

TTMS - SOP

TTMS Standard Operating Procedure

Himachal Pradesh Teacher Training Management System

A Standard Operating Procedure





Contents

1	Ove	erviev	N	4
	1.1	Pur	pose:	4
	1.2	Sco	pe:	4
	1.3	Nav	vigating the Portal	5
2	Log	gin Ao	ccess Guidelines	6
	2.1	Hov	w to Login?	6
	2.2	Erro	ors and exceptions in Logging in	8
	2.2.	1	Incorrect User ID or Password	9
	2.2.	2	User Login Expired/Account is locked	9
	2.2.	3	Network / Server failure	9
	2.3	Initi	iation	9
3	Acc	ess L	evels and Features	10
	3.1	Adr	nin login:	11
	3.1.	1	Admin Dashboard:	11
	3.1.	2	Training Program Design	12
	3.1.	1	Training Session Design:	18
	3.1.	2	Training Overview	20
	3.2	SCI	ERT/DIET login:	22
	3.2.	1	SCERT Dashboard:	22
	3.2.	2	Training Program Design	24
	3.2.	3	Training Session Design:	30
	3.2.	4	Training Overview	32
	3.3	Sch	ool Login:	34
	3.3.	1	School Dashboard	34
	3.3.	2	Teacher Information Management	34
	3.3.	3	Training Management	35
	3.4	Tea	cher login:	37



3.4.1	Teacher Dashboard	
3.4.2	My Profile	
3.4.3	Training Session details	
3.5 Coo	ordinator Login:	
3.5.1	Dashboard	
3.5.2	Teacher Attendance	



1 **Overview** This section outlines the purpose and scope of the SOP.

1.1 Purpose:

This SOP outlines the procedures for effectively utilizing the Teacher Training Management System, to fulfill the required responsibilities under each of the respective designated roles. It is designed to ensure that all users and administrators including SCERT, DIET and School authorities, trainers, coordinators and trainees can navigate the platform designated to them efficiently. Administrators can manage training sessions, track progress of each area, school and teacher-wise and utilize available resources coherently.

1.2 Scope:

This SOP applies to all users of the Teacher Training Management System, including teachers, training coordinators and the administrative staff. It also serves as a guide for navigating through the features made available for the respective user types.

The SOP covers the process of logging in, accessing relevant data and utilizing support features. Other key features such as tracking the progress of teachers, training program creation, the nomination of teachers and also their generation of certificates after the completion of the training will be discussed under their corresponding user-specific instructions.

The training that will be catered through the platform will be an in-service training such as Refresher Training, Induction training, Subject-specific training and more under the following categories or types:

- Administrative.
- Academic.
- Monitoring and evaluation.
- Technology Advancement.
- Capacity Building.
- Financial Administration & School Management.
- Lab Technology.
- Lab Skills.
- Office Procedures.
- POCSO.
- Guidance and Counselling.
- In-service Orientation Program
- Induction Procedures

These trainings have further sub-categories. Each of the categories and subcategories of training can be allotted to the target group by the administration.



Different types of users are involved with the in-service training and the functionality of the user type will determine their access level.

1.3 Navigating the Portal

To access the TTMS portal visit - https://ttms-dev.deepspatial.app/

The following section discusses all the logins in detail:

- 1) SCERT Login.
- 2) School Login.
- 3) Teacher Login.
- 4) Admin Login
- 5) DIET Login
- 6) Co-Ordinator Login



2 Login Access Guidelines

This section contains the step-by-step procedure for logging into the portal for various user types.

2.1 How to Login?

The TTMS portal opens to the homepage, which contains a link to the e-HSCRC portal, information about the TTMS portal, a link to the registration page, and a link to the Login page, as shown in the Figure below.



Figure 1 - TTMS Homepage

The user has to register using the Registration link on the homepage. After submitting details user will receive the username and password on their registered mobile number and the user will be redirected to the login page of the TTMS application. After registration the user can visit the login page directly every time by clicking <u>https://ttms-dev.deepspatial.app/login</u> and the following image shows the interface of login page.





Figure 2 - TTMS portal - Login Interface

Thereafter, the following are the steps to follow:

Step 1 – Select the User Type – SCERT, DIET, Admin, School, Teacher, Coordinator



Figure 3 - Login page - select user type

Step2 - Here user enters the credentials (received on the registered mobile number), i.e., username and password.

Step 3 – After entering the correct credentials click on "Login" to access the portal.





Figure 4 - After Adding Credentials, Click Login (SCERT login as example)

Step 5 - Upon validation of the correct credentials, a dialog box opens which reads – "User logged in successfully" on the top right-hand corner and the page.



Figure 5 - User logged in successfully interface

2.2 Errors and exceptions in Logging in

The login of the users may fail due to one or all of the following reasons:

- Incorrect User ID or password
- User Login Expired/Account is locked (report the matter to TTMS Helpdesk (spdssahp@gmail.com) and mention employee number)
- Network / Server failure

In all cases of errors, the system will display relevant error message.



2.2.1 Incorrect User ID or Password

This error could occur because the user has entered the User ID /or password incorrectly. The system will display "Incorrect Credentials" as a pop-up message:



Figure 6 - Error on incorrect user ID or password

2.2.2 User Login Expired/Account is locked

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

2.2.3 Network / Server failure

In the case where your system is unable to establish a network connection with the designated server, the system will display a message.

2.3 Initiation

After a successful registration and login, the dashboards of the respective users open, giving specific details about training progress, track record and management. The dashboards also open to important notices and a calendar showing important training dates.

These dashboards are important for consolidating information. The different tabs in various logins help to get through the details of the training pertaining to each user.



3 Access Levels and Features

This section lists all features available for each access level.

The access granted and features made available depend on the type of user logged into the TTMS. A key factor in determining this is the roles and responsibilities of the different users.

Given below are the details on the roles according to the corresponding user type:

Roles and responsibilities1. Address any glitch in the system while logging in1.) Oversee the overall training programs.1.) Monitor training status of their respective teachers.1.) Register for training workshops.1. Mark presence of absence of traines and share with Upcoming rianing information.1.) Register for training workshops.1. Mark presence of absence of traines and share with Upcoming rianing programs.1.) Monitor training respective teachers.1.) Register for training uorkshops.1. Mark presence of absence of training courses.3. Arowite need based access to all the users3.) Create and stached une new training programs.3.) Upload teacher details to the database.3.) Keep track of training session3.) Keep track of orerall progress as a coordinator5.) Add new venue, resource persona, venues and coordinators to the database.5.) Add new venue, resource persona, or resistrations for each program.5.) Monitor the umber of resistrations for each program.5.) Monitor the versal training and improve personal profile.8.4.) Add new venue, resource personal coordinators to the training session5.) Add new venue for the training training and improve personal profile.5.) Download certificates of training and improve personal profile.1.6.) Alot the venue for each program.6.) Alot tresporce persons and coordinators to the training session6.) Monitor the versal training training session5.) Download certificates of training and improve personal <br< th=""><th>User type→</th><th>Admin</th><th>SCERT/DIET</th><th>School</th><th>Teacher</th><th>Coordinator</th></br<>	User type→	Admin	SCERT/DIET	School	Teacher	Coordinator
	Roles and responsibilities →	 1.Address any glitch in the system while logging in 2.Maintain and supervise records of the number of users logged in and crash of the system. 3.Provide need based access to all the users 	 1) Oversee the overall training programs. 2) Monitor the effectiveness and impact of the training programs. 3) Create and schedule new training programs. 3) Create and schedule new training programs. 4) Add new training categories to the database. 5) Add new venue, resource persons, venues and coordinators to the database. 6) Alot the venue for each program. 7. Alot resource persons and coordinators to the training sessions 8) Declare the number of participants for each training. 9) Notify the schools 	 Monitor training status of their respective teachers. Stay up to date with upcoming training information. Upload teacher details to the database. Nominate staff to attend training/ workshops. Monitor the number of registrations for every training session. Monitor the overall training status of school teachers. 	 Register for training workshops. Monitor self- progress with respect to the overall training courses. Keep track of training session details and topics discussed. Achieve training targets. Download certificates of training and improve personal profile. 	 Mark presence or absence of trainees and share with SCERT Maintain records of the training under him/her See his/her overall progress as a coordinator



and trainers of scheduled trainings.		
10) Analyze reports on the trainings conducted and their outcomes.		
11) Generate certificate for the participants		

3.1 Admin login:

Under the responsibilities associated with the Admin, the features available on this portal serve as an aid to effectively fulfill their administrative and monitoring goals in a faster and more efficient manner.

