



A.S.D. Government Degree College for Women

An Autonomous Institution

Jagannaickpur, Kakinada, Andhra Pradesh-533002

Affiliated to Adikavi Nannaya University, Rajamahendravaram



INTERNAL QUALITY ASSURANCE CELL



National Skill Development Corporation (NSDC), New Delhi

Skill Hub Initiative

PMKVY 4.0
PRADHAN MANTRI KAUSHAL VIKAS YOJANA

Skill Course

in

Associate Data Entry Operator

Batch-II

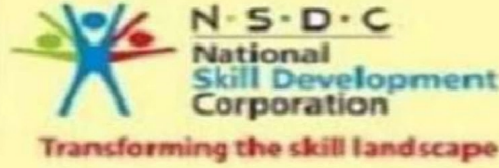
(2023-2024)



A.S.D. Government Degree College for Women

An Autonomous Institution

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



sarkariyojanalist.i

Features & Benefit
of PMKVY



PMKVY

प्रधानमंत्री कौशल विकास योजना

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

నైపుణ్య శిక్షణా కేంద్రం

(SKILL HUB INITIATIVE)

Associate Data Entry Operator



S.No	Title
1	Letter from NSDC- New Delhi
2	Permission Letter to the Principal
3	Enrollment data - Associate Data Entry Operator
4	Course Module Details
5	Trainees Biometric Attendance report
6	Group photo with mentees
7	Feedback on Training
8	Assessment Results
9	Certificates for Skill Competency & Mark sheets

Letter from NSDC- New Delhi

**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:

- Promote an enabling ecosystem for the youth to get skilled and choose a career path aligned with their abilities and aspirations.
- 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.
- 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:

- 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.
- 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:

- Infrastructure:**
 - 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.
 - Functional Aadhaar Enabled Biometric Attendance System (AEBAS) registered on the NIC platform.

- 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:

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

6. Implementation Modalities:

- 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.
- 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).
- 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.
- 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.
- Registration of the Skill Hub (institution) on Skill India Portal/Digital with requisite details of available classroom, labs, trainers, etc.
- Mandatory daily AEBAS attendance of Candidate, Trainer, and Assessor.

7. Financial Provisions

- 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.
- 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

[Quoted text hidden]

2 attachments

 **image001.png**
1K

 **image001.png**
1K

Permission Letter to the Principal

To

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-II 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-II 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



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

Enrollment data

Associate Data Entry Operato Batch-II 2023-24

Sr. No.	Candidate ID	Candidate Name	Batch Name	Job Roles
1	CAN_25112475	Oleti Veera Lakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
2	CAN_25118035	Tirri Sandhya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
3	CAN_22837029	Gurrala Kodanda Rama Lakshmi Samyuktha	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
4	CAN_22411758	SATYAVADA DURGADEVI	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
5	CAN_25093240	Kannidi Nagalakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
6	CAN_23193078	Bachala Renuka	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
7	CAN_25115764	Kumili Usha Rani	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
8	CAN_25105331	Saladi Satya Veera Lakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
9	CAN_25104611	Nagireddy Anjini Devi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
10	CAN_24304565	KOLLIPARA ANANTHA NAGALAKSHMI	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
11	CAN_25104280	Devalla Sukanya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
12	CAN_5172620	Kate Divya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
13	CAN_23691648	Golthi Alekhya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
14	CAN_22286080	Nurukurti Lakshmi Priyanka	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
15	CAN_25105122	Moka Pavani	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator
16	CAN_25125849	Bangaru Chinnari	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator

17	CAN_5172367	Damalanka Sivasai Anuradha Devi	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
18	CAN_25123628	Pothabattula Sandhya	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
19	CAN_25112911	Pedapudi Prasanna Lakshmi	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
20	CAN_25114672	Tirri Durga Bhavani	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
21	CAN_25104465	Masala Sireesha	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
22	CAN_22496715	MASIRIPA Jyothi	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
23	CAN_25112035	Gurralla Satya Veni	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
24	CAN_25093362	Chelli Bhagya Sri	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
25	CAN_25105486	Kukkala Jyothi	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
26	CAN_25078614	Yadala Sujika	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
27	CAN_25093040	Poliseti Anusha	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
28	CAN_25107541	Cheepulla Malleswari	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
29	CAN_23210891	BOMMIDI ANJALI	STT/SSC/Q2215/Ba tchID:2250385	Associate Data Entry Operator
30	CAN_25150074	Borra Suseela	STT/SSC/Q2215/Ba tchID:2250385	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 style="list-style-type: none"> • Identify the data entry procedures, tools, and techniques. • Explain the role and importance of the data entry operator in supporting business operations. 	<ul style="list-style-type: none"> • Design plans to collate specific information/data from customer/ client to be entered. • Examine standard policies to record and perform a service request.
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

