

Directorate of Technical Education (DTE) Training Management System (TMS)

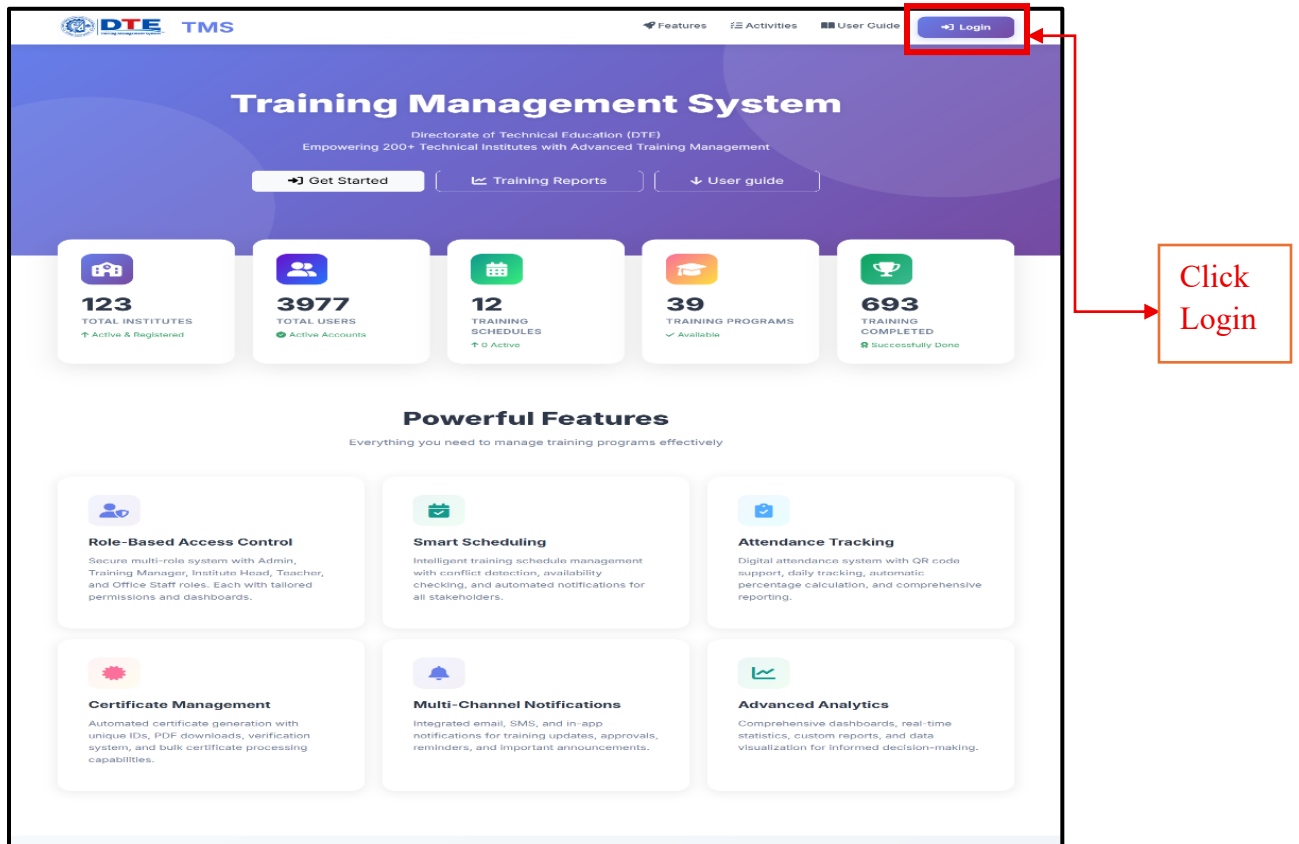
User Manual for the **Institute Head**

Role of the Institute Head in (TMS)

