

‘শিক্ষা নিয়ে গড়ব দেশ  
শেখ হাসিনার বাংলাদেশ’

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
কারিগরি শিক্ষা অধিদপ্তর  
অ্যাকসেলারেটিং অ্যান্ড স্ট্রেনদেনিং স্কিলস  
ফর ইকনমিক ট্রান্সফরমেশন (ASSET) প্রকল্প  
আগারগাঁও প্রশাসনিক এলাকা, শেরে-বাংলা নগর, ঢাকা-১২০৭  
www.asset-dte.gov.bd

‘একটাই লক্ষ্য  
হতে হবে দক্ষ’

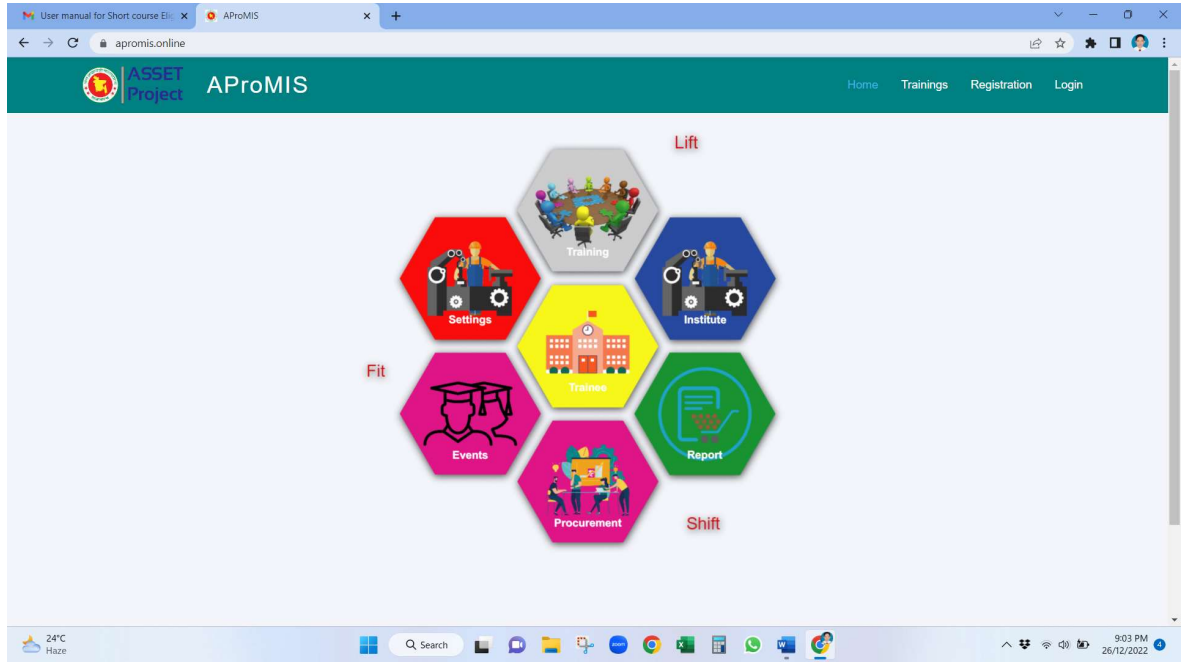
## Institutional Development Grant (IDG)-এর Eligibility Application Form পূরণের নির্দেশনা

