



# Directorate of Environment and Climate Change (DoECC)

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Training Program- Micro-Web Portal


**User Manual**

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## System Overview

The Training Programme/ Workshop Micro-web portal is part of the DoECC's Green Office initiative and will serve as a digital hub for the Directorate allowing collaboration of institutions, program coordinator and the general public.



Training Programme/ Workshop micro-portal ensures effective, efficient, and better coordination and integration of the Training Programmes by digitizing documentation and report generation. It provides a platform with which the current processes managed in Training Programme starting from registration to report submission can be done online. The system improves the monitoring of events and programs of the Paaristhithikam across the State.

The agency can register online and the application gets verified and approved by DoECC. Once approved, a one-time verification mail is sent to the provided email address of the program coordinator, with the link to create an account using a username and password.

Once the account is created, the account features include the profile of the institution, proposed programs, and the option to generate reports and financial documents.

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

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

## User Manual Overview

This user manual guides users on how to use various features in the system.

### Stage 1 - Register

The institutions can register on the web portal with the following:

- Basic details
- Program details
- Budget details
- Resource person details
- Financial details

After successfully completing all the sessions the application can download/print for seal and sign purposes and re-upload the application form and submit the application.

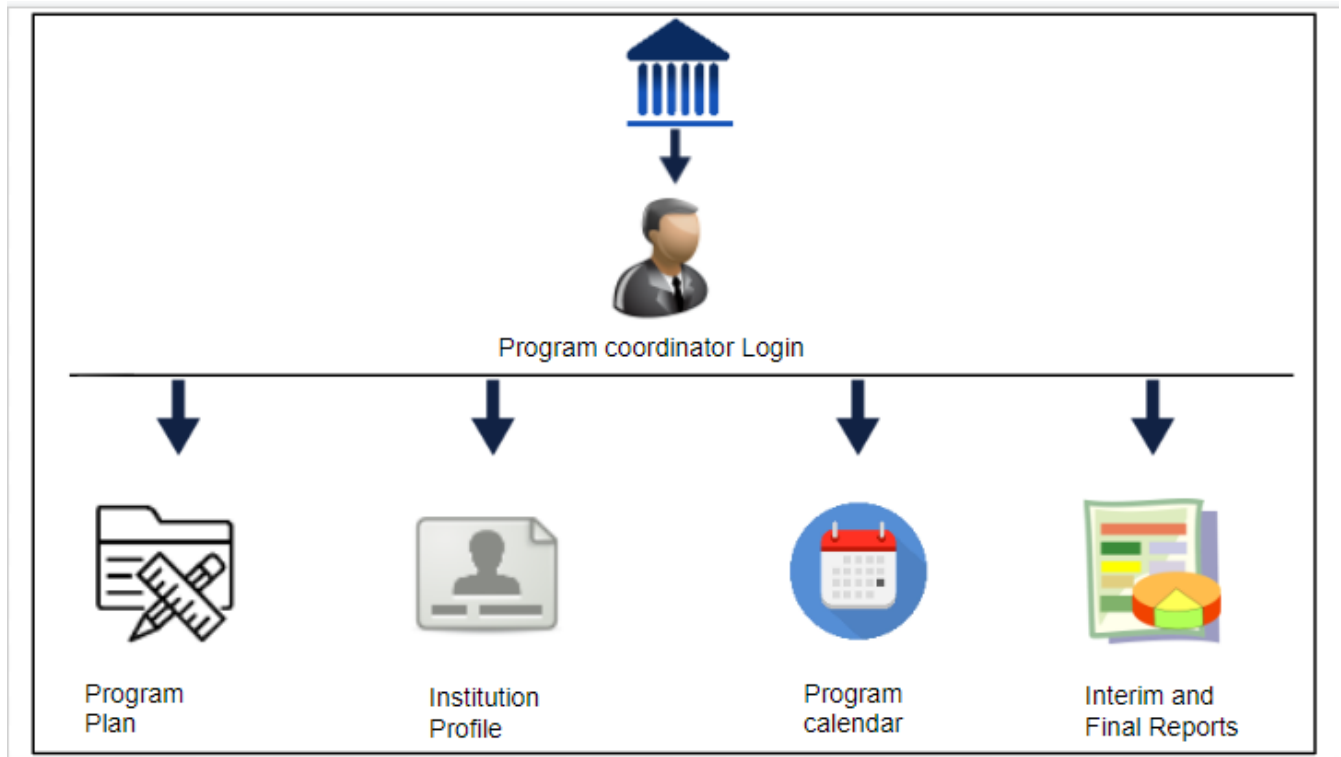
For reuploading, a mail will be shared with the coordinator/agency mail so the user can reupload any time after getting the seal and sign from the concerned person **NOTE: If not found in the inbox, kindly go through the spam/promotions**

### Stage 2 - Account Creation

Corresponding to each application, the account is created with the unique program coordinator's Email ID. The Account has features such as a program plan, and the option to generate reports. All the proposed programs at the time of the registration are displayed with the option- complete the program.