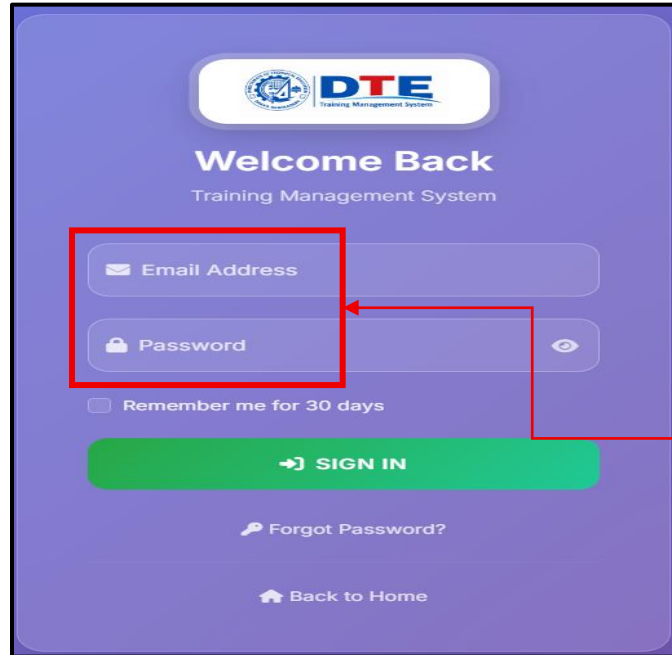
As the Institute Head, you are responsible for:

- Managing institute departments
- Managing your institute's teachers and staff members
- Adding new teachers and staff to the system
- Nominating teachers and staff for training programs
- Viewing institute-specific reports
- Monitoring staff training progress
- Ensuring staff development goals are met

