



TRAINING PARTNER GUIDE

UdyogVikas Training Partner Portal

Your step-by-step guide — from registration and affiliation to admissions, attendance, exams and certification

4

Phases

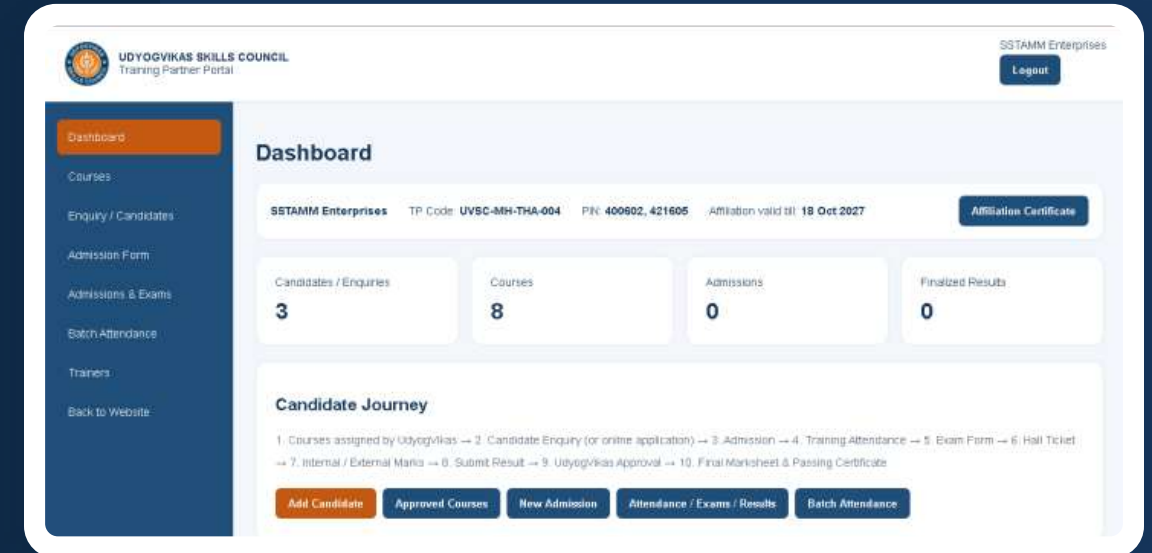
25

Guided steps

100%

Online

udyogvikas.com





Your Journey at a Glance

Four phases take you from your first visit to certified candidates — all inside one online portal.



01

Register & Get Affiliated

Apply online, upload documents, pay the fee and receive your TP Code.

STEPS 1–10



02

Manage Candidates

Capture enquiries, review online applications and admit students into batches.

STEPS 11–16



03

Train & Run Exams

Track attendance daily, monthly or for a full term, then schedule exams.

STEPS 17–23



04

Results & Certification

Enter marks, submit for approval and get marksheets and certificates issued.

STEPS 24–25



01

PART ONE

Registration & Affiliation

Become an approved UdyogVikas Training Partner in a few guided steps.

IN THIS PART

- ✓ Find the Training Partner login
- ✓ Fill the 6-section application
- ✓ Pay the fee and submit
- ✓ Track your approval



