



BAC ONLINE APPLICATION PORTAL

User Manual

BAC User-Version 1.0



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1 System Menu

After log-in to the system by authorized **BAC user**, following menu will appear

- Dashboard
- All Application
- Training Management
- Training Participation List
- University Data Sheet
- Institutions
- Message Info
- IQAC List

1.1 All Application

This menu is used to display list of all online applications that have been submitted so far by all institute users for specific purpose/approval.

Once "All Application" is clicked, the initial screen will be displayed as shown in Figure-1.

Figure-1: All Application

The screenshot shows the BAC online application portal interface. The left sidebar contains a menu with options: Dashboard, All Application (highlighted), Training Management, Training Participant List, University Data Sheet, Institutions, Message Info, and IQAC List. The main content area is titled 'Application List' and displays a table of application records. The table has columns for #, Application No, Institute Name, Program Name, Application Arrival Date, Status, and Action. A red arrow points to the 'Actions' button in the first row.

#	Application No	Institute Name	Program Name	Application Arrival Date	Status	Action
1	P-2024020028	Daffodil International University	dd	08-02-2024	Payment Details	Actions
2	P-2023060026	North South University	Computer Science	08-06-2023	Make Payment	Actions
3	P-2023050025	Daffodil International University	sde	18-05-2023	Payment Details	Actions
4	P-2023050024	University of Dhaka	Faculty of Business	03-05-2023	Payment Approved	Actions
5	P-2023030023	University of Dhaka	test	02-03-2023	Site Visit & E.Q.A	Actions

The screen will display list of applications with information like application no., institute name, program name, application arrival date etc.



1.1.1 Actions

In order to view the details of specific application, payment and new decision for any application, click on the **"Actions"** button under action column as indicated in Figure-1.1.

Once clicked, the following screen will be displayed as shown in Figure-1.1.

Figure-1.1: Actions

The screenshot shows the 'Application List' interface. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below is a table with columns: #, Application No, Institute Name, Program Name, Application Arrival Date, Status, and Action. The first row is highlighted, and the 'Actions' button is clicked, opening a dropdown menu with options: View, View Payment, and Decision. Red arrows point to the 'Actions' button and the 'View' option.

#	Application No	Institute Name	Program Name	Application Arrival Date	Status	Action
1	P-2024020028	Daffodil International University	dd	08-02-2024	Payment Details	Actions
2	P-2023060026	North South University	Computer Science	08-		View, View Payment, Decision
3	P-2023050025	Daffodil International University	sde	18-		
4	P-2023050024	University of Dhaka	Faculty of Business	03-05-2023	Payment Approved	Actions
5	P-2023030023	University of Dhaka	test	02-03-2023	Site Visit & E.Q.A	Actions

1.1.2 View

In order to view the details of submitted application, click on the **"View"** button under action column as indicated in Figure-1.1.

Once clicked, the following screen will be displayed as shown in Figure-1.2.

Figure-1.2: View

The screenshot shows the 'View Page' for application P-2024020028. At the top, there are navigation buttons: 'Return to list', 'Download PDF', and 'Print'. Below is a progress bar with steps: 'Sourinty', 'Make Payment', 'Add Payment', 'Approve for Payment', 'Formation A.C', 'Site Visit & E.Q.A', and 'Final Approval'. The main content is titled 'My Application Data Sheet' and includes the application number. It is divided into two sections: 'A. General Information' and 'B. Details of Academic Program', each with a table of details.

My Application Data Sheet
Application No: P-2024020028

A. General Information

Serial No.	Title	Description
1	Institute Name	Daffodil International University
2	Institute Address	Mogbazzar, Dhaka
3	Year of Establishment	2024-02-08

