

ROP New Flow

Step 1

Login as Establishment

Apprenticeship -> Performance -> choose required options

- Till FY2016-17
- From FY2017-18 onwards
- Delete ROP



entries

National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India



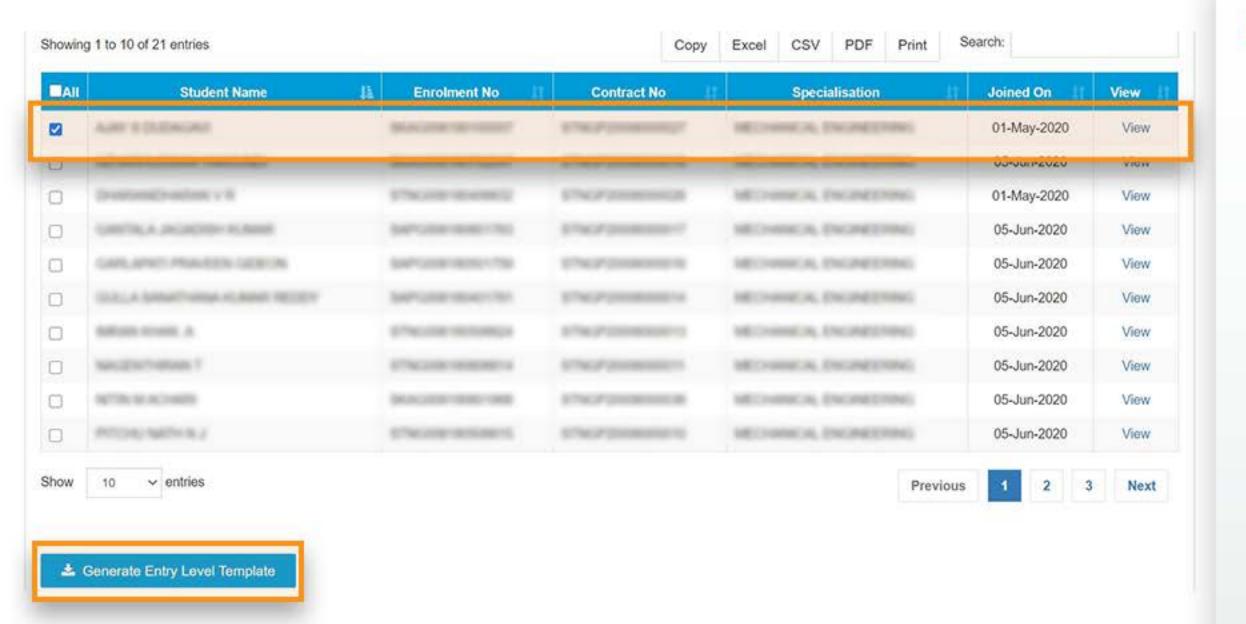
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Step 2

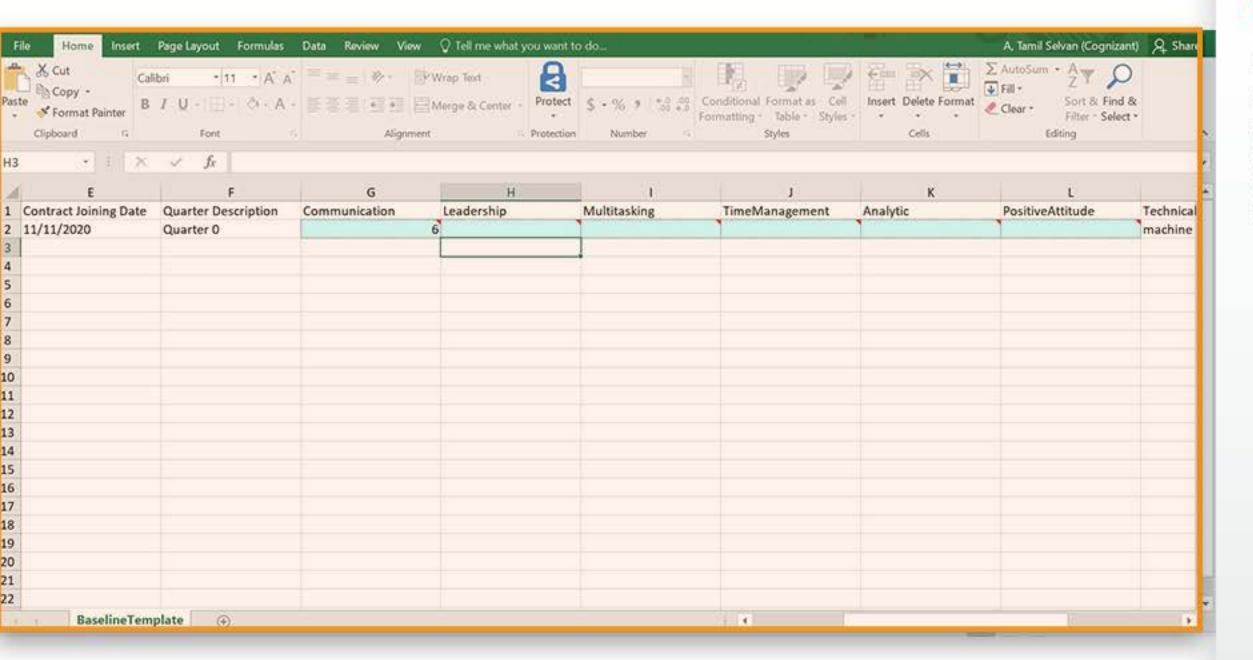
Select the Year and Click on search button



In the Baseline Tab the list of contracts for input will be displayed.

Select the contract and click Generate Entry Level Template.

The baseline template is downloaded on the local drive as RGB Excel sheet file.



Open the downloaded excel sheet and type or select the required ratings for the students and save the baseline performance template on the local drive.



