

**Strengthening the  
commitment of  
students towards  
the environment**



# Directorate of Environment and Climate Change (DoECC)

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Bhoo Mithrasena Club - Micro-Web Portal

**User Manual**

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## System Overview

The Bhoo Mithrasena Club (BMC) Micro-web portal is part of the DoECC's Green Office initiative and will serve as a digital hub for the Directorate, allowing collaboration among institution heads, Faculty In Charges (FICs), students, and the general public.

The BMC micro-portal ensures effective, efficient, and better coordination and integration of the Bhoomithrasena Club program by digitising documentation and generating reports. It provides a platform with which the current processes managed in Bhoo Mithrasena Clubs, starting from registration to annual report submission, can be done online. The system improves the monitoring of events and programs of the BMCs across the State.

Institutions can register online, and the application gets verified and approved by DoECC. Once approved, a one-time verification email is sent to the provided email address of the head of the institution and the FIC, with the link to create an account using a username and password.

Once the account is created, clubs can enrol their students, plan programs, generate monthly and annual reports based on the programs added, and participate in the special and training programs conducted by DoECC.

The public interface of the portal can be viewed by clicking on the link provided below:

<https://schemes.envt.kerala.gov.in>

## User Manual Overview

This user manual guides users on how to use various features in the system and the steps involved in carrying out the daily club activities using the system.

### Registration of New Clubs

All government and Aided Colleges / Higher Secondary Schools in the State are eligible to establish Bhoomithrasena Clubs in their institution. Institutions that wish to form new Bhoomithrasena clubs can apply for the programme through a simple four-step registration process, by providing the following:

- Details of the Institution
- Details of the Programs Proposed
- Upload attachments (Institution affiliation certificate, FIC authorization letter, Affidavit by Head of the Institution)
- Preview & Submit

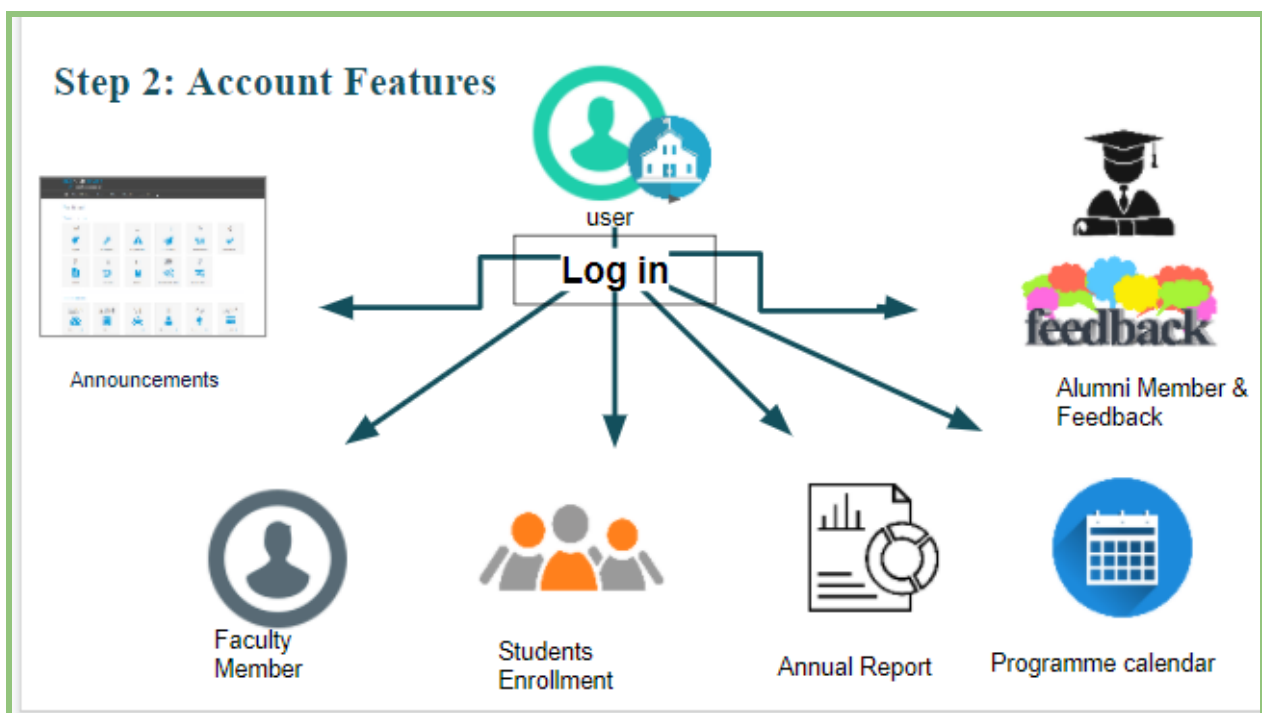
The State Level Environmental Awareness Evaluation Committee (SLEAEC) will select the institutions based on their proposed activities.

