

**User Manual
Prashikshak Teacher Education Portal (TEP)
Data Approver**

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Part 1: Overview of User Manual

1. Overview of Prashikshak

Prashikshak Teacher Education Portal (TEP) is an initiative by the Ministry of Human Resource & Development (MHRD) to facilitate online reporting of data by all Teacher Training Institutes. Currently, data is being captured on paper, so it is time consuming and inefficient to compile and analyse collected data.

The India Teacher Education Portal has two modules: the input module facilitates the online reporting of data from institutes and the output module shows the aggregation and analysis of that data. Through these two modules, Prashikshak creates a comprehensive database on the teacher education system in India. This will lead to greater transparency and allow MHRD to assess the status of teacher education in India.

2. Purpose of Manual

This Manual will only address the input module for DIETs. Specifically, Part 2 of this Manual is meant to guide the Data Approver through the steps necessary to complete this application.

3. Users of the Manual: Data Approver

The Data Approver is the Head of the Institute. The Data Approver is responsible for submitting his Institute's data through Prashikshak. To do this, the Data Approver will nominate a Data Manager, who will compile all necessary data and enter it into the online form. Once the Data Manager submits his data, the Data Approver must review and verify the data to ensure that it is correct, and then submit the data to the MHRD.

4. Conventions of Manual

- Button clicks within the portal are underlined.
 - Example: Click the Proceed button to continue.
- Pages, sections, and subsections within the portal are written in italics.
 - Example: *Functional Indicators* has 9 subsections.
 - Example: Reset your password on the *Login* page.

Part 2: User Manual for the Data Approver

1. Organization of Part 2 of the Manual

- **Section 2** (*Logging into Prashikshak for the First Time*) details the Data Approver's first steps to log into his account and nominate a Data Manager.
- **Section 3** (*More Login Information*) gives more information about logging in and out of the portal, including how to change or reset the password.
- **Section 4** (*Role of the Data Approver Before Data Manager Submits Data*) explains what parts of Prashikshak are accessible to the Data Approver while the Data Manager is entering data into the portal.
- **Section 5** (*Role of the Data Approver After Data Manager Submits Data*) details the Data Approver's steps after the Data Manager has submitted data on Prashikshak. This section explains how to move through the portal with relevant information about each section, as well as how to edit and save institute details.
- **Section 6** (*Other Features*) highlights other notable features of the portal, including the *Print* and *Download Data* functions, as well as various features for providing feedback or receiving help.
- **Section 7** (*Submitting Data*) provides information on how the Data Approver approves the data he has reviewed and edited.

The Appendices provide supplemental information that is helpful, but not necessary, for completing Prashikshak form.

- **Appendix 1** (*Glossary of Abbreviations*) provides the meaning of abbreviations used within the portal.
- **Appendix 2** (*Glossary of Key Terms*) provides definitions for key terms used within the portal.
- **Appendix 3** (*FAQs*) provides answers to frequently asked questions.
- **Appendix 4** (*Data Requirements (Reasons for Error Messages)*) provides a list of the requirements and validations for every question in the portal. These questions are organized sequentially by section and subsection.

2. Logging into Prashikshak for the First Time

First Time Login

To log in into Prashikshak for the first time, go to <http://input.prashikshak.in/>

MHRD | Government of India
Ministry of Human Resource Development

Prashikshak
Teacher Education Portal

Welcome to Prashikshak

You are about to access a computer network intended for authorized users only

Login here (fields are case sensitive)

User ID (Email): User ID (Email) Password:

[Proceed](#) [Forgot Password](#)

How does it work?

DIEs enter data into the portal across key indicators. These forms are approved by the registered authority of each DIE-I and submitted to MHRD. The data is consolidated into a single, cohesive and comprehensive view of DIETs in India.

Supported by Central Square Foundation

This website is best viewed in Mozilla Firefox and Google Chrome at a screen resolution of 1366 x 766 or higher

On the *Login* screen that appears, enter:

- *User ID*: Data Approver's registered email
- *Password*: Enter the one-time password received in the notification email.

Click Proceed to continue.

One-Time Password Change

After logging in the first time, a screen will appear asking the user to change their password.

