ADD ACTIVITY

REVISED HISTORY

| Date	Description	Author	Version
21-02-2016	USER MANUAL FOR ADD ACTIVITY	Mohammed Lazim K P	1.0

GENERAL INSTRUCTIONS:

1. Before uploading any activity please make sure that you have the necessary photographs (size not to exceed 200 Kb) with details of the unit and the activity written on it.
2. Press report should be scanned and resized to a maximum of 250kb
3. Please upload the activities within 3 days from the same.
4. Only students whose enrolment numbers have been generated will be listed in the attendence list.
5. For any technical queries please feel free to contact TEAM PENTA at any time through the
6. **Please do not share your login details and do change your password every 3 months to avoid data infringement.**

DASHBOARD

ADD ACTIVITY

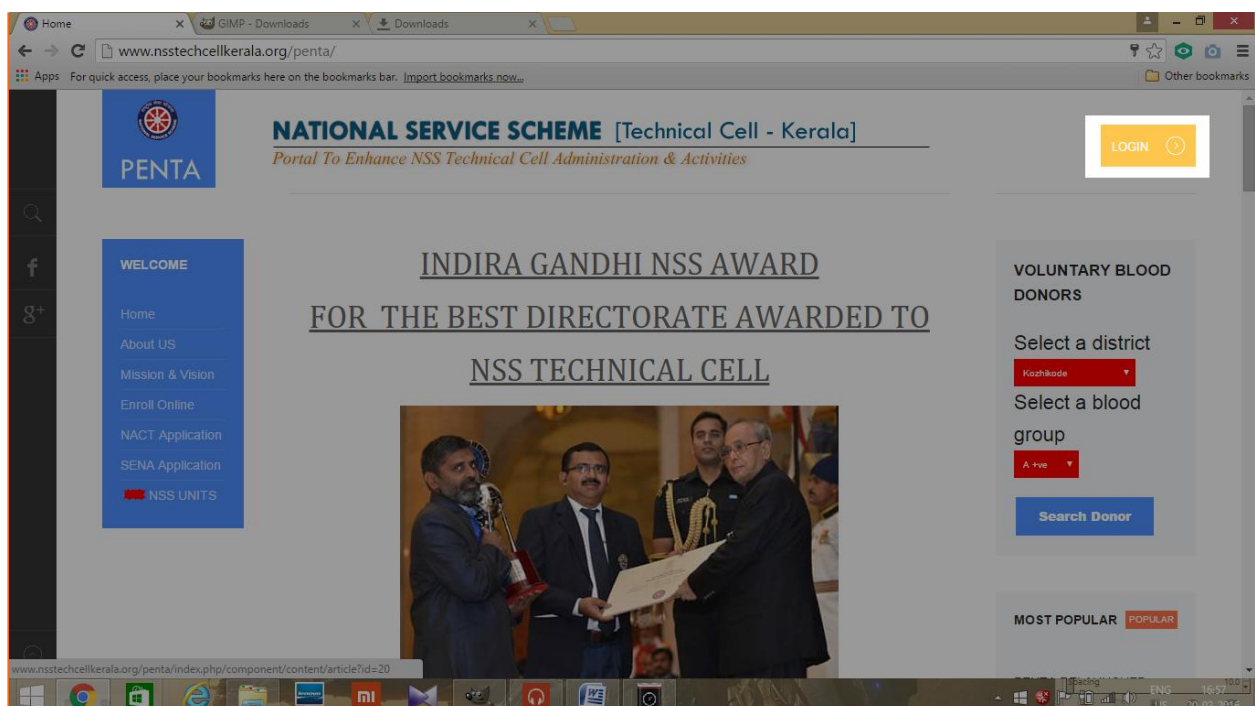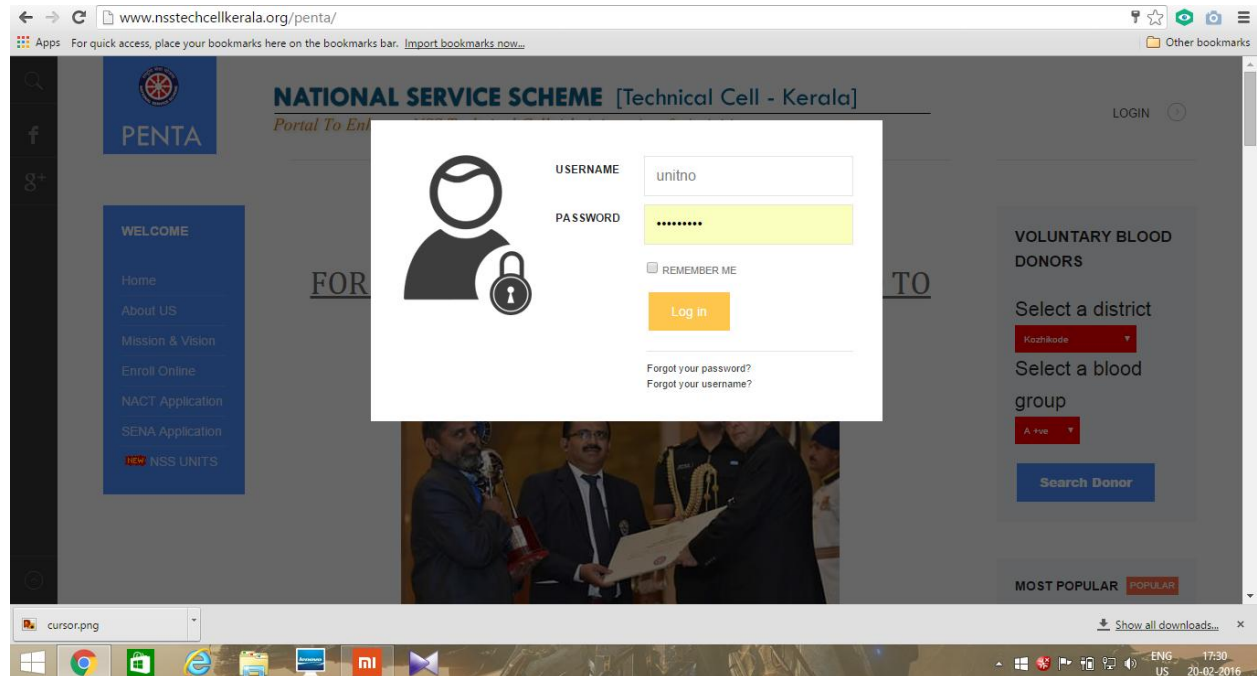ACTIVITY CATEGORY