Open the Training Partner Portal

1

Visit the website

Open udyogvikas.com in Chrome, Edge or Firefox

2

Click LOGIN

You will find it at the top-right of the home page

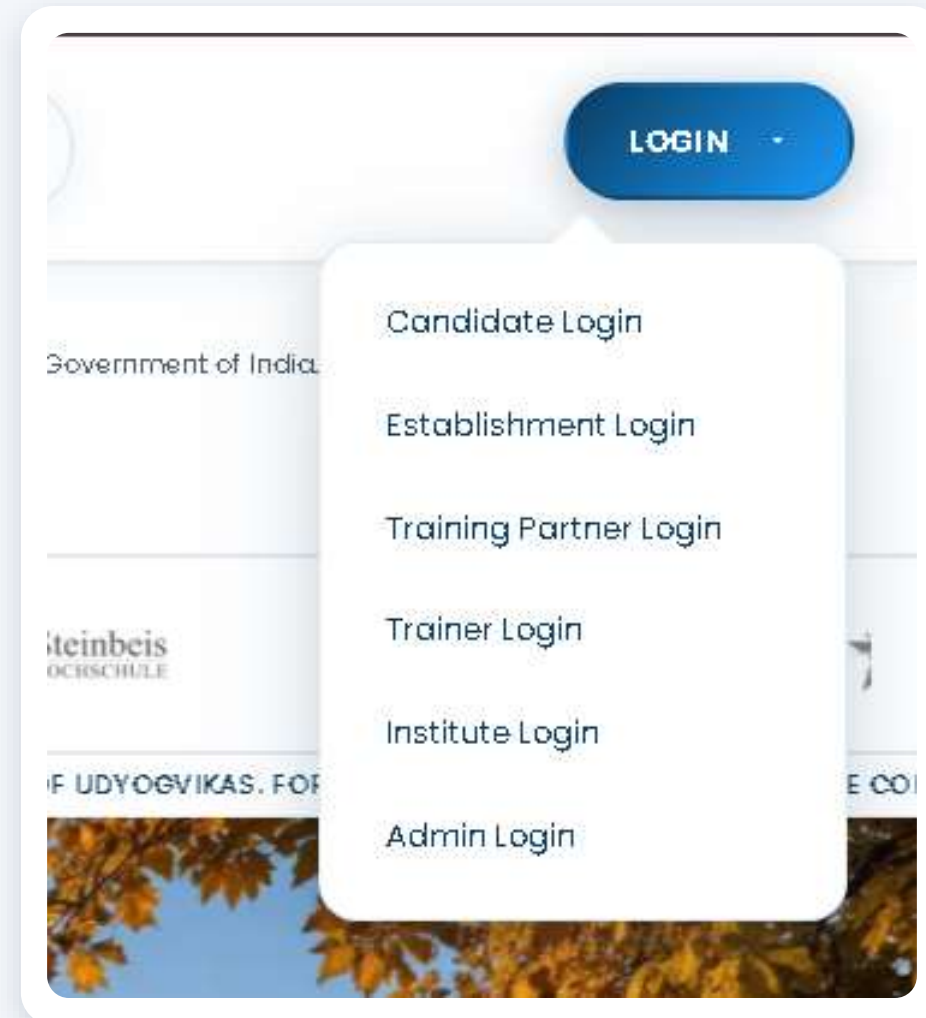
3

Choose Training Partner Login

Pick it from the dropdown menu that appears

Pro tip

Bookmark the Training Partner login page for quick daily access.





Start a New Registration

Training Partner Login

Login using your approved Training Partner email.

Email address

Send OTP

6-digit OTP

Verify & Login

New Training Partner? [Register here](#)

[Back to website](#)

1

The login page opens

Approved partners sign in here with email and OTP

2

New Training Partner?

Click "Register here" below the Verify & Login button

3

Use an email you own

The email you register becomes your login ID

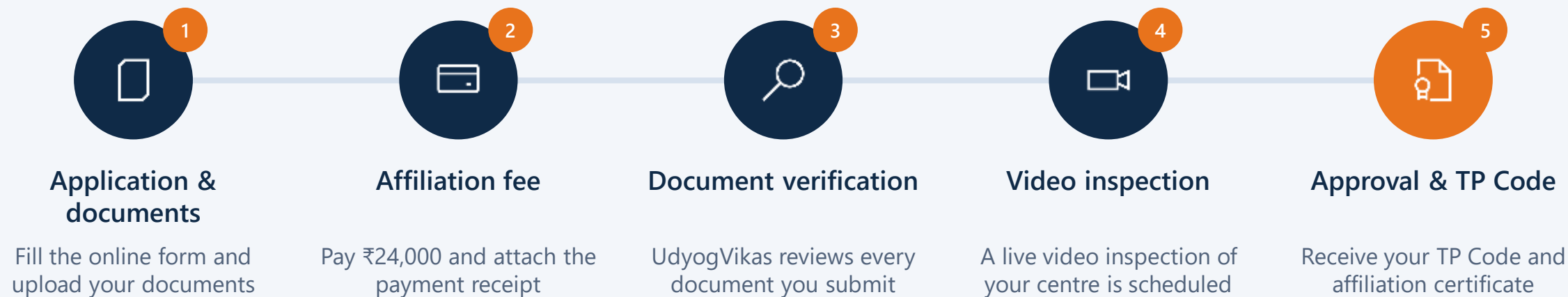
Pro tip

No password to remember — every login uses a 6-digit OTP sent to your email.



Affiliation in 5 Clear Stages

Everything that happens between your application and your Training Partner (TP) Code.



The online application form has 6 sections

1 Organisation

2 Contact person

3 Centre location

4 Courses

5 Documents

6 Affiliation fee



Fill In Your Organisation Details

1

Organisation / centre name

Enter the legal name exactly as on your registration certificate

2

Type & registration number

Select the organisation type and enter its registration number

3

PAN & GSTIN

PAN is mandatory; GSTIN only if you are GST-registered



Pro tip

One Training Partner is appointed per PIN code — apply early to secure your territory.

Apply for Training Partner Affiliation

One Training Partner is appointed per PIN code. Training Partners deliver UdyogVikas Skills Council courses from the central course catalogue.

1. Application & documents

2. Affiliation fee

3. Document verification

4. Video inspection

5. Approval, TP Code & certificate

1. Organisation

Organisation / Centre name

Type of organisation

Registration number

PAN of organisation

GSTIN (if registered)



Add the Authorised Contact Person

2. Contact person

Full name

Designation

Email (used for Training Partner login)

Mobile number



Full name

The person responsible for running this centre



Designation

For example Director, Centre Head or Manager



Email address

Becomes your Training Partner login ID — use one you check daily



Mobile number

For calls and updates from UdyogVikas



Pin Down Your Centre Location

3. Centre location (one Training Partner per PIN code)

Full centre address

PIN code (enter first — State, District and Taluka fill automatically)

State

Select



District

Taluka / Tehsil

Enter the PIN code of the centre address carefully — the territory is allotted by PIN code. If the PIN code is already allotted, the form tells you immediately.

