

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



Directorate of Environment and Climate Change (DoECC)

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 of institution heads, Faculty In Charges (FICs), students, and the general public.

BMC micro-portal ensures effective, efficient and better coordination and integration of the Bhoomithrasena Club program by digitizing documentation and report generation. 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 mail is sent to the provided email address of the Head of the Institution and FIC, with the link to create an account using a username and password.

Once the account is created, clubs can enroll their students, plan programs and 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/bmc/registration>.

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.

Step 1 - Register

The club is registered by a simple registration process of four steps

- 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

After submission, an email will be sent by the system to the corresponding Head of the Institution mail ID provided in the registration form.

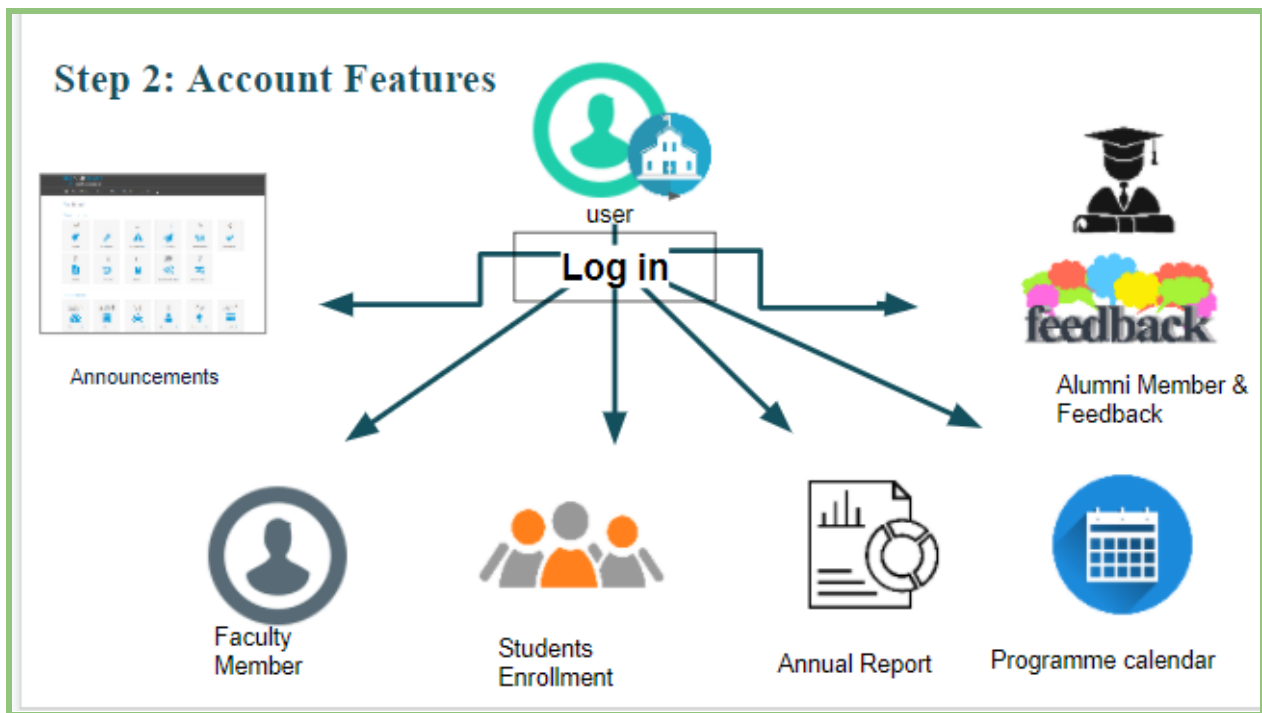
NOTE: If not found in inbox, kindly go through the spam/promotions

Step 2 - Account features

A registered 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, and so on

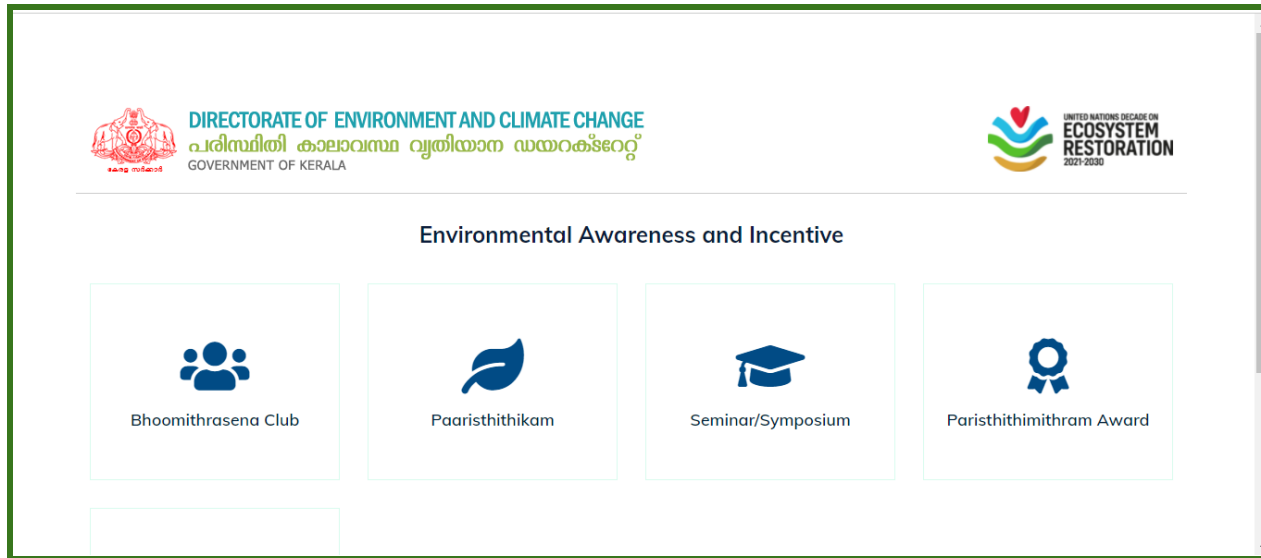
Most of the workflow can be completed by the Faculty-in-Charge (FIC), which is then verified and approved by the Head of the Institution.