3.1.1 Admin Dashboard:

Once the user selects the AC year, District, Block, and the information on users logged on, the number of tickets raised by a user, issues resolved by the admin, and crucial information wrt the server is displayed.:

The Login opens to a dashboard page as below:



Figure 7 - Admin dashboard information



Figure 8: Feedbacks and Storage information



3.1.2 Training Program Design

This tab has four subtabs – 1) Add New Training, 2) Add New Venue, 3) Add New Trainer and 4) Add New Coordinator



Figure 9 - Subtabs for Training Program Design, Admin Login

3.1.2.1 Add New Training:

To create a new Training Program for a batch, this feature has been introduced within SCERT/DIET, TTMS.

New Training Program Creation			
Test Training_13001 01/01/2024 Schools-1 Trainees Expected-10	Training Test - 10 12/06/3024 Schoots- 3 Trainess Expected- 40	test 11 12/06/2024 Schools- 3 Troines Expected- 13	Test_Training_15 27/06/2024 Schools-2 Trainies Espected-25
Training Tble			No. of Schools Enrolled for Training -
Enter Notification No. (descriptive/optional)			No. of Trainees Expected -
Description			Comments before Training
Select Start Date did-mm-yyyy		•	Please enter comments maximum 150 words
Select Training Category		×	
Select Venue	~	Seating Capacity	
		*	
Select Target Group		×	Learning Outcome
Select Resource Person		<u>۷</u>	Parate enter at least two learning outcome
Select Co-Ordinator			
No of Trainees Expected		~	l&
Training Start Time			
Training Ind Time		0	
		Save Training Program	

Figure 10 - Add a new Training Page, Admin Login

To create and schedule a new training program, fill in the details to get started:

Step 1 - Enter the training title, notification number (which is optional), and the description of the training.

Step 2 - Input the date: this may be done manually in the *dd-mm-yy* format or by clicking on the calendar icon and selecting the date from the virtual calendar.



d	ct - n	Sto	art D 1- y	oate YYY	r		
June	e, 2	024	•			\uparrow	\downarrow
Мо	т	u	We	Th	Fr	Sa	Su
27	2	8	29	30	31	į.	2
3		4	5	6	7	8	9
0	1	ų	12	13	14	15	16
17	1	8	19	20	21	22	23
24	2	25	26	27	28	29	30
1		2	3	4	5	6	7
CI	ear					Тс	day

Figure 11 - Calendar selection, Admin Login

Step 3 - Select the training category.

Training Title	
Enter Notification No. (descriptive/optional)	
Description	
Select Start Date dd=mm-yyyy	
Belect Training Category	~
Administrative workshop	
Academic workshop	
Social leadership	
Monitoring and evaluation	
Technology Advancement Training	
Capacity Building	
Financial Administration & School Management	
Lab Technology	
Lab Skills	
Office Procedures	
Environmental Awareness	
Posco	
Special Education	
Guidance & Couselling	
Others	

Figure 12 - Training Category selection, Admin Login

Step 4 - After selecting the relevant training category and an additional "Sub-category" dropdown menu will be revealed.

Step 5 - Likewise, to select the training sub-category, click on the "Select Training Sub-Category" drop-down menu to see the available options.



Figure 13 - Training Sub-category, Admin Login

Step 6 - Choose the venue where the particular training is to be scheduled. Once the venue is selected, it's seating capacity will be automatically populated in the box on the right.



elect Fraining such type Curriculum Development		
elect Venue		
DIET Kullu, Jarad	~	Seating Capacity 40
DIFT Bildspur, Bhamthal	*	
DIET Chamba, Saroo		
DIET Kinnaur, Test		
Testing_venue_1		
Test		
DIET Hamirpur, Nadaun		
DIET Kangra, Dharmshala		
DIET Kullu, Jarad		
DIET Lahul & Spiti, Tandi Kishatwar		
DIET Mandi, Samkhetar		
DIET Una, Dehla		
DIET Shimla, Shamlaghat		
DIET Solan, Kotlanala		

Figure 14 - Venue Selection and seating capacity, Admin login

Step 7 – Select the schools that are to participate in the training (example selection - GSSS Guglara, GMSSS B.Kulu and GSSS Parwanoo). Note that a tick mark appears on the left side of the school's name once it has been selected.

• To deselect an already selected school, click on its name again.

Step 8 - Subsequently, select the target group from the selected schools, for which the training is designed.

Select Training Sub-Type Curriculum Development		~
Select Venue DIET Kullu, Jarad	~	Seating Capacity 40
Select Schools GSSS GUGLARA, GMSSS B. KULLU, GSSS PARWANOO		~
Select Target Group		~
Teachers (TGT's) Lecturer's/PGT's (with option of selecting a subject from dropdown) Teacher Educators of DET's		
School Heads LA's & JLA's JOAs/Clerks		
Sr. Assets. & Supdts		U
Training End Time		Q

Figure 15 - Select Target Group, Admin Login

Step 9 - Select the resource person(s) to be designated for this training. If you want to add a new trainer whose name is not in the dropdown list, go to "Add new trainer" (Section 4.2.2, part iii)). **Step 10** - Specify the duration of the workshop.

Step 11 - Enter the number of expected trainees from selected schools, manually.

Step 12 - Set the Training Start and End Times.

- This may be done manually.
- Or by selecting the clock icon () on the right and then choosing from the menu.



Select Teac	Target G hers (T	iroup GT's)
21	22	Person
22	23	nd Sharma ~
23	24	×
• 00	25	xpected
01	26	
02	27	0
L	9 010 11	0.
		Save Training Program

Figure 16 - Enter the start and end time, Admin Login

No. of Schools Enrolled for Training -	DC	3	
No. of Trainees Expected -		30	D
Comments before Training			
Please enter comments maximum 150 words			10
Learning Outcome			
Please enter at least two learning outcome			

- The number of schools and the number of trainees that have been added for the training will automatically appear on the right-hand side of the page.
- Moreover, the additional options of providing comments before the training as well as stating the learning outcomes that will be focused upon during the workshop is provided in the form of two boxes as shown here. (Filling these is mandatory*).

Step 13 - Click on the Save Training Program button.

• After the training program is saved, the training is shown on the top panel of the page with the details available on a click.

