

# CBT

**(Capacity building and training)**

Process Flow

# Users in CBT

1) NMMU

2) SMMU

3) ULB

# Activities of NMMU

- 1) Entry of Approved posts of technical experts at National as well as at State level.
- 2) Adding the details of technical experts hired at National Level.
- 3) Adding new capacity building training programmes.
- 4) Defining curriculum for the capacity building training programmes.
- 5) Adding a training agency.

- 6) Adding details of training programmes conducted at National level and regional Level and the details of participants participated in the training programme.
- 7) Entering monthly expenses details made on CBT.
- 8) Releasing funds to training agencies.

# Activities of SMMU

- 1) Entry of Approved posts of technical experts at City level.
- 2) Adding the details of technical experts hired at State Level.
- 3) Adding new capacity building training programmes.
- 4) Defining curriculum for the capacity building training programmes.

5) Adding a training agency.

6) Adding details of training programmes conducted at State level and the details of participants participated in the training programme.

7) Entering monthly expenses details made on CBT.

8) Releasing funds to training agencies.

# Activities of ULB

- 1) Adding the details of technical experts at city level.
- 2) Adding details of Community Organizer(Cos).
- 3) Adding new capacity building training programmes.
- 4) Defining curriculum for the capacity building training programmes.

- 5) Adding a training agency.
- 6) Adding details of training programmes conducted at National level and regional Level and the details of participants participated in the training programme.
- 7) Entering monthly expenses details made on CBT.
- 8) Releasing funds to training agencies.



