



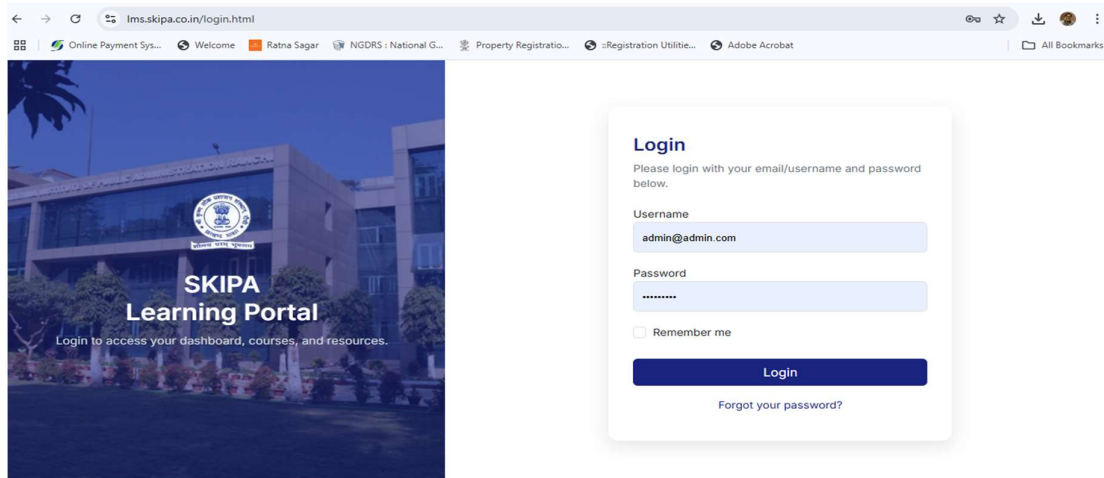
SKIPPA LMS Admin Panel – User Manual

Login

Open your browser and go to <https://lms.skipa.co.in/admin.html>.

Enter your Admin Username and Password.

Click Login to access the dashboard.



Login

Please login with your email/username and password below.

Username
admin@admin.com

Password

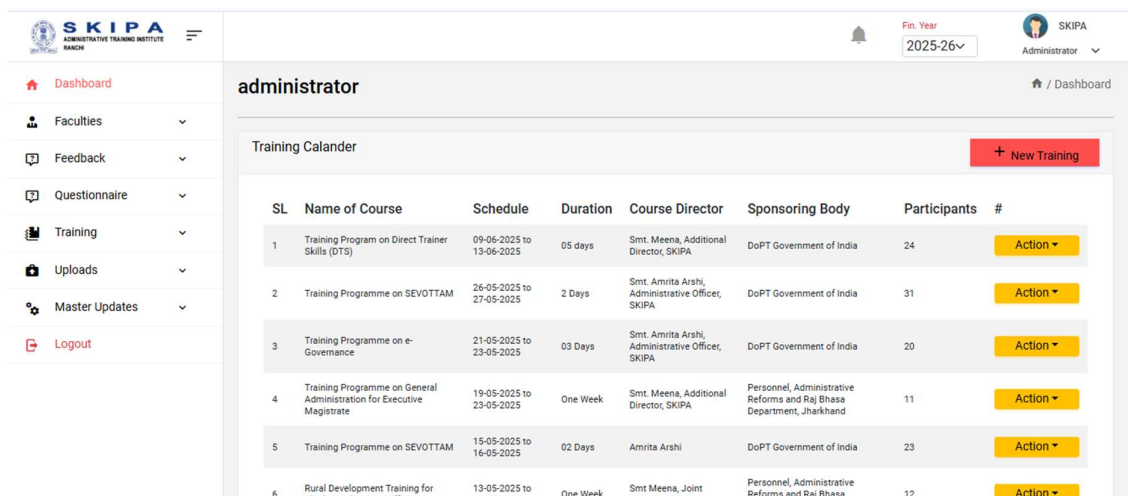
☐ Remember me

Login

[Forgot your password?](#)

Dashboard Overview

Once logged in, you will see the main dashboard with navigation links to manage various LMS functions.



SKIPA ADMINISTRATIVE TRAINING INSTITUTE RANCHI

Dashboard

Faculties

Feedback

Questionnaire

Training

Uploads

Master Updates

Logout

administrator

Fin. Year: 2025-26

Administrator

Training Calander

+ New Training

SL	Name of Course	Schedule	Duration	Course Director	Sponsoring Body	Participants	#
1	Training Program on Direct Trainer Skills (DTS)	09-06-2025 to 13-06-2025	05 days	Smt. Meena, Additional Director, SKIPA	DoPT Government of India	24	Action
2	Training Programme on SEVOTTAM	26-05-2025 to 27-05-2025	2 Days	Smt. Amrita Arshi, Administrative Officer, SKIPA	DoPT Government of India	31	Action
3	Training Programme on e-Governance	21-05-2025 to 23-05-2025	03 Days	Smt. Amrita Arshi, Administrative Officer, SKIPA	DoPT Government of India	20	Action
4	Training Programme on General Administration for Executive Magistrate	19-05-2025 to 23-05-2025	One Week	Smt. Meena, Additional Director, SKIPA	Personnel, Administrative Reforms and Raj Bhasa Department, Jharkhand	11	Action
5	Training Programme on SEVOTTAM	15-05-2025 to 16-05-2025	02 Days	Amrita Arshi	DoPT Government of India	23	Action
6	Rural Development Training for Block Development Officer	13-05-2025 to 16-05-2025	One Week	Smt Meena, Joint Director SKIPA	Personnel, Administrative Reforms and Raj Bhasa	12	Action

