

15. Monitoring report:

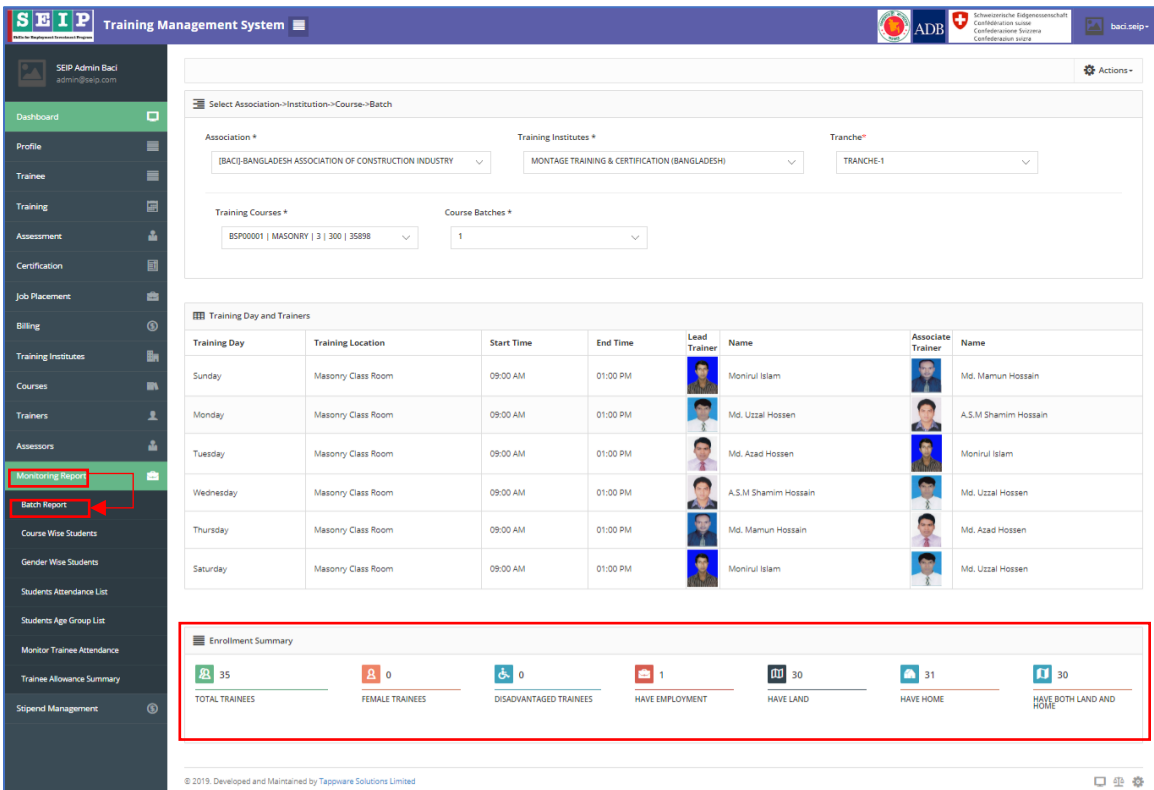
User can monitor reports of their institution in this section. The reports can be seen by the following types-

- i. Batch report
- ii. Course Wise Students
- iii. Gender Wise Students
- iv. Students Attendance List
- v. Students Age Group List
- vi. Monitor Trainee Attendance
- vii. Trainee Allowance Summary
- viii. Field Visit Monitoring
 - a. Add Field Visit Monitoring Report
 - b. Field Visit Monitoring Report

i. Batch report:

TMS shows the report of whole batch in a training course. Navigate to “Monitoring report >> Batch Report”

- Select “Training Institutes”, “Tranche”, “Training Courses” and “Course Batch”.
- You will find the list of trainees of that batch with all information including training day, location, class times, assessors’ details.
- It also shows the enrollment summary of that batch.



The screenshot displays the 'Monitoring Report - Batch Report' interface. The sidebar on the left includes options like Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report, Batch Report, Course Wise Students, Gender Wise Students, Students Attendance List, Students Age Group List, Monitor Trainee Attendance, Trainee Allowance Summary, and Stipend Management. The main content area shows filters for Association (BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY), Training Institutes (MONTAGE TRAINING & CERTIFICATION (BANGLADESH)), Tranche (TRANCHE-1), Training Courses (BSP00001 | MASONRY | 3 | 300 | 35898), and Course Batches (1). Below the filters is a table titled 'Training Day and Trainers' with the following data:

Training Day	Training Location	Start Time	End Time	Lead Trainer	Name	Associate Trainer	Name
Sunday	Masonry Class Room	09:00 AM	01:00 PM		Monirul Islam		Md. Mamun Hossain
Monday	Masonry Class Room	09:00 AM	01:00 PM		Md. Uzzal Hossen		A.S.M Shamim Hossain
Tuesday	Masonry Class Room	09:00 AM	01:00 PM		Md. Azad Hossen		Monirul Islam
Wednesday	Masonry Class Room	09:00 AM	01:00 PM		A.S.M Shamim Hossain		Md. Uzzal Hossen
Thursday	Masonry Class Room	09:00 AM	01:00 PM		Md. Mamun Hossain		Md. Azad Hossen
Saturday	Masonry Class Room	09:00 AM	01:00 PM		Monirul Islam		Md. Uzzal Hossen

Below the table is an 'Enrollment Summary' section with the following statistics:

- TOTAL TRAINEES: 35
- FEMALE TRAINEES: 0
- DISADVANTAGED TRAINEES: 0
- HAVE EMPLOYMENT: 1
- HAVE LAND: 30
- HAVE HOME: 31
- HAVE BOTH LAND AND HOME: 30

Figure 1

ii. Course Wise Students:

User can monitor how many trainee(s) are trained in a course. Navigate to “Monitoring report >> Course Wise Students”

- Select “Training Institutes”, “Tranche”, “Training Courses”.
- You will find the list of trainees of that course with all information including trainee name, registration number, NID/BCN, Gender and batch number.
- It also shows the total number of registered trainees that course.

