NATIONAL APPRENTICESHIP TRAINING SCHEME PORTAL (NATS 2.0) - USER MANUAL

8. Record of Progress

Step 1: Login as an Establishment, Navigate to Apprenticeship Management Menu -> ROP -> Create ROP

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Enrollment ID: STNCHC089151	Claim	View ROP		Contact No.: 9884847327	Date of Registration: 16-08-2023		
Select Financial Year 2021-2022	COP Search Issues/Grievances						
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Step 2: Select the financial year and the month for which the ROP is going to be recorded and click "Submit"

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Step 3: Establishment can Record the progress of every apprentice each and every month. There are two methods to fill ROP,

- 1. ROP through portal: They can fill through the Portal
- 2. ROP through Excel upload: Excel upload, mostly preferred for bulk contracts.

Method 1: ROP through portal: To fill ROP of a particular apprentice, establishment has to select the month for which the record the progress is going to be captured. By selecting the month, after clicking the submit button, portal will list the apprentice details

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S. No	Requirement Id :	Contract Number	Enrollment Number	Student Name	Training Start Date	Training End Date	From Date	: To Date	: Life Skills :	Professional . Skills	Number o Days
1	MRTNCH23080006	CTNCHCGE230414	SPYG56915020000	RAJESH TEST	01-04-2023	31-03-2024	01-06-2023	30-06-2023	GOOD 🗸	GOOD 🗸	30
2	MRTNCH23080006	CTNCHCGE230414	SPYG56915020000	RAJESH TEST	01-04-2023	31-03-2024	01-05-2023	31-05-2023	SELECT VALUE 👻	SELECT VALUE V	31
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6	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OF	10-01-2023	31-12-2023	01-05-2023	31-05-2023	SELECT VALUE V	SELECT VALUE	
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7	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OF	10-01-2023	31-12-2023	01-03-2023	31-03-2023	GOOD ¥	AVERAGE ¥	31

Please confirm the Number of Paid Days of the month and click submit. Similarly, repeat the same steps for Month 2 and Month 3. While recording the 3rd month, please enter the life skill and professional Skill values i.e. Good, Very Good and Average.

Method 2: Excel upload: For Bulk ROP, download the excel template from the button "Download Excel Template". Fill the ROP details in excel and click on "Bulk Excel Upload" to submit the ROP. Excel Upload: Downloaded excel will be pre-filled with students from the selected month and financialyear:

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Step 4: Please repeat the same steps for all the 12 months / 4 Quarters for Generating the COP