Go to: <https://tms.tvetlms.com>



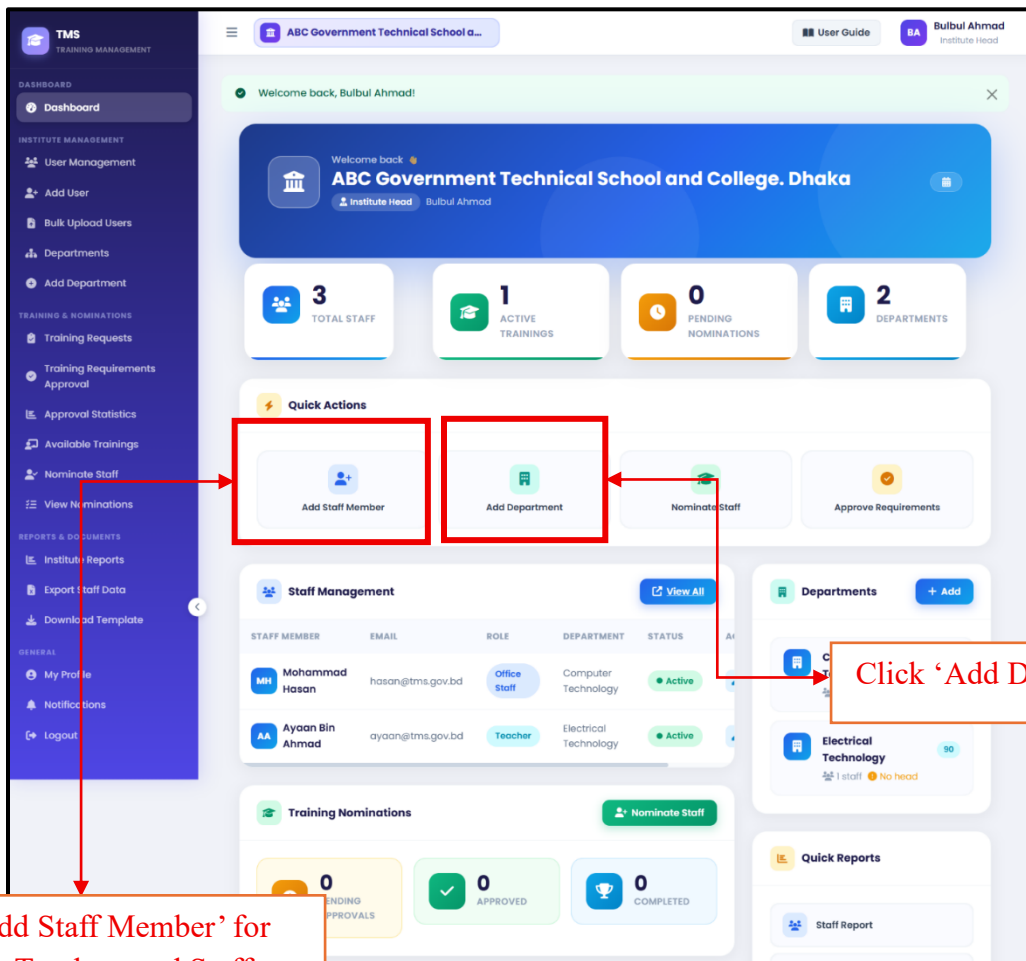
Login Page



The login page features a purple background with the DTE Training Management System logo at the top. Below the logo, it says "Welcome Back" and "Training Management System". There are two input fields: "Email Address" and "Password". A red box highlights both fields, with an arrow pointing to a text box on the right that says "Enter your Registered Email and password." Below the input fields is a checkbox labeled "Remember me for 30 days" and a green "SIGN IN" button. At the bottom, there are links for "Forgot Password?" and "Back to Home".

Enter your Registered Email and password.

Institute dashboard for Institute head



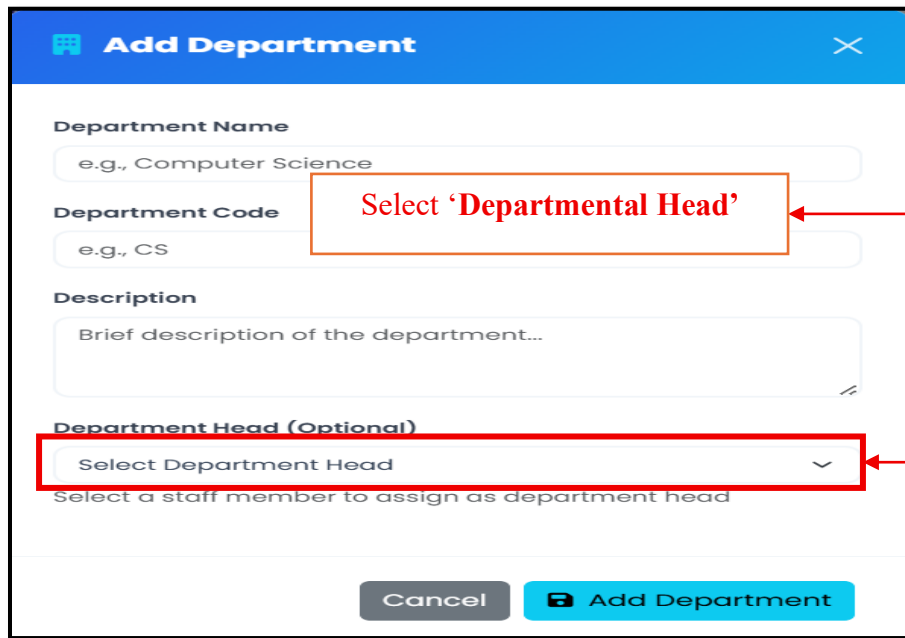
The dashboard is for "ABC Government Technical School and College. Dhaka" and is accessed by "Bulbul Ahmad" as the "Institute Head". It shows a welcome message and four summary cards: "3 TOTAL STAFF", "1 ACTIVE TRAININGS", "0 PENDING NOMINATIONS", and "2 DEPARTMENTS". Below these are "Quick Actions" with buttons for "Add Staff Member", "Add Department", "Nominate Staff", and "Approve Requirements". A red box highlights "Add Staff Member" and "Add Department", with an arrow pointing to a text box at the bottom left that says "Click 'Add Staff Member' for creating Teachers and Staff Accounts". Another red box highlights "Add Department", with an arrow pointing to a text box on the right that says "Click 'Add Department'". The dashboard also includes a "Staff Management" table with columns for Staff Member, Email, Role, Department, and Status. The table lists two staff members: Mohammad Hasan (Office Staff, Computer Technology, Active) and Ayaan Bin Ahmad (Teacher, Electrical Technology, Active). There are also sections for "Training Nominations" and "Quick Reports".