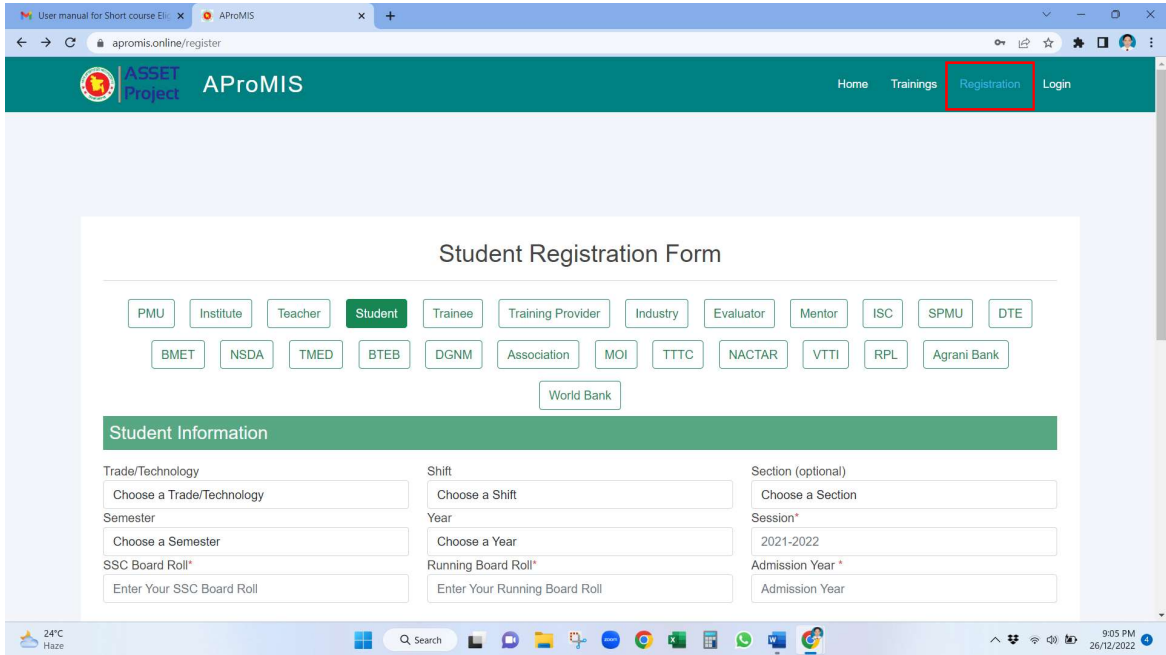
-Updated on 2/1/2023 3:03 PM

ASSET প্রকল্পের IDG এর Eligibility Application Form পূরণের দুইটি ধাপ।

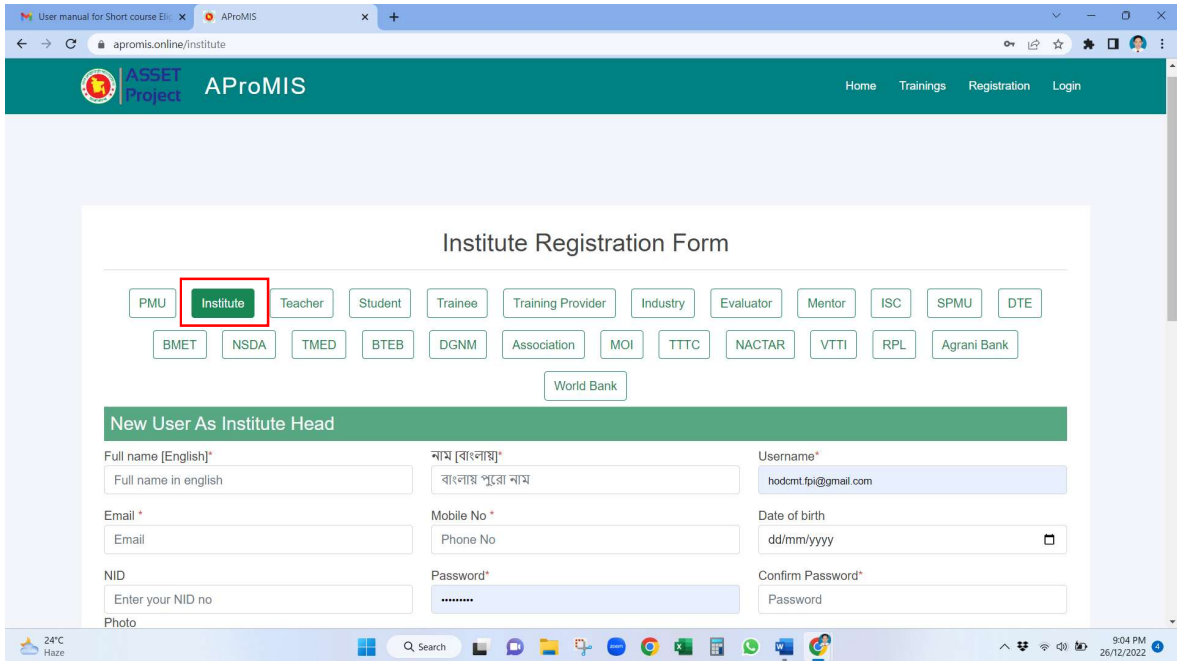
- ✓ ১ম ধাপ: ইনস্টিটিউট রেজিস্ট্রেশন
- ✓ ২য় ধাপ: Eligibility Application Form পূরণ

১। প্রথমে যেকোন ইন্টারনেট ব্রাউজার থেকে <https://apromis.online/> প্রবেশ করতে হবে। অথবা [www.asset-dte.gov.bd](http://www.asset-dte.gov.bd) এর AProMIS লিংক থেকে প্রবেশ করতে হবে।