## Account features

An approved club account has features to edit their profile, add/edit faculty & co-faculty members, enroll students, program plan, special programs & training programs, generation of the monthly/annual reports, apply for special programs & training programs, and so on.

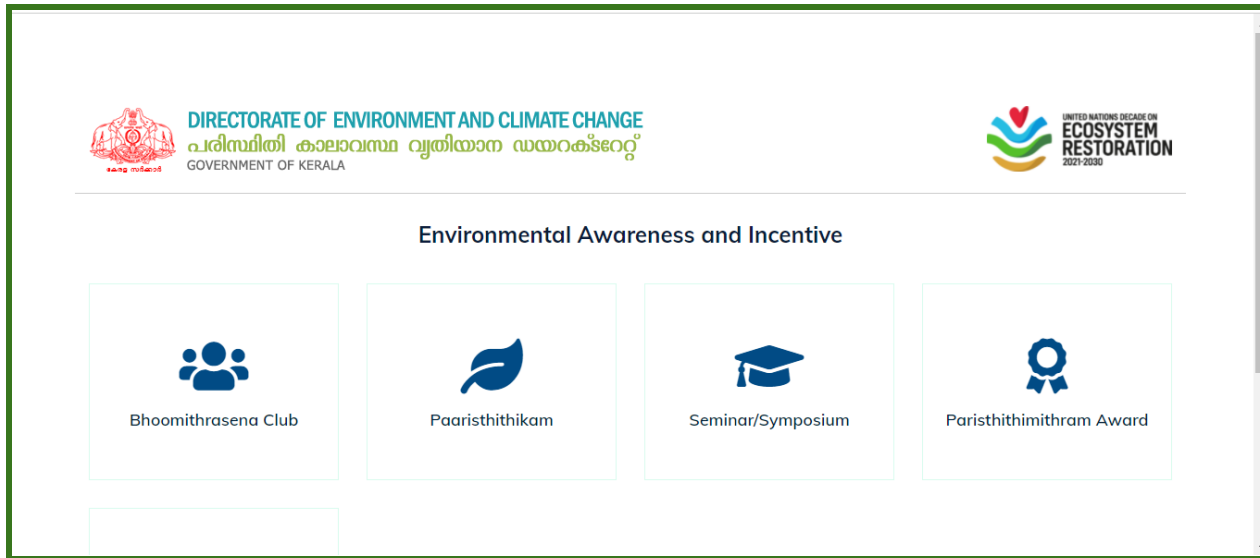
Most of the workflow can be completed by the Faculty-in-Charge (FIC), which is then verified and approved by the Head of the Institution.

