Training Management System [TMS] User Manuel

Contents

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TMS is a training management software system for trainings in DTE and all institutions under it.

End User Manual

1. **Registration**

   Anybody who wants to work on the TOO should be a registered member.

   1. From the login/Signup screen, click on the **SignUp.**

   2. Fill in the details that are prompted for. PEN is taken as your login name.

2. **End User Login Facility**

   When an end user logins, He would get the following options from 2 to 8

3. **Update Profile.**

   Once you have signed up. You can login to the system and update your profile.

   ◦ Updating the **profile** is next step after registration/signup.

   ◦ **There are options** to update **Service Details**, **Qualification Details** and **Programme Coordination Details**. These details are to be entered carefully in all completeness. These details are used to calculate index marks for any future selection processes. Update these details as and when you acquire more.

   ◦ Use **Edit Basic Information of profile** and upload your signature and photograph.

   NOTE:

   ◦ Now the user can **Apply for an FSTDC**, **Propose an FSTDC**, or **Apply for the post of IMG Course Coordinator**.

   ◦ In case the user has already finished a FSDTC, he could enter his **Course feedback** also.

   ◦ Update your profile with all data. Make the profile complete in all respects. Ensure that you have filled in all dates. Blank fields may lead to errors during processing or report preparations

4. **Propose a Course.**

   ◦ A user can propose a FSTDC course when it is called for. Course Proposal is to be done in response to a order/circular/proceeding in the prescribed period of course registration.

- When you select the option Propose a **Course**, the template for proposing the course is displayed.

- First enter the **Basic Information;** you can attach a document/pdf file also in case it is needed.

- Enter **Description**, **Syllabus**, **Resource Persons** etc, using the tabs.

- The **Budget** can be entered in the predefined tabular form.

- The Courses will be evaluated by the Centre Coordinator, and either accepted or rejected.

NOTE

- The proposal once submitted, will be available to the Centre Coordinator (CC). CC may accept, reject or ask modification for the course. When the CC forwards it to HOI, HOI may examine it and demand Modification/Reject it or Accept and Forward it to TRO.

- If the proposal got reverted back for modification. The user will be able to effect the change and forward back.

- The proposer has to track the status of the proposal by invoking the option **"Propose a Course"** regularly.

  For Your Information

- Once the proposal is complete in all respects, a printout of the course could be taken and used for various official or unofficial purposes.

- If the CC/HOI/TRO requested a modification, make the appropriate modification and submit it again.

5. **Apply for a Course**

   - This option is for applying a course. The user is presented with current courses/upcoming courses and completed course. Current courses are the courses for which registration period is current.

   - In order to apply for a course, select a course from current courses list and click on **Apply**. Now one has applied for the course.

   NOTE:

   - [See that you have entered your service details and qualifications in your profile otherwise the application printout will not have required information]. Application

is complete if and **only if** a scanned copy of the printout of application recommended by HOI is uploaded.

6. **Course Feedback**

   ▪ On invoking the option the user will be presented with feedback form (Feedback form will appear if and only if the user has currently completed a course). If a feedback form is shown, you can record your feedback.

7. **Change Password**

   ▪ This option enable**s** you to change the password.

8. **Apply as IMG Coordinator**

   ▪ Those who want to apply as an IMG Course Coordinator can make use of the option for applying. All the fields are to be filled. Never leave a field blank.

Course Coordinator's Manual

Once the course proposal submitted by an end user is accepted by TRO and the course **calendar** is final**i**zed, the TRO designates the person as Course Coordinator.

A course coordinator will avail the follo**wing options from 9 to 16.**

9. **Submission to Start a Course**

   The option enables the user to prepare "submissions" for the courses in the "**sanctioned courses"** list**.** The feature for "Preparing Submissions" helps preparing all related submissions. The **course coordinator** could modify any information of the course except budget, and coordinator name. **i.e.** The course can even be postponed or preponed. The submissions and other docs are prepared in the form of a single pdf file and could be downloaded and printed out.

   NOTE:

   • The submission will be verified and approved by the CC

   • Once the submissions are approved by the CC, Applications for the course may be **i**nvited.

   • The course coordinator has to keep track of it by regularly visiting the system.

10. **Invite Applications.**

    Invoke this option in order to "**Invite Applications**" for any course approved by CC. Now the employees can apply for the course.

11. Application Verification

- As when applications reach, applications can be verified using this option.

- A list of live courses for which applications were invited by the course coordinator is shown.

- Now, select a course from it. The list of applicants for the course is shown and it can be verified.

- Acceptable applications can be selected and others rejected.