A calendar representation of the whole program is available in the program calendar in reference to the proposed date of planned programs. Features for the creation and submission of interim and final reports including financial documents are also available.

A brief introduction to the features:-

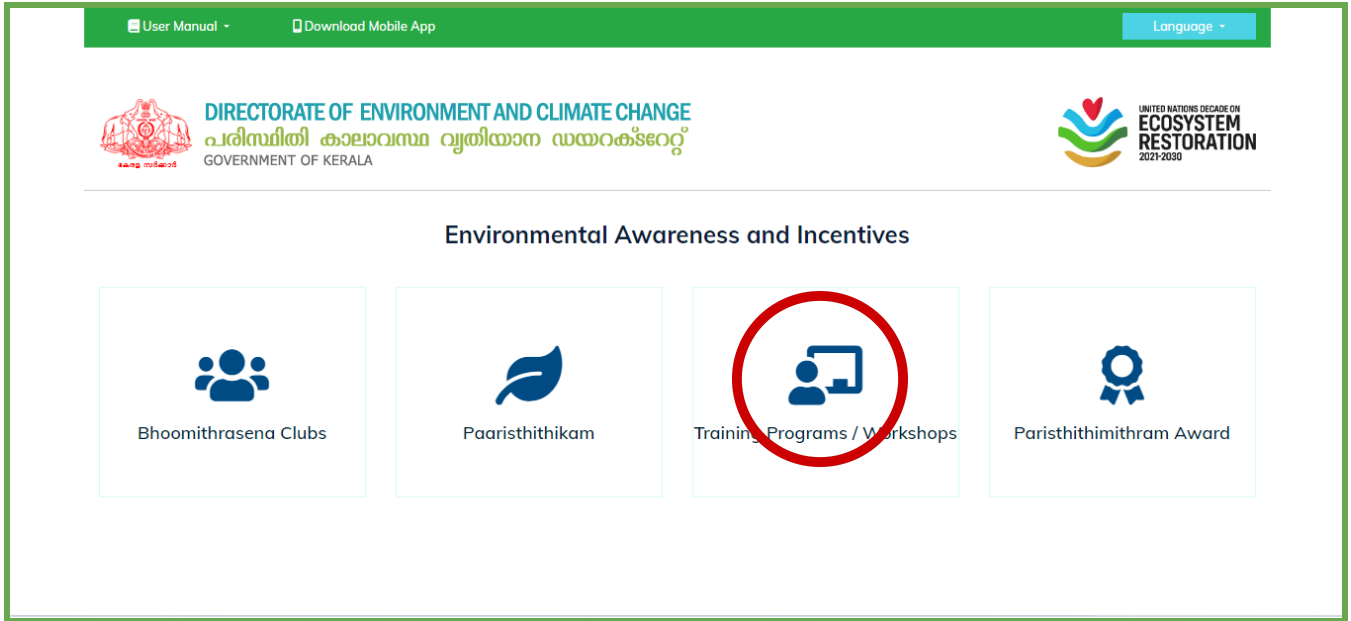


