Learning Outcomes:

- Create a professional Curriculum Vitae (CV)
- Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
- Discuss the significance of maintaining hygiene and confidence during an interview
- Perform a mock interview
- List the steps for searching and registering for apprenticeship opportunities

#### Duration: 8 Hours (3 Theory+ 5 Practical)

Trainees Biometric Attendance report

SI No	Attendance Id	Name	Users Designation	Total Working days	Total Days Present	Total Days Came After 00:00:00	Total Days Going Before 00:00:00	Total Hours Spent	Not Closed	Average Per Day
1	44927041	Anasuri Sarayu Srija	Trainee	42	35	35	0	182:16:13	2	05:31:24
2	28808885	Chekka Dhanalakshmi	Trainee	42	38	38	0	177:31:49	5	05:22:46
3	8786556	Chilakalapudi Mounika	Trainee	42	37	37	0	204:43:34	2	05:50:57
4	45019023	Debarika Suseela	Trainee	42	40	40	0	253:18:58	1	06:29:43
5	30393232	Ganagalla Teja Sudha	Trainee	42	39	39	0	197:49:40	3	05:29:42
6	74470975	Gane Suguna	Trainee	42	38	38	0	213:49:54	0	05:37:37
7	1421952	Guntamukkala Aswini	Trainee	42	33	33	0	184:20:15	0	05:35:09
8	31153218	Guntamukkula Soma Sundara Naga Ramadevi	Trainee	42	33	33	0	187:10:03	0	05:40:18
9	74700104	Guttula Pavani	Trainee	42	32	32	0	177:59:27	1	05:44:29
10	9531724	Guttula Sri Jyothi	Trainee	42	37	37	0	199:29:59	0	05:23:30
11	45261955	Kadali Lakshmi Priya Deepika	Trainee	42	33	33	0	173:04:33	2	05:34:59
12	57838692	Kanchumarthi Satya Sai Lakshmi	Trainee	42	33	33	0	172:53:34	1	05:24:10
13	30179647	Kandilla Uma Maheswari	Trainee	42	28	28	0	169:43:20	0	06:03:41

SI No	Attendance Id	Name	Users Designation	Total Working days	Total Days Present	Total Days Came After 00:00:00	Total Days Going Before 00:00:00	Total Hours Spent	Not Closed	Average Per Day
14	98088072	Karri Anusha	Trainee	42	39	39	0	229:29:33	0	05:53:03
15	67540844	Kasimkota Sita Maha Lakshmi	Trainee	42	31	31	0	175:18:43	0	05:39:18
16	59668023	Kola Satya Bhanu	Trainee	42	38	38	0	233:05:09	2	06:28:28
17	7002526	Kottapu Veera Venkata Satyaveni	Trainee	42	36	36	0	195:17:03	0	05:25:28
18	23401325	Malladi Deevena	Trainee	42	33	33	0	199:14:49	0	06:02:16
19	97593590	Matha Srilekha	Trainee	42	35	35	0	194:59:29	0	05:34:16
20	52048957	Meda Sandya	Trainee	42	37	37	0	222:11:50	0	06:00:19
21	573437	Mohammad Nazma	Trainee	42	32	32	0	176:40:54	0	05:31:16
22	55639357	Mukkapati Devi Lalitha Prasanna	Trainee	42	34	34	0	168:51:43	2	05:16:36
23	24845330	Mylapilli Lakshmi Subrahmanya Neeharika	Trainee	42	36	36	0	234:30:57	0	06:30:51
24	17321456	Padala Sweety	Trainee	42	40	40	0	234:39:27	0	05:51:59
25	80439858	Panthadi Haritha	Trainee	42	38	38	0	206:42:48	0	05:26:23
26	24451767	Papayyamma Chandramalla	Trainee	42	37	37	0	207:34:35	1	05:45:57

Sl No	Attendance Id	Name	Users Designation	Total Working days	Total Days Present	Total Days Came After 00:00:00	Total Days Going Before 00:00:00	Total Hours Spent	Not Closed	Average Per Day
27	77994791	Pemmadi Kasuratnam	Trainee	42	40	40	0	218:35:07	1	05:36:17
28	50172824	Pemmadi Poornima Dhana Venkata Lakshmi	Trainee	42	34	34	0	201:51:06	1	06:07:00
29	25813943	Pinapothu Suryarekha	Trainee	42	37	37	0	228:48:32	2	06:32:14
30	28596607	Ponnada Kasturi	Trainee	42	29	29	0	176:25:46	1	06:18:03
31	37976817	Sangani Mamatha Rani	Trainee	42	31	31	0	201:57:40	0	06:30:53
32	11699391	Vanavada Sravani Durga	Trainee	42	33	33	0	165:16:55	2	05:19:54
33	18200801	Varipilli Esther Rani	Trainee	42	34	34	0	185:15:52	0	05:26:56
34	48132120	Venkata Sesha Priyanka Kumari Satyavada	Trainee	42	2	2	0	12:18:44	0	06:09:22
35	65234626	Ventapalli Deepika Srimamatha	Trainee	42	21	21	0	92:06:13	2	04:50:51
36	53585347	Vetukuri Swathi	Trainee	42	36	36	0	177:20:01	2	05:12:56
37	68385724	Vijjina Mamatha	Trainee	42	37	37	0	211:11:31	0	05:42:28
38	84877680	Vonteddula Prasanna Lakshmi Kumari	Trainee	42	38	38	0	207:51:01	1	05:37:03
39	73287366	Yalla Venkata Ramani	Trainee	42	34	34	0	185:14:30	0	05:26:53
40	43754446	Yarramneedi Sridevi	Trainee	42	35	35	0	204:05:29	1	06:00:09

# Feedback on Training



N·S·D·C National Skill Development Corporation



## **Training Feedback Form - PMKVY**

Trainee Name:	PAPAYYAMMA CHANDRAM	Training Center Name:	A.S.D. Grovt. Degree College (w)(A)
Job Role Enrolled:	Associate Data Entry Operato	Center Id :	TC 205106
Training Start Date:	05-02-2024	Batch ld :	2409653
Trainer's name:	Verlanta Remana. V	Student Enrolment No :	CAN - 27820736

A) About Trainer and Training (Kindly tick one option)

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	V			
Adequate time is provided for questions & discussion, and clearing doubts	r			
The topics mentioned in the Course outline are taught in the class	Ý			
The trainer demonstrates the use of Tools & Equipment to conduct the training (if applicable)	r			
Classes are conducted regularly and on time	r			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	V			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	V			

#### C) Awareness on PMKVY(Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	V	
Have you watched the PMKVY Animation Video		
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	x	
Are you aware of the Training Course fee being charged		V
Are you aware of the Assessment Fee that is being charged		V
Are you aware of the Reward money you will receive after successful completion of course		V
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		r
How did you first come to know about PMKVY	1081. 	

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor
How would you rate the training overall	~			

Trainee's Signature. Ch fapm

Date 30-03-2024



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# Training Feedback Form - PMKVY

Trainee Name:	K.V.V. Satyaveni	Training Center Name:	ASD Gart. Degree callege
Job Role Enrolled:	Associate Date Entry operator	Center Id :	TC 205106
Training Start Date:	05-02-2024	Batch id :	2409653
Trainer's name:	Venkata Rassana.v	Student Enrolment No :	CAN-27813873

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	1			
Adequate time is provided for questions & discussion, and clearing doubts	~			
The topics mentioned in the Course outline are taught in the class	1			
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	1			
Classes are conducted regularly and on time	-			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	-			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	-			

#### C) Awareness on PMKVY(Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	1	
Have you watched the PMKVY Animation Video		1000
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	1	
Are you aware of the Training Course fee being charged		1
Are you aware of the Assessment Fee that is being charged		1
Are you aware of the Reward money you will receive after successful completion of course		1
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		V
How did you first come to know about PMKVY		

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor	
How would you rate the training overall	/	6			
	244				

Trainee's Signature KV.V. Satyaveni

Date 30-3-2024 .................

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#### **Training Feedback Form - PMKVY** Trainee Name: **Training Center** ASD (not 1 M. D.L. Drayann Name: ollege (u) Job Role Center Id : ksowale Dute Enlogin TC 205106 Enrolled: **Training Start** Batch id : 2409653 05-01-2024 Date: Trainer's name: Student rentcale Remare. v CAN. 27815245 **Enrolment No:**

A) About Trainer and Training (Kindly tick one option)

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	~			
Adequate time is provided for questions & discussion, and clearing doubts	~			
The topics mentioned in the Course outline are taught in the class	r			
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	(			
Classes are conducted regularly and on time	(			

#### B) About The Training Venue\_(Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	r			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	1			

#### C) Awareness on PMKVY(Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	V	
Have you watched the PMKVY Animation Video		
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	r	
Are you aware of the Training Course fee being charged		-
Are you aware of the Assessment Fee that is being charged		~
Are you aware of the Reward money you will receive after successful completion of course		V
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		V
How did you first come to know about PMKVY		

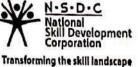
#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor	
How would you rate the training overall					

Trainee's Signature M !

