

ADD ACTIVITY

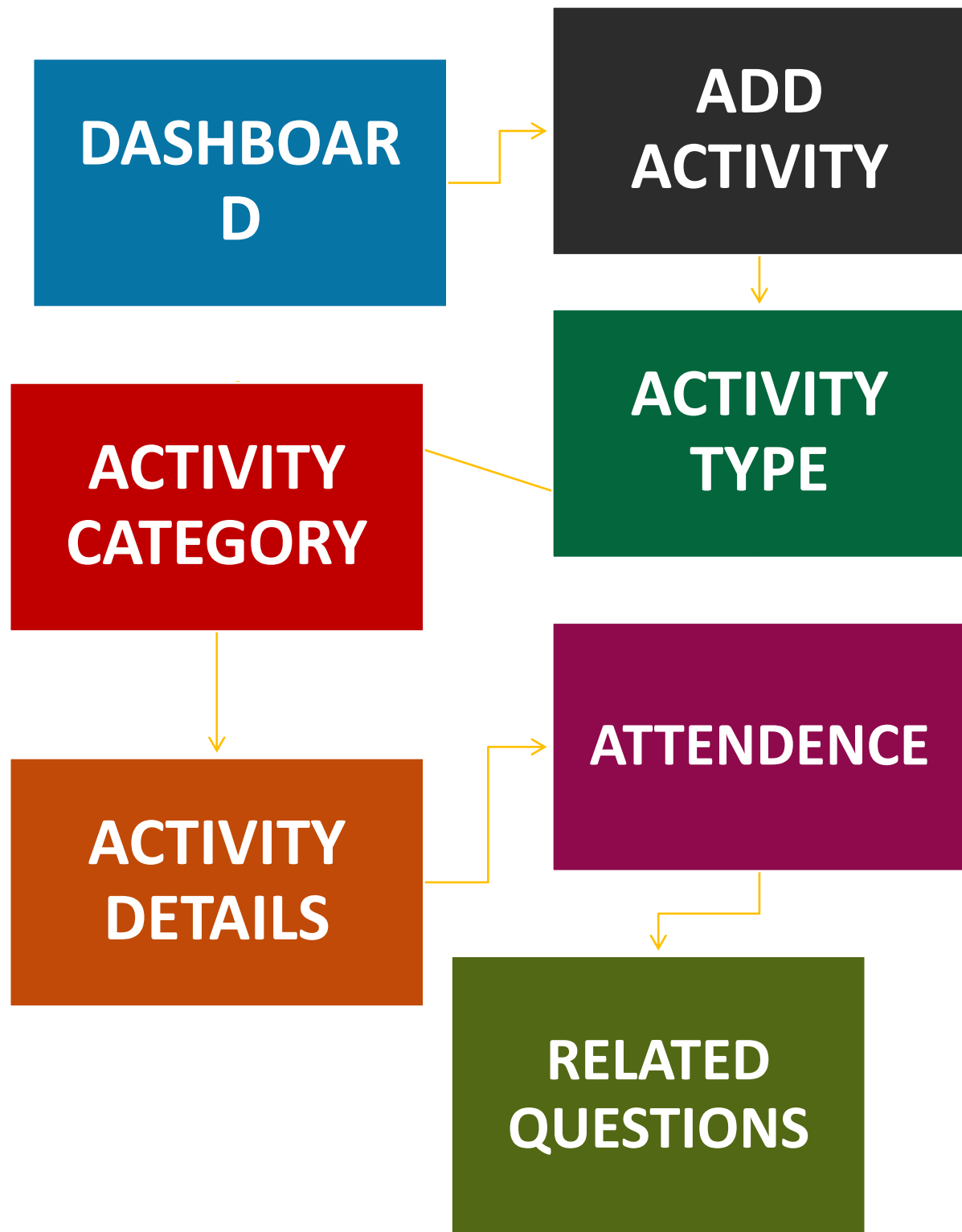
REVISED HISTORY

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

GENERAL INSTRUCTIONS:

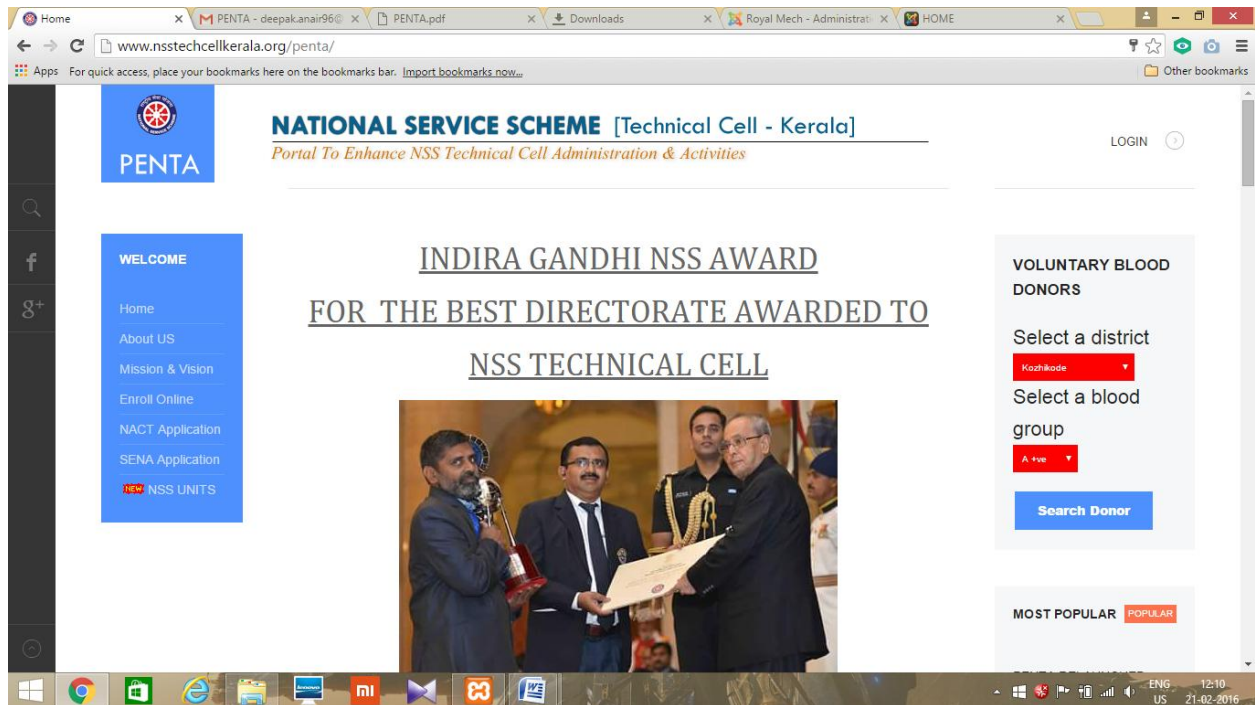
1. Before uploading any activity please make sure that you have the necessary photographs (size not to exceed 200 Kb) with details of the unit and the activity written on it.
2. Press report should be scanned and resized to a maximum of 250kb
3. Please upload the activities within 3 days from the same.
4. Only students whose enrolment numbers have been generated will be listed in the attendance 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.**

