
USER MANUAL FOR APPLY COURSES

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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.

You must be a member of ISCCM to apply for the courses. If you are not a member, apply for membership - <https://isccm.org/Membership/ApplyOnline/>

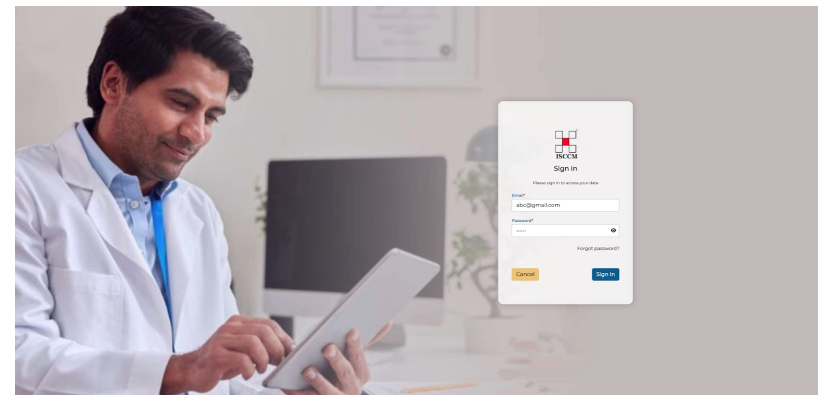
Steps for membership-

Fill the membership form -> Reference1 and Reference 2 will approve your form -> Pay the membership fees -> Your login will be activated (Now you can login and apply for the courses)

Steps:

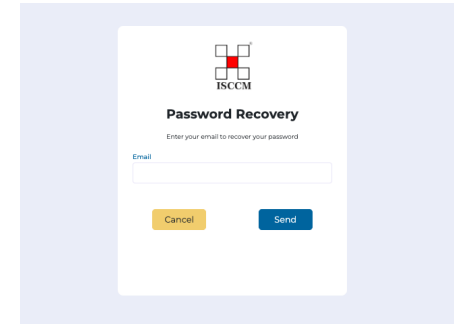
These steps to Members, Students, Teachers Only -

- 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 membership records.
- Enter your password, which is your membership password.
- Click on the “Sign In” button to login.



[If you have forgot your password]

- Click on “**Forgot password?**” button to reset your membership login password.
 - Enter Email, which is registered with membership records
 - 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.



The form is titled "Password Recovery" and includes the ISCCM logo. It prompts the user to "Enter your email to recover your password". There is an "Email" input field, a "Cancel" button, and a "Send" button.

2. Apply Course

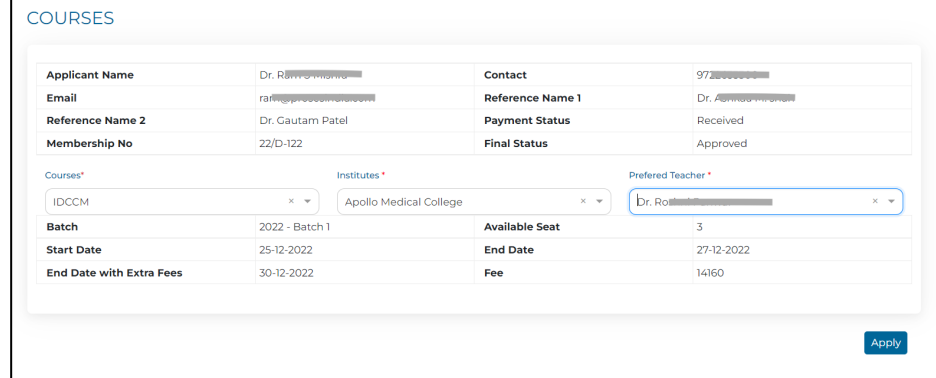
This option is used to register for courses.

Steps:

Go to College Management -> Apply Course menu ->

Fill all the mandatory fields (Marked * fields are mandatory)

- Click on “Apply Course” menu
 - Click on the “Apply Course” menu.
 - Check your membership details and status.
 - Courses* : Select course name
 - Institute* : Select Institute name
 - Teacher* : Select Teacher name
 - Check the details like Batch, Available Seat, Start date, End Date and End date with Extra fees of Registration (ISCCM allows you to register even after the registrations are closed with 50% additional fee.) this is applicable only post 7 days after registrations are closed.
 - If available seats = 0, you can not apply for this course.
 - Click on the "Apply" button to proceed to fill the form.