STAFF MEMBER	EMAIL	ROLE	DEPARTMENT	STATUS
MH Mohammad Hasan	hasan@tms.gov.bd	Office Staff	Computer Technology	Active
AA Ayaan Bin Ahmad	ayaan@tms.gov.bd	Teacher	Electrical Technology	Active

Click 'Add Staff Member' for creating Teachers and Staff Accounts

Click 'Add Department'

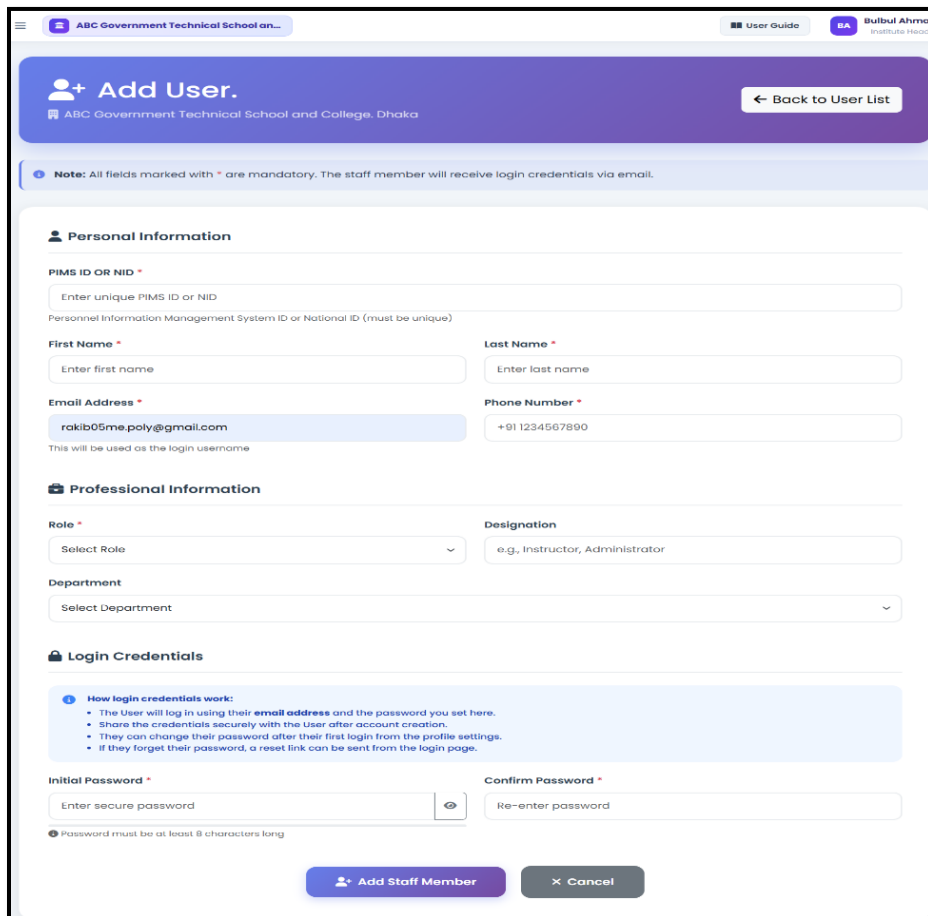
First, go to the ‘**Add Departments**’ tab in the left sidebar. Create all the departments for your institute.