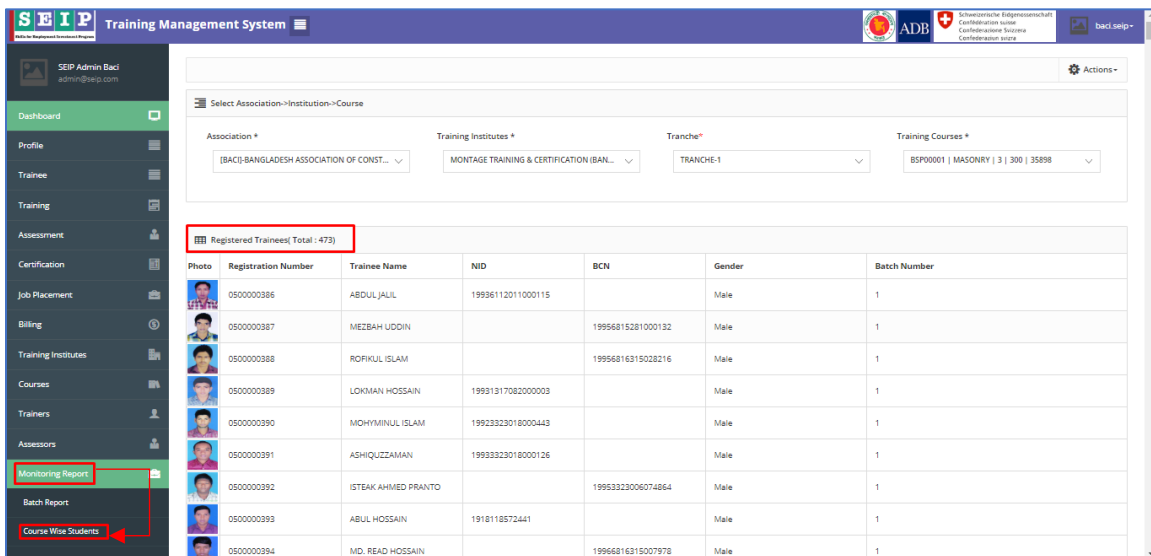


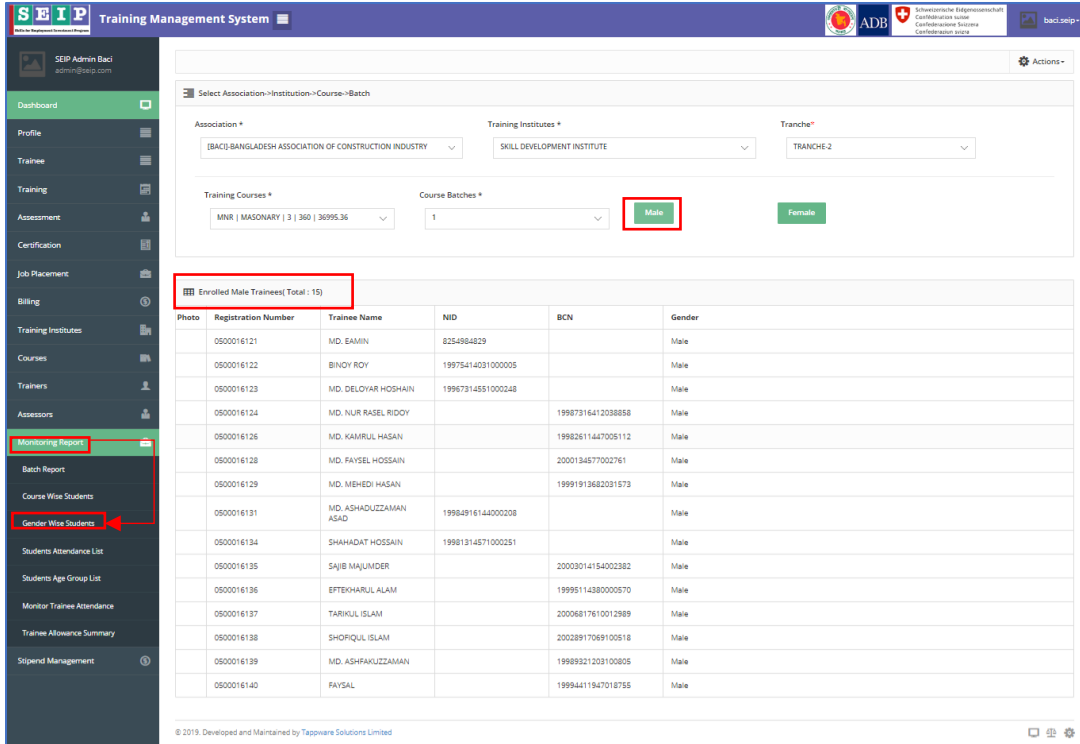
Photo	Registration Number	Trainee Name	NID	BCN	Gender	Batch Number
	0500000386	ABDULJALIL	19996112011000115		Male	1
	0500000387	MEZBAH UDDIN		19956815281000132	Male	1
	0500000388	ROFIKUL ISLAM		19956816315028216	Male	1
	0500000389	LOKMAN HOSSAIN	19991317082000003		Male	1
	0500000390	MOHYMINUL ISLAM	19933323018000443		Male	1
	0500000391	ASHIQUZZAMAN	19933323018000126		Male	1
	0500000392	ISTEAK AHMED PRANTO		19953323006074864	Male	1
	0500000393	ABUL HOSSAIN	1918118572441		Male	1
	0500000394	MD. READ HOSSAIN		19966816315007978	Male	1

Figure 2

iii. Gender Wise Students:

TMS also shows the report of trainees according to gender. Navigate to “Monitoring report >> Gender Wise Students”.

- Select “Training Institutes”, “Tranche”, “Training Courses”, “Course Batch”.
- If you want to see the male trainees of that course press the “Male” button.
- It will generate a list containing the details of all male trainees.



Select Association->Institution->Course->Batch

Association * [BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY] Training Institutes * [SKILL DEVELOPMENT INSTITUTE] Tranche* [TRANCHE-2]

Training Courses * [MNR | MASONARY | 3 | 360 | 36995.36] Course Batches * [1] **Male** Female

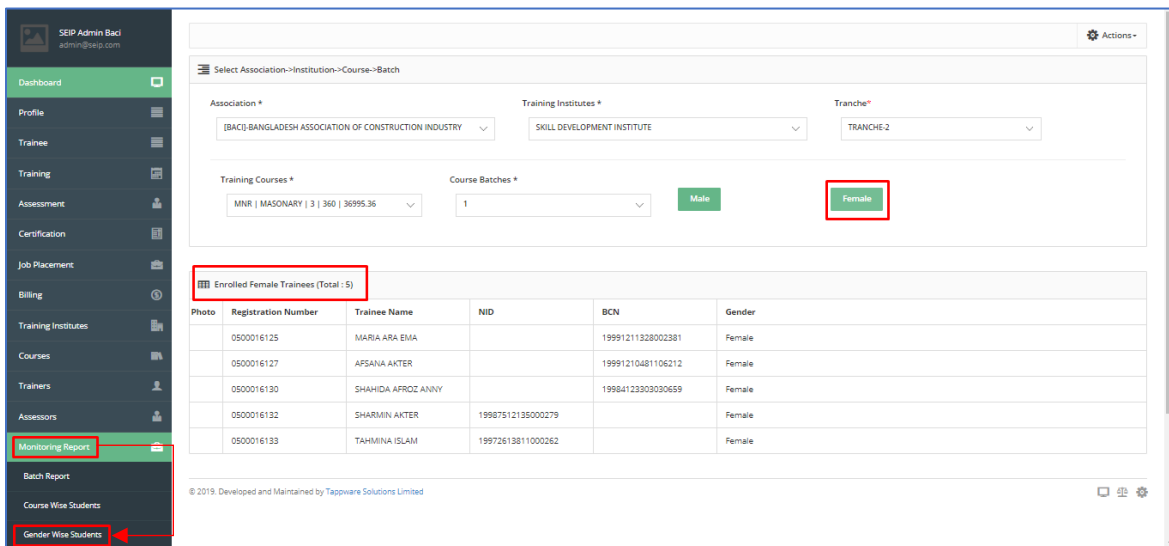
Enrolled Male Trainees (Total : 15)