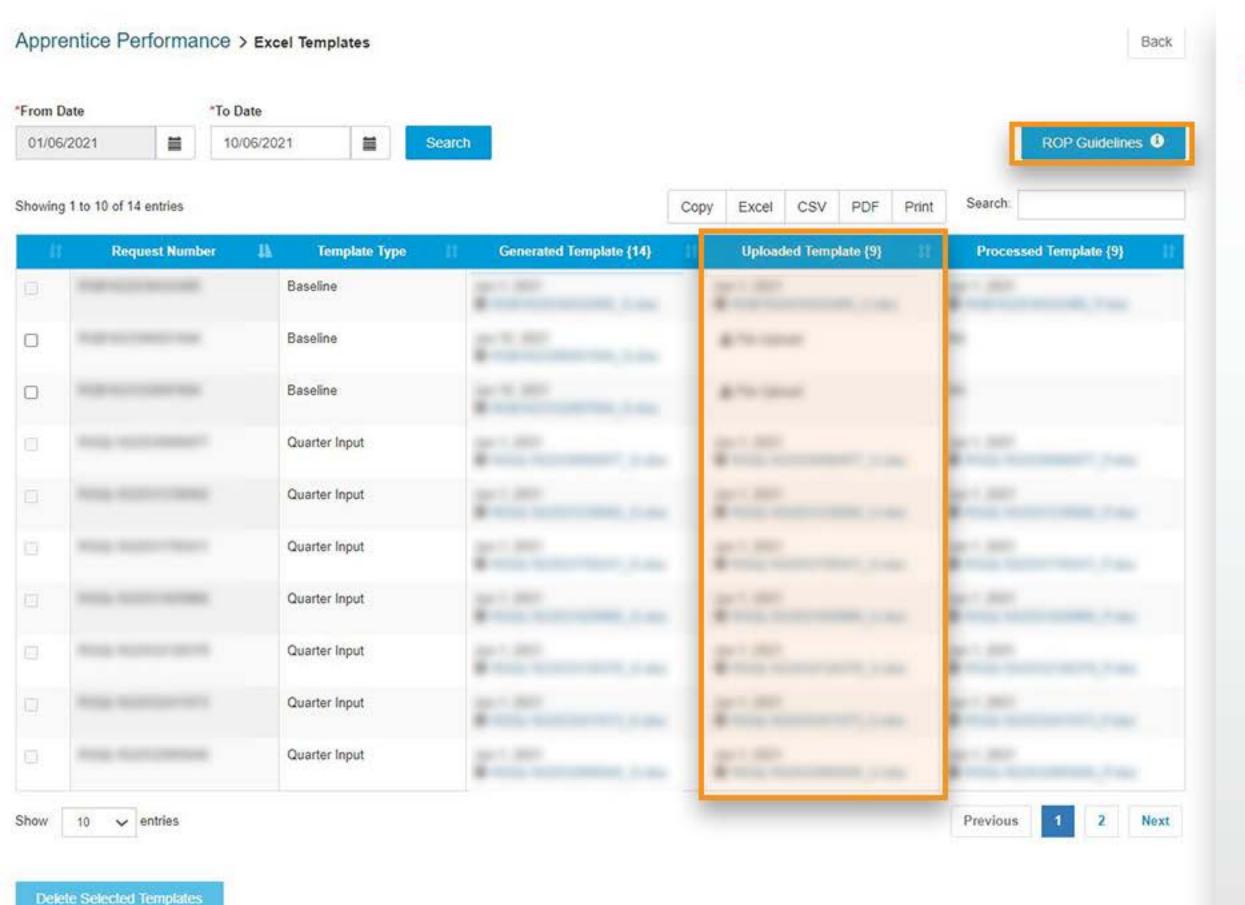
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HI services records inside Land. Home | Communication > | Employment > | Apprenticeship > | Reports Dashboard | Help > **Apprentice Performance** Financial Year () Status ♣ / ♣ Excel Template Select the financial year Pending for Establishment Input Search Baseline Input (0) Qtr 1 (0) Qtr 2 (0) Qtr 3 (0) Amend Qtrs (0) Qtr 4 (0) O Note: You can select maximum of 20 students

Step 5

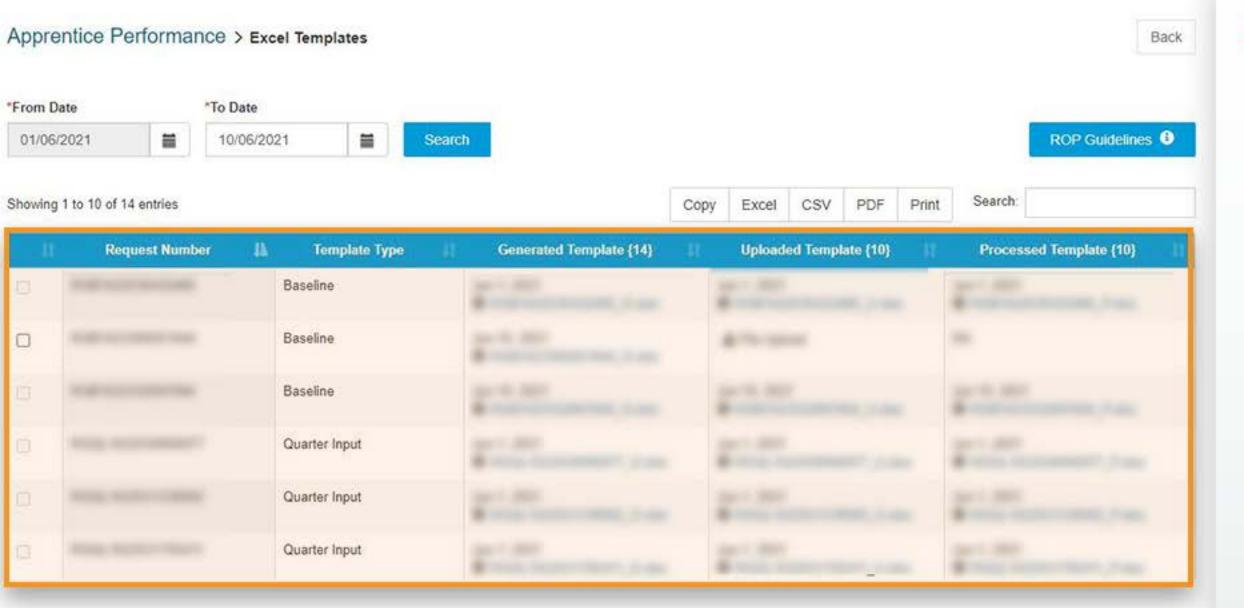
Once saved Click on **Excel** template.