Date 30-03- 2024







## **Training Feedback Form - PMKVY**

Trainee Name:	M. Srilekha	Training Center Name:	ASD. Govt. Degree Colleg (W)(A).
Job Role Enrolled:	Associate bata Entry operator		TC 205106
Training Start Date:	05-02-2024	Batch id :	2409653
Trainer's name:	ventrate Ramana.V.	Student Enrolment No :	CAN. 2781 8798

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable			5	
Adequate time is provided for questions & discussion, and clearing doubts	1			
The topics mentioned in the Course outline are taught in the class	V			
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	/			
Classes are conducted regularly and on time	1			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	~			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	1			

#### C) Awareness on PMKVY( Kindly tick one option )

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	1	
Have you watched the PMKVY Animation Video	-	1
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	V	
Are you aware of the Training Course fee being charged		1
Are you aware of the Assessment Fee that is being charged		1
Are you aware of the Reward money you will receive after successful completion of course		× /
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		- /
How did you first come to know about PMKVY		

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor
How would you rate the training overall				

Trainee's Signature M. Sailekha

Date 30-3-2024.



N.S.D.C National Skill Development Corporation



## **Training Feedback Form - PMKVY**

Trainee Name:	Konchumorthi setpesai lakshini	Training Center Name:	ASD. Gout. Degree College (W)(A)
Job Role Enrolled:	Associate cata Entry operator.	Center Id :	TC 205106
Training Start Date:	05-02-2024	Batch id :	2409653
Trainer's name:	venkata RamanoV	Student Enrolment No :	CAN - 27814653

#### A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable				
Adequate time is provided for questions & discussion, and clearing doubts	1			
The topics mentioned in the Course outline are taught in the class	1			
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	1			
Classes are conducted regularly and on time	1			

#### B) About The Training Venue\_( Kindly tick one option )

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	/			
The workshop/Lab is good in terms of space, lighting and seating arrangement	1			

#### C) Awareness on PMKVY(Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	~	
Have you watched the PMKVY Animation Video	(*)	
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	$\checkmark$	
Are you aware of the Training Course fee being charged		/
Are you aware of the Assessment Fee that is being charged		1
Are you aware of the Reward money you will receive after successful completion of course		1
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		
How did you first come to know about PMKVY		

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor	
How would you rate the training overall	~				

Trainee's Signature KS.S. Lakshon?

Date 30-3-2024





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## **Training Feedback Form - PMKVY**

Trainee Name:	Yalla venkata Ramani	Training Center Name:	ASD. Govt. Degree Colleg
Job Role Enrolled:	Associate pata Entry operator	Center Id :	TC 205106
Training Start Date:	05-02-2024	Batch id :	2409653
Trainer's name:	venkata Ramana. V	Student Enrolment No :	CAN- 27814519

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	/			Disagree
Adequate time is provided for questions & discussion, and clearing doubts	~			
The topics mentioned in the Course outline are taught in the class			N.	
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	~			
Classes are conducted regularly and on time	1			

## B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	C 1		1-
The Center and Labs/ Workshop is hygienic and safe	Excellent	Good	Average	Poor
The workshop/ Lab is good in terms of space, lighting and seating arrangement				

## CI Awareness on PMKVY( Kindly tick one option )

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	100	
Have you watched the PMKVY Animation Video	- V	
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course		
Are you aware of the Training Course fee being charged	~	
Are you aware of the Assessment Fee that is being charged	_	
Are you aware of the Reward money you will receive after successful completion of course		
Are you aware of the Auto Debit Mandate	-	
Are you aware of the PMKVY Grievance Portal		
How did you first come to know about PMKVY		

### D) (Kindly tick one option)

Henry and the second se	Excellent	Good	Average	Poor	٦
How would you rate the training overall	1				

Trainee's Signature J. V. Ramani

Date 30 - 3 - 20 24

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	Training Feedback Fo	rm - PMKVY	
Trainee Name:	Vestulcori Swathi	Training Center Name:	ASD. Grevi Degom College wild) Sies
Job Role Enrolled:	Associale dete culty opor	Pro Center Id :	TC 205106
Training Start Date:	05-02-2024	Batch id :	2409653
Trainer's name:	Veulcate Remana .v	Student Enrolment No :	CAN-87819327

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	V			
Adequate time is provided for questions & discussion, and clearing doubts	r			
The topics mentioned in the Course outline are taught in the class	~			
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	r			
Classes are conducted regularly and on time	r			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	V			
The workshop/Lab is good in terms of space, lighting and seating arrangement	r			

#### C) Awareness on PMKVY(Kindly tick one option)

	No
r	
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	V
	V
	K
	V

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor	_
How would you rate the training overall					

Trainee's Signature

Date 30-03-2024



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Trainee Name:	K. uma naheswari	Training Center Name:	A:S.nGovT.negreecol
Job Role Enrolled:	Associate data entry ope	Center Id :	TC 205106
Training Start Date:	5[2]24	Batch id :	2409653
Trainer's name:	Ventata Ramana N	Student Enrolment No :	27817434

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	1			
Adequate time is provided for questions & discussion, and clearing doubts	~			
The topics mentioned in the Course outline are taught in the class	1	5.		
The trainer demonstrates the use of Tools & Equipment to conduct the training ( if applicable )	1			
Classes are conducted regularly and on time	~			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	~			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	$\checkmark$			

#### <u>C)</u> Awareness on PMKVY(Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	~	11
Have you watched the PMKVY Animation Video		-
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	V	
Are you aware of the Training Course fee being charged		V
Are you aware of the Assessment Fee that is being charged		V
Are you aware of the Reward money you will receive after successful completion of course		V
Are you aware of the Auto Debit Mandate		1V
Are you aware of the PMKVY Grievance Portal		

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor
How would you rate the training overall	1			

Trainee's Signature Killma naheeword

Date 3013 24

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	Training Feedback F	orm - PMKVY	
Trainee Name:	Neda. Sandhya	Training Center Name:	A.S.O GTONT DEGATE
Job Role Enrolled:	Associate Data entry op	Center Id :	TC 205106
Training Start Date:	0-5-02-2024	Batch id :	2409653
Trainer's name:	ventrata Romano.v	Student Enrolment No :	CAN -27831295

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	./			
Adequate time is provided for questions & discussion, and clearing doubts	V			
The topics mentioned in the Course outline are taught in the class	V			
The trainer demonstrates the use of Tools & Equipment to - conduct the training ( if applicable )	V			
Classes are conducted regularly and on time	V			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	1	~		
The workshop/Lab is good in terms of space, lighting and seating arrangement	V			

#### <u>C)</u> Awareness on PMKVY( Kindly tick one option )

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	1	1
Have you watched the PMKVY Animation Video	~~~	-
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	V	
Are you aware of the Training Course fee being charged		1
Are you aware of the Assessment Fee that is being charged		1V
Are you aware of the Reward money you will receive after successful completion of course		V
Are you aware of the Auto Debit Mandate	_	1
Are you aware of the PMKVY Grievance Portal		1 V
How did you first come to know about PMKVY		

#### **D**) (Kindly tick one option)

	Excellent	Good	Average	Poor
How would you rate the training overall				

Trainee's Signature M. Sandhya

Date 30-03-2024







	Training Feedback Forn	n - PMKVY		
Trainee Name:	V. sravani Duzga	Training Center Name:	A.S.D. Gout Degree callege	(w)(A
Job Role Enrolled:	Asso riate Data Entry operator	Center Id :	TC 205106	
Training Start Date:	05-02-2024	Batch id :	2409653	
Trainer's name:	Venkafa Ramana ·V	Student Enrolment No :	CAN 5171875	

A) About Trainer and Training (Kindly tick one option )

Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
The Trainer is Knowledgeable	V			
Adequate time is provided for questions & discussion, and clearing doubts	V			
The topics mentioned in the Course outline are taught in the class	J			
The trainer demonstrates the use of Tools & Equipment to conduct the training (if applicable)	~			
Classes are conducted regularly and on time	~			

#### B) About The Training Venue (Kindly tick one option)

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	~			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	~			

#### **<u>C</u>**) Awareness on PMKVY( Kindly tick one option )

Yes	No
V	
V	
	V
	V
	V
	V

#### D) (Kindly tick one option)

	Excellent	Good	Average	Poor	
How would you rate the training overall	$\checkmark$				

Trainee's Signature V. Stavani para

Date 30/3/2021 .......

