Guidelines for entering the details of the Course Coordinators Online

1. Login into Institute's dashboard from the following link:
   http://www.niepmdexaminationsnber.com/My/index.php
2. After login into our web portal, click the **Course Coordinators** from the menu bar.
3. Click on **Add Course Coordinator** button.
4. The following details are to be entered in the **Add Course Coordinator** webpage.
   - **A) Basic Details: -**
     - 01) Select the title from the options shown (Dr./Mr./Mrs./Ms.).
     - 02) Enter the name of the Course Coordinator.
     - 03) Select the relation type from the options shown (Father/Mother/Husband/Guardian).
     - 04) Enter the relation name.
     - 05) Select the date of the birth from the calendar year option.
     - 06) Select the gender from the option shown (Male/Female/Third Gender).
     - 07) Select the disability status (Yes/No).
       If yes, please specific the type of disability and enter the disability certificate number.
     - 08) Enter the Aadhaar Card number.
   - **B) Communication Details: -**
     - 01) Enter the working mobile number (10 digits).
     - 02) Enter the alternate working mobile number (optional).
     - 03) Enter the email address
     - 04) Enter the alternate email address (optional).
     - 05) Enter at present address (without district/state/pincode).
     - 06) Select the state from the options shown.
     - 07) Select the district from the options shown.
     - 08) Enter the pin code (6 digits).
   - **C) RCI's CRR No. Details: -**
     - 01) Enter the CRR No.
     - 02) Enter the date of registration
     - 03) Enter the date of expiry
   - **D) RCI Educational Qualifications: -**
     - 01) Select the RCI's Course from the options shown.
     - 02) Select the RCI's Course Mode from the options shown (Regular/Distance).
     - 03) Select the year when the Course was completed from the shown calendar year option.
     - 04) Enter the name of the Institute from where studied.
     - 05) Select the State of the Institute located from the options shown.
     - 06) Click **Add** button to add another.
   - **E) Teaching Experience: -**
     - 01) Select if working currently (Yes/No)
     - 02) Select Date of Joining and Date of Leaving (if not presently working) from the calendar option.
     - 03) Enter the designation.
     - 04) Enter the name of the Employer (Organization/Institute).
     - 05) Select the employer type from the options shown (Central/State/Private/NGO).
     - 06) Click **Add** button to add another.
   - **F) Languages known: -**
     - 01) Select Read/Write/Speak options from the language lists shown.
5. After entering necessary details, please confirm the **Confirm Statements** shown and click **Save** button.
6. Contact Person detail for any technical issue in website:
   - 6.1. Name: **Mr. ABIJIT. A**
   - 6.2. Mobile No: **7299639376**

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NIEPMD-NBER