Terminal Outcomes:

- 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 style="list-style-type: none"> • Identify different software needed for report writing including MS office suite or Open Office. • Distinguish between various types of data through use of database management software. 	<ul style="list-style-type: none"> • Verify data from multiple sources before entering the same. • Analyse the transcribed data with the source document for any corrections required like missing values, incorrect data types, etc. • Use standard alphanumeric keyboard to perform data entry operations. • Comprehend technical aspects of various networking topologies like Mesh, Star, Tree, Full Mesh, etc.
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 3: Process of Data Entry

Mapped to SSC/N3022, v2.0

Terminal Outcomes:

- 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 style="list-style-type: none"> • Discuss the adequacy of existing helpdesk feedback systems. • Discuss methods of data entry process. 	<ul style="list-style-type: none"> • Organize source documents and files relative to the data entered. • Maintain proper security, storage and back up of data files. • Analyse the purpose of rule-based decision-making process in data entry operations. • Evaluate the process of scanning documents and transcription of data into system. • Estimate a suitable timeline for completing a service request.
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 4: Troubleshooting in Data Entry Process

Mapped to SSC/N3022, v2.0

Terminal Outcomes:

- 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 style="list-style-type: none"> • Deliberate typical problems raised by customers and their solutions. • Understand why manual data entry errors happen and learning ways to avoid them. • Discuss a framework that can be created to Automate the Data Entry Process 	<ul style="list-style-type: none"> • Examine progress/delay in the process and update technical team and/or customers. • Examine the common errors in data entry including transcription and transposition error. • Plan an error mitigation program including double-checking all completed work as a standard operating procedure.
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 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 style="list-style-type: none"> Summarize the importance of documenting, classifying, prioritizing service requests and crowd management. Explain the OSI model of networking and back-up related jobs. 	<ul style="list-style-type: none"> Plan methods to collate the right information from the customer for enabling data entry process. Manage PC configuration, networking, network admin, layers of networking, etc. Undertake various back-up activities of data entered.
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 6: Skillsets of Data Entry Services

Mapped to SSC/N3022, v2.0

Terminal Outcomes:

- 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 style="list-style-type: none"> • Identify various questioning techniques for better understanding of an issue. • Discuss various work methodologies to expedite data entry. • Create a Frequently Asked Questions - FAQ for customer facing issues. 	<ul style="list-style-type: none"> • Demonstrate effective use of information technology to input/extract data results. • Use proper data validation and error detection mechanisms. • Evaluate the purpose of software, including Ninox, Piesync, AutoEntry, etc., in data entry process.
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 7: Incident Management in Data Entry Services

Mapped to SSC/N3022, v2.0

Terminal Outcomes:

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

Duration: 05:00(In Hours)	Duration: 20:00(In Hours)
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss and identify the various types of incidents during process flow, including storage, applications, and security. • Use Error cluster analysis and data event analysis to minimize incidents via analysis of the targeted data. 	<ul style="list-style-type: none"> • Design frameworks to operate with both internal and external specialists for support in order to perform correct incident management. • Apply direct or workaround solutions to typical customer problems. • Analyse probable solutions for database error management and database access management. • Examine typical response times and service times for problems through incident management tool.
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

PMKVY-Associate Data Entry Operator - Batch-II Trainees Biometric Attendance Report 2023-24