Apprentice Performance - Excel Templates page appears.

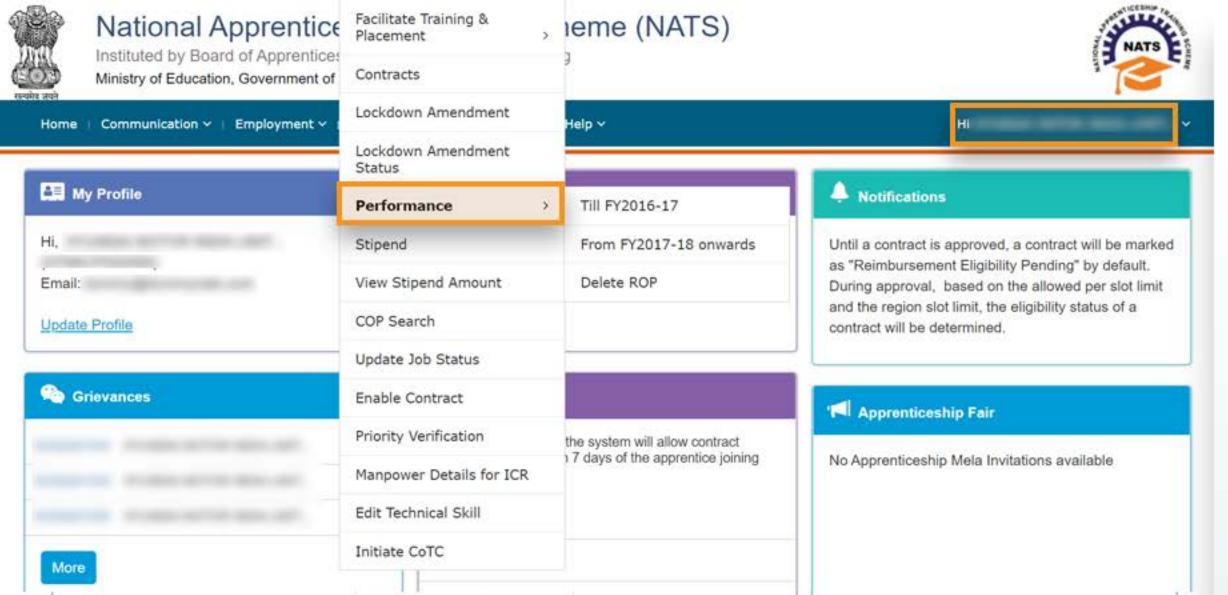
In Uploaded Template column, upload the saved excel sheet followed by the Name of the excel with the Request Number.

Note: Click on ROP guidelines for rating



Once Baseline input is entered, the students will be listed in the Quarter input.

Baseline inputs are auto-approved . Doesn't require any officer approval.



To create Quarter Input

Step 1

Login as Establishment

Apprenticeship -> Performance -> choose required options

- Till FY2016-17
- From FY2017-18 onwards
- Delete ROP



entries

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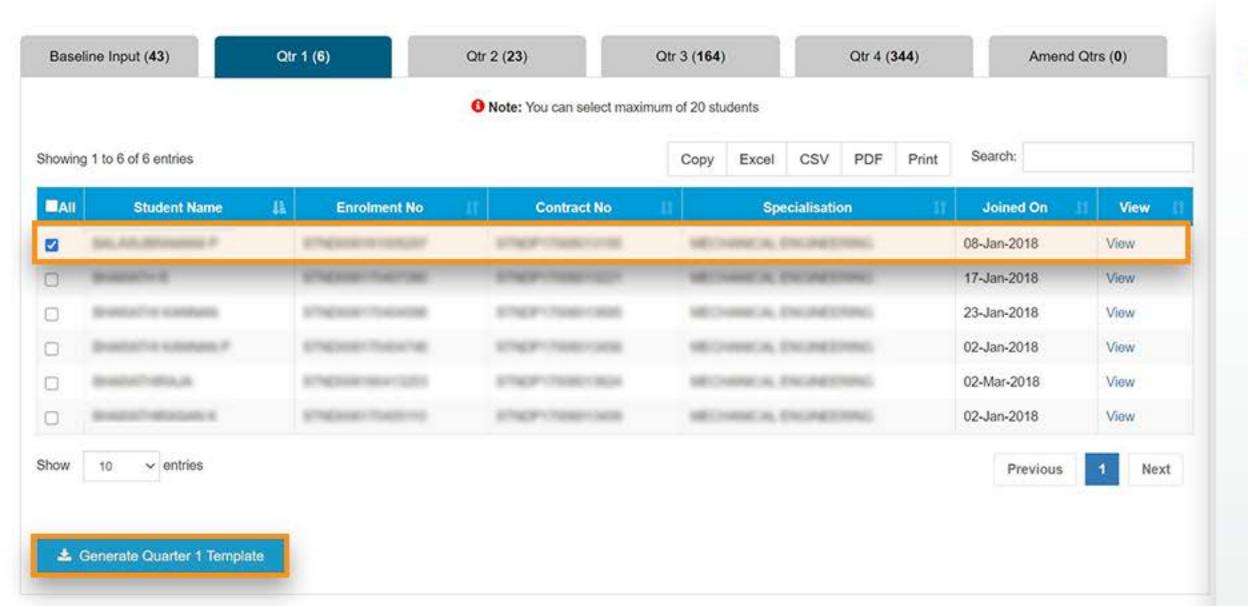
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Step 2

Select the Year and Click on search button



The list of contracts for input will be displayed in the Quarter 1 Tab.

Select the contract and click Generate Quarter 1 Template.

The Quarter 1 template is downloaded on the local drive as RGQ Excel sheet file.

G	Н	1	J	K	L	M	N	0	P	
Quarter Description	Communication	Leadership	Multitasking	TimeManagement	Analytic	PositiveAttitude	Area1	Area2	Area3	
Quarter 1		5 *				375				
124404 1 200 1140										
Pending Quarters Template										

Open the downloaded excel sheet and type or select the required ratings for the students and save the Quarter performance template on the local drive.