	Test Training_13001	Training Test - 10	test II
	01/01/2024 Schools-1	Training	Details
	Trainees Expected- 10	Training Title: Test Training_13001	
		Notification no.: 13001	
	_	Venue: DIET Bilaspur, Bhamthal	
	Title	Date: 01-01-2024	
		Time: 10:00-17:00	
Enter Not	tification No. (descriptiv	Target Group: Teachers (TGT's)	
		Category of the Training: Administrative workshop	
Descripti	ion	Sub-Category of the Training: Policy Implementation	n
	rt Date	Number of Attendees Expected: 10	
	-yyyy	No. of Cohoolo Envolled for Training 1	

Figure 17 - Training details, after saving, Admin Login



3.1.2.2 Add New Venue:

Steps to follow to add a new venue:

Step 1 - To add a new venue, first select the district it is located in.

N	District *	Venue *	Seating Capacity *
	Select District 🗸	Enter Venue name	Enter Seating Capacity
	Select District		
	Bilaspur	Manua Dataila	
+	СНАМВА	venue Details	
	HAMIRPUR		
S	KANGRA		
	KINNAUR		
	KULLU		
٢	LAHUL & SPITI	VENUE	S
	MANDI		

Figure 18 - Select the district to add a new venue, Admin Login

Step 2 - Enter the venue name and the seating capacity in their respective text boxes.Step 3 - Specify whether the venue will have ICT (Information and Communications Technology) or not.

Step 4 - Click on the "Add" button and the new venue and its corresponding details will be stored in the database.

Seating Capacity *	ICT Available *	
Enter Seating Capacity	Yes $_{\bigcirc}$ No $_{\bigcirc}$	Add

Figure 19 - Select the availability of ICT, Admin Login

These added venues will be shown in the dropdown list while adding a new training (previous section).

3.1.2.3 Add New Trainers:

Steps to follow to add a new trainer:

Step 1 - Click on Add New Trainer tab under Training Program Design.

Step 2 - Enter the personal information of the trainer.

Step 3 - Scroll down and enter other relevant details as well.



	Personal	Information							
Full Name (as mentioned in Official documents) *		Gender*	Employee ID *						
Enter full name		Select gender	Enter employee Id						
Phone Number *		Email *							
Enter phone number		Enter email							
Qualification *		Subject Specialization/ Area of Research *							
Enter Qualification		Enter Subject Specialization/ Area of Research							
Current Status of Employment *	Designation *	Organisational Type *							
Select Current Status	Enter designation	Enter Organisational Type							
Name of the Organization *									
Enter Name of the Organization									
Short Bio		Photo							
Enter short bio		Choose File No file chosen							
	10		·						
			L						
	Personal Provide Automatical Provide Automatica								
Training	Details	Experion	ce and Skills						
Training Category *	Training Categories	Relevant Experience in (Years)							
Select training type	v	Enter Relevant Experience							
Date of Nomination *		Relevant Skills/Subject							
dd-mm-yyyy	•	Enter Relevant Skills							

Figure 20 - Resource Person adding an interface, Admin Login

Step 4 - Select the training types that the trainer will be associated with; click on the drop-down menu and all options will be visible. (More than one option may be selected at a time and all these selected options can be viewed by the official under training categories, as shown below).

, Training Details		Experience and Skills
tranking Cotegory * Administrative workshop, Academic workshop, Monitoring and evoluation Cote of Komikation * dd - nm - yyyy	Training Categories 1. Administrative workshop 2. Academic workshop 3. Monitoring and evoluation	Relevant Esperience in (Yeons) Esse Itelevant Esperience Relevant Skills/Subject Ester Relevant Skills AVE

Figure 21 - Add experience and associated trainings with the trainer and Save, Admin Login

Step 5 - Click on the SAVE button once all information has been entered.

3.1.2.4 Add New Coordinators:

Steps to follow to add a new coordinator:

- Step 1 Click on Add New Coordinator tab under Training Program Design.
- Step 2 Enter the personal information of the Coordinator.
- Step 3 Click Save, the information will be saved in the database.



Co-Ordinator Registration						
Name *	Gender*		Date of Birth *	Employee Code *		
Enter full name			Select gender	~	dd-mm-yyyy 🗖	Enter employee Code
Mobile *		Email *	High	phest Qu	alification *	
Enter Valid Mobile No.		Enter email	Enter Highe		iest Qualification	
Organization *	District *					
Enter Working Place	Select District	~				
		SAVE				

Figure 22 - Add a new coordinator, Admin Login

3.1.1 Training Session Design:

Step 1 - Click on the Training Session Design tab in the menu to access this section of the platform.

Step 2 - To view the details of a particular training session, click on the drop-down menu at the top of the page and select it. The details of the training will be revealed

> HP-Stars-TTMS					
Statewide Manitoring Dashbaard		~			
+ Training Program Design	Training Title	Training Date	Training Venue		
Training Session Design	Test Training_13001	01-01-2024	DIE⊺ Bilaspur, Bhamthal		
S Training Overview					
© Resource Allocation	Kesource Persons	(B _	10		
Progrem Evaluation	Reading criana sharra	No. of Schools	No. of Participants		
C Maning Moterici					
Subject Spariotist & Moster Trainees					
Eventer and the second se					
Cuclity Assurance	hedule				
S Intervention Picaning	Time	Session No.	Session Details		
E logout	0 - 2300	Session 1	Session 1		
		Actification serve			

Figure 23 - Training Session Design interface, Admin Login

Step 3 - All the details of scheduled training sessions are seen including the date of the workshop, the training venue, the resource persons who will be coordinating the session as well as the participants who will be trained.



Test_Training_15		~			
Select Training			l	1	
Test Training_13001			g Date		Training Ve
Training Test - 10			-2024		DIET Kullu, Jo
test II					
Test_Training_15					
Test_training_13			2		1.1
test training 1			No. of Sch	ools	
Iraining Test SCERT					
Test Training Admin 123					
+ Create New Session					
Detailed Session Schedule					
Detailed Session Schedule					
Detailed Session Schedule	Session No.			Session De	atails
Detailed Session Schedule	Session No.			Session De	otails
Detailed Session Schedule Time 10.05 - 13.58	Session No. Session 1			Session Do What is Artificial II	etails ntelligence ?

Figure 24 - Select the training to see the details, Admin login

Step 4 -To create a new session for the given training program, click on Create New Session. A new section of the page will open.

Step 5 - Enter the relevant details accordingly to create sessions within the training. Note that all sessions that have already been planned will be reflected at the bottom of the page under "**Detailed Session Schedule**".

	Test_Training_15	27-06-	2024	DET KUR	a, Jorod				
(ir. 166. 1	Resource Persons Anil K, Choudhdry		2 No. of Schools	*	25 No. of Participants				
+ Create New Sessi	on								
Ession No.			<u>~</u>						
Sesakan Ttais Sesakan Description									
Session Trainer Session Bott Time									
fession ind Time									
Comments			•						
Detailed Session	Schedule								
time	Session No.		1	iession Details					
10:05 - 10:58	Session 1		What is	Artificial Intelligence 7					

Figure 25 - Create new sessions of training, Admin Login

Upon saving the details on the new session, it will be added to the session schedule and a notification will be sent to all concerned persons accordingly.



3.1.2 Training Overview

3.1.2.1 Trainings

This page shows the overall details of the trainings (both completed and upcoming), i.e., training title, Category and Sub-category of trainings, date, venue, allotted resource persons, number of teachers, target group, duration and action to be taken.



