Adding Training Activities and Training Schedule

Adding Training Activities

Step 1 - Open **https://nishtha.ncert.gov.in** and click on the "**Login**" button, given at the top right corner of the portal.
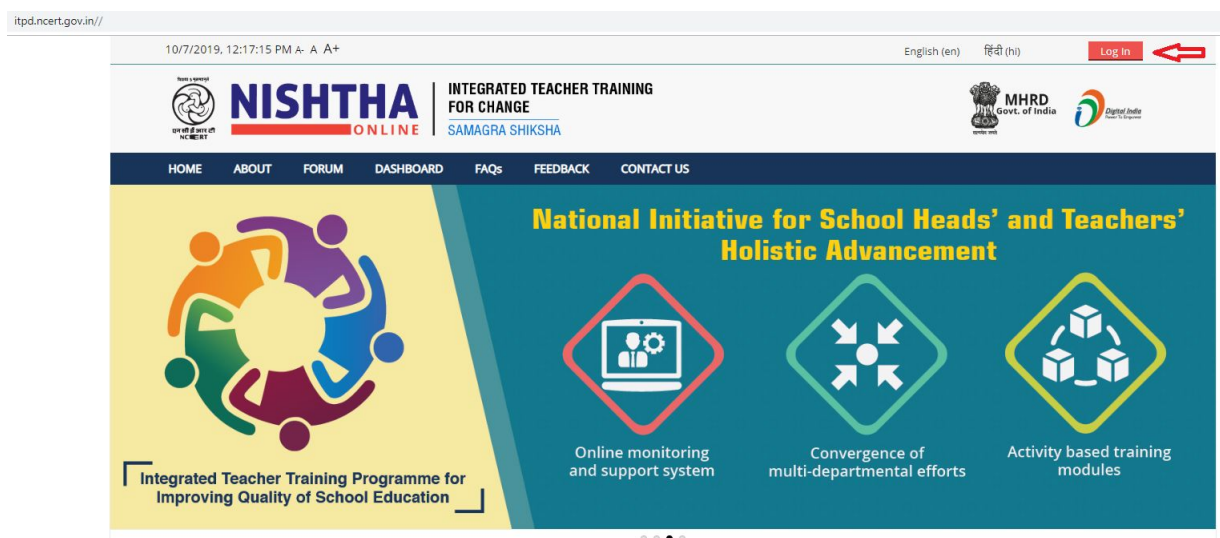
Step 2 - Use your credentials to **login** into the portal.

Log in

Username: stateadmin

Password: ••••••••••••

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

Step 3 - Hover on username and click **Dashboard**.

Step 4 - Click **Add Training Activity** menu.
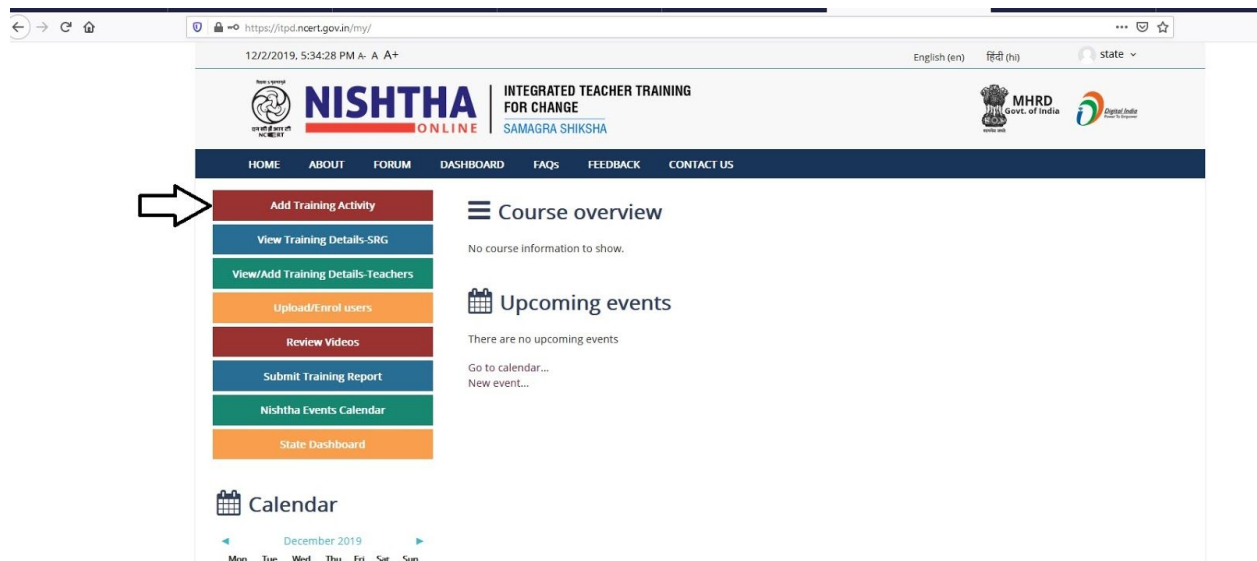
Step 5 - Fill the form and **submit** it.

Step 6 - The data submitted is populated in both **Training Activities** page and **Training Details** page.

