



3. Training Institutes:

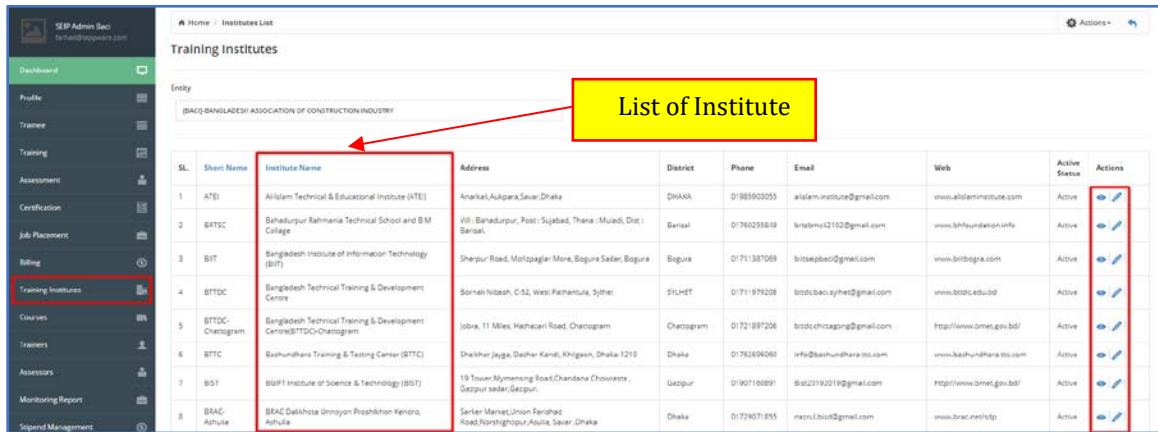
For showing information, user have to navigate to “Training Institutes” from the left panel of dashboard. After clicking “Training Institutes” it will expand with

- i. Institute Info
 - ii. Mapping
- i. “Institute Info” will expand with one more option,

a. Show Institute:

After clicking on “Show Institute”, user will be redirect to Institute list page and see all the institutes as below picture.

- Here user can see/update institute details using →   buttons from “Action” column.




















SL	Short Name	Institute Name	Address	District	Phone	Email	Web	Active Status	Actions
1	ATEI	Al-Islam Technical & Educational Institute (ATEI)	Anarhali, Aulopara, Savar, Dhaka	DHAKA	01985903055	alislam.institute@gmail.com	www.alislam.institute.com	Active	 
2	BRTTC	Bahadurpur Rahmania Technical School and B.M College	Vill: Bahadurpur, Post: Sycabad, Thana: Mujaddi, Dist: Barisal	Barisal	01760205809	brttsms2102@gmail.com	www.brttsms2102.com	Active	 
3	BIT	Bangladesh Institute of Information Technology (BITI)	Shepur Road, Moripagar, More, Bogura Sadar, Bogura	Bogura	01711387069	bitsepbaci@gmail.com	www.bitboga.com	Active	 
4	BITDC	Bangladesh Technical Training & Development Centre	Sornahatbashi, C-52, West, Fakhantula, Sylhet	Sylhet	01711979208	bitdcbaclsyhet@gmail.com	www.bitdc.edu.bd	Active	 
5	BITDC-Chattogram	Bangladesh Technical Training & Development Centre@BITDC-Chattogram	Jobra, 11 Miles, Hashuar Road, Chattogram	Chattogram	01721897208	bitdcchattogram@gmail.com	http://www.bmet.gov.bd/	Active	 
6	BITC	Bashundhara Training & Testing Center (BITC)	Dhaksher Jagga, Daksher Kandi, Khigga, Dhaka-1210	Dhaka	01763894060	info@bashundhara.ttc.com	www.bashundhara.ttc.com	Active	 
7	BSIT	BSIT Institute of Science & Technology (BSIT)	19 Tower, Rymensingh Road, Chandana Chowmura, Gazipur sector-3, Gazipur	Gazipur	01901108891	bsit22192019@gmail.com	http://www.bmet.gov.bd/	Active	 
8	BRAC-Atkhala	BRAC Dakshina Unnayan Proshikhon Kendra, Atkhala	Sarker Manik, Union-Farhad Road, Narsinghpur, Ashia, Savar, Dhaka	Dhaka	01729071855	mnrcul.bsit@gmail.com	www.brac.net/ftp	Active	 

Figure 1

Note: Adding Institutes in System is done by Admin panel, Associations cannot add institutes by itself.

