

College User manual (Degree Apprenticeship)

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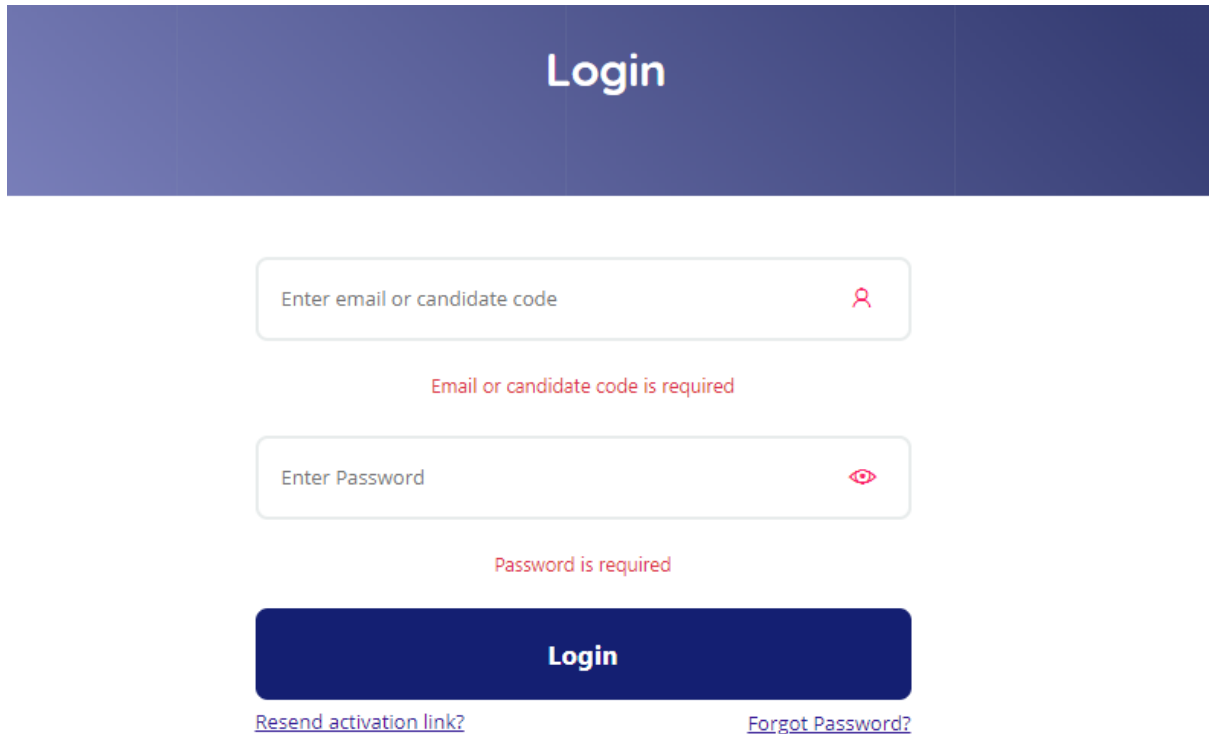
1 Introduction

The User Manual for Degree Apprenticeship – NAPS is designed to provide authority to College/Institution to associate and work on behalf of an Establishment. The College/Institution can perform the functionalities as:

- Associate with an Establishment
- Work on behalf of an Establishment
- View Contracts

2 College/Institution Dashboard

User need to login using respective Email-id and Password



The login form features a dark blue header with the word "Login" in white. Below the header, there are two input fields. The first field is labeled "Enter email or candidate code" and has a red user icon on the right. Below it, a red error message states "Email or candidate code is required". The second field is labeled "Enter Password" and has a red eye icon on the right. Below it, a red error message states "Password is required". At the bottom of the form is a dark blue "Login" button. Below the button are two links: "Resend activation link?" and "Forgot Password?".