1

Full centre address

Enter the complete address of your training centre

2

Enter the PIN code first

State, District and Taluka then fill in automatically

3

Instant territory check

If the PIN is already allotted, the form tells you right away



Pro tip

Territory is allotted by PIN code — double-check it before moving on.



Choose the Courses You Want to Run

4. UdyogVikas courses you want to run

- ☐ Diploma in Hotel Management & Catering Technology - Semester I (UVSC-HMCT-S1 · Hospitality (HMCT))
- ☐ Diploma in Hotel Management & Catering Technology - Semester II (UVSC-HMCT-S2 · Hospitality (HMCT))
- ☐ Diploma in Hotel Management & Catering Technology - Semester III (UVSC-HMCT-S3 · Hospitality (HMCT))
- ☐ Diploma in Hotel Management & Catering Technology - Semester IV (UVSC-HMCT-S4 · Hospitality (HMCT))
- ☐ Warehouse Associate (UVSC-LOG-001 · Logistics)



Central catalogue

Every course comes from the UdyogVikas Skills Council course catalogue



Tick one or more

e.g. Hotel Management & Catering (Semesters I–IV) or Warehouse Associate



Add more later

Request additional courses any time from the Courses tab of your dashboard



Upload Your Supporting Documents

Document checklist

- ✓ Registration certificate
- ✓ PAN card of the organisation
- ✓ GST certificate (if registered)
- ✓ Premises proof (rent / ownership)
- ✓ Centre photo — outside with name board
- ✓ Centre photo — classroom
- ✓ Centre photo — lab / practical area
- ✓ Trainer CV and qualification

PDF, JPG or PNG · max 5 MB each. All except GST are mandatory.

5. Documents (PDF, JPG or PNG, max 5 MB each)

Registration certificate of the organisation *

Choose File No file chosen

PAN card of the organisation *

Choose File No file chosen

GST certificate (if registered)

Choose File No file chosen

Premises proof (rent agreement / ownership) *

Choose File No file chosen

Centre photo — outside with name board *

Choose File No file chosen

Centre photo — classroom *

Choose File No file chosen

Centre photo — lab / practical area *

Choose File No file chosen

Trainer CV and qualification *

Choose File No file chosen



Pay the Affiliation Fee

6. Affiliation fee: ₹24,000

Bank / UPI details: set these in Admin → TP Applications → Settings

UTR / transaction ID

Payment receipt / screenshot *

No file chosen

₹24,000

One-time affiliation fee, paid by bank transfer or UPI



Enter UTR / transaction ID

Copy it from your bank or UPI app after the payment succeeds



Attach the receipt

Upload a clear screenshot of the successful payment



Accept the Declaration & Submit

- ☐ I declare that the information and documents submitted are true. I agree to UdyogVikas Skills Council verifying them, conducting a video inspection of the centre, and to follow its affiliation terms and quality standards.

Submit application



Confirm accuracy

You declare that all information and documents submitted are true



Give your consent

To document verification, a video inspection of your centre and UdyogVikas quality standards



Submit application

Your application goes straight to UdyogVikas for review



Save Your Reference Number & Track Status

1

Note your reference number

Format: UVSC-APP-2026-00004

2

Track any time

Use the "Track application status" link to see live progress

3

What happens next

Documents and fee are verified, then a video inspection is scheduled

Application submitted ✓

Your application reference number is **UVSC-APP-2026-00004**. Please note it down.

UdyogVikas will verify your documents and fee, then schedule a video inspection of your centre. You can check the status any time:

[Track application status →](#)

SSTAMM Enterprises

Submitted — documents under verification

Reference	UVSC-APP-2026-00004
Territory	PIN 421605 · Kalyan, Thane, Maharashtra
Submitted on	19 Oct 2026

💡 Pro tip

Save a screenshot of the confirmation screen for your records.



Receive Your Affiliation Certificate



1

Issued once approved

After verification and video inspection, UdyogVikas grants your affiliation

2

TP Code & territory

Your unique code (e.g. UVSC-MH-THA-004) and allotted PIN code area

3

Validity & authorised courses

Valid for one year and lists every course you may run

💡 Pro tip

Download it any time from the Affiliation Certificate button on your dashboard. Renew it every year; anyone can verify it via its QR code.