A brief introduction to the features:-



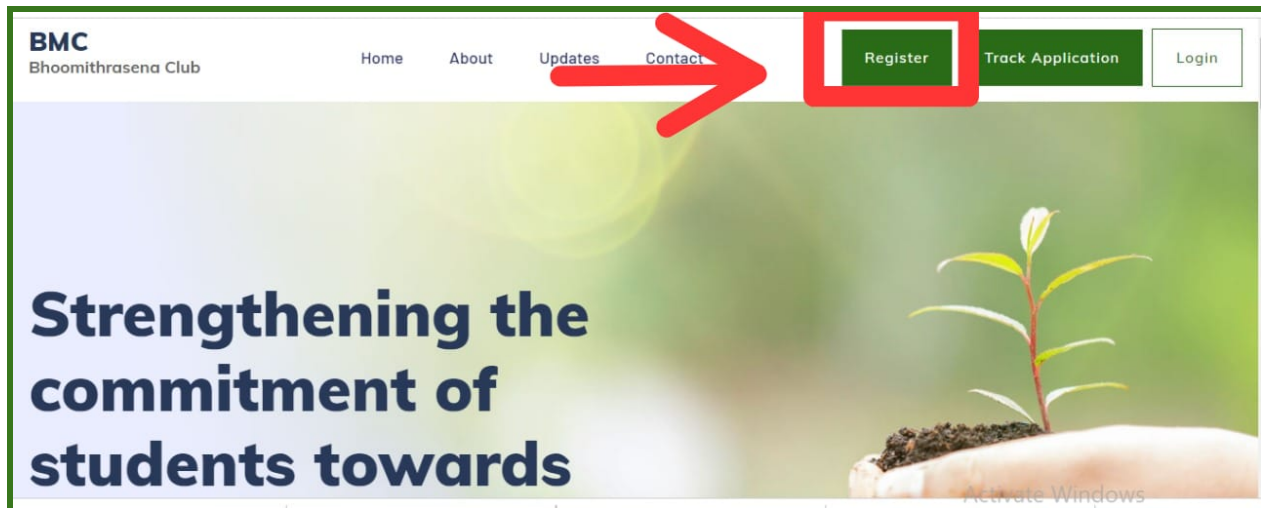
1. REGISTRATION

To Register the Bhoomithrasena Club, visit DoECC Environmental Awareness and Incentives Public Web Portal: <https://schemes.envt.kerala.gov.in/bmc/registration>. A user has to enter the URL provided to them into the address bar of any modern browser to access the web portal.



Select Bhoomithrasena micro portal from the options

At this point, the Bhoomithrasena portal home page appears. To the top right side is the **REGISTER BUTTON**. Click on it to proceed to the registration page.

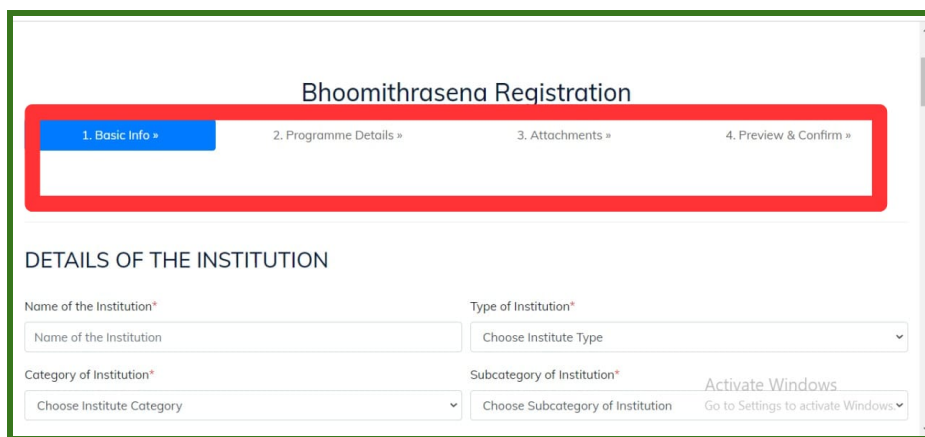


In the Bhoomithrasena Registration page, fill the data under four sections,

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

BASIC INFO

- Enter your Institution's basic details, Address, Head of the Institution, Email address, and Phone numbers 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 name and other details of the faculty-in-charge and co-faculty-in-charge.
- Address any environmental issues or programs proposed by the institution at the time of registration (optional), provide bank account details and Plan Scheme Treasury Savings Bank (PSTSB) Account details (if available).