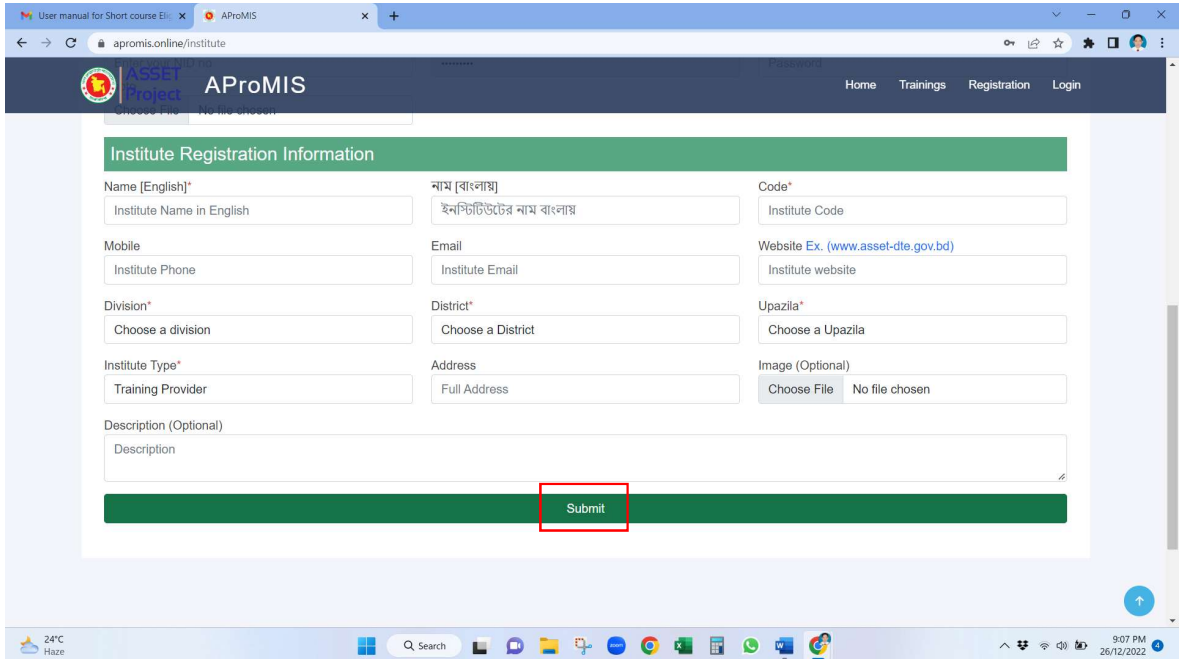




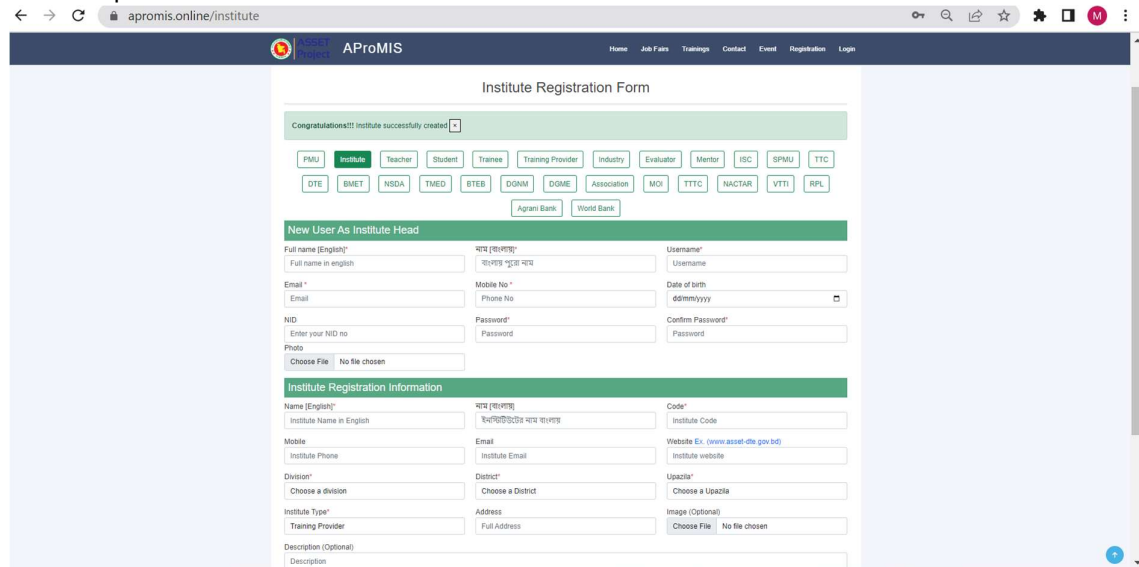
1. Click on Institute



2. Give all the information and press Submit button



3. If submission is completed successfully, a "Congratulation Message" would be shown at the top as below:



4. An email message would be received in your email Inbox/ Spam folder as below:



AProMIS, ASSET Project  
info@apromis.online

Date:  
01-01-2023 15:08:21

Subject: Registration Confirmation

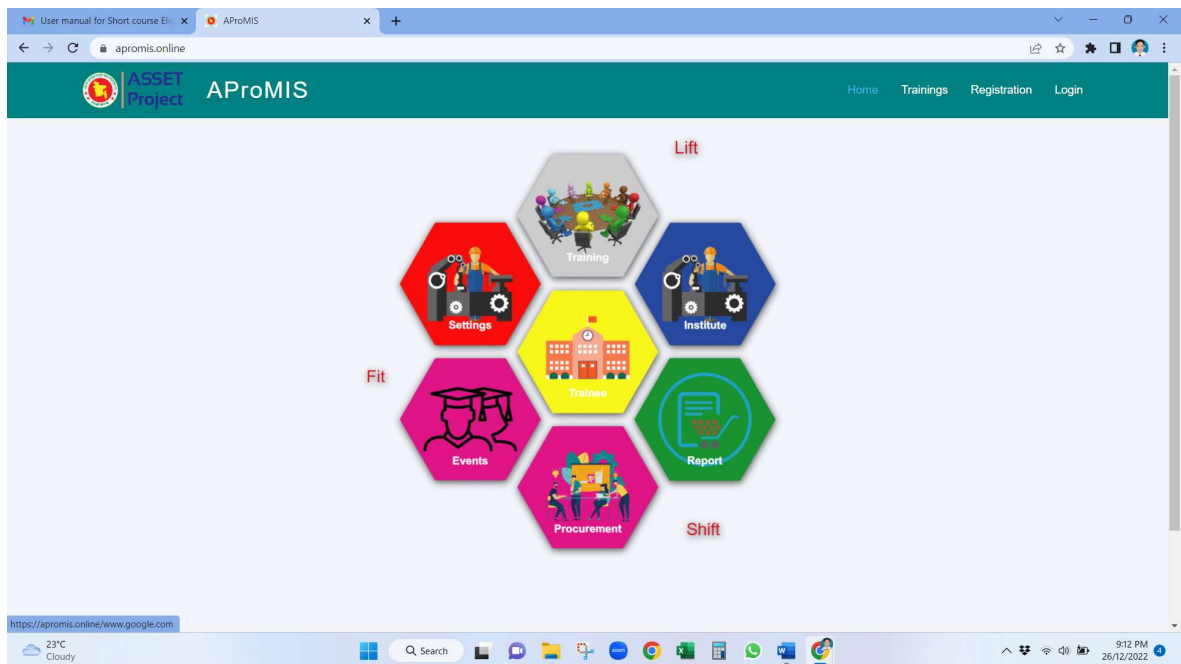
## AProMIS, ASSET Project

Dear Mr./Ms. Mohshin Anwar,

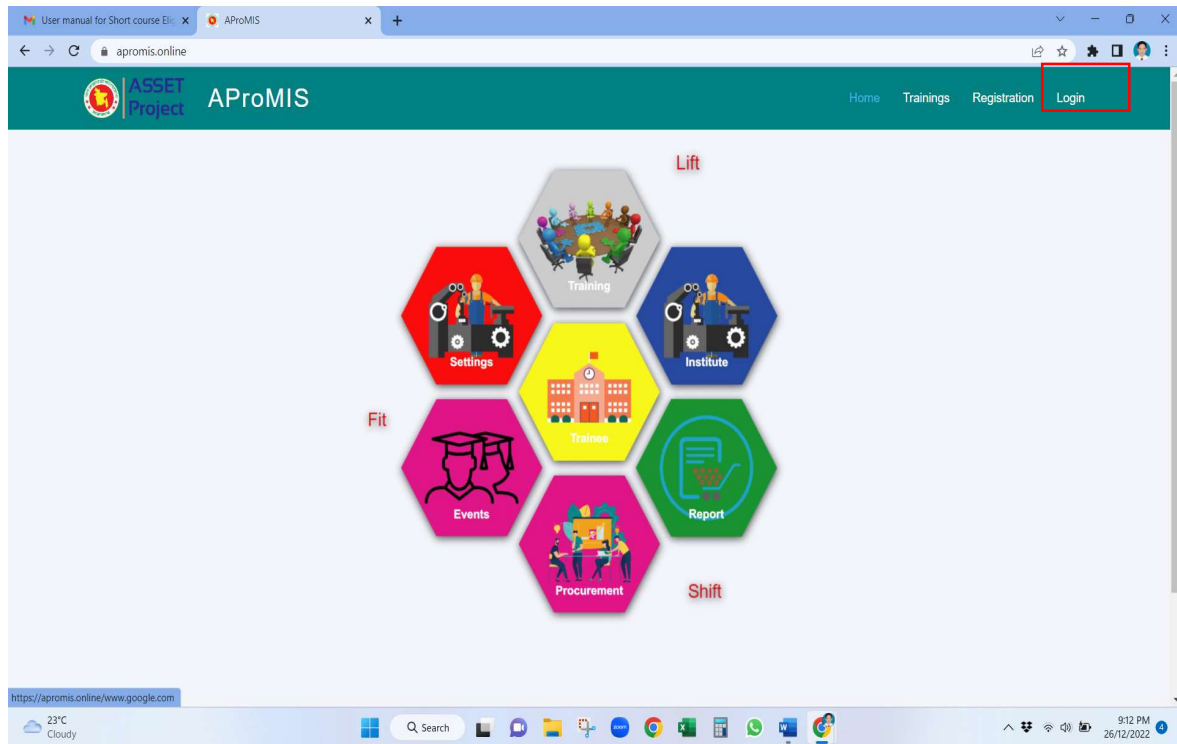
Your registration for Dhaka Poly2 - (11234) has been successfully completed.

