Strengthening the commitment towards the environment

Directorate of Environment and Climate Change (DoECC)

Training Program- Micro-Web Portal

User Manual

Contents

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.

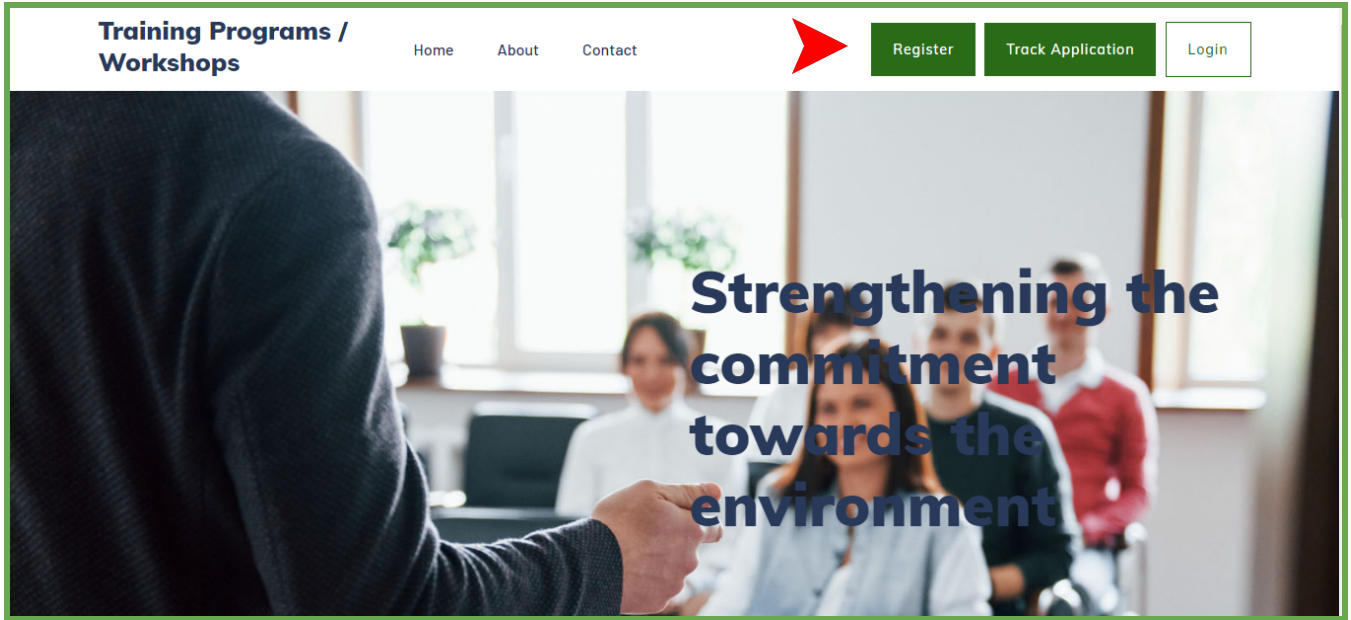A brief introduction to the features:-
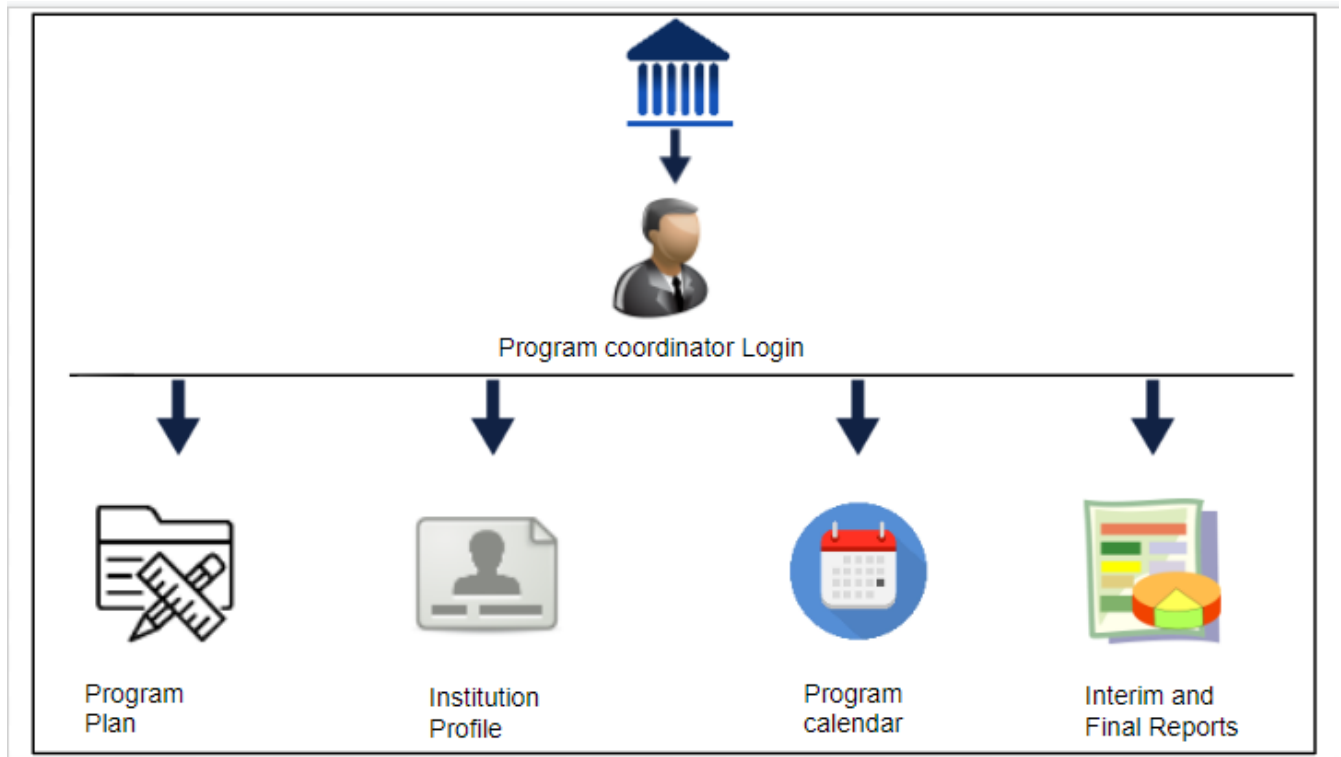
1. REGISTRATION

