

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

The screenshot shows the NATS 2.0 portal dashboard. The user is logged in as the BOARD OF APPRENTICESHIP TRAINING (SR). The navigation menu is open, showing options like Applicant Management, Contracts Management, Student List Yearly Requirement, ROP, Claim, COP Search, and Issues/Grievances. The ROP option is highlighted, and a sub-menu is visible with 'Create ROP' and 'View ROP'. The dashboard displays various statistics: Slots Notified (6), Utilized (26), Contract Generated (4), Shortfall (2), Applied against advertisements (23), Shortlisted (0), Interview Calls (0), and Selection Status (0). The enrollment ID is STNHC089151 and the date of registration is 16-08-2023.

Step 2: Select the financial year and the month for which the ROP is going to be recorded and click “Submit”

The screenshot shows the NATS 2.0 portal ROP form. The 'Financial year' dropdown is open, showing options from 2010-2011 to 2023-2024. The 'Select Month' dropdown is set to 'JANUARY'. A 'Submit' button is visible. The table below shows 'No Record Found'.

S.No	Enrollment Number	Student Name	Training Start Date	Training End Date	From Date	To Date	Life Skills	Professional Skills	Number of Paid Days	Stipend Paid per Day	Stipend Paid Per month	Job Status	Action
No Record Found													

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

National Apprenticeship Training Scheme (NATS)
Instituted by Boards of Apprenticeship Training / Practical Training
Ministry of Education, Government of India

Dashboard | Advertisement Management | Apprenticeship Management | Event Management | Issue/Grievance | BOARD OF APPRENTICESHIP TRAINING (SRI)

ROP

Financial year: 2023-2024 | Select Month: MAY | [Submit](#)

[Download Excel Template](#)

Sment Number	Student Name	Training Start Date	Training End Date	From Date	To Date	Life Skills	Professional Skills	Number of Paid Days	Stipend Paid per Day	Stipend Paid Per month	Job Status	Action
356915020000	RAJESH TEST	01-04-2023	31-03-2024	01-04-2023	30-04-2023	Not Valid	Not Valid	30	300	9000	Not Valid	Submit

[Bulk Excel Upload](#)