ACTIVITY TYPE

ACTIVITY DETAILS

ATTENDENCE

RELATED QUESTIONS
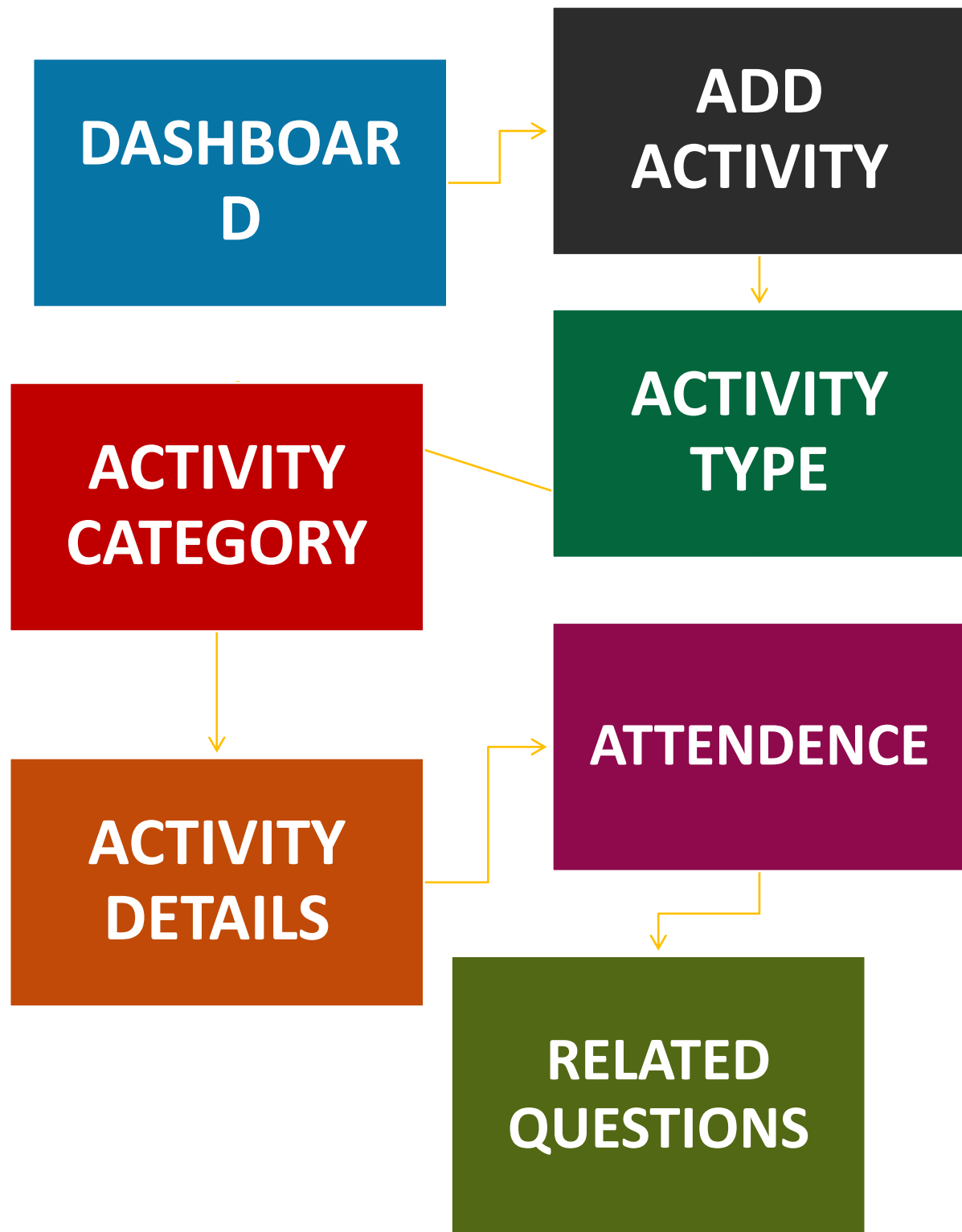
LOGIN FOR PO

1. Open Mozilla firefox/Google Chrome and type the address http://www.nsstechcellkerala.org/penta/ and press enter the following page will load.
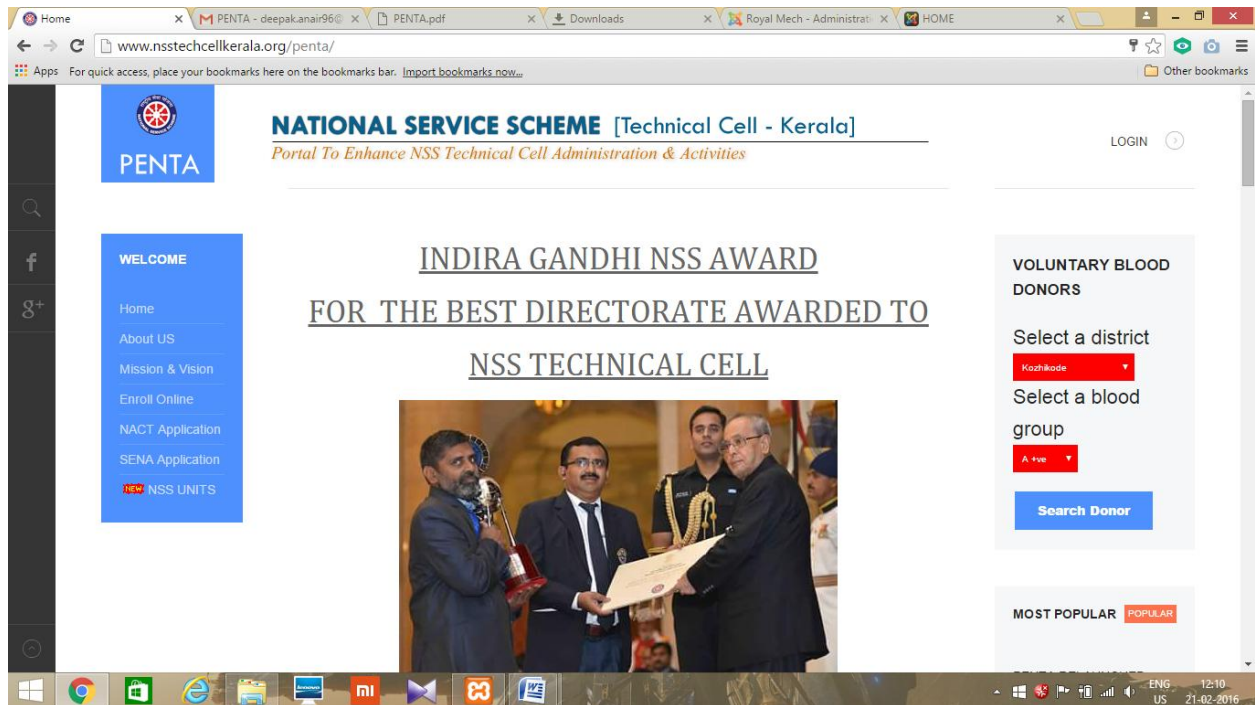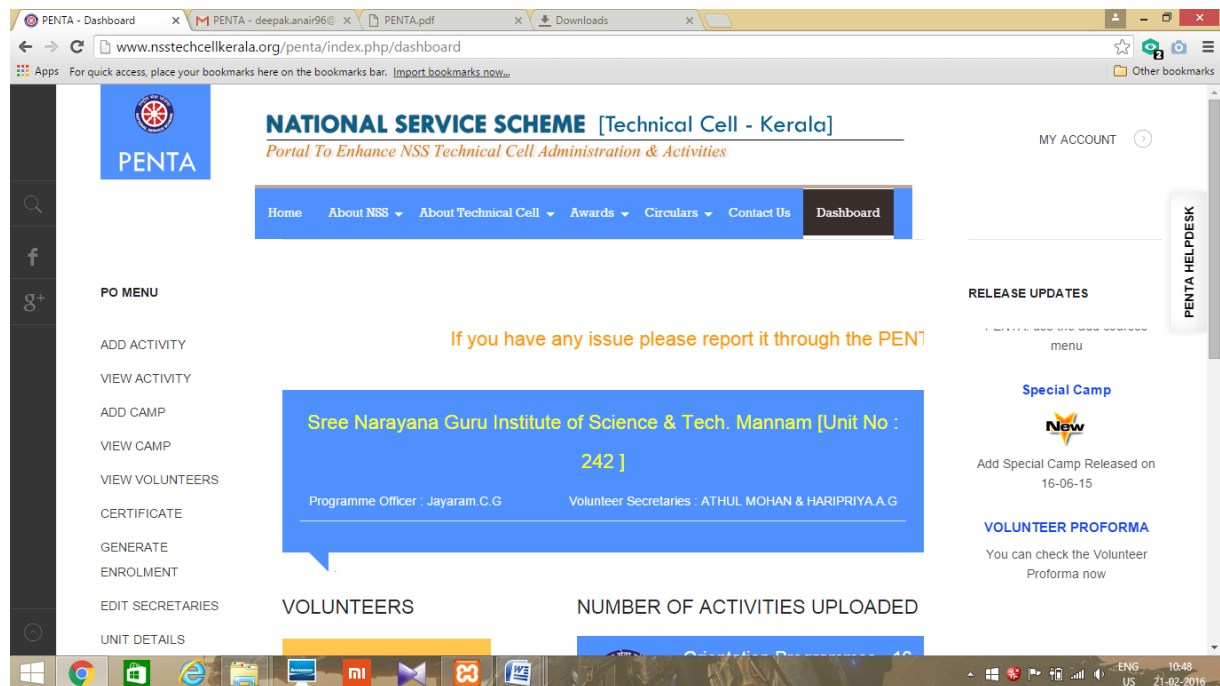

2. Click LOGIN

3. Then enter USERNAME and PASSWORD of PO

4. Then the following dashboard will open

ADD ACTIVITY

ACTIVITY UPLOADING:

1. Select the link **ADD ACTIVITY** from the dashboard after logging in

1. Now from the Drop Down Menu, Select the Activity Type. There are 4 types of regular activities. Select your activity correspondingly from; GENERAL ORIENTATION / CAMPUS PROGRAMME / COMMUNITY PROGRAMME / FLAGSHIP PROGRAMME.

