

**User-manual**  
**Of**  
**Executive Director (ED)**  
**For**  
**Telangana Scheduled Castes Co-Operative**  
**Development Corporation Ltd (TSCCDCL)**  
**Government of Telangana**

**Submitted by:**



Centre for Good Governance	 <b>CENTRE FOR GOOD GOVERNANCE</b> Knowledge • Technology • People	E-Gov – 013 V1.0
QA Testing Request for Change Request		W. E. F. 01/29/2018

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### Documentation Process:

	Prepared By	Reviewed By	Approved By
Name :	Rajesh.G	Sunitha.B	Purushottam.M
Designation :	Project Associate	Project Leader	Project Manager
Date:	20-06-2019		

### Version History:

Version No.	Date	Changed By	Changes made to Sections
0.1	20-06-2019	Rajesh (PA)	Initial Draft

### Overview:

The main objective of this Program is to improve un employed youth (SC & BC-C - Communities in the state of telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.

**Web site address:** <http://tsscbehavitha.cgg.gov.in/>

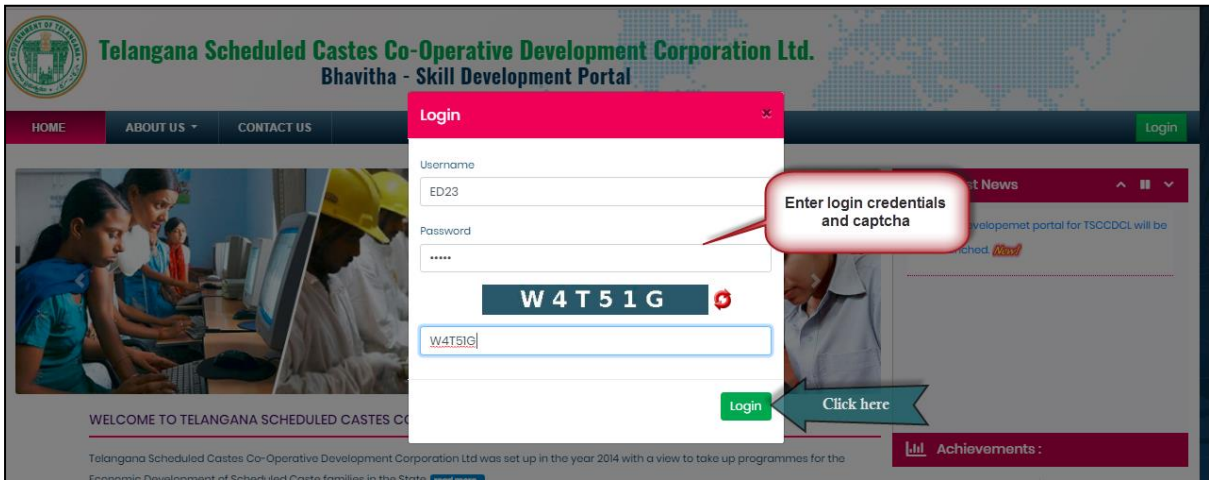
### Approvals:

1. Training Centre Approval
2. Candidate Verification

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## ED Login:

Click on “**Login**” button as shown in below figure.



Step1: Enter “**Username**” as shown in above figure.

Step2: Enter “**Password**” as shown in above figure.

Step3: Enter “**Security Captcha**” as shown in above figure.

Step4: Then click on “**Login**” button as shown in above figure.

## Training Centre Approval:

[Data Entry](#) → [Approvals](#) → [Training Centre](#)



Click on “Training Centre” sub-menu item as shown in above figure.



Click on “VIEW” as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.  
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT

Welcome: ED - 18 June 2019 TUE - 11:35:36 AM

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Training Centers Approvals

TRAINING CENTER ADDRESS DETAILS

Center Coordinator Name: I Shanthi Sree  
Contact Number: 9948444334  
Door Number:  
House Number:  
Street Name/No.:  
Sector Name/No.:  
Locality:  
District: RANGA REDDY  
Mandal: Kanlukur  
Ward/Village:  
PinCode:  
Email:  
Latitude-Longitude: /

