



Govt. of India  
Dept. of Space  
Indian Space Research Organisation (ISRO)  
Science Programme Office (**SPO**), ISRO HQ Bengaluru &  
Indian Institute of Remote Sensing (**IIRS**), ISRO Dehradun

### **Guidelines for the Coordinators**

**Date:** April 05, 2024

Following guidelines are hereby issued for the coordinators of ISRO Online training programmes.

1. The registered coordinators and their Institute will be approved by ISRO after a process of assessment. All the approved coordinators will receive approval email with their login credentials for accessing the ISRO E-CLASS Coordinator Management System (CMS)- <https://eclasscms.iirs.gov.in> .
2. The coordinator will coordinate the programme at his/her Institute and motivate the prospective students to join the ISRO online training programme.
3. The coordinator will review and approve the applications under his/her Institute depending on the applicant's aptitude, merit/academic performance.
4. The coordinator will conduct the ISRO live sessions in his/her Institute as per the schedule and monitor the students. The live session will be available in E-CLASS CMS and Youtube Channel of IIRS- <https://www.youtube.com/@iirsoutreachdehradun>
5. The coordinator will submit daily attendance of each student through E-CLASS CMS.
6. The coordinator will conduct online examination under his/her supervision as per the exam schedule. The exam URL and password will be shared by ISRO before commencing the examination. The Secrecy and Privacy of examination portal and password needs to be maintained.
7. The coordinator will download and sign the training “**Merit Certificate**” for distributions to the students.
8. The coordinator will submit training feedback at end of the programme.
9. The contribution of Nodal centre coordinator to promote space science and technology in education and research will be recognized by ISRO. At the end of each programme the coordinator will be awarded with a coordination certificate from ISRO. The participating Institute will also get a separate certificate of appreciation.

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