Photo	Registration Number	Trainee Name	NID	BCN	Gender
	0500016121	MD. EAMIN	8254984829		Male
	0500016122	BINDY ROY	19975414031000005		Male
	0500016123	MD. DELOYAR HOSHAIN	19967314551000248		Male
	0500016124	MD. NUR RASEL RIDDY		19987316412038858	Male
	0500016126	MD. KAMRUL HASAN		19982611447005112	Male
	0500016128	MD. FAYSEL HOSSAIN		2000134577002761	Male
	0500016129	MD. MEHEDI HASAN		19991913682031573	Male
	0500016131	MD. ASHADUZZAMAN ASAD	19984916144000208		Male
	0500016134	SHAHADAT HOSSAIN	19981314571000251		Male
	0500016135	SAJIB MAJUMDER		20003014154002382	Male
	0500016136	EFTKHARUL ALAM		19995114380000570	Male
	0500016137	TARIKUL ISLAM		20006817610012989	Male
	0500016138	SHOPIQL ISLAM		20028917069100518	Male
	0500016139	MD. ASHFAKUZZAMAN	19989321203100805		Male
	0500016140	FAYSAL		19994411947018755	Male

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Figure 3

- If you want to see the female trainees of that course press the “Female” button.
- It will generate a list containing the details of all female trainees.



Select Association->Institution->Course->Batch

Association * [BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY] Training Institutes * [SKILL DEVELOPMENT INSTITUTE] Tranche* [TRANCHE-2]

Training Courses * [MNR | MASONARY | 3 | 360 | 36995.36] Course Batches * [1] Male **Female**

Enrolled Female Trainees (Total : 5)

Photo	Registration Number	Trainee Name	NID	BCN	Gender
	0500016125	MARIA ARA ENA		19991211328002381	Female
	0500016127	AFSANA AKTER		19991210481106212	Female
	0500016130	SHAHIDA APROZ ANNY		19984123303030659	Female
	0500016132	SHARMIN AKTER	19987512135000279		Female
	0500016133	TAHMINA ISLAM	19972613811000262		Female

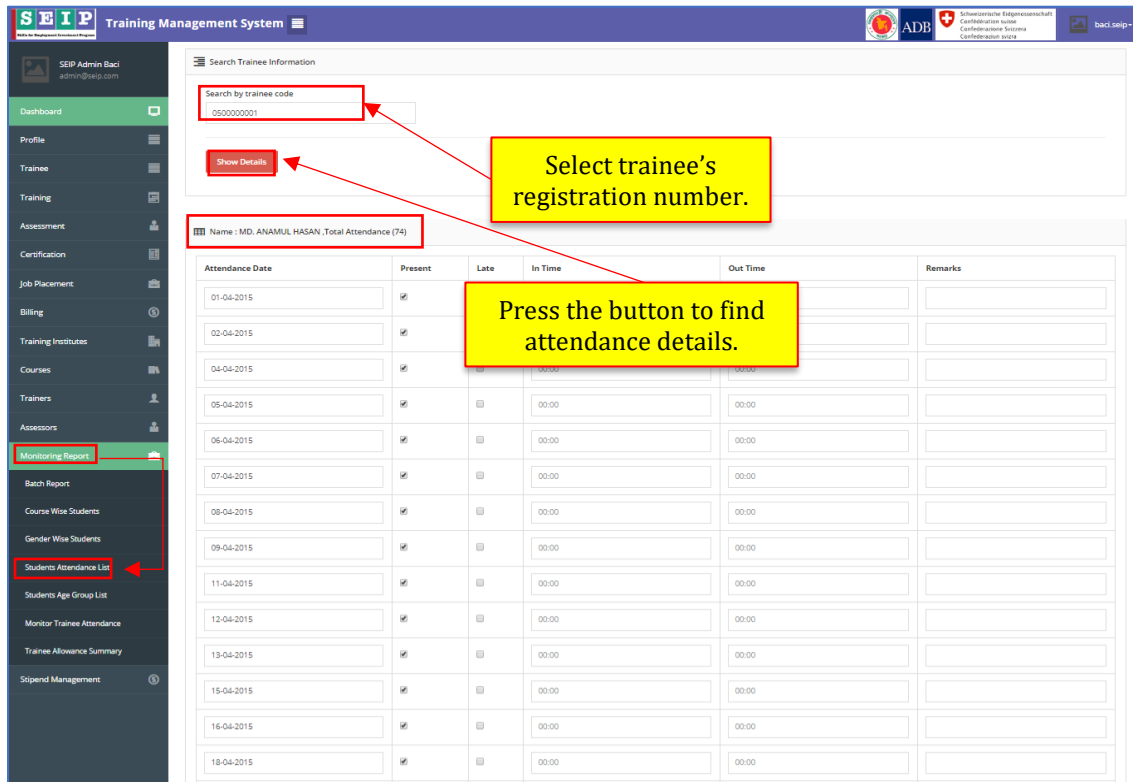
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Figure 4

iv. Students Attendance List:

User can see a trainee's attendance list by his/her registration number. Navigate to "Monitoring report >> Students Attendance List".