Figure 26 - Trainings Summary, Admin Login

3.1.2.2 Trainers

This window shows the list of trainers with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

D	Training Overview				
٠	Trainings Trainers Training	Categories Venue Participants Co-ordinator			
5					
+	List of Trainers			No. of Tra	ners 23
0				Q. Search inside table	
e	Sr. no.	Trainer Name	Gender	Mobile	Action
	1	Jawahar Thakur	Male	9418453245	
	2	VIBHAW KUMAR SHUKLA	Male	7355435292	🖌 Edit
	3	Ravinder Nath	Male	9418095509	Archive
	4	Sandeep Sharma	Male	8894194006	

Figure 27 - Trainers Summary, Admin Login

3.1.2.3 Training Categories

This window is a summary of all the trainings added by the officials, their categories and sub-categories.



List of 1	raining Categories	Training Categories	12
		Q Search inside table_	
Sr. no.	Training Category	Training Sub-Categories	Ac
1	Administrative Workshop	Community Engagement and Outreach, Conflict Resolution, Diversity and Inclusion Training, Ethical Leadership, Financial Management, Human Resource Managem School Management and Leadership, Social Responsibility Initiatives, Strategic Planning and Development	ient, Others,
2	Monitoring & Evaluation	Data Collection and Analysis, Impact Assessment, Others, Performance Measurement, Quality Assurance and Improvement, Reporting and Documentation	n.

Figure 28 - Training Categories, Admin Login

3.1.2.4 Training Venue

This window is to summarize all the venues and their seating capacities besides other availability of infrastructure.

D	Training Overv	view				
	Trainings Train	ners Training Categories	Venue Participants Co-ordinator			
					_	
+	List of Venue				No. of Venue	13
0				Q Search inside to	ble	
œ	Sr. no.	District Name	Venue Name	Seating Capacity	ICT Available	Action
	1	СНАМВА	TEsting_venue_created BY Admin 2	40	Available	
	2	СНАМВА	TEsting_venue_created BY Admin	40	Available	
	3	СНАМВА	DIET Bilaspur, Bhamthal	20	Available	
	4	SOLAN	SCERT Solan, Saproon	40	Not Available	
			< 1 2 3 4			 Edit Archive

Figure 29 - Venue Summary, Admin Login

3.1.2.5 Participants

This window gives the details of participants for each training.

Select the training from the dropdown to see the contact and organization details of the participants.

Training Overviev	Training Overview									
Trainings Trainers	Training Categories	Venue Participants	Co-ordinator							
List of Participants							No. of Participants	2		
Select Training										
new Session test	new Session test		~			Q Search inside table				
Sr. no.	Participant Name	т	raining Venue		School	Distric	t Block	Action		
1	ANJANA KUMARI	DIET B	laspur, Bhamthal		GSSS (GIRLS) PORTMORE	SHIML	A SHIMLA-4			
2	PRABHA MEHTA	DIET B	laspur, Bhamthal		GSSS (GIRLS) PORTMORE	SHIML	A SHIMLA-4			
								Delete		

Figure 30 - Participants Summary, Admin Login

3.1.2.6 Co-Ordinator

This window shows the list of coordinators with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject



specialization, the current status of employment and action to be taken for their information present.

Trainings Tr	ainers Training Categories	Venue Participants	Co-ordinator					
List of Co-ordin	ator					No. of Co	-ordinator	23
					Q Search	inside table		
Sr. no.	Co-ordinator Name	Gender	Email	Mobile	Organization	Training Title	Training Venue	Actic
1	Jawahar Thakur	Male	jawahar.hpu@gmail.com	9418453245				
2	VIBHAW KUMAR SHUKLA	Male	vibhavshuklag@gmail.com	7355435292				
3	Ravinder Nath	Male	r.nath1964@gmail.com	9418095509				
4	Sandeep Sharma	Male	sandeephpu@gmail.com	8894194006				
					<u> </u>			/ Edit
				4 5 6	,			Archive

Figure 31 - Coordinator Summary, Admin login

3.2 SCERT/DIET login:

Under the responsibilities associated with the SCERT, the features available on this portal serve as an aid to effectively fulfill their administrative and monitoring goals in a faster and more efficient manner.

After logging in the user lands on the dashboard that provides the following features.

3.2.1 SCERT Dashboard:

The key features available on the SCERT dashboard are as below:

- A geographical map that can be used to locate and view the schools individually. The schools may also be filtered based on the block or district that they are in.
- Here, the concerned SCERT official can also see relevant data such as total trainings conducted, total registrations till date, total master trainers, total teachers trained as well as the status of trainings for each school or the region of interest upon selection from the map.
- Data related to the school category wise break ups as well as gender wise distribution of students under each DIET is shown graphically.
- Participants' attendance details per venue both school category-wise and gender-wise as shown below.







- Details on the feedback for training workshops.
- Statistics on the total number of venue coordinators and timings.
- The average attendance at each training center.



Figure 33 - Venue and avg attendance details, SCERT Login



• A notification section is available here to keep track of any upcoming training workshops.



Figure 34 - Notifications Section, SCERT Login

- The average feedback for each DIET and the total training days of the previous year as well as the current year.
- The total seating capacity of all training centers saved in the database. A search bar is provided for convenience.

3.2.2 Training Program Design

This tab has four subtabs – 1) Add New Training, 2) Add New Venue, 3) Add New Trainer and 4) Add New Coordinator



Figure 35 - Subtabs for Training Program Design, SCERT Login



3.2.2.1 Add New Training:

To create a new Training Program for a batch, this feature has been introduced within SCERT/DIET, TTMS.

New Training Program Creation			
Test Training_13001 0/0//2024 Schools-1 Trainies Expected-10	Training Test - 10 12/06/2024 Schooles - 3 Trainees Expected - 40	teat 11 12/05/2024 Schools-3 Troiness Expected-13	Test, Training_15 22/(e)/204 5 Scholin-2 Trainies Expected- 25
Training Title			No. of Schools Enrolled for Training - 0
Enter Notification No. (descriptive/optional)			No. of Trainees Expected -
Description			Comments before Training
Select Stort Date dd-mm-yyyy		•	Please enter comments maximum 150 words
Select Training Category		~	
Select Venue	<u> </u>	Seating Capacity	
		<u> </u>	
Select Target Group		×	Learning Outcome
Select Resource Person		v	Please enter at least two learning outcome
Select Co-Ordinator		• •	
No of Trainees Expected		¥	
Training Start Time		0	
Training Ind Time		0	
		Save Training Program	

Figure 36 - Add a new Training Page, SCERT Login

To create and schedule a new training program, fill in the details to get started:

Step 1 - Enter the training title, notification number (which is optional), and the description of the training.

Step 2 - Input the date: this may be done manually in the *dd-mm-yy* format or by clicking on the calendar icon and selecting the date from the virtual calendar.

Selec dd-	t S	tart m-	Da YY	te YY			
June	202	24 -				\uparrow	\downarrow
Mo	Tu	W	e T	'n	Fr	Sa	Su
27	28	- 29	9 89		31	1	2
10	11	15	2 1	3	14	15	16
17	18	19	9 2		21	22	23
24	25	26	6 2	7	28	29	30
1	2	3		4	5	6	7
le	ar					To	day

Figure 37 - Calendar selection, SCERT Login

Step	3 -	- Select	the	training	category.
------	-----	----------	-----	----------	-----------

	Training Title						
Enter Notification No. (descriptive/optional)							
	Description						
	Select Start Cote dd-mm-ywy						
	Select Training Category						
		~					
	Administrative workshop						
	Academic workshop						
	Social leadership						
	Monitoring and evaluation	- 1					
	Technology Advancement Training						
	Capacity Building						
	Financial Administration & School Management						
	Lab Technology						
	Lob Skills						
	Office Procedures						
	Environmental Awareness						
	POSCO						
	Special Education	- 1					
	Guidance & Couselling						
	Others						

Figure 38 - Training Category selection, SCERT Login



Step 4 - After selecting the relevant training category and an additional "Sub-category" dropdown menu will be revealed.