02

PART TWO

Dashboard & Candidate Management

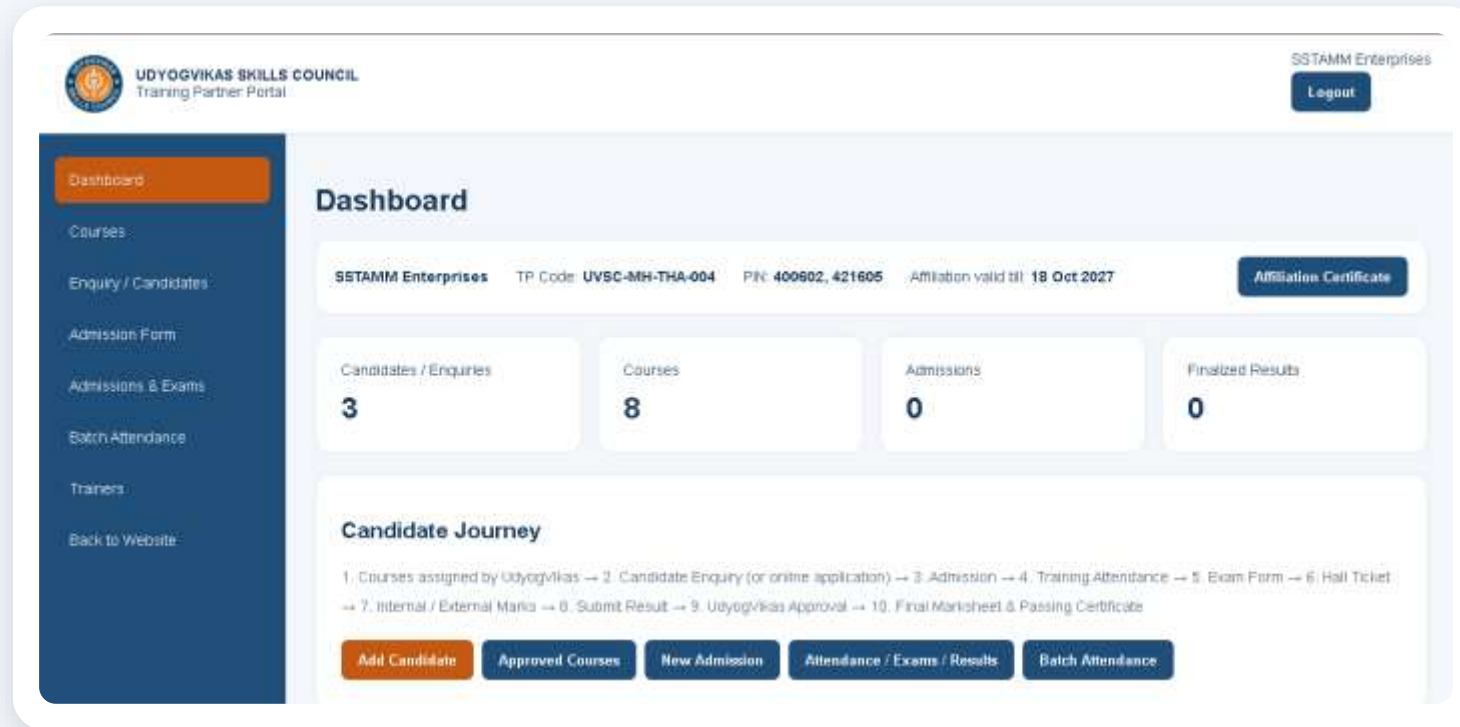
Run your entire centre from one secure dashboard.

IN THIS PART

- ✓ Secure email + OTP login
- ✓ Approved courses
- ✓ Enquiries and applications
- ✓ Admissions into batches



Log In to Your Dashboard



1

Sign in with email + OTP

Once approved, use your registered email

2

Your centre at a glance

TP Code, PIN codes and affiliation validity on top

3

Live counters

Candidates, courses, admissions and finalised results

4

Quick actions

Add Candidate, New Admission, Batch Attendance and more



The Candidate Journey in 10 Steps

Shown on your dashboard — every candidate moves through these stages.





Manage Your Approved Courses

1

Approved courses

Every course assigned to your centre by UdyogVikas

2

Key details

Duration, hours/credits, subjects, pass and attendance criteria

3

Stay in control

Use "Request stop" to pause a course at any time

4

Affiliation certificate

Download it from the button at the top-right

UDYOGVIKAS SKILLS COUNCIL
Training Partner Portal

SSTAMM Enterprises TP Code: **UVSC-MH-THA-004** PIN: **400602, 421605** Affiliation valid till: **18 Oct 2027** [Affiliation Certificate](#) [Logout](#)

Courses

Approved Courses

These courses are assigned to your centre by UdyogVikas Skills Council. Only active courses within their validity are shown to candidates. To run another course, use **Request a course** below.

Course	Duration	Hours / Credits	Subjects	Pass / Attendance	Assignment
Diploma in Hotel Management & Catering Technology - Semester IV UVSC-HMCT-S4	6 Months (Year II)	600 hrs / 20 credits	AQCS - Application of Computers, MMSM - Marketing and Sales Management, AOIV - Accommodation Operation IV, FOOB - Front Office Operation II, IPIB - Internship & Project II	40 / 75%	Active Request stop

18/10/2025 11:11
30 seats



Add Candidates & Enquiries

The screenshot displays the 'Enquiry / Candidates' page of the UdyogVikas Skills Council Training Partner Portal. The left-hand menu includes links for Dashboard, Courses, Enquiry / Candidates (highlighted), Admission Form, Admissions & Exams, Batch Attendance, Trainers, and Back to Website. The main content area shows the 'Enquiry / Candidates' title, followed by a header bar for 'SSTAMM Enterprises' with a 'Logout' button. Below this, a banner displays the TP Code: UVSC-MH-THA-004, PIN: 400602, 421605, and an Affiliation valid till 18 Oct 2027, with an 'Affiliation Certificate' button. The main form is titled 'Candidate Enquiry / Add Candidate' and contains input fields for Full Name, Phone, Email, Date of Birth (with a calendar icon), Mother's Name, and Father / Guardian.