The screenshot shows a web form titled "Bhoomithrasena Registration". At the top, there is a progress bar with four steps: "1. Basic Info", "2. Programme Details", "3. Attachments", and "4. Preview & Confirm". The "1. Basic Info" step is highlighted with a blue background and a red border. Below the progress bar, the section "DETAILS OF THE INSTITUTION" contains several input fields: "Name of the Institution" (text input), "Type of Institution" (dropdown menu), "Category of Institution" (dropdown menu), and "Subcategory of Institution" (dropdown menu). There is also a "Go to Settings to activate Windows" link.

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

PROGRAMME DETAILS

Mention programs proposed by the institution under awareness or action category

Click on **ADD** button to add a program

Bhoomithrasena Registration

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

DETAILS OF PROGRAMS PROPOSED

Add **Remove**

Next >>

Activate Windows
Go to Settings to activate Windows.

ATTACHMENTS

Mandatory Attachments include *

- **Institution affiliation certificate**
- **FIC authorization letter**
- **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 & Confirm >>

THE FOLLOWING ATTACHMENTS ARE TO BE CAPTURED IN APPLICATION

Institution affiliation certificate: * <input type="button" value="Choose File"/> No file chosen	FIC authorization letter:* <input type="button" value="Choose File"/> No file chosen
Affidavit by Principal:* (Click to download sample) <input type="button" value="Choose File"/> No file chosen	Activate Windows Go to Settings to activate Windows.

PREVIEW & SUBMIT

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

NOTE: All the fields marked with * are mandatory

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 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 back for rectification, click on TRACK APPLICATION BUTTON to view the status of the application and then use the **EDIT** button to edit and resubmit the application.

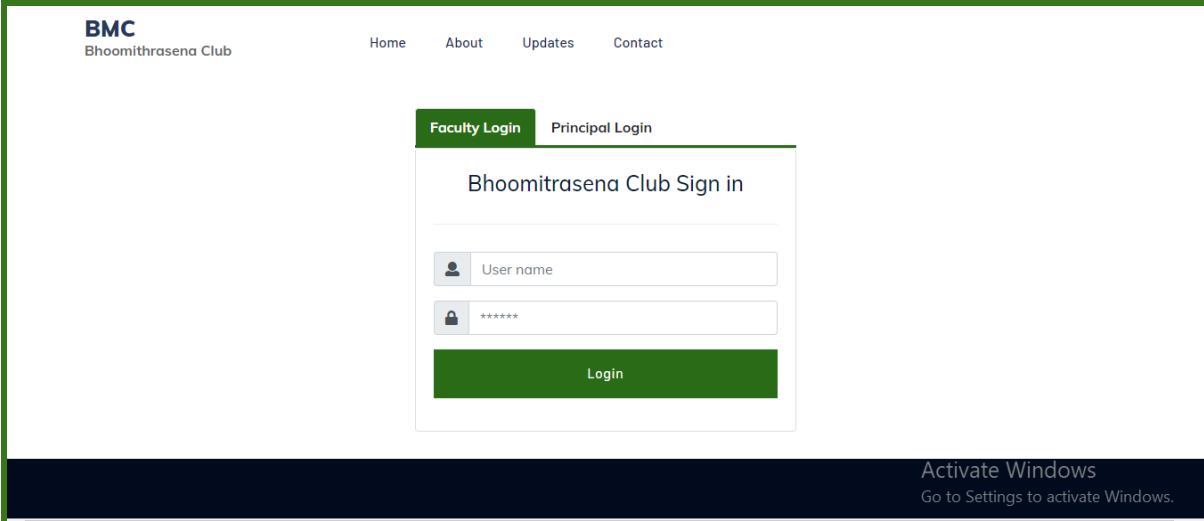
Account Creation

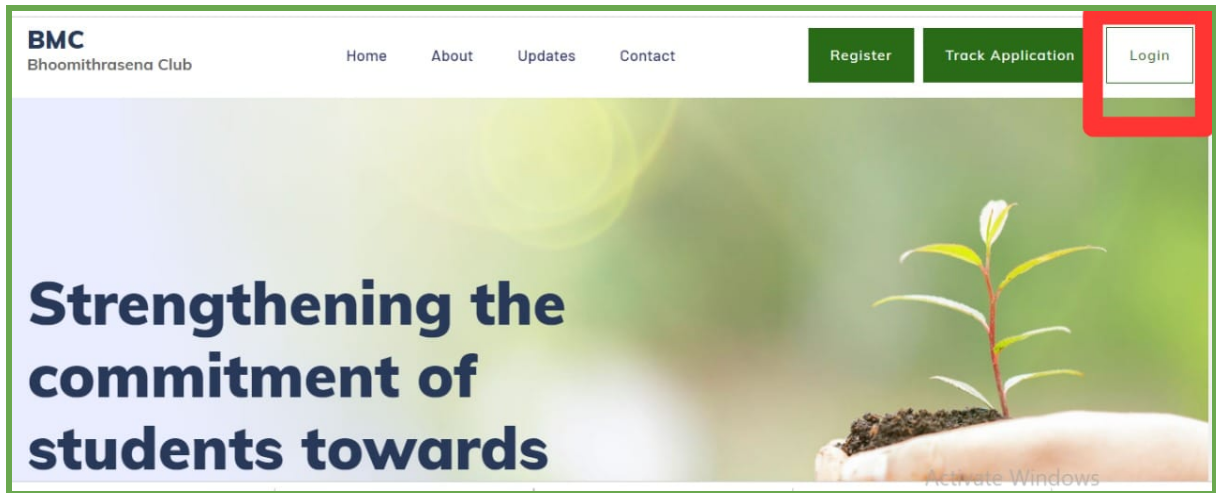
- As soon as the application gets approved, a mail will be sent to the provided E-mail ID of the Institution.
- Click on the link found in the mail to create an account with a username and password (self-assigned) and click LOGIN BUTTON