View Training Activities

Step 1 - To view Training Activities, click on **Training Activities** block on the Home Page.
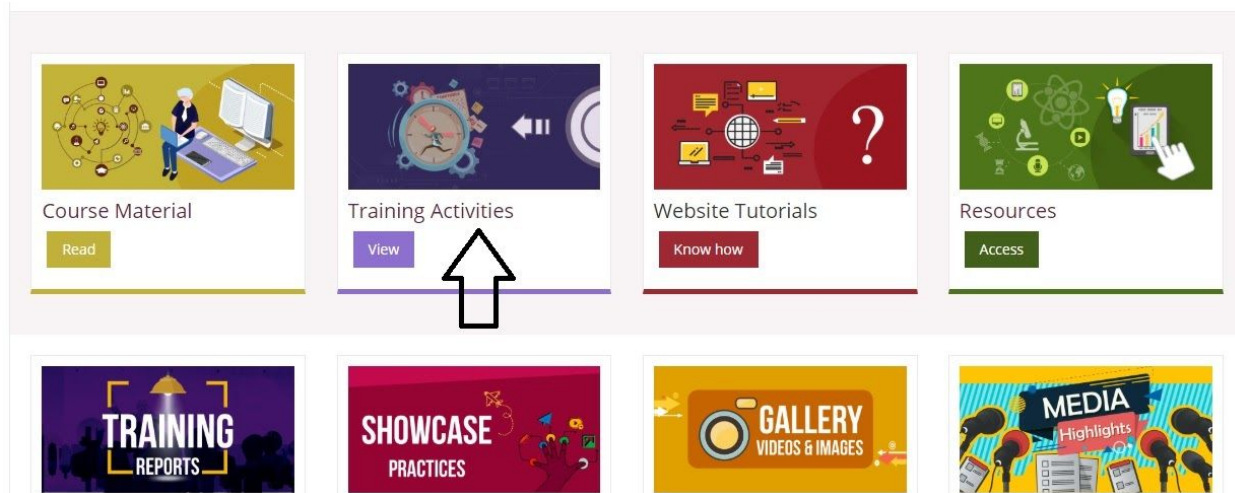
Step 2 - On the Training Activities page, click on "**SRG**" icon to view Activities of SRGs , click on the "**Teachers and School Heads**" icon to view Activities of Teachers and School Heads**.**
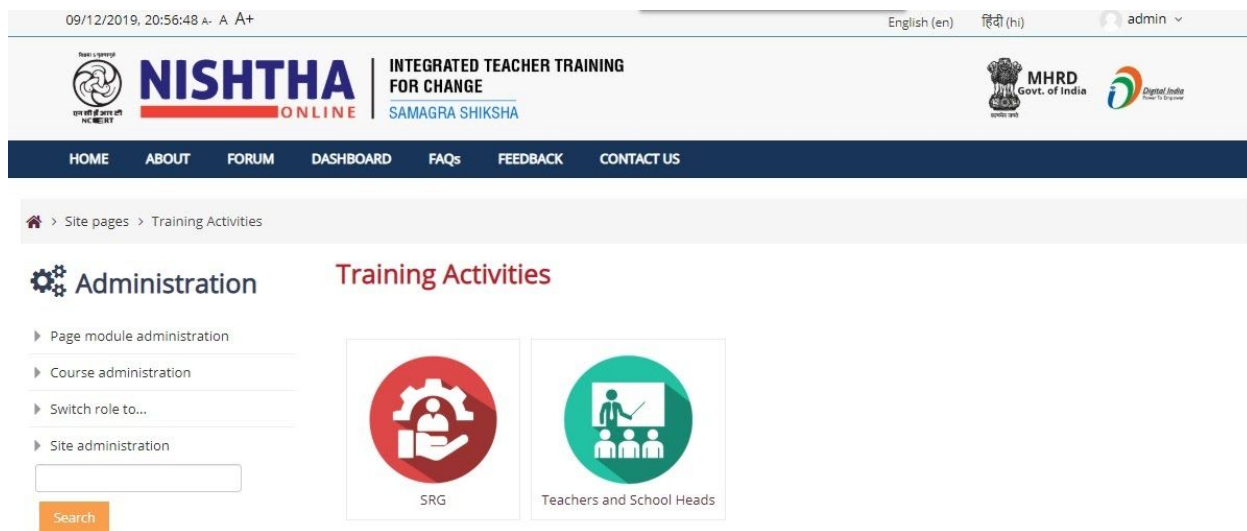
Step 3 **-** Training Activities of **Teachers and School Heads** can be viewed by clicking on the **State Name**. Training Activities is categorised under **Current Activities, Upcoming Activities** and **Completed Activities**

Adding Training Details

Step 1 - To add **Training Details** of Teachers, go to **Dashboard** and click **View/Add Training Details- Teachers** button

Step 2 - Now click on the **Add** button under **Resource Group** column

Step 3 - Fill the form and click the **Add Resource Person** button to add resource persons for a particular training.

Step 4 - Click the **View** button to see the list of added resource persons.

Step 5 - Click on the **Add** button under **Schedule** column to add Training Schedule for a particular entry.

Step 6 - Click on the **Browse** button to select the Training Schedule file.

Step 7 - Click on the **Add Schedule** button to add the Training Schedule.