B. Details of Academic Program

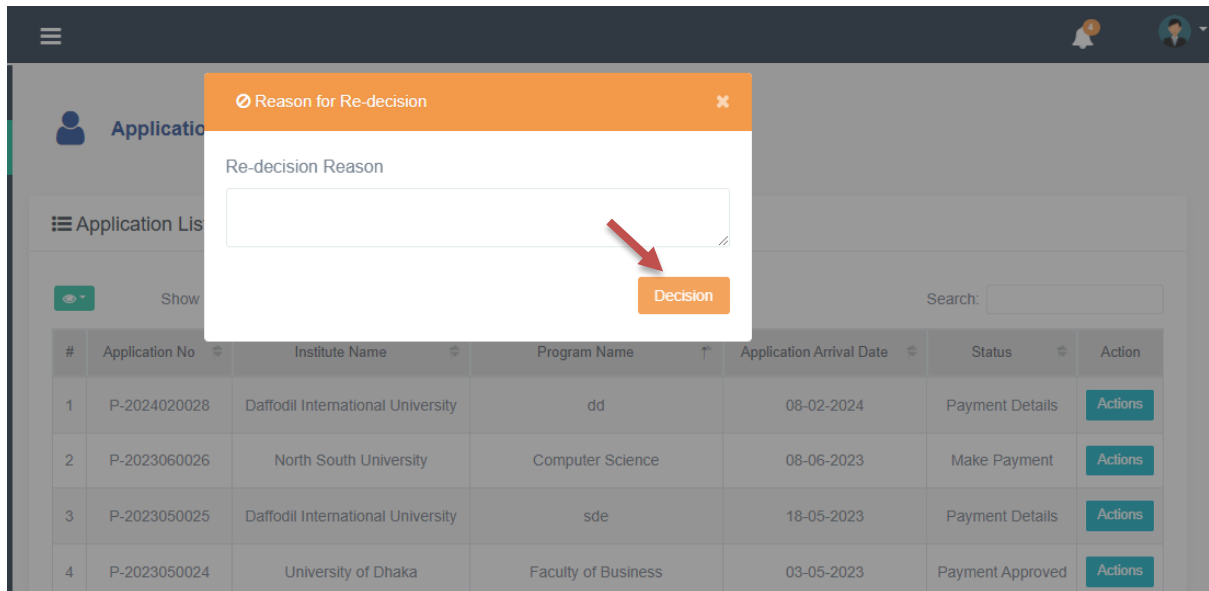
Serial No.	Title	Description
4	Name of the Offering Entity	dd
5	Location/Address of the Program Offering Entity	Mogbazzar, Dhaka

1.1.3 Decision

In order to submit any decision in primary stage for a specific application, click on the "**Decision**" button under action column as indicated in Figure-1.1.

Once clicked, the following screen will be displayed as shown in Figure-1.3. After entering Re-decision reason in the specific field, have to click "Decision" in the right bottom as indicated in Figure-1.3. The specific decision will be submitted against specific application.