## 1. REGISTRATION

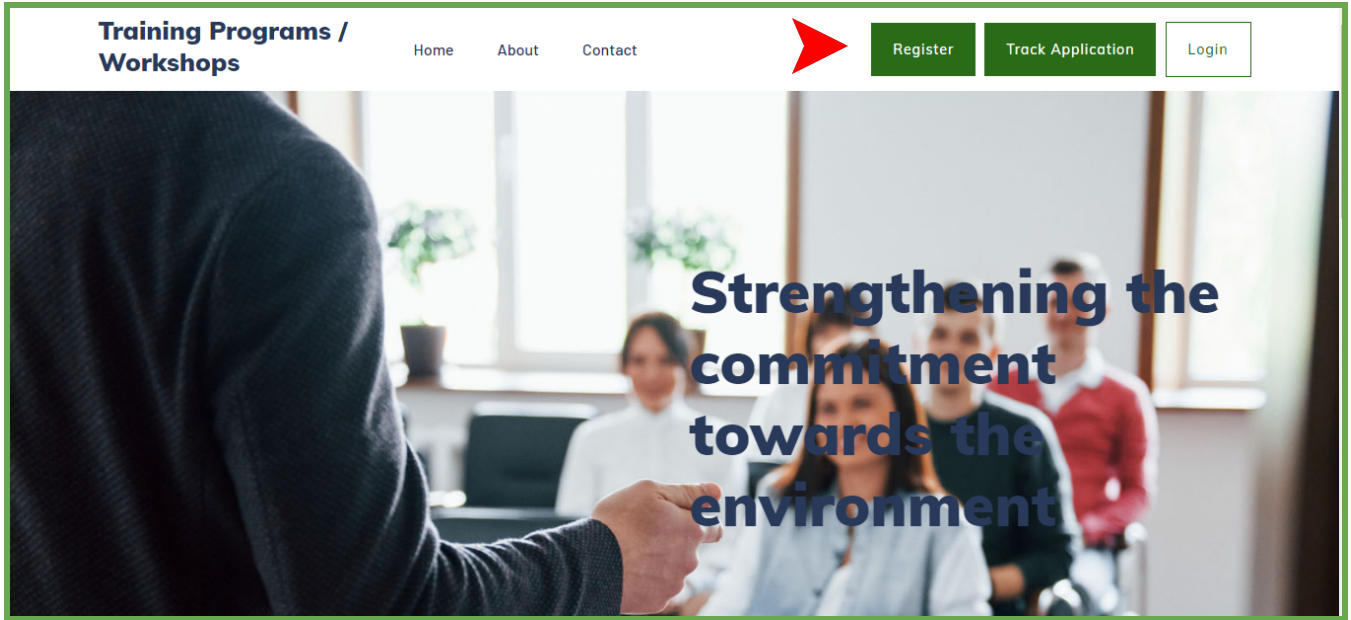
To Register for the Training Programme/ Workshop, visit DoECC Environmental Awareness and Incentives

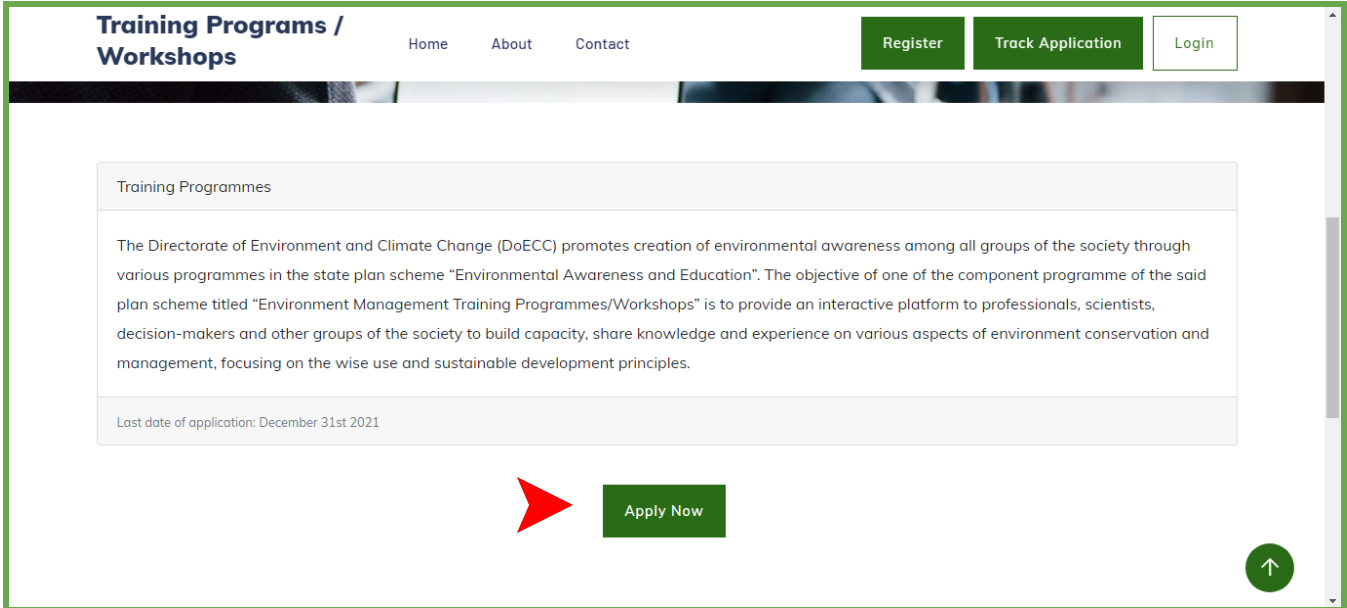
Public Web Portal: <https://schemes.envt.kerala.gov.in/training/registration>. A user has to enter the URL provided into the address bar of any modern browser to access the web portal.