The screenshot shows the 'Add Department' form with the following fields and annotations:

- Department Name:** Text input with placeholder 'e.g., Computer Science'.
- Department Code:** Text input with placeholder 'e.g., CS'.
- Description:** Text area with placeholder 'Brief description of the department...'.
- Department Head (Optional):** A dropdown menu with the text 'Select Department Head' and a downward arrow. A red box highlights this field, and a red arrow points to it from the text 'Select 'Departmental Head''.
- Buttons:** 'Cancel' and 'Add Department' (with a plus icon).

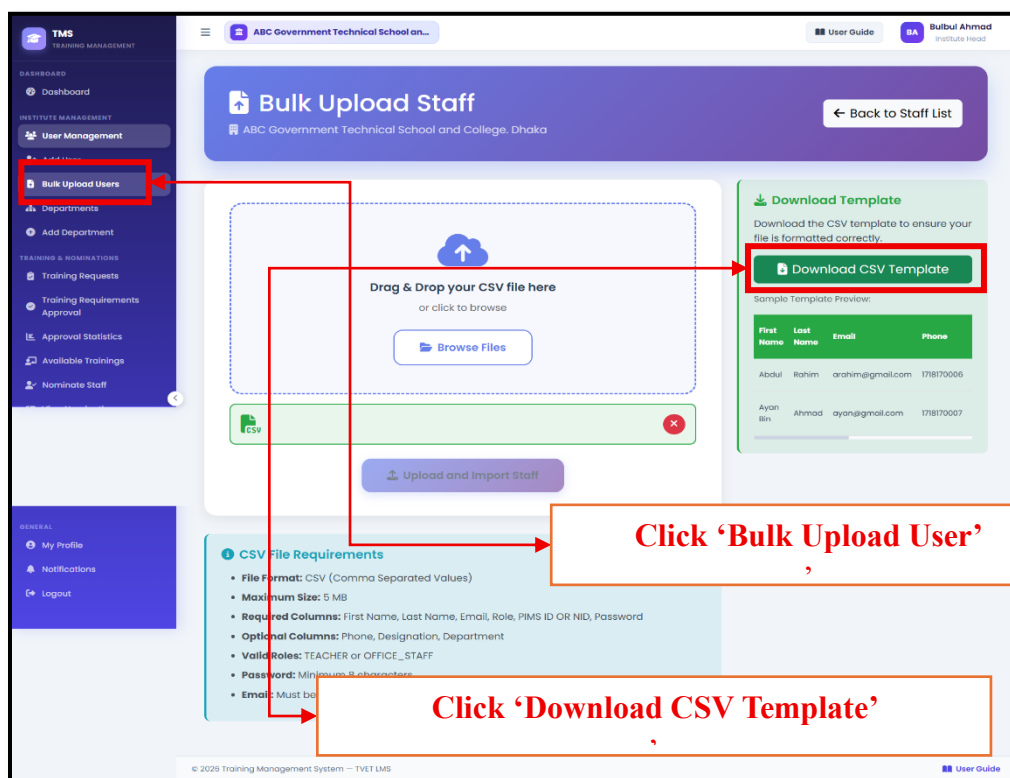
Second, create all the teachers and Staff accounts by clicking ‘**Add Staff Member**’



The screenshot shows the 'Add User' form with the following sections and fields:

- Header:** 'Add User.' with a 'Back to User List' button.
- Note:** 'All fields marked with * are mandatory. The staff member will receive login credentials via email.'
- Personal Information:**
 - PIMS ID OR NID *:** Text input with placeholder 'Enter unique PIMS ID or NID'.
 - First Name *:** Text input with placeholder 'Enter first name'.
 - Last Name *:** Text input with placeholder 'Enter last name'.
 - Email Address *:** Text input with placeholder 'rakib05me.poly@gmail.com'.
 - Phone Number *:** Text input with placeholder '+91 1234567890'.
- Professional Information:**
 - Role *:** Dropdown menu with 'Select Role'.
 - Designation:** Text input with placeholder 'e.g., Instructor, Administrator'.
 - Department:** Dropdown menu with 'Select Department'.
- Login Credentials:**
 - Initial Password *:** Text input with placeholder 'Enter secure password'.
 - Confirm Password *:** Text input with placeholder 'Re-enter password'.
- Footer:** 'Add Staff Member' (with a plus icon) and 'Cancel' buttons.

