CHIEF MINISTER'S GREEN FELLOWSHIP PROGRAM 2025-26

User Manual

Assam Pollution Control Board

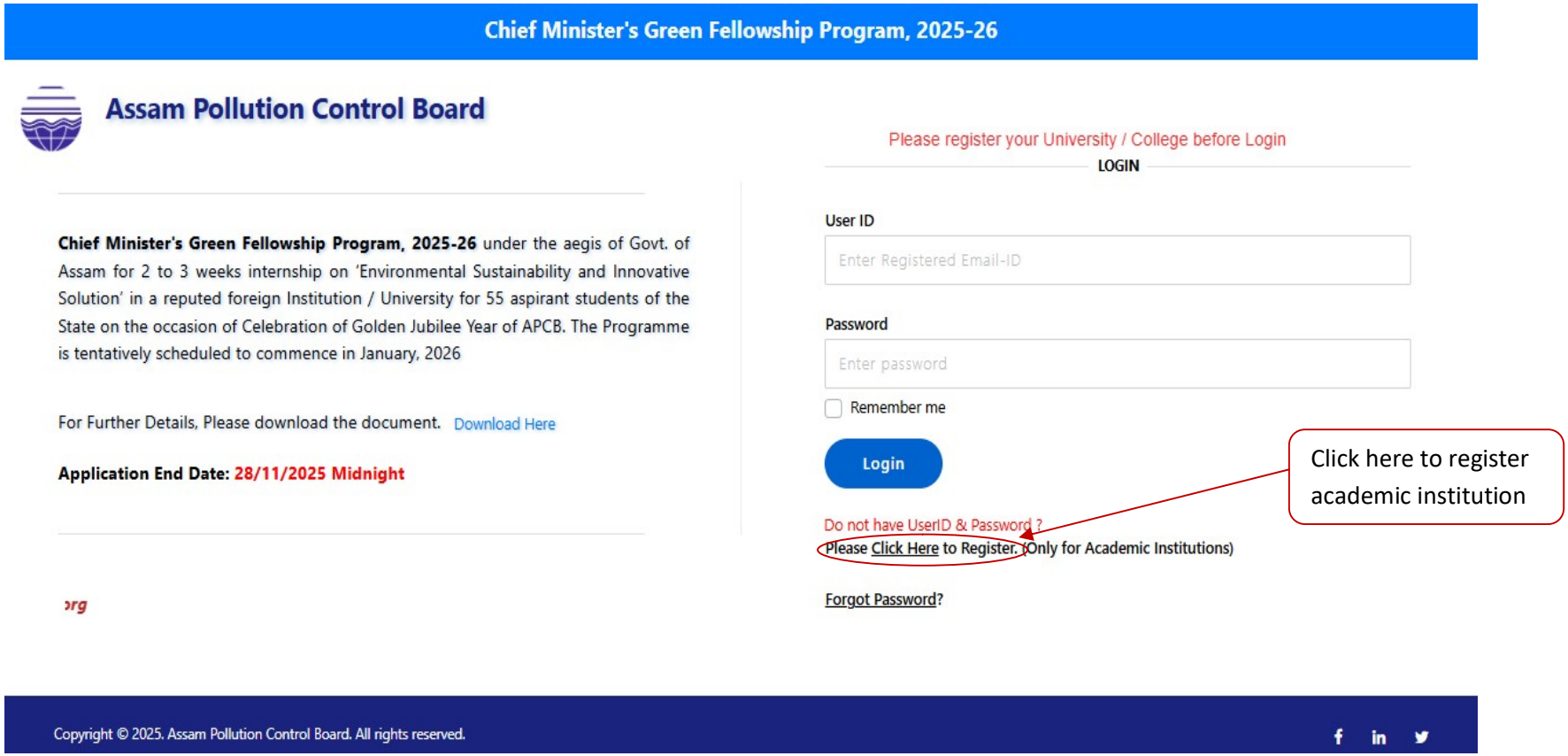

Fig 1: Login Page with a link for registration.

The above image shows Login Page. Before login, the Academic Institutions are requested to register their University / College by clicking the link (**Click Here to Register**) as shown above.