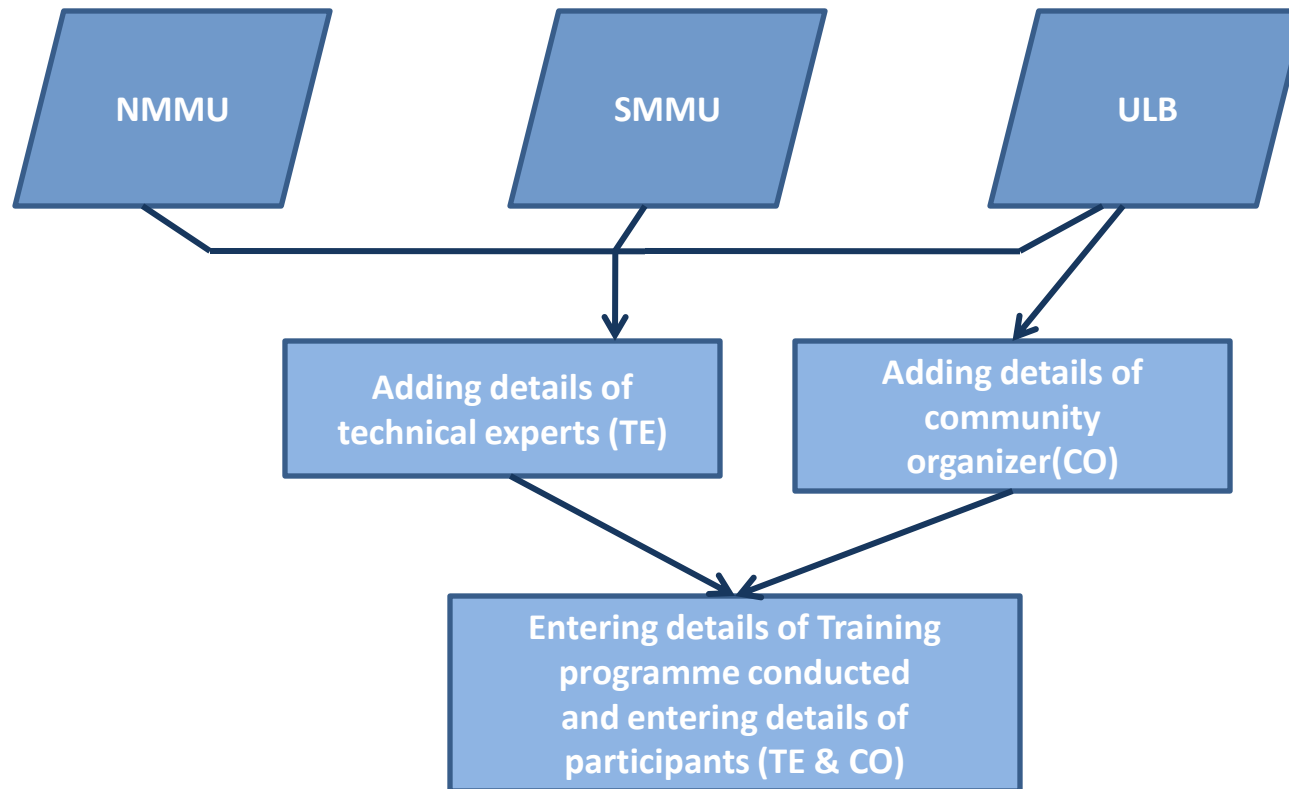
# Milestones in CBT

- Adding curriculum to the training before entering the training details.  
(CBT -> CBT Training Curriculum)

## SMS

- SMS is sent to all the participants while entering details of training and participants. SMS is sent as:  
'Welcome for attending CBT program.'

# Process flow for capacity building training programmes



# Reports in CBT

- **Report for NMMU**

- **Monthly Progress Report (MIS) :**

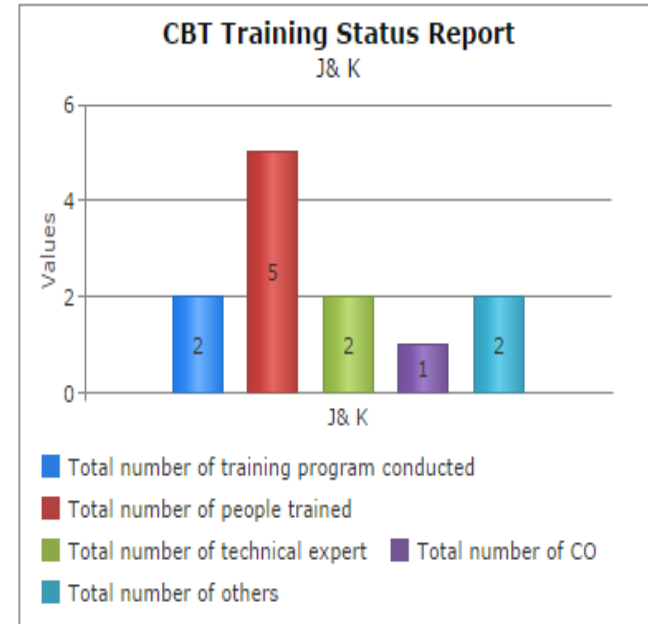
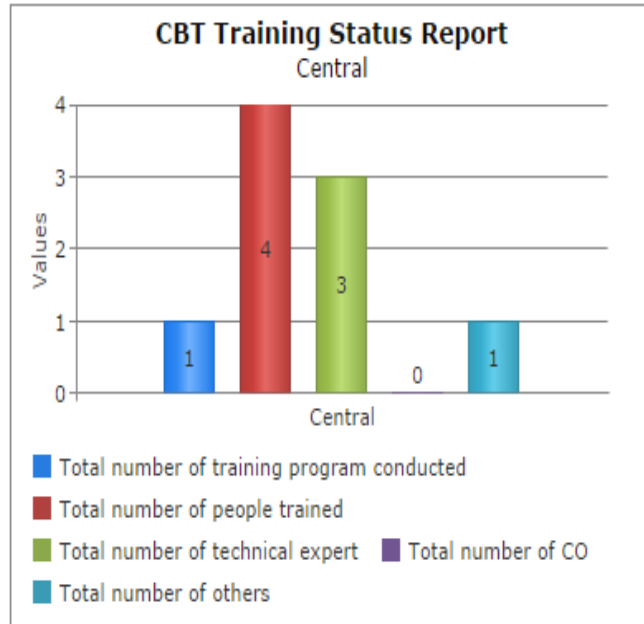
- This report gives an overall view of the capacity building and training process altogether in a single report. This report shows the details of the technical experts hired at all the levels (National, State and City), training conducted and technical experts trained at all levels and amount spent in the process at all levels.

