

Directorate of Technical Education (DTE)

Training Management System (TMS)

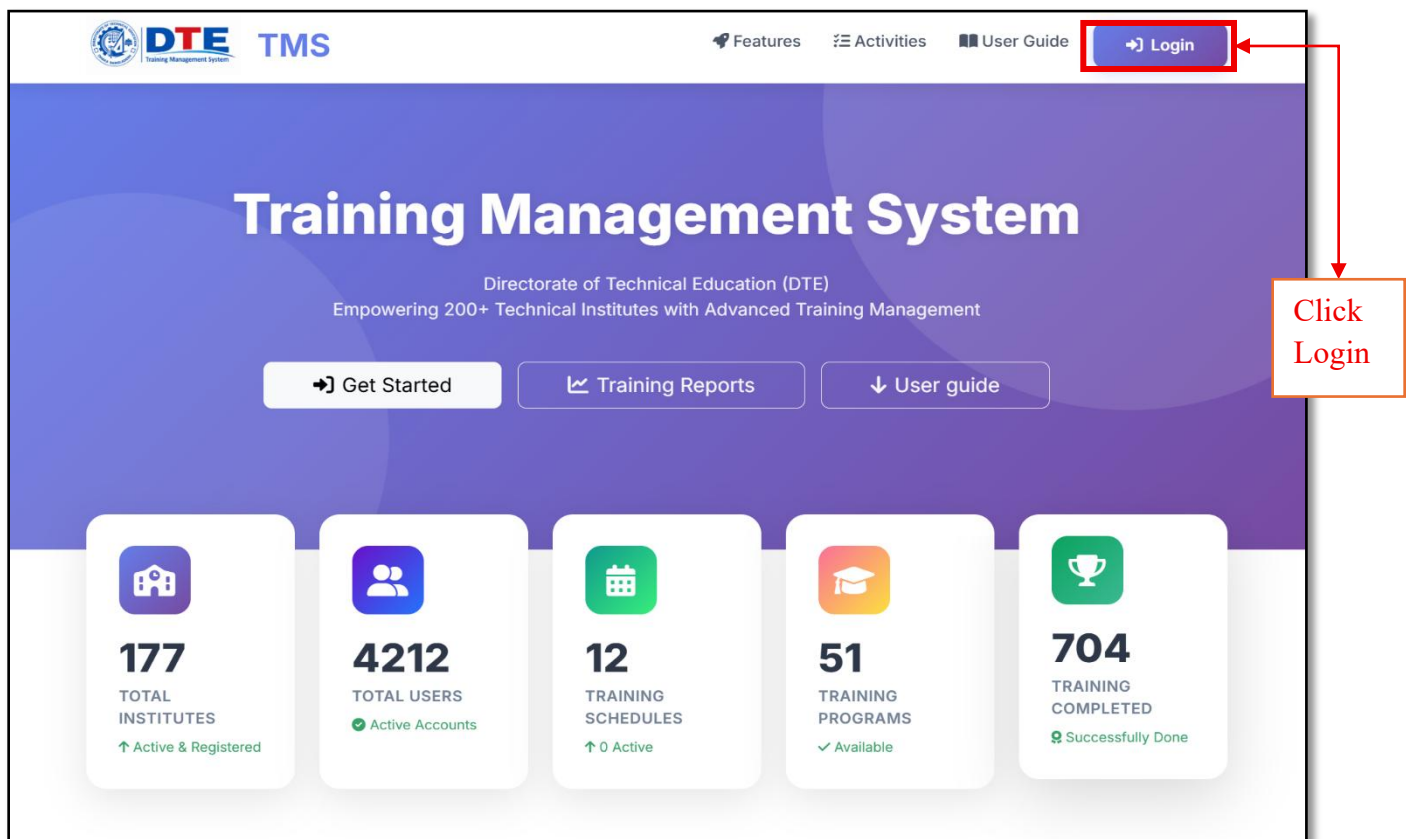
User Manual for the

Teachers and Office Staff

As a **teacher or Office Staff member**, you can:

- | | |
|---|---|
| <ol style="list-style-type: none">1. Create an account through the Institute Head of Accounts2. Mark, that the previous training was completed.3. View your assigned training schedules.4. Submit training requirement requests. | <ol style="list-style-type: none">5. Track your training nominations.6. View your attendance records.7. Access the training calendar.8. Update your profile information.9. View your institute details. |
|---|---|

First, the **Institute Head** must create accounts for teachers and office staff. Once the account has been created, click “Login” and access your account using your registered email address and password.



Login form

The login form is titled "Welcome Back" and "Training Management System". It features a purple background. The form includes an "Email Address" input field, a "Password" input field with a toggle for visibility, a "Remember me for 30 days" checkbox, a green "SIGN IN" button, a "Forgot Password?" link, and a "Back to Home" link. A red box highlights the "Email Address" and "Password" fields, with an arrow pointing to a text box on the right.

Enter your Registered Email and password.