Login

Enter email or candidate code

Email or candidate code is required

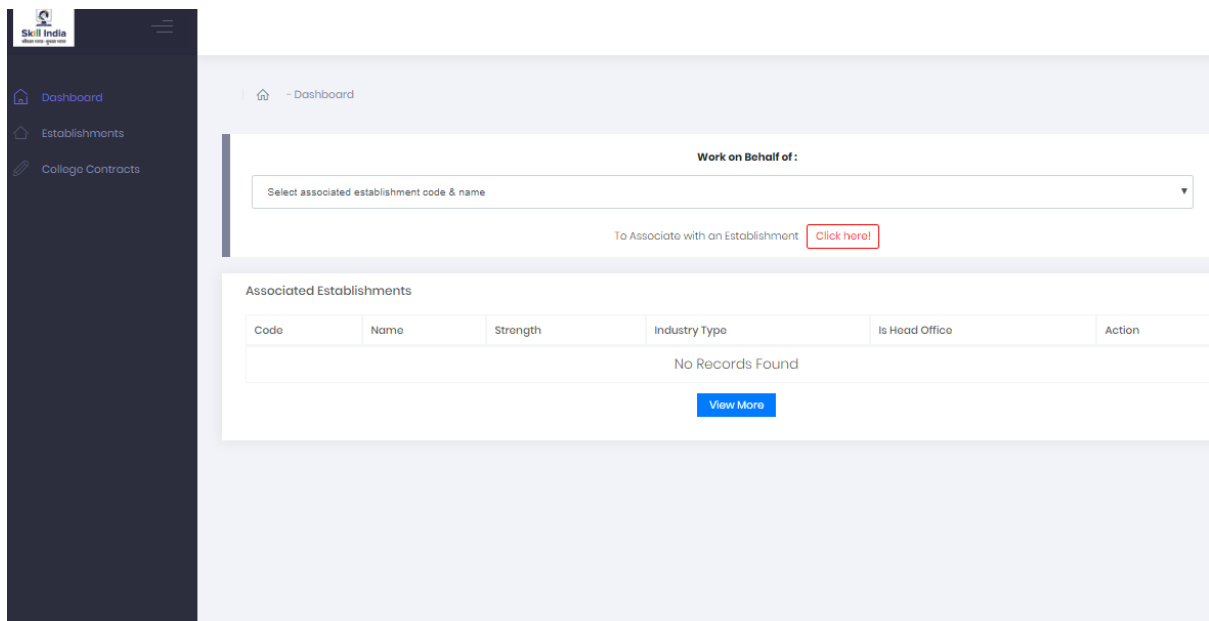
Enter Password

Password is required

Login

[Resend activation link?](#) [Forgot Password?](#)

➤ Once logged in, user will be able to view the entire dashboard (sample image shown below)



The dashboard has a dark blue sidebar on the left with the "Skill India" logo and three menu items: "Dashboard", "Establishments", and "College Contracts". The main content area has a light blue header with a home icon and the text "- Dashboard". Below the header, there is a section titled "Work on Behalf of:" with a dropdown menu labeled "Select associated establishment code & name". Below the dropdown, there is a link "To Associate with an Establishment" and a red "Click here!" button. Below this is a section titled "Associated Establishments" with a table. The table has columns: "Code", "Name", "Strength", "Industry Type", "Is Head Office", and "Action". The table is currently empty, and the text "No Records Found" is displayed below it. A blue "View More" button is located at the bottom of the table.

Skill India

Dashboard

Establishments

College Contracts

- Dashboard

Work on Behalf of:

Select associated establishment code & name

To Associate with an Establishment [Click here!](#)