Step 5 - Likewise, to select the training sub-category, click on the "Select Training Sub-Category" drop-down menu to see the available options.

Training Tite	
Enter Notification No. (descriptive/optional)	
Description	
Select Start Date dd-mm-yyy	
Salect Inaining Category Academic workshop	~
Select Training Sub-Category	~
Assessment and Evoluation Techniques	
Teaching Methodologies Educational Technology Integration	
Others Curriculum Development	j

Figure 39 - Training Sub-category, SCERT Login

Step 6 - Choose the venue where the particular training is to be scheduled. Once the venue is selected, it's seating capacity will be automatically populated in the box on the right.

Select Training Type Academic workshop		~
Select Troining Sub-Type Curriculum Development		-
Select Venue		_
DIET Kullu, Jarad	✓ Seating Capacity 40	
	*	
DIET Bilaspur, Bhamthal		٠
DIET Chamba, Saroo		-
DIET Kinnaur, Test		~
Testing_venue_1		_
Test		
DIET Hamirpur, Nadaun		~
DIET Kangra, Dharmshala		
DIET Kullu, Jarad		~
DIET Lahul & Spiti, Tandi Kishatwar		_
DIET Mandi, Samkhetar		
DIET Una, Dehla		-
DIET Shimla, Shamlaghat		0
DIET Solan, Kotlanala		_

Figure 40 - Venue Selection and seating capacity, SCERT login

Step 7 – Select the schools that are to participate in the training (example selection - GSSS Guglara, GMSSS B.Kulu and GSSS Parwanoo). Note that a tick mark appears on the left side of the school's name once it has been selected.

• To deselect an already selected school, click on its name again.

Step 8 - Subsequently, select the target group from the selected schools, for which the training is designed.

Select Training Sub-Type Curriculum Development		~
Select Vanue DIET Kullu, Jarad	~	Seating Capacity 40
Select Schools GSSS GUGLARA, GMSSS B. KULLU, GSSS PARWANOO		v
Select Torget Group		~
Togehare (TGT's)		
Lecturer's/PGT's (with option of selecting a subject from dropdown)		
Teacher Educators of DIETs		
School Heads		
LA'S & JLA'S		
JOAs/Clerks		
Sr. Assets. & Supdts		
		0
Training End Time		
		O

Figure 41 - Select Target Group, SCERT Login



Step 9 - Select the resource person(s) to be designated for this training. If you want to add a new trainer whose name is not in the dropdown list, go to "Add new trainer" (Section 4.2.2, part iii)). **Step 10** - Specify the duration of the workshop.

Step 11 - Enter the number of expected trainees from selected schools, manually.

Step 12 - Set the Training Start and End Times.

- This may be done manually.
- Or by selecting the clock icon () on the right and then choosing from the menu.

2	Select T Teacl	arget G	ironb GL2)
-	21	22	Person
	22	23	nd Sharma ~
	23	24	×
•	00	25	
	01	26	
	02	27	ne O
	03	28	
			0
			Save Training Program

Figure 42 - Enter the start and end time, SCERT Login

No. of Schools Enrolled for Training -	D	3
No. of Trainees Expected -		30
Comments before Training		
Please enter comments maximum 150 words		
Learning Outcome		
Please enter at least two learning outcome		
		10

- The number of schools and the number of trainees that have been added for the training will automatically appear on the right-hand side of the page.
- Moreover, the additional options of providing comments before the training as well as stating the learning outcomes that will be focused upon during the workshop is provided in the form of two boxes as shown here. (Filling these is mandatory*).

Step 13 - Click on the Save Training Program button.

• After the training program is saved, the training is shown on the top panel of the page with the details available on a click.



Training Details		
Training Titles Test Training, 12001		
raning nue. Test fraining_15001		
Notification no.: 13001		
Venue: DIET Bilaspur, Bhamthal		
Date: 01-01-2024		
Time: 10:00-17:00		
i Target Group: Teachers (TGT's)		
Category of the Training: Administrative workshop		
Sub-Category of the Training: Policy Implementation		
Number of Attendees Expected: 10		
No. of Schools Enrolled for Training:		
	Venue: Diff Bilospur, Bhamthol Date: 010-2024 Time: 10:00-17:00 Target Group: Teachers (TGTs) Category of the Training: Administrative workshop Sub-Category of the Training: Policy Implementation Number of Attendees Expected: 10 No. of Schools Enrolled for Training: 1	

Figure 43 - Training details, after saving, SCERT Login

3.2.2.2 Add New Venue:

Steps to follow to add a new venue:

Step 1 - To add a new venue, first select the district it is located in.

•	District *	Venue *	Seating Capacity *	
-	Select District ~	Enter Venue name	Enter Seating Capacity	
	Select District			
	Bilaspur) (onue Deteile		
+	СНАМВА	venue Details		
	HAMIRPUR			
S	KANGRA			
	KINNAUR			
	KULLU			
S	LAHUL & SPITI	VENUE	s	
	MANDI			

Figure 44 - Select the district to add a new venue, SCERT Login

Step 2 - Enter the venue name and the seating capacity in their respective text boxes.

Step 3 - Specify whether the venue will have ICT (Information and Communications Technology) or not.

Step 4 - Click on the "Add" button and the new venue and its corresponding details will be stored in the database.

Seating Capacity *	ICT Available *	
Enter Seating Capacity	Yes _O No 💿	Add

Figure 45 - Select the availability of ICT, SCERT Login

These added venues will be shown in the dropdown list while adding a new training (previous section).

3.2.2.3 Add New Trainers:

Steps to follow to add a new trainer:

- Step 1 Click on Add New Trainer tab under Training Program Design.
- Step 2 Enter the personal information of the trainer.
- Step 3 Scroll down and enter other relevant details as well.



	Personal	Information	
Full Name (as mentioned in Official documents) *		Gender*	Employee ID *
Enter full name		Select gender	Enter employee Id
Phone Number *		Email *	
Enter phone number		Enter email	
Qualification *		Subject Specialization/ Area of Research *	
Enter Qualification		Enter Subject Specialization/ Area of Research	
Current Status of Employment *	Designation *	Organisational Type *	
Select Current Status	Enter designation	Enter Organisational Type	
Name of the Organization *			
Enter Name of the Organization			
Short Bio		Photo	
Enter short bio		Choose File No file chosen	
	10		·
			L
	Personal Provide Automatical Provide Automatica		
Training	Details	Experion	ce and Skills
Training Category *	Training Categories	Relevant Experience in (Years)	
Select training type	v	Enter Relevant Experience	
Date of Nomination *		Relevant Skills/Subject	
dd-mm-yyyy	•	Enter Relevant Skills	

Figure 46 - Resource Person adding an interface, SCERT Login

Step 4 - Select the training types that the trainer will be associated with; click on the drop-down menu and all options will be visible. (More than one option may be selected at a time and all these selected options can be viewed by the official under training categories, as shown below).

, Training Details		Experience and Skills
tranking Cotegory * Administrative workshop, Academic workshop, Monitoring and evoluation Cote of Komikation * dd - nm - yyyy	Training Categories 1. Administrative workshop 2. Academic workshop 3. Monitoring and evoluation	Relevant Esperience in (Yeons) Esse Itelevant Esperience Relevant Skills/Subject Ester Relevant Skills AVE

Figure 47 - Add experience and associated trainings with the trainer and Save, SCERT Login

Step 5 - Click on the SAVE button once all information has been entered.