The "COURSES" form contains the following fields and data:

Applicant Name	Dr. Ravi Kumar	Contact	9720000000
Email	ra@proses.com	Reference Name 1	Dr. Anand Kumar
Reference Name 2	Dr. Gautam Patel	Payment Status	Received
Membership No	22/D-122	Final Status	Approved

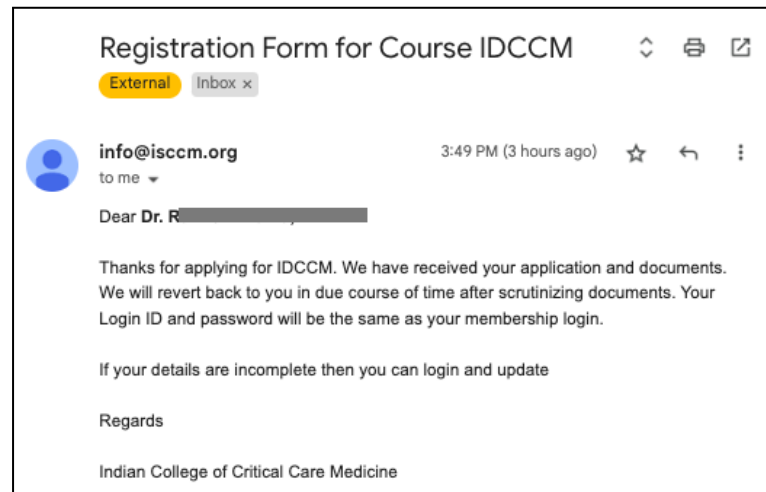
Below the table are three dropdown menus: "Courses*" (selected: IDCCM), "Institutes*" (selected: Apollo Medical College), and "Preferred Teacher*" (selected: Dr. Ravi Kumar).

Batch	2022 - Batch 1	Available Seat	3
Start Date	25-12-2022	End Date	27-12-2022
End Date with Extra Fees	30-12-2022	Fee	14160

An "Apply" button is located at the bottom right of the form.

- **Form Fillup :**

- Fill all the mandatory fields (Marked * fields are mandatory)
- System will show personal details from membership data. You can't change from here. If you want to change any personal details - go to the "Members Profile" menu.
- Fill the other form details and upload related documents, as per form fields.
- Click on the "Submit" button to submit your application
 - Once the form is submitted successfully
 - You will get a pop-up message of application submitted but registration process will get done after payment only and ISCCM approval .
 - You will receive an email for the same.



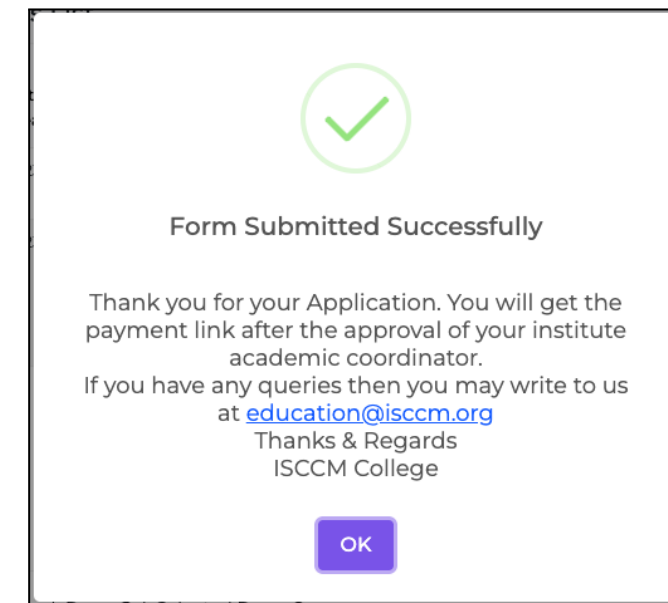
- When the Institute coordinator approves your form, you will receive an email for payment.

Registration Form - IDCCM *indicates mandatory field < Back

Name Dr. R. [redacted]	Email ram[redacted]	Date of Birth 15-06-1995	Gender Male
Address Park Paradise	State Delhi	City New Delhi	
	Pincode 3423532	Mobile(Primary) 9[redacted]	Mobile(Secondary) 8[redacted]
Name of Institute * ISCCM [redacted] Ca...		Name of Teacher * [redacted]	

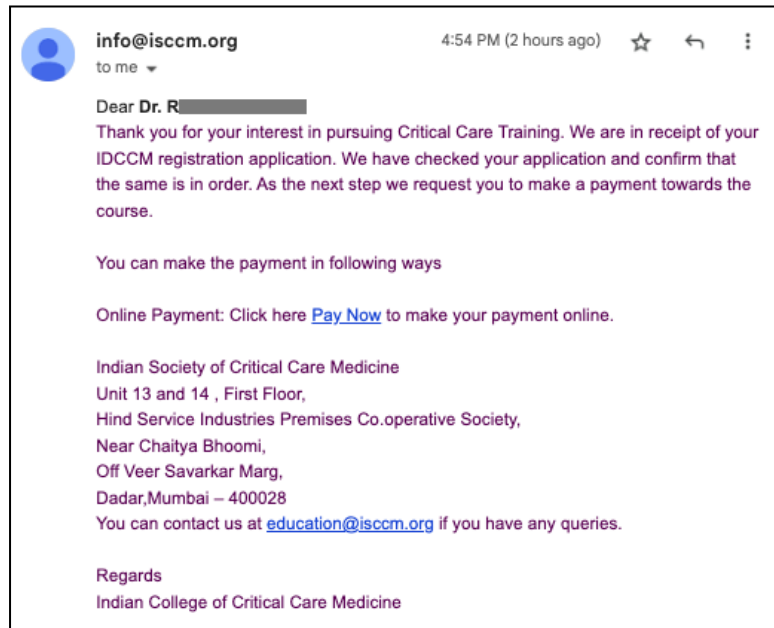
Sr.no	Qualifications	Name of Certifying Body/ University	Year of Passing	Documents
1			dd-mm-yyy	Choose File No file chosen

Submit Cancel



- **Payment Process:**

- Open your email for payment process
- Email subject : “Payment for the Registration of IDCCM”



- Click on the “Pay Now” button
 - A popup option will open wherein you have to enter your mobile number and email ID for payment transaction purpose only.
 - After a successful payment transaction. You will show the payment success message and also receive an email for the same.