Associated Establishments

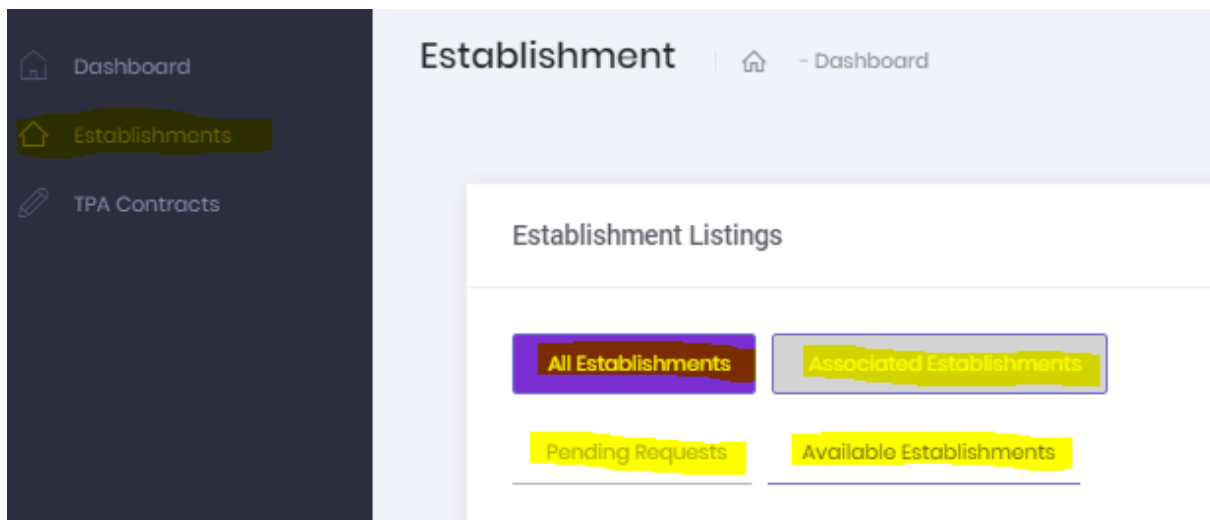
Code	Name	Strength	Industry Type	Is Head Office	Action
No Records Found					

[View More](#)

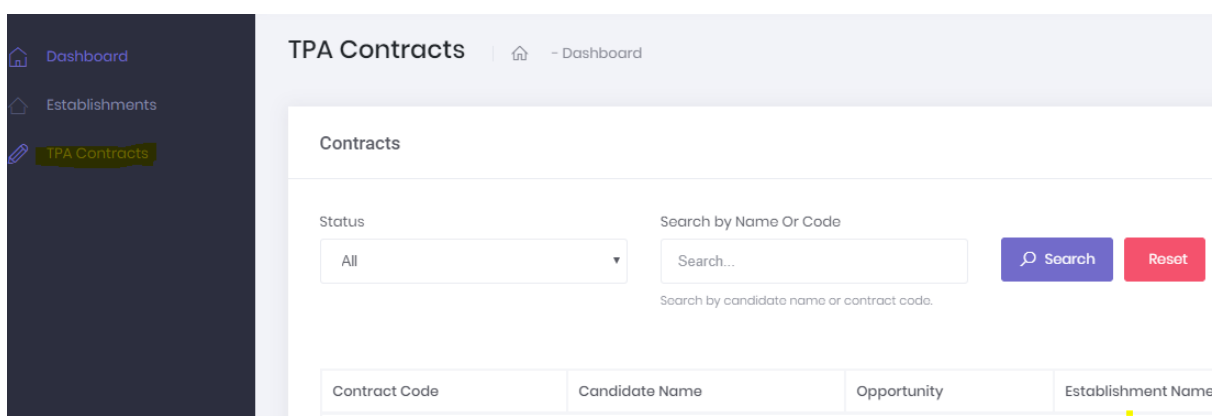
➔ Left Menu Items

Below menu items will be available on the Dashboard:

- Dashboard
- Establishments
 - All Establishments
 - i) **Pending Requests:** Association request sent by Establishment. College can Approve/Reject the request
 - ii) **Available Establishments:** all the establishments available in the portal with which college is not associated
 - Associated Establishments
 - All the establishments with which College is associated



- College Contracts
 - All the contracts which are issued by college.