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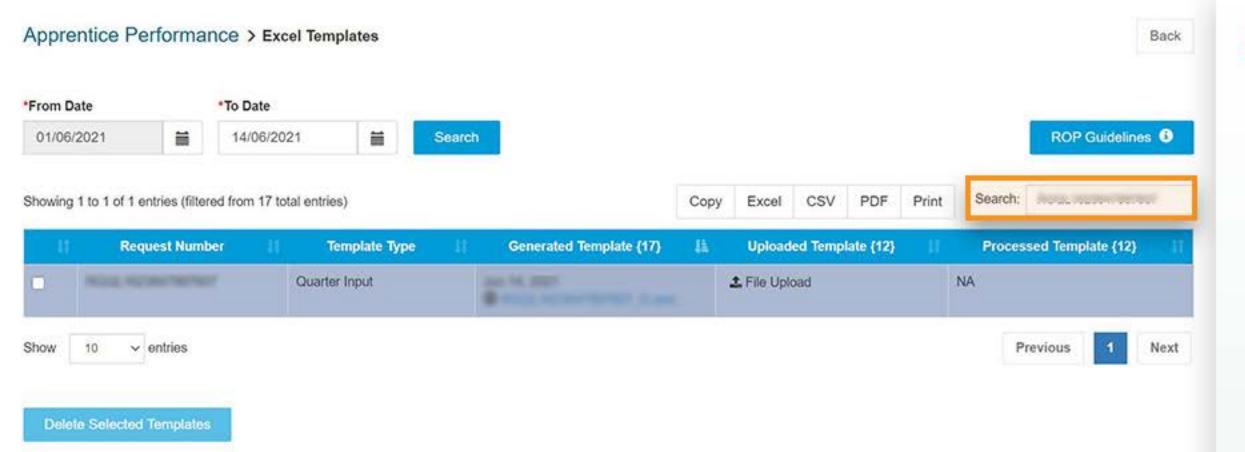
Ministry of Education, Government of India



HI STATE OF THE REAL PROPERTY. Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Reports Dashboard | Help ∨ **Apprentice Performance** Financial Year () Status **≛**/**≛** Excel Template Pending for Establishment Input Select the financial year Search Baseline Input (0) Otr 1 (0) Qtr 2 (0) Qtr 4 (0) Qtr 3 (0) Amend Qtrs (0) 1 Note: You can select maximum of 20 students

Step 5

Once saved ,Click on Excel template



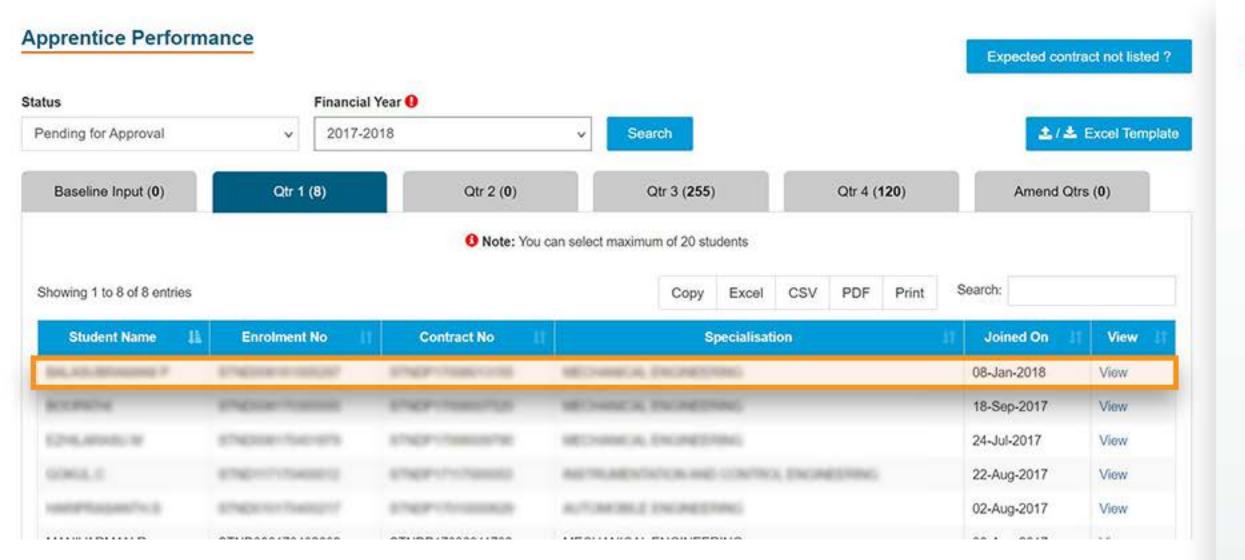
Apprentice Performance - Excel Templates page appears.

Search for the Request number



In Uploaded Template column upload the saved excel sheet followed by the Name of the excel with the Request Number.