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# Group photo with mentees



Group photo with mentees (Batch-IV) who completed the course "Associate Data Entry Operator"

# **Assessment Results**

1

		Associate Data	Entry Operato Batch-IV	/ 2023-24		
Sr. No.	Candidate ID	Candidate Name	Batch Name	Job Roles	Attendance	Result
1	CAN_27815222	Sangani Mamatha Rani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
2	CAN_5174416	Karri Anusha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
3	CAN_27815280	Mohammad Nazma	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
4	CAN_27818531	Malladi Deevena	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
5	CAN_27819327	Vetukuri Swathi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
6	CAN_27818369	Guntamukkula Soma Sundara Naga Ramadevi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
7	CAN_27831649	Mylapilli Lakshmi Subrahmanya Neeharika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
8	CAN_27819074	Vijjina Mamatha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
9	CAN_27817106	Pinapothu Suryarekha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
10	CAN_27815036	Ganagalla Teja Sudha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
11	CAN_27817434	Kandilla Uma Maheswari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
12	CAN_5174412	Chilakalapudi Mounika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
13	CAN_27831507	Vonteddula Prasanna Lakshmi Kumari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
14	CAN_27831361	Debarika Suseela	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
15	CAN_27820736	Papayyamma Chandramalla	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
16	CAN_27831637	Ponnada Kasturi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
17	CAN_27788060	Kadali Lakshmi Priya Deepika	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
18	CAN_27814181	Padala Sweety	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS

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19	CAN_27813159	Pemmadi Kasuratnam	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
20	CAN_5171875	Vanavada Sravani Durga	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
21	CAN_27814749	YARRAMNEEDI SRIDEVI	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
22	CAN_27814519	Yalla Venkata Ramani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
23	CAN_27813798	Matha Srilekha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
24	CAN_27815081	Guntamukkala Aswini	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
25	CAN_27815259	Kasimkota Sita Maha Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
26	CAN_27818918	Karri Vijaya Kumari	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
27	CAN_27812992	KOLA SATYA BHANU	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
28	CAN_27783718	Rayudu Purnima Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
29	CAN_27820135	Ventapalli Deepika Srimamatha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
30	CAN_27824649	Guttula Sri Jyothi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
31	CAN_27814898	Madugula Dhana Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
32	CAN_27831477	Venkata Sesha Priyanka Kumari Satyavada	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
33	CAN_27814336	Anasuri Sarayu Srija	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
34	CAN_27815135	Chekka Dhanalakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
35	CAN_27821204	Beera Manikyamba	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Absent	N/A
36	CAN_27813873	Kottapu Veera Venkata Satyaveni	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
37	CAN_27814653	Kanchumarthi Satya Sai Lakshmi	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS

38	CAN_27831295	Meda Sandya	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
39	CAN_27831337	Gane Suguna	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
40	CAN_27815245	Mukkapati Devi Lalitha Prasanna	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
41	CAN_27813591	Varipilli Esther Rani	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS
42	CAN_5173309	Panthadi Haritha	pmkvy-STT/2023- 2024/SSC/Q2215- B2409653	Associate Data Entry Operator	Present	PASS

**Certificates for Skill Competency & Mark sheets** 



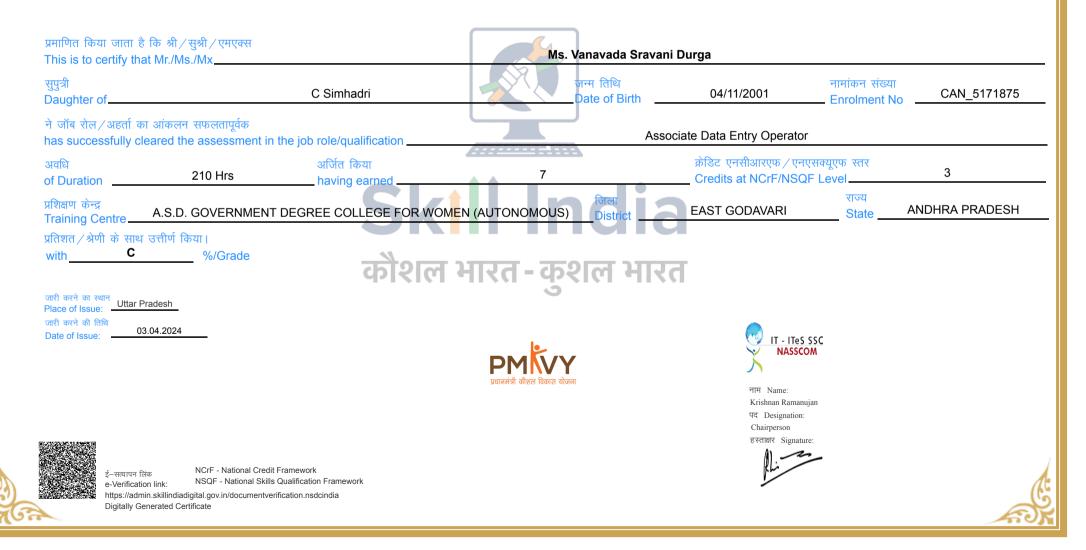


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कौशल योग्यता प्रमाणपत्र Certificate for Skill Competency



प्रमाणपत्रसंख्या Certificate No:







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प्रमाणपत्रसंख्या

Certificate No:





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कौशल योग्यता प्रमाणपत्र **Certificate for Skill Competency** 



प्रमाणपत्रसंख्या

**Certificate No:** 

प्रमाणित किया जाता है कि श्री⁄सुश्री⁄एमएक्स This is to certify that Mr./Ms./Mx		Ms. Kadali Lakshmi F	Priya Deepika		
सुपुत्री Daughter of	Ramakrishna Prasad	जन्म तिथि Date of Birth	01/07/2002	नामांकन संख्या Enrolment No	CAN_27788060
ने जॉब रोल∕अहर्ता का आंकलन सफलतापूर्वक has successfully cleared the assessment i	in the job role/qualification	A	ssociate Data Entry Operator		
अवधि of Duration 210 Hrs	अर्जित किया having earned	7	क्रेडिट एनसीआरएफ ∕ एनएसक Credits at NCrF/NSQF Le		3
प्रशिक्षण केन्द्र Training CentreA.S.D. GOVERNMEN	IT DEGREE COLLEGE FOR WOMEN	N (AUTONOMOUS) টালা District	EAST GODAVARI	राज्य State A	NDHRA PRADESH
प्रतिशत ⁄ श्रेणी के साथ उत्तीर्ण किया। withB%/Grade	कौशल भ	गरत - कुशल भा	रत		
जारी करने का स्थान Place of Issue: जारी करने की तिथि Date of Issue: 03.04.2024		PMVY	IT - ITeS SSC NASSCOM		
र्ड्-सत्यापन लिंक NCrF - National Cre e-Verification link: NSQF - National Ski https://admin.skillindiadigital.gov.in/documenty Digitally Generated Certificate	ills Qualification Framework	प्रधानमंत्री कौशल विकास योजना	नाम Name: Krishnan Ramanujan पद Designation: Chairperson इस्ताक्षर Signature:		





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प्रमाणपत्रसंख्या

**Certificate No:** 





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कौशल योग्यता प्रमाणपत्र

**Certificate for Skill Competency** 



प्रमाणपत्रसंख्या

Certificate No:







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**Certificate No:** 







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कौशल योग्यता प्रमाणपत्र

**Certificate for Skill Competency** 

प्रमाणपत्रसंख्या Certificate No:







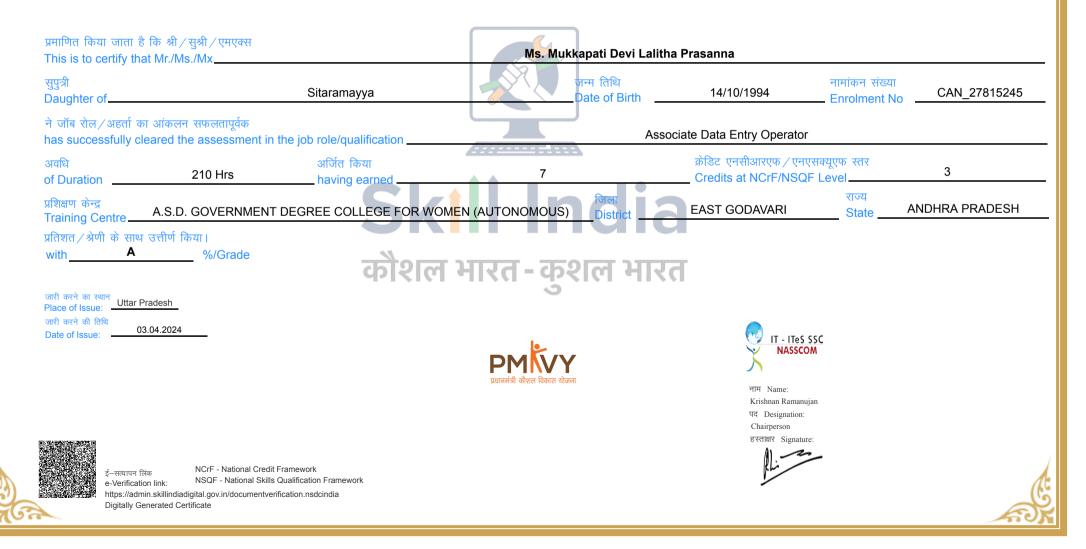
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प्रमाणपत्रसंख्या Certificate No:





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प्रमाणपत्रसंख्या Certificate No:







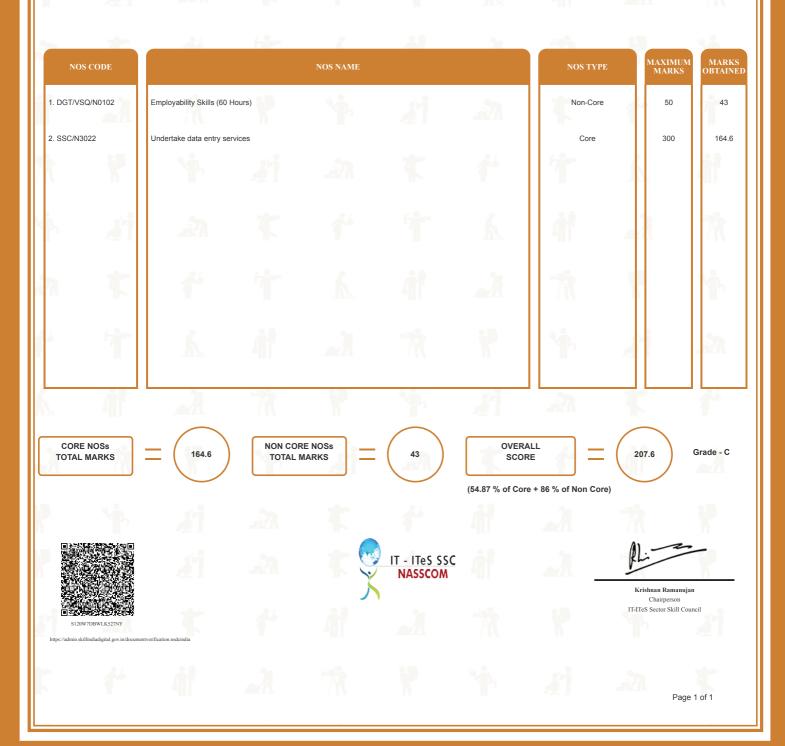




# MARKSHEET

# Ms. Vanavada Sravani Durga(Aadhaar Number - XXXXXXX9391)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 5171875







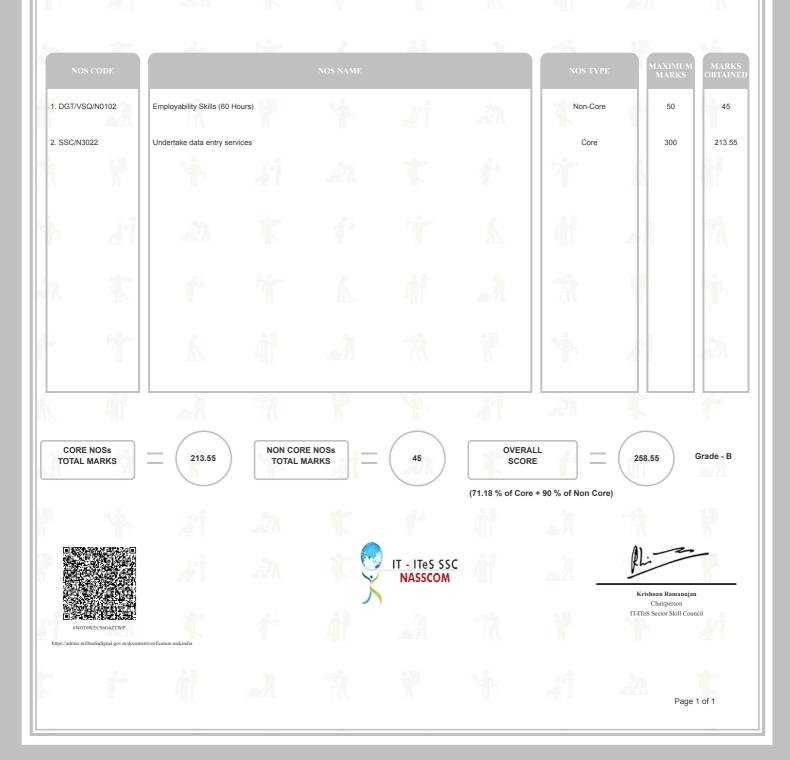




# MARKSHEET

# Ms. Panthadi Haritha(Aadhaar Number - XXXXXXX9858)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 5173309





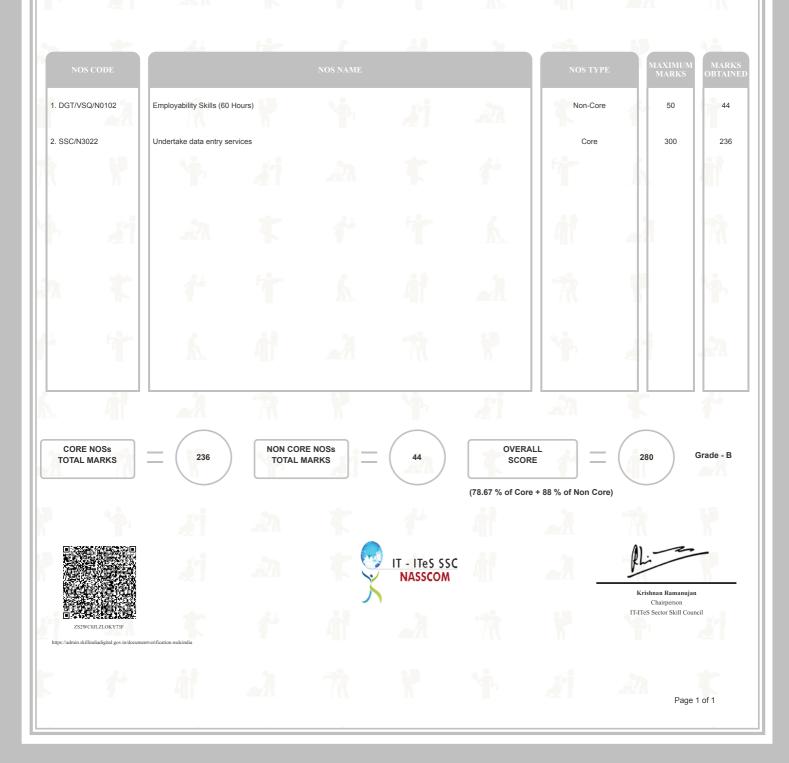






## Ms. Chilakalapudi Mounika(Aadhaar Number - XXXXXXX6556)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number





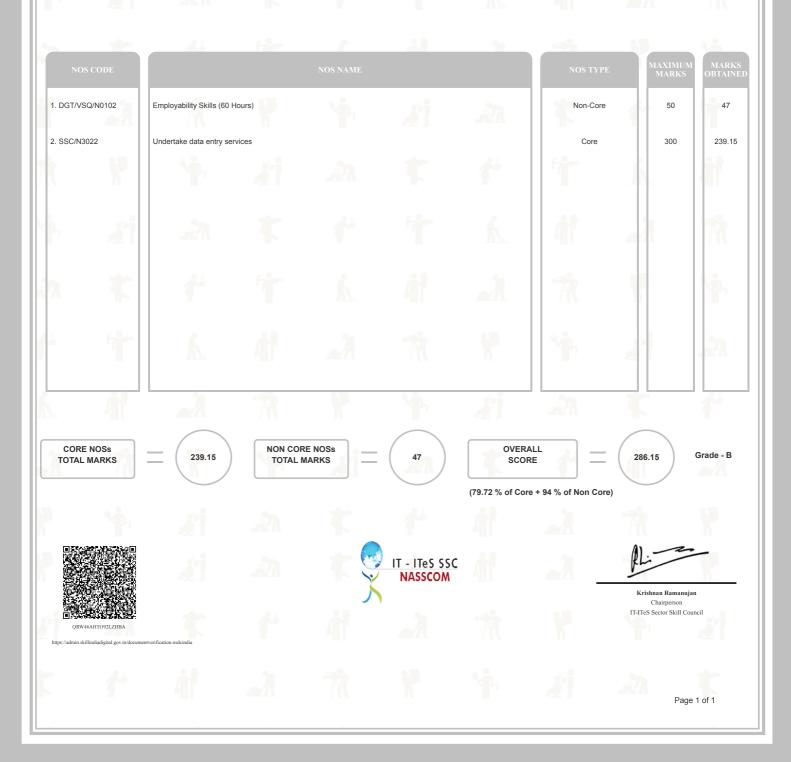






## Ms. Karri Anusha(Aadhaar Number - XXXXXXX8072) has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3 3rd April 2024