Thanks,  
AProMIS, ASSET Project

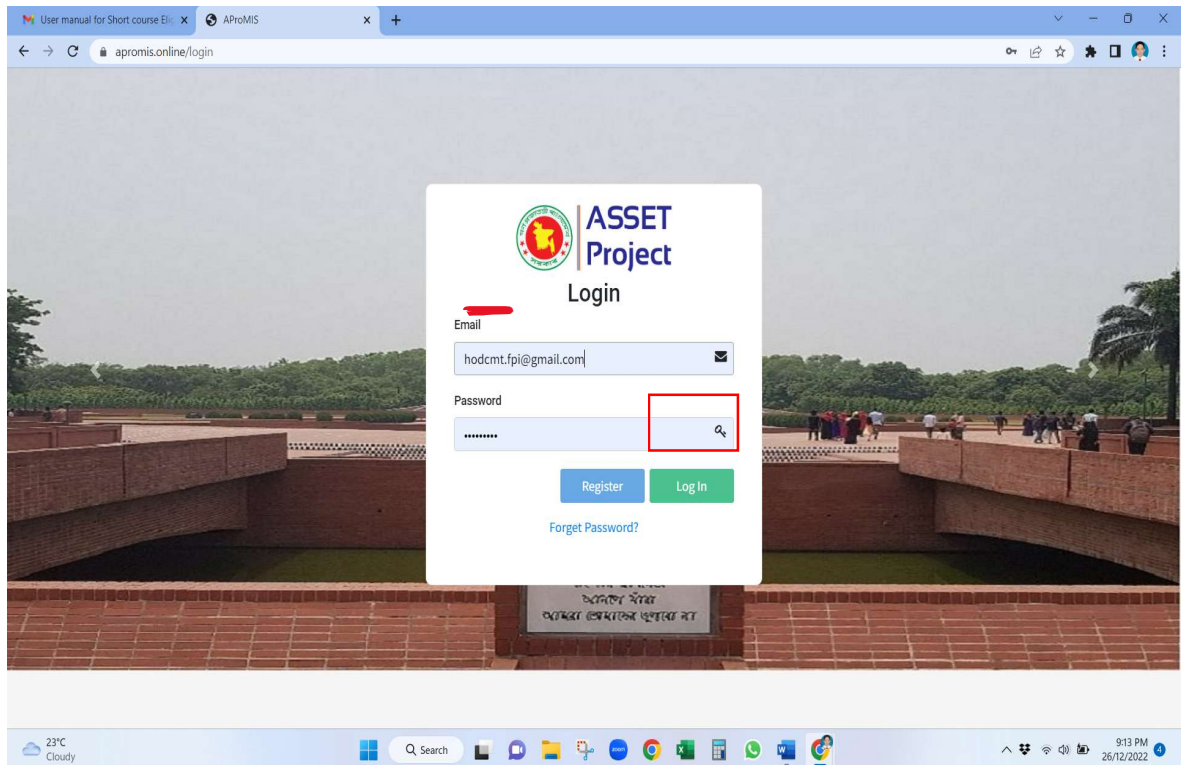
5. Now, visit <https://apromis.online/>



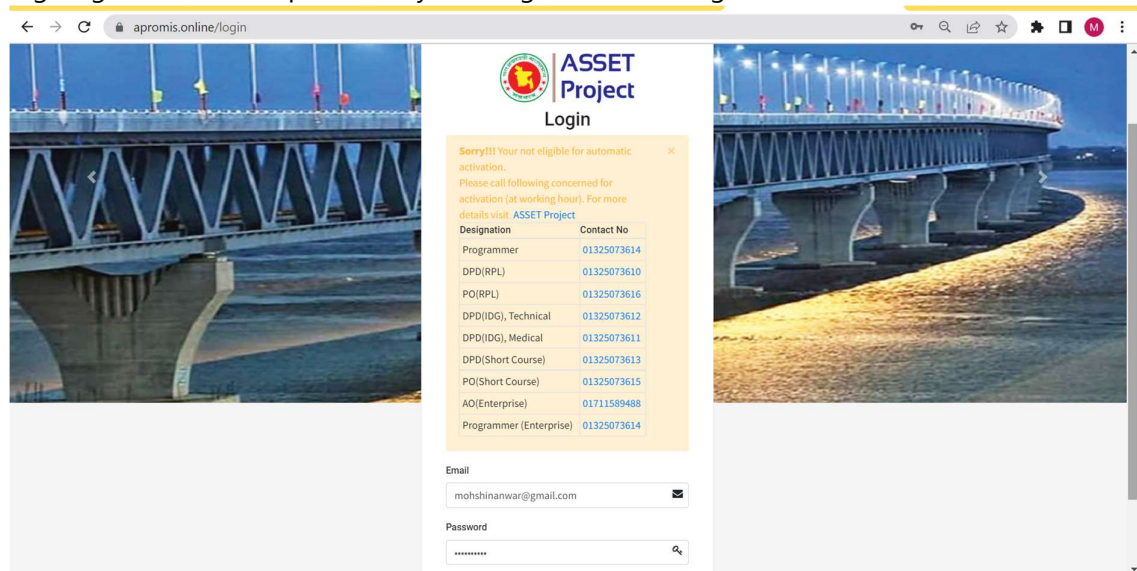
6. From menu bar click on Login



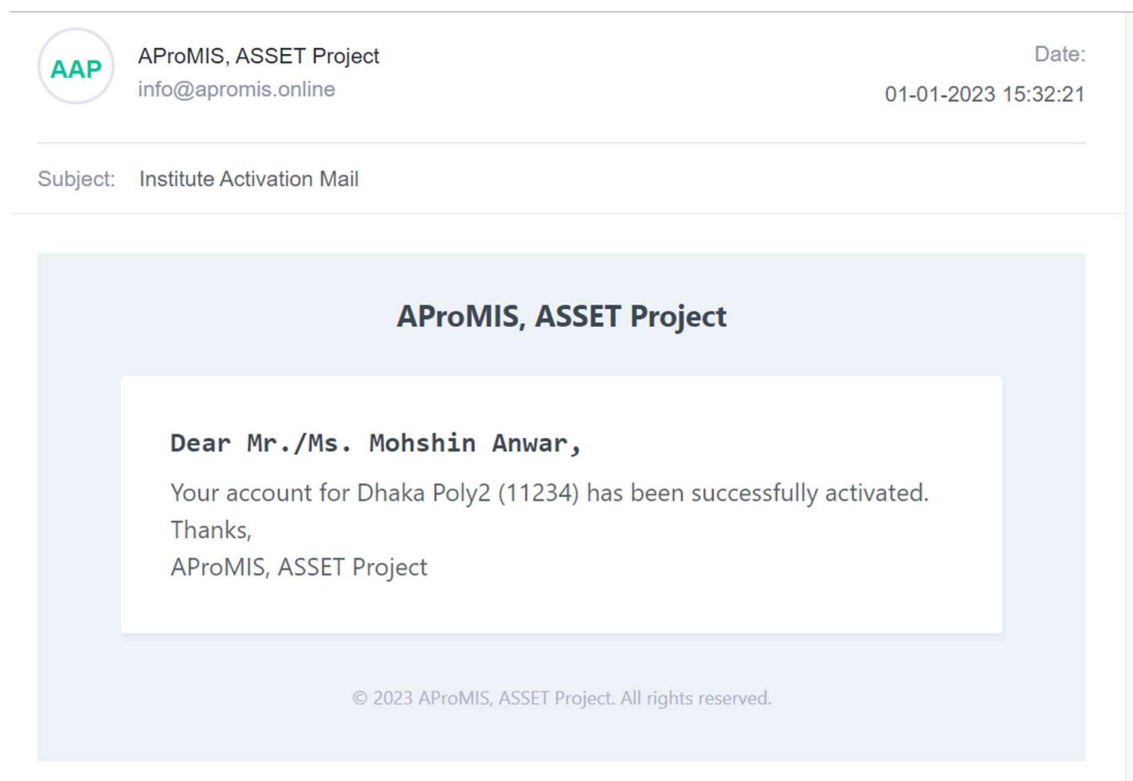
7. Give your Email address & Password and click in Login



