



Copyright © AICTE 2020

PARTICIPANT REGISTRATION

Participants need to register with basic details and choose Role as Participant.

Participant			-
r 👻 🗜 P	ame articipant		
Date of Birth	•	Select Gender Male	
Email Participant@g	ımail.com		
Mobile Num	nber * 890		
Password		1000	0
Confirm Password			
Sec. West		and the set	

After successful registration, participant will get one **verification email and OTP**, on provided email and phone respectively.

PARTICIPANT LOGIN

Once participant verifies the email, he will be able to login to the portal, as shown below.



PARTICIPANT PORTAL

After login Participants will see the "**General Details**" form. This form only contains basic details about the participant and details provided at the time of registration will be automatically displayed here, as shown below.

			Logout 😃
Participant participant.com			
General Details	Participant Details		
Workshops	Name :	Mr. Participant	
I. Attendance	Gender :	Male	
Feedback	Phone :	1234567890	
 Test Marks 	Email :	participant@gmail.com	
	Date of birth:	1992-01-01	
	L Father's Name *	Whatsapp Number	Alternate Email
	L Select State	▼ Select District ▼	
	Address *		Pincode *
	Employee ID *	L Designation *	
	Experience of Teaching (Years) *	Experience of Teaching (Months) *	
			Save As Draft

Copyright © AICTE 2020

PARTICIPANT GENERAL DETAILS FORM

Participants need to fill the "General Details" form as shown below. Once submitted after filling details, they can see submitted details and edit if required. Filling this form is **mandatory** before applying for workshop.

Participant Details		
Name :	Mr. Participant	
Gender :	Male	
Phone :	1234567890	
Email :	participant@gmail.com	
Date of birth:	1992-01-01	
Father's Name *	Whatsapp Number 1234567890	Alternate Email test_participant@gmail.com
Select State ANDAMAN AND NICOBAR ISLANDS	Select District Nicobars	•
Address * 604 South Arnold Avenue Warwick, RI 02886		Pincode * 546065
Employee ID *	Designation *	Specialization *
Experience of Teaching (Years) *	Experience of Teaching (Months) *	
		Save As Draft

General Details Form

PARTICIPANT PROFILE

Details filled at the time of registration will be auto populated here. Participants can edit their gender and Date of Birth only.

ATAL =		Logout 😃
Participant participant@gmail.com		Participant Profile
General Details	Participant Details	
Profile		
Workshops	Name:	Mr. Participant
1. Attendance	Gender:	Male
: Feedback	Date of birth:	1992-01-01
🚍 Test Marks	Phone:	1234567890
	Email:	participant@gmail.com
		Edit
Copyright © AICTE 2020		All rights reserved.

APPLY FOR WORKSHOP

Participants can see all the workshops created by the coordinator, by clicking on the "Workshops" tab.

Participant can apply for the workshop, by clicking on the plus (+) button. Once he applied successfully, one popup will be displayed, mentioning "Applied Successfully".

For applying to the workshop, participant should meet following conditions:

- Participants cannot apply for multiple workshops having the same dates.
- One participant cannot apply to one workshop multiple times.
- General details should be submitted.

After successfully applying for workshop, it will go for approval to co-ordinators, once they approve the participants then only participants can attend that workshop.



APPLIED WORKSHOPS

In this tab, participants can see all the workshops they have applied for with their status as Approved or Applied.



Copyright © AICTE 2020

PARTICIPANT ATTENDANCE FOR WORKSHOP

In this tab participants can see their attendance marked by co-ordinators for applied workshops by clicking on icon in red circle shown below.



Attendance when clicked on icon of first workshop.

Contraction of the second seco			L
Participant part@gmail.com		D Attendance	
eneral Details	Attendance Details		
Profile	Date	Status	
rofile Yorkshops	Date May 7, 2020	Status Present	
rofile /orkshops ttendance	Date May 7, 2020 May 4, 2020	Status Present Present	
rofile Vorkshops .ttendance eedback	Date May 7, 2020 May 4, 2020 May 5, 2020	Status Present Present Present	
rrofile Vorkshops .ttendance eedback est Marks	Date May 7, 2020 May 4, 2020 May 5, 2020 May 6, 2020	Status Present Present Present Present Present	

FEEDBACK ON WORKSHOPS COMPLETED

In Feedback, participants can see workshops which they have completed and they can provide anonymous feedback on workshops by clicking on icon in red circle. Only admin can see feedback was submitted by which participant but co-ordinators cannot see.



Copyright © AICTE 2020

After clicking on icon, a feedback form will appear which participants have to fill and submit.

General Details Profile Workshops Attendance Feedback	Feedback form: 5						
Profile Vorkshops Attendance Feedback							
Vorkshops Attendance Feedback							
Teedback		Details about the workshop	Details about the workshop attended by the participant				
Feedback							
est Marks	Thrust Areas	select title) *					
estiviarks	Workshon held at (Institute/Organisa	tion Name)					
	K.J Somaiya College Of Scie	Workshop held at (Institute/Organisation Name) K.J Somaiya College Of Science and Commerce					
ertificate	C From		с То				
	6/4/2020	Ē	6/8/2020		Ē		
	Name	Mobile Number		Email			
	🗖 Manoj	7738030654		manoj0mishra02@gmail.c	com		
	Course Code						
	Overall instructions *	Explanation of concepts *	•	Questions and discussions / interaction	*		
	Average	below average		3000			
	Usefulness of program *	Content of the programme Average	e (topic covered) *	Practical and hands on Training provided	• • •		
	Excellent	Very good	-	Very good	-		
	C Training center facilities like Classrooms I	aboratory, canteen and accommodation etc *					
	Very good				~		
	Do you have any suggestion(s Suggestion No Suggestion Any other feedback/suggestion Feedback Feedback Provided) as to how we could improve simila	er programmes/activiti	ies in future? ur descriptive comments?	i,		

After submitting, participants cannot give feedback again for that workshop.

PARTICIPANT WORKSHOP MARKS

ATAL AICTE Logout 🕛 = Participant Workshop Marks Participant part@gmail.com Search Q General Details Profile ID Marks Obtained Total Marks Horkshops 70 80 1 II. Attendance 3 None None E Feedback Items per page: 5 * 1 – 2 of 2 < 5 Test Marks Copyright © AICTE 2020 All rights reserved.

Here participants can see marks given to them in eligible workshops by co-ordinators.

CERTIFICATE

In this tab, participants can see all the workshops that are eligible(Attendance should be more than 80% and marks should be more than 60%) for certificate. By clicking on icon in red, Participants can download their certificates.

Participants can download certificate only after certificate approval by admin and overall attendance should have submitted by co-ordinator for that workshop. Mandate for should also be submitted by co-ordinator for certificate generation.



THANK YOU !