Viewing Institute / Center details:

To see details about specific institute, click on this →  button.

- Details of the institute/center will be shown. Figure: 2.
- Also, user can see resource persons list of that institute below.
- Resource persons can be exported as .xls/pdf/print copy.
- User can edit/view resource person’s details by clicking “Action” button.
- Reset password of resource person’s account can be done from action button.

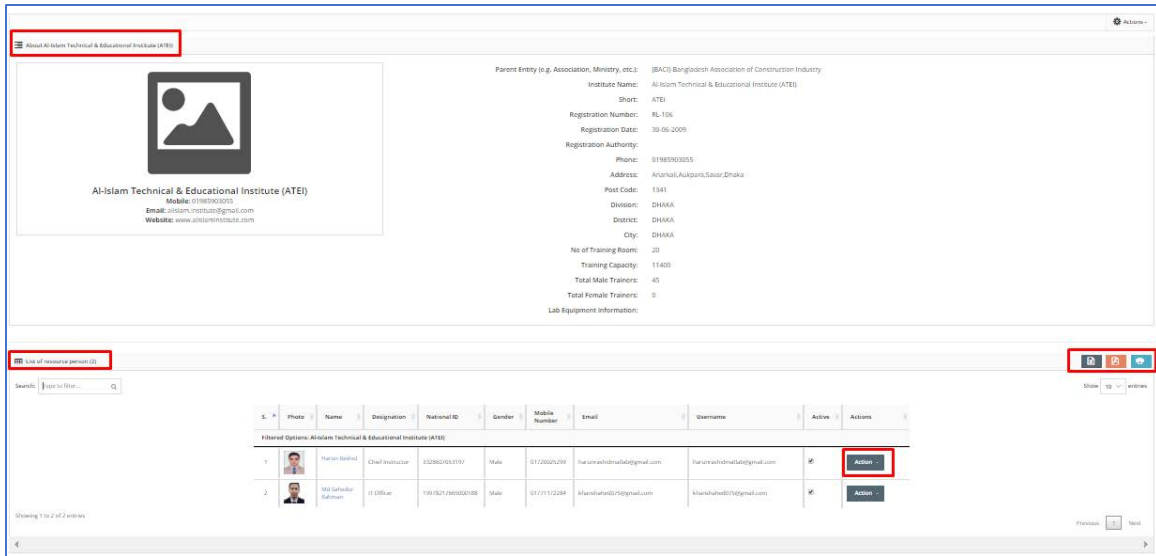


Figure 2

Note: Here Resource person means person who is associated with an association to perform a task or provide information in TMS. For example: Chief Instructor, IT Officer, Accountant, Data Entry Operator, Chief Coordinator etc.

ii. **Mapping:**

Here **Mapping** means assigning courses and trainers with institute. After adding Trainer, User (person who is now using the system) will be able to map (add) trainer with institute and courses. Mapping process can be done after adding **Institutes, Trainers** and **Courses** in TMS.



To start a training, user need to map courses and trainers for a specific institute. In TMS “Mapping” expands with two options:

- a. Map Course
- b. Map Trainers

a. **Map course with institute:**

To map course with institute, user need to go to the left menu. Then click “Training institute >> Mapping >> Map courses”.

- “Association” name will be fixed according to resource person's (user) log in information.
- Select “Tranche”.

- Now user can see the list of courses according to contract for that tranche with user’s association in the left box.
- Select institute name from “Institute” drop-down for which user wants to add course.
- Select course name from left box, then press the →  (forward) button to move course name in the right box for adding course with that institute.
- Use red  (forward) button to map all courses by one click.

