
USER MANUAL FOR INSTITUTE (Coordinator)

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Functionality:

Note: The screenshot and filled details are only for your references.

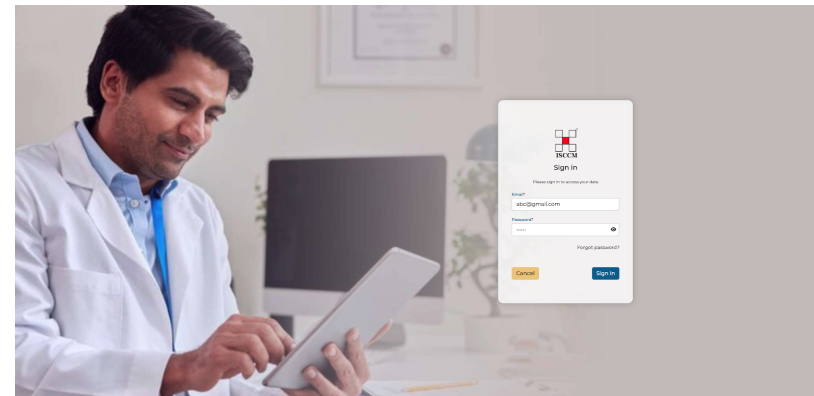
1. Login :

This login page is a common page to login all types of ISCCM users like Member, Institute, Teacher, Student, Branch, ISCCM Admin Users etc.

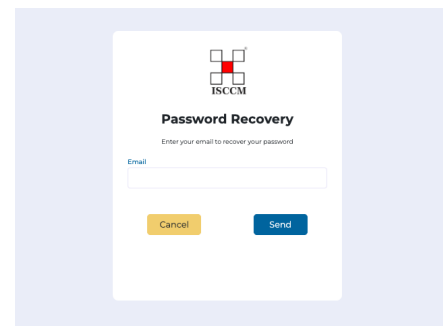
Steps:

Below steps to Institute login only -

- Go to ISCCM Website <https://isccm.org/>
- Click on the “Login” button (Right top corner)
<https://isccm.org/admin-control/#/login>
- Enter your Email ID, which is registered with ISCCM Institute master.
- Enter your password, which is the Institute login password.
- Click on the “Sign In” button to login.



- Click on “**Forgot password?**” button to reset your login password.
 - Enter Email, which is registered with ISCCM Institute master.
 - Click on the “Send” button to reset.
 - You will receive an email with a new password, and you can login with your email Id and new password.



2. Pending Student

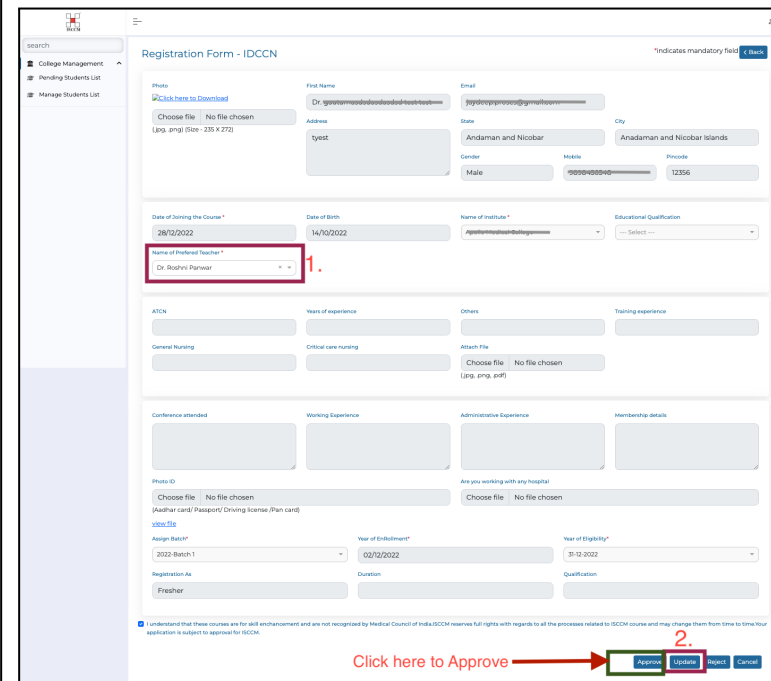
This option is used to view, update, approve or reject pending student's applications.

Steps:

- **To view, track status, Approve and Reject pending student's applications:**
 - Go to "College management" Menu
 - Click on the "Pending Student List" menu
 - Here you can see the form status
 - Click on "View" (icon) to show the student's application form.
 - Click on the "Edit" (icon) button
 - Change teacher from teacher dropdown -> Click on the "Update" button to save.
 - Click on the "Approve" or "Reject" button to Approve or Reject action.
 - After clicking on "Approve", an email will be sent to the applicant for the payment process.



The screenshot shows the 'Pending Students List' table. The table has columns: Name, Course, Email, Institute, Teacher, ISCCM Membership No., ISCCM's Approve, Coordinator Approve, Payment, Status, and Actions. Two rows are visible, both with a 'Pending' status in the 'ISCCM's Approve' column. The 'Actions' column contains icons for 'View' (eye) and 'Edit' (pencil). The 'Edit' icon for the second row is highlighted with a red box.



The screenshot shows the 'Registration Form - IDCCN'. The form contains various fields for student registration, including personal details, contact information, and academic background. A red box labeled '1.' highlights the 'Name of Preferred Teacher' dropdown menu, which currently shows 'Dr. Rodhri Panwar'. At the bottom of the form, there are buttons for 'Approve', 'Update', 'Reject', and 'Cancel'. A red arrow labeled 'Click here to Approve' points to the 'Approve' button, which is also highlighted with a red box labeled '2.'.

3. Manage Student List

This option is used to see the list of registered courses.

Steps:

- Go to “College management” Menu
- Click on the “Manage Student List” menu
- Here you can see the list of registered students in your institute.



Name	Course	Email	Attendance	Institute	Teacher	ISCCM Membership No.	ISCCM's Approve	Coordinator Approve	Payment	Status	Actions
Dr. R...	ISCCM	ra...		Ap...	Mr. V...	123	Approved	Approved	₹1	Active	