2. Teacher and Staff Dashboard

The Teacher Dashboard is titled "Teacher Dashboard" and features a purple header with the user's name "Bulbul Ahmad" and the date "September 30, 2026". The dashboard includes a left sidebar menu, a main content area with statistics and training schedule, and a right sidebar with profile information and notifications.

Left Sidebar Menu:

- DASHBOARD
 - My Dashboard
- MY TRAININGS
 - Training Schedules
 - Available Programs
 - My Nominations
 - Training Calendar
- ATTENDANCE & PROGRESS
 - My Attendance
 - My Certificates
- TRAINING REQUIREMENTS
 - Mark Training Completed
 - My Requirements
 - Request Training
- INSTITUTE
 - My Institute
 - Departments
 - Add Department
- PROFILE & SETTINGS
 - My Profile
 - Notifications
 - Logout

Main Content Area:

- Welcome back Bulbul Ahmad** (Teacher) - ABC Government Technical School and College, Dhaka
- Statistics:** 4 TOTAL TRAININGS, 3 COMPLETED, 0 ONGOING, 0 PENDING
- My Training Schedule:** View All

PROGRAM	START	END	VENUE	STATUS
Skills Upgradation	Oct 16, 2026	Oct 30, 2026	Dhaka Technical Teachers Training Institute (DTTI)	Planned
- Quick Actions:** Submit Requirement, Training History, My Schedules, My Certificates

Right Sidebar:

- Profile:** Bulbul Ahmad, ayaan@tms.gov.bd, Teacher, ABC Government Technical School and College, Dhaka. **Edit Profile** button.
- Notifications:** All caught up! No new notifications.

Annotations:

- Left Sidebar Menu:** Points to the left sidebar menu.
- Click to 'Edit' profile information and Photo:** Points to the "Edit Profile" button.
- Click to Submit Training Requirements:** Points to the "Submit Requirement" button.

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3. Mark, that the previous training was completed.

As a Teacher and Staff member, you must first mark your previous training as “Completed.”

The screenshot displays the TMS Training Management Dashboard. On the left, a sidebar menu includes options like 'My Dashboard', 'Training Schedules', 'Available Programs', 'My Nominations', 'Training Calendar', 'My Attendance', 'My Certificates', 'Request Training', 'My Institute', 'Departments', 'Add Department', 'My Profile', 'Notifications', and 'Logout'. The 'Mark Training Completed' option is highlighted in the sidebar. The main dashboard area shows a grid of training programs, including '2D & 3D CAD, Level 3', 'AC & DC Circuits', 'Apparel Manufacturing', 'Automotive Mechanics Level 2', 'Automotive Mechanics Level-1', 'Automotive Mechanics NTVQF Level-2', 'Basic Course Training', 'Civil Construction', and 'Computer Numerical Control (CNC), Level-3'. Each program card has a 'View Details' button and a 'Complete' button. A red box highlights the 'Complete' button for the 'Apparel Manufacturing' program. A red arrow points from the 'Mark Training Completed' option in the sidebar to the 'Complete' button. Another red arrow points from the 'Complete' button to a text box that says 'Click “Completed” for any training programme that you have already completed.' A third red arrow points from the 'Complete' button to a text box that says 'Click to Mark Training as Completed.'

Click to Mark Training as Completed.

Click “Completed” for any training programme that you have already completed.

Fill in the “Mark Training as Completed” form for any training programme that you have already completed.

The screenshot shows the 'Mark Training as Completed' form. It includes the following fields:

- Program:** Electrical Installation and Maintenance (EIM) Level 2
- Start Date:** mm/dd/yyyy
- End Date:** mm/dd/yyyy
- Venue:** Venue or location where training was conducted
- Conducted By (Organization):** Organization that conducted the training
- Upload Certificate (Optional):** Choose File (No file chosen)

Accepted: PDF, JPG, PNG — Max 5 MB

Once marked as completed, you cannot nominate for this program again through the system.

Buttons: X Cancel, Mark as Completed

4. Upcoming Training Schedules

Visit the “Upcoming Training Schedules” section of DTE. If a training programme is relevant to your role and you teach the subject at your institute, you may request the training or ask your Institute Head to nominate you for the programme.

Click Training Schedules

#	PROGRAM	BATCH	SCHEDULE	VENUE	FACILITATOR	PARTICIPANTS	STATUS	ACTIONS
1	Electrical Circuit (Electrical Technology, Diploma in Engineering). <i>Skills Upgradation</i>	BATCH-002	Oct 02, 2026 Oct 29, 2026 28 days	Technical Teachers' Training College ...	Sudip Chakma	2 / 20	Planned	
2	Database Management System (Computer Science and Technology, Diploma in Engineering). <i>Skills Upgradation</i>	BATCH-002	Oct 16, 2026 Oct 30, 2026 15 days	Dhaka Technical Teachers Training ...	Principal DTTI	3 / 20	Planned	

Click for details on Training Schedules

5. Request Training

When a teacher or staff member submits a “Request Training”, the request is first forwarded to the Institute Head’s account for approval.

Once approved by the Institute Head, the request is forwarded to the Training Manager’s account. The Training Manager will review the request and, if appropriate, add the applicant to the relevant training schedule.