The password entered on the last screen is a one-time password that every user will use on their first login. For future logins, each user will be required to use their own password, which will be created on this screen.

On this screen, enter the User ID (the Data Approver’s registered email, as before) and a new password. The password should be at least six characters.

Enter Data Manager Details

After logging in and completing the one-time password change, a screen will appear asking the user to nominate a Data Manager.

On this page, enter the name and email address of the Data Manager. The Data Manager should be associated with the institute and will be responsible for entering the institute's data in Prashikshak.

3. More Login Information

Change Password

The password can be changed anytime after the one-time password change. To set a new password, click on [Change Password](#).



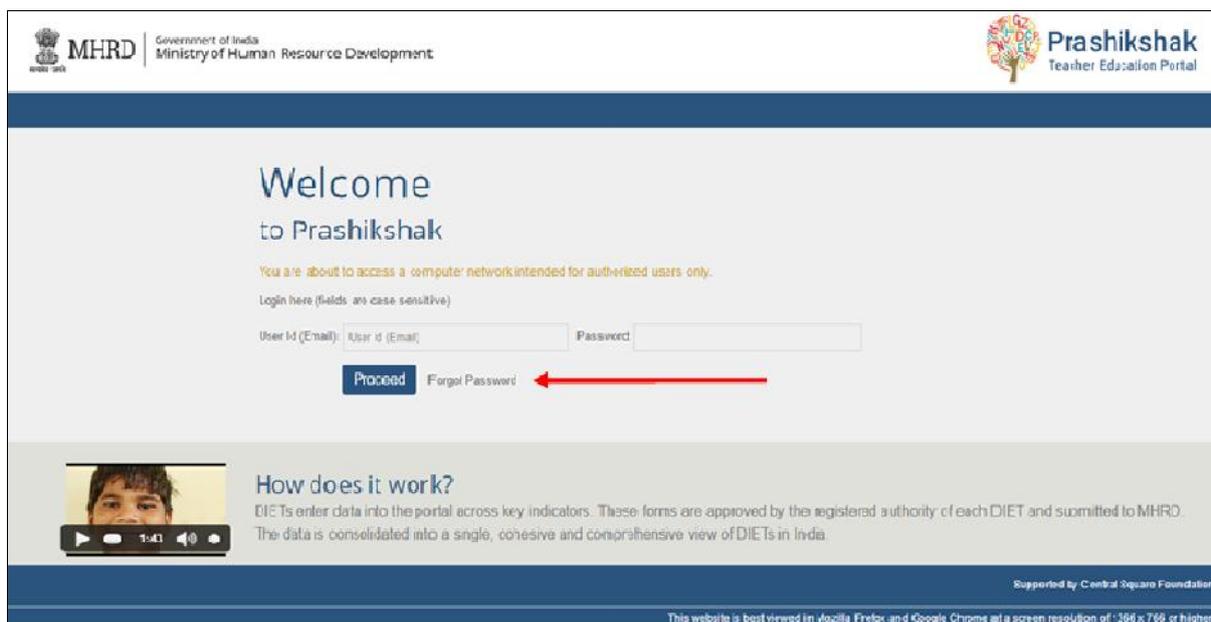
After clicking on [Change Password](#), the user will be brought to a screen to enter:

- *Current Password*: enter the pre-existing password
- *New Password*: enter a new password of at least six characters
- *Confirm Password*: enter the new password again

Click [Submit](#) to save the new password.

Forgot Password

The password can be reset by clicking [Forgot Password](#) on the *Login* page.



This will redirect the user to a page where he will be asked to input his registered email.

After clicking Proceed, an email will be sent to the Data Approver's registered email. In that email is a link to reset the password. Click on that link (or copy and paste the link into the web browser), and a password reset screen will open.