- **CBT Training Status State wise(Graphical) :**

- This report gives you the graphical representation of the training programmes conducted and different officers trained in a particular financial year in state wise. This report shows you multiple charts as



### CBT training status report for 2014-15 (State wise/Central)



- **CBT Training Agency Status :**

This report gives you the graphical representation of the training programmes conducted and different officers trained training agency wise in a particular financial year.

# Report for NMMU, SMMU and ULB

- **CBT Training Attended by an officer:**

This drill down report gives you the details of training attended by an officer at NMMU, SMMU or ULB level in a particular time period. You can see the list of training programs attended by the technical expert, to see the curriculum details, click on the training code and the details of the curriculum will be displayed.

- **List of Training Programmes Conducted:**

This report gives an overview of training programmes conducted in a period and participants attended on the training programmes. It is a drill down report which gives you the no. of CO, No of Technical Expert, No of other officials attended the training programme. To view further participant's details click on the Numbers.

List of training programs conducted

From Date :  

To Date :  

Show

Click to see officers details

List of training programmes conducted between 01/04/2014 and 07/10/2014

S. No.	State/Central	ULB	Training Name	Training Period		No. of Technical Experts Trained	No. of Other Officers Trained		
				From	To				
1	Central	-	JK SMMU Training	01/09/2014	06/09/2014	3	1	0	4
2	Central	-	JK SMMU Training	29/09/2014	04/10/2014	3	1	0	4
3	Central	-	hpsmmu	01/08/2014	10/08/2014	1	0	0	1
4	Haryana	-	Hr smmu training1	01/09/2014	10/09/2014	1	0	1	2
5	Haryana	Gurgaon	hpsmmu	01/09/2014	10/09/2014	1	1	1	3
6	J& K	-	JK SMMU Training	01/09/2014	06/09/2014	1	1	0	2
7	J& K	Kupwara	Kup ULB	01/09/2014	08/09/2014	1	1	1	3
8	Karnataka	-	Kar Training	01/09/2014	10/09/2014	1	0	0	1
9	Karnataka	Mysore	Kar Training	03/09/2014	12/09/2014	1	1	1	3
Page Total						13	6	4	23
Grand Total						13	6	4	23

List of ALL Officers attended training

S. No.	Name	Gender	Member Type	Designation	State	ULB	Contact No.	Email ID
1	JK TE	Male	Technical Expert	Manager - Social Mobilisation and Institution Development	J& K		7887687686	j@gmail.com
1	Nmmu Other	Male	Others	hgfhgfh	J& K		6546546546	h@gmail.com
2	kup TE	Male	Technical Expert	Manager - Skills and Livelihoods	J& K	Kupwara	5675675675	k@gmail.com
3	TE NMMU	Male	Technical Expert	Manager - Social Mobilisation and Institution Development			5675667547	nitesh@gmail.com

List of training programmes conducted between 01/04/2014 and 07/10/2014

S. No.	State/Central	ULB	Training Name	Training Period		No. of Technical Experts Trained	No. of Other Officers Trained	No. of COs Trained	Total Trained
				From	To				
1	Central	-	JK SMMU Training	01/09/2014	06/09/2014	3	1	0	4
2	Central	-	JK SMMU Training	29/09/2014	04/10/2014	3	1	0	4
3	Central	-	hpsmmu	01/08/2014	10/08/2014	1	0	0	1



## **Training Programmes conducted for NMMU/SMMU/ULB:**

This is a drill down report. By selecting this option you can see the no of training programme conducted by NMMU, SMMU, and ULB. Click on the Numbers of attendees to view their details.