PROGRESS FLOW OF ADD ACTIVITY

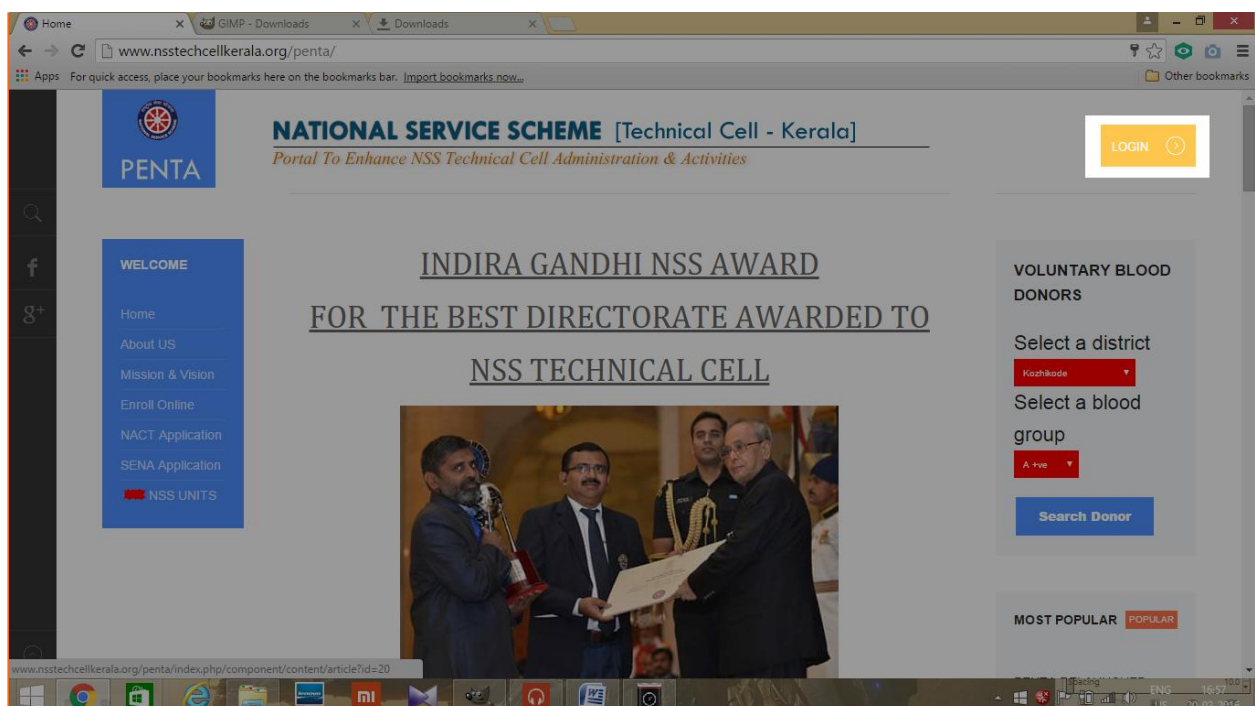


LOGIN FOR PO

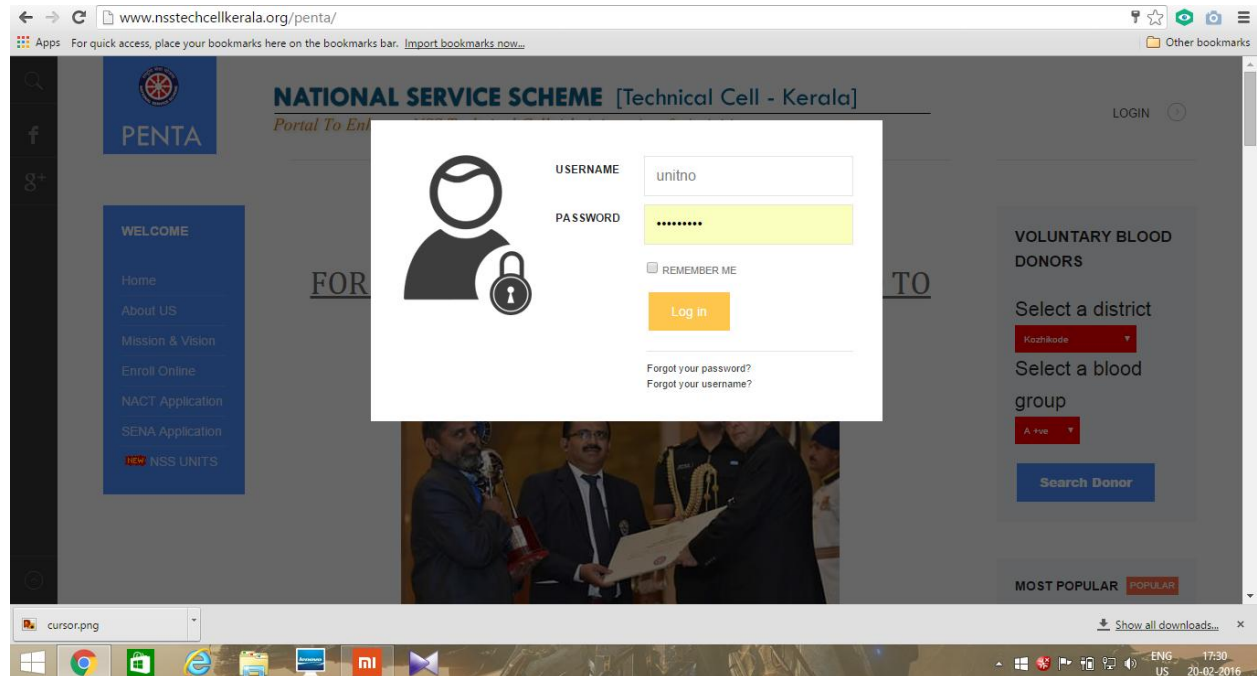
1. Open Mozilla Firefox/Google Chrome and type the address <http://www.nsstechcellkerala.org/penta/> and press enter the following page will load.