Faculties

+ Add New Faculty: Navigate to Faculties > Add New Faculty. Fill in the details such as name, designation, contact, etc. Click Submit to add the faculty member.

The screenshot shows the SKIPA administrator interface. On the left is a sidebar menu with options: Dashboard, Faculties (selected), New Faculty, Feedback, Questionnaire, Training, Uploads, Master Updates, and Logout. The main content area is titled 'administrator' and shows a list of faculties. At the top right of the main area, there's a 'Fin. Year' dropdown set to '2025-26' and a user profile for 'Administrator'. Below the title, there's a filter dropdown set to 'All' and a '+ New Faculty' button. The faculty list is as follows:

SL	Type	Name	Designation	Contact No.	Email	#
1	REGULAR	NO FACULTY	NA			[Edit] [Delete]
2	GUEST	Sri Perwaiz Ibrahim	Joint Secretary (Retd.)	9431390935	aftaabibrahimi@gamil.com	[Edit] [Delete]
3	GUEST	Sri Arun Kumar Sinha	Under Secretary, (Retd.)	9431358632	sinha.arunkumar8@gmail.com	[Edit] [Delete]
4	GUEST	Sri Shankar Kumar Sinha	Ex. Director , Mines, GoJ	9431107161	skms_64@yahoo.com	[Edit] [Delete]
5	GUEST	Sri Raghaw Nandan Prasad	Ex. Deputy Director , Mines, GoJ	7250899281	raghaw@rediffmail.com	[Edit] [Delete]

At the bottom left of the sidebar, there is a URL: <https://lms.skipa.co.in/admin.html>.

This screenshot shows the same SKIPA administrator interface, but with the 'Add Faculty' modal window open in the center. The modal contains the following fields:

- Faculty Type: A dropdown menu currently showing 'Select...'.
- Name: A text input field.
- Designation: A text input field.
- Email: A text input field.
- Mobile No.: A text input field.
- Save: A red button at the bottom right of the modal.

The background shows the faculty list from the previous screenshot, with an additional entry at the bottom:

SL	Type	Name	Designation	Contact No.	Email	#
2	GUEST	Sri Perwaiz Ibrahim	Joint Secretary (Retd.)	9431390935	aftaabibrahimi@gamil.com	[Edit] [Delete]
3	GUEST	Sri Arun Kumar Sinha	Under Secretary, (Retd.)	9431358632	sinha.arunkumar8@gmail.com	[Edit] [Delete]
4	GUEST	Sri Shankar Kumar Sinha	Ex. Director , Mines, GoJ	9431107161	skms_64@yahoo.com	[Edit] [Delete]
5	GUEST	Sri Raghaw Nandan Prasad	Ex. Deputy Director , Mines, GoJ	7250899281	raghaw@rediffmail.com	[Edit] [Delete]
6	GUEST	Sri Rajesh Kumar	District Mining Officer, Pakur	8292872875	rkrjeshcool01@gmail.com	[Edit] [Delete]

Feedback Management

Create Questionnaire: Go to Feedback > Create Questionnaire. Enter your set of questions. Save the questionnaire for future use.



ADMINISTRATIVE TRAINING INSTITUTE
RAJOUR

Dashboard

Faculties

Feedback

Create Questionnaire

View Questionnaire

View Feedback

Questions

Training

Uploads

Master Updates

Logout

administrator

2025-26

Administrator

Feedback Between: dd-mm-yyyy AND dd-mm-yyyy

Submit

Select Training ...

Select Type ...

SL

Feedback Date

Type

Option B

Option C

Option D

Generate Questionier

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View Questionnaire: View all previously created questionnaires under Feedback > View Questionnaire.



ADMINISTRATIVE TRAINING INSTITUTE
RAJOUR

Dashboard

Faculties

Feedback

Create Questionnaire

View Questionnaire

View Feedback

Questions

Training

Uploads

Master Updates

Logout

administrator

2025-26

Administrator

Feedback Date: dd-mm-yy

Reset Questionier

Select Training ...

Select Training ...