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





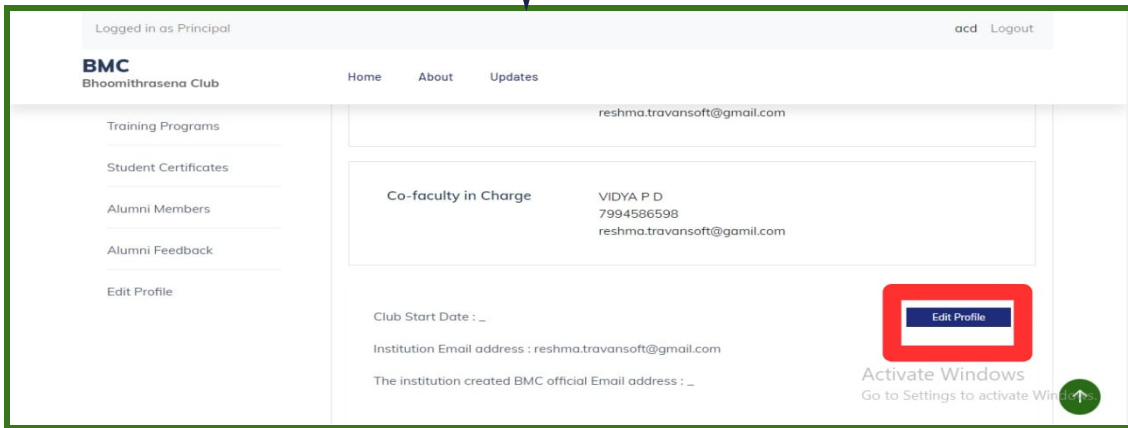
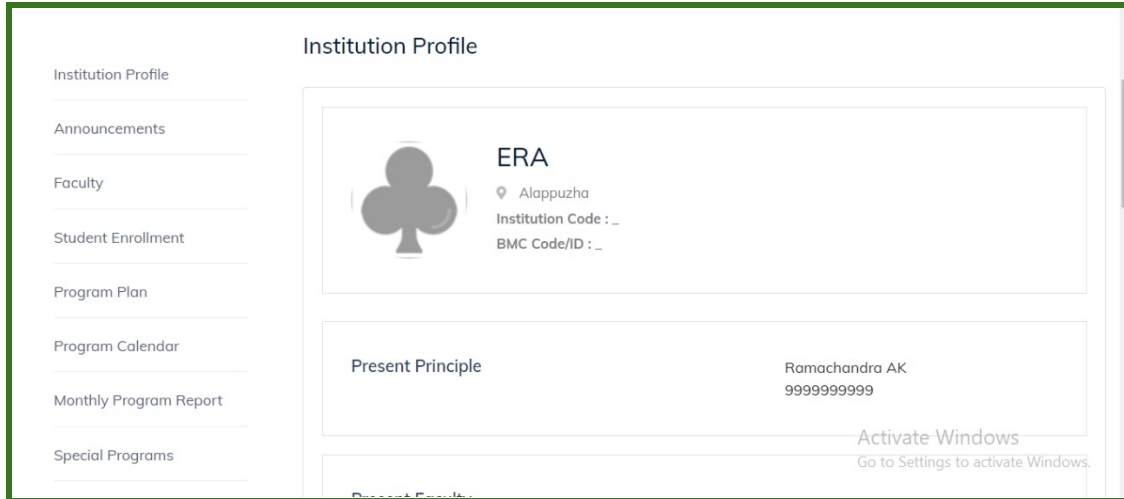
2. Account Features

Login account has features such as;

1. Institution Profile
2. Announcements
3. Faculty - in - Charge
4. Students enrollment.
5. Programs - Program Plan, Calendar, and Monthly Program Reports
6. Special programs
7. Training programs
8. Annual Report
9. Students Certificate
10. Alumni Members