Payment Detail

Course Name	: IDCCM
Student Name	: Dr. Ram Chandra Mishra
Email	: ram@prosesindia.com
Mobile No.	: 9722000000
Amount	: 14160

Click on pay now button and complete your payment process for Registration

[Pay Now](#)

Favouright
favouright bill payment
₹ 14,160

English

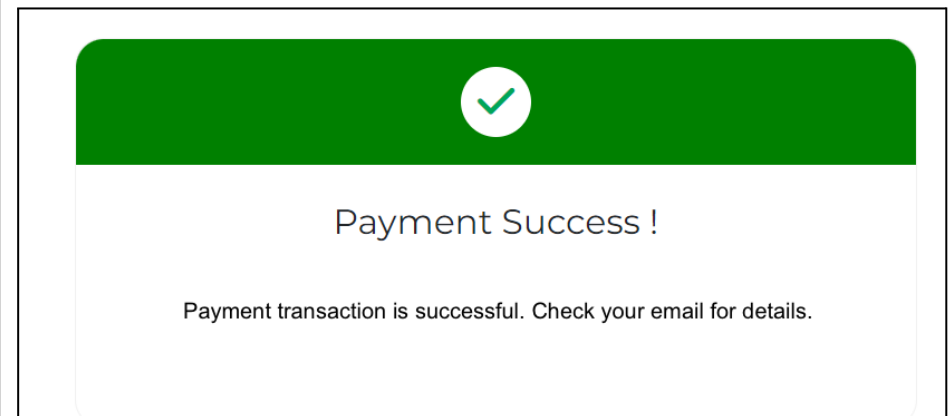
Country: +91 Phone Number: 9722000000

Email: ram@prosesindia.com

This payment is secured by Razorpay.

[PROCEED](#)

Powered By **AXIS BANK**

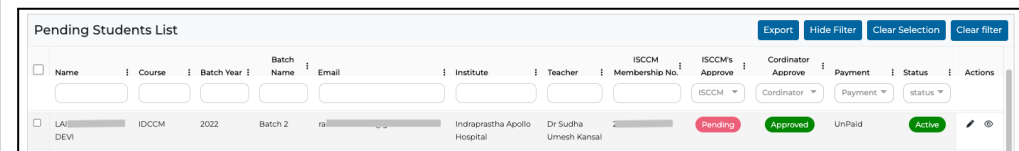


3. Pending Student

This option is used to view, track and update your pending application.

Steps:

- **To view, track and edit your form:**
 - Go to "Pending Student List"
 - Here you can see the form status
 - Click on "View" (icon) to show the filled form.
 - Click on the "Edit" (icon) button to update your filled form.



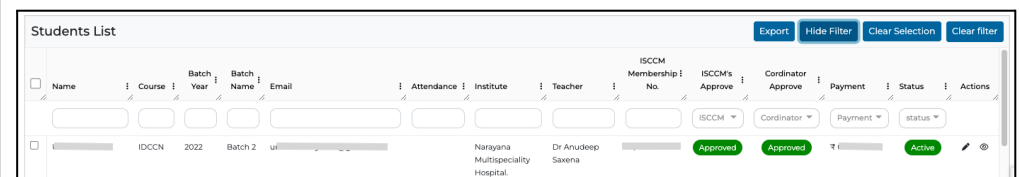
The screenshot shows the 'Pending Students List' interface. It includes a table with columns: Name, Course, Batch Year, Batch Name, Email, Institute, Teacher, ISCCM Membership No., ISCCM's Approve, Coordinator Approve, Payment, Status, and Actions. A sample entry is visible for 'LALIT DEVI' in the 'IDCCM' course, '2022' batch, 'Batch 2', at 'Indraprastha Apollo Hospital', with teacher 'Dr Sudha Umesh Kansal'. The status is 'Pending' and 'UnPaid'.

4. Manage Student List

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

Steps:

- Here you can see the list of registered courses.
- After ISCCM Approval -
 - Your name will be moved to "**Manage Student List**", that means you have become a student for the course.
 - You will receive an email for the same.
Email Subject: Your Application for ____ (course name) has been approved



The screenshot shows the 'Students List' interface. It includes a table with columns: Name, Course, Batch Year, Batch Name, Email, Attendance, Institute, Teacher, ISCCM Membership No., ISCCM's Approve, Coordinator Approve, Payment, Status, and Actions. A sample entry is visible for 'Narayana Multispeciality Hospital' in the 'IDCCM' course, '2022' batch, 'Batch 2', with teacher 'Dr Anudeep Saxena'. The status is 'Approved' and 'Active'.