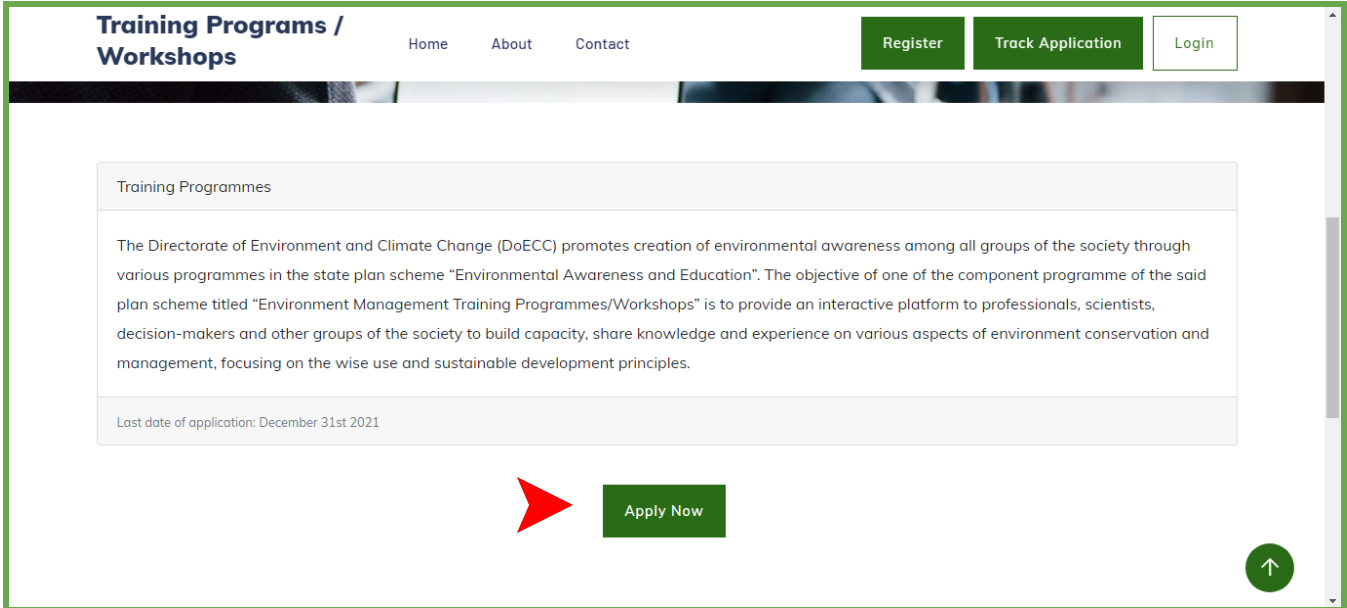To Register for the Training Programme/ Workshop, visit DoECC Environmental Awareness and Incentives