3 Associate with an Establishment

Association with an Establishment can be done by any of the two ways described below:

- i) Send Mapping request from Dashboard

To Navigate:

Go to **Dashboard** ...> To associate with an Establishment '**Click here**' ...>

It will redirect to 'Available Establishments' ...>

Under Actions click **Send Mapping Request**

Note:

College will be able to work on behalf of an Establishment once the mapping request gets approved by Establishment

The screenshot shows a web application dashboard. On the left is a dark sidebar with navigation links: 'Dashboard' (active), 'Establishments', and 'College Contracts'. The main content area has a light gray header with a home icon and '- Dashboard'. Below the header is a section titled 'Work on Behalf of:' containing a text input field with the placeholder 'Select associated establishment code & name'. To the right of this field is a yellow button labeled 'To Associate with an Establishment' and a red button labeled 'Click here!'. Below this is a section titled 'Associated Establishments' containing a table with columns: 'Code', 'Name', 'Strength', 'Industry Type', and 'Is Head Office'. The table is currently empty, and below it, the text 'No Records Found' is displayed. A blue button labeled 'View More' is located at the bottom right of the table area.

Code	Name	Strength	Industry Type	Is Head Office
No Records Found				

ii) Send Mapping Request from Establishment view menu

To Navigate:

Go to **Establishments** from view Menu ...> **All Establishment ...** > **Available Establishments ...**>
Under Actions click **Send Mapping Request**

Note:

College will be able to work on behalf of an Establishment once the mapping request gets approved by Establishment

College | Dashboard

Establishment Listings

← Back

All Establishments Pending Requests **Available Establishments** Associated Establishments

Strength: Enter Strength Industry Type: Select Is Head Office: Select Is Head Office

Search by Name, Code

Search... Search Reset

Search by name, code.

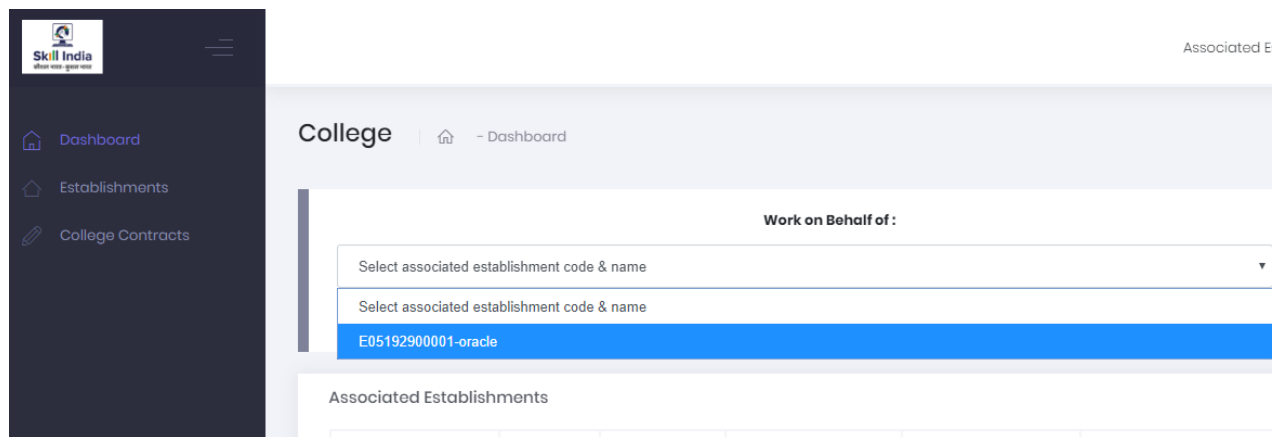
Code	Name	Industry Type	Employee Strength	Is Head Office	Actions
E06I92400024	Amneal Pharmaceuticals PvtLtd	manufacturing	---	No	...
E06I92400021	Cadila Healthcare Limited	---	---	No	...
E06I92400016	MILESTONE AUTO	services	---	No	...
E06I92400015	DIVYA MOTORS	services	---	No	...
E06I90700001	AISECT LIMITED	services	---	Yes	...