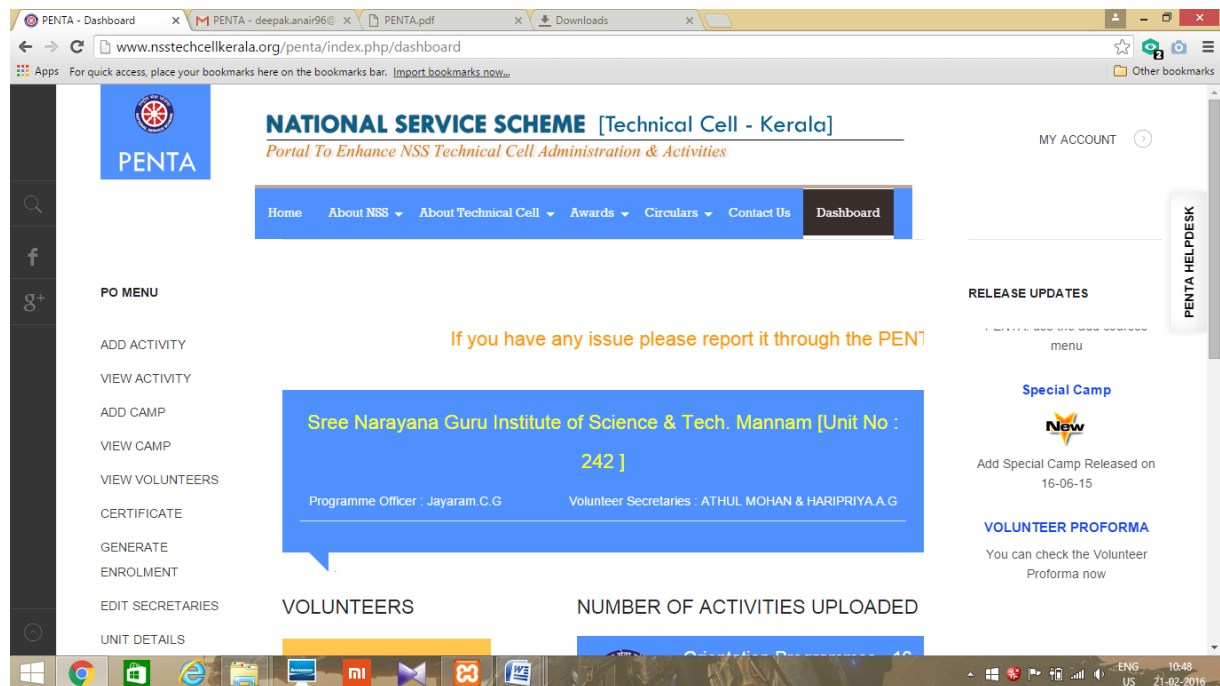
2. Click **LOGIN**



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.

www.nsstechcellkerala.org/penta/index.php/add-activity

NATIONAL SERVICE SCHEME [Technical Cell - Kerala]
Portal To Enhance NSS Technical Cell Administration & Activities

MY ACCOUNT

Home About NSS About Technical Cell Awards Circulars Contact Us Dashboard

PO MENU

- ADD ACTIVITY
- VIEW ACTIVITY
- ADD CAMP
- VIEW CAMP
- VIEW VOLUNTEERS
- CERTIFICATE
- GENERATE ENROLMENT
- EDIT SECRETARIES
- UNIT DETAILS
- VOLUNTEER

Activity Type

SELECT ACTIVITY TYPE FIRST *

SELECT AN ACTIVITY CATEGORY *

Select

- Select
- General orientation
- Campus programme
- Community programme
- Flagship Programme

Next

2. Select the Activity Category according to the Activity Type selected. Under each Activity Type there are Activity categories.

- Under the activity type GENERAL ORIENTAION 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), AWARENESS 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, WAGTERSHERD 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.**

www.nsstechcellkerala.org/penta/index.php/add-activity

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- CERTIFICATE
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- ENROLMENT
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- UNIT DETAILS
- VOLUNTEER

Activity Type

SELECT ACTIVITY TYPE FIRST *

SELECT AN ACTIVITY CATEGORY *

Flagship Programme

Select

- Select
- Nss Entrepreneurship Training
- NET
- NEST
- NEYES
- NDART
- NEAR
- Waste is wealth
- Home for Homeless
- Vocational training for House Wives and SHGs
- Water Conservation
- Punarjani
- Swach Bharat Abhiyan
- e Literacy/ Digital Literacy

Next

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

www.nsstechcellkerala.org/penta/index.php/add-activity

NATIONAL SERVICE SCHEME [Technical Cell - Kerala]
Portal To Enhance NSS Technical Cell Administration & Activities

MY ACCOUNT

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PO MENU

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- CERTIFICATE
- GENERATE
- ENROLMENT
- EDIT SECRETARIES
- UNIT DETAILS
- VOLUNTEER

Activity Type

SELECT ACTIVITY TYPE FIRST *

SELECT AN ACTIVITY CATEGORY *

General orientation

General orientation about NSS

Next

4. Complete the details of activity in corresponding fields

The screenshot shows the PENTA portal interface for creating an activity. The header includes the PENTA logo, the title "NATIONAL SERVICE SCHEME [Technical Cell - Kerala]", and the tagline "Portal To Enhance NSS Technical Cell Administration & Activities". A "MY ACCOUNT" link is visible in the top right. The left sidebar contains a "PO MENU" with options: ADD ACTIVITY, VIEW ACTIVITY, ADD CAMP, VIEW CAMP, VIEW VOLUNTEERS, CERTIFICATE, GENERATE, ENROLMENT, EDIT SECRETARIES, UNIT DETAILS, VOLUNTEER, and PROFORMA. The main content area is titled "Create Activity" and contains a form with the following fields: "ACTIVITY NAME" (text input), "ACTIVITY TYPE" (dropdown menu), "ACTIVITY CATEGORY" (dropdown menu), "VENUE" (text input), and "TOTAL DURATION OF ACTIVITY IN HOURS" (text input). Below the form, there are date selection fields for "Date" and "Date to", each with "FROM:DAY", "MONTH", and "YEAR" dropdowns.

5. Fill up the Dates of Activity

The screenshot shows the PENTA portal interface with the "Date" and "Date to" fields filled out. The "Date" field is set to "FROM:DAY" as "day", "MONTH" as "mm", and "YEAR" as "Year". The "Date to" field is set to "TO:DAY" as "day", "MONTH" as "mm", and "YEAR" as "Year". Below these fields is a "BRIEF REPORT (1000 CHARS LEFT)" text area. The "Photos" section contains three "PHOTO" fields, each with a "Choose File" button and the text "No file chosen". There is also an "ADD MORE PHOTOS" checkbox and a "PRESS REPORT" button. The left sidebar now includes a "WELCOME" section with links: Home, About US, Mission & Vision, Enroll Online, NACT Application, SENA Application, and a "NEW NSS UNITS" link.