Training Programme on Mentoring Sponsored By DOPT Gov. of India

Training Programme on Mines Inspector

State Appreciation Programme (Phase- I) of IAS Probationer, 2024 Batch

Training Programme on Cyber Security

Training Programme on General Administration for Senior/Junior Secretariat Assistants

Land Revenue Training for Circle Officer

Rural Development Training for Block Development Officer

Training Programme on SEVOTTAM

Training Programme on General Administration for Executive Magistrate

Training Programme on e-Governance

Training Programme on SEVOTTAM

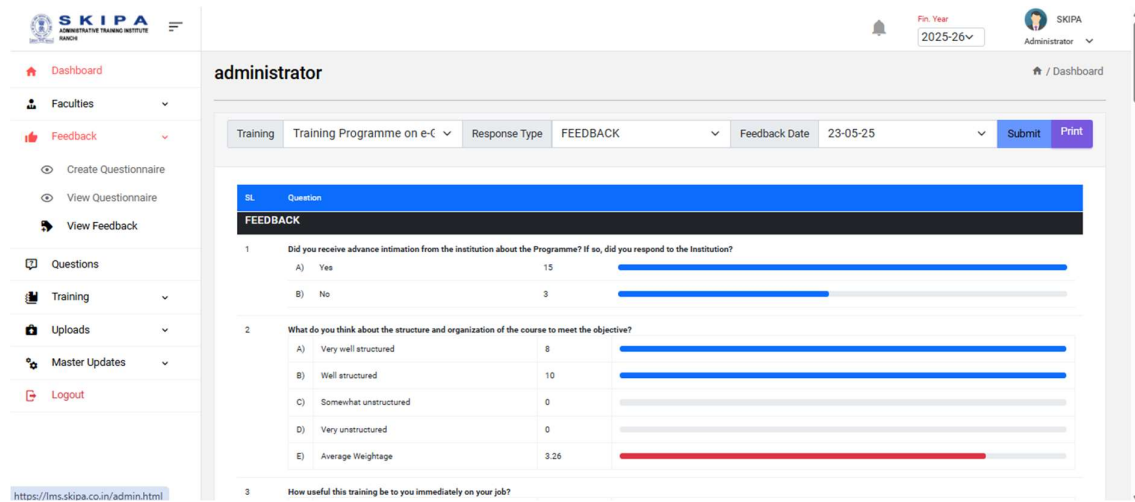
Option C

Option D

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 View Feedback: Access collected feedback submitted by participants.

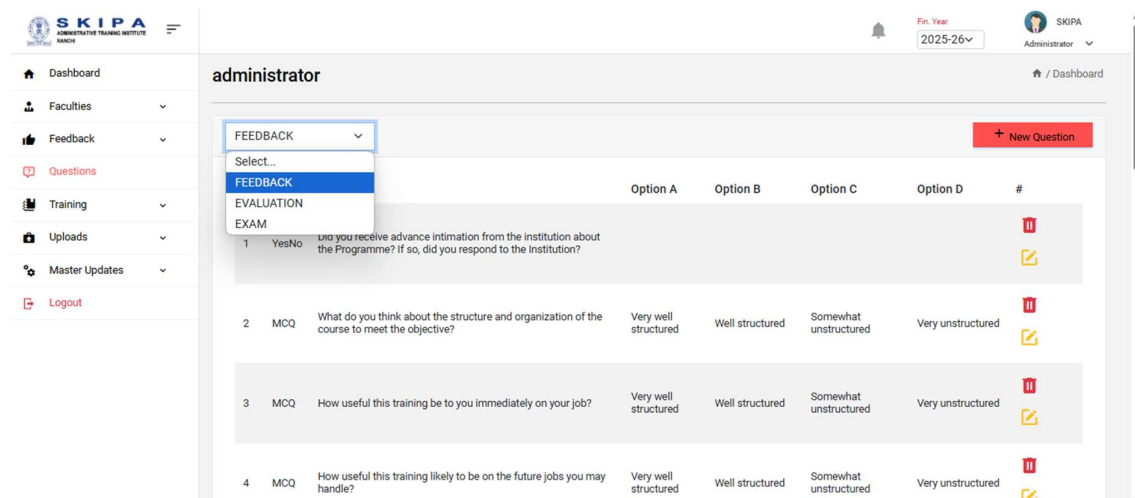


The screenshot shows the SKIPA Administrator interface. The sidebar on the left contains navigation links: Dashboard, Faculties, Feedback, Questions, Training, Uploads, Master Updates, and Logout. The main content area is titled 'administrator' and shows a 'View Feedback' section. The feedback data is displayed in a table with columns for SL, Question, and Response Type. The table shows three questions with their respective response counts and progress bars.

SL	Question	Response Type
1	Did you receive advance intimation from the institution about the Programme? If so, did you respond to the Institution?	A) Yes 15 B) No 3
2	What do you think about the structure and organization of the course to meet the objective?	A) Very well structured 8 B) Well structured 10 C) Somewhat unstructured 0 D) Very unstructured 0 E) Average Weightage 3.26
3	How useful this training be to you immediately on your job?	

Question Management

 Add/View Questions: Go to Feedback > Add/View Questions. Click on + New Question to add a new item.



The screenshot shows the SKIPA Administrator interface. The sidebar on the left contains navigation links: Dashboard, Faculties, Feedback, Questions, Training, Uploads, Master Updates, and Logout. The main content area is titled 'administrator' and shows an 'Add/View Questions' section. A dropdown menu is open, showing options like FEEDBACK, EVALUATION, and EXAM. The table below shows a list of questions with their respective options and a column for the question number.

