

ToT Management

Introduction

ToT stands for Training of Trainers.

It aims to train and develop specific skills, abilities and knowledge to an employee.

Universities can ask employees to participate in the opportunities posted/requested in order to improve/increase their current performance.

Following objectives can be achieved through this module:-

- Develop competencies of employees and improve their performance.
- Help employees to grow within an organization.
- Gain skills, learning, stay updated with new technologies/concepts, etc.

Dashboard

The **ToT_Admin** has the accessibilities of Total Companies, Total Training, Total Participation & Total Requests. The admin can manage all the adjacent functions and add Total requests. (Employees) can only view the participation and Training Requests. Whereas Company have access to Total Training Opportunities and can only view the details of training opportunities in the given university.

Company Login

Following are the steps which Company (HR) will perform to create its profile and add opportunity in Samarth TOT module:-

1: **Company (HR) Logs in and creates its profile**

Company Profile

For Company Login, Module Admin will create a guest user account to add company and will give a ***tot_company*** to the user.

Create Company's Profile

When Company's Human Resource Personnel logs in with ***tot_company*** role, he/she can create his/her company profile by clicking on ***Create Your Company Profile*** button present on the top right side of the portal and fill in the required details:

- Company's Name (Name of the company)
- Company's Details (like its short description, culture, it's working environment, date of establishment, timings, or any other details.)
- Company's Head Office (Head office of the company - name & address)
- Company Website
- Company HR Name (name of the contact person who will conduct the recruitment)
- Company HR Contact
- Company HR Email

View

Admin/Company HR can view the details by clicking on view" icon available in front of every entry.

Edit

Admin/Company HR can update/edit the details by clicking on "edit" icon.

Opportunity can be posted by Company through company login.

Presently this module is for training (seminar/hands on training) of employees.

This section specifies all the opportunities (Seminars/hands on training) for the employees.

Companies can post their training/seminars details in this section and employees can apply/participate for the training/seminars from this section.

Add Training Opportunities

Companies can add (Seminars/hands on training) by clicking on **Add Training Opportunities** button present on the top right side of the screen and fill in the following details:-

- Topic
- Description
- From Date (Select from the Calendar)
- To Date (Select from the Calendar)
- From time
- To Time
- Type (Seminars/hands on training)

View

Company can view the details by clicking on **view** icon available in front of every entry.

Update

Company HR can update/edit the details before publishing by clicking on the update button.

When any Employee participates in the opportunity posted by the company, then these employee details are reflected in this section.

Admin Login

Following are the steps which Admin will perform to monitor Company profile, manage opportunities, cater request in Samarth TOT module:

- 1: **publish** the opportunity
- 2: **publish** the Request
- 3: **publish** the Participation

Following action can be performed by admin:

- View/Monitor all the company profiles.
- Manage the opportunities posted by updating the required status.
- Manage the requests generated by employees by updating the required status.
- Allow the participation of employees for training /seminars by updating the required status.

Opportunities

Only the admin with the **tot_admin** role can Update the status of the opportunities posted by the company as **Published** to make it visible to other employees so that they can participate accordingly.

Update status

To update the status click on the **edit** icon present in front of each entry. Admin can select required action from the dropdown along with the remarks.

Once the opportunity gets published, Admin/Company cannot make any updates.

Update status (after publishing)






Request

When users (employees) request for some training not mentioned in the opportunity it appears in this section.

Requests for Training

[Add Requests for Training](#)

Showing 1-2 of 2 items.

#	User	Topic	Description	Duration	Duration Type	Audience	Date	Status	Actions
1	Harsh Jamwal (464644, Assistant Professor, DEPARTMENT OF COMPUTER SCIENCE)	Samarth Session	File Management Module	2	Day(s)	Non-Teaching Staff	2020-04-22	DRAFT	  
2	Alexa (ON200001063, LDC(), Salary Section ())	PPP training	ppp training	3	Day(s)	Teaching Staff	2020-04-28	PUBLISHED	 

Update status

To update the status click on the **update** icon present in front of each entry. Admin can select required action from the dropdown along with the remarks.

Update status (after publishing)

To update the status as disabled/delete click on the **update** icon present in front of each entry. Admin can select required action from the dropdown along with the remarks.

Participation

When users (employees) request to participate in some training mentioned in the opportunity it appears in this section.

Update status

To update the status click on the **update** icon present in front of each entry. Admin can select required action from the dropdown along with the remarks.

Status *	User	10118
Select	User Type	EMPLOYEE
Remarks *	Training	Robotics Training
	Remarks	OK
	Status	DRAFT
	Attended	

Status History

S.No.	Status	Remarks	Date
1	DRAFT	ok	May 5, 2020, 6:09:35 PM

Update status (after publishing)

To update the status as disabled/delete click on the **update** icon present in front of each entry. Admin can select required action from the dropdown along with the remarks.

User (Employee)

Following are the steps which User (employee) will perform to apply or request for the training/seminars, or request the one if not mentioned:-

- 1: Apply for the Opportunity
- 2: generate a Request for training.