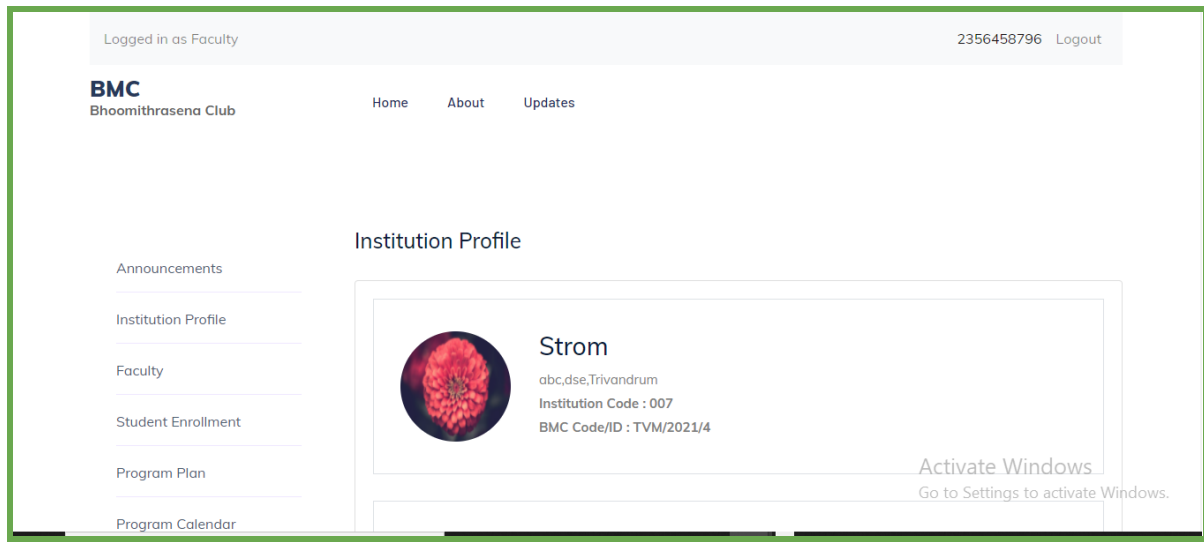
2.1 Institution Profile

- Institution profile displays the institution details, Head of the Institution, FIC, and Co-FIC details.
- Scroll down and click on the "**Edit Profile**" option to add the details, logo, and social media links (if any) to the Institution Profile.



2.2 Announcements

- In the announcement section, new announcements /alerts published by DoECC such as Call for Training programs, Special programs, and so on, will be reflected.



2.3 Faculty -In-Charge

Faculty -in Charge (FIC) Account

- The FIC is given a separate login account for managing the activities of the club.
- The head of the institution can create the faculty-in charge account by clicking the “ADD FACULTY” button and providing the necessary details.
- FIC login credentials will be shared to the email address provided at the time of adding the FIC.

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

- ◆ If a faculty is already added; to change the FIC, choose the EDIT option and edit the email ID and other credentials and SAVE.
- ◆ The co-faculty can be added only after creating the FIC.*

- FIC has the privilege to create/plan a program, apply for the special and training programs, which is then forwarded to the Head of the institution account.
- After verification from the Head of the Institution’s log-in, the program plan can be approved & submitted to DoECC.

The screenshot shows the 'Faculty Management' page. On the left is a navigation menu with items: Institution Profile, Announcements, Faculty, Student Enrollment, Program Plan, Program Calendar, Monthly Program Report, and Special Programs. The main content area has a 'Faculty Incharge' card with details for Esther (Mobile: 52869565669, Email: reshma.travansoft@gmail.com) and 'Change Faculty' and 'Edit Faculty' buttons. Below it is a 'Co Faculty' section with an '+ Add Cofaculty' button and a table with one entry for Ramesh (Mobile: 56564545484, Email: reshma.travansoft@gmail.com) with 'Edit' and 'Delete' icons.

Co-Faculty

- Create the new co-faculty member account, by clicking on the **“Add Co-faculty”** button toward the right side of the page.
- Create the account by providing basic details and clicking on the **“ADD”** button.

This screenshot is similar to the previous one but shows a different Faculty Incharge (Supriya, Mobile: 8137095051, Email: reshma.travansoft@gmail.com). The 'Co Faculty' table now has two entries: VIDYA P D (Mobile: 7994586598) and Devasya (Mobile: 585685696), both with the same email address. The '+ Add Cofaculty' button is circled in red. A watermark for 'Activated Windows' is visible in the bottom right corner.

2.4 Students Enrollment

- From the FIC login, click on the **“Add Students”** button to enroll a new student candidate
- Enroll with basic details including admission number, Date of Birth, email address, mobile number, and other relevant details
- After adding the student, a BMC Student ID will be auto-generated

Logged in as Principal TVM Logout

BMC
Bhoomithrasena Club

Home About Programmes Updates Contact [Go to >](#)

Student Enrollment [+ Add Student](#)

Student ID	Name	Admission Number	Email	Action
BMC1009-2021	Ravi	EN58588989	esmeblossom14@gmail.com	👁 ✎ 🗑

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Activate Windows
Go to Settings to activate Windows.

Add Student

* Name
Student Full Name

* Admission number
Student admission number

Male Female Transgender

* Email Address
Email Address

Mobile Number
Mobile Number

Class

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Special Programs

Training Programs

Activate Windows
Go to Settings to activate Windows.