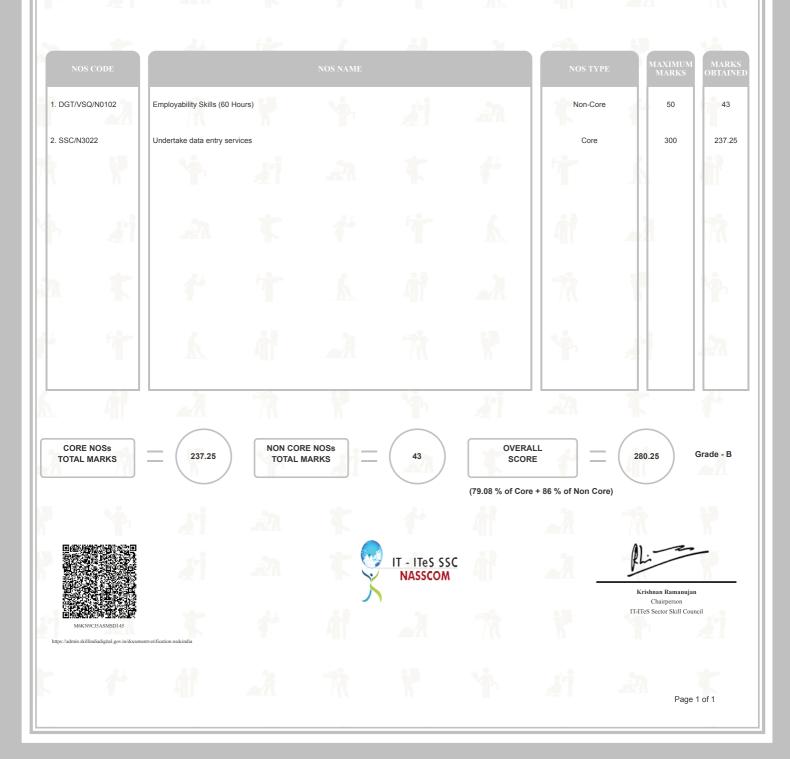
## Ms. Kadali Lakshmi Priya Deepika(Aadhaar Number - XXXXXXXX1955)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

3rd April 2024





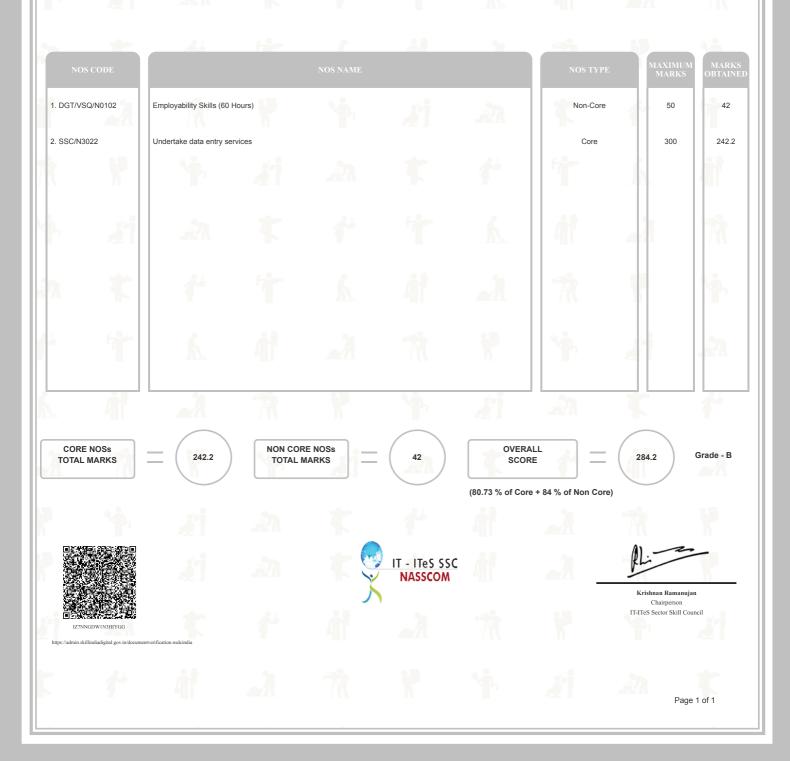






## Ms. Kola Satya Bhanu(Aadhaar Number - XXXXXXX8023) has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number





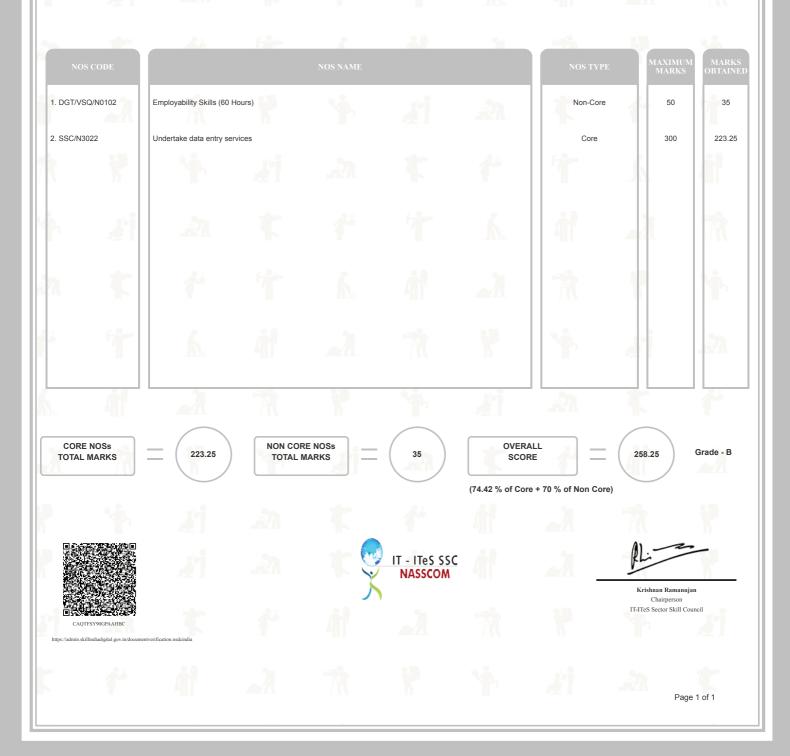






## Ms. Pemmadi Kasuratnam(Aadhaar Number - XXXXXXX4791)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number





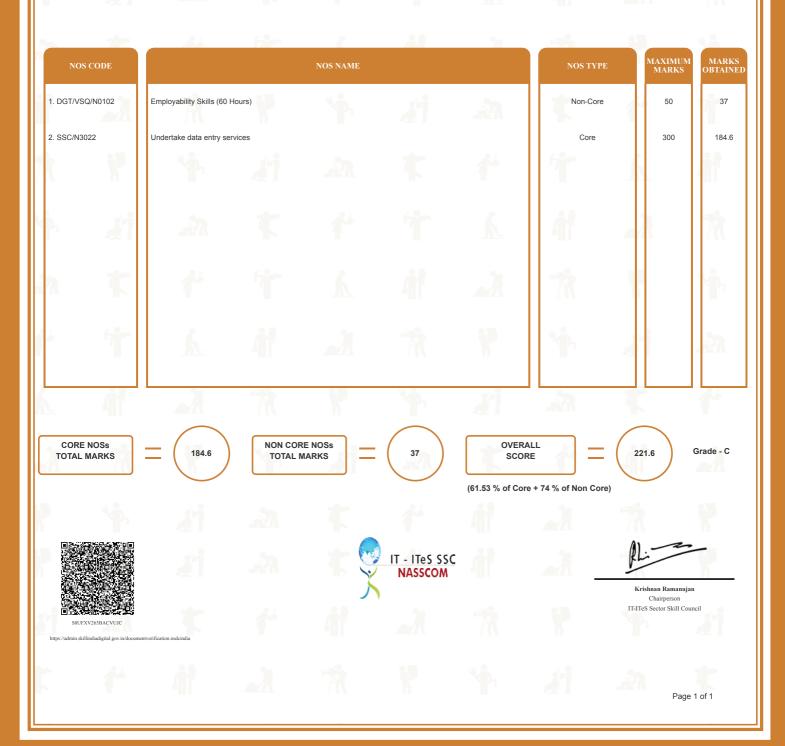






# Ms. Varipilli Esther Rani(Aadhaar Number - XXXXXXX0801)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 27813591











## Ms. Matha Srilekha(Aadhaar Number - XXXXXXXX3590) has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024









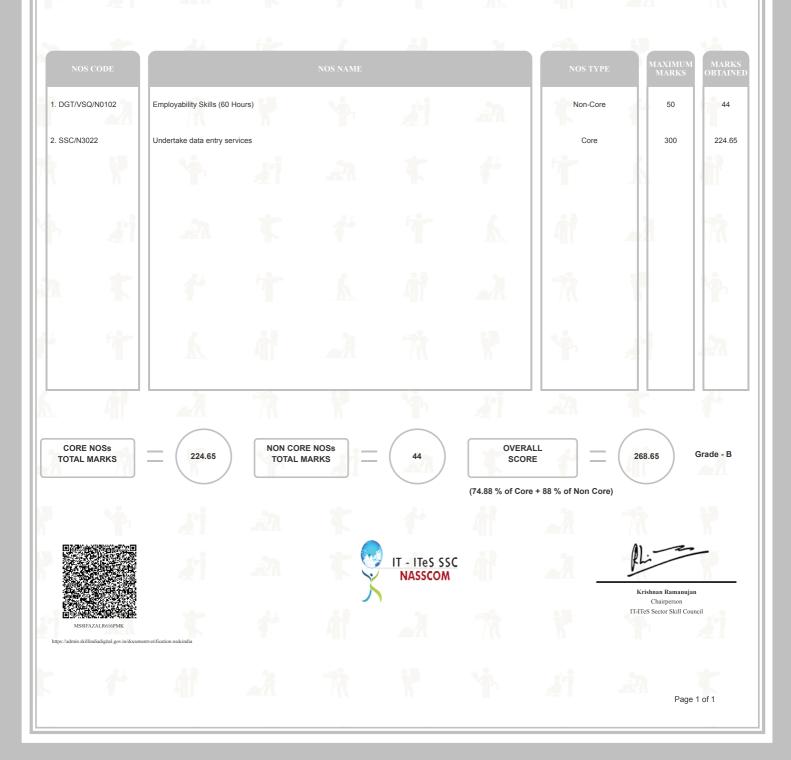


## Ms. Kottapu Veera Venkata Satyaveni(Aadhaar Number - XXXXXXX2526)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