On this screen, enter:

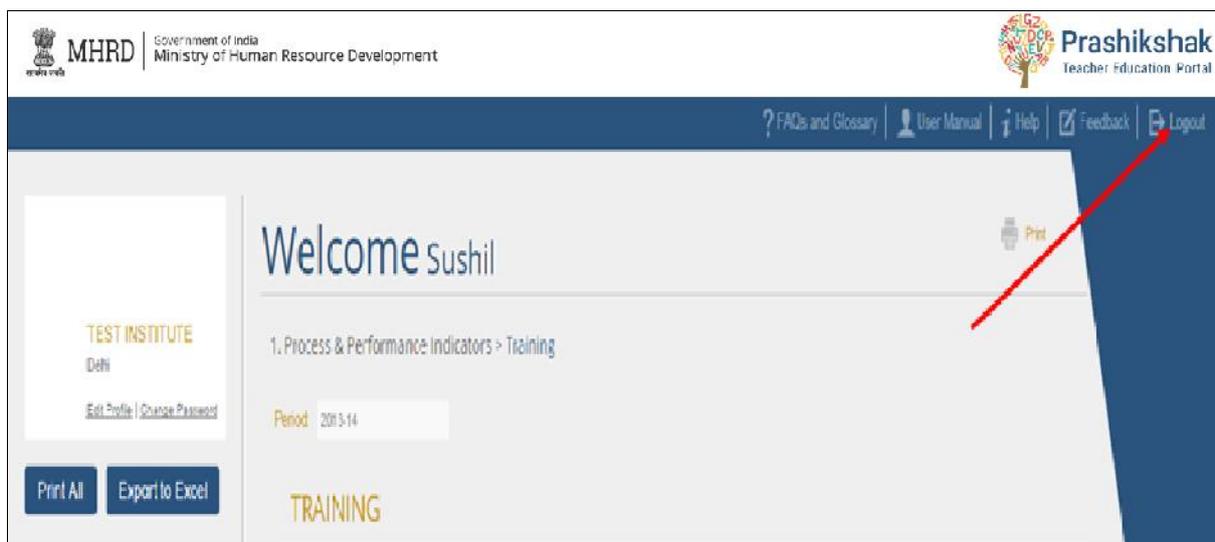
- *User ID*: Data Approver's registered email
- *New Password*: enter a new password of at least six characters
- *Confirm Password*: enter the same password as in the previous box

To use this new password, go back to the *Login* page at <http://input.prashikshak.in> and enter the User ID and new password.

How to Log In and Log Out

To log in, go to the *Login* page at <http://input.prashikshak.in> and enter the User ID (the Data Approver's registered email) and password.

To log out of the portal, click on Log out at the top right corner of any page.



Be sure to always log out of the portal, instead of just closing the browser window.

4. Role of the Data Approver Before Data Manager Submits Data

Once the Data Manager has logged into the portal, the Data Approver's account will become view-only. This allows the Data Manager to enter data for the DIET.

If the Data Approver logs in during this time, he will be able to browse and view the website. However, he will not be able to edit the Institute Profile or any indicators. He will be able to change his password (details on how to change the password are in Section 3) and change the Data Manager details.

Once the Data Manager has submitted his form, the Data Approver will be sent a notification email and will be given access to review and edit all areas of Prashikshak.

5. Role of the Data Approver After Data Manager Submits Data

Once the Data Manager submits the form, it is the Data Approver's responsibility to review the data entered by the Data Manager to ensure it is correct. The Data Approver is able to edit any incorrect data at this time. After he submits his data, the Data Manager has no edit rights or access to Prashikshak, so the Data Approver has final authority over the data that is submitted to the MHRD.

Overview of Indicators

There are four categories of indicators: *Process and Performance Indicators*, *Functional Indicators*, *Other Indicators* and *Quarterly Indicators*. Each indicator has various sub-indicator pages, where the default view for each page is a summary table.

SUMMARY TABLE : IN SERVICE TRAINING							
Name of Programme	Target segment	2013-14				2014-15	Edit
		Duration in days	Target coverage	Trained - Actual	Shortfall	Expected number of people to be trained	
Conceptual Training	Teachers	0	0	0	0	0	
Skill Training	Teachers	1	1	1	0	1	
Motivation & Leadership Training	Teachers	1	1	1	0	1	
Product Generation	Teachers	1	1	1	0	1	
Curricular Documentation	Teachers	1	1	1	0	1	
Community Based Training	Teachers, BRC & CRC Coordinators, SMC	1	1	1	0	1	
Open Distance Learning (ODL) Courses	Ph.D, M.Phil, M.Ed, Masters other than Education	0	1	1	0	1	

[« Previous](#)
[Next »](#)
[Print this page](#)

Example of a summary table

The summary table is the default view for each sub-indicator page. The summary table provides a simple, clear view of all the data submitted by the Data Manager for each sub-indicator page.