Question	Option A	Option B	Option C	Option D	#
1 YesNo Did you receive advance intimation from the institution about the Programme? If so, did you respond to the Institution?					
2 MCQ What do you think about the structure and organization of the course to meet the objective?	Very well structured	Well structured	Somewhat unstructured	Very unstructured	
3 MCQ How useful this training be to you immediately on your job?	Very well structured	Well structured	Somewhat unstructured	Very unstructured	
4 MCQ How useful this training likely to be on the future jobs you may handle?	Very well structured	Well structured	Somewhat unstructured	Very unstructured	

To Add New Question Click on + New Question

The screenshot shows the SKIPA administrator interface. A modal window titled "Add Training" is open, allowing the user to create a new training program. The modal contains the following fields:

- Question Category:** A dropdown menu with "Select..." as the current selection.
- Question Type:** A dropdown menu with "Select..." as the current selection.
- Question:** A large text area for entering the question text.
- Option A:** A text input field.
- Option B:** A text input field.
- Option C:** A text input field.
- Option D:** A text input field.
- Answer:** A dropdown menu with "Select..." as the current selection.

A red "Save" button is located at the bottom right of the modal. In the background, the main dashboard is visible, showing a table of existing training programs with columns for Option B, Option C, Option D, and a status icon.

5. Training Management

NEW New Training: Create new training programs by entering name, duration, category, etc.

The screenshot shows the SKIPA administrator interface with the "New Training" form open. The form contains the following fields:

- Mode:** A dropdown menu with "Select..." as the current selection.
- Training Title:** A large text area for entering the training title.
- Description:** A large text area for entering the training description.
- Training Category:** A dropdown menu with "Select..." as the current selection.
- Start Date:** A date input field with a calendar icon, showing "dd-mm-yyyy".
- End Date:** A date input field with a calendar icon, showing "dd-mm-yyyy".
- Duration:** A text input field.
- Sponsoring Body:** A dropdown menu with "Select..." as the current selection.
- Course Director:** A text input field.
- Participants:** A text input field.

A red "Save" button is located at the bottom right of the form. The background shows the main dashboard with a sidebar menu containing options like Dashboard, Faculties, Feedback, Questions, Training, Uploads, Master Updates, and Logout.

 Edit Training: Modify existing training program details.

lms.skipa.co.in/view_training.html

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SKIPA ADMINISTRATIVE TRAINING INSTITUTE

Fin. Year 2025-26 Administrator

Dashboard Faculties Feedback Questions Training New Training Edit Training Add Participants View Participants Assign Faculty Routine Uploads Master Updates Logout

administrator

Training List

SL	Name of Course	Schedule	Duration	Course Director	Sponsoring Body	Participants	#
1	Training Program on Direct Trainer Skills (DTS)	09-06-2025 to 13-06-2025	05 days	Smt. Meena, Additional Director, SKIPA	DoPT Government of India	24	  
2	Human Rights in India	04-06-2025 to 06-06-2025	03 Days	Amrita Arahi	DoPT Government of India	30	  
3	Training Programme on Disaster Management	02-06-2025 to 04-06-2025	03 Days	Smt. Ruchi Dayal, Deputy Director (Law), SKIPA	DoPT Government of India	20	  
4	Training Programme on SEVOTTAM	24-05-2025 to 27-05-2025	2 Days	Smt. Amrita Arahi, Administrative Officer, SKIPA	DoPT Government of India	31	  
5	Training Programme on e-Governance	21-05-2025 to 23-05-2025	03 Days	Smt. Amrita Arahi, Administrative Officer, SKIPA	DoPT Government of India	20	  
6	Training Programme on General Administration for Executive Magistrate	19-05-2025 to 23-05-2025	One Week	Smt. Meena, Additional Director, SKIPA	Personnel, Administrative Reforms and Raj Bhasa Department, Jharkhand	11	  
7	Training Programme on SEVOTTAM	15-05-2025 to 16-05-2025	02 Days	Amrita Arahi	DoPT Government of India	23	  

 Add Participants: Assign participants to a specific training event.

lms.skipa.co.in/participants.html

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SKIPA ADMINISTRATIVE TRAINING INSTITUTE

Fin. Year 2025-26 Administrator

Dashboard Faculties Feedback Questions Training New Training Edit Training Add Participants View Participants Assign Faculty Routine Uploads Master Updates Logout

administrator

Select Training...

Name Designation

Date of Joining (In Training) Date of Birth Official Address

Qualification Email

Category Hostel/Outside Mobile No.

Select... Select...

Register Now

👁️ **View Participants:** Select a training from the dropdown to view its participants. Edit participant details if required.