3rd April 2024



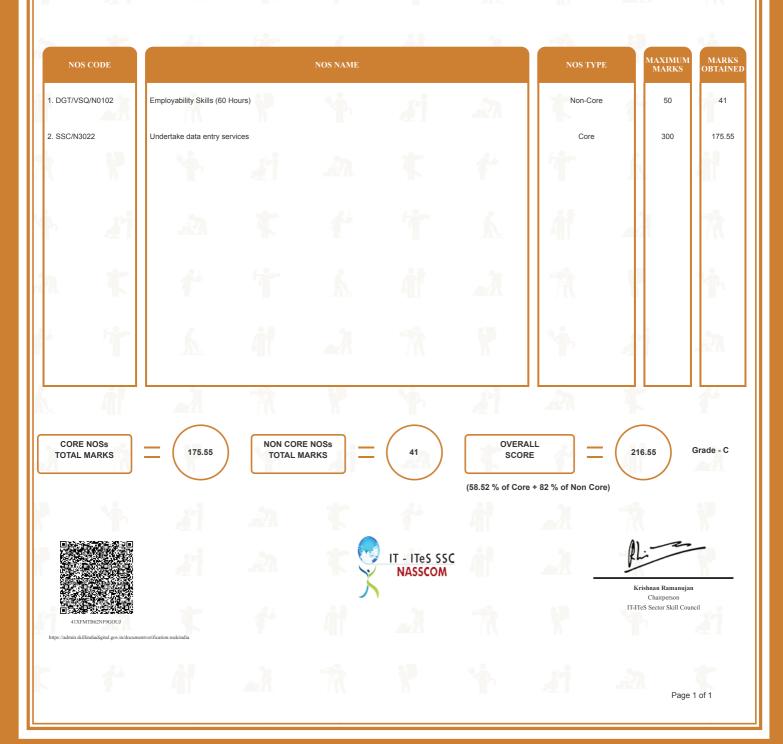








## Ms. Padala Sweety(Aadhaar Number - XXXXXXXX1456) has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3





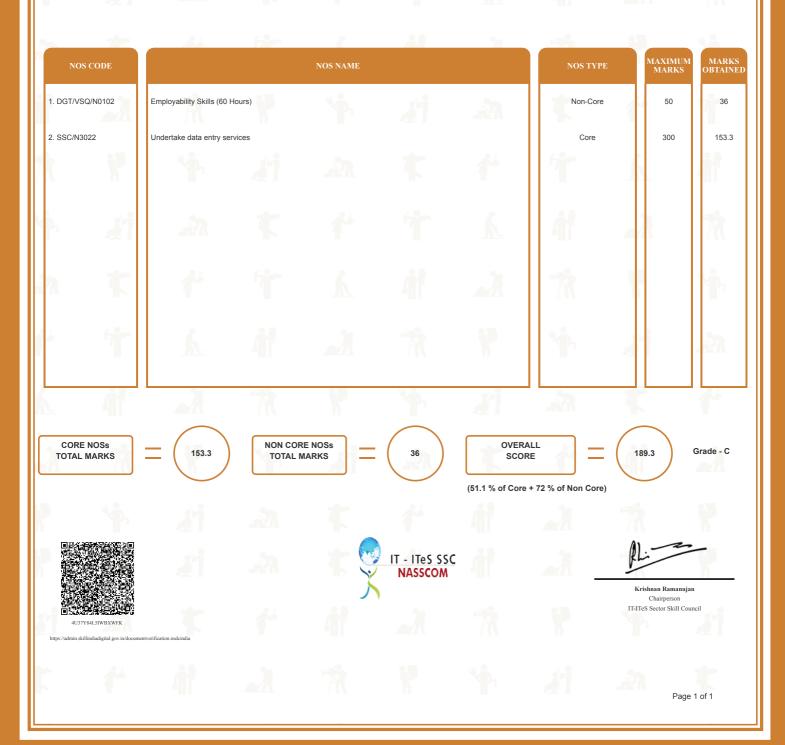






## Ms. Anasuri Sarayu Srija(Aadhaar Number - XXXXXXX7041)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 27814336





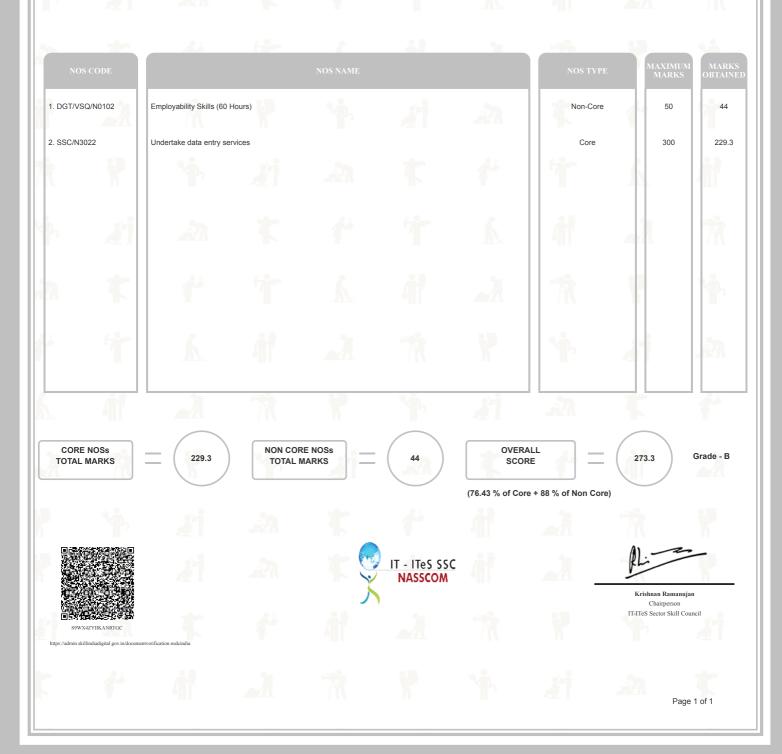






## Ms. Yalla Venkata Ramani(Aadhaar Number - XXXXXXX7366)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 27814519









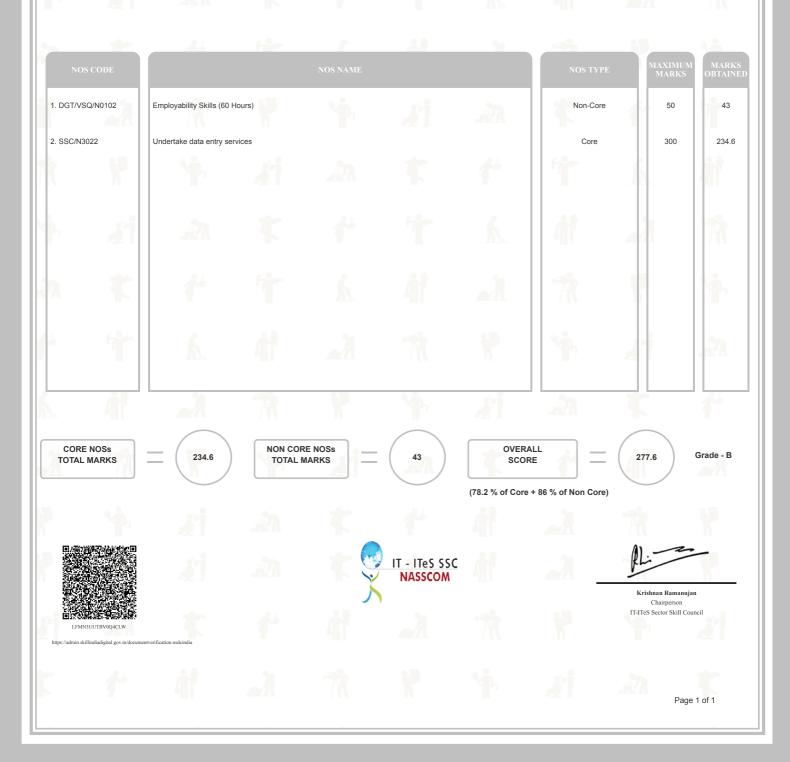


## Ms. Kanchumarthi Satya Sai Lakshmi(Aadhaar Number - XXXXXXX8692)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

3rd April 2024





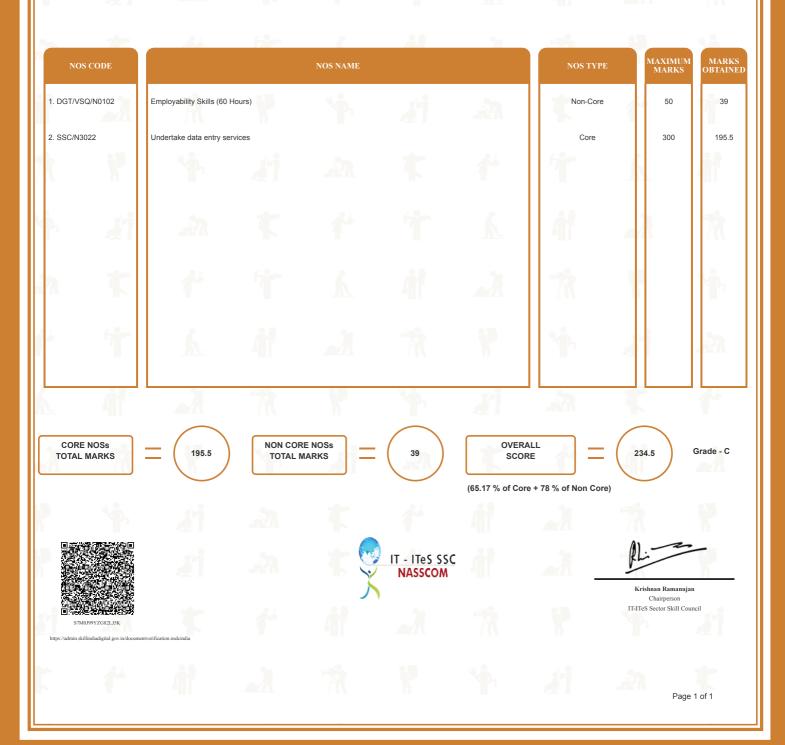






