



Assam University, Silchar

Notification

This is to inform all that the **Training of Trainer (ToT) Module of Samarth Portal in Assam University** is fully operational and each Department, Section, Employee, etc. of Assam University may send training requests and participation requests for training under Samarth. The Module Administrator may create Training Opportunities and approve requests for Training and Training participation requests through SAMARTH.

The step by step procedure for doing the above is attached for quick reference of the stakeholders and the Module Administrator.

For any Technical Assistance, stakeholders/Module Administrator may contact Samarth Cell / Computer Centre.

Attachment: As above

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Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File



Registrar

User Manual of Training of Trainer (ToT) Module of Samarth Portal

This manual outlines the steps that need to be followed by -

- **ToT Administrator** to create Training Opportunities and approve Requests for Training and Training Participation Requests.
- Each Department/Section/Employee of Assam University to send Training requests and participation requests for Training under Samarth.

A. To create Training Opportunities

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Employee Services".
3. Under "Training of Trainer", click on "Dashboard".
4. Click the "Training Opportunities" menu item on the left side menu of the dashboard page.
5. Click on the "Add Training Opportunity" button present in the right top side of the Training Opportunity index page. Specify details against the following form fields -
 - a. Select the "Company Name".
 - b. Enter the "Topic".
 - c. Enter the "Description".
 - d. Specify the "From Date".
 - e. Specify the "To Date".
 - f. Specify "From Time".
 - g. Specify "To Time".
 - h. Select the appropriate option from "Audience" (Optional).
 - i. Select the appropriate option from "Type".
6. Submit the form by clicking the "Save" button.
7. You can see the submitted incident on the incident record index page.

Upon creation the status of the training opportunity appears as "Draft" in the Training Opportunities index page.

8. Click on the "Update Status" icon next to the created record.
9. Select status as "Published".
10. Enter "Remarks".
11. Submit the form by clicking the "Save" button.

Once a training opportunity has been published the same will be visible under the "Training of Trainer" module of relevant departments/sections/employees.



B. To send a Training Participation Request

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Employee Services".
3. Under "Training of Trainer", click on "Dashboard".
4. Click the "Opportunities" menu item on the left side menu of the dashboard page.
5. On the "Training Opportunities" index page, click on the "Apply" icon next to the Training Opportunity which you would like to attend.
6. Apply by entering the "Remarks" and submitting the form by clicking the "Save" button.

The ToT Administrator will see the participation request in their portal for approval.

C. To Approve a Training Participation Request

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Employee Services".
3. Under "Training of Trainer", click on "Dashboard".
4. Click on the "Training Participation Requests" menu item on the left side menu of the dashboard page.
5. Click on the "Update" icon ().
6. Specify details against the following form fields -
 - a. Select 'Status'" from the dropdown (Pending/Rejected/Published/Disabled/Delete).
 - b. Enter "Remarks".
5. Click on the "Save" button to submit.

The status of the Training Participation Request changes accordingly in the Training Participation Requests index page and is visible to the department/section/employee who requested it.

D. To send Request for Training

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Employee Services".
3. Under "Training of Trainer", click on "Dashboard".
4. Click the "Requests" menu item on the left side menu of the dashboard page.
5. On the "Requests" index page, click on the "Add Requests for Training" button on the top right corner. Specify details against the following form fields -
 - a. Enter the "Topic".



- b. Enter the "Description".
- c. Select the "Duration Type".
- d. Specify "Duration".
- e. Select the "Audience".
- f. Specify "Date".
- g. Submit the form by clicking the "Save" button.
- h. Confirm submission by clicking the "Submit" button on the preview page.
- i. Enter the "Remarks" and submit the form.

Upon submission of the Remarks form, the status of the Training Request changes from "Draft" to "Pending".

E. To Approve Request for Training

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Employee Services".
3. Under "Training of Trainer", click on "Dashboard".
4. Click the "Requests for Training" menu item on the left side menu of the dashboard page.
5. From the "Requests for Training" index page, click on the "Update" icon  next to an entry with "Pending" status.
6. Select appropriate Status, enter "Remarks" and click the "Save" button to submit the form.

ToT Admin needs to create a "Training Opportunity" against an approved "Request for Training" for it to be accessible to participants.