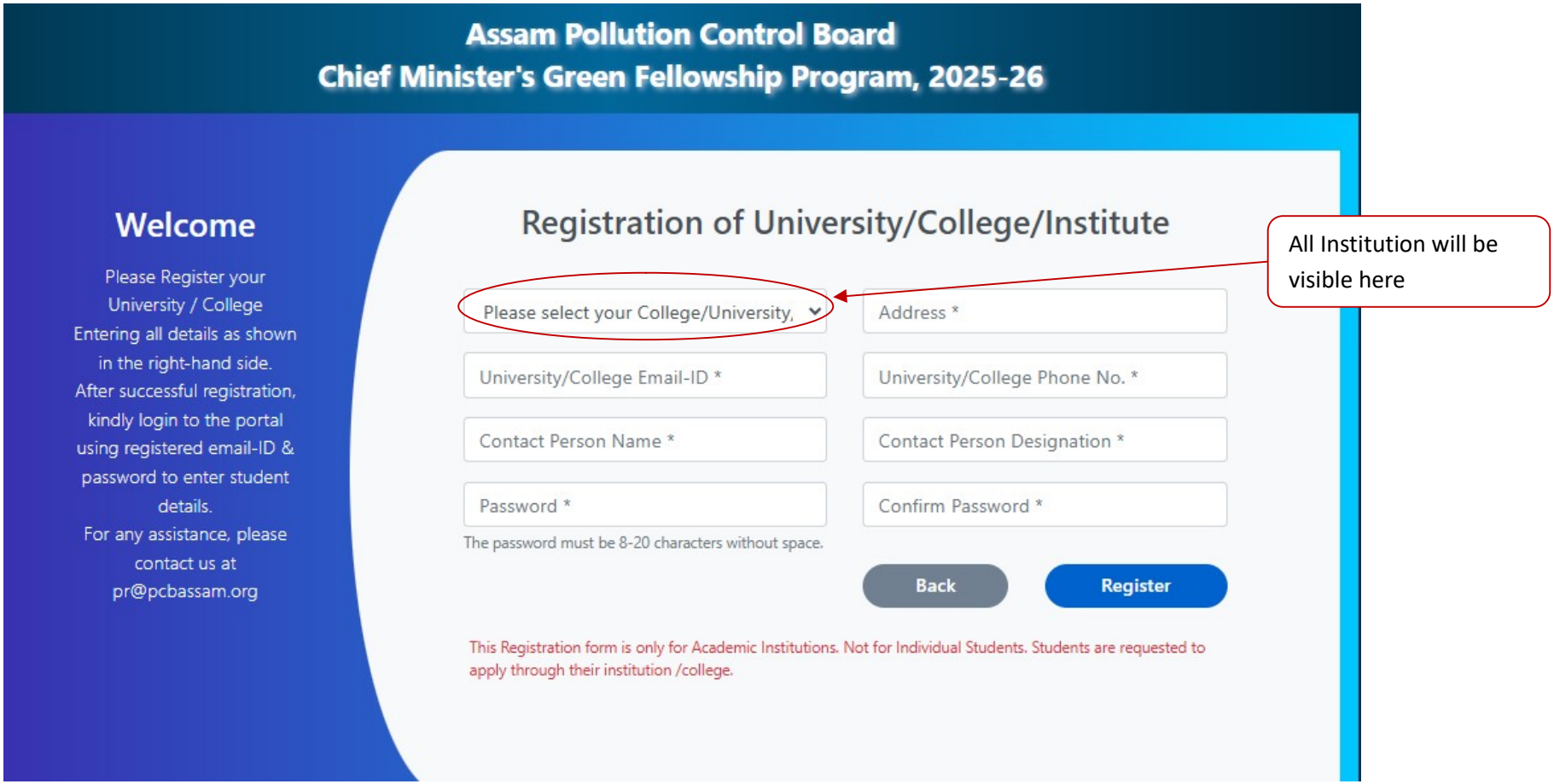

Fig 2: Registration Page

The above image shows the registration page. The Academic Institutions are requested to enter all details by selecting their institution name from the dropdown menu as shown above. If the academic institution name is not present in the dropdown menu, they may mail us to pr@pcbassam.org to add their institute name.

After clicking **Register** button, a mail will be sent to registered email-ID. After successful registration, please go back to login page & login to the portal using registered email-ID & password.

