

INSTRUCTIONS TO REGISTER FOR THE PROGRAMME

Step 1: PORTAL REGISTRATION

Step 2: APPLICATION FOR A TRAINING PROGRAMME (Very important step)

Step 3: JOIN SESSION

Step 4: UPLOADING OF NECESSARY DOCUMENTS

1. PORTAL REGISTRATION:

1. Go to <https://mmc.ugc.ac.in> and click on **Register**.
2. On the next page, fill up the participant details and click on **Submit**.
3. Check your e-mail for the login credential.
4. Now you can login with the credential that was sent to your e-mail (*you will need to change your password when you first login*).
5. Go to <https://mmc.ugc.ac.in> and click on "Login" and then login with the **new password**.

2. APPLICATION FOR A TRAINING PROGRAMME (Very important step):

After you have finished registering in the portal, you need to **Apply for a training programme** by:

1. Going to <https://mmc.ugc.ac.in>
2. Choose Role as "**Participant**", enter your **e-mail & password** and click on **Login**.
3. Click on "**Apply for NEP Theme Training**".
4. Choose "**North-Eastern Hill University**" from the "**Center**" dropdown list.
5. Choose the month from the "**Month**" dropdown list and then click on "**Search**".
6. A list of training programmes offered by MMTTC NEHU for the selected month will be displayed.
7. Click on "**Browse...**" and choose the file to upload your Nomination Letter.
8. Choose the training programme that you wish to apply and click on "**Participate**".
9. Click on "**Yes**" to confirm your participation.

3. JOIN SESSION:

1. Go to <https://mmc.ugc.ac.in> and click on **Login**.
2. Click on "**My NEP Theme Training**".
3. Choose the session you wish to join and Click on "**Join Session**".

The screenshot shows the Malaviya Mission Teacher Training Programme portal. The user is logged in as a Participant. The page displays the 'My NEP Theme Training' section, which includes a table of training programmes. The 'Join Session' button is highlighted with a red circle and labeled 'Step 2'. The 'My NEP Theme Training' link in the sidebar is also highlighted with a red circle and labeled 'Step 1'.

Sr No	Training Program ID	Theme	Resource Person Name	Training Date/Time	Action	Resource Materials
1					Join Session	https://hrdcnehu.com

Uploading of Nomination Letter

The screenshot displays the Malaviya Mission Teacher Training Programme website. The browser address bar shows the URL <https://mmc.ugc.ac.in/Home/TrainingList>. The page header includes the logo and name of the programme. A sidebar on the left lists navigation options: Dashboard, Profile, Apply for NEP Theme Training (highlighted with a red circle and labeled 'Step 1'), My NEP Theme Training, Apply for NFLP, My NFLP Training, Feedback, and Learning Resources. The main content area features a search form with dropdown menus for 'Center' (set to '-Select Center-'), 'Month' (set to '-Select Month-'), and 'State / UT' (set to '-Select State-'), along with a 'Search' button. Below the search form, a message states: "You can select Training Programme after Completion of Other Training Programme." The nomination letter upload section is highlighted with a red circle and labeled 'Step 2', showing a 'Browse...' button (circled in red) and the text "No file selected". An 'Upload' button (circled in red and labeled 'Step 3') is positioned below the file selection area. At the bottom of this section is a 'View Nomination Letter' button. The footer of the page contains the URL <https://mmc.ugc.ac.in/Home/TrainingList>.

Uploading of ID Card

The screenshot shows a web browser window with the URL <https://mmc.ugc.ac.in/Home/ViewProfile>. The page header includes the logo and name of the Malaviya Mission Teacher Training Programme. The main content area is titled "Participant : **Langstang**".

The left sidebar contains a navigation menu with the following items:

- Dashboard
- Profile** (Step 1)
- Apply for NEP Theme Training
- My NEP Theme Training
- Apply for NFLP
- My NFLP Training
- Feedback
- Learning Resources

The main content area displays the "HEI Details" form with the following fields:

- Address: [Redacted]
- State / UT *: Meghalaya
- University: North-Eastern Hill University, Shillong
- Institute/College Name*: Shillong College, Shillong
- Designation *: Assistant Professor

The "Employee ID Card" section is highlighted with a red circle and labeled "Step 2". It contains a "Browse..." button (circled in red) and a "No file selected" message. Below this is an "Upload" button (circled in red and labeled "Step 3") and a "View Employee ID Card" button. At the bottom of the form is an "Update" button (circled in red and labeled "Final Step").

Uploading of Photo

The screenshot shows a web browser window with the URL <https://mmc.ugc.ac.in/Home/ViewProfile>. The page header features the Malaviya Mission Teacher Training Programme logo. The left sidebar lists navigation options: Dashboard, Profile (circled in red with a yellow 'Step 1' callout), Apply for NEP Theme Training, My NEP Theme Training, Apply for NFLP, My NFLP Training, Feedback, and Learning Resources. The main content area is titled 'Profile Details' and contains several input fields: Salutation, First Name, Middle Name, Last Name, Upload Photo (with a red circle around the 'Browse...' button and a yellow 'Step 2' callout), DOB, Mobile, Email, Gender, Marital Status (with a red circle around the 'Card' button), and Category. The 'Upload Photo' field also has a red circle around the 'Upload' button and a yellow 'Step 3' callout. At the bottom of the form, there is a red 'Update' button circled in red with a yellow 'Final Step' callout.