And select the Training Programme/ Workshop micro portal from the options.



The Training Programme/ Workshop portal home page appears. To register, you can use the **REGISTER BUTTON** provided at the top right side **or APPLY BUTTON** at the bottom of the page when you scroll down. Click on it to proceed to the registration page.







**Training Programs / Workshops**    Home    About    Contact    Register    Track Application    Login

### Training Programmes

The Directorate of Environment and Climate Change (DoECC) promotes creation of environmental awareness among all groups of the society through various programmes in the state plan scheme "Environmental Awareness and Education". The objective of one of the component programme of the said plan scheme titled "Environment Management Training Programmes/Workshops" is to provide an interactive platform to professionals, scientists, decision-makers and other groups of the society to build capacity, share knowledge and experience on various aspects of environment conservation and management, focusing on the wise use and sustainable development principles.

Last date of application: December 31st 2021

 [Apply Now](#)



On the Paaristhithikam Registration page, fill in the data under five sections,

- Basic details
- Program details
- Budget details
- Resource person details
- Financial details

#### Basic details

- Enter the name of the program followed by the institution details , such as the name of institution, district, and coordinator email details

**Training Programs / Workshops Registration**

1. Basic Info »    2. Programme Details »    3. Budget Details »    4. Resource Persons »    5. Financial Details »

Name of the Programme

---

**Details of the institution**

Name of the Institution                      District  
                     

Address                                              Status of Organizing Institution  
                                             

Coordinator E-mail

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

## PROGRAM DETAILS

- Enter the details of the Coordinator followed by the program details
- A total duration (start date to end date) followed by the subject/Topic along with venue and a date in between the start date to end date

**NOTE: The program duration here is the entire time period taken for all the programs to be carried out calculate the date range accordingly before entering**  
**Eg: 1-Jan -2022 to 31- Dec 2022**

- Next give the technical details of the program
- After entering the details, click on the **NEXT BUTTON** to proceed

## Training Programs / Workshops Registration

1. Basic Info » **2. Programme Details »** 3. Budget Details » 4. Resource Persons » 5. Financial Details »

### Details of the Coordinator

Name <input type="text" value="Name"/>	Designation <input type="text" value="Designation"/>
Address <input type="text" value="Address"/>	Contact No <input type="text" value="Contact No"/>
WhatsApp No <input type="text" value="WhatsApp No"/>	Area of expertise of the coordinator <input type="text" value="Enter expertise seperated by commas"/>
Brief biodata of the coordinator <input type="button" value="Choose File"/> No file chosen	

## Budget details

- Enter the budget details accordingly

## Training Programs / Workshops Registration

1. Basic Info » 2. Programme Details » **3. Budget Details »** 4. Resource Persons » 5. Financial Details »

### Budget

**Details of estimated expenditure**

TA & Honorarium for invited faculty <input type="text" value="Amount"/>	Resource Materials/Publications <input type="text" value="Amount"/>
Miscellaneous <input type="text" value="Amount"/>	<input type="button" value="+ Add Other Expense"/>

**Other Expenses**

Item	Expenditure	Remarks
Details of co-funding(if any)		

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



## Resource person details

- Enter the resource person's name, designation and other details
- Click on **ADD RESOURCE PERSON** to add multiple resource person details
- Followed by Number of beneficiaries and Details of Beneficiaries/Target group

**Training Programs / Workshops Registration**

1. Basic Info »    2. Programme Details »    3. Budget Details »    **4. Resource Persons »**    5. Financial Details »

**Details of Resource persons and corresponding topics**

**Details of Resource persons and corresponding topics**

Name	Designation
<input type="text" value="Name"/>	<input type="text" value="Designation"/>
Professional affiliation	Expertise
<input type="text" value="Professional affiliation"/>	<input type="text" value="Expertise"/>
Topic	
<input type="text" value="Topic"/>	

**+ Add Resource Person**

- Click on **NEXT** to go to the next tab

## Financial details

- Enter the details of the previous grant if any received by the organizing institute from DoECC, Click on **ADD GRANT** option to add multiple grant details received
- Enter bank details along with a certificate for electronic clearing service facility for receiving payments as an attachment.