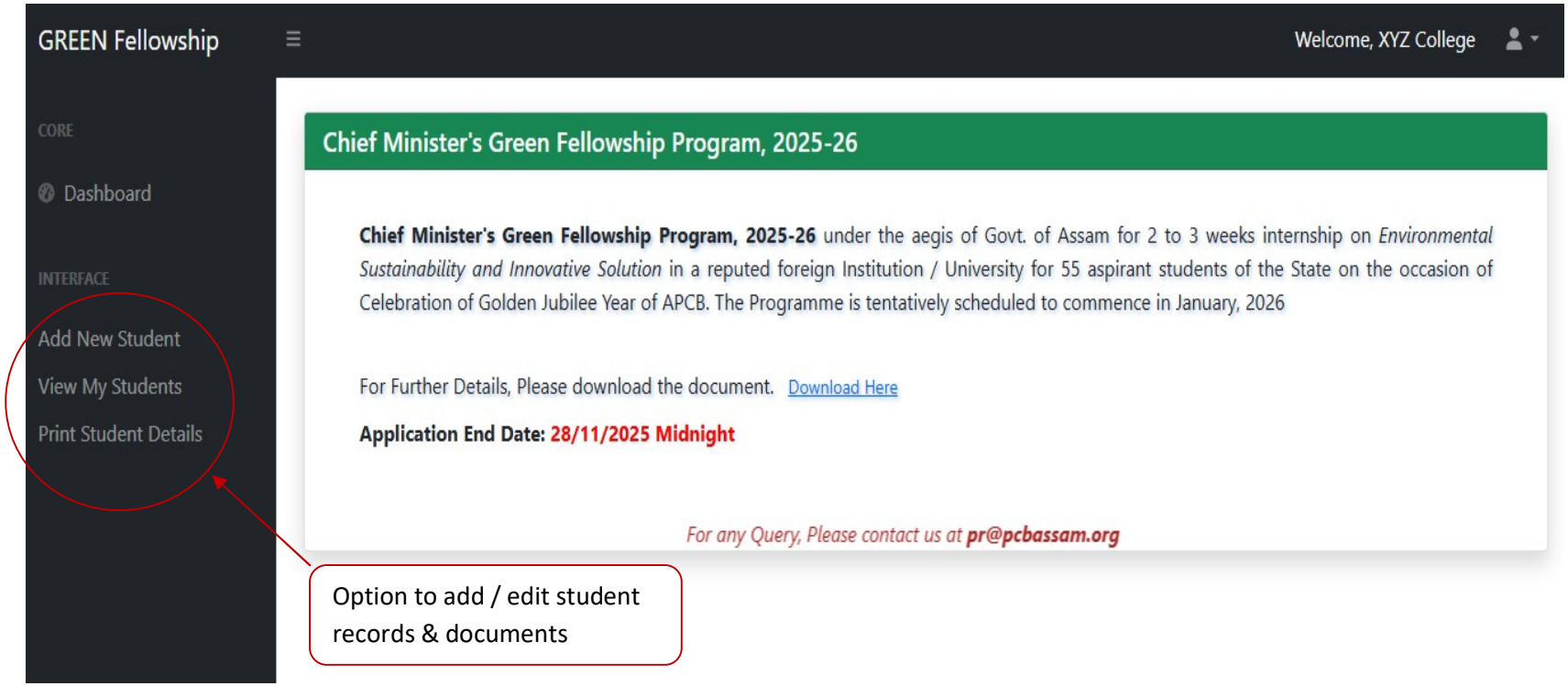

Fig 3: Home Page / Dashboard

The image shows the home page / dashboard of the portal after login. The Academic Institutions are requested to click on "**Add New Student**" in the left hand side to enter all student details.

The Academic Institutions can view all student details and upload documents of concerned student by clicking "**View My Students**".

The Academic Institutions can print all student details by clicking "**Print Student Details**".