- **Agency Training Progress Report:**

This report gives you the details of training programs conducted by different agencies in a particular financial year. By clicking on 'Total no of training conducted' you will get the detailed information on the training programmes.

- **Expenses Details:**

This report gives you the details of expenses made on CBT in a particular time period. If it is NMMU it will display the state wise expenses. By clicking on State Name you will get ULB wise expense details. If it is SMMU you will get State expense by clicking on State name you will get ULB wise details. If it is ULB you will get the ULB expenses details.

- **Expenses Details(Month wise):**

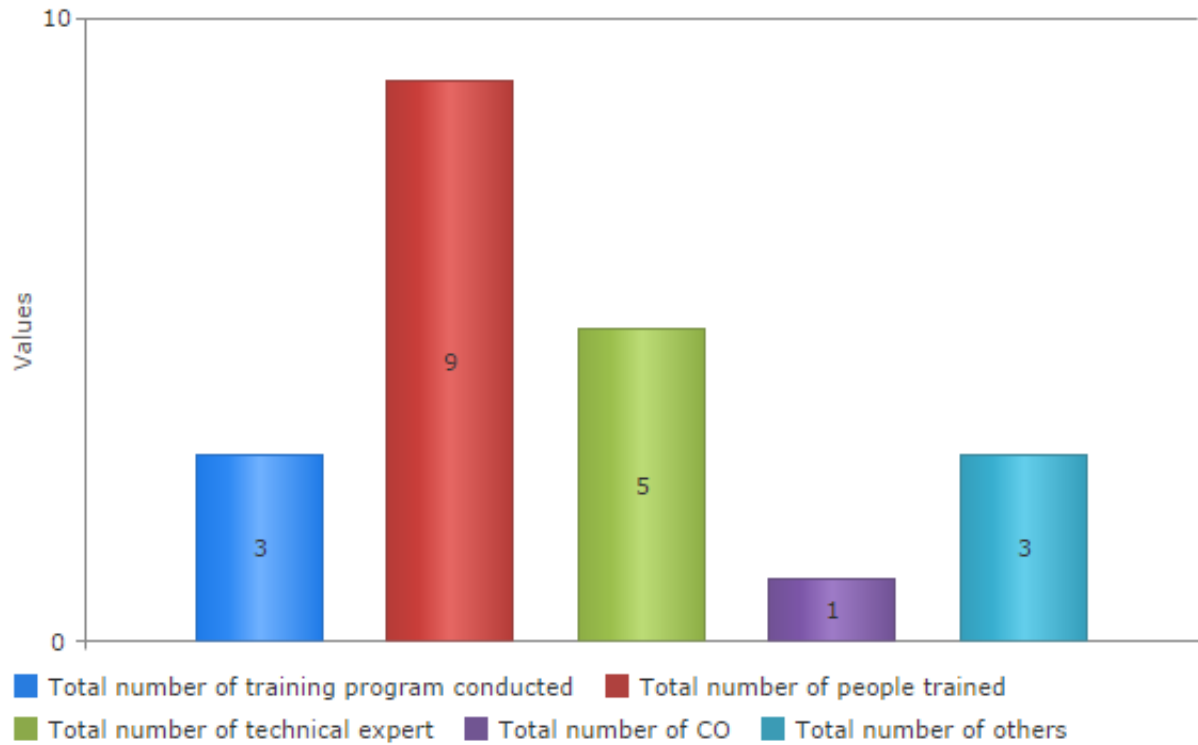
This report gives you the expenses made on CBT on a particular month. IT works as similar to expense details report.

- **CBT Training Status(Graphical) :**

This report gives you the graphical representation of the training programmes conducted, No. officers trained, no. of technical experts trained, no. of co's trained and no. of other officers trained. As per the selection criteria (State, ULB, and Financial year) the corresponding data will be displayed.

### CBT Training Status Report

State : All State & Center , ULB : All ULB , Financial Year : 2014-15



Thanking You