Figure-1.3: Decision

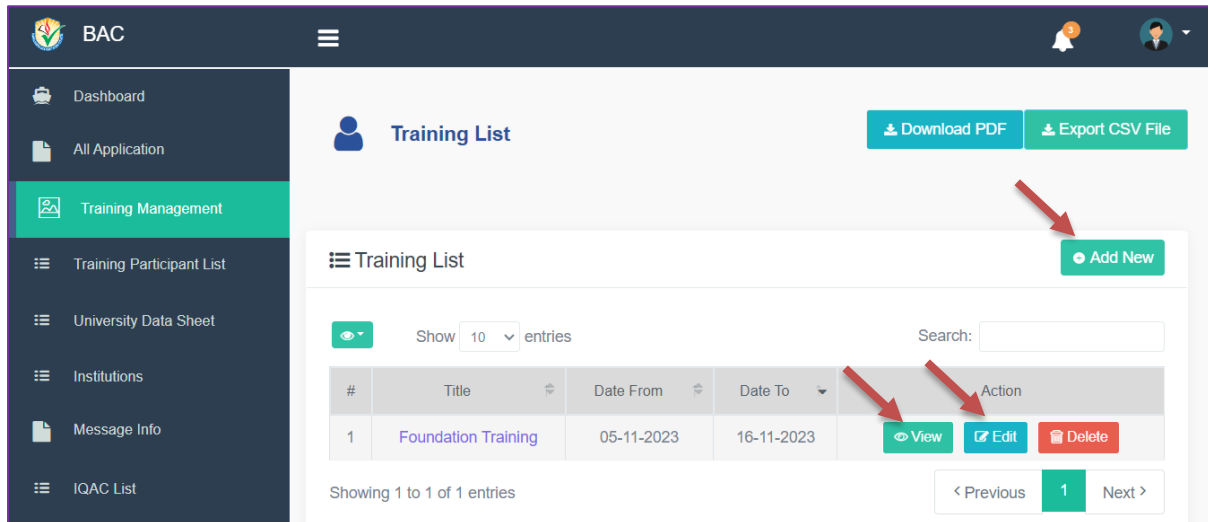


1.2 Training Management

This menu is used to create and manage Training Session organized by BAC. Interested participants will submit participation request through system. BAC will review their request and approve/reject according to eligibility.

Once "Training Management" is clicked, the initial screen will be displayed as shown in Figure-2. The screen shows list of trainings so far created in the system.

Figure-2: Training Management

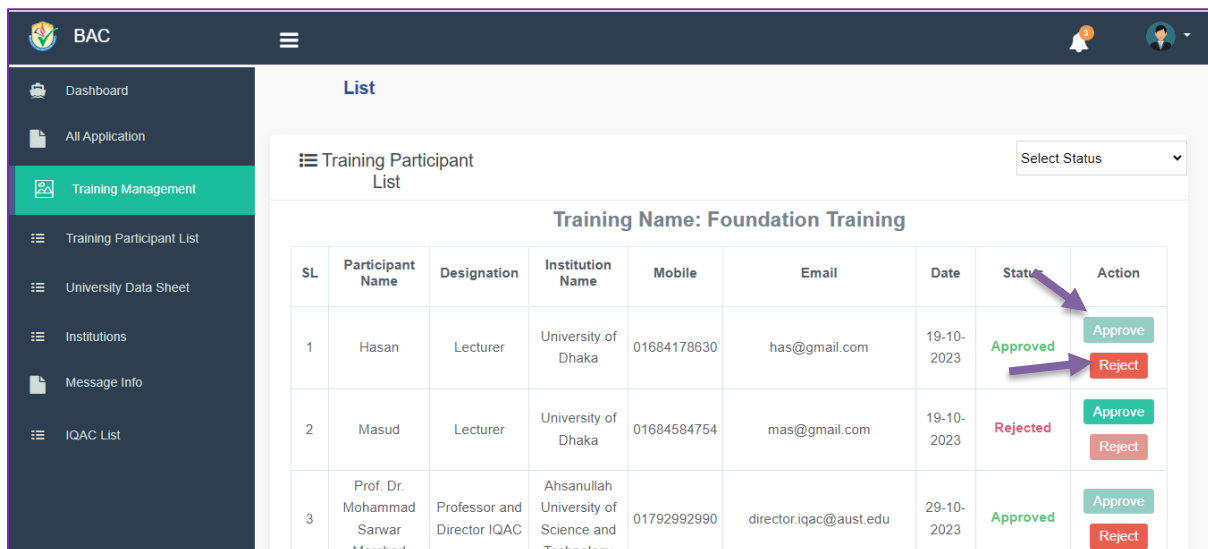


1.2.1 View

In order to view the details of specific training, click on the **"View"** button under action column as indicated in Figure-1.1.

Once clicked, the following screen will be displayed as shown in Figure-2.1. The screen displays list of participants who have requested to participate specific training along with participant information like name, designation, institution name, mobile, e-mail etc.