The screenshot shows the SKIPA LMS interface. The left sidebar contains navigation options: Dashboard, Faculties, Feedback, Questions, Training (selected), New Training, Edit Training, Add Participants, View Participants, Assign Faculty, Routine, Uploads, Master Updates, and Logout. The main content area is titled 'administrator' and shows a dropdown menu for 'Training Program on Direct Trainer Skills (DTS) [09-06-25 to 13-06-25]'. Below this, the title 'Training Program on Direct Trainer Skills (DTS)' is displayed, followed by 'DoPT Government of India' and 'Dated: 09-06-2025 to 13-06-2025'. A 'Print' button is visible. A table lists the participants:

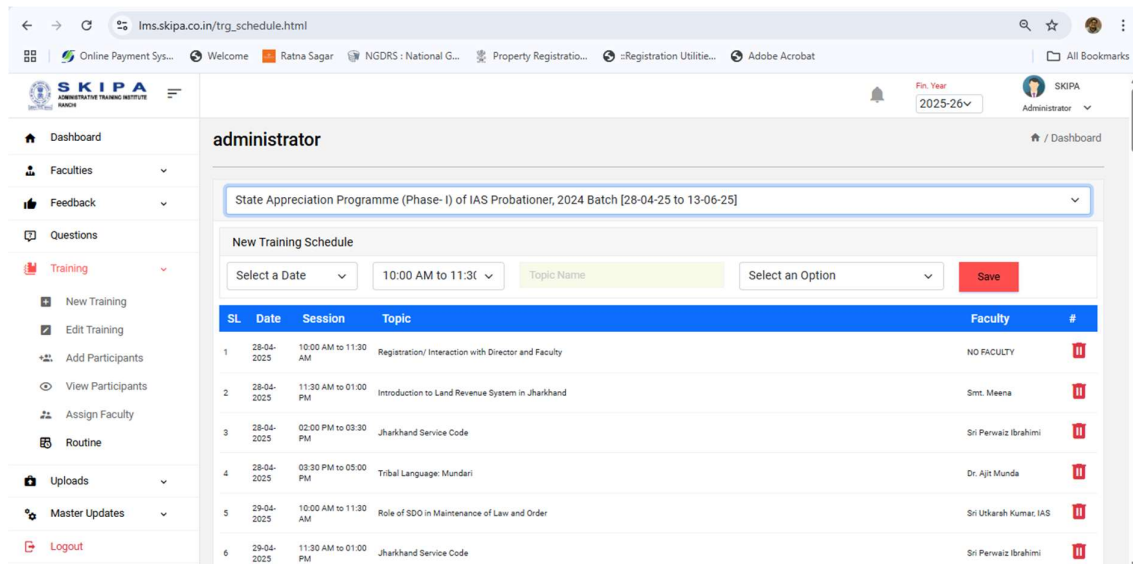
SL	Name/DOB	Present Designation	Present Office Address	Email	Mobile No.	Feedback	Exam
1	Shyamalmanjhi DOB: 20-10-1974	Circle Officer	Circle Office Deori	shyamalmanjhi@gmail.com	9608015108		✓
2	Dr. Ravi Shankar Chaubey DOB: 24-01-1982	Senior Geologist	Field Training Center: Kuju, Geological Survey Of India- Training Institute, 417-b, Road No. 05, Ash	ravi.chaubey@gai.gov.in	9356743236		✓
3	Nidhi Kumari DOB: 02-01-1999	Young Professional	Biprad, Gaya	kumarinidhi1947@gmail.com	6299903230		✓
4	Arya Gautam DOB: 08-01-1983	Sr Assistant Direy	Bipard,gaya	aryagautam83@gmail.com	9570790006		✓
5	Dheeraj Kumar DOB: 15-01-1988	Consultant Academician	Bipard, Gaya, Bihar	Dheeraj.Bipard@gmail.com	8595103275		✓

👤 **Assign Faculty:** Assign trainers to specific training sessions.

The screenshot shows the SKIPA LMS interface. The left sidebar contains navigation options: Dashboard, Faculties, Feedback, Questions, Training (selected), New Training, Edit Training, Add Participants, View Participants, Assign Faculty, Routine, Uploads, Master Updates, and Logout. The main content area is titled 'administrator' and shows a dropdown menu for 'Training Calander'. Below this, a table lists the training sessions:

SL	Name of Course	Schedule	Duration	Course Director	Sponsoring Body	Participants	#
1	Training Program on Direct Trainer Skills (DTS)	09-06-2025 to 13-06-2025	05 days	Smt. Meena, Additional Director, SKIPA	DoPT Government of India	24	Assign Faculty
2	Human Rights in India	04-06-2025 to 06-06-2025	03 Days	Amrita Arshi	DoPT Government of India	30	Assign Faculty
3	Training Programme on Disaster Management	02-06-2025 to 04-06-2025	03 Days	Smt. Ruchi Dayal, Deputy Director (Law), SKIPA	DoPT Government of India	20	Assign Faculty
4	Training Programme on SEVOTTAM	26-05-2025 to 27-05-2025	2 Days	Smt. Amrita Arshi, Administrative Officer, SKIPA	DoPT Government of India	31	Assign Faculty
5	Training Programme on e-Governance	21-05-2025 to 23-05-2025	03 Days	Smt. Amrita Arshi, Administrative Officer, SKIPA	DoPT Government of India	20	Assign Faculty
6	Training Programme on General Administration for Executive Magistrate	19-05-2025 to 23-05-2025	One Week	Smt. Meena, Additional Director, SKIPA	Personnel, Administrative Reforms and Raj Bhasa Department, Jharkhand	11	Assign Faculty
7	Training Programme on SEVOTTAM	15-05-2025 to 16-05-2025	02 Days	Amrita Arshi	DoPT Government of India	23	Assign Faculty
8	Rural Development Training for Block	13-05-2025 to 16-05-2025	One Week	Smt. Meena, Joint Director, SKIPA	Personnel, Administrative Reforms and Raj Bhasa Department, Jharkhand	12	Assign Faculty

