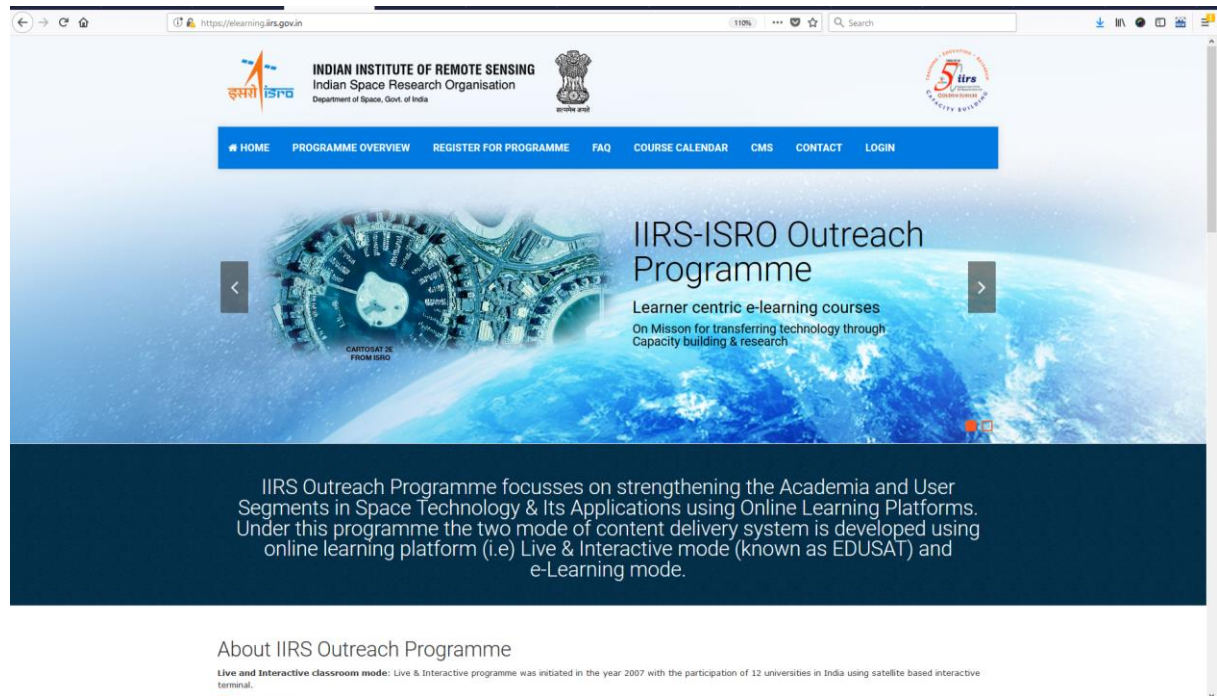


## Guidelines to Apply for Award

1. Login to Coordinator Management System (CMS) using URL-

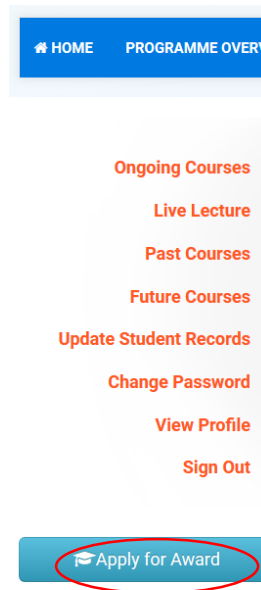
<https://elearning.iirs.gov.in>



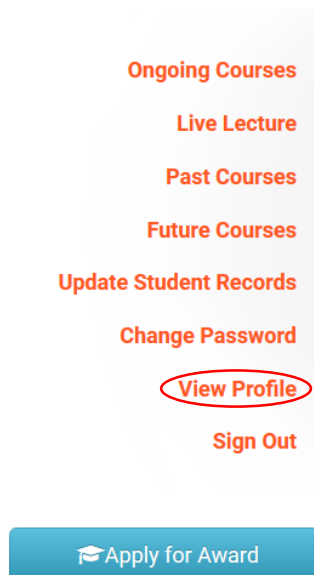
2. Select option “Coordinator” in Login window and provide your login credentials.