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
1	37792945	Bachala Renuka	Trainee	68	47	47	0	180:26:47	1	03:55:21
2	11001412	Bangaru Chinnari	Trainee	68	4	4	0	15:49:00	0	03:57:15
3	28440353	Borra Suseela	Trainee	68	45	45	0	172:03:41	3	04:05:48
4	83176951	Cheepulla Malleswari	Trainee	68	41	41	0	164:42:58	1	04:07:04
5	58964504	Chelli Bhagya Sri	Trainee	68	40	40	0	141:22:11	6	04:09:28
6	15133378	Damalanka Sivasai Anuradha Devi	Trainee	68	47	47	0	172:34:17	2	03:50:05
7	53286080	Devalla Sukanya	Trainee	68	36	36	0	127:08:50	4	03:58:24
8	59636844	Golthi Alekhya	Trainee	68	42	42	0	175:03:33	0	04:10:05
9	32947997	Gurrala Kodanda Rama Lakshmi Samyuktha	Trainee	68	49	49	0	185:35:02	0	03:47:14
10	44137175	Gurrala Satya Veni	Trainee	68	45	45	0	154:55:10	0	03:26:33
11	13573942	Kannidi Nagalakshmi	Trainee	68	21	21	0	62:56:06	5	03:56:00
12	92968533	Kate Divya	Trainee	68	43	43	0	144:52:14	2	03:32:00
13	28259260	Kollipara Anantha Nagalakshmi	Trainee	68	43	43	0	161:56:13	2	03:56:58
14	89199275	Kukkala Jyothi	Trainee	68	24	24	0	69:29:13	7	04:05:14

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
15	96014457	Kumili Usha Rani	Trainee	68	40	40	0	143:28:00	4	03:59:06
16	59198917	Masala Sireesha	Trainee	68	36	36	0	113:07:47	8	04:02:25
17	66663158	Masiripa Jyothi	Trainee	68	49	49	0	188:32:36	1	03:55:40
18	42038406	Moka Pavani	Trainee	68	38	38	0	135:02:47	6	04:13:12
19	50569857	Nagireddy Anjini Devi	Trainee	68	40	40	0	143:55:20	6	04:13:58
20	10484694	Nurukurti Lakshmi Priyanka	Trainee	68	0	0	0	00:00:00	0	
21	69584529	Oleti Veera Lakshmi	Trainee	68	44	44	0	168:40:07	2	04:00:57
22	29990637	Pedapudi Prasanna Lakshmi	Trainee	68	2	2	0	05:23:30	0	02:41:45
23	22626105	Poliseti Anusha	Trainee	68	45	45	0	151:35:00	9	04:12:38
24	22624927	Pothabattula Sandhya	Trainee	68	38	38	0	143:17:36	3	04:05:38
25	22964333	Satyavada Durgadevi	Trainee	68	46	46	0	191:57:35	3	04:27:51
26	8377314	Tirri Durga Bhavani	Trainee	68	52	52	0	188:01:23	6	04:05:14
27	90421763	Tirri Sandhya	Trainee	68	48	48	0	164:14:29	3	03:38:59
28	10474108	Yadala Sujika	Trainee	68	28	28	0	102:24:22	4	04:16:00

Feedback on Training

Training Feedback Form - PMKVY

Trainee Name:	Cherukla mallewarai	Training Center Name:	ASD Govt. Degree college, Kinner (A)
Job Role Enrolled:	Associate data entry operator	Center Id :	205106
Training Start Date:	10/12/23	Batch id :	2250325
Trainer's name:	V. Venkata Ramana	Student Enrolment No :	83176957

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

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

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

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	<input checked="" type="checkbox"/>			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	<input checked="" type="checkbox"/>			

C) Awareness on PMKVY (Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	<input checked="" type="checkbox"/>	
Have you watched the PMKVY Animation Video	<input checked="" type="checkbox"/>	
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	<input checked="" type="checkbox"/>	
Are you aware of the Training Course fee being charged		<input checked="" type="checkbox"/>
Are you aware of the Assessment Fee that is being charged		<input checked="" type="checkbox"/>
Are you aware of the Reward money you will receive after successful completion of course		<input checked="" type="checkbox"/>
Are you aware of the Auto Debit Mandate		<input checked="" type="checkbox"/>
Are you aware of the PMKVY Grievance Portal		<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>			

Trainee's Signature..... Ch. mallewarai.....

Date 03-11-2023.....