8. After giving the email and password, you can get the following screen:

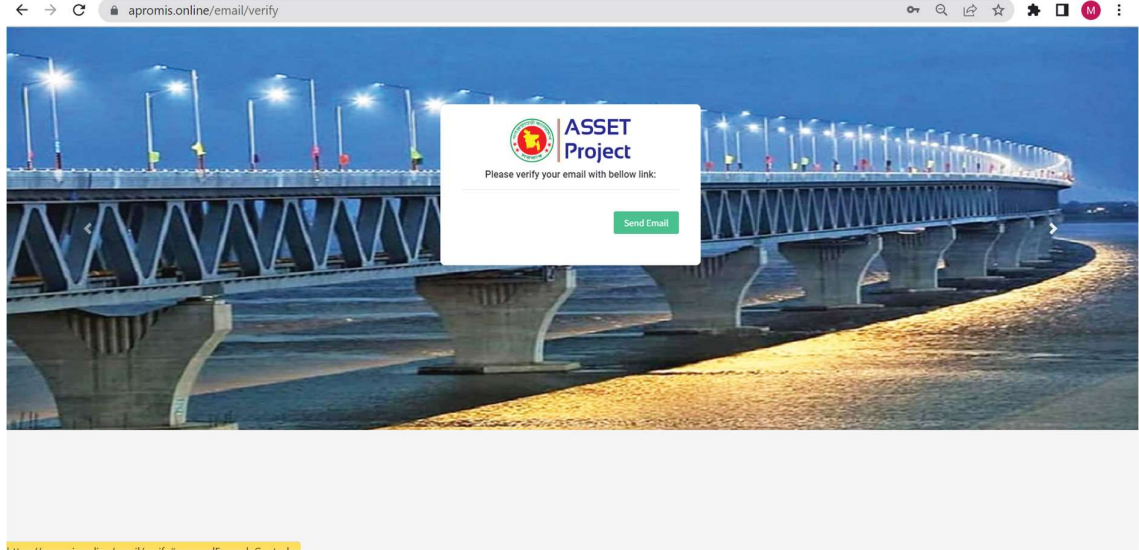


9. Please call corresponding number from the list as shown to communicate with ASSET Project Team and request him/ her to activate your account.
10. After activation is made by ASSET Project, you would get the confirmation in your email, as follows:

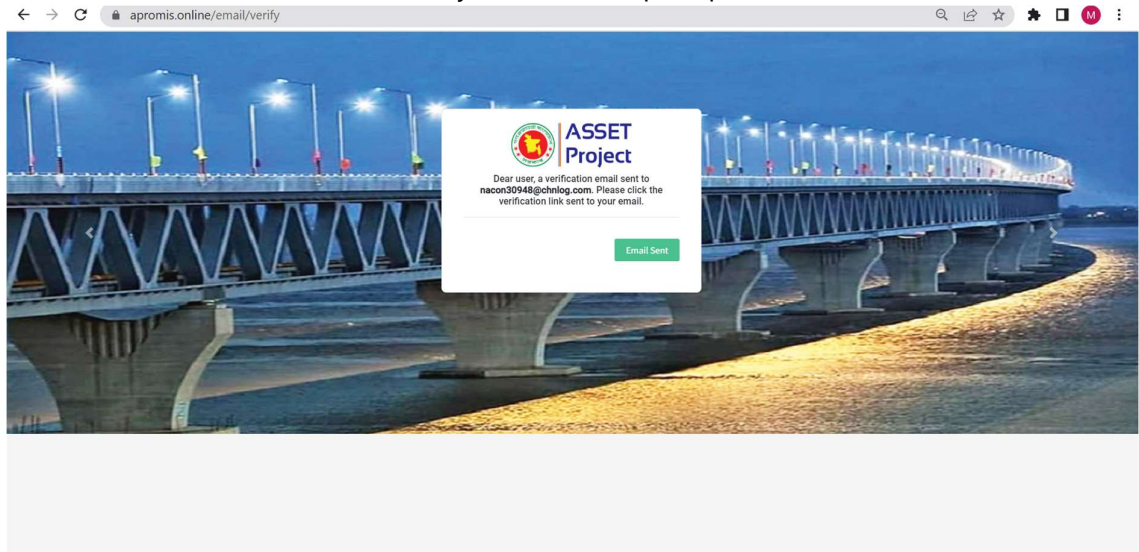


11. Now, you have to login again (to get verification email), by using <https://apromis.online/> link with your email address and password.

12. . Now you will get the following screen and you have to click on "Send Mail" button to get verification email link.