1

Open Enquiry / Candidates

Select it from the left-hand menu

2

Fill the enquiry form

Name, phone, email, date of birth, parents' names and more

3

Perfect for walk-ins

Record candidates who visit or call your centre

💡 Pro tip

Online applicants appear here automatically — no re-typing needed.



Review Applications — Approve or Decline

Candidate Register

New applications / enquiries (2) Admitted (1) All (3)

ID	Name	Photo	Phone	Interested Course	Notes	Action
3	MAYURI SHIVAJI KADU Online application · UD0000000020	No photo Choose File No fil...osen Upload Photo	8010124095	Diploma in Hotel Management & Catering Technology - Semester I	Applied online on 08 Oct 2026 for Diploma in Hotel Management & Catering dd-mm-yyyy Save Follow-up	Admission Form Reason (option) Decline application



Candidate Register

Switch between New applications, Admitted and All candidates



Follow up

Add notes, set a follow-up date and upload the candidate's photo



Decide

Click Admission Form to admit, or Decline application with an optional reason



Complete the Admission Form

1 Candidate & course

Online applicants come pre-filled with their chosen course

2 Batch & training period

Pick an existing batch or create a new one with start and end dates

3 Fee & consent

Enter the course fee, tick the consent box, then Save Admission

Pro tip

Choosing an existing batch fills in its training dates automatically.

Candidate Admission Form

Candidate	Course
MAYURI SHIVAJIKADU (#3) - applied online	Diploma in Hotel Management & Catering Technology - Semester I
Course chosen by the candidate in the online application.	
Admission Date	Batch
19-10-2026	— New batch (type the name) —
Choosing an existing batch fills its training dates. To change a batch for everyone, use Batch Attendance → Manage batch.	
Batch Name	Training Start
	dd-mm-yyyy
Training End	Course Fee (₹)
dd-mm-yyyy	0
☐ Candidate has consented to admission and use of their details for training and certification.	
<button>Save Admission</button>	
Only candidates who are not yet admitted are listed. Candidates who applied online are admitted to the course they chose.	



Admission Form Issued Instantly



UDYOGVIKAS SKILLS COUNCIL
Education — Skills — Apprenticeship — Employment — Entrepreneurship

ADMISSION FORM / प्रवेश प्रपत्र

Candidate / विद्यार्थी: MAYURISHMAJI KADU · UD Code: UD000000020
Enrollment: UV-TP1-ENG
Training Partner: SSTAMM Enterprises
Course / पाठ्यक्रम: Diploma in Hotel Management & Catering Technology - Semester I
Duration: 6 Months (Year)
Training Hours: 600 · Credits: 20 (30 hours = 1 credit)
Training Period: 2025-01-01 to 2025-01-02

Date of Birth	2006-11-12
Mother's Name	Vimalkadi
Father / Guardian	Silal Kadu
Phone	8010124055
Email	mayurkadu4911@gmail.com
Qualification	12th
Address	KASARA SHAWJI NAGAR
City	KASARA
State	Maharashtra

Batch: 123 · Admission: 2025-01-01 · Course Fee: ₹100000

Candidate Signature _____ Training Partner / Authorized Signatory Signature and Stamp _____

1

Official document

A branded UdyogVikas Skills Council admission form

2

All key details

UD Code, enrollment number, course, duration, hours and training period

3

Print or save

Use "Print Admission" on the candidate page to download a PDF



03

PART THREE

Training, Attendance & Exams

Keep accurate records and schedule exams without the paperwork.

IN THIS PART

- ✓ Candidate profile
- ✓ Batch attendance
- ✓ Month register and term fill
- ✓ Exam forms and hall tickets



Open a Candidate's Profile

1

Go to Admissions & Exams

Every admitted candidate is listed with enrollment, course, batch and stage

2

Click Open Candidate

Manage attendance, exam registration and marks

3

One page per candidate

Everything about a candidate lives in one place

The screenshot displays the 'Admissions & Exams' section of the Training Partner Portal. The left sidebar contains navigation links: Dashboard, Courses, Enquiry / Candidates, Admission Form, Admissions & Exams (highlighted), Batch Attendance, Trainers, and Back to Website. The main content area shows the portal header with the UdyogVikas Skills Council logo and 'Training Partner Portal' text. A user profile for 'SSTAMM Enterprises' is visible in the top right, including a 'Logout' button. Below the header, the 'Admissions & Exams' section displays a table of admissions. The table has columns for Enrollment, Candidate, Course, Batch, Stage, and Action. One candidate is listed: MAYUR SHEVAJHADI, enrolled in 'Diploma in Hotel Management & Catering Technology - Semester I', Batch 123, Stage 'admitted'. An 'Open Candidate' button is present in the Action column. Above the table, there is a header bar for 'SSTAMM Enterprises' with fields for TP Code, File, and an 'Admission valid till' date, along with an 'Attestation Certificate' button. A note at the bottom states: 'Training Partner records are restricted to your account. Documents record UdyogVikas training results. Print -> Save as PDF creates a downloadable copy.'