## Ms. Yarramneedi Sridevi(Aadhaar Number - XXXXXXX4446)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 27814749











## Ms. Ganagalla Teja Sudha(Aadhaar Number - XXXXXXX3232)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number











## Ms. Guntamukkala Aswini(Aadhaar Number - XXXXXXX1952)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number





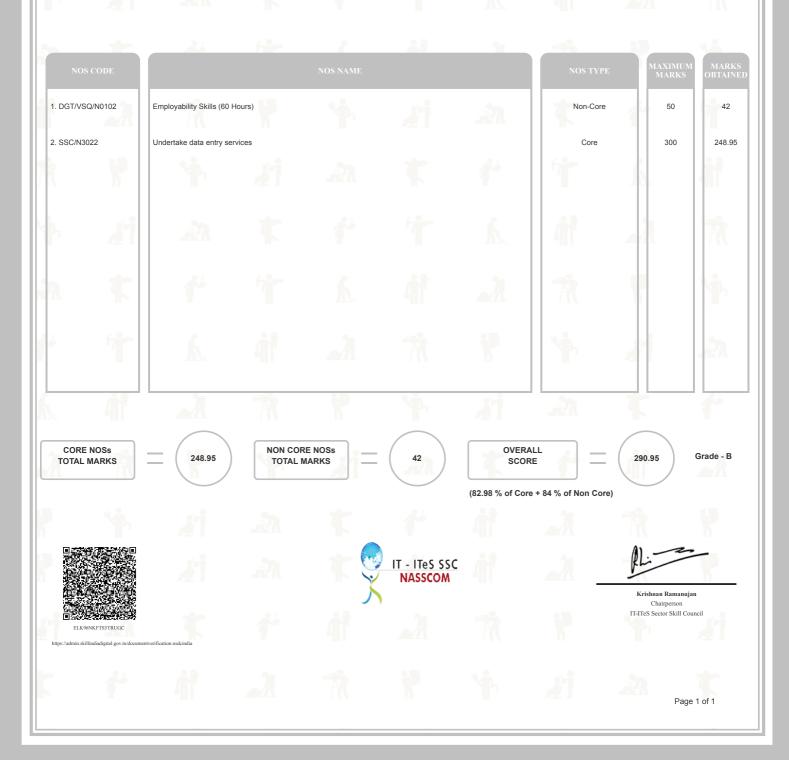






## Ms. Chekka Dhanalakshmi(Aadhaar Number - XXXXXXX8885)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number











## Mrs. Sangani Mamatha Rani(Aadhaar Number - XXXXXXX8817)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3

3rd April 2024





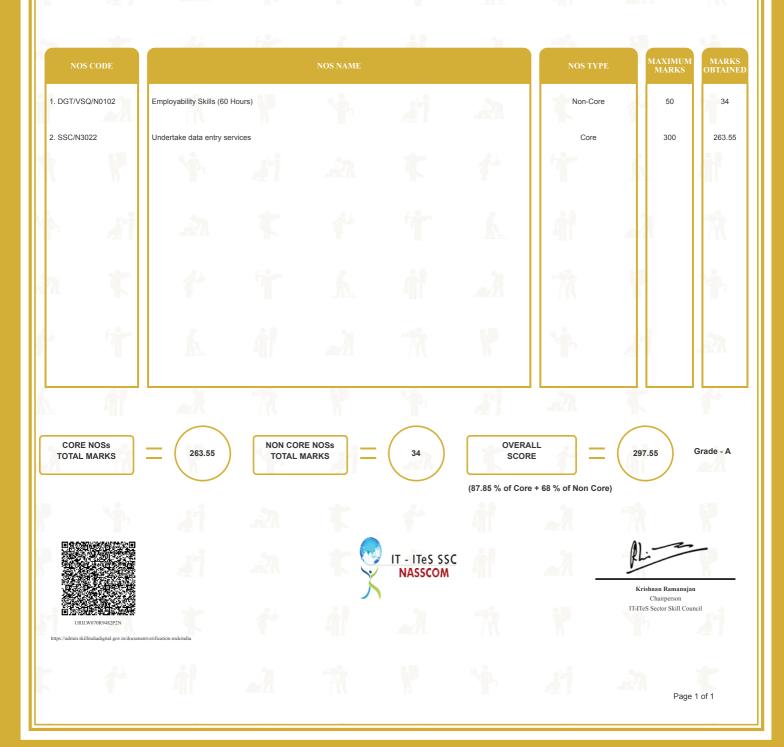






## Ms. Mukkapati Devi Lalitha Prasanna(Aadhaar Number - XXXXXXX9357)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024