2.5 Program

The program is split into three sections,

1. Program Plan
2. Program Calendar
3. Monthly Program Report

2.5.1 Program Plan

- The programs planned for the year can be added by clicking on the **“Add program”** button from FIC Login
- The program plan can be added with program category, activity type, proposed date, and expected outcome.

NOTE: Activity Type is categorized into 17 types, and programs created under each activity type will be reflected in Annual Report

Program Plan

SI No	Title	Category	Status	Action
1	check the issue	Action Program	Completed	
2	plan3	Awarness Program	Not completed	
3	plan2	Awarness Program	Not completed	
4	plan1	Awarness Program	Not completed	
5	CHK	Action Program	Not completed	

Add Program

* Program Category
Choose Program Category

* Activity Type
Select Program Activity

- Select Program Activity
- Activity Oriented Programmes
- Awareness Program (Seminars/symposia/workshops/others)
- Biodiversity Garden
- DoECC Announced Programmes
- Field Visit/Nature Camp
- Green Protocol
- Observance of Environmentally Significant Day
- Participation in relevant events conducted by DoECC/Other agencies
- Program Addressing Local Environmental Issues
- Programmes Conducted in Other Institutions/Region
- Resource Materials/Publications
- Special/Innovative Programmes
- Studies/Research Projects
- Training Programmes Conducted/Attended
- Waste Management(within and outside campus)

Program Plan Date Renewal

- To reschedule a planned program date, click on the *ACTION BUTTON*
- Select 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*

Logged in as Faculty 796 Logout

BMC
Bhoomithrasena Club

Home About Updates

4	plan1	Awarness Program	Not completed	
5	CHK	Action Program	Not completed	
6	plan123	Awarness Program	Not completed	
7	plan	Action Program	Not completed	
8	wm	Awarness Program	Not completed	
9	asd	Awarness Program	Not completed	
10	ffff	Awarness Program	Not completed	

Program Calendar
Monthly Program Reports
Special Programs
Training Programs
Annual Report
Student Certificates
Alumni Members

1 2

click here

- View
- Date Renewal
- Edit Program
- Program Updates
- Mark as Completed
- Delete

Activate Windows
Go to Settings to activate Windows.

Logged in as Faculty 585685696 Logout

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Bhoomithrasena Club

Home About Programmes Updates Contact Go to >

Change Program Date

11/16/2021

Remark

Cancel Save

Date	Status	Action
01-01-1970	Completed	
01-01-1970	Completed	
22-12-2021	Completed	

Program Edit

Once the program is added, it can be changed at any time using the Program Edit button before completing the program.

Program Updates

- If a program duration is more than a month, the event/activity can be updated weekly or monthly using the program updates button.
- The provided data will be compiled in the reports as a description with an edit option.

Mark AS Completed



- When a planned program is carried out successfully, select the tick icon from action in the program plan to “mark as completed”
- **Once marked as completed, further editing is not possible.**
- The expenditure statement and abstract of the program will be displayed when mark as completed
- Click the photo icon on the program listing page to add media files like photos and videos (youtube link only)

The screenshot displays the 'Program Calendar' interface. On the left is a sidebar menu with the following items: Announcements, Institution Profile, Faculty, Student Enrollment, Program Plan, Program Calendar (highlighted), Monthly Program Reports, and Special Programs. The main area shows a calendar for December 2021. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, Sat. The calendar shows dates 1 through 18. There are two green callout boxes: one on Wednesday, 1st, with the text 'Check the Issue', and another on Wednesday, 7th, with the text 'Program Title -...'. At the bottom right, there is a watermark for 'Activate Windows' and a link to 'Go to Settings to activate Windows.'

2.5.3 Monthly Program Reports

- Once marked as completed, click on the PDF icon to generate the report of the completed programs

The screenshot shows the 'Monthly Program Reports' interface. At the top, it says 'Logged in as Principal' and 'TVM Logout'. The BMC logo (Bhoomithrasena Club) is on the left, and navigation links (Home, About, Programmes, Updates, Contact) and a 'Go to >' button are on the right. The main content area features a table with the following data:

SI No	Program Category	Objective	Expected Outcome(Physical)	Budgeted Amount	Status	Action
1	Awareness Program	Awareness	Awareness	1000	Completed	 

At the bottom right, there is a watermark for 'Activate Windows' and a link to 'Go to Settings to activate Windows.'

2.6 Special Programs

- Special Programs organized/announced by DoECC will be reflected under the Special Program section
- Click on the **view and apply** button for applying to the special program from the FIC login

- Click on **submit a program plan**
- Apply with a program plan, date, and estimated amount
- Forward to the Head of the Institution
- The Head of the Institution can view, approve and submit the proposal to DoECC
- Once approved from DoECC, the FIC can conduct the programme, add program report and mark it as completed

Logged in as Principal TVM Logout

BMC
Bhoomithrasena Club

Home About Programmes Updates Contact [Go to >](#)

Special Programs

SI No	Program	Date	
1	+969	24 Aug.2021	View & Apply
2	Test 25	25 Aug.2021	View & Apply
3	Test pgram	25 Aug.2021	Check Application Status
4	Aaaaaabbbbb	25 Aug.2021	View & Apply

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Activate Windows
Go to Settings to activate Windows.

