

Training Services

A Web based Solution for monitoring capacity building programmes

G2G ✓
G2C ✓
G2B ✓
G2E ✓

Benefits to Organizers

- View the status of registered Programmes
- Sending confirmation letter to participants
- Monitoring participants attendance
- Schedule courses by checking the availability of venue from training calendar.
- Feedbacks from Training programmes can be analyzed

Benefits to Participants

- Participants can register on-line
- Participants can view the status of their registrations
- Certificates issued can be verified on-line



- Scheduled courses can be viewed and selected for registration

Benefits to Partner Institutions

- Online Course Registration
- Monitoring of Faculties

Government conducts various capacity building programmes to empower its employees and elected members. The capacity building programmes are conducted at various venues by different faculty members on different topics of different categories or may be conducted through its partner institutions. The programmes would have activities like pre-course, in-course and post-course activities right from course registration, participant registration to Feedback analysis report generation of **Quality Management System**.

Effective management of these Training activities in all the workflow stages is not possible in the conventional way. A web based Training portal is the solution.

Training Services Portal

NIC Kerala State Centre has developed a Training Services portal to manage these types of capacity building programmes. All activities related to these programmes can be monitored through the portal.

The portal is customizable for monitoring the training programmes of other organizations.

Features of the Portal

- Workflow based training registration
- Mails are sent to stakeholders at all workflow stages
- Query on registered training programme
- User login for stakeholders
- Audit Trail Recorded
- **Training activities are identified for Quality Management System**
- Pre-course Activities
 - Course Synopsis preparation
 - Course Schedule preparation
 - List of Participants entry
- In-course Activities
 - Generation of Attendance Sheet
 - Certificate Printing
 - Feedback Form Printing
- Post-course Activities
 - Feedback Form Entry
 - Feedback Analysis Report Generation/Entry
 - QMS Reports Submission
- Freezing of Certificate Printing
- Certificate verification
- Query on Courses Offered
- Details of Training Calendar Published
- Query on Trainings Scheduled
- Query on Trainings Conducted
- Training Activities can be initiated after Registration
- Course Coordinator monitors Training activities
- Printings can be done only after the Training programme is approved



National Informatics Centre
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Training Services

Various Queries

- Query on Trainings Scheduled - Calendar View



- Month wise Training programme from the Calendar
- Query on Course Status
- Training Statistics based on all data items
- Search on Participants and department wise

Workflow based training registration

The training registration part of the portal is a work flow based system. At each stage of the system, automated mails are sent to the stakeholders of the training programme. The different stages of the registration workflow are:

- Training Registration by identified Users
- Verification by Head of Group
- Forwarding by Training Head
- Approval by Organization Head
- Course Schedule Printing
- Participants' details entry
- Certificate Printing
- Freezing of Certificate Printing
- Feedback entry and analysis report
- Training Completed status Setting

Customised Implementations

Training Portal is customizable and the following sites are customized for the user requirements

- NIC Training Services
<http://training.kerala.nic.in>



NIC Kerala is effectively conducting all the training programmes through this Training Services Portal.

- Secretariat Computer Training Centre
<http://mgptraining.kerala.nic.in>



- KILA Training Services
<http://webservices.kerala.nic.in/kila>



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