 Training Routine: Add schedules or routines for selected trainings.



lms.skipa.co.in/trg_schedule.html

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SKIPA ADMINISTRATIVE TRAINING INSTITUTE RANCHI

Fin. Year 2025-26 Administrator

administrator

State Appreciation Programme (Phase-I) of IAS Probationer, 2024 Batch [28-04-25 to 13-06-25]

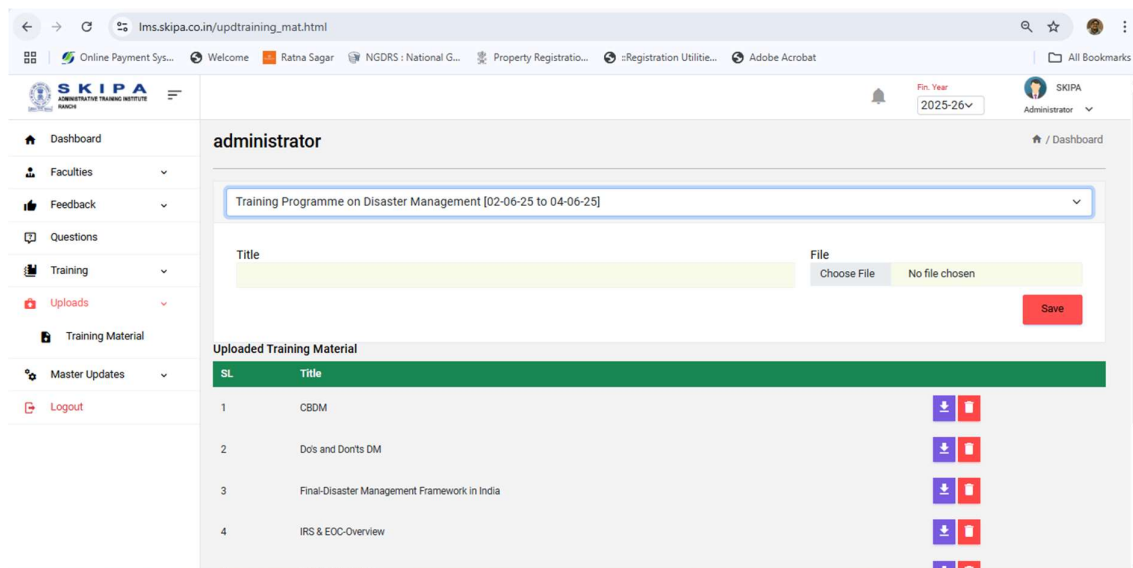
New Training Schedule

Select a Date 10:00 AM to 11:30 AM Topic Name Select an Option Save

SL	Date	Session	Topic	Faculty	#
1	28-04-2025	10:00 AM to 11:30 AM	Registration/ Interaction with Director and Faculty	NO FACULTY	11
2	28-04-2025	11:30 AM to 01:00 PM	Introduction to Land Revenue System in Jharkhand	Smt. Meena	11
3	28-04-2025	02:00 PM to 03:30 PM	Jharkhand Service Code	Sri Perwaiz Ibrahim	11
4	28-04-2025	03:30 PM to 05:00 PM	Tribal Language: Mundari	Dr. Ajit Munda	11
5	29-04-2025	10:00 AM to 11:30 AM	Role of SDO in Maintenance of Law and Order	Sri Unkarah Kumar IAS	11
6	29-04-2025	11:30 AM to 01:00 PM	Jharkhand Service Code	Sri Perwaiz Ibrahim	11

Uploads

 Upload Training Materials: Upload PDFs, presentations, and other materials for participants to access.



lms.skipa.co.in/updtraining_mat.html

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SKIPA ADMINISTRATIVE TRAINING INSTITUTE RANCHI

Fin. Year 2025-26 Administrator

administrator

Training Programme on Disaster Management [02-06-25 to 04-06-25]