13. A confirmation link would be sent to your e-mail, as prompted below:



14. Please click on the "Verify Email Address" button, as shown:



Subject: Verify Email Address

## AProMIS, ASSET Project

**Hello!**

Please click the button below to verify your email address.

Verify Email Address

If you did not create an account, no further action is required.

Regards,  
AProMIS, ASSET Project

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser:

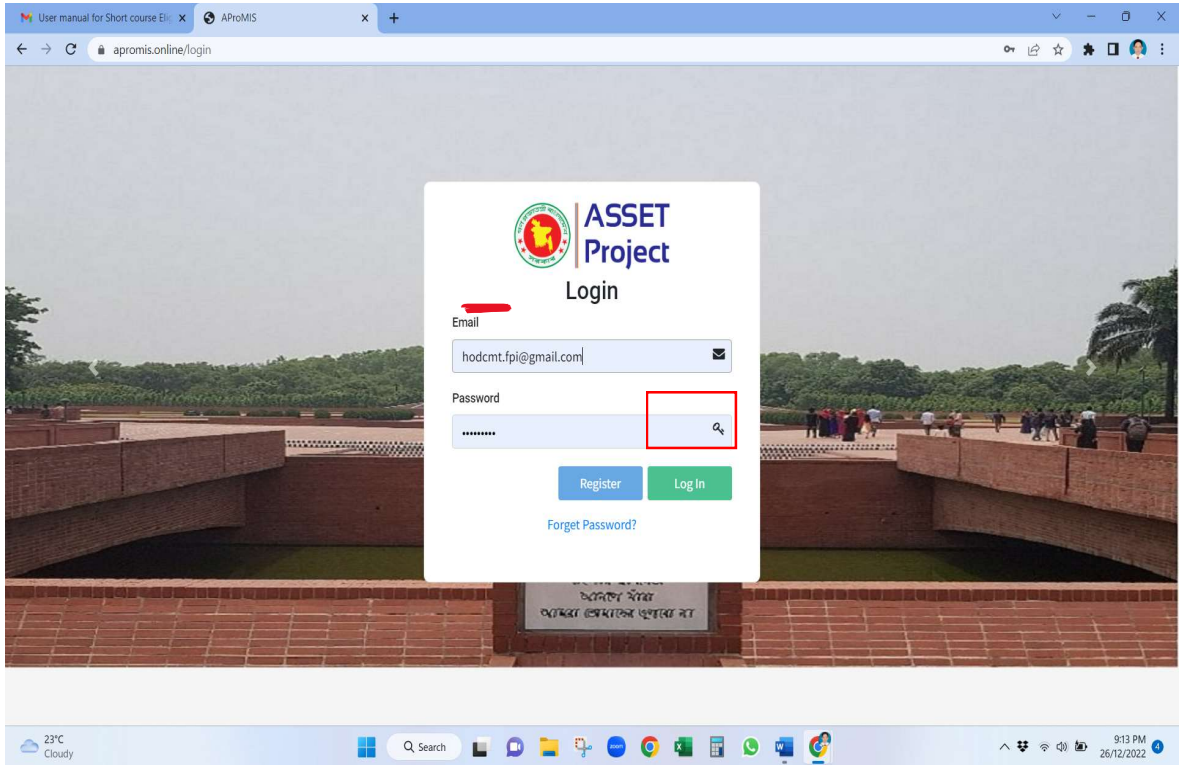
<https://apromis.online/email/verify/239/6436a1bac861fe63329ff87e8cd5ad48c5170612?expires=1672569451&signature=0351da5a0d72b22861831d95587eac6abf54cf67060c82665cf528cb46c26f93>

15. Now you are ready to fill up information for IDG Eligibility.

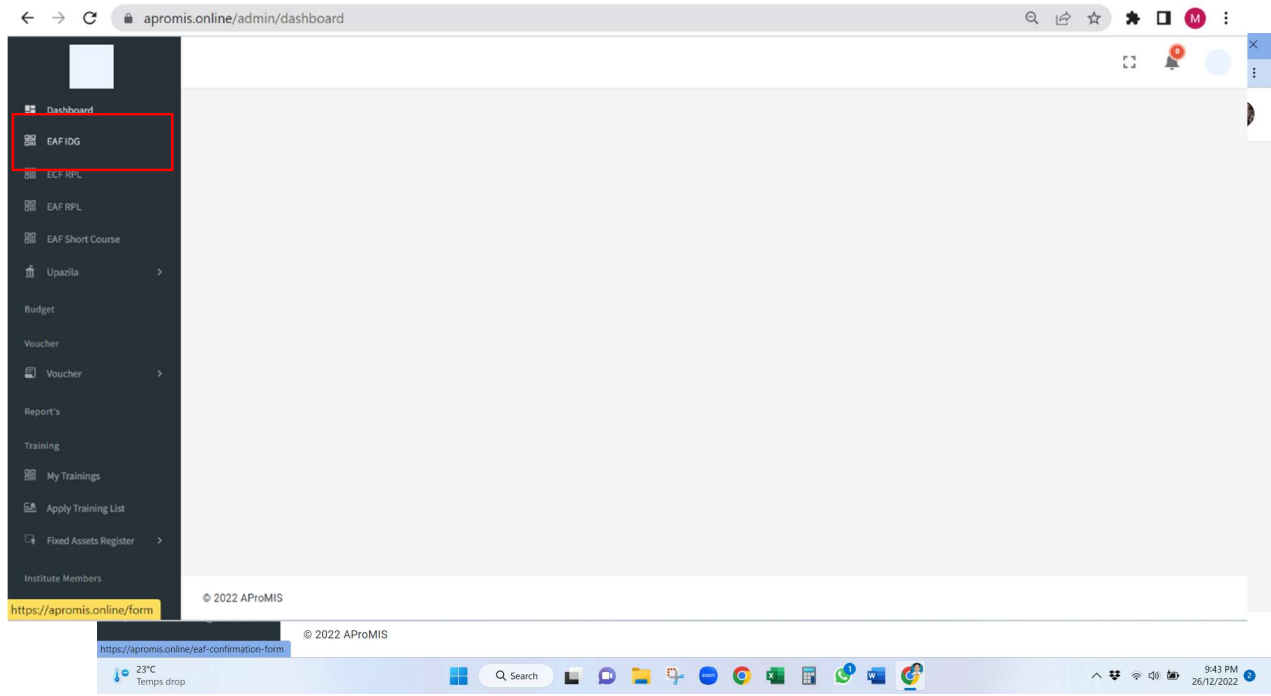
### ২য় ধাপ: Eligibility Application Form পূরণ