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ROP

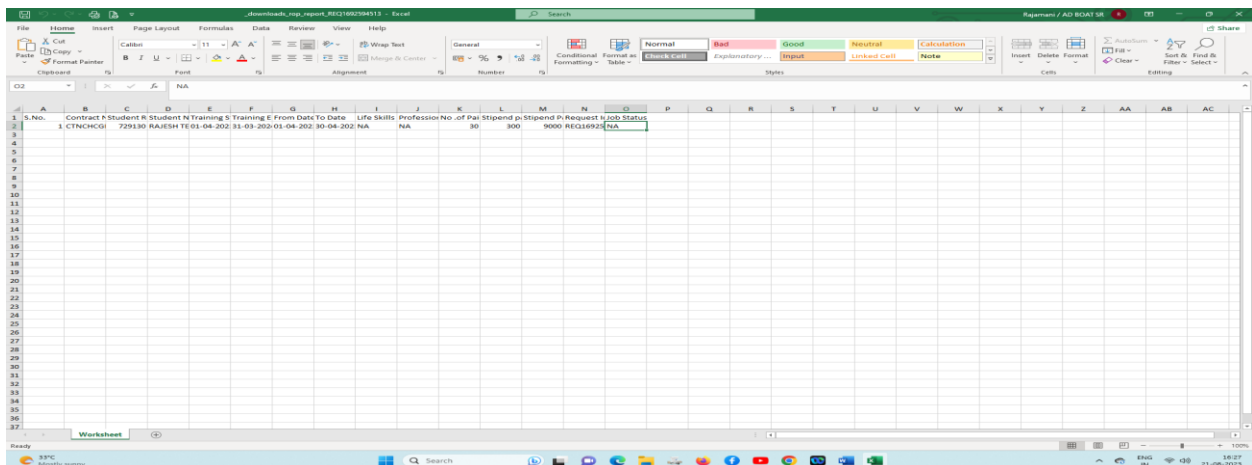
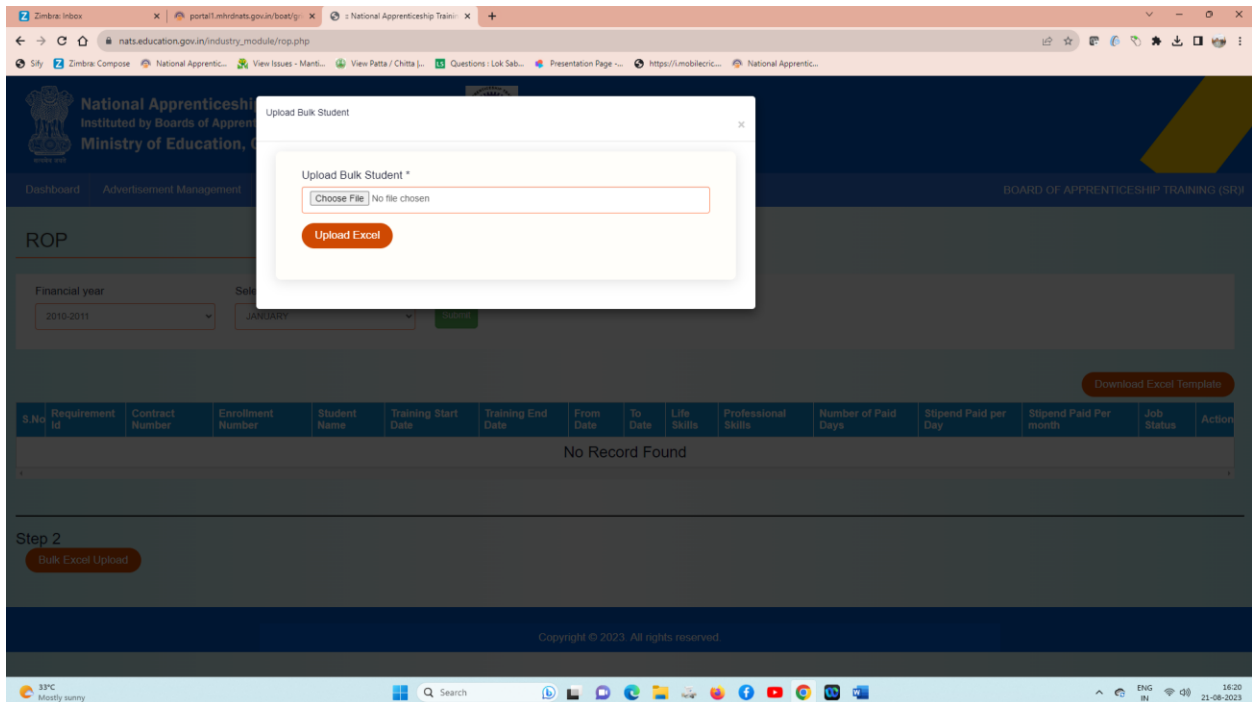
[Create ROP](#)

Show 10 entries | Search:

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 of 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	31
3	MRTNCH23080006	CTNCHCGE230414	SPYG56915020000	RAJESH TEST	01-04-2023	31-03-2024	01-04-2023	30-04-2023	SELECT VALUE	SELECT VALUE	30
4	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OI	10-01-2023	31-12-2023	01-06-2023	30-06-2023	AVERAGE	GOOD	30
5	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OI	10-01-2023	31-12-2023	01-07-2023	31-07-2023	SELECT VALUE	SELECT VALUE	31
6	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OI	10-01-2023	31-12-2023	01-05-2023	31-05-2023	SELECT VALUE	SELECT VALUE	31
7	MRTNCH23080005	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OI	10-01-2023	31-12-2023	01-03-2023	31-03-2023	GOOD	AVERAGE	31
8	MRTNCH23080006	CTNCHCTE220114	ATNCH4530618	STUDENT TEST OI	10-01-2023	31-12-2023	01-04-2023	30-04-2023	SELECT VALUE	SELECT VALUE	30

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:



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