Or you can create all teacher and staff accounts by clicking ‘Bulk Upload User’



Download the CSV Template and fill it in with the required information for all teachers and staff.

Then, click “**Browse Files**” to upload the completed CSV file. The system will automatically create user accounts for all teachers and staff listed in the file. Using the temporary password, users will change their password at first login.

CSV Template

First Name	Last Name	Email	Phone	Role	Department	Designation	PIMS ID	Password

Training Request Approvals: Teachers and staff submit training requests to the Institute Head through their accounts. The Institute Head can approve or reject each request and add comments. Once approved, the request is forwarded to DTE Training Cell, where it is added to the queue for the training schedule with other requests.

TMS
TRAINING MANAGEMENT

Dashboard

INSTITUTE MANAGEMENT

- User Management
- Add User
- Bulk Upload Users
- Departments
- Add Department

TRAINING & NOMINATIONS

- Training Requests**
- Training Requirements Approval
- Approval Statistics
- Available Trainings
- Nominate Staff
- View Nominations

REPORTS & DOCUMENTS

- Institute Reports
- Export Staff Data

ABC Government Technical School and College, Dhaka

September 23, 2026

Training Request Approvals

1 PENDING

2 RECENTLY APPROVED

Pending Requests 1

Subject-based Training on General Electrical Works - Medium Priority

Ayaan Bin Ahmad Technical Skills Training Sep 23, 2026 Preferred: Sep 30, 2026 - Oct 28, 2026

Justification: for my teaching

Deadline: Nov 20, 2026

Approve Reject

Recently Approved

- Electrical Circuit (Electrical Technology, Diploma in Engineering).**
Ayaan Bin Ahmad
Sep 23, 2026
- Electrical Installation and Maintenance, Level-3**
Ayaan Bin Ahmad
Sep 16, 2026

© 2026 Training Management System – TVET LMS

User Guide

Click 'Training Request'

Nominate Trainee: The DTE Training Cell publishes schedules for upcoming training programs. The Institute Head can view each schedule and nominate eligible teachers and staff as trainees.

TMS
TRAINING MANAGEMENT

Dashboard

INSTITUTE MANAGEMENT

- User Management
- Add User
- Bulk Upload Users
- Departments
- Add Department

TRAINING & NOMINATIONS

- Training Requests
- Training Requirements Approval
- Approval Statistics
- Available Trainings
- Training Schedules**
- Nominate Staff
- View Nominations

REPORTS & DOCUMENTS

- Institute Reports
- Export Staff Data

ABC Government Technical School a...

September 24, 2026

Training Schedules
Manage and view all training schedules

Search by program, batch

Click 'Training Schedules'

Schedules 2

#	PROGRAM	BATCH	SCHEDULE	VENUE	FACILITATOR	PARTICIPANTS	STATUS	ACTIONS
1	Electrical Circuit (Electrical Technology, Diploma in Engineering). Skills Upgradation	BATCH-002	Sep 20, 2026 Oct 04, 2026 15 days	Technical Teachers' Training College ...	Sudip Chakma	2 / 20	Planned	
2	Database Management System (Computer Science and Technology, Diploma in Engineering) Skills Upgradation	BATCH-002	Oct 16, 2026 Oct 30, 2026 15 days	Dhaka Technical Teachers Training ...	Principal DTTI	0 / 20	Planned	

© 2026 Training Management System – TVET LMS

User Guide

To nominate trainees, go to ‘Nominate Staff’, select the training program, and then click ‘Select Batch’. The system lists only eligible staff: those not enrolled in another training program at the same time and who have not already completed this training.