A brief introduction to the features:-

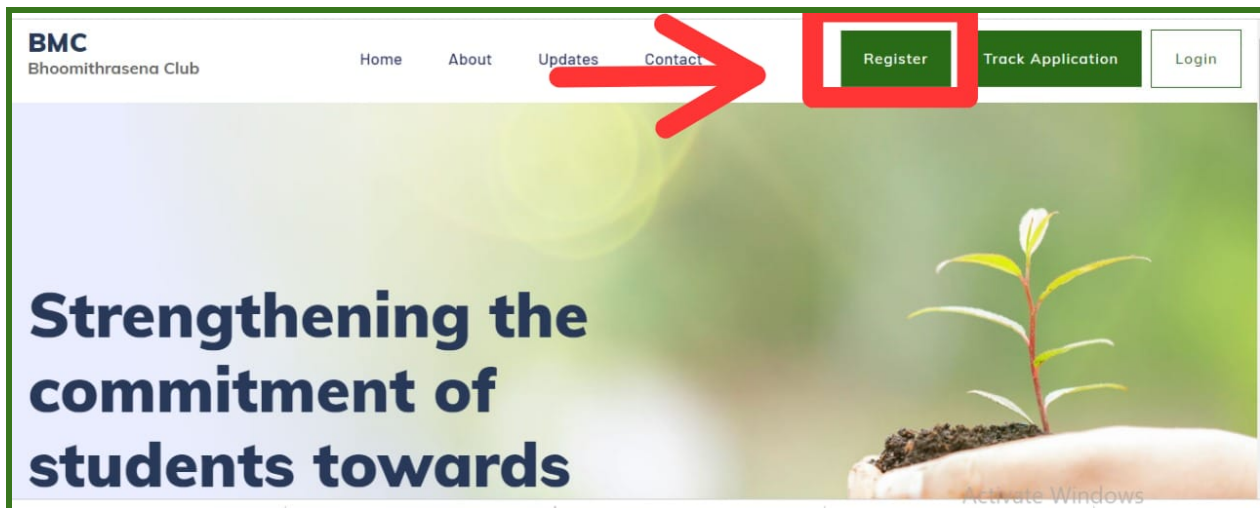


## 1. REGISTRATION

To register for the Bhoomithrasena Club, visit the DoECC Environmental Awareness and Incentives scheme Public Web Portal at <https://schemes.envt.kerala.gov.in>. Users must enter the URL provided to them into the address bar of any modern browser to access the web portal.



Then, select the Bhoomithrasena Club micro portal from the options. At this point, the Bhoomithrasena Club micro portal home page appears. The **REGISTER** button is located in the upper right corner. Click on it to proceed to the registration page.