Following action can be performed by User:-

- Can Request for training to admin.
- Can participate in any training.
- Can view all the training opportunities

Opportunities

When the admin publishes the training/seminar posted by the company it is visible in this section to the employee.

Employee (User) can view the details by clicking on the View icon.

Apply

Employee can apply for opportunity posted in this section as per the requirement by clicking on the “apply” icon present in front of each entry asking to enter the remark to apply.

The User needs to Click on the **Submit** button to finally submit the participation request.

Request

When an Employee (user) requests to conduct any seminar/training internally then it can be requested from this section.

Add Request for Training

Employee (user) can add a request by clicking on the **Add Request for Training** button present on the top right side of the portal and fill in the required details:-

- Topic
- Description
- Duration type
- Duration (Days/Weeks/Month)
- Audience (Teaching/Non-teaching Staff)
- Date (Select from the Calendar)

View

Employee (User) can view the details by clicking on the View icon.

Submit

Employee (user) can click on the submit button to finally send it to the admin for approval.

Once the Submit button is clicked no changes can be done.

Annexure

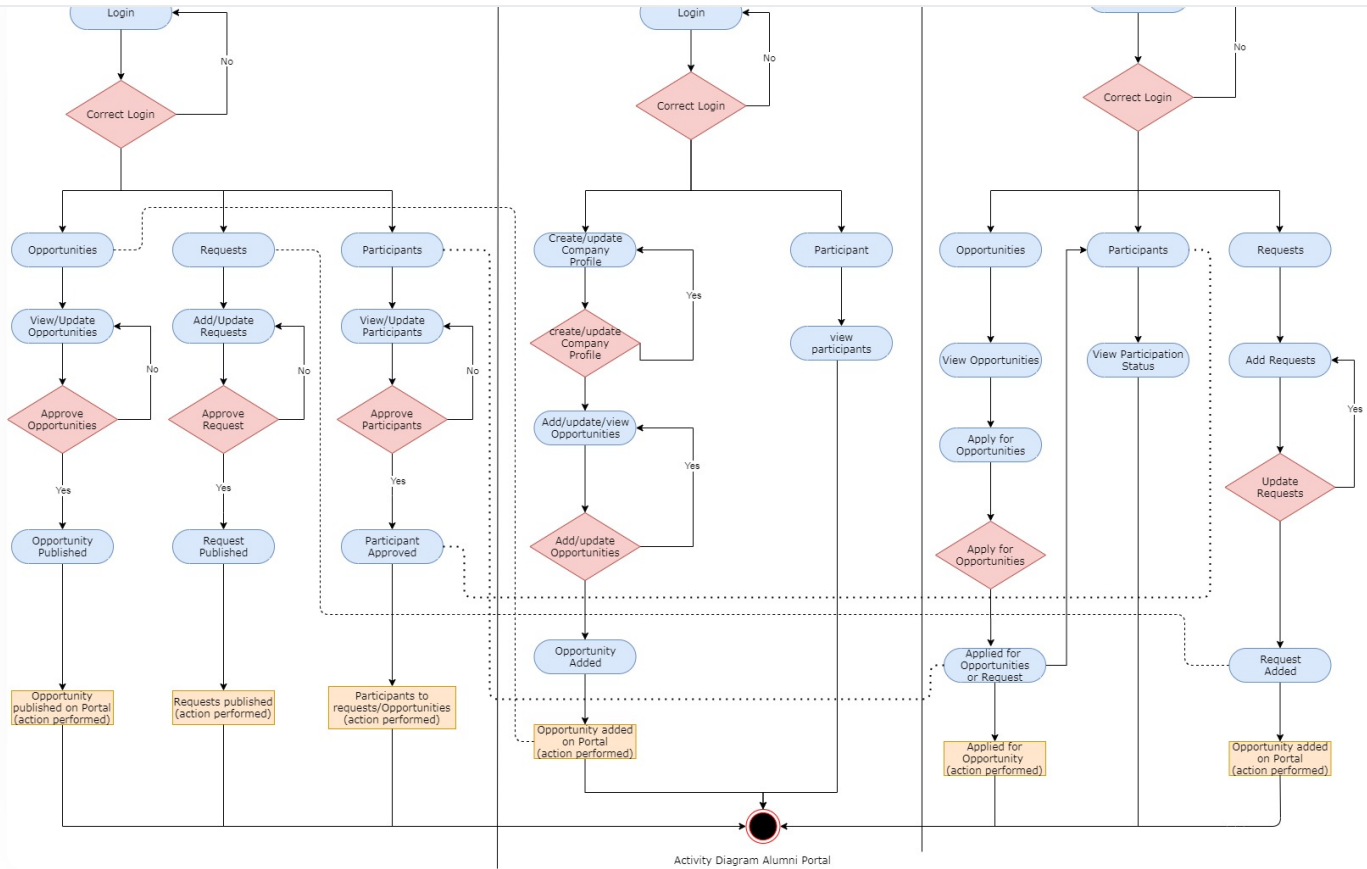
Roles

Role Name	Description
<i>ToT_Admin</i>	who can configure monitor company profile, manage Opportunities, publish requests and participation.
<i>ToT_Company</i>	who can post the opportunity for the Training/Seminars for employees.
<i>ToT_User user (Employees)</i>	who can participate in the opportunities posted by the company.