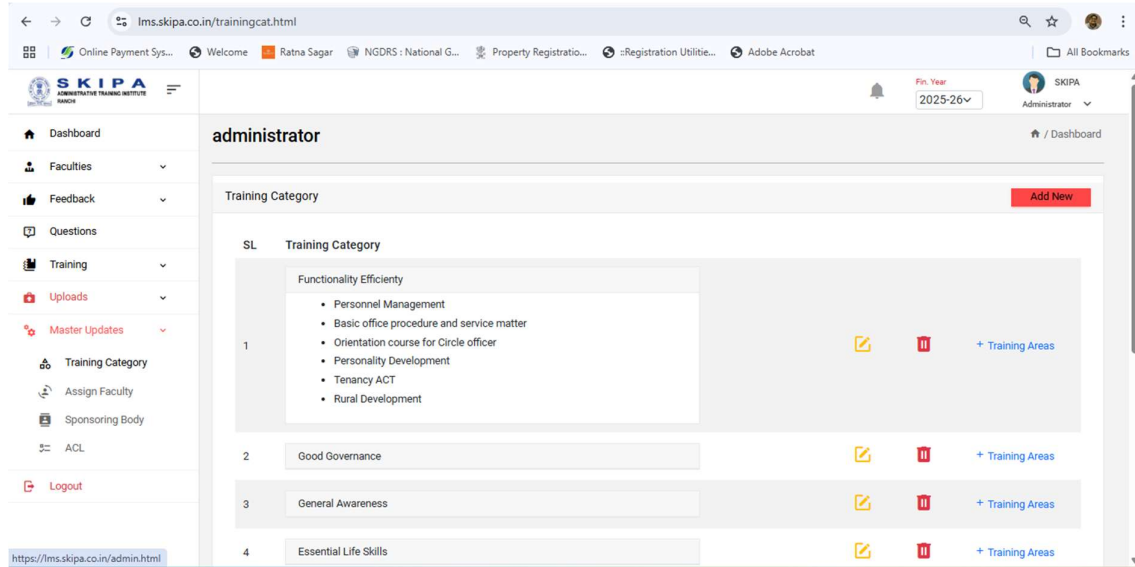
Title File Choose File No file chosen Save

Uploaded Training Material

SL	Title	
1	CBDM	 
2	Do's and Don'ts DM	 
3	Final-Disaster Management Framework in India	 
4	IRS & EOC-Overview	 
5	Technology in DM	 

. Master Updates

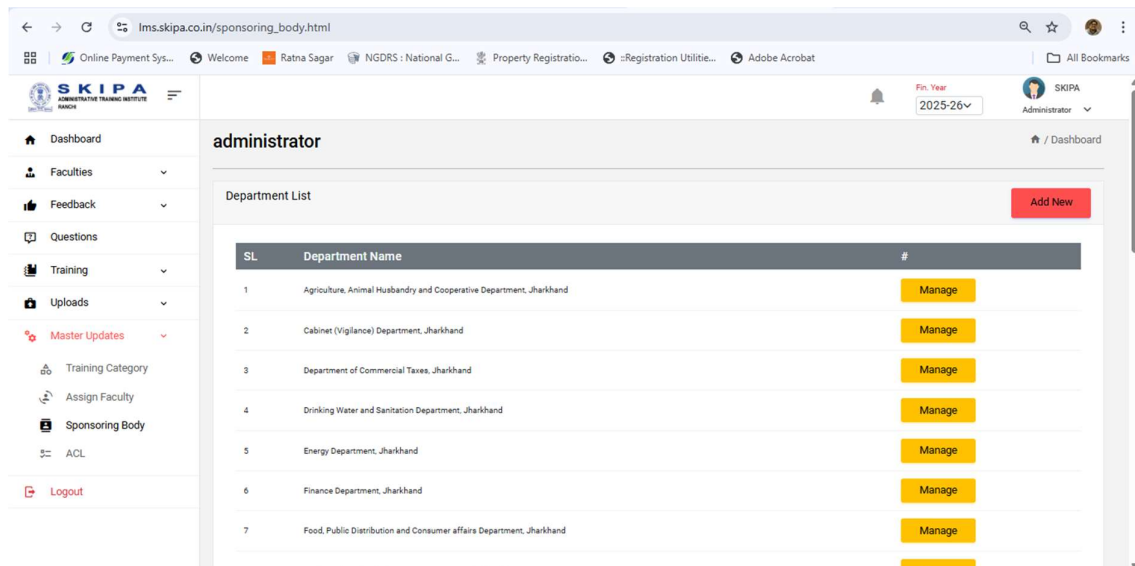
 Training Category: Add or edit training categories to organize sessions better.



The screenshot shows the SKIPA Administrator interface for the Training Category page. The left sidebar contains navigation links: Dashboard, Faculties, Feedback, Questions, Training, Uploads, Master Updates (selected), Training Category, Assign Faculty, Sponsoring Body, ACL, and Logout. The main content area is titled 'administrator' and 'Training Category'. It features a table with 4 rows of training categories. Each row has a 'SL' column, a 'Training Category' column, and a '+ Training Areas' button. The first row is expanded, showing a list of sub-topics: Personnel Management, Basic office procedure and service matter, Orientation course for Circle officer, Personality Development, Tenancy ACT, and Rural Development.