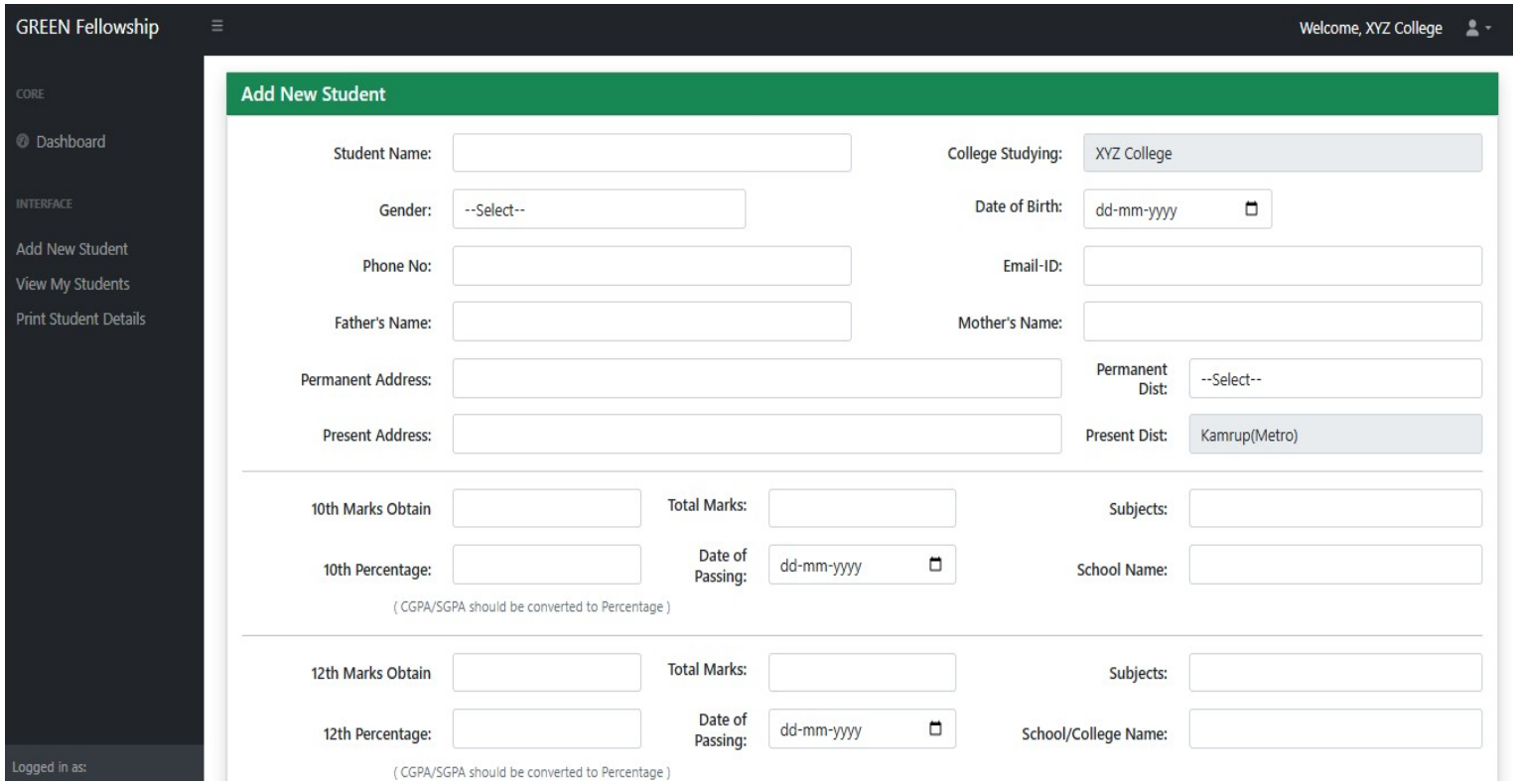

Fig 4: Student Adding Page

Upon clicking on "**Add New Student**" in the home page (**fig:3**), this form will be visible. The Academic Institution can add student with all necessary details. Please note all fields are mandatory except experience part.

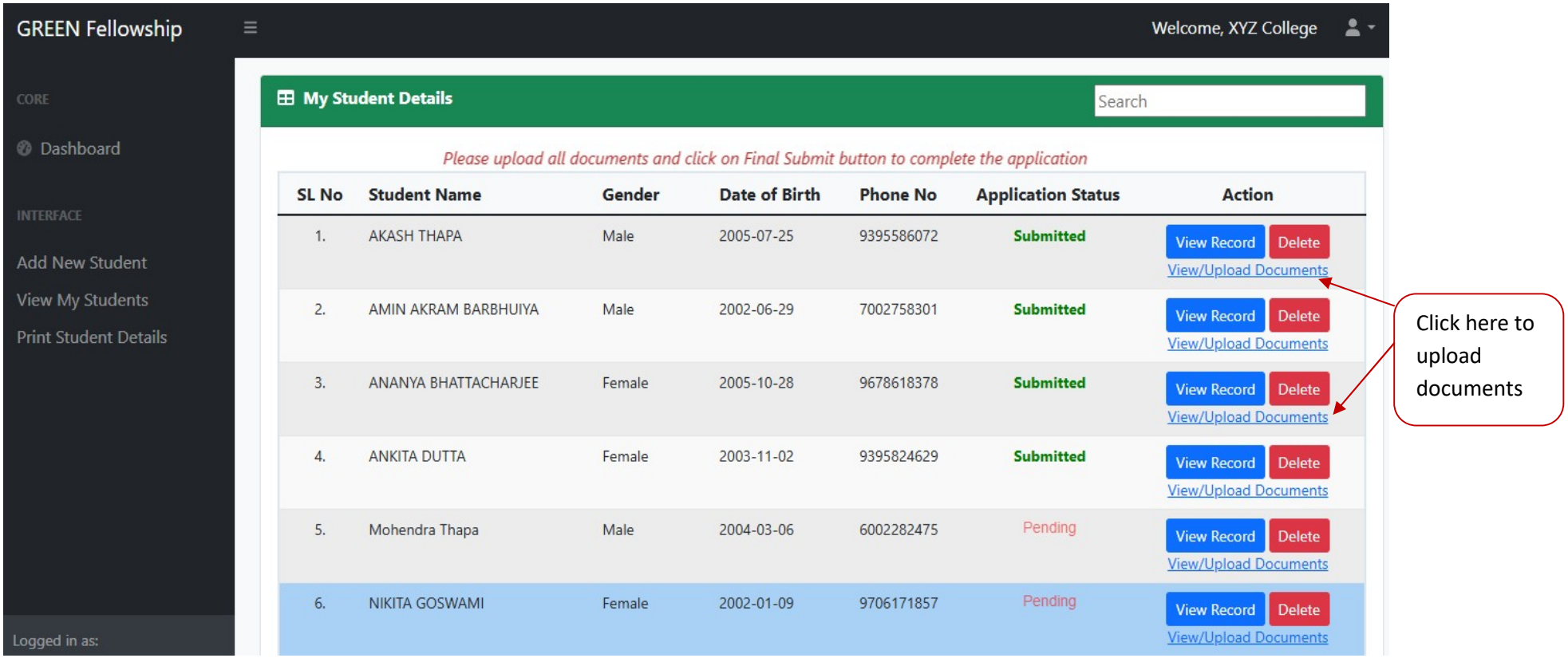

Fig 5: Added Student Details Page

Upon clicking on "**View My Students**" in the home page (**fig:3**), this page will appear. This page shows all the student details which have been added by the Academic Institution.