## Training Programs / Workshops Registration

[1. Basic Info »](#)   
 [2. Programme Details »](#)   
 [3. Budget Details »](#)   
 [4. Resource Persons »](#)   
5. Financial Details »

Details of previous grant if any received by the organizing institute from DoECC

**Previous grant list**

DoECC Sanction No.& Date	Name of Activity	Amount Sanctioned	Principal coordinator of the programme	UC and ES Copy
<span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">+ Add Grant</span>				

Attach Declaration

Download declaration and upload after sign and seal

Bank account details

- In this stage the application is printed to attest with the seal and sign of the concerned person
- Click on the **GENERATE APPLICATION FOR PRINT** to generate and download the application
- 

### Training Programs / Workshops

[Home](#)   
 [About](#)   
 [Contact](#)   
Register   
Track Application   

Certificate for electronic clearing service facility for receiving payments

No file chosen

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**PSTSB Account Details (If any)**

Account No.

Treasury Branch

➤
Generate Application For Print

**Training Programs / Workshops** Home About Contact Register Track Application Login

PRO FORMA FOR SUBMITTING PROPOSALS FOR TRAINING PROGRAMMES/ WORKSHOPS

1. Name of the Programme Training programme for establishment of school Butterfly, Gardens Shalabha-Kavu

2. Name of the Coordinator

Name	Designation	Address for correspondence	E-mailed & Mob.No.
Jolly J	Research Associate	Jaya Mansion Vazhuthacaud, Sasthamangalam, P. O, Kerala 695010	jollyjohnson@gmail.com 9544171455

3. Area of expertise of the coordinator Environmental Science/Earth Science/Life Science/Physical Science/Engineering/Social Science/others

4. Proposed period/dates of conduct of the programme

Programme Date : 02-07-23 to 27-07-23

Activity/Topic	Proposed date	Venue
	12-07-2023	K...

- A mail will be received on the coordinator mail given at the time of registration, using that link the user can upload the seal and signed application at any time after generating the application
- Click the **EDIT APPLICATION** to edit the application
- Click on **PRINT APPLICATION** to print the application
- Click on **UPLOAD APPLICATION** to upload the seal and signed application

**Training Programs / Workshops** Home About Contact Register Track Application Login

Sl.No	DoECCSanction No.&Date	Name of Activity (Seminar/workshop/Paaristhithikam etc.)	Amount Sanctioned(Rs.)	Principal coordinator of the programme	UC & ES
1	146-15/02/2021	Test	100	1000	<a href="#">View</a>

12. Bank Account Details of the Institution

Account Number: 4900025325

Name of the Account Holder: SBI (this is dummy data)