Special Program Details

Awaress covid vaccination

Program Date 01-09-2021

Program Details Awaress covid vaccination

[Submit Program Plan](#)

Institution Profile

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Special Programs

2.7 Training Programs

- The training programs organized by DoECC will be reflected in the Training Program section
- Click on **View details** from the FIC login to view the particular training program and to add the participants
- Click the **Add participants to this training program** button
- Add participants to the training programs by clicking the **New Participant** button.

Logged in as Principal TVM Logout

BMC
Bhoomithrasena Club

Home About Programmes Updates Contact [Go to >](#)

Training Programs

SI No	Program	Date	
1	Test training 2	31 Aug,2021	View Details
2	Awaress Covid Vaccination	01 Sep,2021	View Details
3	Awaress Covid Vaccination	08 Sep,2021	View Details

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Activate Windows
Go to Settings to activate Windows.

- After entering the details, forward it to the Head of the Institution and from the Head of the Institution login, it can be submitted to DoECC

Training Program Details

Awaress Covid Vaccination

Training Date 07-09-2021

Training Details Program again awareness covid vaccination

[Add Participants for this Training Program](#)

Institution Profile

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Monthly Program Report

Special Programs

The screenshot shows the BMC Bhoomithrasena Club website. The navigation menu includes Home, About, Programmes, Updates, Contact, and a 'Go to >' button. A sidebar on the left lists various program categories. The main content area displays a form for adding a new participant with the following fields and options:

Name	Candidate ID	Course/Class	Mobile Number
<input type="text" value="Enter Name"/>	<input type="text" value="BMC Candidate ID"/>	<input type="text" value="Enter Course/Class"/>	<input type="text" value="Enter Mobile Number"/>
<input type="button" value="New Participant"/>			
Faculty participating in training ? <input checked="" type="checkbox"/> Yes			
			<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

2.8 Annual Report

- From FIC login, select the academic year for which the annual report is to be generated and click on **submit** button.
- Program details are fetched from the monthly programs completed and reflected under each category
- The category under which no program is added will be represented as NIL
- In each section, edit options are provided to change the content

NOTE: The annual report generation is possible only if any one of the programs are marked as completed.

The screenshot shows the BMC Bhoomithrasena Clubs website. The navigation menu includes Home, About, and Updates. The main content area displays the 'Annual Report 2021 - 2022' interface. A sidebar on the left lists various program categories. The main content area shows the following options and data:

Annual Report 2021 - 2022

Total No.of Student Membership	1
No.of Students newly enrolled in the current year	1 <input type="button" value="edit"/>

Preview PDF

Click on Preview PDF to download the annual report.

Generate Utilization Certificate (UC) and Expenditure Statement (ES)

- Click on **Generate ES** and **Generate UC** buttons to generate the Expenditure Statement (ES) and Utilization Certificate (UC) in KFC Form-44, along with the annual report
- Enter the data to the form in relevant fields
- Click on Preview PDF to download and print the UC & ES
- Then manually submit the generated UC & ES to the head of the institution, to get it duly signed. Ensure to put the seals of the institution and the Head of the Institution.
- Upload the scanned copy of the duly signed UC and ES using the Upload UC & ES button.

The screenshot shows a web interface for generating a Utilization Certificate. On the left is a vertical navigation menu with the following items: Institution Profile, Announcements, Faculty, Student Enrollment, Program Plan, Program Calendar, Monthly Program Report, and Special Programs. The main area is titled 'Utilization Certificate' and contains a form with the following fields:

- Grant Order Details ***: Grant Order Id
- Amount Sanctioned ***: Amount
- Grant Related Year ***: Year
- Grant Utilization Period ***: Grant utilization year
- Payment Date ***: [Field partially visible]

- Once the annual report is finalized, FIC can submit/forward it to the Head of the Institution to verify and approve
- Once verified and approved, the Head of the Institution can submit it to DoECC

2.9 Students Certificate

- Student certificate can be generated in the FIC login and it has three sections
- NEW REQUEST - wherein passed out students are listed and FIC can select the eligible ones and forward it to the Head of Institution for approval and submission to DoECC
- CERTIFICATE REQUESTED - Name of students whose certificate request submitted to DoECC are listed out here
- CERTIFICATE ISSUED- Name of students whose certificates issued from DoECC are listed out here

Logged in as Faculty 2356458796 Logout

BMC
Bhoomithrasena Club Home About Updates

Student Certificates

[Certificate Issued](#)
[Certificate Requested](#)
[+ New Request](#)

Student ID	Name	Passout Year	Status	Action

doecc.sandbox.owrench.com/bmc/dashboard/certificaterequests

Logged in as Faculty 2356458796 Logout

BMC
Bhoomithrasena Club Home About Updates

Certificate Request

Select Students *

Select	Student ID	Name	Passout Year
<input type="checkbox"/>	BMC1022	Raji	2021
<input type="checkbox"/>	BMC1023	Abcd	2021

[Cancel](#)
[Submit To Principal](#)

2.10 Alumni Members

Students who passed out each year and are granted with Bhoomithrasena participation certificate are fetched as alumni members. Alumni login credentials will be shared with them through mail or SMS service. An alumni member can log in the public site to share their feedback