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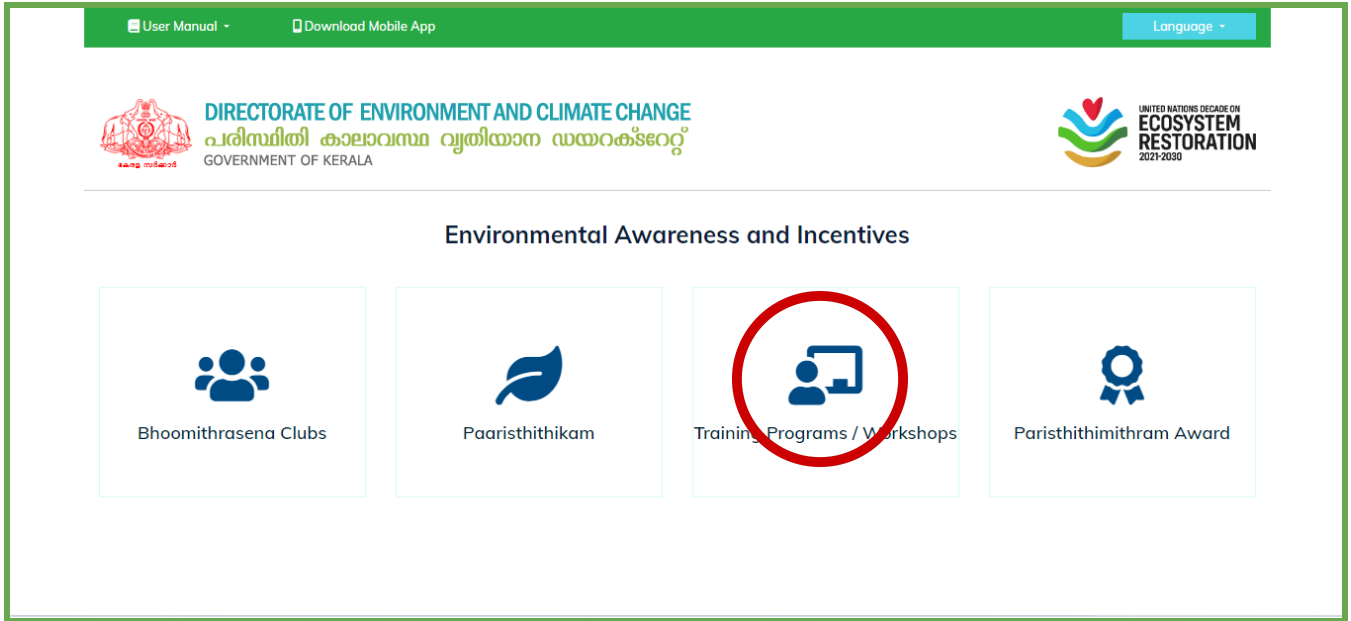
The Training Programme/ Workshop portal home page appears. To register, you can use the **REGISTER BUTTON** provided at the top right side **or APPLY BUTTON** at the bottom of the page when you scroll down. Click on it to proceed to the registration page.

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

- 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

Budget details

- Enter the budget details accordingly

- 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

- 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.