Figure-2.1: View



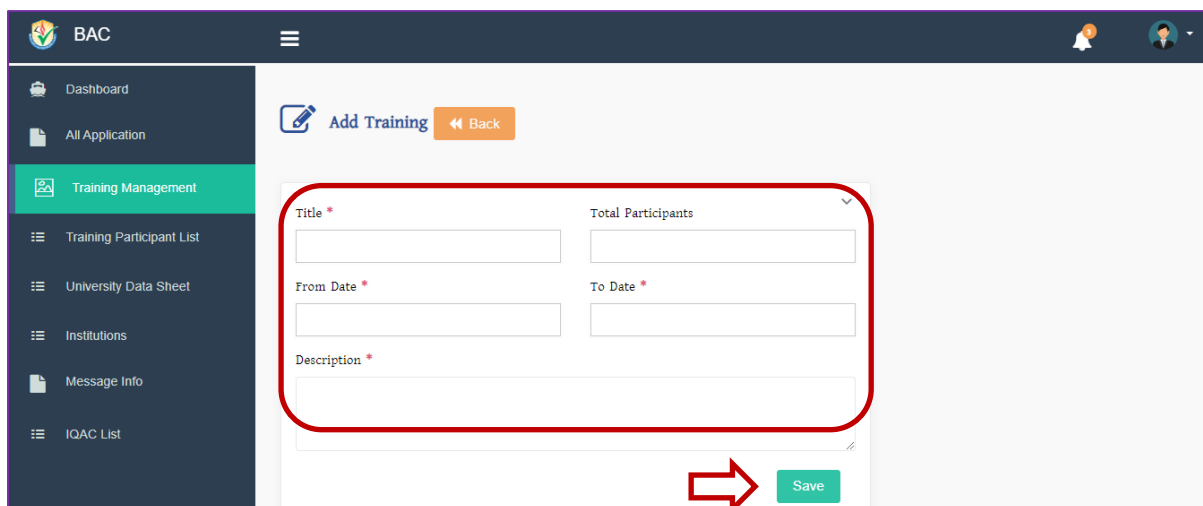
The authorized BAC user can accept or reject any participation request by clicking "Approve" & "Reject" as shown in Figure-2.1.

1.2.2 Add New

In order to create/add a new training in the system, click on the **"Add New"** button on the upper mid corner as indicated in Figure-2.

Once clicked, the following screen will be displayed as shown in Figure-2.2.

Figure-2.2: Add New



To create/add a new training in the system, following tasks need to perform:

- I. Insert Title, Total Participants, Training date in specific field as indicated in Figure-2.2
- II. Enter description of training in the body of "Description" field
- III. After filling all fields properly, the user can finally add the training in the system by clicking "Save" in bottom right as indicated in Figure-2.2

1.3 Training Participant List

This menu is used to search and display all trainings created/organized by BAC along with participant information under specific institution.

Once "Training Participation List" is clicked, the initial screen will be displayed as shown in Figure-3. The screen shows list of trainings along with participant and institution information

Figure-3: Training Participant List



The screenshot shows the 'Training Applicant List' page. At the top, there are two dropdown menus: 'Select Training' and 'Select Institute', both highlighted with a red rectangular box. To the right of these is a search bar and an 'Export CSV File' button. Below the filters, the page displays two tables of training participants. The first table is for 'University of Dhaka' and the second is for 'Ahsanullah University of Science and Technology'. Each table has columns for SL, Name, Phone, and Email.

Institute Name: University of Dhaka			
SL	Name	Phone	Email
1	Hasan	01684178630	has@gmail.com
2	Masud	01684584754	mas@gmail.com
3	Golam Dastagir Al-Quaderi	01916820689	dastagir@du.ac.bd
4	Dr. Abu Khaled Mohammad Khademul Haque	01716042867	khademulhaque@du.ac.bd
5	Dr. Himangshu Ranjan Ghosh	01711977248	hrghosh@du.ac.bd

Institute Name: Ahsanullah University of Science and Technology			
SL	Name	Phone	Email
1	Prof. Dr. Mohammad Sarwar Morshed	01792992990	director.iqac@aust.edu
2	Dr Fakir Sharif Hossain	01742288981	fshossain.eee@aust.edu
3	Prof. Dr. Mohammad Sarwar Morshed	01792992990	m.morshed.mpe@aust.edu

In order to view training or participant information on training/institution basis, have to select desired training and institution from drop down box as indicated in Figure-3.

An example has been shown in Figure-3.1

Figure-3.1: Training Participant List (Example)

This screenshot shows the same interface as Figure-3, but with the 'Select Training' dropdown set to 'Foundation Training' and the 'Select Institute' dropdown set to 'Jahangirnagar University'. Red arrows point to these selected options. The table below shows the participants for Jahangirnagar University.