SL	Training Category	+ Training Areas
1	Functionality Efficiency - Personnel Management - Basic office procedure and service matter - Orientation course for Circle officer - Personality Development - Tenancy ACT - Rural Development	  + Training Areas
2	Good Governance	  + Training Areas
3	General Awareness	  + Training Areas
4	Essential Life Skills	  + Training Areas

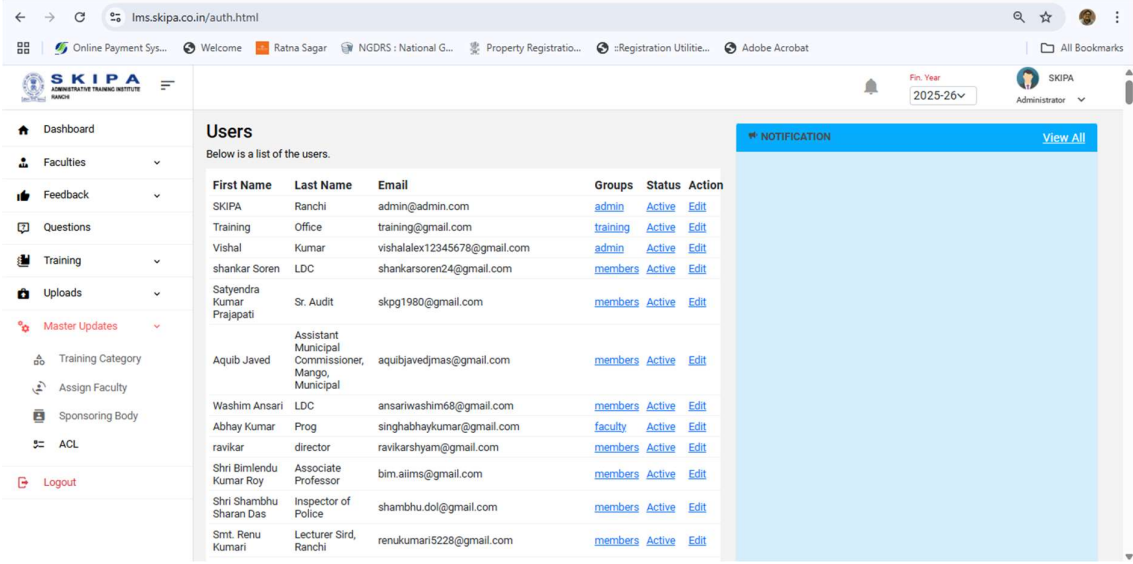
Sponsoring Body: Go to Master Updates > Sponsoring Body. Add or edit names of sponsoring organizations.



The screenshot shows the SKIPA Administrator interface for the Sponsoring Body page. The left sidebar is the same as the previous screenshot, with 'Sponsoring Body' selected under 'Master Updates'. The main content area is titled 'administrator' and 'Department List'. It features a table with 7 rows of departments. Each row has a 'SL' column, a 'Department Name' column, and a 'Manage' button.

SL	Department Name	Manage
1	Agriculture, Animal Husbandry and Cooperative Department, Jharkhand	
2	Cabinet (Vigilance) Department, Jharkhand	
3	Department of Commercial Taxes, Jharkhand	
4	Drinking Water and Sanitation Department, Jharkhand	
5	Energy Department, Jharkhand	
6	Finance Department, Jharkhand	
7	Food, Public Distribution and Consumer affairs Department, Jharkhand	

 ACL (Account Control List): Use this to manage admin account access and permissions.



The screenshot displays the SKIPA LMS interface. The left sidebar contains a menu with options: Dashboard, Faculties, Feedback, Questions, Training, Uploads, Master Updates, Training Category, Assign Faculty, Sponsoring Body, ACL, and Logout. The main content area is titled 'Users' and shows a list of users with columns for First Name, Last Name, Email, Groups, Status, and Action. A notification banner is visible on the right side of the user list.

First Name	Last Name	Email	Groups	Status	Action
SKIPA	Ranchi	admin@admin.com	admin	Active	Edit
Training	Office	training@gmail.com	training	Active	Edit
Vishal	Kumar	vishalalex12345678@gmail.com	admin	Active	Edit
shankar Soren	LDC	shankarsoren24@gmail.com	members	Active	Edit
Satyendra Kumar Prajapati	Sr. Audit	skpg1980@gmail.com	members	Active	Edit
Aqub Javed	Assistant Municipal Commissioner, Mango, Municipal	aqubjavedjmas@gmail.com	members	Active	Edit
Washim Ansari	LDC	ansariwashim6@gmail.com	members	Active	Edit
Abhay Kumar	Prog	singhabhaykumar@gmail.com	faculty	Active	Edit
ravikar	director	ravikarshyam@gmail.com	members	Active	Edit
Shri Bimlendu Kumar Roy	Associate Professor	bim.aiims@gmail.com	members	Active	Edit
Shri Shambhu Sharan Das	Inspector of Police	shambhu.dol@gmail.com	members	Active	Edit
Smt. Renu Kumari	Lecturer Sird, Ranchi	renukumari5228@gmail.com	members	Active	Edit

Logout

To securely exit the system, click Logout from the top-right or menu bar.