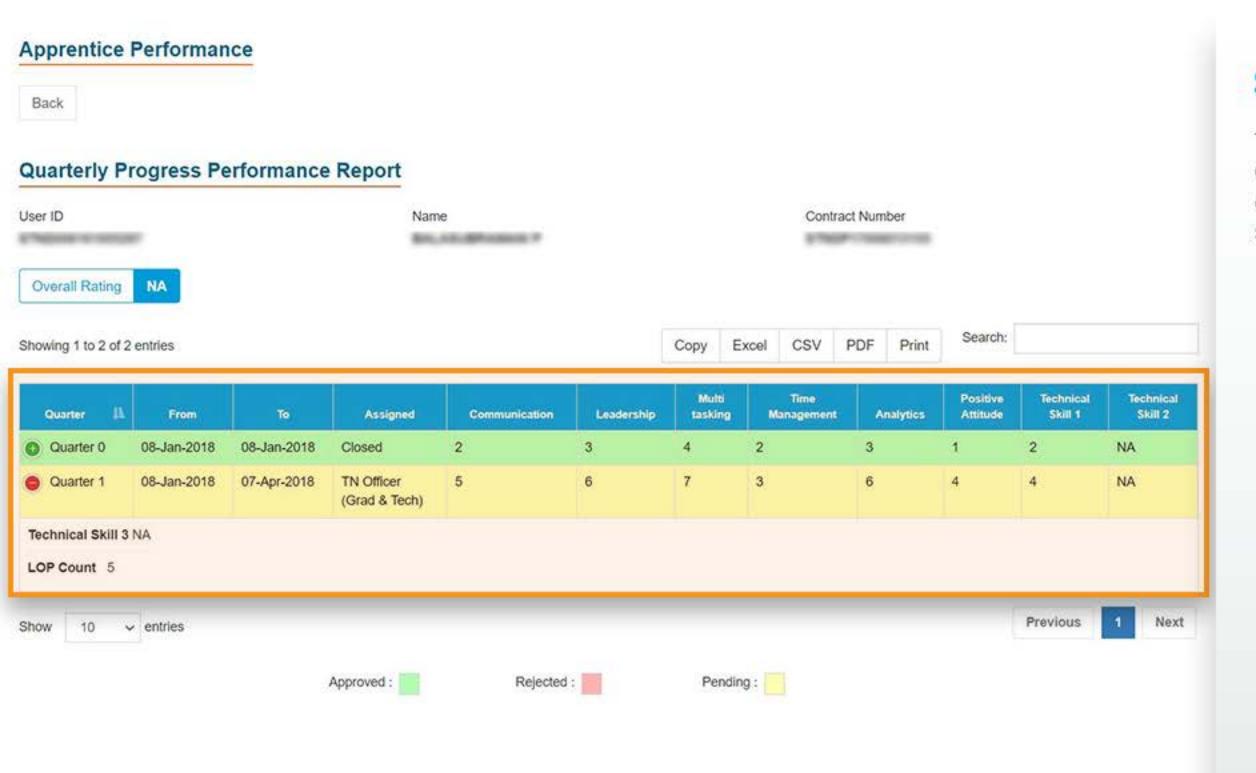
Note: Click on ROP guidelines for rating



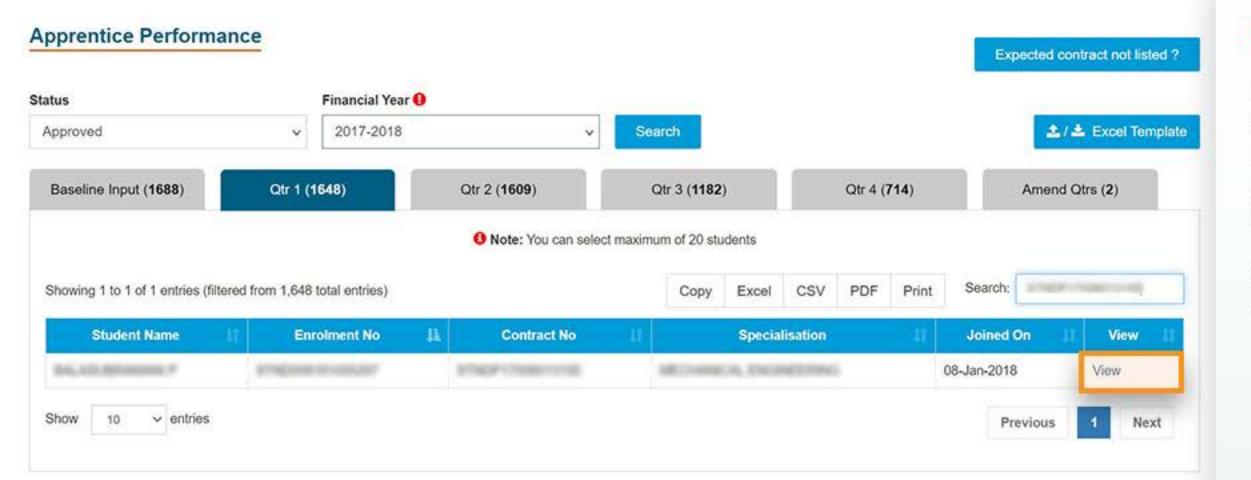
All the Quarter inputs are followed by above mentioned flow and will be approved after the State Officer approves.

You can check the status for Quarter input Pending for Approval with Year under Apprentice Performance refer Step 2

Click view to know the Status of the Request



The current status of the Quarter Performance will be displayed in terms of specified color as mentioned



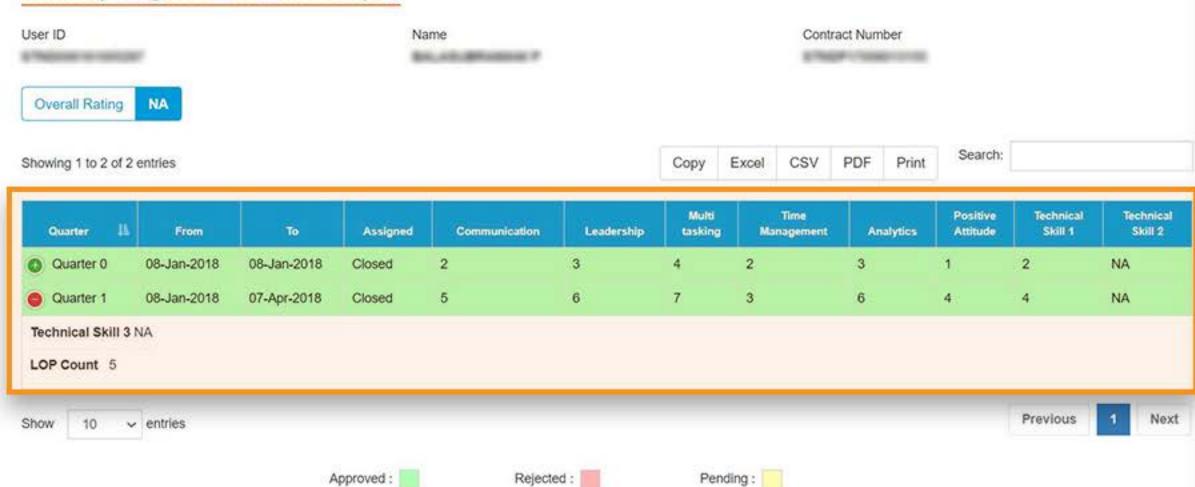
Once Approved can check the status for Quarter input Approved with Year under Apprentice Performance **refer Step 2**