Institute Name:Jahangirnagar University			
SL	Name	Phone	Email
1	Syed Hafizur Rahman	01720173352	hafizsr@juniv.edu
2	Mohammad Nayeem Aziz Ansari	01771503950	ansari@juniv.edu

1.4 University Data Sheet

This menu is used to search and display information of all institutions registered/enlisted by BAC.



Once "University Data Sheet" is clicked, the initial screen will be displayed as shown in Figure-4. The screen shows list of institutions along with institution information. Authorized BAC users can search and view specific institution by selecting desired institution from drop down box under select institute field as indicated in Figure-4.

Figure-4: University Data Sheet

Sr No.	Image	Name	Designation	Department	Contact Number
1		Munny	Head of Institute (POES)	CSE	01913232321
2		Dipu Mahmud	Treasurer		01860961257

1.5 Institutions

This menu is used to view/edit/add all institutions registered/enlisted by BAC.

Once "Institutions" is clicked, the initial screen will be displayed as shown in Figure-5.

Figure-5: Institutions

#	Institute Name	Phone No	Email	Status	Action
1	Test	01860961257	test@gmail.com	Active	Inactive Edit
2	University of Global Village	01684178630	iqacugv@gmail.com	Active	Inactive Edit

The screen shows list of institutions along with institution information. Authorized BAC users can edit/inactive specific institution by selecting edit/inactive button under action column as indicated in Figure-5.

1.5.1 Edit



In order to edit the details of specific institution, click on the **"Edit"** button under action column as indicated in Figure-5.

Once clicked, the following screen will be displayed as shown in Figure-5.1. After changing/updating desired information, have to click "Submit" button below as indicated in Figure-5.1.

Figure-5.1: Edit

Edit an Institute

Institute Name

Your Phone

Your Email

Your Password

Confirm Password

1.5.2 Create Institute

In order to create/add a new institution in the system, click on the **"Create Institute"** button on top left as indicated in Figure-5.

Once clicked, the following screen will be displayed as shown in Figure-5.2. After filling up all required information in the specific fields, have to click "Submit" button below as indicated in Figure-5.2.

Figure-5.2: Create Institute

Create an Institute

Institute Name

Your Phone

Your Email

Your Password

Confirm Password

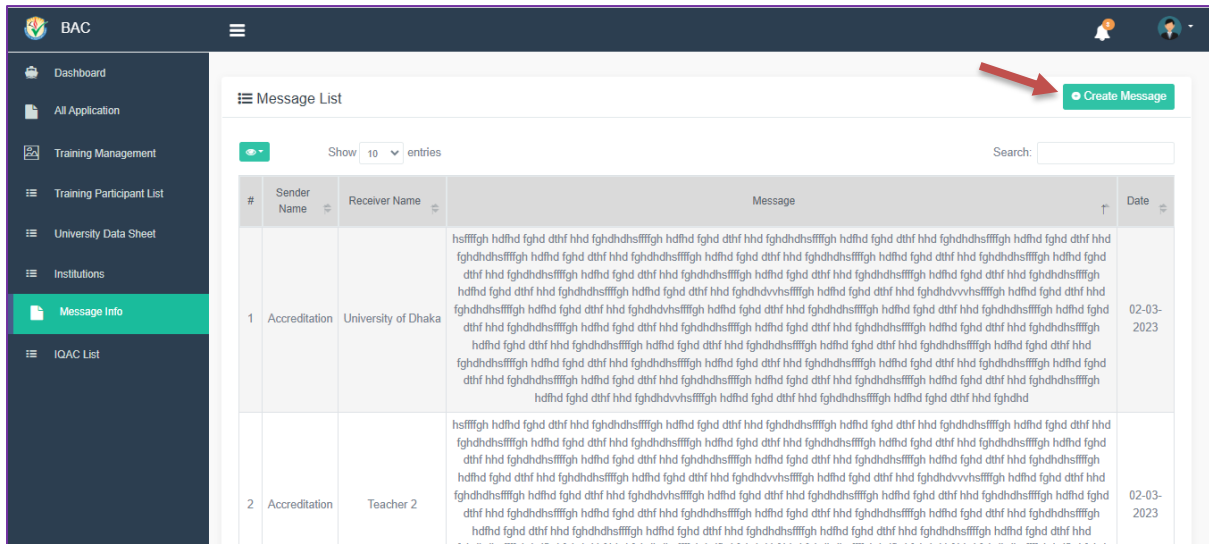


1.6 Message Info

This menu is used to view and create individual or group messages generated or communicated by BAC intended to send registered/enlisted recipients/institutions.