3.2.2.4 Add New Coordinators:

Steps to follow to add a new coordinator:

- Step 1 Click on Add New Coordinator tab under Training Program Design.
- Step 2 Enter the personal information of the Coordinator.
- Step 3 Click Save, the information will be saved in the database.



Co-Ordinator Registration						
Name *			Gender *		Date of Birth *	Employee Code *
Enter full name			Select gender	~	dd-mm-yyyy 🗖	Enter employee Code
Mobile *		Email *		Highest Qualification *		
Enter Valid Mobile No.		Enter email	0	Enter Highest Qualification		
Organization *	District *					
Enter Working Place	Select District	~				
		SAVE				

Figure 48 - Add a new coordinator, SCERT Login

3.2.3 Training Session Design:

Step 1 - Click on the Training Session Design tab in the menu to access this section of the platform.

Step 2 - To view the details of a particular training session, click on the drop-down menu at the top of the page and select it. The details of the training will be revealed

HP-Stars-TTMS					
B Statewide Manitoring Dashboard		~			
+ Training Program Design	Training Title	Training Date	Training Venue		
Training Session Design	Test Training_13001	01-01-2024	DIET Bilaspur, Bhamthal		
Troining Overview					
Resource Allocation	Resource Persons	T	10		
Program Evaluation	Kuldeep Chand Sharma	No. of Schools	No. of Participants		
S Learning Material					
Attendance Tracking					
Subject Specialist & Master Trainers	1				
S Feedbook Analysis	bedula				
Quality Assurance	neutre				
S Intervention Planning	Time	Session No.	Session Details		
🕞 Logout	0 - 23:00	Session 1	Session 1		
		Availle atton seen			

Figure 49 - Training Session Design interface, SCERT Login

Step 3 - All the details of scheduled training sessions are seen including the date of the workshop, the training venue, the resource persons who will be coordinating the session as well as the participants who will be trained.



Test_Training_15		~			
Select Training					
Test Training_13001			g Date		Training Ver
Training Test - 10			-2024		DIET Kullu, Ja
est II					
lest training 13					
irgining Test 2			2		202
est training I			No. of Sch	ools	
raining_Test_SCERT					
est_Training_Admin_123					
+ Create New Session Detailed Session Schedule					
Time	Session No.			Session Det	ails
10:05 - 13:58	Session 1			What is Artificial Int	elligence ?

Step 4 -To create a new session for the given training program, click on Create New Session. A new section of the page will open.

Step 5 - Enter the relevant details accordingly to create sessions within the training. Note that all sessions that have already been planned will be reflected at the bottom of the page under "**Detailed Session Schedule**".

	Test_Training_16	27-06-20	04	DET Kulle	, Jorad
3r, No. 1	Resource Persons Anil K, Choudhory		2 No. of Schools	*	25 No. of Participants
+ Create New Se	ssion				
Ession to.			<u>_</u>		
Session Description					
Session Trainer Session Bott Time					
Reasion (ind Time					6
Commerca		Save			
Detailed Sessio	on Schedule				
-	Service No.			ession Defails	
10.05 - 13.54	Bession1		What is A	utilisial intelligence 7	

Figure 50 - Create new sessions of training, SCERT Login

Upon saving the details on the new session, it will be added to the session schedule and a notification will be sent to all concerned persons accordingly.



3.2.4 Training Overview

3.2.4.1 Trainings

This page shows the overall details of the trainings (both completed and upcoming), i.e., training title, Category and Sub-category of trainings, date, venue, allotted resource persons, number of teachers, target group, duration and action to be taken.



Figure 51 - Trainings Summary, SCERT Login

3.2.4.2 Trainers

This window shows the list of trainers with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject specialization, the current status of employment and action to be taken for their information present.

D	Training Overview				
٠	Trainings Trainers Training	Categories Venue Participants Co-ordinator			
5					
+	List of Trainers			No. of Tra	ners 23
0				Q. Search inside table	
e	Sr. no.	Trainer Name	Gender	Mobile	Action
	1	Jawahar Thakur	Male	9418453245	
	2	VIBHAW KUMAR SHUKLA	Male	7355435292	🖌 Edit
	3	Ravinder Nath	Male	9418095509	Archive
	4	Sandeep Sharma	Male	8894194006	

Figure 52 - Trainers Summary, SCERT Login

3.2.4.3 Training Categories

This window is a summary of all the trainings added by the officials, their categories and sub-categories.



List of	raining Categories	Training Categories	12
		Q. Search Inside table	
Sr. no.	Training Category	Training Sub-Categories	Ac
1	Administrative Workshop	Community Engagement and Outreach, Conflict Resolution, Diversity and Inclusion Training, Ethical Leadership, Financial Management, Human Resource Management School Management and Leadership, Social Responsibility Initiatives, Strategic Planning and Development	nt, Others,
2	Monitoring & Evaluation	Data Collection and Analysis, Impact Assessment, Others, Performance Measurement, Quality Assurance and Improvement, Reporting and Documentation	

Figure 53 - Training Categories, SCERT Login

3.2.4.4 Training Venue

This window is to summarize all the venues and their seating capacities besides other availability of infrastructure.

D	Training Overvie	w				
	Trainings Traine	rs Training Categories	Venue Participants Co-ordinator			
55						
+	List of Venue				No. of Venue	13
6				Q Search inside tabl	D	
œ	Sr. no.	District Name	Venue Name	Seating Capacity	ICT Available	Action
	1	СНАМВА	TEsting_venue_created BY Admin 2	40	Available	
	2	СНАМВА	TEsting_venue_created BY Admin	40	Available	
	3	СНАМВА	DIET Bilaspur, Bhamthal	20	Available	
	4	SOLAN	SCERT Solan, Saproon	40	Not Available	
						 Edit Archive

Figure 54 - Venue Summary, SCERT Login

3.2.4.5 Participants

This window gives the details of participants for each training.

Select the training from the dropdown to see the contact and organization details of the participants.

Training Overviev	/							
Trainings Trainers	Training Categories	Venue Participants	Co-ordinator					
List of Participants							No. of Participants	2
Select Training								
new Session test				~		Q Search inside table.		
Sr. no.	Participant Name	т	raining Venue		School	Distric	t Block	Action
1	ANJANA KUMARI	DIET B	laspur, Bhamthal		GSSS (GIRLS) PORTMORE	SHIML	A SHIMLA-4	
2	PRABHA MEHTA	DIET B	laspur, Bhamthal		GSSS (GIRLS) PORTMORE	SHIML	A SHIMLA-4	
								Delete

Figure 55 - Participants Summary, SCERT Login

3.2.4.6 Co-Ordinator

This window shows the list of coordinators with their employee ID, trainings that they have taken, gender and their contact information, highest qualifications and subject



specialization, the current status of employment and action to be taken for their information present.

Trainings Tra	iners Training Categories	Venue Participants	Co-ordinator					
List of Co-ordine	ator					No. of Co	-ordinator	23
					Q Search	inside table		
Sr. no.	Co-ordinator Name	Gender	Email	Mobile	Organization	Training Title	Training Venue	Acti
1	Jawahar Thakur	Male	jawahar.hpu@gmail.com	9418453245				
2	VIBHAW KUMAR SHUKLA	Male	vibhavshuklag@gmail.com	7355435292				
3	Ravinder Nath	Male	r.nath1964@gmail.com	9418095509				
4	Sandeep Sharma	Male	sandeephpu@gmail.com	8894194006				
				4 5 6	<u>.</u>			🧨 Edit

Figure 56 - Coordinator Summary, SCERT login

3.3 School Login:

The school administrative staff responsibilities are multifaceted, involving oversight and support to teachers. The school receives notifications on the dashboard, once their school is selected for training by SCERT/DIET. The school is given access to nominate their staff for the trainings designed by SCERT/DIET.