Training Feedback Form - PMKVY

Trainee Name:	cheerula mallewarai	Training Center Name:	ASD Govt Degree college, Ramur (A)
Job Role Enrolled:	Associate Software operator	Center Id :	205106
Training Start Date:	10/12/23	Batch id :	2250325
Trainer's name:	V. Venkata Ramana	Student Enrolment No :	83176957

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

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

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

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	<input checked="" type="checkbox"/>			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	<input checked="" type="checkbox"/>			

C) Awareness on PMKVY (Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	<input checked="" type="checkbox"/>	
Have you watched the PMKVY Animation Video		
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	<input checked="" type="checkbox"/>	
Are you aware of the Training Course fee being charged		<input checked="" type="checkbox"/>
Are you aware of the Assessment Fee that is being charged		<input checked="" type="checkbox"/>
Are you aware of the Reward money you will receive after successful completion of course		<input checked="" type="checkbox"/>
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>			

Trainee's Signature..... Ch. mallewarai.....

Date 03-11-2023

Training Feedback Form - PMKVY

Trainee Name:	cheepulka mallewarai	Training Center Name:	ASD Govt. Degree college, Kannur (A)
Job Role Enrolled:	Associate Data Entry operator	Center Id :	205106
Training Start Date:	10/12/23	Batch id :	2250325
Trainer's name:	V-Venkata Ramana	Student Enrolment No :	83176951

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

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

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

Particulars	Excellent	Good	Average	Poor
The Center and Labs/ Workshop is hygienic and safe	<input checked="" type="checkbox"/>			
The workshop/ Lab is good in terms of space, lighting and seating arrangement	<input checked="" type="checkbox"/>			

C) Awareness on PMKVY (Kindly tick one option)

Particulars	Yes	No
Were you briefed about PMKVY in the beginning of the course	<input checked="" type="checkbox"/>	
Have you watched the PMKVY Animation Video		
Have you been provided the PMKVY booklet/ Pamphlet at the beginning of the course	<input checked="" type="checkbox"/>	
Are you aware of the Training Course fee being charged		<input checked="" type="checkbox"/>
Are you aware of the Assessment Fee that is being charged		<input checked="" type="checkbox"/>
Are you aware of the Reward money you will receive after successful completion of course		<input checked="" type="checkbox"/>
Are you aware of the Auto Debit Mandate		
Are you aware of the PMKVY Grievance Portal		<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>			

Trainee's Signature Ch. mallewarai

Date 03-11-2023

Group photo with mentees



*Group photo with mentees (Batch-II) who completed the course
“Associate Data Entry Operator”*

Assessment Results

Associate Data Entry Operato Batch-II 2023-24

Sr. No.	Candidate ID	Candidate Name	Batch Name	Job Roles	Attendance	Result
1	CAN_25112475	Oleti Veera Lakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
2	CAN_25118035	Tirri Sandhya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
3	CAN_22837029	Gurrala Kodanda Rama Lakshmi Samyuktha	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
4	CAN_22411758	SATYAVADA DURGADEVI	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
5	CAN_25093240	Kannidi Nagalakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
6	CAN_23193078	Bachala Renuka	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	FAIL
7	CAN_25115764	Kumili Usha Rani	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
8	CAN_25105331	Saladi Satya Veera Lakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
9	CAN_25104611	Nagireddy Anjini Devi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
10	CAN_24304565	KOLLIPARA ANANTHA NAGALAKSHMI	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	FAIL
11	CAN_25104280	Devalla Sukanya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
12	CAN_5172620	Kate Divya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
13	CAN_23691648	Golthi Alekhya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
14	CAN_22286080	Nurukurti Lakshmi Priyanka	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
15	CAN_25105122	Moka Pavani	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
16	CAN_25125849	Bangaru Chinnari	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A