Click for Request Training

Basic Information

Training Program *
-- Select Training Program --

Training Category *
-- Select Category --

Priority Level *
Medium Priority

Training Details

Justification
Explain why this training is needed and how it will benefit...

Description
Describe the training content, objectives, and expected outcomes...

Preferred Timeline

Preferred Start Date: mm/dd/yyyy
Preferred End Date: mm/dd/yyyy
Deadline: mm/dd/yyyy

Submission Guidelines

Before You Submit:

- Check if similar training already exists
- Provide clear and specific details
- Justify the business need
- Set realistic timelines

Priority Levels:

- Low: Can wait 3+ months
- Medium: Needed in 1-3 months
- High: Needed within 1 month
- Urgent: Critical - ASAP

What Happens Next?

- Your request will be reviewed by the Training Manager
- You'll be notified of the approval status
- Approved requests will be scheduled
- You'll receive training details once scheduled

Submit Request **Cancel**

6. Details about Request Training

The **Request Training** form allows teachers and office staff to submit a request for a training programme that is relevant to their professional responsibilities and development needs.

How to Submit a Training Request

1. From the left sidebar, go to **Training Requirements** → **Request Training**.
2. The **Request Training** form will open.
3. Complete the required information as described below.

1. Basic Information: Select the required training programme from the **Training Program** dropdown list.

***Note:** Training programmes that you have already requested or completed will not be available for selection. Cancelled requests may be submitted again.*

Training Category

Select the appropriate **Training Category** from the dropdown list.

Priority Level

Select the priority of your training request:

- **Low** – The training can be scheduled within 3 months or later.
- **Medium** – The training is needed within 1–3 months.
- **High** – The training is needed within 1 month.
- **Urgent** – The training is critical and required as soon as possible.

2. Training Details

Justification: Explain **why the training is required** and how it will benefit you, your department, or your institution.

You may include:

- The professional need for the training
- Current work-related challenges
- Expected benefits from the training
- How the acquired knowledge will be applied

Description: Provide details about the proposed training, including your specific requirements and suggestions that could help improve the training programme.

3. Preferred Timeline

Preferred Start Date: Enter your preferred date for the training to begin. **Preferred End Date:** Enter your preferred date for the training to end. **Deadline:** Enter the **latest date by which training is required**.

4. Submit the Request

After completing the form, review all information and click **“Submit Request”**. Click **“Cancel”** if you want to leave the form without submitting the request.

What Happens After Submission?

After submission:

1. The training request will be forwarded for **review and approval**.
2. The request will be reviewed by the **Institute Head** and subsequently processed by the **Training Manager**, according to the TMS workflow.
3. You will be notified of the **approval status**.
4. Approved requests may be included in an appropriate **training schedule**.
5. Once scheduled, the training details will be available through the TMS.

7. Training Requirements

Visit “**Training Requirements**” to check the status of your training request and see whether it has been approved.

The screenshot shows the TMS Training Management System dashboard. The left sidebar contains a menu with categories: DASHBOARD, MY TRAININGS, ATTENDANCE & PROGRESS, TRAINING REQUIREMENTS, INSTITUTE, and PROFILE & SETTINGS. Under TRAINING REQUIREMENTS, the 'My Requirements' link is highlighted with a red box. A red arrow points from this link to a text box that says 'Click My Requirements'. The main dashboard area shows a 'Training Requirements' header with a date filter for September 30, 2026, and a '+ Submit Requirement' button. Below this are four summary cards: 3 TOTAL, 3 OPEN, 0 ASSIGNED, and 3 COMPLETED. A search bar and filter options for PROGRAM, STATUS, and PRIORITY are present. Below the filters is a table of requirements with columns: #, TITLE, SUBMITTED BY, INSTITUTE, DEPARTMENT, PRIORITY, STATUS, PREFERRED DATES, APPROVAL, and ACTIONS. The table lists three requirements: #1596 (Subject-based Training on General Electrical Works), #1591 (Electrical Installation and Maintenance, Level-3), and #1589 (Electrical Circuit (Electrical Technology, Diploma in ...)).

#	TITLE	SUBMITTED BY	INSTITUTE	DEPARTMENT	PRIORITY	STATUS	PREFERRED DATES	APPROVAL	ACTIONS
#1596	Subject-based Training on General Electrical Works	Bulbul Ahmad ayaan@tms.gov.bd	ABC Government Technical School and College, Dhaka	Electrical Technology	Medium	Open	30 Sep 2026 to 28 Oct 2026	Pending	
#1591	Electrical Installation and Maintenance, Level-3	Bulbul Ahmad ayaan@tms.gov.bd	ABC Government Technical School and College, Dhaka	Electrical Technology	Medium	Open	30 Sep 2026 to 31 Oct 2026	Approved	
#1589	Electrical Circuit (Electrical Technology, Diploma in ...)	Bulbul Ahmad ayaan@tms.gov.bd	ABC Government Technical School and College, Dhaka	Electrical Technology	Medium	Open	20 Sep 2026 to 20 Oct 2026	Approved	

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