The screenshot shows the login interface for the Coordinator. At the top, there are two buttons: "Participant's Login" and "Coordinator's Login", with the latter being highlighted by a red oval. Below the buttons, there is a section titled "Coordinator's Login" featuring a placeholder for a profile picture. Underneath, there are input fields for "Email / Username" and "Password". A red "Submit" button is located below the password field. At the bottom, there is a link for "Forgot Password?" and a green "Register Now" button.

3. Select option “Apply for Award” as shown below



4. One Award form will appear in left hand side. Fill the details required in the form. Some of the fields are auto filled which cannot be changed here.
5. If you wish to update your profile information including uploading of photographs then please edit your profile by clicking link displayed here before applying for award:



6. Fill nominator details with email and contact number.

7. Once form is completed please click on “Generate PDF” button. Please note here- All the filled information will be save permanently in your account. You can retrieve your form any time in future.

The screenshot shows a web form titled "Nominator Detail". It contains several input fields: "Nominated By:", "Designation of Nominator:", "Address:", "Telephone No:", "Mobile No:", and "Email ID:". At the bottom of the form, there is a red button labeled "Generate Nomination".

8. Save the PDF in your local computer

This screenshot shows the same nomination form as before, but with a file dialog box open over it. The dialog box is titled "Opening nomination\_193.pdf" and shows options for how to handle the file. The "Save File" option is selected and circled in red. The background form shows the "Nominator Detail" section filled out with example data: "Nominated By: ABC", "Designation of Nominator: Director", "Address: xxxxxxxx", "Telephone No: 01352424130", "Mobile No: 000000000", and "Email ID: dp@irs.gov.in". Below this, there are sections for "Nomination File" and "Supporting File", each with a "Browse..." button and a "No file selected" message. A red text link says "If is generate Nomination file please Click here". At the bottom are "Edit" and "Submit" buttons.

9. Print the PDF document and get nominated/signed by competent authority in your institute. In general it should be through Head of the organization such as Director/Principal/Vice chancellors/ or equivalent.
10. After nomination, please upload this document here

Nomination File :  No file selected.

Supporting File:  No file selected.

[if is generate Nomination file please Click here](#)

11. You can also upload any one additional supporting document such as photographs, summary of the activities or any other relevant information which will strengthen your nomination for the award.
12. Please restrict the size of document up to 2 Mb.
13. After successful submission following message will appear in your screen:

The screenshot shows the IIRS website interface. At the top, there is a header with the IIRS logo, the text "INDIAN INSTITUTE OF REMOTE SENSING Indian Space Research Organisation", and the Government of India emblem. Below the header is a navigation bar with links: HOME, PROGRAMME OVERVIEW, REGISTER FOR PROGRAMME, FAQ, COURSE CALENDAR, CMS, CONTACT, and LOGIN. On the left side, there is a sidebar menu with links: Ongoing Courses, Live Lecture, Past Courses, Future Courses, Update Student Records, Change Password, View Profile, and Sign Out. The main content area displays the message "Submit Form for Award" and "Your nomination for IIRS-ISRO Outreach Awards is successfully submitted. Thanks for supports IIRS-ISRO Outreach Program". At the bottom, there is a footer with contact information for IIRS, including the address, phone numbers, email, and website. There is also a section for "IMPORTANT LINKS" with links to IIRS e-Learning Brochure, IIRS Course calendar for the Year 2017, IIRS Application Form, ISRO, CSSTEAP, and National Biodiversity Information System. The footer also includes a copyright notice and a navigation bar with links: Home, About Us, Privacy Policy, Disclaimer, and Contact Us.

14. Your nomination is successfully submitted.
15. Half-filled form or not properly nominated by Head of Institute/college/university/organization etc., will not be considered for the award.