4 Work on behalf of Establishment and Issue Contract:

Once the College and Establishment are mapped, College will be able to view candidates, issue contract on behalf of an Establishment

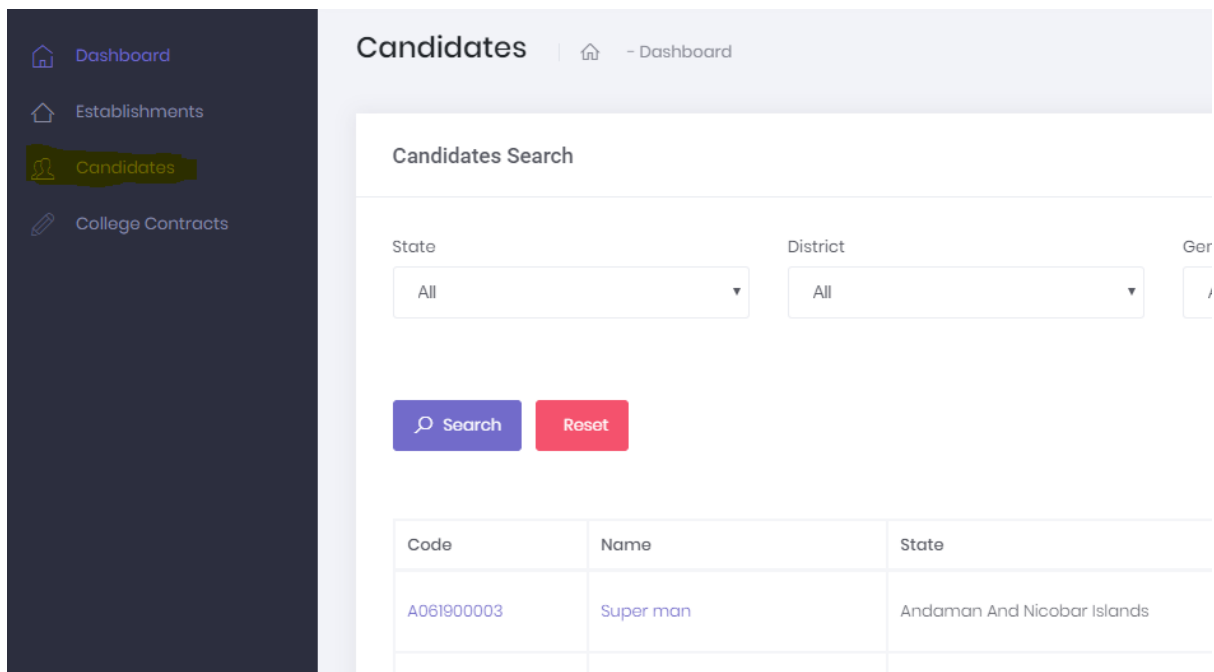
To Navigate:

Go to **Dashboard** > Select Establishment from **Work on Behalf of** dropdown



The screenshot shows the Skill India dashboard interface. On the left is a dark sidebar with a logo and three menu items: 'Dashboard', 'Establishments', and 'College Contracts'. The main content area has a header 'College' and a breadcrumb '- Dashboard'. Below this is a section titled 'Work on Behalf of:' containing a dropdown menu. The dropdown is open, showing a search bar and a list of options, with 'E05192900001-oracle' selected and highlighted in blue. Below the dropdown is a table header 'Associated Establishments'.

- Once an Establishment is selected, **candidates** will appear in the view menu of College Dashboard



The screenshot shows the Skill India dashboard interface with the 'Candidates' view selected. The sidebar on the left has 'Candidates' highlighted. The main content area has a header 'Candidates' and a breadcrumb '- Dashboard'. Below this is a section titled 'Candidates Search' with three dropdown menus for 'State', 'District', and 'Gender', all set to 'All'. There are 'Search' and 'Reset' buttons. Below the search filters is a table with columns 'Code', 'Name', and 'State'.

Code	Name	State
A061900003	Super man	Andaman And Nicobar Islands

➔ Issue Contract

Once college associates with an Establishment, college will be able to view candidates and Issue contract for candidates.

To Navigate

Dashboard ...> Candidates (view menu)> click View (under Action column) ...> Issue Contract ...> Enter required details and click **Save**

- This contract issued by College can be seen under **College Contracts** view menu.