- Select the Bhoomithrasena micro portal from the landing page, scroll down to “find a club near me”
- Click on the “Find a club near me” to view the clubs near you
- Search by district or club name on the page, to view the club
- When found the desired club, click on the view button
- The club profile page appears, click on the **Alumni registration** button

- A sign-in page appears, select Login if already registered
- Enter the username and password on the log in page

BMC
Bhoomithrasena Club

Home About Updates Contact

Register Track Application Login

BMC Alumni Login

emma@gmail.com

Password

Sign In

Don't have an account? [Register here](#)

- After login, the club profile page appears with **Club Feedback**, button
- Click on the button to provide your feedback

Mar Thoma
Ulloor, Medical College, Trivandrum

1 Club Members

2 Alumni

3 Completed Programs

1 Upcoming Programs

Club Overview

Started on : 27 Aug 2021

BMC Code : TVM/2021/8

Location : Trivandrum

Head of Institution : Ramachandra AK

Faculty in Charge : Supriya

FIC Email : Reshma.travansoft@gmail.com

Club Feedback

Club profile

Activities

- This feedback given can be viewed under institution login

FIC login

Logged in as Faculty 2356458796 Logout

BMC
Bhoomithrasena Club

Home About Updates

Institution Profile

Announcements

Faculty

Student Enrollment

Program Plan

Program Calendar

Alumni Members

SI No	Name	Academic Year	Status	Action
1	Test	2017 - 2018	Active	

3. Club Profile -Public View

On Bhoomithrasena home page, scroll down to **find a nearby BMC**

BMC
Bhoomithrasena Club

Home About Updates Contact

Register Track Application Login

Find a Club near you

FIND A CLUB

doecc.sandbox.owrench.com/bmc/clubs

- Filter by district or club name to find the club
- Click the VIEW option when you find your desired club from the list
- Profile of the club with its program details are displayed

BMC
Bhoomithrasena Club

Home About Updates Contact

Register Track Application Login

Search Clubs

Select District Club Name

Test456
Alappuzha View

Mar Georgia
Ulloor, Medical College, Alappuzha View

Mar Georgia
Ulloor, Medical College, Alappuzha

4 Club Members 0 Aluminis 6 Completed Programs 1 Upcoming Programs

Club Overview

Started on :	07 Sep 2021
BMC Code :	ALP/2021/11
Location :	Alappuzha
Head of Institution :	Tesst
Faculty in Charge :	Akshay S
FIC Whatsapp No :	8606559882

Alumni Registration

3.1. Alumni Registration (self-registration)

This facility is intended for the existing BMC alumni, who have not registered so far as a BMC member in the webportal. An alumni member can log in the portal to share their feedback on the activities of their parent club.

- Select the Bhoomithrasena micro portal from the landing page, scroll down to “find a club near me”
- Click on the “Find a club near me” to view the clubs near you
- Search by district or club name on the page appear, to view the club
- When found the desired club, click on the view button

- The club profile page appears, click on the **Alumni registration** button to register
- After completing the registration, login credentials will be shared with them through mail or SMS service
- A sign-in page appears, select Login if already registered
- Enter the username and password on the log in page .

BMC
Bhoomithrasena Club

Home About Updates Contact

Register Track Application Login

BMC Alumni Login

emma@gmail.com

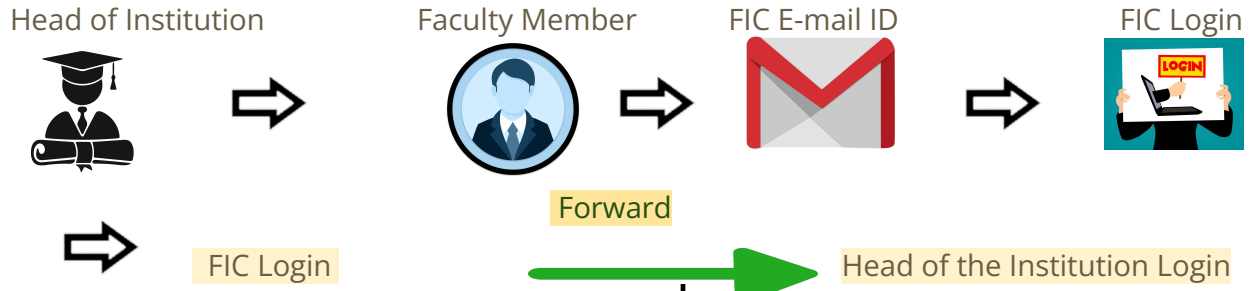
Password

Sign In

Don't have an account? [Register here](#)

- After login, the club profile page appears with **Club Feedback**, button
- Click on the button to provide your feedback
- FIC can view and respond to the feedback, if the student is an alumni of the club

WORKFLOW SUMMARY



- | | |
|---|--------------------------------------|
| 1. Program (plan, program report, and Mark as completed) | Can view/ approve created program |
| 2. Special programs and Training programs from DoECC - view and apply | Can view and approve/submit to DoECC |
| 3. Annual report-generation, data verification and edit | Approve and submit to DoECC |
| 4. Consolidate the list of eligible students for Students certificate | Approve and submit to DoECC |