Once "Message Info" is clicked, the initial screen will be displayed as shown in Figure-6. The screen shows list of messages sent to different individual recipients/institutions by BAC.

Figure-6: Message Info

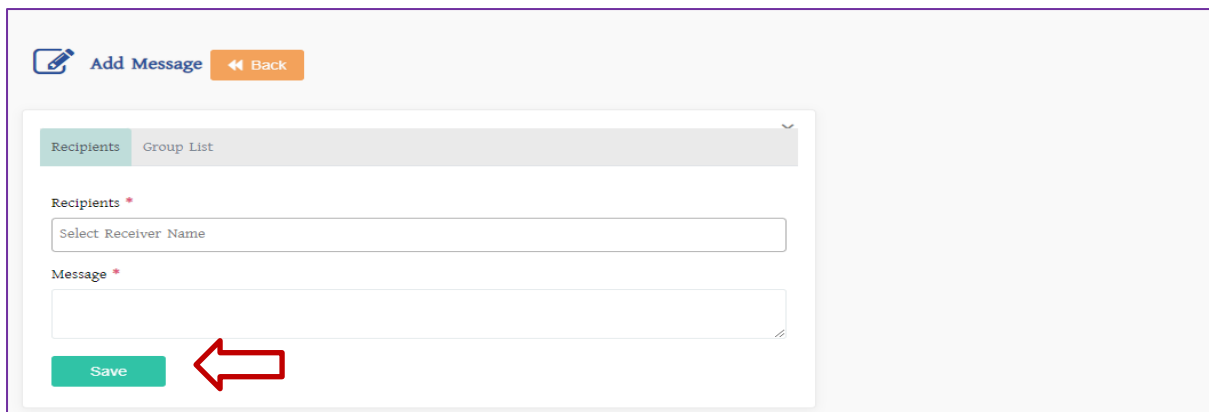


1.6.1 Create Message

In order to create/send a new message to individual or group recipients, click on the "Create Message" button on top right as indicated in Figure-6.

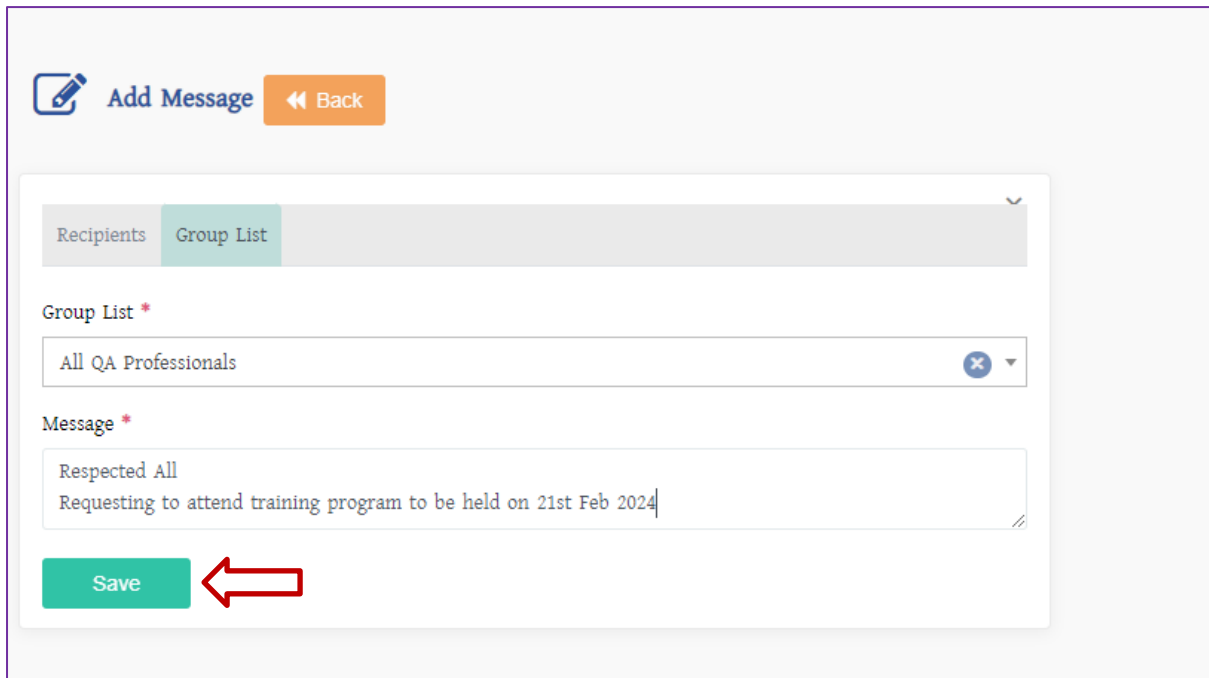
Once clicked, the following screen will be displayed as shown in Figure-6.1. After filling up all required information in the specific fields, have to click "Save" button below as indicated in Figure-6.1.