1. Give your Email address & Password and click in Login again.





2. From left Menu of the page click on EAF IDG Button



3. Give all the correct information and upload relevant documents of your institute.

4. Upload all necessary files for necessary validation and as per requirements, using File Upload section as below.

The screenshot shows the AProMIS application form at the URL `apromis.online/form`. The form includes several dropdown menus for 'Have you receive IDG from STEP?', 'IDG received from any other GoB Project/Budget', and 'Institute have RTO?'. Below these is a 'Files' section with a table for file uploads:

File Upload *	File type *	File Description *	Size *
<input type="button" value="Choose File"/> IDP for IDG.docx	.docx	IDP for IDG	135 KB
<input type="button" value="Choose File"/> IDG OPM Edit aft... 7.12 edit (1).docx	.docx	IDG OPM Edit afterTMED Approval ( 14 Dec	1329 KB
<input type="button" value="Choose File"/> No file chosen			

Below the table are two checkboxes:  'I, do hereby agree that the above information is correct.' and  'I, do hereby declare that, if the submitted information is found incorrect, competent authority has the right to cancel my application at any stages of the selection process without any explanation.'

You can upload multiple files, as shown above and it should be done before the submission.

5. You can Save your information before final submission. For this purpose, click on Update as Draft button.

The screenshot shows the AProMIS application form at the URL `apromis.online/eligibility-short-course`. The form includes dropdown menus for 'Provision of Occupational Health & Safety(OHS)' and 'Existence of employment track record (No of Year)'. Below these is a 'Files' section with a table for file uploads:

File Upload	File type	File Description	Size
<input type="button" value="Choose File"/> No file chosen			

Below the table are two checkboxes:  'I, do hereby agree that the above information is correct.' and  'I, do hereby declare that, if the submitted information is found incorrect, competent authority has the right to cancel my application at any stages of the selection process without any explanation.' At the bottom, there are two buttons: 'Update as Draft' (highlighted with a red box) and 'Submit'. A 'Download' button is also visible at the bottom.

6. For final submission click on Submit button. Remind that information can be sent only once. So be careful before click on Submit button.

The screenshot shows a web browser window with the URL 'apromis.online/eligibility-short-course'. The page contains a form with the following sections:

- Provision of Occupational Health & Safety(OHS)\***: A dropdown menu set to 'Yes', a 'Condition' dropdown set to 'Yes = 10 points', and a 'Score' field set to '10'.
- Existence of employment track record (No of Year)\***: A text input field containing '7', a 'Condition' dropdown set to 'Record is 5 or more = 10 points', and a 'Score' field set to '10'.
- Files**: A table with columns for 'File Upload', 'File type', 'File Description', and 'Size'. The 'File Upload' column contains a 'Choose File' button and the text 'No file chosen'.
- Agreements**: Two checkboxes, both checked. The first says 'I, do hereby agree that the above information is correct.' The second says 'I, do hereby declare that, if the submitted information is found incorrect, competent authority has the right to cancel my application at any stages of the selection process without any explanation.'
- Buttons**: A green 'Update as Draft' button, a blue 'Submit' button (highlighted with a red rectangle), and a blue 'Download' button.

© 2022 AProMIS

7. Once you Submit, you would not be able to change any information or upload any document. Therefore, please revisit all the information and file names before pressing Submit button.

8. Click on Download to download your given information.

The screenshot shows a web browser window with the URL 'apromis.online/form'. The page contains a form with the following sections:

- Institute have Accreditation from competent authority\***: A dropdown menu set to 'Yes'.
- Have you receive IDG from STEP?\***: A dropdown menu set to 'No'.
- IDG received from any other GoB Project/Budget\***: A dropdown menu set to 'No'.
- Institute have RT0?\***: A dropdown menu set to 'Yes'.
- Files**: A table with columns for 'File Upload', 'File type', 'File Description', and 'Size'. The 'File Upload' column contains a 'Choose File' button and the text 'No file chosen'.
- Agreements**: Two checkboxes, both checked. The first says 'I, do hereby agree that the above information is correct.' The second says 'I, do hereby declare that, if the submitted information is found incorrect, competent authority has the right to cancel my application at any stages of the selection process without any explanation.'
- Buttons**: A blue 'Download' button (highlighted with a red rectangle).

© 2022 AProMIS