The Academic Institution can edit student details by clicking on "**View Record**".

The Academic Institution can delete student details by clicking on "**Delete**".

The Academic Institution can upload student documents by clicking on "**View / Upload Documents**" link.

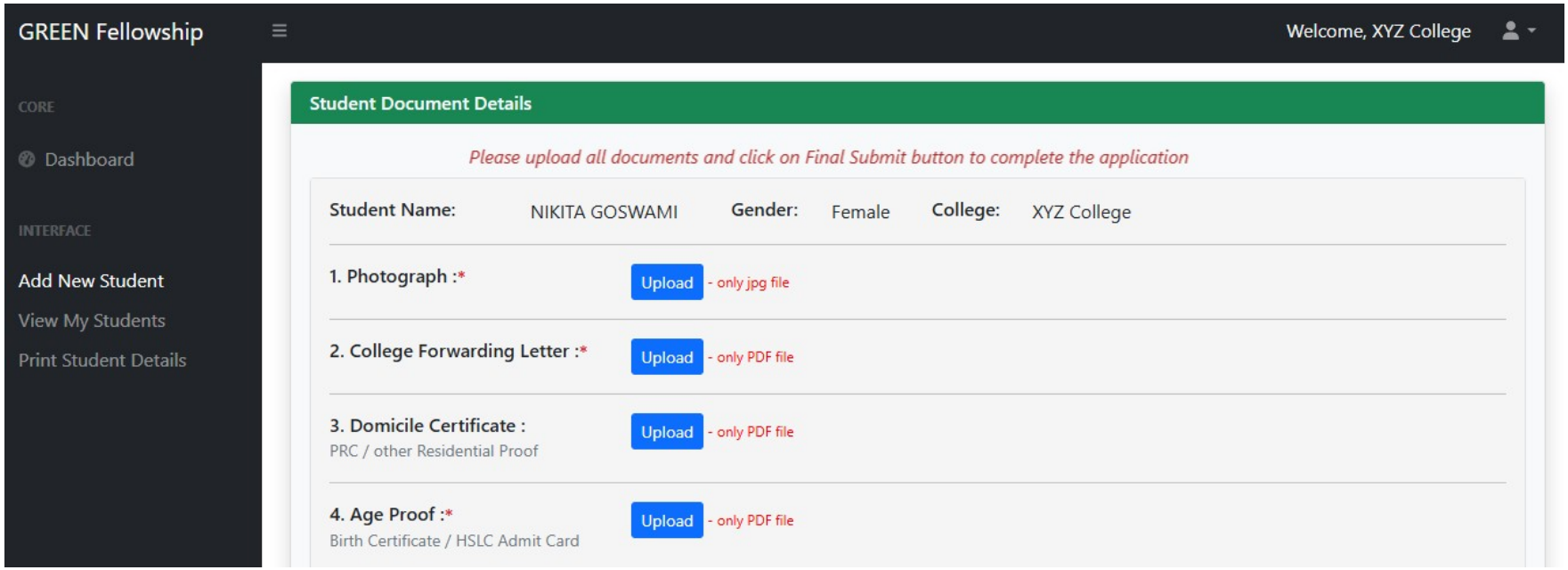

Fig 6: Documents Upload Page

Upon clicking on "**View/Upload Documents**" in previous page (**fig:5**), the above page will appear. This page allows Academic Institution to upload all documents of a particular student.

Please note all documents are mandatory to upload except experience certificate.

After uploading all documents in proper format, the "**Final Submit**" button will be active as shown in **fig:7**.