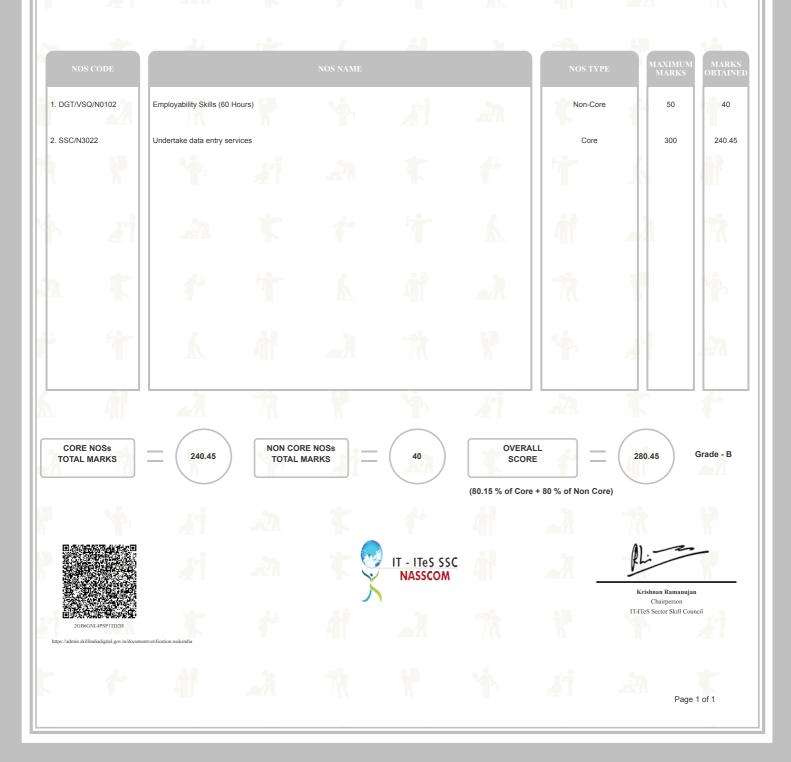


## Ms. Kasimkota Sita Maha Lakshmi(Aadhaar Number - XXXXXXX0844)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

3rd April 2024





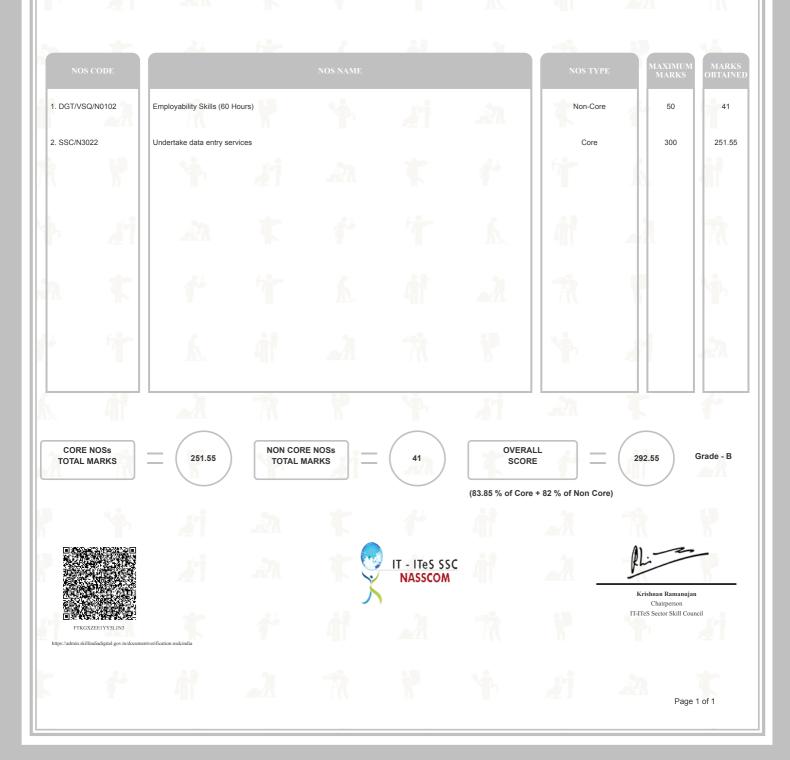






#### Ms. Mohammad Nazma(Aadhaar Number - XXXXXXX3437) has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 **3rd April 2024** System Identification Number PMKVY4.0/STT/2024-2025/TP105194/TC205106/2409653/CAN 27815280





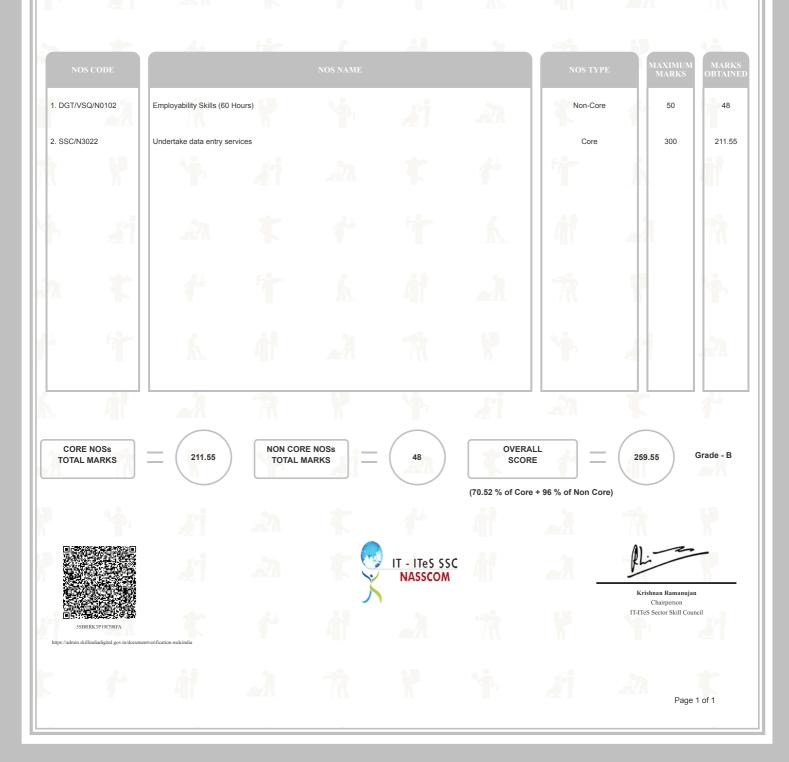






## Ms. Pinapothu Suryarekha(Aadhaar Number - XXXXXXX3943)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number





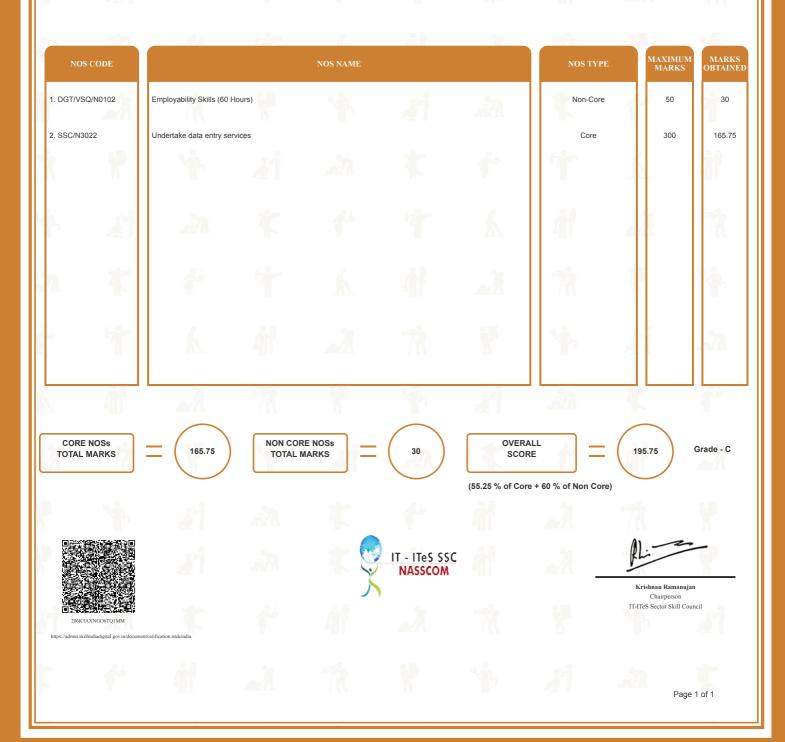






#### Ms. Kandilla Uma Maheswari(Aadhaar Number - XXXXXXX9647)

has successfully cleared the assessment for the Job Role of Associate Data Entry Operator(SSC/Q2215) conforming to National Skills Qualifications Framework Level - 3 3rd April 2024 System Identification Number











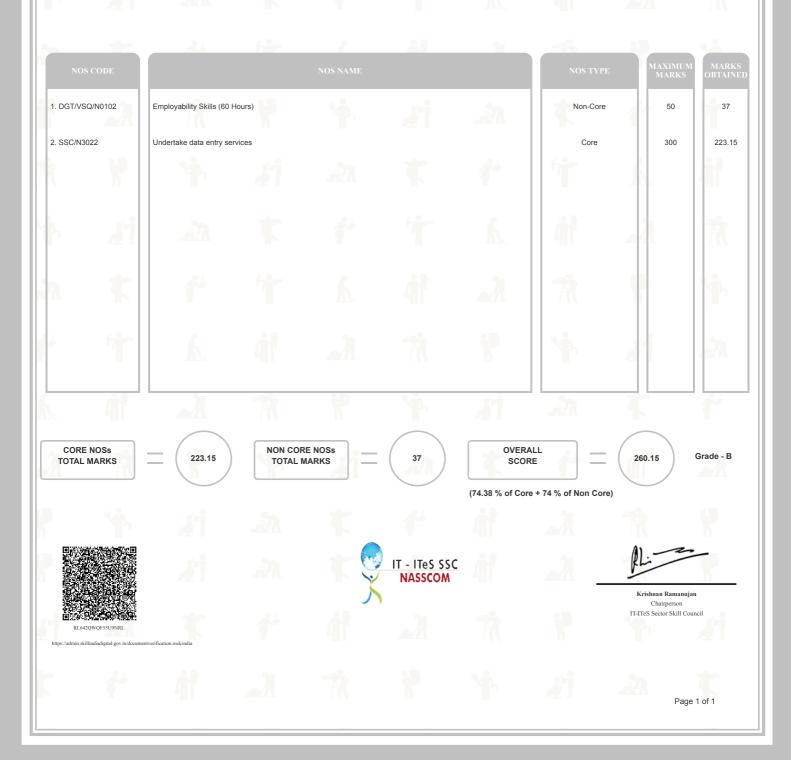
## Ms. Guntamukkula Soma Sundara Naga Ramadevi(Aadhaar Number - XXXXXXX3218)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

3rd April 2024



# **New Paper Clippings**



కాకినాద: ఈ నెల 15 నుంచి ఉచిత శిక్షణ

కాకినాడలోని అన్నవరం సత్యవతీదేవి ప్రభుత్వ మహిళా డిగ్రీ కళాశాలలో జనవరి 15 నుంచి డేటా ఎంట్రీ కోర్సులో ఉచిత శిక్షణ ఇవ్వనున్నట్లు ప్రిన్సిపల్ డాక్టర్ వి.అనంతలక్ష్మి తెలిపారు. ప్రధానమంత్రి కౌశల్ వికాస్ యోజన 4.0కి జాతీయ నైపుణ్యాభివృద్ధి సంస్థ ఆమోదంతో శిక్షణ ఇస్తున్నట్లు వివరించారు. ఇంటర్ లేదా డిప్లామా, డిగ్రీ విద్యార్థులు దరఖాస్తు చేసుకోవచ్చన్నారు. శిక్షణ వ్యవధి 2 నెలలు ఉంటుందని వెల్లడించారు.

(§ 07:47 am,6th Jan 2024