Workflow Diagrams

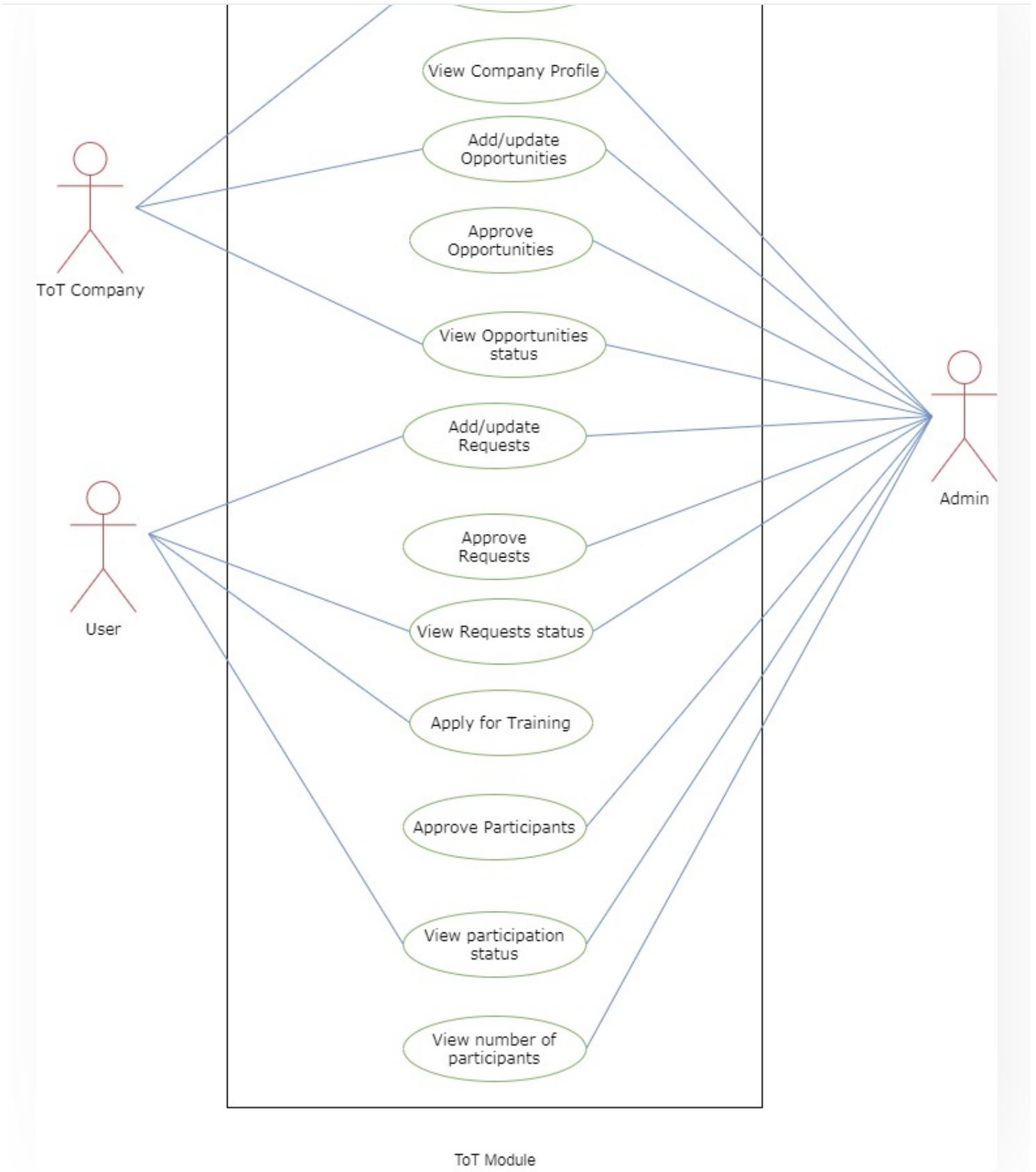
Activity Diagram

Activity diagram is basically a flowchart to represent the flow from one activity to another activity.



Use Case Diagram

A use case diagram is a way to summarize details of a system and the users within the system



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[Evaluation & Grading \(for evaluator\)](#)

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ACCOUNTS & FINANCE

[Bill Tracking System](#)

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ADMISSIONS

[CU Admission Userguide](#)

DU Admission - PG
DU Admission - UG
DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram
User Administration

DATA MANAGEMENT

Content Federation System System
Minutes Resolutions Archive Retrieval System
University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
[ToT Management](#)

GOVERNANCE

Affiliation Management
Estate Management System
File Management & Tracking System
Inventory Management System
IT Service Desk
Legal Case Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System