Click **view** and Status of the Request will be displayed

Apprentice Performance

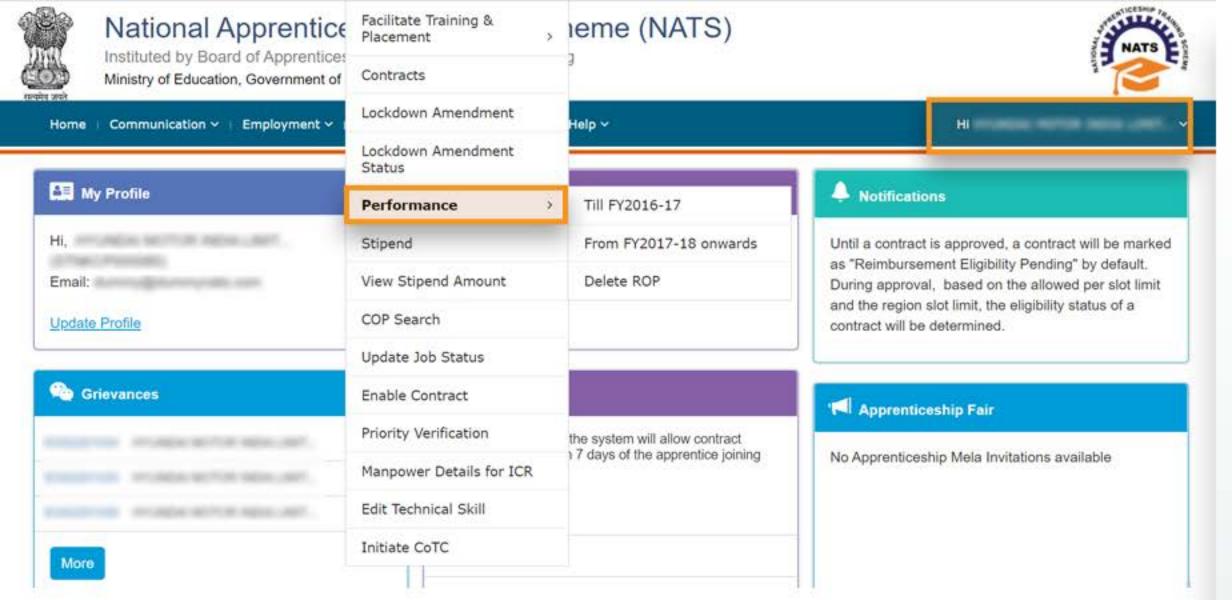
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Quarterly Progress Performance Report



Step 11

Quarter Performance will be displayed as Approved



Amend Qtrs

Step 1

Login as Establishment

Apprenticeship -> Performance -> choose required options

- Till FY2016-17
- From FY2017-18 onwards
- Delete ROP



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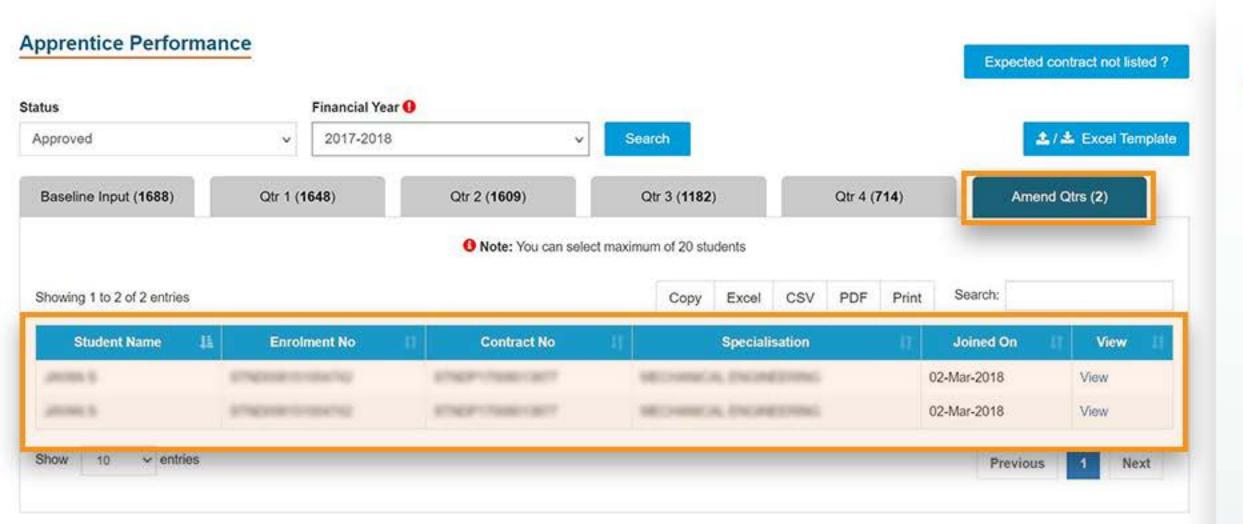
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Hi Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Reports Dashboard | Help ∨ **Apprentice Performance** Financial Year () Status ♣/♣ Excel Template Pending for Establishment Input Select the financial year Search Select the financial year 2017-2018 2018-2019 Baseline Input (0) Amend Qtrs (0) Qtr 1 Qtr 3 (0) Qtr 4 (0) 2019-2020 2020-2021 2021-2022 wite. Too can seed maximum of 20 students Search: Showing 0 to 0 of 0 entries Reg No - All Student Name Contract No Specialisation Joined On View No data available in table Show entries

Step 2

Select the Status and Financial Year and Click Search



The list of contracts for input will be displayed in Amend Qtrs Tab.

Contracts that has been amended and extended will be appeared.

Once Contract Amend has been initialized, the contracts will not be displayed in any of the Quarter1,Quarter2. Quarter3 and Quarter4.