TMS TRAINING MANAGEMENT

Dashboard

Institute Management

- User Management
- Add User
- Bulk Upload Users
- Departments
- Add Department

TRAINING & NOMINATIONS

- Training Requests
- Training Requirements Approval
- Approval Statistics
- Available Trainings
- Training Schedules
- Nominate Staff**
- View Nominations**

REPORTS & DOCUMENTS

- Institute Reports
- Export Staff Data
- Download Template

GENERAL

- My Profile
- Notifications
- Logout

Nominate Staff for Training

ABC Government Technical School and College, Dhaka

[Back to Dashboard](#)

Step 1: Select Training Program

Select Training Program

Electrical Circuit (Electrical Technology)

Select Batch

BATCH-002 (Sep 20, 2026 - Oct 04, 2026)

Instructions

- Select a training program from the available list
- Choose one or more staff members to nominate
- Add remarks if needed
- Review and submit your nominations

Submit Nominations

Selected Training:

Electrical Circuit (Electrical Technology, Diploma in Engineering).

Batch: BATCH-002

Electrical Circuit is a foundational subject in the Diploma in Engineering programme under Technology Code 67 (Electrical Technology), comprising two sequential courses: Electrical Circuit-1 and Electrical Circuit-2. These courses equip students with essential knowledge and practical skills in DC and AC circuit analysis, network theorems, series and parallel RLC circuits, resonance, poly-phase power systems, and non-sinusoidal wave analysis — all of which are indispensable for professional practice in electrical engineering.

Schedule: Sep 20, 2026 - Oct 04, 2026

Duration: 14 days

Venue: Technical Teachers' Training College (TTC)

Status: Planned

Step 2: Select Staff Members

1 staff member selected

☒ **MH** **Mohammad Hasan**
Office Staff • Computer Technology • hasan@tms.gov.bd

☐ **AA** **Ayaan Bin Ahmad**
Teacher • Electrical Technology • ayaan@tms.gov.bd

Step 3: Add Remarks (Optional)

Add any additional notes or reasons for nomination...

© 2026 Training Management System — TVET IMS

[User Guide](#)

Staff Transfers: To transfer a teacher or staff member from your institute to another institute, the Institute Head must complete the “**Request Staff Transfer**” form.

The screenshot displays the TMS (Training Management System) interface for an Institute Head. The sidebar on the left contains navigation options: Dashboard, User Management, Add User, Bulk Upload Users, Departments, Add Department, **Staff Transfers** (highlighted with a red box), Training Requests, Training Requirements Approval, Approval Statistics, Available Trainings, Training Schedules, Nominate Staff, View Nominations, Institute Reports, Export Staff Data, Download Template, My Profile, and Notifications. The main content area is titled 'Request Staff Transfer' and includes a sub-header 'Process a Teacher / Office Staff / Institute Head move against an official DTE/TMED transfer order.' Below this, there is a note: 'A scanned copy of the official transfer order is required. Approval is handled by the Training Manager or System Admin.' The form is divided into two main sections: 'Staff Member' and 'Official Transfer Order'. The 'Staff Member' section has a text input field for 'Type a name, role or institute to search...'. The 'Official Transfer Order' section includes fields for 'Order Number', 'Order Date' (mm/dd/yyyy), and 'Effective Date (Joining Date)' (mm/dd/yyyy). There is also a 'Transfer Order Document' section with a 'Choose File' button and a 'No file chosen' status. A 'Reason / Remarks' section is available for optional input. At the bottom, there are 'Submit for Approval' and 'Cancel' buttons. A red box highlights the 'Staff Transfers' option in the sidebar, and a red arrow points to the 'Staff Member' field.

Important warning: The Institute Head holds a key role in the Training Management System (TMS) and is responsible for nominating trainees. Keep your login credentials secure and do not share them with anyone.

Hope you enjoy this responsibility. **Thank you**