- Select registration number of a trainee from the drop-down box.
- Press the "Search" button.
- You will find that trainee's attendance details. Figure: 5.



The screenshot shows the TMS interface with the following elements:

- Search Trainee Information:** A search bar containing the trainee code '0500000001' and a 'Show Details' button.
- Trainee Information:** A box displaying the trainee's name: 'MD. ANAMUL HASAN, Total Attendance (74)'.
- Attendance Table:** A table with columns: Attendance Date, Present, Late, In Time, Out Time, and Remarks. The table lists attendance records from 01-04-2015 to 18-04-2015.
- Navigation:** The 'Students Attendance List' menu item in the left sidebar is highlighted.

Attendance Date	Present	Late	In Time	Out Time	Remarks
01-04-2015	✓				
02-04-2015	✓				
04-04-2015	✓		00:00	00:00	
05-04-2015	✓	☐	00:00	00:00	
06-04-2015	✓	☐	00:00	00:00	
07-04-2015	✓	☐	00:00	00:00	
08-04-2015	✓	☐	00:00	00:00	
09-04-2015	✓	☐	00:00	00:00	
11-04-2015	✓	☐	00:00	00:00	
12-04-2015	✓	☐	00:00	00:00	
13-04-2015	✓	☐	00:00	00:00	
15-04-2015	✓	☐	00:00	00:00	
16-04-2015	✓	☐	00:00	00:00	
18-04-2015	✓	☐	00:00	00:00	

Figure 5

v. Students Age Group List:

TMS shows information about trainees according to age group also. Navigate to "Monitoring report >> Students Age Group List".

- Select "Training Institutes", "Tranche", "Training Courses".
- You will find a table that contains information about total number of trainees according to their age group. See figure: 6.
- If you click on the digits you will find the detail information of the particular age group. See figure: 7.