Figure-6.1: Create Message



An example has been shown in Figure-6.2

Figure-6.2: Create Message (Example)



Recipients Group List

Group List *

All QA Professionals

Message *

Respected All
Requesting to attend training program to be held on 21st Feb 2024

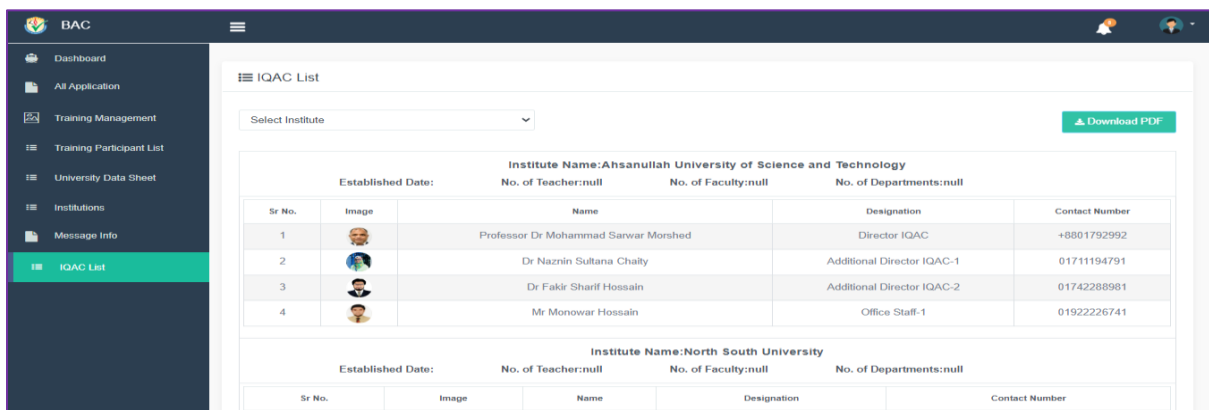
Save

1.7 IQAC List

This menu is used to view and search registered/enlisted IQAC members/institutions along with their information.





Once "IQAC List" is clicked, the initial screen will be displayed as shown in Figure-7. The screen shows list of members/institutions registered/enlisted/authorized by Institution/BAC.

Figure-7: IQAC List



Select Institute

Download PDF

Institute Name: Ahsanullah University of Science and Technology				
Established Date:		No. of Teacher: null	No. of Faculty: null	No. of Departments: null
Sr No.	Image	Name	Designation	Contact Number
1		Professor Dr Mohammad Sarwar Morshed	Director IQAC	+8801792992
2		Dr Naznin Sultana Chaity	Additional Director IQAC-1	01711194791
3		Dr Fakir Sharif Hossain	Additional Director IQAC-2	0174228981
4		Mr Monowar Hossain	Office Staff-1	01922226741

Established Date: No. of Teacher: null No. of Faculty: null No. of Departments: null

Sr No.	Image	Name	Designation	Contact Number
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