17	CAN_5172367	Damalanka Sivasai Anuradha Devi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	FAIL
18	CAN_25123628	Pothabattula Sandhya	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
19	CAN_25112911	Pedapudi Prasanna Lakshmi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
20	CAN_25114672	Tirri Durga Bhavani	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
21	CAN_25104465	Masala Sireesha	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
22	CAN_22496715	MASIRIPA Jyothi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
23	CAN_25112035	Gurrala Satya Veni	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	FAIL
24	CAN_25093362	Chelli Bhagya Sri	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
25	CAN_25105486	Kukkala Jyothi	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
26	CAN_25078614	Yadala Sujika	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
27	CAN_25093040	Poliseti Anusha	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
28	CAN_25107541	Cheepulla Malleswari	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	PASS
29	CAN_23210891	BOMMIDI ANJALI	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Absent	N/A
30	CAN_25150074	Borra Suseela	STT/SSC/Q2215/BatchID:2250385	Associate Data Entry Operator	Present	FAIL

Certificates for Skill Competency & Mark sheets



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044975

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx _____

सुपुत्री
Daughter of _____ Lakshmana Rao _____
जन्म तिथि
Date of Birth _____ 01/03/1994 _____
नामांकन संख्या
Enrolment No _____ CAN_22411758 _____

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification _____ Associate Data Entry Operator _____

अवधि
of Duration _____ 210 Hrs _____
अर्जित किया
having earned _____ 7 _____
क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level _____ 3 _____

प्रशिक्षण केन्द्र
Training Centre _____ A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) _____
जिला
District _____ EAST GODAVARI _____
राज्य
State _____ ANDHRA PRADESH _____

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with _____ C _____ %/Grade

जारी करने का स्थान
Place of Issue: _____ Uttar Pradesh _____

जारी करने की तिथि
Date of Issue: _____ 07.12.2023 _____



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044977

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx

Ms. Gurrala Kodanda Rama Lakshmi Samyuktha

सुपुत्री
Daughter of Satyanarayana Swamy जन्म तिथि
Date of Birth 02/02/1984 नामांकन संख्या
Enrolment No CAN_22837029

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification Associate Data Entry Operator

अवधि
of Duration 210 Hrs अर्जित किया
having earned 7 क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level 3

प्रशिक्षण केन्द्र
Training Centre A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) जिला
District EAST GODAVARI राज्य
State ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with C %/Grade

जारी करने का स्थान
Place of Issue: Uttar Pradesh

जारी करने की तिथि
Date of Issue: 07.12.2023



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044976

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx



Ms. Golthi Alekhya

सुपुत्री

Daughter of

Venkateswara Rao

जन्म तिथि

Date of Birth

19/01/2005

नामांकन संख्या

Enrolment No

CAN_23691648

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक

has successfully cleared the assessment in the job role/qualification

Associate Data Entry Operator

अवधि

of Duration

210 Hrs

अर्जित किया

having earned

7

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर

Credits at NCrF/NSQF Level

3

प्रशिक्षण केन्द्र

Training Centre

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

जिला

District

EAST GODAVARI

राज्य

State

ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।

with C %/Grade

जारी करने का स्थान

Place of Issue:

Uttar Pradesh

जारी करने की तिथि

Date of Issue:

07.12.2023

Skill India
कौशल भारत - कुशल भारत

PMKVY
प्रधानमंत्री कौशल विकास योजना



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework
Digitally Generated Certificate



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044982

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx _____



Ms. Poliseti Anusha

सुपुत्री
Daughter of _____ Poliseti Veera Venkata Satya Narayana
जन्म तिथि
Date of Birth _____ 15/02/2000
नामांकन संख्या
Enrolment No _____ CAN_25093040

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification _____ Associate Data Entry Operator

अवधि
of Duration _____ 210 Hrs
अर्जित किया
having earned _____ 7
क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level _____ 3

प्रशिक्षण केन्द्र
Training Centre _____ A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
जिला
District _____ EAST GODAVARI
राज्य
State _____ ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with _____ C _____ %/Grade

जारी करने का स्थान
Place of Issue: _____ Uttar Pradesh

जारी करने की तिथि
Date of Issue: _____ 07.12.2023

Skill India
कौशल भारत - कुशल भारत

PMKVY
प्रधानमंत्री कौशल विकास योजना



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



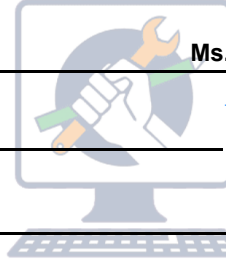
प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044981