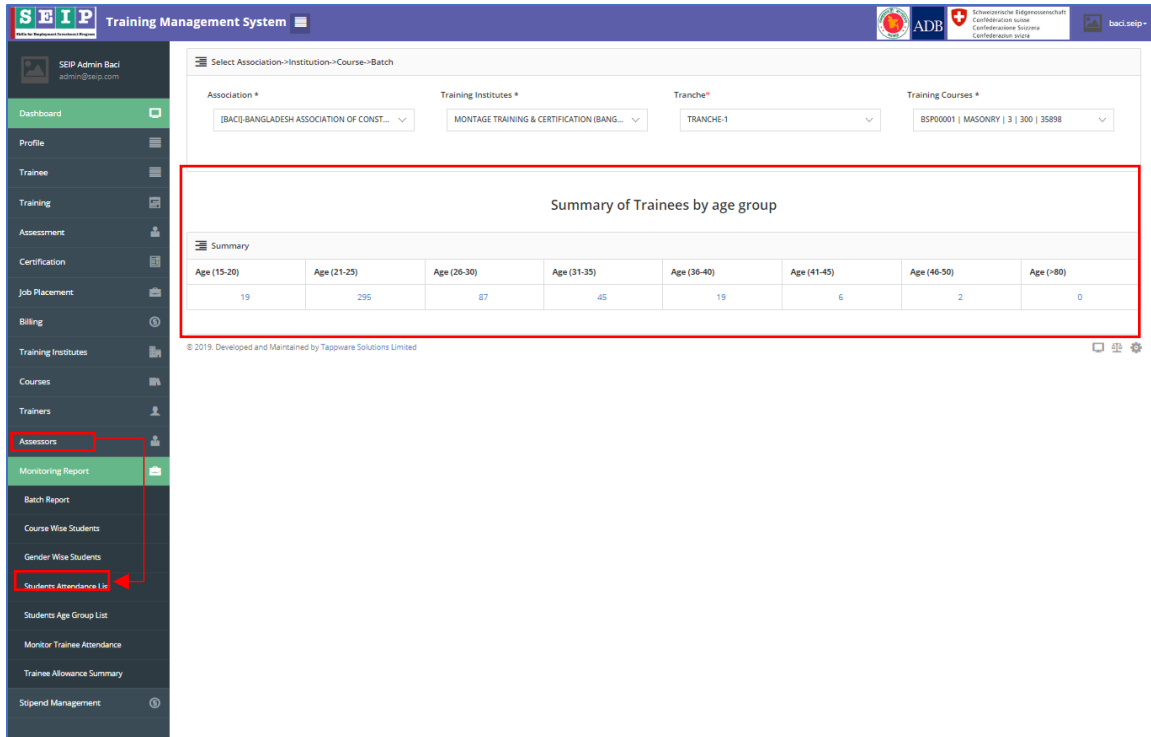


Figure 6

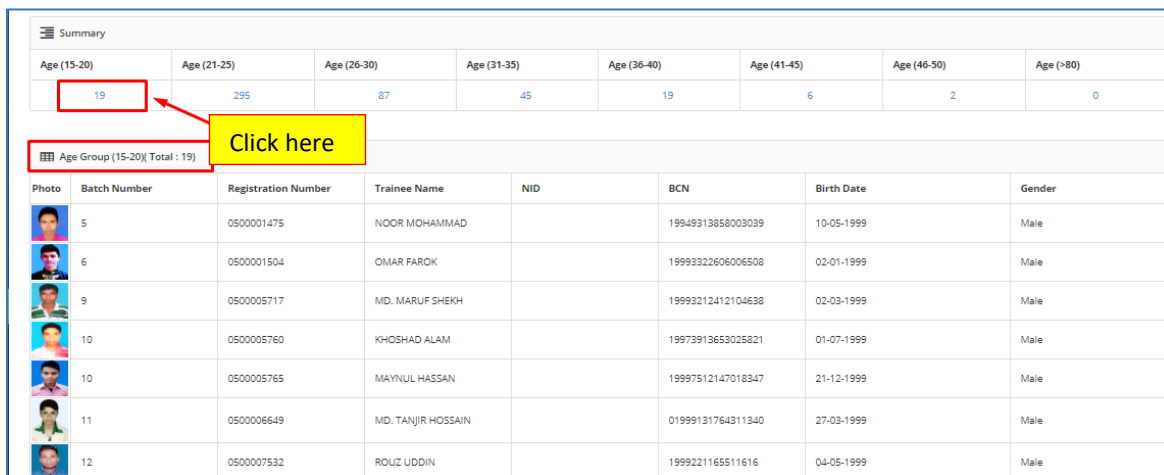


Figure 7

vi. **Monitor Trainee Attendance:**

TMS generates the attendance details of whole batch also. If user want to see the batch attendance details then navigate to “Monitoring report >> Monitor Trainee Attendance”.

- Select “Training Institutes”, “Tranche”, “Courses”, “Batches”, “Batch Duration”.

- You will find a table that contains information about attendance of all trainees. See figure: 8.
- Gray color shows scheduled training Day where no training happened yet.
- Green color shows training happened on scheduled training day.
- Orange color shows training happened but actual training and scheduled training day mismatched.

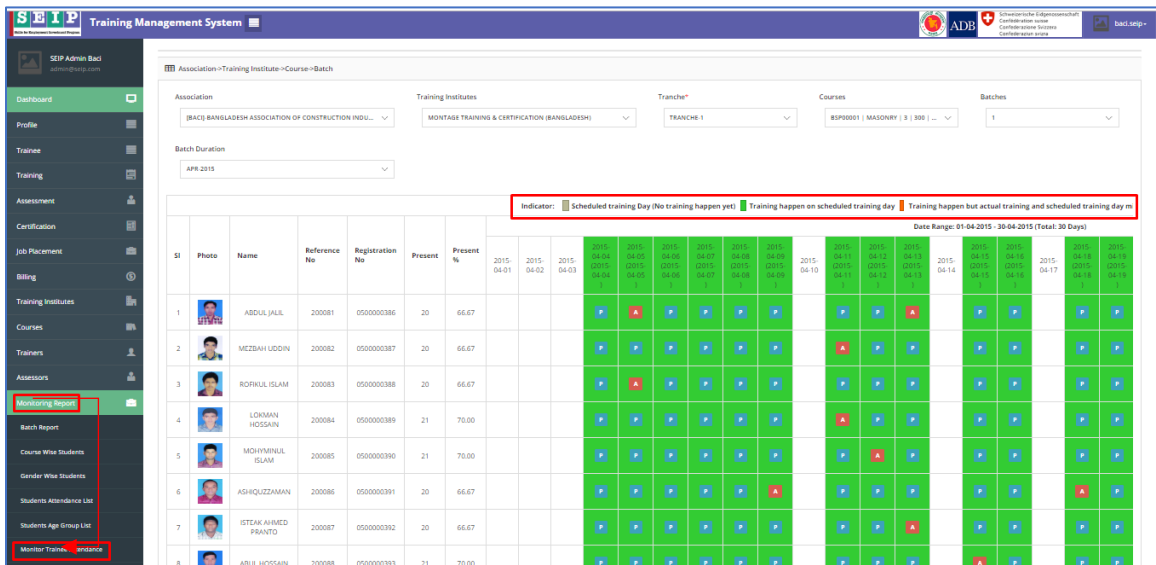


Figure 8

vii. **Trainee Allowance Summary:**

User can also see the summary of trainee allowance. Navigate to “Monitoring report>> Trainee Allowance Summary”.

- Select “Training Institutes”, “Tranche”, “Courses” and “Batches”.
- You will find a table that contains the summary of all trainees who got allowance. See figure: 9.
- The result can be export in Excel/PDF/Print.