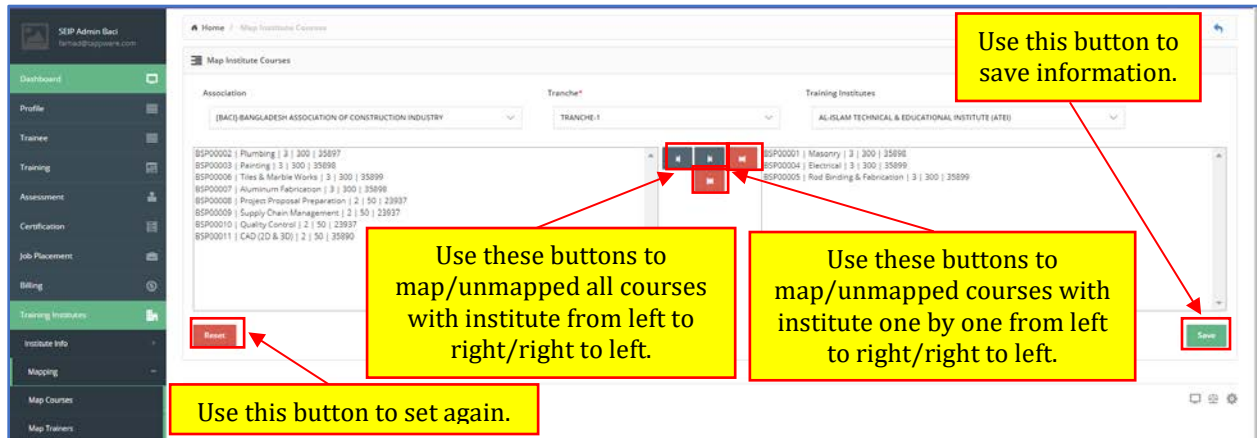




Figure 3


How to un-map (delete course name from institute):

If user want to delete a course from institute mapping, select “Tranche” and “Institute”. The right box will be loaded with all mapped course list.

- To un-map a course, select course name from right box and press the →  (backward) button.
- Use red  (backward) button to unmapped all courses by one click.
- To Remove a course from TMS, user must ensure that the course is completed or does not contain any mapping with trainer.

b. Map trainer with institute:

To map trainer with institute from the left menu user need to click “Training institute >> Mapping >> Map trainers”.

- Select Training Institute”. After selection, user will see a trainers list on left box. Figure: 4.
- Select trainer from left box, then press the →  (forward) button to map trainers with the institute.

- User can also select trainers from right box and press the → (backward) button to unmapped.
- Use red (forward)/ (backward) button to map/unmapped all trainers by one click.
- Mapped trainers name list will be displayed on right box.
- Now click on “Save” button.

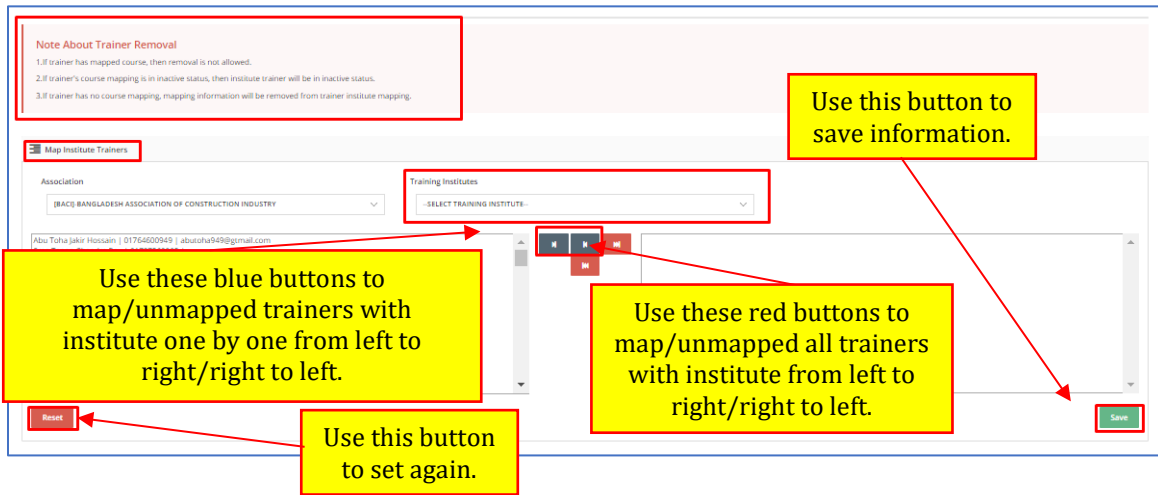


Figure 4

Note:

1. If trainer is mapped with course, then removal of that trainer is not allowed.
2. If trainer's course mapping is in inactive status (paused for some reason), then institute trainer status will be in inactive status automatically.
3. If trainer has no course mapping then mapping information will be removed from trainer institute mapping.