Enrollment	Candidate	Course	Batch	Stage	Action
ENS	MAYUR SHEVAJHADI	Diploma in Hotel Management & Catering Technology - Semester I	123	admitted	<button>Open Candidate</button>



Record Attendance & Exam Details

MAYURI SHIVAJI KADU
Diploma in Hotel Management & Catering Technology - Semester I - 123 · admitted
Print Admission

Training Attendance
Present: 0 / 0 recorded days (planned: 120) · 0%
Attendance Date

Status

Save Attendance
Save every training day, including absent days. Saving the same date updates that day's entry.

Candidate Exam Form
Exam Date

Exam Time

Exam Centre / Venue

Roll Number

Save Exam Form

1

Candidate header

Name, course, batch and status, plus Print Admission

2

Training attendance

Pick a date, choose Present or Absent, then Save Attendance

3

Candidate exam form

Set the exam date, time, venue and roll number

💡 Pro tip

Saving the same date again simply updates that day's entry.



Batch Attendance in One Place

1

Choose a batch

See how many candidates it contains

2

Mark a day for everyone

Pick a date and save attendance for the whole batch

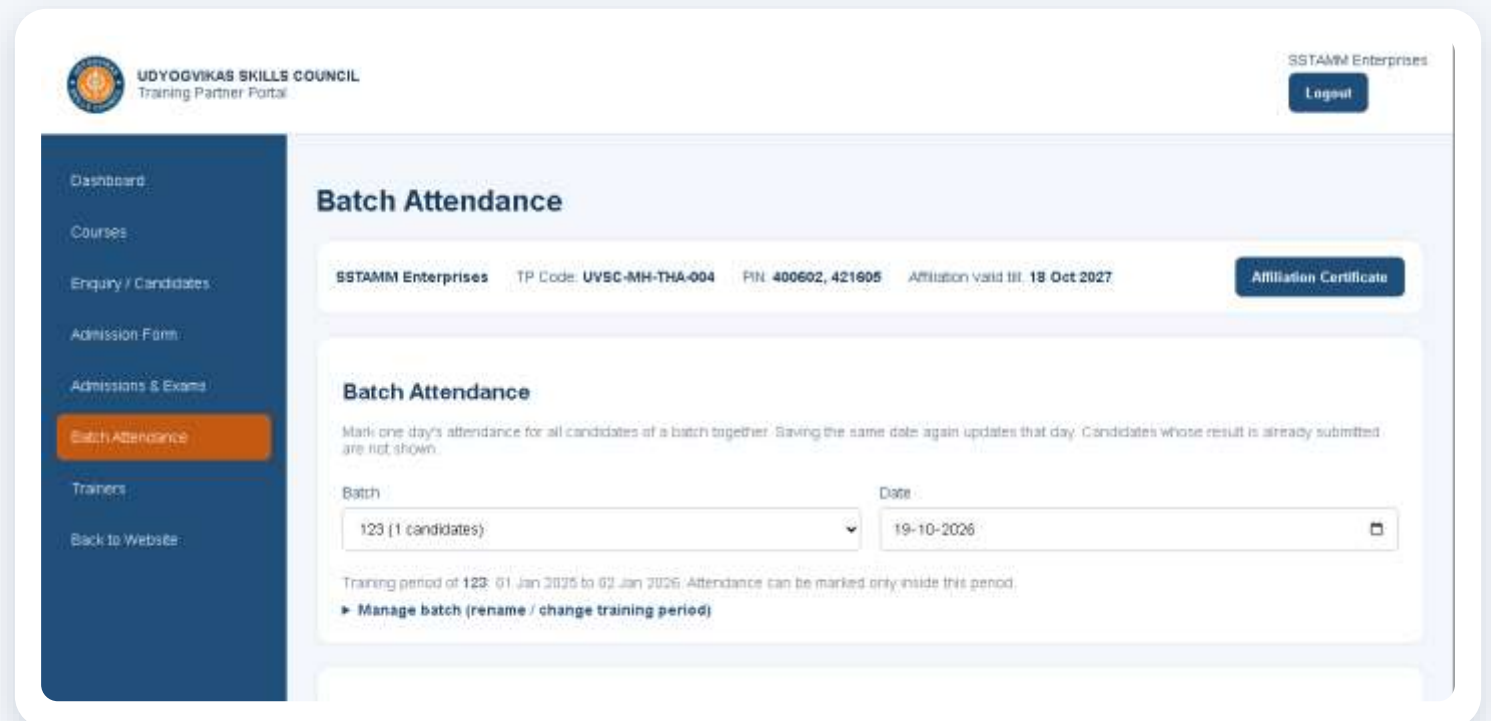
3

Manage batch

Rename it or change its training period

Pro tip

Attendance can only be marked inside the batch's training period.