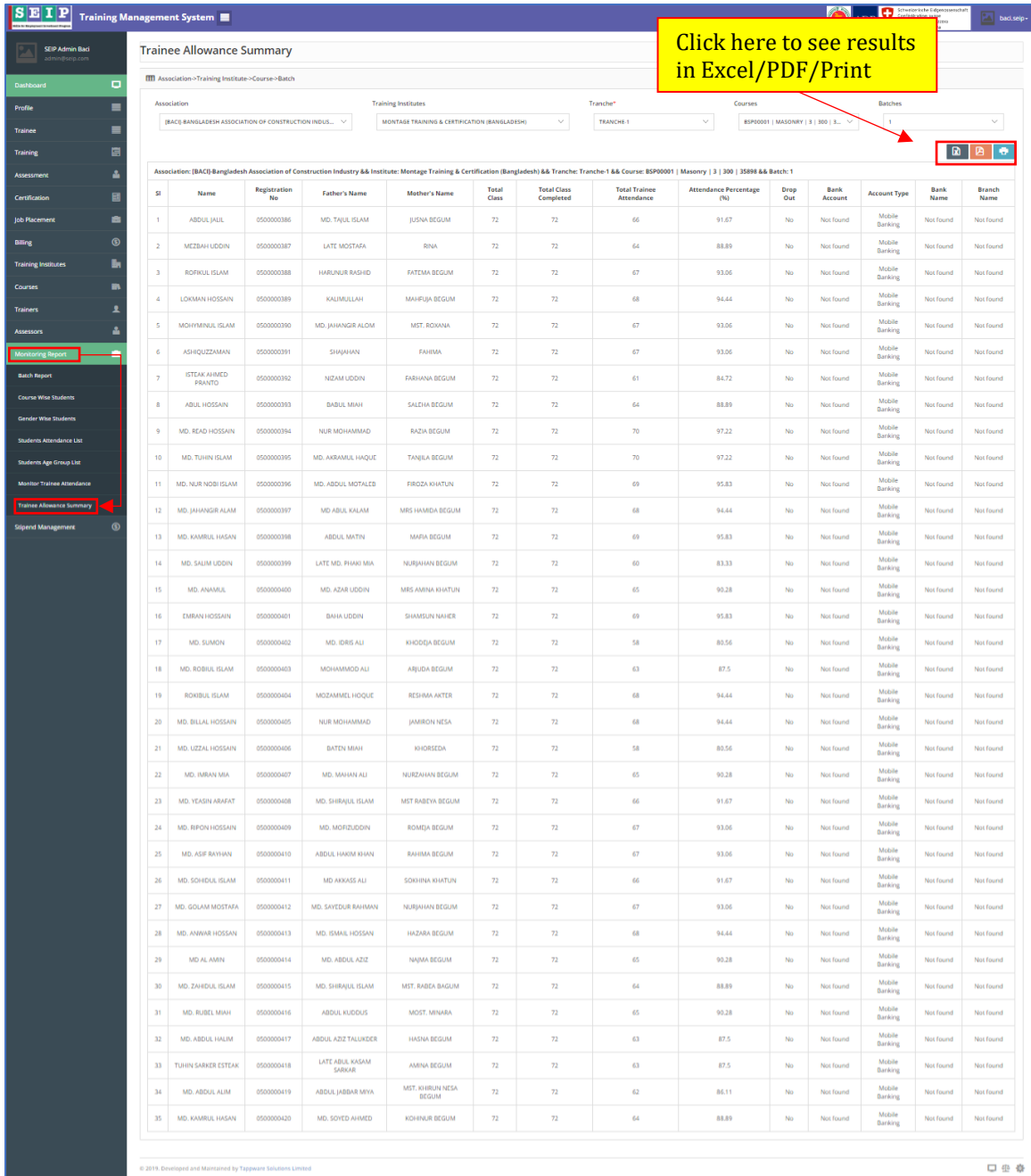



Figure 9

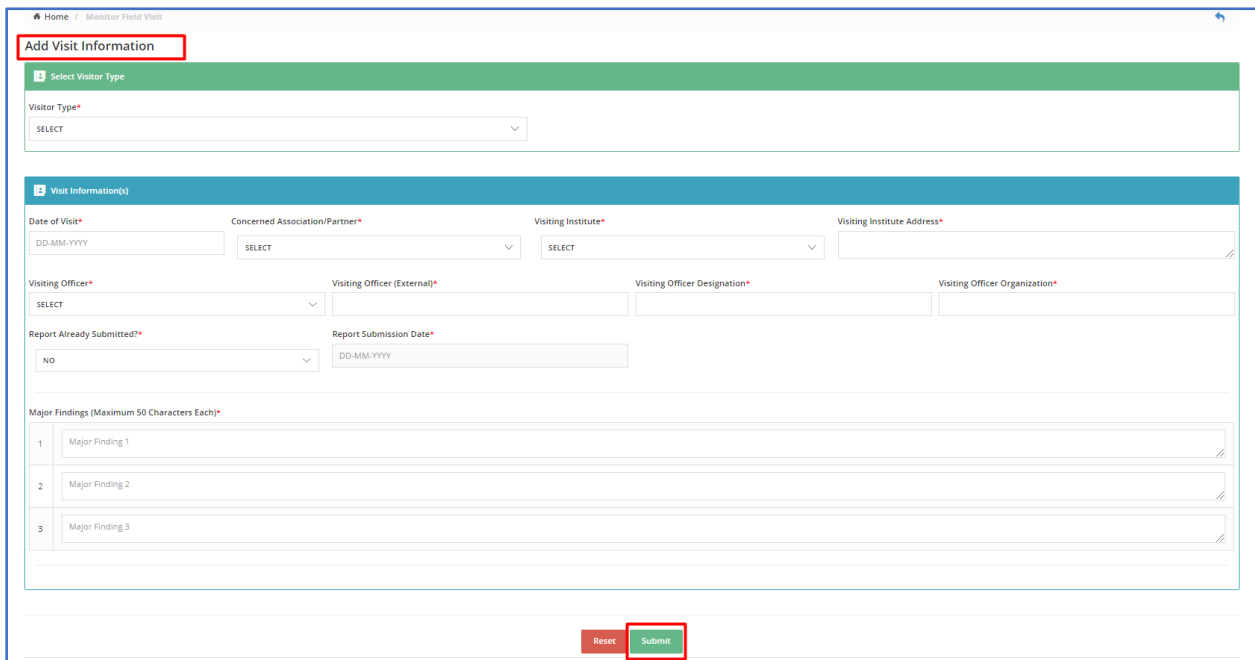
viii. **Field Visit Monitoring:**

This menu is for adding/viewing field visit reports. This menu has two options-

a. **Add Visit Info:**

After completing the field visit, officer have to add report about that visit. To add a report in TMS, navigate to “Monitoring Report >> Field Visit Monitoring >> Add Field Visit Monitoring Report”.

- User will find a page with title “Add Visit Information” to add visiting report details. See figure: 10.
- Fill all the required (*) fields for example visitor type, visit date, visiting institute, visiting officer organization, visiting officer designation etc.
- System has four types of “Visitor Type” (type of field visitors’) example: PIU staff are the stuffs from training partners.
- For PIU staff “Visiting Officer” name will be loaded according to “Concerned Association/Partner” filtering.
- If the visitor type is “External Monitoring Firm” then user have to write officer’s name in “Visiting Officer External” text box.
- Write the major findings of that visit report within 50 characters in each box.
- Finally click on →  button.
- The report will be added in system.








The screenshot shows the 'Add Visit Information' form. At the top, there is a green header with 'Select Visitor Type' and a dropdown menu for 'Visitor Type*'. Below this is a blue header for 'Visit Information(s)'. The form contains several required fields: 'Date of Visit*' (DD-MM-YYYY), 'Concerned Association/Partner*' (SELECT), 'Visiting Institute*' (SELECT), 'Visiting Institute Address*', 'Visiting Officer*' (SELECT), 'Visiting Officer (External)*', 'Visiting Officer Designation*', 'Visiting Officer Organization*', 'Report Already Submitted*' (NO), and 'Report Submission Date*' (DD-MM-YYYY). At the bottom, there are three text boxes for 'Major Findings (Maximum 50 Characters Each)*'. A 'Submit' button is highlighted with a red box.