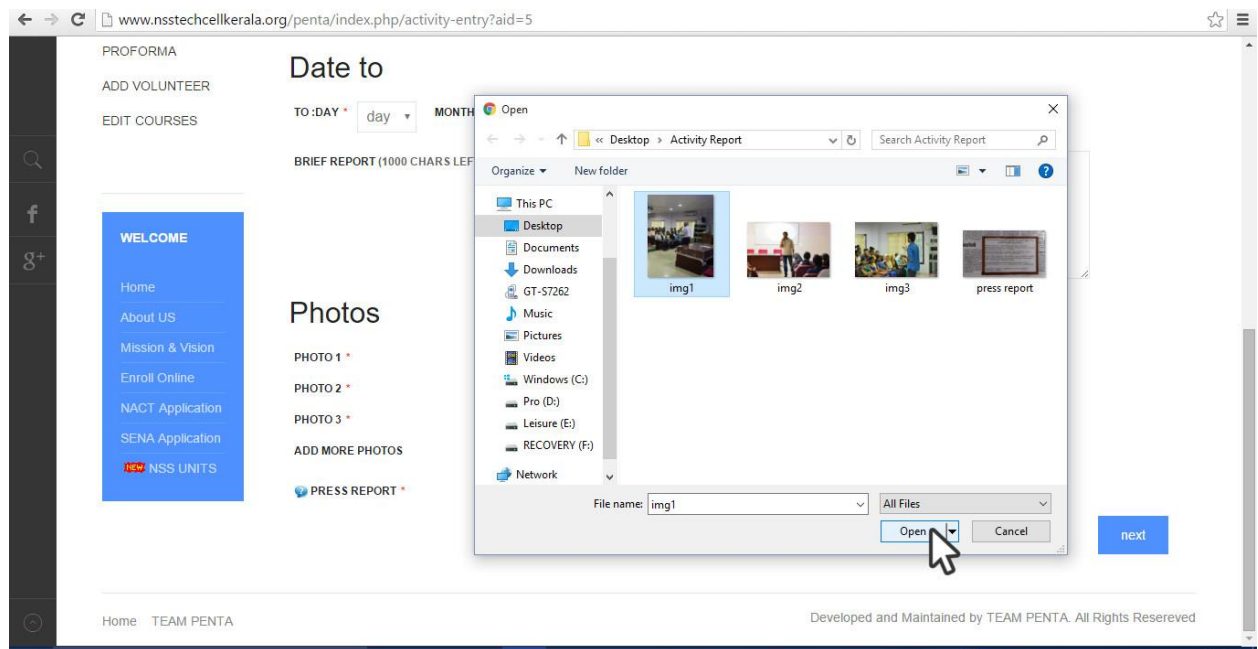
6. Type Brief report of activity in the corresponding field by using a maximum of 1000 characters. Include achievements and other details from the activity.

The screenshot shows the 'Date to' section with dropdown menus for TO:DAY (day), MONTH (mm), and YEAR (Year). Below this is a large text area for the 'BRIEF REPORT (1000 CHARS LEFT)'. To the right of the text area is a 'Choose File' button. Below the text area is a 'Photos' section with three 'PHOTO 1', 'PHOTO 2', and 'PHOTO 3' labels, each followed by a 'Choose File' button and the text 'No file chosen'. There is also an 'ADD MORE PHOTOS' button and a 'PRESS REPORT' button. A 'next' button is located at the bottom right. The footer includes 'Home TEAM PENTA' and 'Developed and Maintained by TEAM PENTA. All Rights Reserved'.