To input Refer Step 3 of Quarter Input

Apprentice Performance

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Step 4

Click View and Apprentice Performance page appears with the status of the Quarter Progress



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Hi ----Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Reports ∨ | Help ∨ **Apprentice Performance** Expected contract not listed? Financial Year 0 Status ≜ / ≜ Excel Template Pending for Establishment Input 2018-2019 Search Baseline Input (149) Qtr 1 (1259) Qtr 2 (100) Amend Qtrs (0) Qtr 3 (75) Qtr 4 (23) 6 Note: You can select maximum of 20 students Search: CSV PDF Print Showing 1 to 10 of 100 entries Copy Excel ■ All Student Name **Enrolment No** Contract No Joined On Specialisation View View MECHANICAL ENGINEERING 23-Jul-2018 MECHANICAL ENGINEERING 09-Aug-2018 View 04-Jan-2019 View MECHANICAL ENGINEERING 04-Dec-2018 MECHANICAL ENGINEERING View

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Expected contract not listed

Step 1

To find the current status of contract or expected contract is not listed under any Quarter click on **Expected contract not listed**

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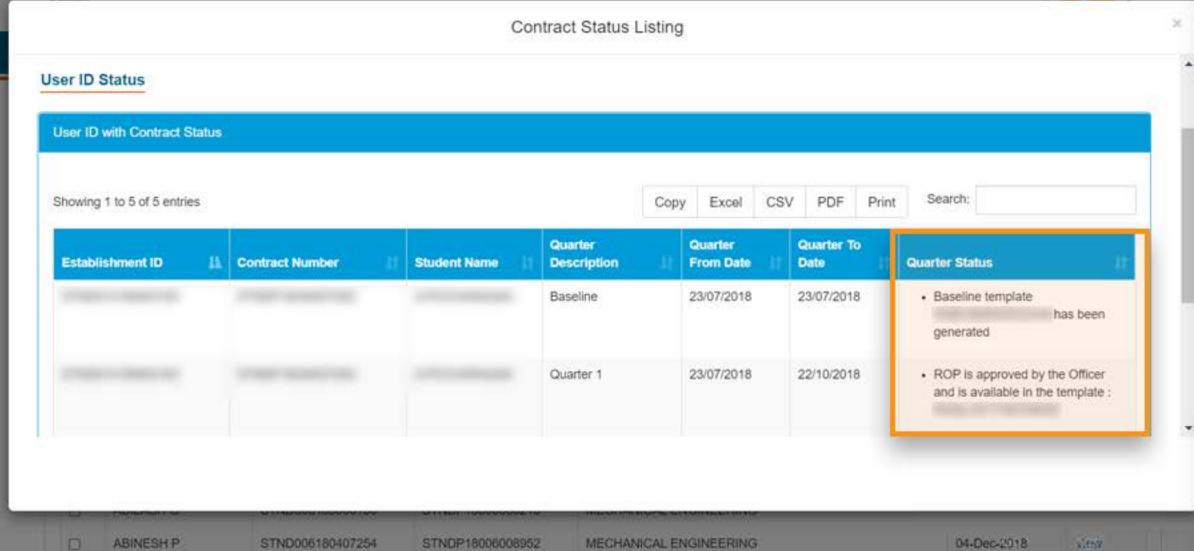
Enter User ID and click Search, then User ID Status will display.



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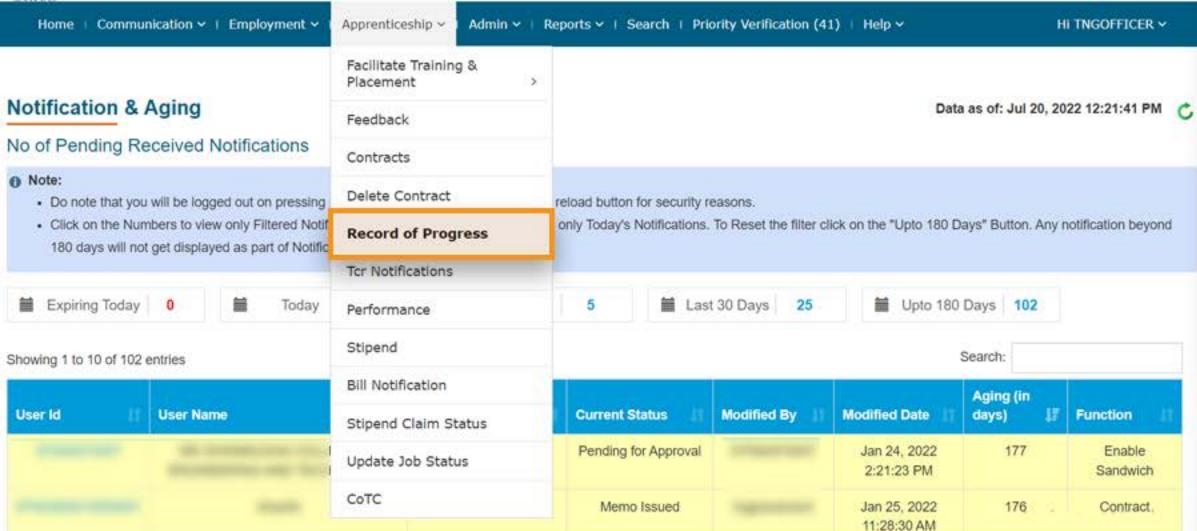
Step 3

On the User ID Status page we will get detailed Quarter Status.