IFSC: SBI0012A0025

13. Details of PSTSB Account (If any)

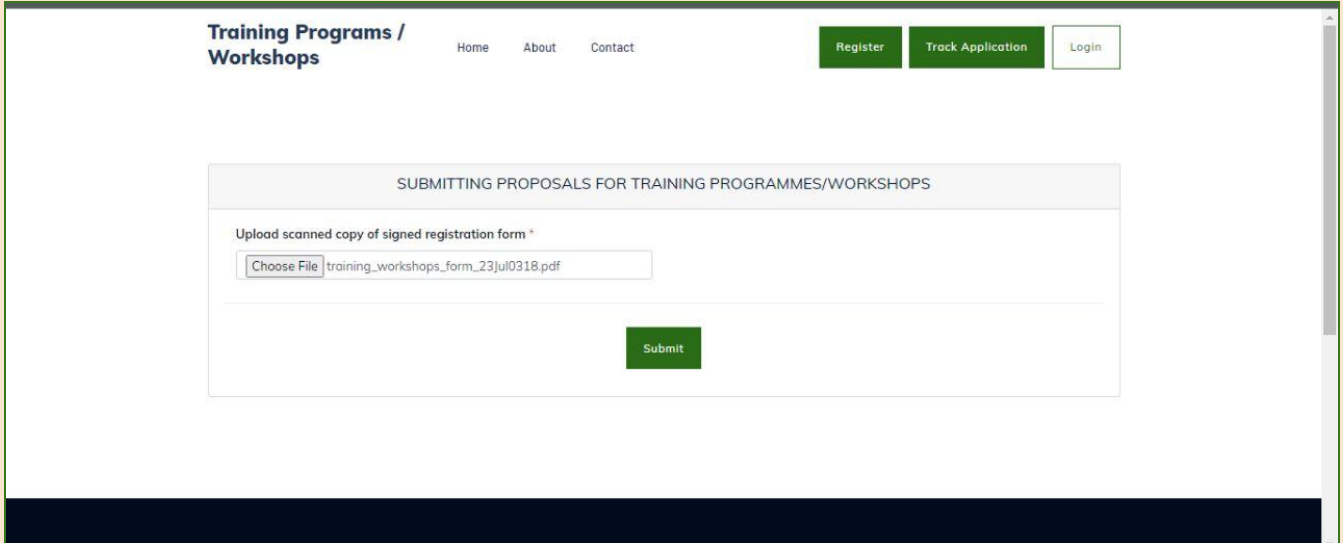
Account No : -

Treasury Branch : -

[Edit Application](#) [Print Application](#) [Upload Application](#)



NOTE: All the fields marked with \* are mandatory



Training Programs / Workshops

Home About Contact

Register Track Application Login

SUBMITTING PROPOSALS FOR TRAINING PROGRAMMES/WORKSHOPS

Upload scanned copy of signed registration form \*

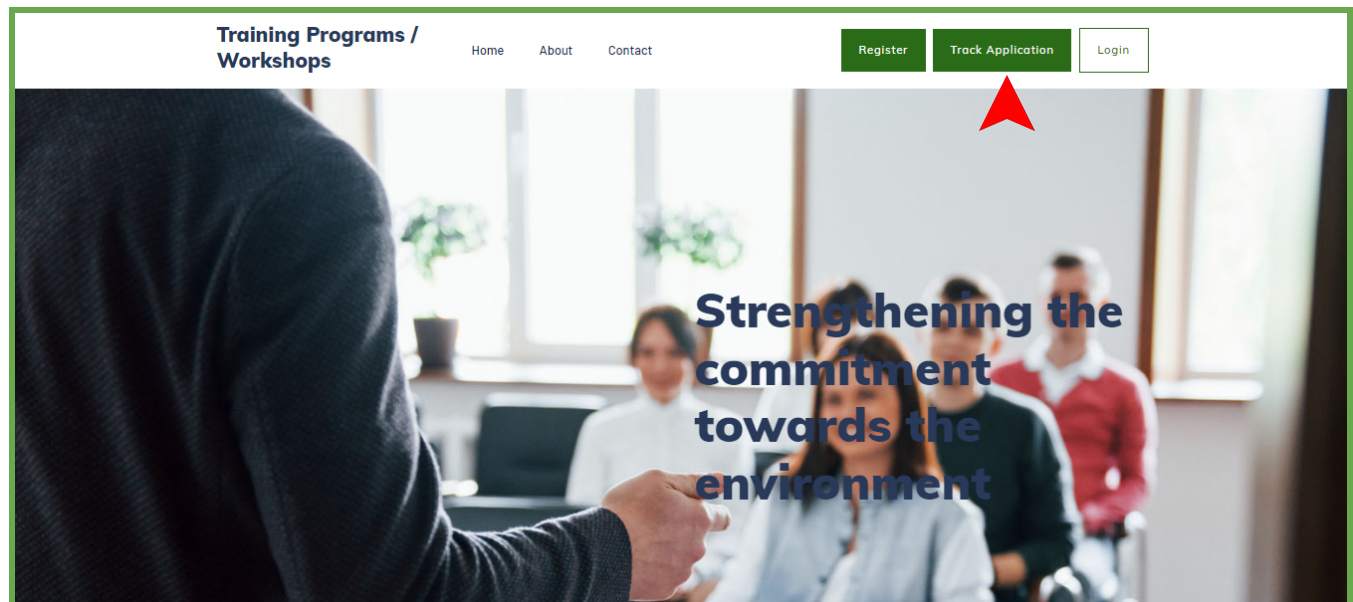
Choose File training\_workshops\_form\_23jul0318.pdf

Submit

- Click the SUBMIT button to successful submit the application.