The rightmost column of each summary table will have a pencil icon next to each row. Clicking on a pencil icon allows the Data Approver to edit the information in that row of the summary table.

CONCEPTUAL TRAINING ✓ (A) ✓

Name of Programme: Expected number of people to be trained (for 2014-15):

Target segment: Teachers:
 BRC & CRC Coordinators:

Duration in days:

Target coverage (people):

Trained (Actual):

Shortfall:

[Back to Summary](#)

[« Previous](#)
[Save](#)
[Save and Next](#)
[Next »](#)

Skill Training ✓ (A) >

View after clicking first pencil icon on summary table

If the summary table shows lock symbols instead of pencil symbols, it means that the Data Manager has not yet submitted his data for editing by the Data Approver. However, the Data Approver may still be able to view the progress of the Data Manager. This means that the fields are visible and answers are shown but the Data Approver cannot make edits until the Data Manager has submitted the data.

Process and Performance Indicators

In *Process and Performance Indicators*, there are a series of questions about four sub-indicators: *Faculty*, *Training*, *Resources*, and *Others*. For each indicator, there are several Yes/No questions about the institute. If Yes is selected, further questions related to this indicator will become active. These additional questions are located to the right of the original question. If Yes is selected, all fields to the right must be completed.

#	PROCESS INDICATORS	YES/NO	PERFORMANCE INDICATORS
1	Did the institute conduct faculty development programs in 2013-14?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Number of faculty development programs conducted: <input type="text" value="12"/> Number of faculty who underwent capacity development and training programs: <input type="text" value="100"/>

Anytime a framework is available and Yes is selected, at least one parameter in the framework must be selected.

All numerical fields in *Process and Performance Indicators* can be zero, unless otherwise specified in Appendix 4.

Functional Indicators

Functional Indicators is slightly different from *Process and Performance Indicators*. For each section in Functional Indicators, the Data Approver can specify if a programme is applicable or not applicable to an institute. By default, all programmes are selected as applicable, which is represented by a green A icon.

Applicable icon

If the institute had this programme in the past, currently has the programme, or plans to have the programme in the future, Applicable (this green circle) should be selected. In this case, all fields must be filled. Put a zero if no value is available for a field. Whenever checkboxes appear, at least one option must be selected.

If the institute does not have this programme, Not Applicable should be selected. Not Applicable is represented by a red N/A.

MOTIVATION & LEADERSHIP TRAINING

Name of Programme: Motivation & Leadership Training

Expected number of people to be trained (FY 2014-15):

Target segment: Teachers: BRC & CRC Coordinators:

Duration in days:

Target coverage (people):

Trained (Actual):

Shortfall:

Back to Summary

< Previous Save Save and Next Next >

Not Applicable icon

To change the answer about applicability at any time, click on the green A or pink NA above each sub-indicator.

For each sub-indicator, there are two columns. The left column refers to data on the Current Period of this programme, and the right column refers to data on the future (or subsequent) data for this programme.

Period: 2013-14 **Current Period** Subsequent Period: 2014-15

ICT INFRASTRUCTURE **Subsequent Period** ✓ (A) ✓

Function: ICT Infrastructure

Resource Type: ICT Devices

	Actual	Functional	Under AMC *
Computer Machines:	0	0	0
Computer Systems which are more than 3 years old:	0	0	0
Laptops:	0	0	0
Laptops which are more than 3 years old:	0	0	0
Printers:	0	0	0
CCTV:	0	0	0
Projectors:	0	0	0
Video Equipments:	0	0	0
Audio Equipments:	0	0	0
TV:	0	0	0
Photocopier:	0	0	0

*AMC: Annual Maintenance Contract

Proposed

Computer Machines: 0

Laptops: 0

Printers: 0

CCTV: 0

Projectors: 0

Video Equipments: 0

Audio Equipments: 0

TV: 0

Photocopier: 0

Back to Summary « Previous Save Save and Next Next »

For *Functional Indicators*, shortfall and totals will always be autocalculated, unless otherwise specified in Appendix 4.