- A convenient index mark could be given to acceptable applications, so that it could be used for selection process, where the applications will be sorted according to the index-marks.

12. Candidate Selection

- A list of live courses will be shown, and from it select the course for which candidate selection is to be done.

- Now the list of candidates sorted on index mark will be appear.

- You can make the selection by considering the index marks.

- Once you have made selection other candidates may be rejected using "unselect" all button. You can also send selection letter, inviting the candidate to the course may be sent, using the option button for it.

13. Spot Selection

- Spot selection is done using this option.

- From the list of courses given, select the course for which spot selection is to be carried out.

- Spot selection could be done for candidates from DTE institutions or other external candidates.

- For DTE institutions candidates a list will be given, selection can be done from the list.

- For external candidates appropriate information is to be keyed in.

- Print out of applications may be taken for recording purpose.

14. Candidates Attendance

- Select the course for which attendance marking it to be made.

- First and foremost step to be done is adding the dates of the course.

- Once the dates of the course are added.

- You can mark attendance by selecting the date one by one, as and when needed.

- Markings are to be made for forenoon and afternoon.

NOTE:

The other features made available to CoC are.

- **Registration form** is a multipurpose list of registered candidates list.

- **Attendance Sheet** is a list of registered candidates where the candidates can mark their attendance.

- **"Send attendance Certificate"** sends attendance of the candidates to their emails.

- **"Print Duty Certificate"** enables the coordinator to print a fill able form for the Duty Certificate for the resource persons.

- Now enable feedback so that the participants may enter their feedback for the course.

15. Print Certificate

Enables the coordinator to prepare the Course Certificates for all the candidates in portable data format (pdf), so that it could be printed later.

16. Settlement of Accounts

- This option enables the coordinator to prepare the "Accounts settlement report" online.

- The accounts heads are to be selected and appropriate amount is to be entered.

- When CoC finalizes with the settlement of accounts, he/she has to submit it the HOI by clicking on the appropriate button.

- The system forwards the submitted details to the HOI with the related feedback summary and attendance details.

- The HOI can approve of it or disapprove.

NOTE:

- This data will be simultaneously available for the Centre Coordinator (CC) also, but he cannot operate on it.

- The CoC can take a print out of the course settlement details in a submission form. It is to be submitted to the HOI and get it duly signed by him. It will be incorporated in to the Institution records.

Centre Coordinator (CC) Manual

CC is the person who is the **controller** of **all courses** executed in **centre**. **Following are the options for the Centre Coordinator.** The menu specific for CC are 17, 18

17. Verify Course Proposals

The course proposals could be verified. It could be accepted/rejected/reverted for modification. If accepted it will be forwarded to HOI.

18. Approval to Start a Course (CC)

Submissions to start a course by the course coordinator are approved using this option.

HOI's Manual

Head of Institution (HOI) has the following functions: The Head of the Institution (HOI) verifies the proposals for the course, course completion report etc and forward them to TRO. The menu specific for HOI are

19. Forward Course Proposal (HOI Could forward the proposal to TRO)

- HOI uses the optional to forward proposals to TRO, after making sufficient verification.

- If needed he could ask for modification or even reject the proposal.
    - In that case these proposals will be reverted back to originator.

20. Settlement and Closure of File (HOI)

- When this option is taken, the HOI is prompted with a list of course settlement files.

- The files are to be verified.

- For verification feedback details, attendance details and Accounts settlement details are available.

- The HOI can verify these details accept/suggest modification and revert it. Once accepted the file is closed.

TRO's Manual

The Training Officer (TRO) is the highest authority on conducting the courses. TRO is responsible for training calendar, circulars or departmental proceedings and the associated administrative and supervisory activities.

21. Finalize the Calendar (TRO)

- The course proposals forwarded by the HOI now verified by the TRO.
- Once TRO accept the course it finds place in the course calendar.
- If TRO has verified (accepted/reverted/rejected) all the proposed courses in the list two new buttons appear. They are **"finalize Calender"**, and **"Set Cource Coordinator"**. By pressing these buttons the TRO can finalize the course calendar and set the corresponding course proposer as course coordinator.

22. Circular/Order/Proceedings

This option facilitates uploading Circular/Order/Proceedings onto the system. It would be visible to all employees. Based on which they may make proposals for courses.

23. Calendar Settings

This option enables to set a Registration Start Date and End Date associated with a Circular/Order/proceedings. The course Proposals are to be submitted between the dates.

24. Course Proposal Status

It enables the TRO to inspect the status of various course proposals and courses. It could be done institution wise and status wise.