2. Select the Activity Category according to the Activity Type selected. Under each Activity Type there are Activity categories.
   - Under the activity type GENERAL ORIEANTAION there are 4 categories namely GENERAL ORIENTATION ABOUT NSS, AWARENESS PROGRAMMES ON COMMUNITY PROBLEMS, SKILL DEVELOPMENT ORIENTATION and OTHERS.
   - Under the activity type CAMPUS PROGRAMME there are 13 categories namely TREE PLANTATION (CAMPUS), CELEBRATION OF NATIONAL DAYS, BLOOD DONATION CAMP (CAMPUS), HEALTH CAMP (CAMPUS), CREATION OF NSS PARKS/GARDENS (CAMPUS), HEALTH EDUCATION (CAMPUS), AWARNESS ON SOCIAL ISSUES, AGRICULTURAL PROGRAMMES, ONE DAY ONE RUPEE, MISS-A-MEAL PROGRAMME, CAMPAIGNS/RALLIES (CAMPUS), SKILL DEVELOPMENT CAMPS and OTHERS.
   - Under the activity type COMMUNITY PROGRAMS there are 19 categories namely, TREE PLANTATION (COMMUNITY), IMMUNISATION CAMP, BLOOD DONATION CAMP (COMMUNITY), ORGAN DONATION CAMP (COMMUNITY), NUTRITION PROGRAMMES/DRIVES, CHILD DEVELOPMENTPROGRAMMES,

HEALTH/ADULT EDUCATION, AGRICULTURAL PROGRAMMES (COMMUNITY), AWARENESS CAMPS/CAMPAIGNS/RALLIES (COMMUNITY), SKILL DEVELOPMENT CAMPS/VOCATIONAL TRAINING (COMMUNITY), CONSTRUCTION & MAINTENANCE ACTIVITIES, WAGTERSHED MANAGEMENT (AWARENESS), WASTELAND DEVELOPMENT, PRESERVATION OF MONUMENTS OF NATIONAL HERITAGE, WOMEN EMPOWERMENT, HOSPITAL WORK, WORK IN CHESHIRE HOMES/ORPHANAGES/HOMES FOR AGED, TEACHING PROGRAMMES and OTHERS.

- Under the activity type FLAGSHIP PROGRAMME there are 13 categories namely NSS ENTREPRENEURSHIP TRAINING, NET, NEST, NEYES, NDART, NEAR, WASTE IS WEALTH, HOME FOR HOMELESS, VOCATIONAL TRAINING FOR HOUSE WIVES AND SHGS, WATER CONSERVATION, PUNARJJANI, SWACH BHARAT ABHIYAN and E-LITERACY/DIGITAL LITERACY.

➢ **The Category Type OTHER is only for the timely convenience. You should contact TEAM PENTA for the availability of Category Type.**

3. After selecting Activity Category click on the link **NEXT**

4. Complete the details of activity in corresponding fields

5. Fill up the Dates of Activity

6. Type Brief report of activity in the corresponding field by using a maximum of 1000 characters. Include achievements and other details from the activity.