Figure 10

b. Field Visit Monitoring Report:

c. To see all added visit reports, navigate to “Monitoring Report >> Field Visit Monitoring >> Field Visit Monitoring Report”.

- Select “Visitor Type”.

- After selection, user will find a list of visit reports according to visitor type.
- User can now edit/delete report from here using   buttons.
- To export the report list as excel/pdf/print copy, click on →    buttons.





Home / Monitor Field Visit

Field Visit Monitoring Report

Select Option

Visitor Type
SDCMU EXECUTIVES/CONSULTANTS Show Details

List of Field Visits Made by the SDCMU Executives/Consultants Excel PDF Print

Sl.	Visiting Institute		Concerned Association/Partner	Date of Visit	Visiting Officer			Report Submitted?	Report Submission Date	Major Findings 1	Major Findings 2	Major Findings 3	Action
	Name	Address			name	Designation	Organization						
1	ASK Telecom Limited	Flat# 9/B "Rupayan Shelford" (10th Floor),Shyamoli,Dhaka	Bangladesh Association of Call Center and Outsourcing	01-10-2019	Abu Daiyan Mohammad Ahsanullah	AEPD (Private-2)	Skills for Employment Investment Program	YES		Seat Problem	Environment	Traineer	 
2	Augmedix Bangladesh	Augmedix Building- 17/C Panthapath, Suite 203	Bangladesh Association of Call Center and Outsourcing	01-10-2019	Abu Daiyan Mohammad Ahsanullah	AEPD (Private-2)	Skills for Employment Investment Program	YES		Environment	Trainer	Seat issue	 

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Figure 11