Other Indicators

Other Indicators has three sub-indicators: *Staffing*, *Financial*, and *Infrastructure*. For *Other Indicators*, all fields must be filled out. If no data is available for a given field, enter zero. For more information about specific questions in *Other Indicators*, see Appendix 4.

Quarterly Indicators

Quarterly Indicators is the simplest category of indicators. *Quarterly Indicators* contains a summary table of 10 performance indicators. These individual indicators are pulled from

the annual indicators and will be tracked by quarter. The data will be available for edits after each academic quarter is complete.

To edit the quarterly indicators, begin with the start of year data. If start of the year data is available, the quarterly data should represent the change on a quarterly basis. If start of the year data is not available, actuals must be filled out on a quarter-by-quarter basis.

The screenshot shows the Prashikshak Teacher Education Portal interface. At the top, there are logos for MHRD (Government of India, Ministry of Human Resource Development) and Prashikshak (Teacher Education Portal). A user is logged in as Sushil Kumar. The page title is 'Welcome Sushil Kumar'. Below the title, there's a section for 'Quarterly Indicators' with a 'Period' dropdown set to '2015-14'. A 'Print' button is visible. A 'HOW TO FILL IN THE QUARTERLY INDICATORS?' section provides instructions: 'Please fill in Start of Year for the Performance Indicators that allow for it. If Start of Year is available please input the change on a quarterly basis. For other indicators where Start of Year is not available please fill in the Quarter by Quarter actuals.' Below this is a table for data entry.

Performance Indicators	Quarter by Quarter (Actuals)**					Total	Edit
	Start of Year	A*E-JUN (Q1)	JUL-SEP (Q2)	OCT-DEC (Q3)	JAN-MAR (Q4)		
Number of Sanctioned Faculty Posts (Academic only)							
Number of Faculty Posts Filled (Academic only)							
Total Faculty Posts (2014-15)							
Total Faculty Posts (2014-15)							
Actual Number of Teachers Trained							
Target Number of Teachers to be Trained							
Number of Faculty Posts							
Number of Students who Cleared TET							
Number of Faculty who Undertook Professional Development Programs							
Number of Students who Cleared TET							

Example of a data approver quarterly indicators summary table

Moving Between Indicators

Quarterly indicators must be filled out before the annual indicators as the information is regularly updated on a quarter-by-quarter basis.

In the annual indicators section, though *Process and Performance Indicators* appears before *Functional Indicators* and *Functional Indicators* before *Other Indicators* in the portal, the annual form is non-linear. In other words, the user can start reviewing and editing at anyplace in the annual portion of the form, save the work, and move to any other part.

There are two ways to move between different indicators or sub-indicators.

1. Left sidebar

The left sidebar, which is present on every page of the portal, is the easiest way to move between indicators and sub-indicators. To move to a new indicator or sub-indicator, click on its name in the left sidebar.

To move to a new sub-indicator, click the arrow (>) next to the relevant indicator. This will show the list of sub-indicators for that indicator. The user can then click the sub-indicator you would like to view.

2. Next and previous buttons

At the bottom of each sub-indicator page are two buttons: Next and Previous.

To move to the next sub-indicator's summary table, click Next. If the user is currently on the last sub-indicator for a given section, the Next button will not be available.

To move to the previous sub-indicator's summary table, click Previous. If the user is currently on the first sub-indicator for a given section, the Previous button will not be available.

4. Back to Summary button

At the bottom of each edit page, there is a Back to Summary button. This will bring the user back to the relevant summary table for that edit page.

After editing fields on the edit page for a sub-indicator, be sure to save! The user can click Save to save all work and remain on the same page. The user can also click Save and Next to save all work and move to the next sub-indicator summary table.