The screenshot displays the 'Batch Attendance' page within the UdyogVikas Skills Council Training Partner Portal. The page header includes the council's logo, name, and a 'Logout' button. A sidebar on the left lists navigation options: Dashboard, Courses, Enquiry / Candidates, Admission Form, Admissions & Exams, **Batch Attendance** (highlighted), Trainers, and Back to Website. The main content area shows the 'Batch Attendance' title and a summary for 'SSTAMM Enterprises' with details like TP Code, PIN, and Affiliation validity. Below this, a section titled 'Batch Attendance' provides instructions and a form to select a batch (dropdown menu showing '123 (1 candidates)') and a date (calendar icon showing '19-10-2026'). A note specifies the training period for batch 123 and provides a link to manage the batch.



Use the Month Register for Individual Days

1

Select batch & month

Scroll down to the Month Register and pick a month

2

Set each day

Choose P, A or — from the dropdown for every date

3

Save Month Register

Grey cells are outside the training period

Attendance codes

P

Present

A

Absent

—

No class / holiday / Sunday

Month Register — fill or correct past days

P = Present, A = Absent, — = no class / not recorded (holiday). Grey cells are outside the training period or in the future. Choose — and save to remove a wrong entry.

Month

November, 2025



Fill blank days as Present (except Sundays)

November 2025	1 Sa	2 Su	3 Mo	4 Tu	5 We	6 Th	7 Fr	8 Sa	9 Su	10 Mo	11 Tu	12 We	13 Th	14 Fr	15 Sa	16 Su	17 Mo
MAYURI SHIVAJI KADU ENG	P	—	P	P	P	P	P	P	—	P	P	P	P	P	P	—	P
			—														
			P														
			A														

Save Month Register



Mark a Whole Term in One Click

1

Pick a date range

Set From and To dates — a term or a full year

2

Skip days off

Tick Skip Sundays and list holidays, one per line

3

Fill Present for this range

Every open candidate in the batch is marked present

Fill a date range at once (term / full year)

Marks every open candidate of **123** Present for each day in the range that has no entry yet. Existing entries are not changed, and days outside each candidate's training period are skipped. Then mark absences in the Month Register above.

From

dd-mm-yyyy

To

19-10-2026

☒ Skip Sundays

Holidays to skip (optional, one date per line, e.g. 2026-08-15)

2026-08-15
2026-10-02

Fill Present for this range

Pro tip

Existing entries are never overwritten — add absences afterwards in the Month Register.



Schedule the Candidate's Exam

Candidate Exam Form

Exam Date

08-01-2026



Exam Time

11:00 AM

Exam Centre / Venue

Thane

Roll Number

UV-TP1-EN6

Save Exam Form

1

Navigate

Admissions & Exams → Open Candidate → Candidate Exam Form

2

Fill exam details

Exam date, time, centre / venue and roll number

3

Save Exam Form

The examination form and hall ticket are generated instantly



Examination Form & Hall Ticket Generated

1

Examination form

Official record of the candidate's exam registration

2

Hall ticket

Roll number, exam date, time and venue in one place

3

Candidate instructions

Carry the hall ticket and a valid photo ID



Remind candidates

Candidates must report 30 minutes before the scheduled exam time.



UDYOGVIKAS SKILLS COUNCIL

Education → Skills → Apprenticeship → Employment → Entrepreneurship

EXAMINATION FORM / परीक्षा प्रपत्र

Candidate / विद्यार्थी: MAYURI SHIVAJI KADU · UD Code: UD000000020

Enrollment: UV-TP1-EN6

Training Partner: SSTAMM Enterprises

Course / पाठ्यक्रम: Diploma in Hotel Management & Catering Technology - Semester I

Duration: 6 Months (Year I)

Training Hours: 600 · Credits: 20 (30 hours = 1 credit)

Training Period: 2025-01-01 to 2026-01-02

Roll Number	UV-TP1-EN6
Exam Date	2026-01-02
Time	11:00 AM
Venue	Thane

Carry this hall ticket and a valid photo ID. Report 30 minutes before the scheduled time.

Candidate Signature

Training Partner / Authorized Signatory
Signature and stamp



UDYOGVIKAS SKILLS COUNCIL

Education → Skills → Apprenticeship → Employment → Entrepreneurship

HALL TICKET / प्रवेश पत्र

Candidate / विद्यार्थी: MAYURI SHIVAJI KADU · UD Code: UD000000020

Enrollment: UV-TP1-EN6

Training Partner: SSTAMM Enterprises

Course / पाठ्यक्रम: Diploma in Hotel Management & Catering Technology - Semester I

Duration: 6 Months (Year I)

Training Hours: 600 · Credits: 20 (30 hours = 1 credit)

Training Period: 2025-01-01 to 2026-01-02

Roll Number	UV-TP1-EN6
Exam Date	2026-01-02
Time	11:00 AM
Venue	Thane

Carry this hall ticket and a valid photo ID. Report 30 minutes before the scheduled time.