## 1.1 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 program coordinator provided at the time of registration and an OTP will be delivered to the Email.
- 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 Email provided during registration.
- If the application is returned back for rectification, click on the TRACK APPLICATION BUTTON to view the status of the application and then use the **EDIT** button to edit and resubmit the application.

## Revision of Proposed program details

Application can be reverted for revising the proposed programs and program-related details. When an application is reverted for revising, the applicant will receive an email notification to the E-mail ID of the program coordinator, the applicant can use the link provided in the mail or track the application for revising the proposed program details as suggested by DoECC. Revising is mainly done to revise the proposed budget of a program or its related details which will be mentioned by DoECC as comments for each program.

### Steps to Revise an application

- Click on the link from mail received or Track the application and use the edit button.
- Edit the application to reach the Program/Activities tab
- In the proposed program list, scroll to the right far of the table to view the comments and suggested budget by DoECC (The programs requiring revision will be highlighted)
- Click on the **edit** option of each highlighted program to edit and make changes as mentioned in comments

**NOTE: Only after editing all the highlighted programs, you are allowed to access the next tab or section**

- After editing, Resubmit the application for verification under the Confirm and Submit tab

## Account Creation

- As soon as the application gets approved, an email will be sent to the provided E-mail ID of the Program Coordinator (provided at the time of registration) with a copy to the institution mail ID.
- Click on the link found in the mail to create an account with a username and click LOGIN BUTTON

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

## LOGIN

After creating login credentials, click on the **LOGIN** BUTTON at the top right of the home page to log in

The screenshot shows the login interface for 'Training Programs / Workshops'. The header includes navigation links (Home, About, Contact) and action buttons (Register, Track Application, Login). The main content area features a 'Sign in' form with input fields for 'User name' and a password field, a 'Login' button, and a 'Forgot password?' link. Red arrows highlight the 'Login' button in the navigation bar, the 'Login' button in the form, and the 'Forgot password?' link.

## 2. Account Features

Login account has features such as;

1. Profile
2. Activity
3. Activity Calendar
4. Activity Reports
5. Final report request

### 2.1 Profile

- Institution profile displays the institution details, such as contact details, mail ID, address, and Program coordinator details

**Training Programs / Workshops** Home Logout

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Profile

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Activities

---

Activity Calendar

---

Activity Reports

---

Final Report Request

**space world12**  
Program : moonstar1223

Email	mqm@gmail.com
Phone	9652417485
WhatsApp No	9652417485
Address	odd space Pin code:

## 2.2 Activity

- The programs proposed at the time of the registration are listed here with the following options (click on the action button of each program to use the following features),
  - Date renewal
  - Mark as Completed

**Training Programs / Workshops** Home Logout

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Profile

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Activities

---

Activity Calendar



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Activity Reports

---

Final Report Request

**Activities**

#	Activity	Date	Venue	Status	Action
1	qwerty	01-05-2022	tvm	Completed	
2	abcd	01-06-2022	r	Completed	

### 2.2.1. Program Plan Date Renewal

- To reschedule a planned program date, click on the *ACTION BUTTON*
- Select the DATE RENEWAL Option
- A Dialogue box will be displayed with the planned date; select the revised date and enter the remarks and click on *SAVE*

### 2.2.2. Mark AS Completed

- When a planned program is carried out successfully, select the “mark as completed” option
- **Once marked as completed, further editing is not possible and at the time of completion it is mandatory to upload the attendance sheet**
- The expenditure statement and abstract of the program will be displayed when mark as completed

## 2.3 Activity Calendar

- All the programs proposed will be displayed date wise in a calendar

The screenshot displays the 'Activity Calendar' interface within the 'Training Programs / Workshops' dashboard. The page title is 'Training Programs / Workshops' with 'Home' and 'Logout' links. The main content area is titled 'Activity Calendar' and features a navigation sidebar on the left with options: Profile, Activities, Activity Calendar, Activity Reports, and Final Report Request. The calendar itself is for July 2023, showing a grid of dates from the 25th to the 29th. The date '4' (Tuesday) is highlighted in yellow. Above the calendar, there are navigation buttons for '<', 'today', and '>', and two status indicators: 'Completed Activity' (green) and 'Pending Activity' (blue). The URL at the bottom left is '.com/trainingdashboard/activities'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