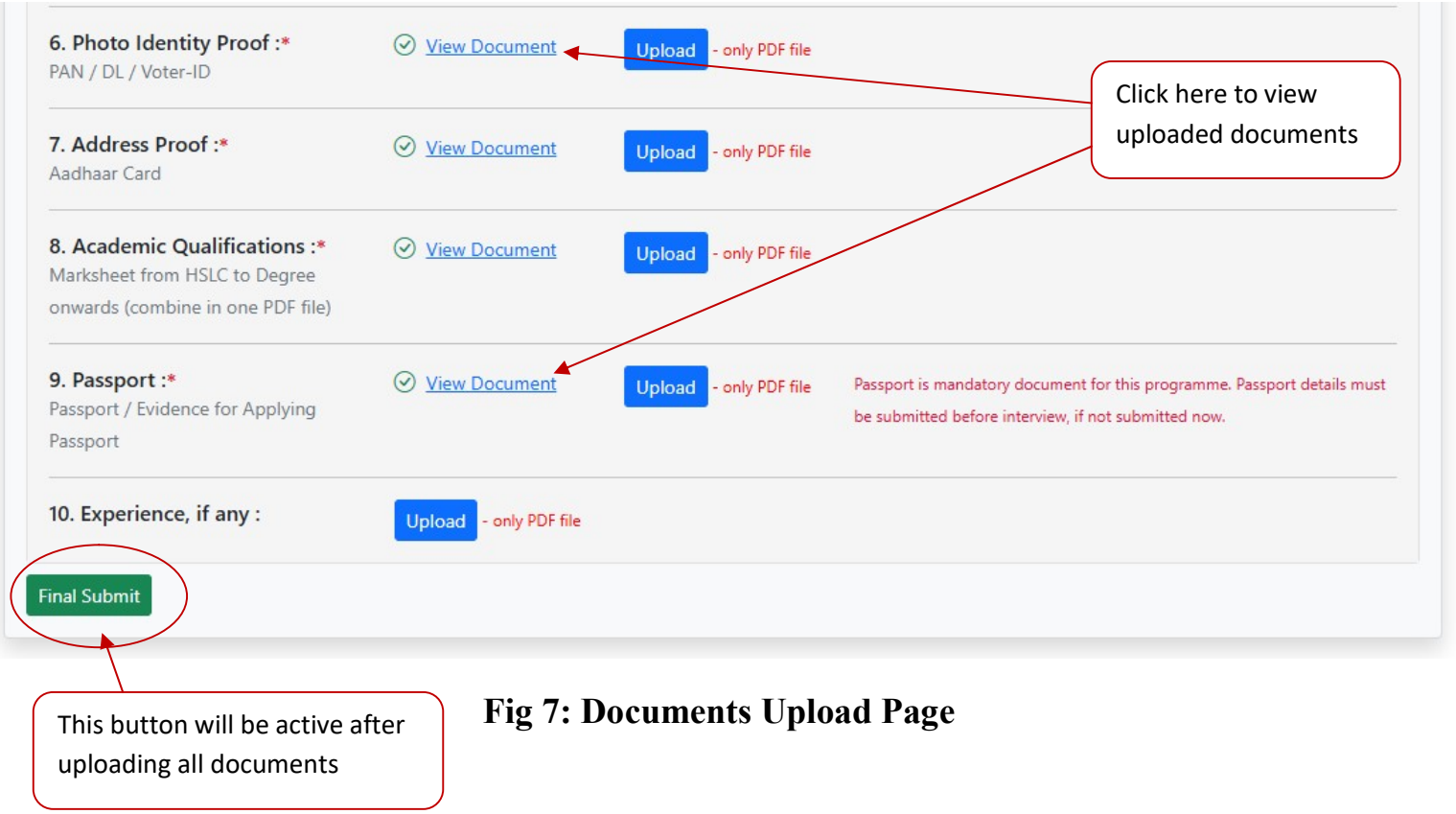

Fig 7: Documents Upload Page

The Academic Institution can click on "**Final Submit**" to submit student records & documents to Assam Pollution Control Board. Please ensure all details carefully before click on "**Final Submit**".

However, after final submission of a particular student, the student details can be edited/deleted and documents can be re-uploaded until last date of submission. After last date of submission, no data/documents can be changed by the Academic Institution.