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Director Approve or Reject a ROP request

Step 1

Login as BOAT Official and point to Apprenticeship, click on Record of Progress. Apprentice Performance page appears



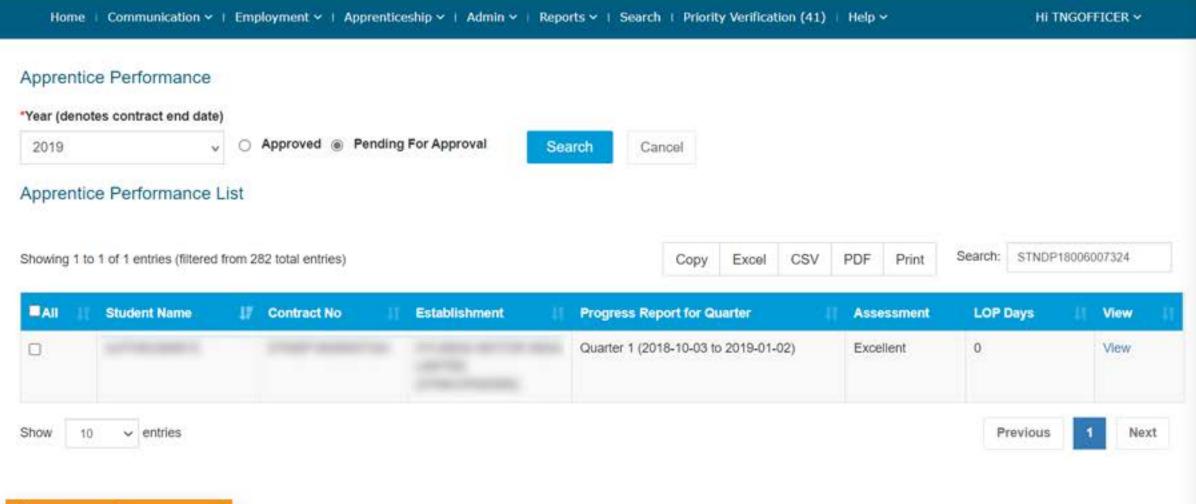
Approve

Reject

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Step 2

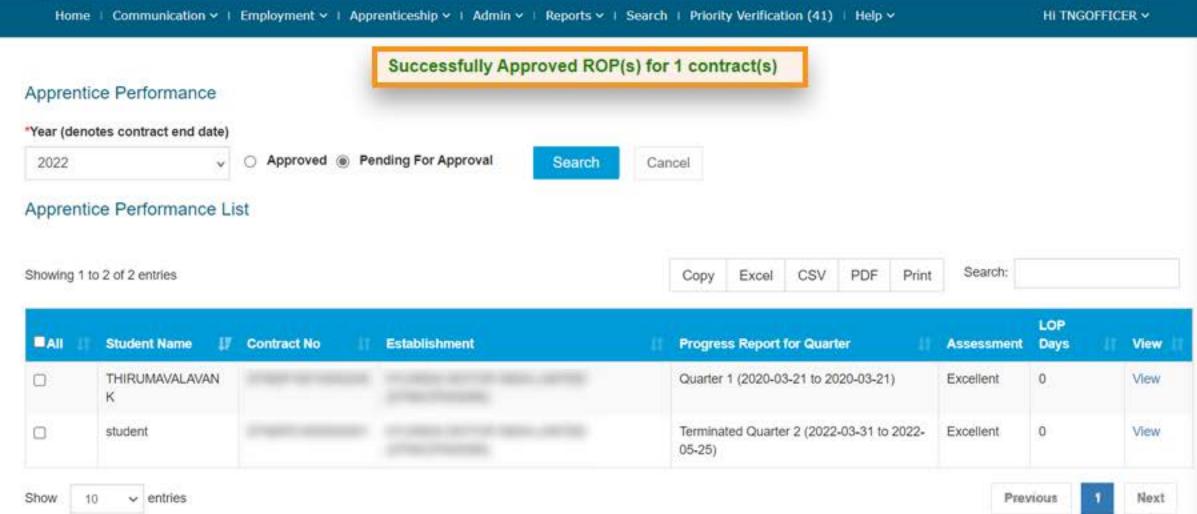
Select contract end year and Pending for Approval, then click on Search. All pending requests will list be listed.

- State officers can Approve or Reject the ROP request
- To Approve ROP request, select a contract, then click Approve
- To Reject ROP request, select a contract, then click Reject



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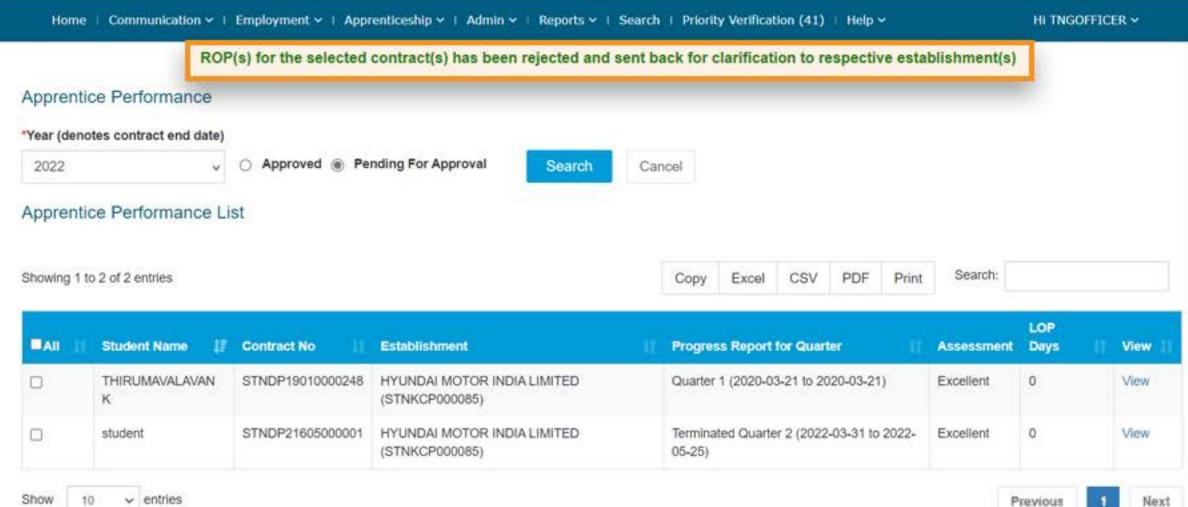
Step 3

Once clicked on Approve, then the Successfully Approved ROP message will display, and contract no. will be listed for the next Quarter on the Apprentice Performance page in the respective establishment.



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Step 3

Once clicked on Reject, then the selected contract has been rejected and sent back for seek clarification to establishment message will display. and contract no. will be listed under same Quarter in Apprentice Performance page in the respective Establishment