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx



Ms. Cheepulla Malleswari

सुपुत्री
Daughter of Nageswara Rao जन्म तिथि
Date of Birth 28/11/1993 नामांकन संख्या
Enrolment No CAN_25107541

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification Associate Data Entry Operator

अवधि
of Duration 210 Hrs अर्जित किया
having earned 7 क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level 3

प्रशिक्षण केन्द्र
Training Centre A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) जिला
District EAST GODAVARI राज्य
State ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with C %/Grade

जारी करने का स्थान
Place of Issue: Uttar Pradesh

जारी करने की तिथि
Date of Issue: 07.12.2023



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044979

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx

Ms. Oleti Veera Lakshmi

सुपुत्री
Daughter of Srinu जन्म तिथि
Date of Birth 16/01/2006 नामांकन संख्या
Enrolment No CAN_25112475

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification Associate Data Entry Operator

अवधि
of Duration 210 Hrs अर्जित किया
having earned 7 क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level 3

प्रशिक्षण केन्द्र
Training Centre A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS) जिला
District EAST GODAVARI राज्य
State ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with C %/Grade

जारी करने का स्थान
Place of Issue: Uttar Pradesh

जारी करने की तिथि
Date of Issue: 07.12.2023



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework

Skill India
कौशल भारत - कुशल भारत



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044980

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx _____

सुपुत्री

Daughter of _____

Sivaji

Ms. Tirri Durga Bhavani

जन्म तिथि

Date of Birth _____

10/07/1992

नामांकन संख्या

Enrolment No _____

CAN_25114672

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक

has successfully cleared the assessment in the job role/qualification _____

Associate Data Entry Operator

अवधि

of Duration _____

210 Hrs

अर्जित किया

having earned _____

7

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर

Credits at NCrF/NSQF Level _____

3

प्रशिक्षण केन्द्र

Training Centre _____

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

जिला
District

EAST GODAVARI

राज्य
State

ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।

with _____ C _____ %/Grade

जारी करने का स्थान

Place of Issue: _____

Uttar Pradesh

जारी करने की तिथि

Date of Issue: _____

07.12.2023

Skill India
कौशल भारत - कुशल भारत

PMKVY
प्रधानमंत्री कौशल विकास योजना



नाम Name:

Krishnan Ramanujan

पद Designation:

Chairperson

हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:

<https://admin.skillindiadigital.gov.in/documentverification.nscindia>

Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework



आईटी-आईटीईएस सेक्टर स्किल्स काउंसिल
IT-ITeS Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET
कौशल योग्यता प्रमाणपत्र
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ACAPA0021QG-03-IT-00081-2023-V1-NASSCOM-044978

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स
This is to certify that Mr./Ms./Mx

सुपुत्री
Daughter of Anand

Ms. Tirri Sandhya

जन्म तिथि
Date of Birth 02/04/1999

नामांकन संख्या
Enrolment No CAN_25118035

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक
has successfully cleared the assessment in the job role/qualification Associate Data Entry Operator

अवधि
of Duration 210 Hrs

अर्जित किया
having earned 7

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर
Credits at NCrF/NSQF Level 3

प्रशिक्षण केन्द्र
Training Centre A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

जिला
District EAST GODAVARI

राज्य
State ANDHRA PRADESH

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।
with C %/Grade

जारी करने का स्थान
Place of Issue: Uttar Pradesh

जारी करने की तिथि
Date of Issue: 07.12.2023

Skill India
कौशल भारत - कुशल भारत

PMKVY
प्रधानमंत्री कौशल विकास योजना



नाम Name:
Krishnan Ramanujan
पद Designation:
Chairperson
हस्ताक्षर Signature:



ई-सत्यापन लिंक
e-Verification link:
<https://admin.skillindiadigital.gov.in/documentverification.nscindia>
Digitally Generated Certificate

NCrF - National Credit Framework
NSQF - National Skills Qualification Framework

MARKSHEET

Ms. Satyavada Durgadevi(Aadhaar Number - XXXXXXXXX4333)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_22411758

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	33
2. SSC/N3022	Undertake data entry services	Core	300	201.43