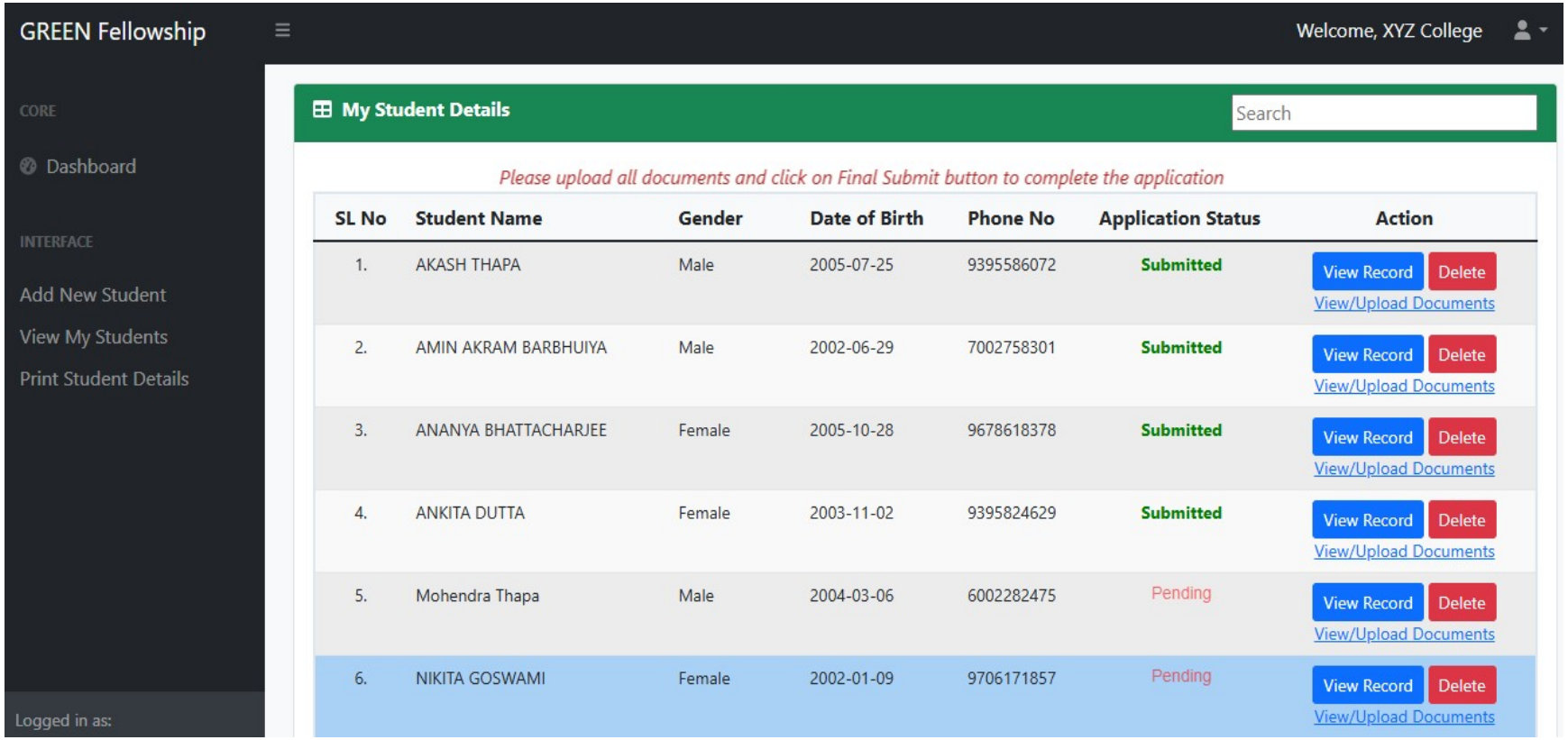

Fig 8: Student Details Page

After final submission of a student record, the application status will be shown as "**Submitted**" otherwise, it will show as "Pending". The pending records will not be considered as complete application and will not be counted in selection criteria.

Irrespective of application status (**Submitted** / Pending), the student details can be edited / deleted and documents can be re-uploaded until the last date of submission. After last date of submission, no data/documents can be changed by the Academic Institution.