7. Insert 3 photos of size below 200kb and 1 Press Report of maximum 250kb

8. For uploading the Activity pictures and Press Report, Click on the CHOOSE FILE button and then browse the image file from the file browser and click OPEN.
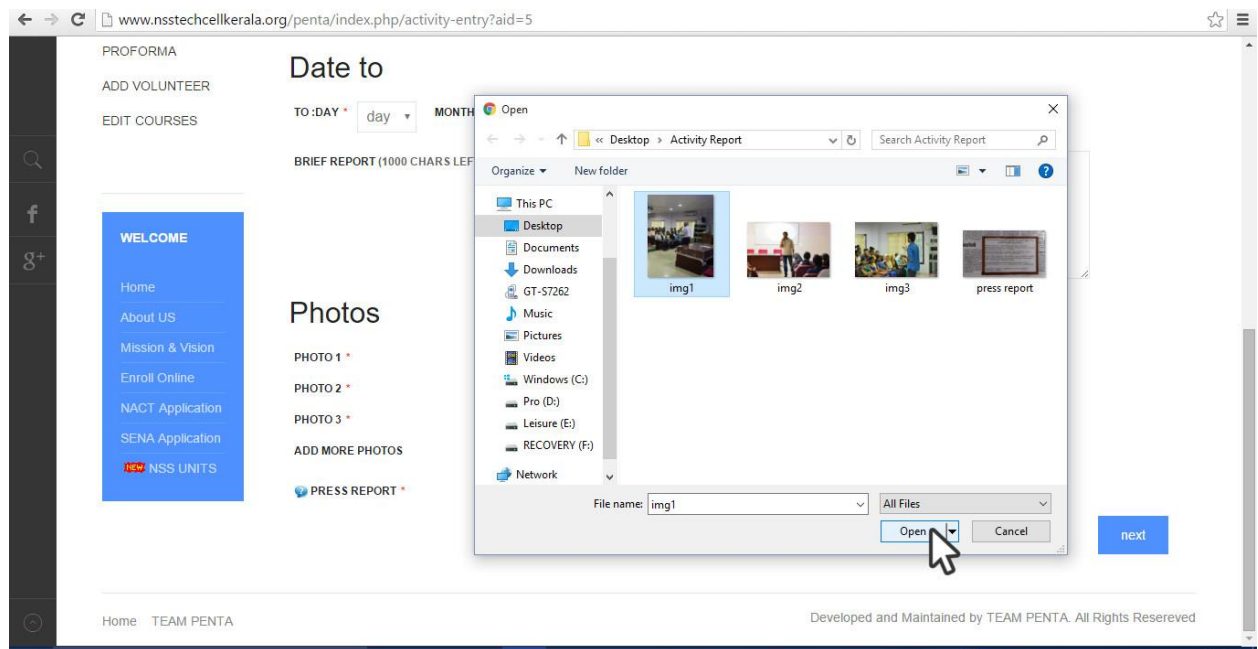
9. Click on the link **NEXT**
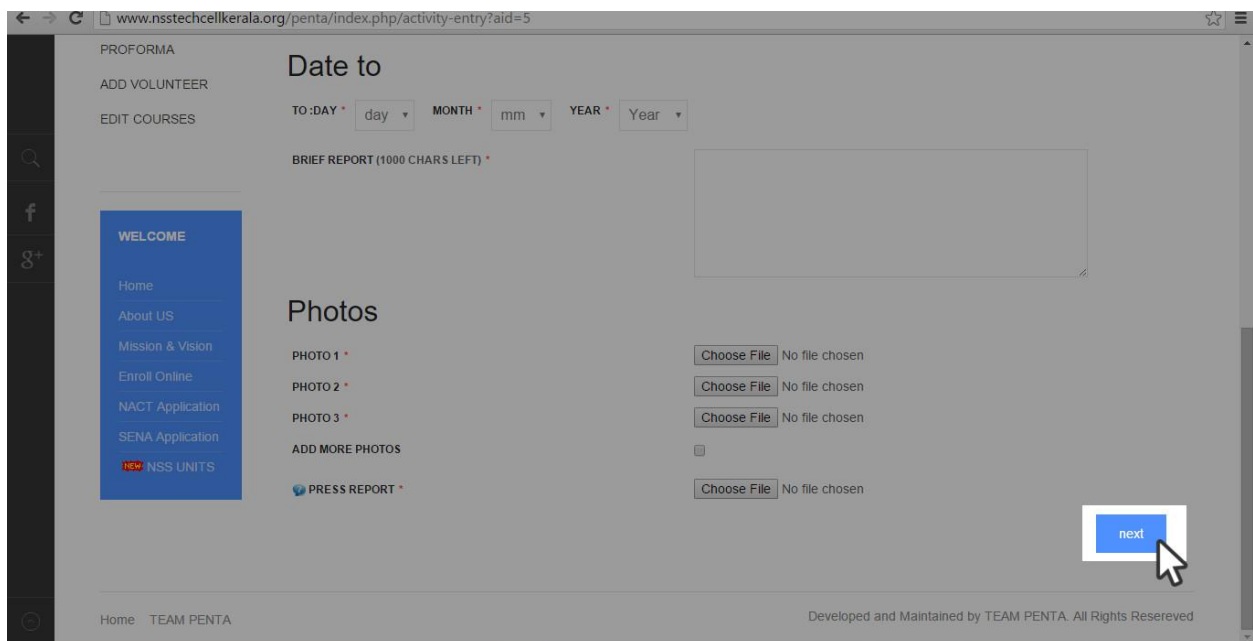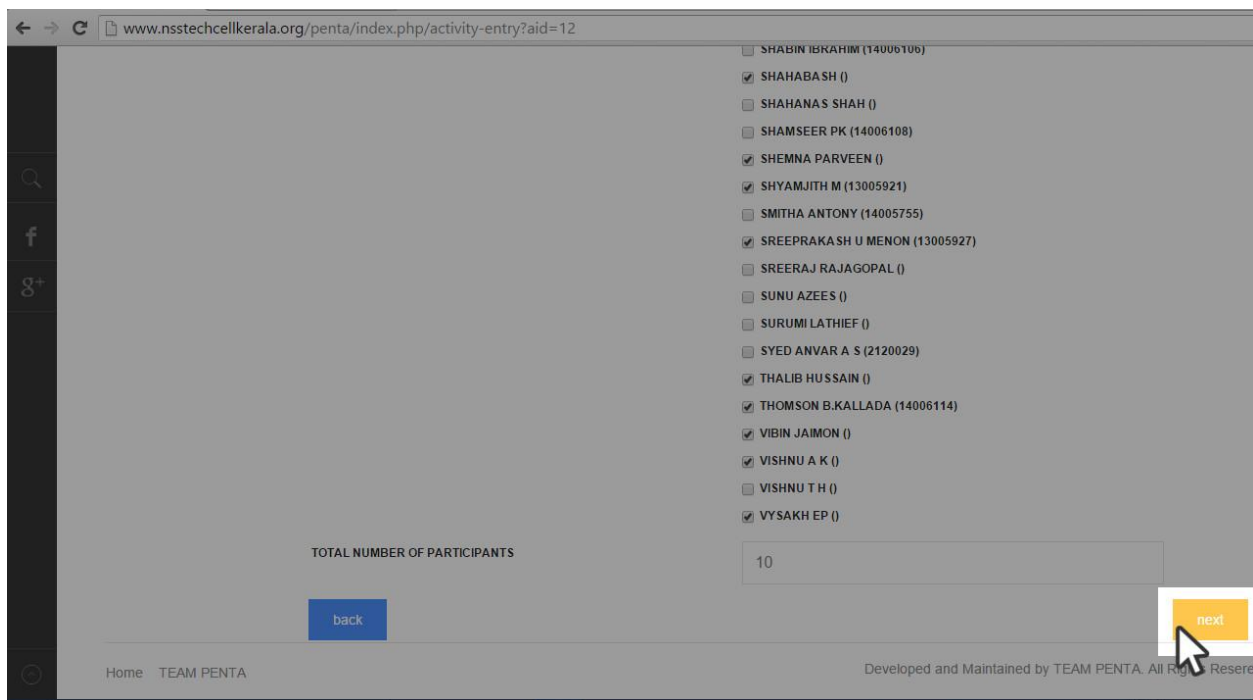
10. Mark the attendance by marking the corresponding checkbox to each volunteer.

11. Click on the link **NEXT**

12. Fill the activity related questions and then click on the link **SUBMIT**

13. Click on **OK** from the popup menu

14. View and Verify your activity upload by clicking on the link **VIEW ACTIVITY**

LOGOUT

1. **Click MY ACCOUNT on the top right corner.**

2. **Click LOGOUT**