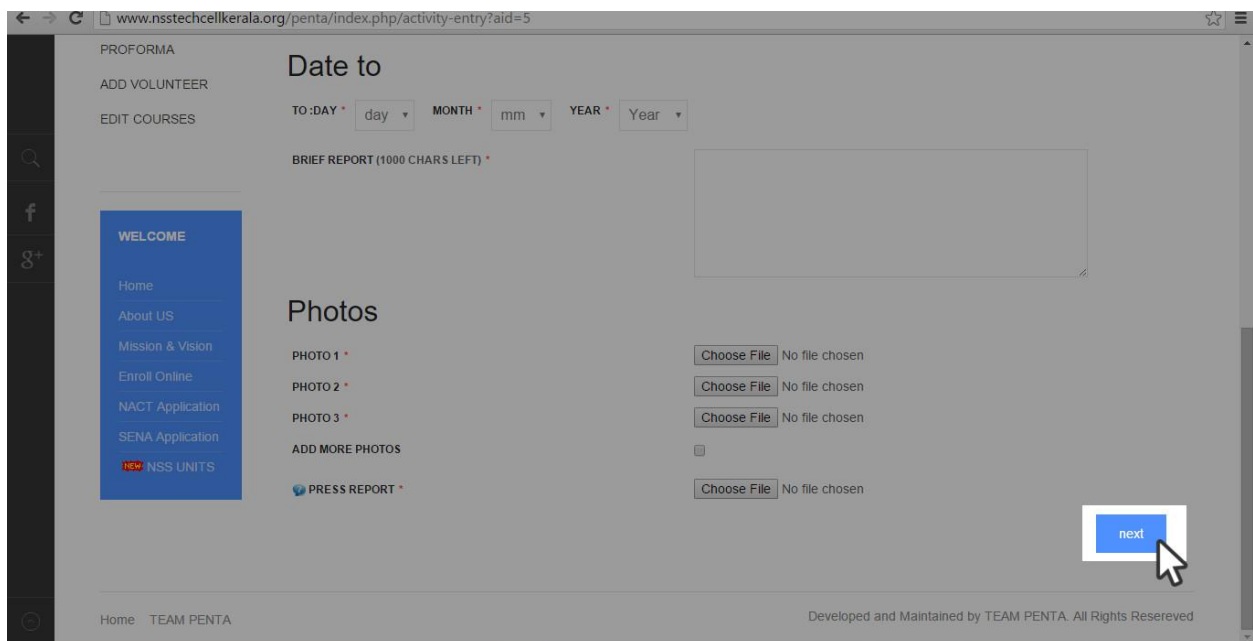
7. Insert 3 photos of size below 200kb and 1 Press Report of maximum 250kb

The screenshot shows the 'Date to' section with dropdown menus for TO:DAY (day), MONTH (mm), and YEAR (Year). Below this is a large text area for the 'BRIEF REPORT (1000 CHARS LEFT)'. To the right of the text area is a 'Choose File' button. Below the text area is a 'Photos' section with three 'PHOTO 1', 'PHOTO 2', and 'PHOTO 3' labels, each followed by a 'Choose File' button and the text 'No file chosen'. There is also an 'ADD MORE PHOTOS' button and a 'PRESS REPORT' button. A 'next' button is located at the bottom right. The footer includes 'Home TEAM PENTA' and 'Developed and Maintained by TEAM PENTA. All Rights Reserved'.

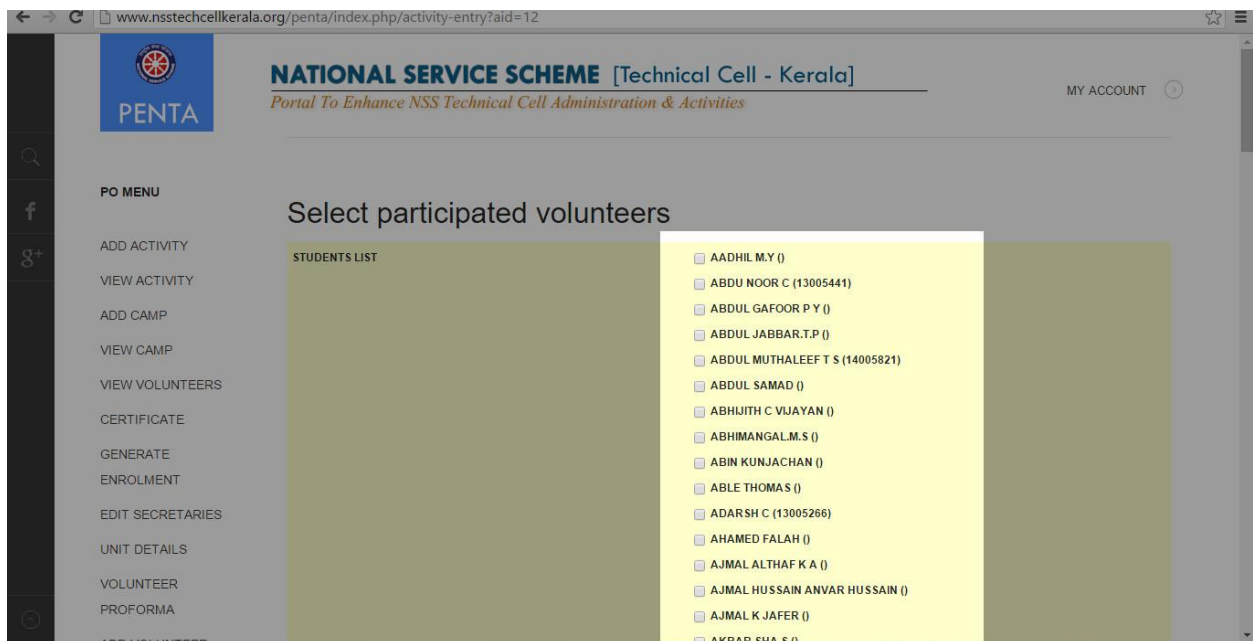
8. For uploading the Activity pictures and Press Report, Click on the CHOOSE FILE button and then browse the image file from the file browser and click OPEN.