CORE NOSs
TOTAL MARKS

201.43

NON CORE NOSs
TOTAL MARKS

33

OVERALL
SCORE

234.43

Grade - C

(67.14 % of Core + 66 % of Non Core)



TXZCV9DMH1XU202

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Ms. Gurrala Kodanda Rama Lakshmi Samyuktha(Aadhaar Number - XXXXXXXXX7997)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_22837029

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	40
2. SSC/N3022	Undertake data entry services	Core	300	165.75

CORE NOSs
TOTAL MARKS

= 165.75

NON CORE NOSs
TOTAL MARKS

= 40

OVERALL
SCORE

= 205.75

Grade - C

(55.25 % of Core + 80 % of Non Core)



P2BWJYQK474K1CTJ

<https://admin.skillindiadigital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Ms. Golthi Alekhya(Aadhaar Number - XXXXXXXXX6844)

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

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_23691648

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	27
2. SSC/N3022	Undertake data entry services	Core	300	163.25

CORE NOSs
TOTAL MARKS

163.25

NON CORE NOSs
TOTAL MARKS

27

OVERALL
SCORE

190.25

Grade - C

(54.42 % of Core + 54 % of Non Core)



SHOFL94SP327Y79Z

<https://admin.skillindiadigital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Ms. Poliseti Anusha(Aadhaar Number - XXXXXXXXX6105)

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

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_25093040

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	37
2. SSC/N3022	Undertake data entry services	Core	300	151.07

CORE NOSs
TOTAL MARKS

= 151.07

NON CORE NOSs
TOTAL MARKS

= 37

OVERALL
SCORE

= 188.07

Grade - C

(50.36 % of Core + 74 % of Non Core)



H9B81XKEJYS0JC7

<https://admin.skillindiadigital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Mrs. Cheepulla Malleswari(Aadhaar Number - XXXXXXXXX6951)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_25107541

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	37
2. SSC/N3022	Undertake data entry services	Core	300	161.11

CORE NOSs
TOTAL MARKS

161.11

NON CORE NOSs
TOTAL MARKS

37

OVERALL
SCORE

198.11

Grade - C

(53.7 % of Core + 74 % of Non Core)



FYTLMS6YGXOF59

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>



IT - ITeS SSC
NASSCOM

Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Ms. Oleti Veera Lakshmi(Aadhaar Number - XXXXXXXXX4529)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_25112475

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	36
2. SSC/N3022	Undertake data entry services	Core	300	149.68

CORE NOSs
TOTAL MARKS

= 149.68

NON CORE NOSs
TOTAL MARKS

= 36

OVERALL
SCORE

= 185.68

Grade - C

(49.89 % of Core + 72 % of Non Core)



J13209S155OFM1X

<https://admin.skillindiadigital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Mrs. Tirri Durga Bhavani(Aadhaar Number - XXXXXXXXX7314)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_25114672

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	35
2. SSC/N3022	Undertake data entry services	Core	300	159.68

CORE NOSs
TOTAL MARKS

= 159.68

NON CORE NOSs
TOTAL MARKS

= 35

OVERALL
SCORE

= 194.68

Grade - C

(53.23 % of Core + 70 % of Non Core)



R9YBLX3JUSFSJ6H

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council

MARKSHEET

Mrs. Tirri Sandhya(Aadhaar Number - XXXXXXXXX1763)

has successfully cleared the assessment for the Job Role of

Associate Data Entry Operator(SSC/Q2215)

conforming to National Skills Qualifications Framework Level - 3

6th November 2023

System Identification Number

PMKVY4.0/STT/2023-2024/TP105194/TC205106/2250385/CAN_25118035

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. DGT/VSQ/N0102	Employability Skills (60 Hours)	Non-Core	50	36
2. SSC/N3022	Undertake data entry services	Core	300	186.25

CORE NOSs
TOTAL MARKS

= 186.25

NON CORE NOSs
TOTAL MARKS

= 36

OVERALL
SCORE

= 222.25

Grade - C

(62.08 % of Core + 72 % of Non Core)



6717HURGGKLMZY1

<https://admin.skillindiadigital.gov.in/documentverification.nsdindia>



Krishnan Ramanujan
Chairperson
IT-ITeS Sector Skill Council