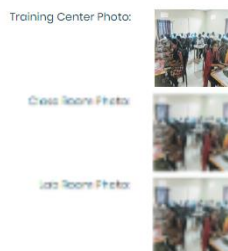
CENTER DETAILS

Training Center Owned By: Training Partner  
Name of Center: NAC-RANGA REDDY-IZZATHNAGAR  
Rent per Month:  
Center Building Owned By:  
Building Rent/Lease Agreement: [click here to view](#)  
Electricity per month (approx):  
Carpet Area of Total Training Centre (In Sq.Fts):  
Practical Lab:  
Computer Lab:  
Staff Room:  
Almirah:  
No. of Toilets: Boys:  
No. of Toilets: Girls:  
Black/White Board:  
Telephone:  
LCD projector:  
Digital Camera:  
Web Camera:  
Scanner:  
Printer:  
Internet Connectivity:  
Generator/Backup:  
Library:

CLASS ROOMS

Sno	Room No	Area	Capacity
1	2	100	40

CENTER IMAGES



Select Action

Remarks

Enter Remarks

Action to be Taken

Select

Click here

Update Status

Verify the training centre details....

Step1: Enter “Remarks” as shown in above figure.

Step2: Select “Action to be taken” as shown in above figure.

Step3: Click on “Update Status” as shown in above figure.

### Candidates Verification:

Data Entry → Approvals → Candidates Verification



Click on “Candidate Verification” sub-menu item as shown in above figure.



Click on “Course Name (or) Approval Pending Count” as shown in above figure.



**Telangana Scheduled Castes Co-Operative Development Corporation Ltd.**  
**Bhavitha - Skill Development Portal**

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: ED - 17 June 2019 MON - 08:38:34 PM


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Candidates Details

Search:

Sl.No.	Candidate Reg Id	Candidate Name	Mobile Number	Qualification	Training Program	Status	View
1	20151424085	Ladasani Laxmana Swamy	9642821202	I.T.I	Word Processing And Data Entry	Registered	<a href="#">View</a>
2	20151424084	Jeedipally Shivaiah	9666970230	6th	Word Processing And Data Entry	Registered	<a href="#">View</a>
3	20151424083	Mondella Shashikala	9951262325	I.T.I	Word Processing And Data Entry	Registered	<a href="#">View</a>
4	20151424082	Perumandla Narmada	8498806357	6th	Word Processing And Data Entry	Registered	<a href="#">View</a>
5	20151424042	Landha Bixapathi	9948774961	6th	Word Processing And Data Entry	Registered	<a href="#">View</a>

Click on "[VIEW](#)" button as shown in above figure.



**Candidates Details**

Candidate Registration Reference Id : 20181424885

**IDENTITY DETAILS**

Adhaar Card No: 2104649472  
 Date Certificate No (From Weave): 02/02/2018/0807  
 Income Certificate No (From Weave): 0  
 Ration Card No: 3892029867  
 Habitation: KJAL

**PERSONAL DETAILS**

Name: Lakshmi Lakshmi Swamy  
 Gender: Male  
 Date Of Birth: 1992-05-30  
 Father Name: Venkatesh  
 Mother Name:  
 Parent Occupation: OTHERS  
 Income Certificate Card Holder Name (From Weave):  
 Parent Annual Income: 80000  
 Caste: SC  
 Sub Caste:

**Family Members Details / ಸಹೋದರ/ಸಹೋದರಿಯರು:**

Name of the Family member (head of the family first)	Relationship with the head of the family	Gender	Date of Birth (DD/MM/YYYY)	Marital Status	Educational Qualifications	Present Occupation
--No Data Found--						

**Land holding Particulars / ಸೀಸಾಂಧಾ ಡಾಟಾ :**

--No Data Found--

**CONTACT DETAILS**

Primary Mobile Number: 884306052  
 Alternative Mobile Number:  
 Email:  
 District:  
 Mandal/Kota/party:  
 Date of Birth (from Weave) Name:  
 Permanent Address: Kuvempu Road, T. K. H. S. 14th Cross Road, M. K. R. H. S. 14th Cross Road  
 Pin Code:  
 Current Place Of Stay:

**EDUCATIONAL DETAILS**

Educational Qualification: ITI  
 Specialization Group:  
 Medium:  
 Year of Passing:  
 Percentage (%):

**WORK EXPERIENCE**

Did You Work Earlier:

**TRAINING NEED PREFERENCES**

Sector:  
 Training Program: Word Processing And Data Entry

**LIFE/ADDS**

Candidate Photo:  
 Highest Educational Scanned Certificate:

**Remarks**

Remarks:

**Enter Remarks**

Click on Verify

Verify the details enter “Remarks” then click on “Verify” button.

To reject the candidate registration click on “Decline” button.

**Note:** System forward the ED approved Candidates details to “ADMIN” login.