- 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
-

- 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
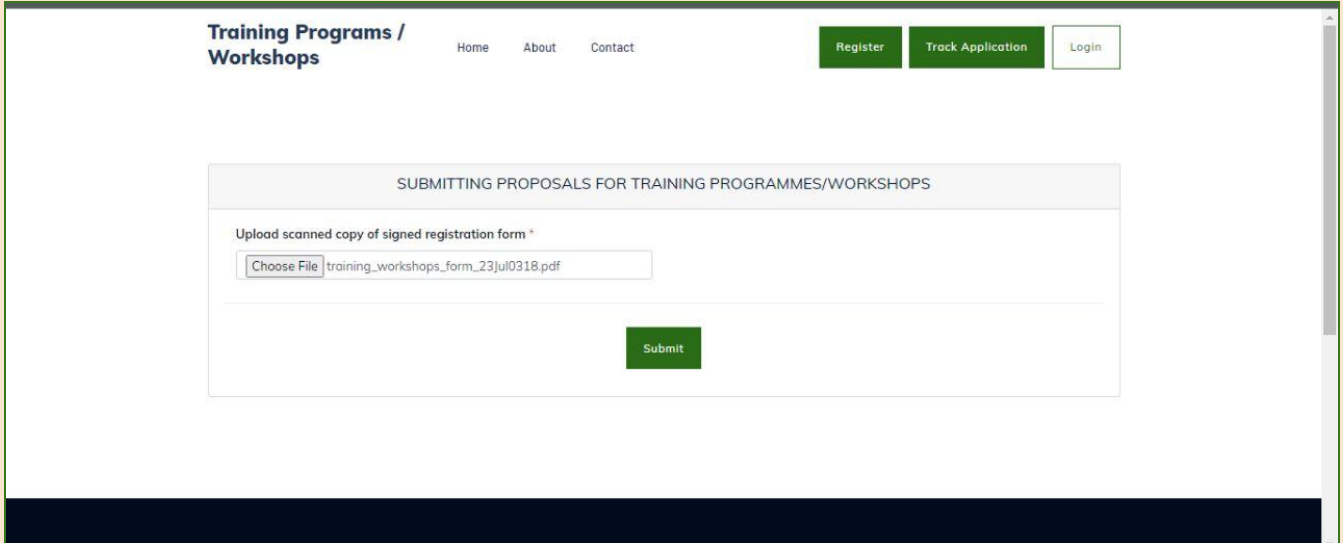
NOTE: All the fields marked with * are mandatory

- 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
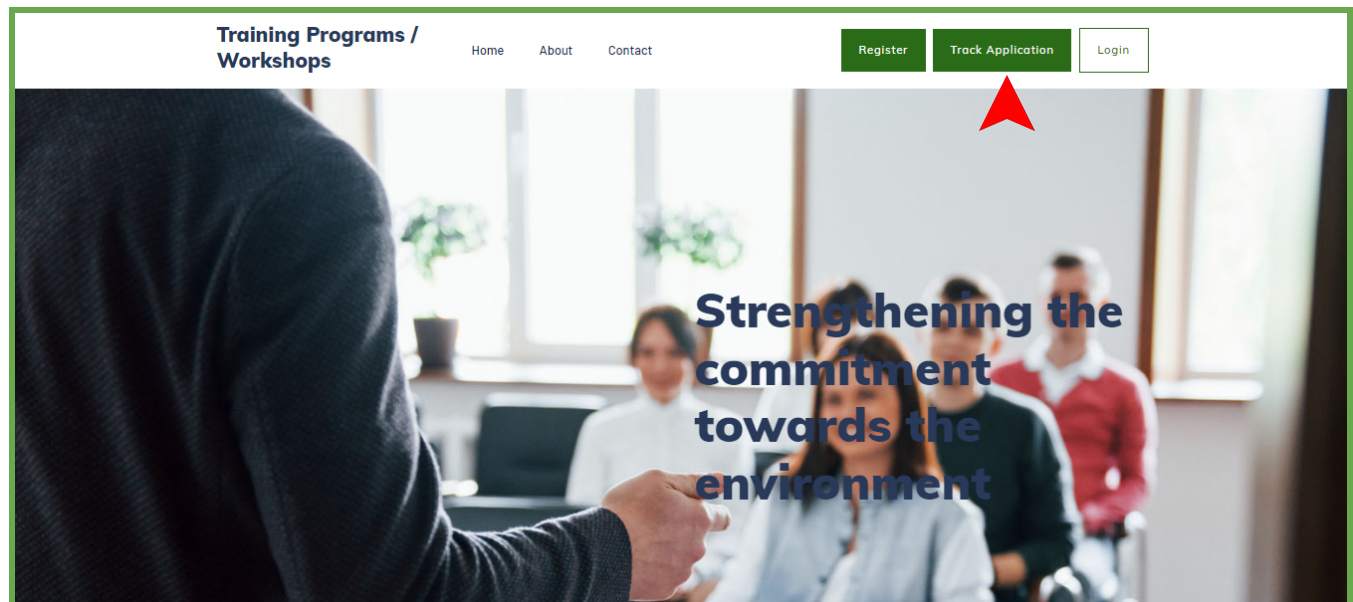
RECTIFICATION CALL

- 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

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

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

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*

2.22. 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 mandaotiry yo 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

Training Programs / Workshops

Home   Logout

Profile

Activities

Activity Calendar

Activity Reports

Final Report Request

Activity Calendar

Completed Activity   Pending Activity

< | today | July 2023 | >

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

h.com/trainingdashboard/activities

Activity Reports

There are two types of program reports

☐ **Interim Report**
☐ **Final Report**

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.

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

- 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

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

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

- Click on **submit**
- Preview and click 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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