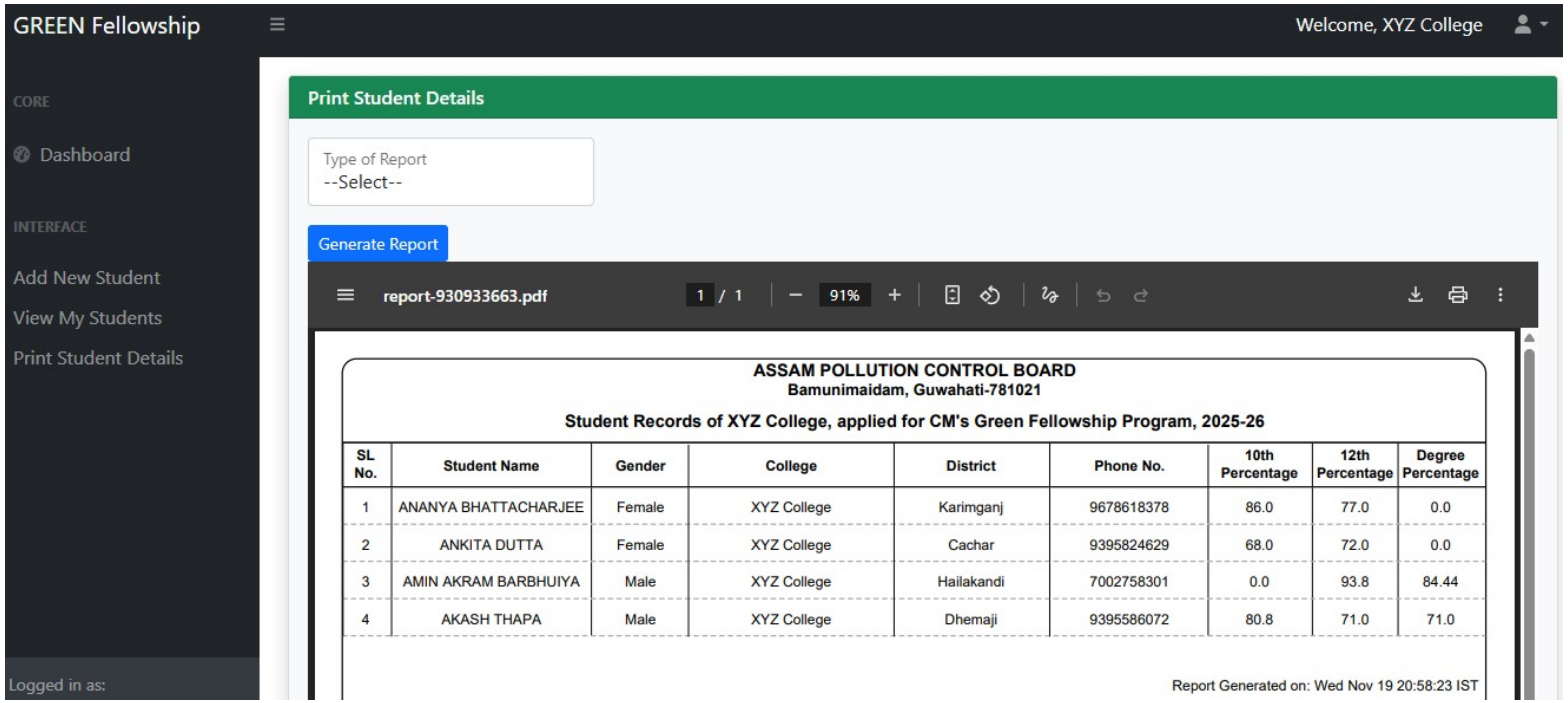

Fig 9: Student Details Print Page

Upon clicking on "**Print Student Details**" in home page (**fig:5**), the above page will appear. This page allows Academic Institution to print all submitted student details.

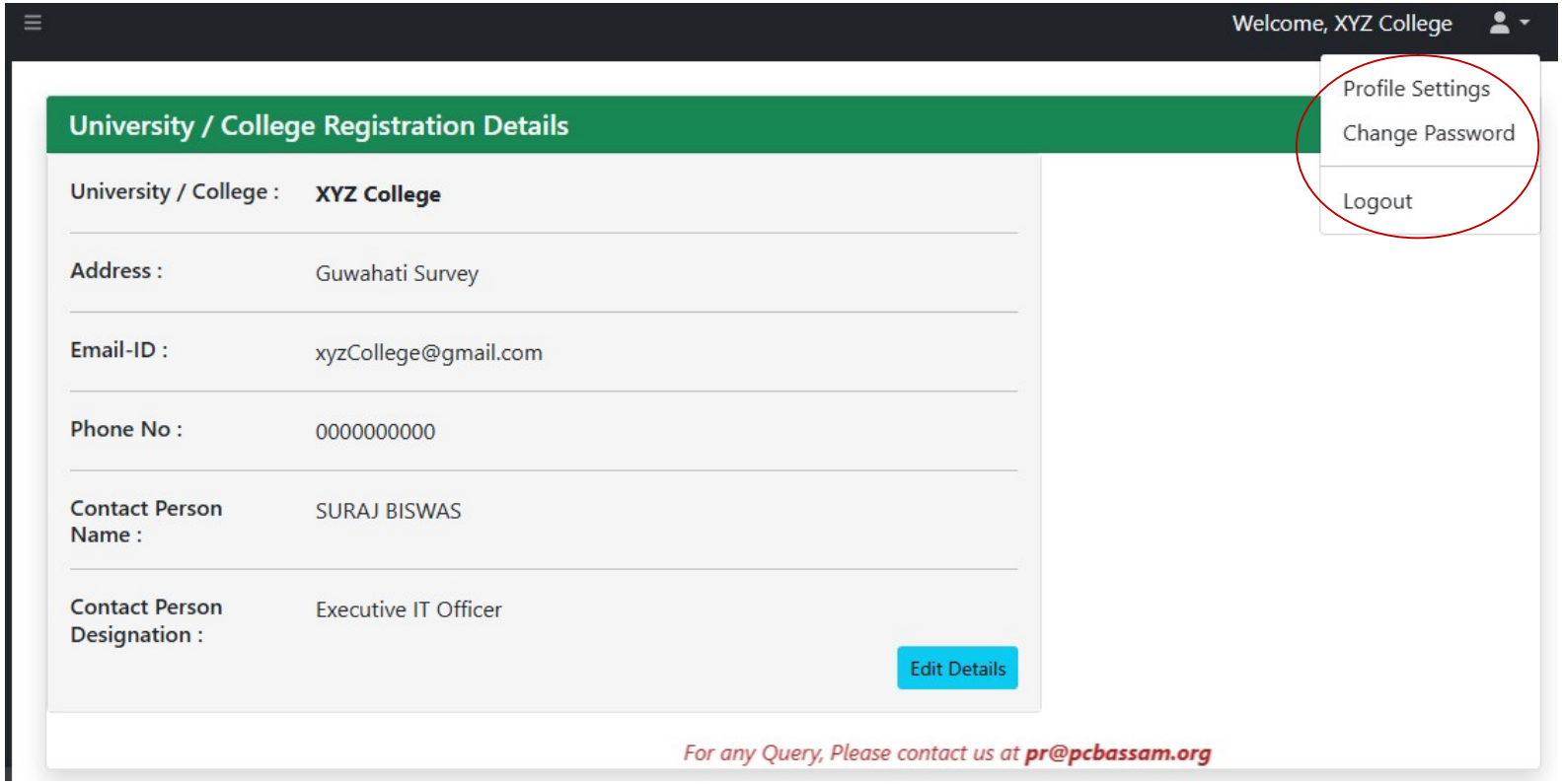

Fig 10: Profile Page

The image shows the profile page of the academic institution. The Academic Institutions edit their profile details & password in this section except email-ID & institution name.