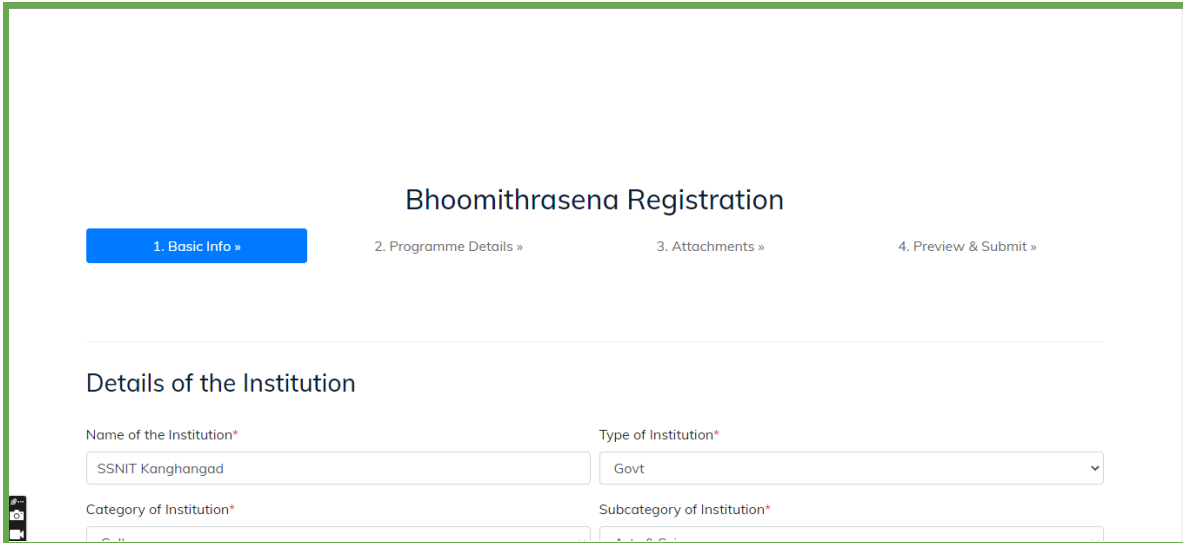


In the Bhoomithrasena Registration page, fill the data under four sections,

- BASIC INFO
- PROGRAMME DETAILS
- ATTACHMENTS
- PREVIEW & SUBMIT

## BASIC INFO

- Enter your institution's basic details: address, head of the institution, email address, and phone number, along with geographic coordinates collected from the map provided (pan and zoom the map to locate the institution, and then double click at the desired location to mark the institution). Add the name and other details of the faculty-in-charge and co-faculty-in-charge, existing environmental issues in the region (optional), provide bank account details and Plan Scheme Treasury Savings Bank (PSTSB) account details (if available).



The screenshot shows the 'Bhoomithrasena Registration' form. At the top, there are four steps: '1. Basic Info' (highlighted in blue), '2. Programme Details', '3. Attachments', and '4. Preview & Submit'. Below the steps is a section titled 'Details of the Institution'. It contains four input fields: 'Name of the Institution\*' with the value 'SSNIT Kanghangad', 'Type of Institution\*' with a dropdown menu showing 'Govt', 'Category of Institution\*', and 'Subcategory of Institution\*'. There is a small icon in the bottom left corner of the form area.

After entering the basic details, click on the **NEXT BUTTON** to proceed

## PROGRAMME DETAILS

Mention the programs proposed by the institution under the awareness or action category.

Click on **the Add** button to add a program.

**Bhoomithrasena Registration**

1. Basic Info ✓    **2. Programme Details >>**    3. Attachments >>    4. Preview & Confirm >>

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**DETAILS OF PROGRAMS PROPOSED**

**Add**    **Remove**

Activate Windows  
Go to Settings to activate Windows.

**Next >>**

## ATTACHMENTS

Mandatory Attachments include the \*

- **Institution affiliation certificate**
- **Affidavit by the Head of the Institution (use the sample provided as a reference)**

**Bhoomithrasena Registration**

1. Basic Info ✓    2. Programme Details ✓    **3. Attachments >>**    4. Preview & Submit >>

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**The following documents to be attached**

Institution affiliation certificate: \*

No file chosen

Affidavit by the Head of the Institution: \* ([Click to download sample](#))

No file chosen

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**Next >>**

## PREVIEW & SUBMIT

- Verify the data entered and click on **SUBMIT** to submit your application

**NOTE:** All the fields marked with \* are mandatory

## 2. TRACK THE APPLICATION

- After submitting the application, click on the **TRACK APPLICATION** button on the right side of the home page to know the status of the application.
- Enter the E-mail ID of the institution (provided at the time of registration) and an OTP will be delivered to the E-mail.
- Enter the OTP to view the status of the application.

### RECTIFICATION CALL

- In case of a rectification call, the applicant will be informed through the E-mail provided during registration.
- If the application is returned for rectification, mail notification will be shared to the given FIC and principal mail IDs, you can click on the link in the mail that's direct to the page for editing purposes or go to the website and click on the TRACK APPLICATION BUTTON to view the status and then use the **EDIT** button to edit and resubmit the application.

### APPROVAL

Once the application is approved, a notification will be shared with the given institution and FIC email addresses.

**NOTE:** If not found in inbox, kindly go through the spam/promotions