## Activity Reports

There are two types of program reports

- Interim Report**
- Final Report**

**Training Programs / Workshops**
Home    Logout

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Profile

---

Activities

---

Activity Calendar

---

Activity Reports

---

Final Report Request

Report Submission

+ Add Interim Report
+ Add Final Report

#	Date	Type	Status	
1	24/03/2023	Interim Report	Rejected	<div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">⚙️ -</div>
2	24/03/2023	Final Report	Approved	<div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">⚙️ -</div>

### Interim Report

- Click the **ADD INTERIM REPORT** to generate an interim report, a page with four tabs will appear.
  - Draft
  - Publication
  - Expenditure statement
  - UC
  - Upload
  - Preview
- In Draft section, select the completed activity
- The draft interim report with the details of completed programs can be downloaded in Doc format by clicking the **Download Draft** button. The downloaded document can be edited, if required.

**Training Programs / Workshops** Home Logout

**Interim Report**

**Draft** Publications Generate ES Generate UC Upload Preview

abcd

Download Draft Next

abcd

Activity Date : 01-06-2022	Completed Date : 08-03-2023
Venue : r	No.Of Participants : 56

Completed Note

dhf hfh dfh dfhdf hdfhdf hdfh df

- Click the **NEXT** button to move to publication user can upload the publication and click on the **SUBMIT** button

**Training Programs / Workshops** Home Logout

**Interim Report**

Draft **Publications** Generate ES Generate UC Upload Preview

Upload Publication Choose file Browse

Uploaded Publication File

Submit Next

- Click the **NEXT** button to move to the expenditure statement tab
- In the expenditure statement tab, the expenditure for completed programs click on the Download ES PDF to download the ES generated

Interim Reports

Profile

Activities

Activity Calendar

Activity Reports

Final Report Request

Draft Publications **Generate ES** Generate UC Upload Preview

Download ES Pdf Next

Activity	Item	Expenditure	Remarks
abcd	dfh dfh	2000	
Total Expenditure		2000	

- Click the **NEXT** button to move to the utilization certificate tab

Training Programs / Workshops

Home Logout

Interim Reports

Profile

Activities

Activity Calendar

Activity Reports

Final Report Request

Draft Publications Generate ES **Generate UC** Upload Preview

Download UC Pdf Next

Order Sanctioning Grant	afasf
Amount Sanctioned Rs.	9000
Year to which the Grant Relates	2021
Period of Utilization	2021-23
Date of Payment	16-03-2023
Purpose of the Grant	7000
Amount Spent	800
Unspent Balance	900
Unspent Balance of Previous Year/Years	699
Remaining Balance Amount Surrendered to Govt. Chalan No	ghsdg
Remaining Balance Amount Surrendered to Govt.	15-03-2023

- Enter the details in the provided fields to generate the UC and click on Download UC PDF to download the UC
- Click the **NEXT** button
- Seal and Sign the downloaded ES & UC and report, scan and upload using the Upload tab

**Training Programs / Workshops** Home Logout

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**Interim Report**


Profile  
Activities  
Activity Calendar  
Activity Reports  
Final Report Request

**Draft Publications Generate ES Generate UC Upload Preview**

Upload Report Choose file Browse

Upload ES Choose file Browse

Upload UC Choose file Browse

 Submit

- Click on **submit**
- Preview and click **SUBMIT REPORT TO DoECC**

**Training Programs / Workshops** Home Logout

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**Interim Report**

Profile  
Activities  
Activity Calendar  
Activity Reports  
Final Report Request

**Draft Publications Generate ES Generate UC Upload Preview**

Preview Draft Preview Attendance Preview Publication Preview ES

Preview UC

 Submit Report To DoECC

## Final Report

- Click the **ADD FINAL REPORT** to generate the final report, a page with four tabs
  - Draft
  - Publication
  - Expenditure statement
  - UC
  - Upload &
  - Preview
- In the Draft section all the completed programs will be listed
- The draft final report with the details of all completed programs can be downloaded in Doc format by clicking the **Download Draft** button. The downloaded document can be edited if required.
- Click the **NEXT** button to move to the upload publication tab
- Click the **NEXT** button to move to the expenditure statement tab
- In the expenditure statement tab, the expenditure of all completed programs will be displayed
- Click on the Download ES PDF to download the ES generated
- Click the **NEXT** button to move to the utilization certificate tab
- Enter the details in the provided fields to generate the UC and click on Download UC PDF to download the UC
- Click the **NEXT** button
- Seal and Sign the downloaded ES & UC and report, scan and upload using the Upload tab
- Preview the final report and click SUBMIT to DoECC

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