9. Click on the link **NEXT**



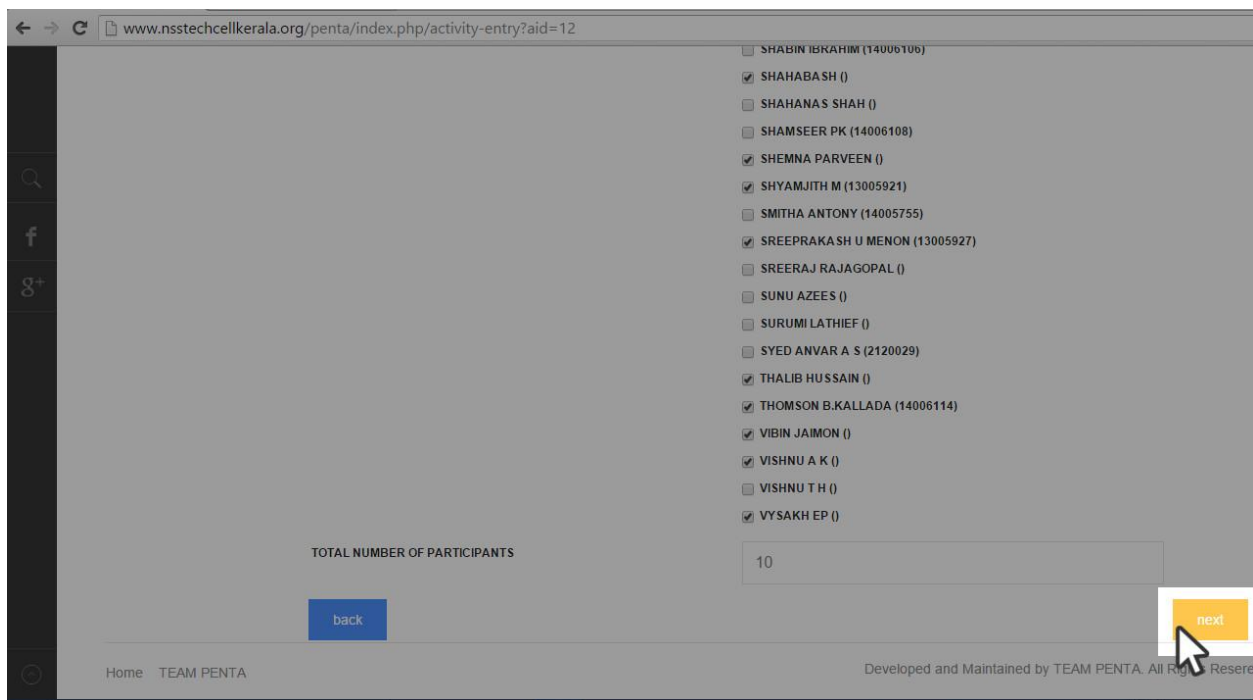
10. Mark the attendance by marking the corresponding checkbox to each volunteer.



The screenshot shows the PENTA National Service Scheme portal. The header includes the PENTA logo and the text "NATIONAL SERVICE SCHEME [Technical Cell - Kerala]". The main content area is titled "Select participated volunteers". On the left, there is a "PO MENU" with various options like "ADD ACTIVITY", "VIEW ACTIVITY", "ADD CAMP", "VIEW CAMP", "VIEW VOLUNTEERS", "CERTIFICATE", "GENERATE", "ENROLMENT", "EDIT SECRETARIES", "UNIT DETAILS", "VOLUNTEER", "PROFORMA", and "ADD VOLUNTEER". The main area displays a "STUDENTS LIST" with a list of names and checkboxes for marking attendance. The list includes:

- ☐ AADHIL M.Y ()
- ☐ ABDU NOOR C (13005441)
- ☐ ABDUL GAFOOR P Y ()
- ☐ ABDUL JABBAR.T.P ()
- ☐ ABDUL MUTHALEEF T S (14005821)
- ☐ ABDUL SAMAD ()
- ☐ ABHIJITH C VIJAYAN ()
- ☐ ABHIMANGAL.M.S ()
- ☐ ABIN KUNJACHAN ()
- ☐ ABLE THOMAS ()
- ☐ ADARSH C (13005266)
- ☐ AHAMED FALAH ()
- ☐ AJMAL ALTHAF K A ()
- ☐ AJMAL HUSSAIN ANVAR HUSSAIN ()
- ☐ AJMAL K JAFER ()
- ☐ AKBAR SHA S ()

11. Click on the link **NEXT**



The screenshot shows the PENTA National Service Scheme portal. The header includes the PENTA logo and the text "NATIONAL SERVICE SCHEME [Technical Cell - Kerala]". The main content area is titled "TOTAL NUMBER OF PARTICIPANTS". On the left, there is a "PO MENU" with various options like "ADD ACTIVITY", "VIEW ACTIVITY", "ADD CAMP", "VIEW CAMP", "VIEW VOLUNTEERS", "CERTIFICATE", "GENERATE", "ENROLMENT", "EDIT SECRETARIES", "UNIT DETAILS", "VOLUNTEER", "PROFORMA", and "ADD VOLUNTEER". The main area displays a list of names and checkboxes for marking attendance. The list includes:

- ☐ SHABIN IBRAHIM (14006106)
- ☒ SHAHABASH ()
- ☐ SHAHANAS SHAH ()
- ☐ SHAMSEER PK (14006108)
- ☒ SHEMNA PARVEEN ()
- ☒ SHYAMJITH M (13005921)
- ☐ SMITHA ANTONY (14005755)
- ☒ SREEPRAKASH U MENON (13005927)
- ☐ SREERAJ RAJAGOPAL ()
- ☐ SUNU AZEES ()
- ☐ SURUMI LATHIEF ()
- ☐ SYED ANVAR A S (2120029)
- ☒ THALIB HUSSAIN ()
- ☒ THOMSON B.KALLADA (14006114)
- ☒ VIBIN JAIMON ()
- ☒ VISHNU A K ()
- ☐ VISHNU T H ()
- ☒ VYSAKH EP ()

Below the list, there is a field for "TOTAL NUMBER OF PARTICIPANTS" with the value "10". At the bottom, there is a "back" button and a "next" button. A mouse cursor is pointing at the "next" button.

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

The screenshot shows the PENTA National Service Scheme [Technical Cell - Kerala] portal. The URL is www.nsstechcellkerala.org/penta/index.php/activity-entry?aid=12. The page title is "Activity Related Questions". On the left is a "PO MENU" with links: ADD ACTIVITY, VIEW ACTIVITY, ADD CAMP, VIEW CAMP, VIEW VOLUNTEERS, CERTIFICATE, GENERATE, ENROLMENT, EDIT SECRETARIES, UNIT DETAILS, VOLUNTEER, and PROFORMA. The main form area has a label "NO OF STUDENTS PARTICIPATED OTHER THAN VOLUNTEERS *" and an empty text input field. Below the input field are two buttons: "Submit" and "back". A mouse cursor is pointing at the "Submit" button.

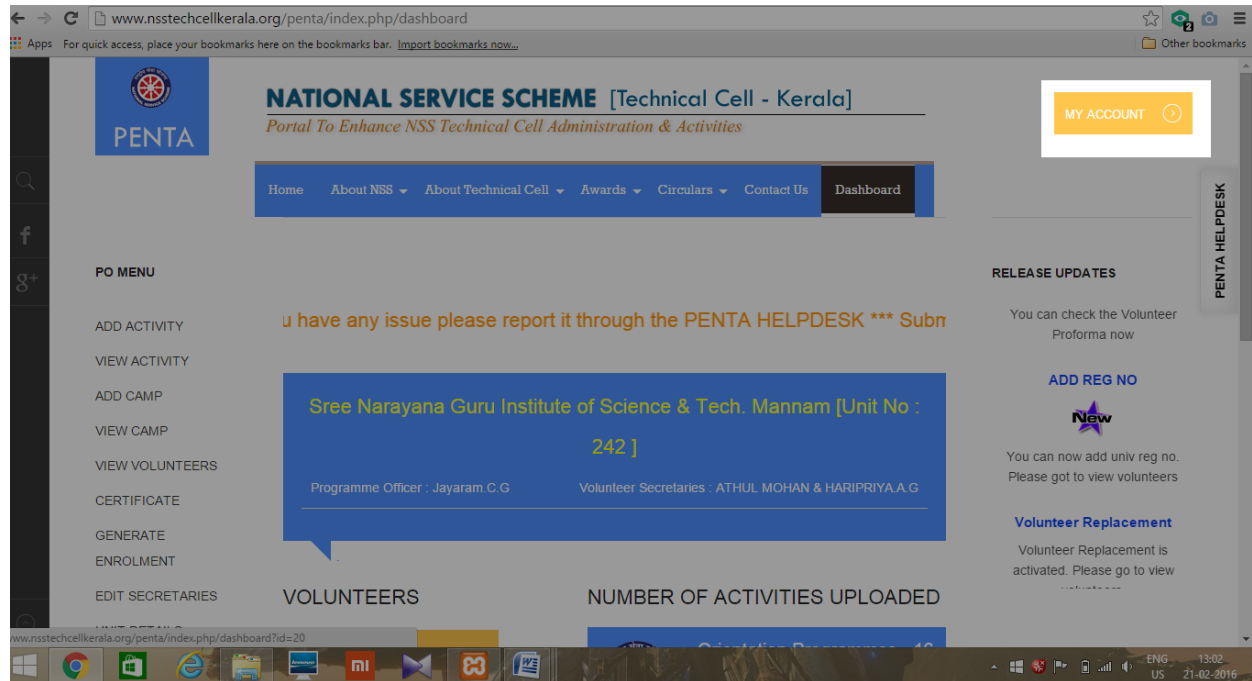
13.Click on **OK** from the popup menu

The screenshot shows the same PENTA National Service Scheme portal as before, but with a success message popup. The popup text says "www.nsstechcellkerala.org says: Activity Successfully Uploaded" and has an "OK" button. A mouse cursor is pointing at the "OK" button. In the background, the "Activity Related Questions" form is visible, and the text input field now contains the number "20".

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**