3.3.1 School Dashboard

School Dashboard gives all the important information in a consolidated form like:

- Data related to the number of teachers assigned for training, number of teachers registered for trainings on different days, teachers' registration status for upcoming status as well as the overall training status of the school as a performance.
- A notification section to keep track of all the upcoming training programs.
- A virtual calendar that will have the important dates marked.



Figure 517 - Dashboard interface, School Login

3.3.2 Teacher Information Management

This page is to ensure that details of all the teachers of the school are in the database.



	Personal k	nformation	
FullName (os mentioned in Official documents) *		008 *	Gender 1
Enter full name		dd-mm-yyyy	Select gender
Nationality *	Maritial Stolue *	Phone Number *	Email 1
Select Nationality	Select Moritial Status	Enter phone number	Enter email
Permanent address *		Photo	
Enter Permanent address		Choose File No file chosen	
	h		
Present address *			
Enter Present address			
	1.		
	Professiona	(Information	
Employee ID *	Date of Joining *	Designation *	
	aa-mm-yyyy	Leader new Grouper	*
Teaching Subjects *	Classes Assigned *	Employment Type *	Previous Experiornov In Years *
		Preserved holyneses (Ma	Der De Operation
		Qualification	
Degree '	Universities/institutions *		Possing Year *
Select Degree 🗸 🗸	Select University/Institutions	*	Enter Passing Year
Add More			
Relevant Expericence in Years *		Relevant Skills *	
Enter the Relevant Experioence		Enter Relevant Skills	
			LAVE

Figure 52 - Teacher Information Management, School Login

- Step 1 Fill teacher's personal information from their biodata
- Step 2 Fill their professional information next.
- Step 3 Fill the highest educational qualifications of the staff
 - To add more educational qualification details, click on "Add more" to create another set of boxes to fill in the required information.

		Educational Qualification
Degree *		Universities/Institutions *
Select Degree	~	Select University/Institutions
Degree *		Universities/Institutions *
Select Degree	~	Select University/Institutions

Figure 53 - Add more educational details, School Login

Step 4 – Fill the relevant experience of the staff

Step 5 - After completion, click on the "Save" button to save the details to the database.

3.3.3 Training Management

Once the school receives the notification of the training to be held, the nomination of staff is to be done by the school.

Steps to nominate staff for training:

Step 1 - Click on the Training Management tab.



Step 2 - Select the training program of choice from the drop-down menu at the top of the page. All relevant details about the selected training program will be displayed here.

		Nominations o	of Staff fo	r Upcoming Train	nings		
Select Training *							
Training Test - 10			v				
	Training Title		Training	g Date	Tre	Training Venue	
	Training Test - 10		12-06-	2024	SCERT	Solan, Saproon	
Sr. No.	Resource Persons						
1	Kuldeep Chand Sharr	Na di	**	40 No. of Participants			
Select Teaching Staff *			÷	Number of Trainees Nominate	ed - 0		Inside table
Select Non-Teaching Sta	H*				No Trainees sele	ected	
Select staff			~				
		Details of tre	ainees Nominat	ed for the training till now			
		Details of tr	ainees Nominat	ed for the training till now	٩	Search Inside table	
SR. NO.	Đ	Details of th TRAINEE NAME	ainees Nominat	ed for the training III now DATE OF TRAINING	Q :	Search Inside table VENUE	
SR. NO. 1	ID TP38156313	Details of th TRAINEE NAME PREM SINCH	ainees Nominat	ted for the training till now DATE OF TRAINING 12-06-2024	Q.	Search Inside table VENUE SCERT Solary Sap	roon

Figure 60 - Nomination for the training interface, School login

Step 3 - Nominate teachers for the selected training program by using the available drop-down menus and clicking on their names. More than one name can also be selected at a time.

	Nomina	tions of Staff for
Select Training *		
Training Test - 10		~
	Training Title	Training Do
	⊺raining ⊺est ~ 10	12-06-202
Sr. No.	Resource Persons	
1	Kuldeep Chand Sharma	
1	Kuldeep Chand Sharma	
1 Select Teaching Staff *	Kuldeep Chand Sharma	- 💌
1 Select Teaching Staff * Select staff	Kuldeep Chand Sharma	- 💌
1 Select Teaching Staff * Select staff Q, search here	Kuldeep Chand Sharma	- (*)
1 Select Teaching Staff * Select staff Q. search here SANJEEV KUMAR	Kuldeep Chand Sharma	
1 Select Teaching Staff * Exfect staff Q. search here SANJEEV KUMAR KAMLESH SHARMA	Kuldeep Chand Sharma	

Figure 54 - Teacher nomination for the training, School login

Step 4 - Upon selection, the names will appear on the right-hand side for confirmation. To deselect an already selected name, click on the name again or click on the delete button next to the name under the LIST OF THE TRAINEES NOMINATED section.



elect ⊺eaching Staff *		Number of Trainees	Nominated - 2	Q Search inside table
KAMLESH SHARMA, KULDEEP KUMAR	~	SR. NO.	LIST OF THE TRAINEES NOMINATED	ACTION
Q search here	*	1	KAMLESH SHARMA	i delete
SANJEEV KUMAR		2	KULDEEP KUMAR	i delete
✓ KAMLESH SHARMA				
KAMAL BIKHTA				
✓ KULDEEP KUMAR				
ANIL KUMAR	▼ at	ted for the training till no	W	

Figure 55 - Deletion of the selected teachers, School login

Step 5 - To view the details of all the training upcoming programs that the school has been nominated for, the notification section at the bottom of the page displays all the essential information.

Date	Time	Program Title	- 4	/enue	Participant List
12-06-2024	10:00 - 14:00	Training Test - 10	SCERTS	olan, Saproon	744
Learning Outcomes:					
Date	Timo	Program Title	Ver	nue	Participant List
27-06-2024	10:30 - 12:30	Training Test 2	DIET Mandi,	. Samkhetar	7 75
Date	Time	Program Ti	tie	Venue	Participant List
12-06-2024	10:00 - 14:00	Training_Test_	SCERT	DIET 06	'nŕ
Learning Outcomes: 1.01					
Date	Time	Program Title		Venue	Participant List
19-06-2024	08:00 - 17:00	Test_Training_Admin_123	DIE	T Bilaspur, Bhamthal	h mi

Figure 56 - Notification of upcoming training for the school, School login

3.4 Teacher login:

Select the teachers The following features are available to the Teacher user type login to aid and encourage the accomplishment of these trainings:

3.4.1 Teacher Dashboard

The teacher dashboard gives comprehensive information on the trainings held and achieved by the individual and has following features:

- A calendar is provided to keep track of all the trainings that the teacher has been nominated for.
- The set milestones and the current status training completed.



- A notification section having relevant details of upcoming trainings. (Note <u>View!!</u> will redirect the user to a different section of the platform to view all the other information about the training. This section is discussed later under Training Session Details).
- Training attendance, course completion and number of days in which they have participated in training programs.



Figure 57 - Notifications and attendance status, Teacher login

3.4.2 My Profile

Step 1 - Click on My Profile to check the profile details.