Candidate Signature

Training Partner / Authorized Signatory
Signature and stamp



04

PART FOUR

Results & Certification

Submit marks and let UdyogVikas issue official certificates.

IN THIS PART

- ✓ Enter internal and external marks
- ✓ Submit for approval
- ✓ Statement of marks
- ✓ Certificate of completion



Enter Marks & Submit Results

1

Enter raw marks out of 100

Internal and external score for every subject

2

Save marks

Blank scores are incomplete; zero is a valid mark

3

Submit Result for Approval

Submitting locks the admission for UdyogVikas review

20%

Internal assessment

80%

External exam

Internal 20% + External 80%

Enter raw marks out of 100 for each component. Blank scores are incomplete; zero is a valid mark.

Subject	Internal /100 — 20%	External /100 — 80%	Final /100
EECS - English Communication			—
ENVS - Environmental Studies and Field Trip			—
FOP1 - Food Production I			—
FPPI - Food Production Practical I			—
ADPI - Accommodation Operation I			—

Save Internal & External Marks

Submit Result to UdyogVikas

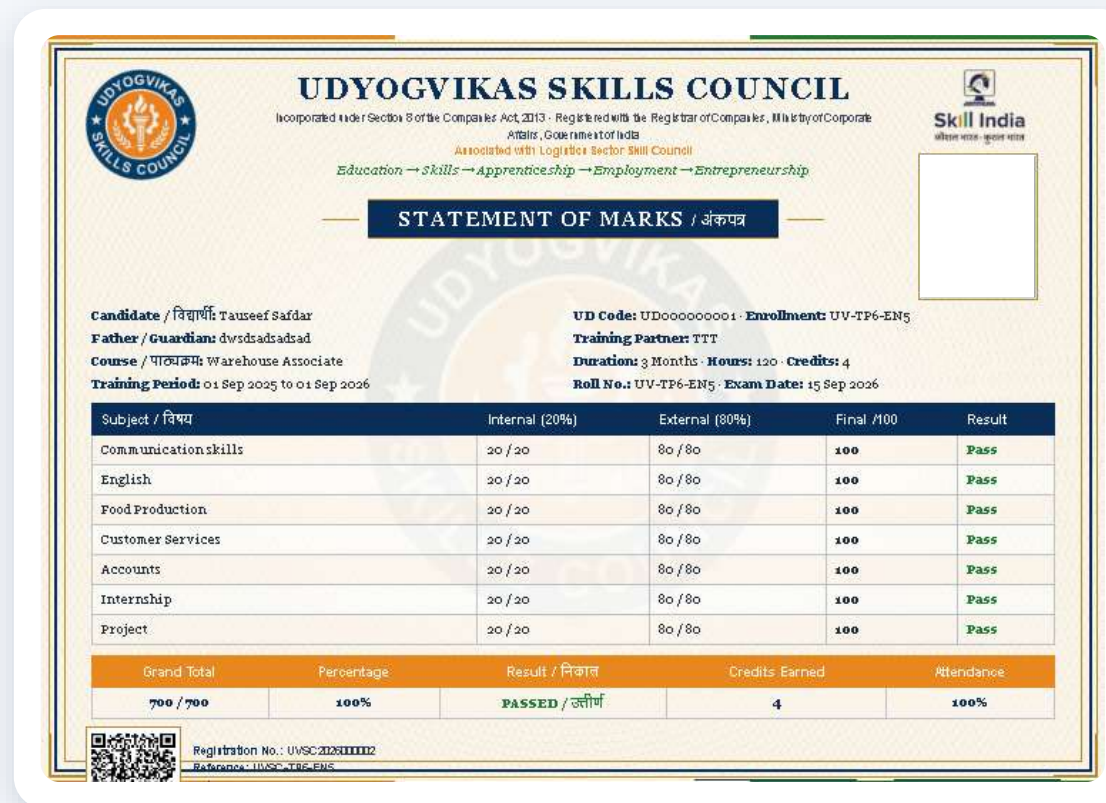
Required: completed course and exam dates, all subject marks, recorded attendance and course minimum attendance. A passing result generates a certificate; a failing result generates a marksheet only.

Review candidate details and marks first. Submitting locks this admission. UdyogVikas verifies the result and issues the Registration No.; the candidate can then download the marksheet and certificate from their login.

Submit Result for Approval



Marksheet & Certificate Issued



Pass

Certificate of Completion + Statement of Marks



Fail

Statement of Marks only



Candidate access

Downloads from their own login,
verifiable by QR code



You're All Set to Run Your Centre

Every menu in your Training Partner portal, at a glance.



Dashboard

Counters, quick actions and the candidate journey



Courses

Approved courses — request new ones or stop them



Enquiry / Candidates

Walk-in enquiries and online applications



Admission Form

Admit candidates into batches



Admissions & Exams

Candidate profiles, exam forms and results



Batch Attendance

Daily, monthly and full-term attendance



Trainers

Manage your centre's trainers



Need help?

Visit udyogvikas.com to contact UdyogVikas Skills Council