HP-Stars-TTMS							ID - TP381583	
Teacher Doshboard	м	y Training Attendance	My Tr	aining's Learning Outco	me Achievements	Register	as a Participant	
My Profile		and a	0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Register as a Venue Co-ordinator		
Training Session Details		2003	14200 x	and tand tand	Taran Taran Taran	Certifications an	nd Credentials Earned	
Personal Development Plan		Year-end Target 🙁 Altendance		Trainin Actioned © T	ngs Gripot	Eg 1		
Feedback & Communication Hub - Star Rating - Max 6 Stors								
Certificote Of Excellence						Q. Search Inside table		
logout								
	Training	Venue	Office Order No.	Status	Date	Action	My Feedback	
	reer Guidance & Counselling	DIET, Hamirpur	235	Completed	23Feb,2024	Download Certificate	00000	
	ourage skill development in students	DIET, Hamirpur	269	Scheduled	20May,2024	Register Nowl	00000	
	we of Industry Experts/Alumni	DIET, Hamirpur	÷	Scheduled	TIAug.2024	Register Now!	00000	
	ents Understand Employment Sector	DIET, Hamirpur	ā	Scheduled	12Oct,2024	Register Nowl	00000	

Figure 58 - Profile page, Teacher's login

Step 2 – This page shows:

- The personal details of the user.
- The user's learning outcomes achievement.
- All the training that has been completed.
- All the upcoming trainings, including the target courses.
- To download the corresponding certificate, click on <u>Download Certificate</u> under the "Action" column.



						Q Search inside table	
S.No.	Training	Venue	Office Order No.	Status	Date	Action	My Feedback
1	Career Guidance & Counselling	DIET, Hamirpur	235	Completed	23Feb,2024	Download Certificate	00000
2	How to encourage skill development in students	DIET, Hamirpur	269	Scheduled	20May,2024	Register Now!	00000
3	Views of Industry Experts/Alumni	DIET, Hamirpur	-	Scheduled	11Aug,2024	Register Now!	00000
4	Help Students Understand Employment Sector	DIET, Hamirpur	-	Scheduled	120ct,2024	Register Now!	00000

Figure 59 - To download certificate and to register for a training section, Teacher's login

3.4.3 Training Session details

Teachers can view all training session related details on their user account. The "View!!" click in notifications section on the dashboard will also direct the user to this page.

Step 1- Click on the Training Session Details tab to view all the information about the upcoming trainings for which the teacher has registers in "My profile" section.

MP-Stars-TTMS				ID - TP38158313
	Empowering Through Person	alized Learning - Unveiling Adaptive Paresources	thways and Rich	
E Logout	Notifica	tions for Upcoming Trainings		
	Time	Program Title		Venue
	10:00-14:00	Training_Test_SCERT		DIET 06
	Time	Program Title	Ver	nue
	10:00-14:00	Training Teet - 10	SCERT Sola	in, Saproon
	M			

Figure 60 - Training Session Details interface, Teacher's login

3.5 Coordinator Login:

3.5.1 Dashboard

Select the coordinator from the dropdown in the login page and add the correct credentials.



TTMS	Welcome (Co-ord	dinator Name}							ID - {I	D} (
					9		June 2024	4		
			No. of Trainings Completed	MON	THE	WED	THU	£95	SAT	SUN
				27	28	29	30	31	<u>(†</u>	2
{Co-	ordinator Name}			3	4	5	6	7	8	8
	(Emp.Code)			10	11	12	13	14	15	16
				17	10	19	20	21	22	23
Gender	{Gender}	200	05	24	25	26	27	28	29	30
Qualifications	{Qualifications]		No. of Upcoming Trainings	Upo	oming Trai	ning				
Mobile	{Mobile no.}									
Email	{email}			Notificatio	n					
Organization	{Organization}			You have t (training ti	xeen appoint Kle], schedu	ted as the Co Jed from [sta	ordinator for rt date] to [e	the [trainin and date] at	g type) on (venue	
District	(District)			name] View!!						

Figure 61 - Dashboard, Coordinator login

The coordinator login opens to a dashboard containing information on:

- Calendar to see the important dates
- Notifications section to see the important notices
- Profile of the coordinator
- Upcoming of training for the coordinator

3.5.2 Teacher Attendance

Step 1 - Click on the Attendance tab to check the attendance details and mark the attendance.

D	Training I	nformation								Q Sea	arch	
	Sr. No.	Training Tit	le	Training	Туре	Start Date	End Date	Trainer Name		Venue	Training	Status
	1	career guida	ance and counselling	Administrative	e workshop	25-06-2024	28-06-2024	Ramkumar Chouc	lhary I	DIET Shimla, Shamlaghat	Scheduled	▼ Save
											In-Progress Completed	
	Training	Participant's [Details							Q Sear	ch	
	Sr. No.	Emp. Code	Teacher Name	Gender	Mobile		Email	School UDISE	School	Date	Attenda	nce
	1	TP21252860	KIKAR SINGH	Male	92892892764	,	ss@gmail.com	2010100102	GSSS MAIL	25-06-2024	PresentO	Absent O
							oubmit					



				Trainer Informat	ion					
				Sr. No.	Name	(Gender	Mobile	Email	
				1	Raj Kumar Ch	noudhary	Male	98282982918	rajkumchy@g	mail.com
							Clos	e		
								Pop-up		
raining Inf	formation								Q Sea	rch
Sr. No.	Training Title		Training Type	Start [Date	End Date	Trainer Name	Ň	/enue	Training Status
	<u>vareer</u> guiuanoe	, and counselling	ooning duve wor	лонир 23-06	-2024	£J*UU*2U24	Ranikumat Chou	arroft y L	ne i onnino, oridinagnat	In-Progress Completed
School Inf	formation									
Sr. No.	School Code	e School	Scho	ol Category	Village	Cluster	Block	District	Contact Person	Contact Number
						Close				
Training	Participant's De	tails				Close	Î		Sear	ch
Training	Participant's De	tails				Close	1			ch
Training Sr. No. 1	Participant's De Emp. Code TP21252860	tails Teacher Name KIKAR SINGH	Gender Male	Mobile 92892892784	ks@r	Close Email gmail.com	School UDISE 2010100102	School GSSS MAIL	Date 25-06-2024	Ch Attendance PresentQ Absent

Figure 62 – Training information and participant's details, Teacher's login

Step 2 – The training details will be seen once the user clicks on the training title. The "Training Participant's Details" table opens as the user clicks on the training title.

Step 3 - Click on the teacher's name under training information to see the contact details of the teacher.

Step 4 - The "completed" option in status gets activated after the last date and the submission of attendance for all days



Step 5 – Click the save button to send a notification to SCERT that the training has been completed.

Step 6 – Click the present/absent option as per the attendance record to save the attendance.

Step 7 – Once the teacher submits the feedback from their profile, the feedback reflects on the page of the coordinator.

	Feedback	ks Info			Select Training Title		v	Notification
	Sr. No.	Emp. Code	Teacher Name	School	Feedback Status	Feedback		You have been appointed as the Coordinator for the [training type] on [training title], scheduled from [start date] to [end date] at [venue name] View!!
	1	TP21252860	KIKAR SINGH	GSSS MAIL	Submitted			
	2	TR53053195	KULDIP SINGH	GSSS MAIL	Not Submitted			
L								

Figure 70 - Feedback section, Coordinator login

Step 8 – The overall summary of attendance for the participants is visible at the bottom section of the page.



Figure 63 - Attendance Summary, Coordinator Login