Process & Performance Indicators (30/30)	>
Functional Indicators (43/43)	✓
Pre-Service Programme (3/3)	✓
In Service Training (7/7)	✓
Faculty Development Programmes (6/6)	✓
Resource Centre & Documentation (8/8)	✓
Research and Action Research (7/7)	✓
Technology in Teacher Education (5/5)	✓
Innovations (9/9)	✓
Development of Supplementary Material (1/1)	✓
On-Site Support to Teachers (2/2)	✓
Other Indicators (4/4)	>
QUARTERLY INDICATORS	>
SUGGEST AN INDICATOR	>

Example of Back to Summary, Previous, Save, Save and Next, and Next buttons

Edit Institute Details

To edit the details that were previously entered about the Institute, click on *Edit Profile* in the top left corner of any page.

Once you click on *Edit Profile*, a page will appear with two tabs on it. The first tab is the Institute Profile. Any details can be entered here. After editing, remember to click Save or Save and Next.

Timing Out

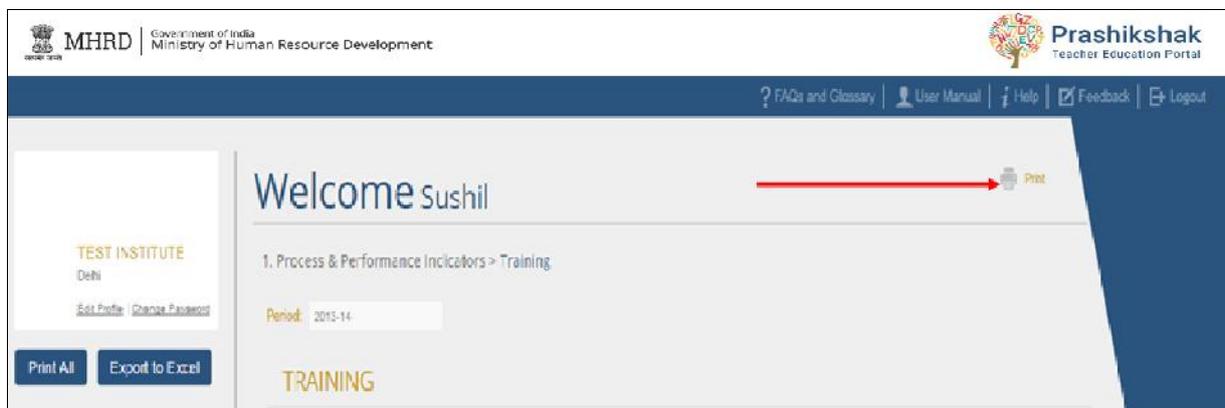
After 30 minutes of inactivity, the TEI Portal will time out. One minute in advance, a popup window will appear to warn the user about the time out. To prevent the application from timing out, click Yes, Keep me signed in on this window.

If the portal times out, it will log out the user and revert to the login screen. To re-enter the portal, log in with the User ID and password.

6. Other Features

Print

Print functionality is available on the TEI Portal. To access the print dialogue, click Print at the upper right corner of any page.



In the print dialogue that appears, there are several options for printing.

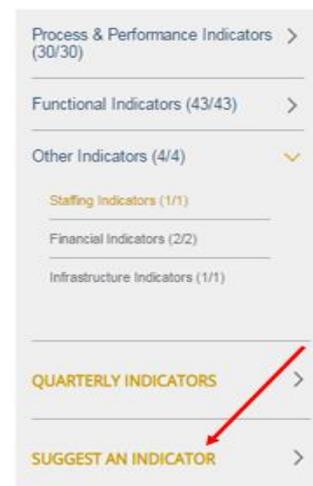
- Print all forms: This will print the questions for every indicator and sub-indicator.
- Print selected forms: This will print selected sections of the form in their saved state. The user can print entire indicators, specific sub-indicators, or some combination of the two.
- Print current form (with saved data): This will print the page that the user is currently viewing, with the data that has been saved for that page. If no data has been saved for that form, blank answers spaces will be printed.
- Print User Manual: This option will print this User Manual.

After submitting the form, the user will also be given an option to print the submitted form.

Suggest an Indicator

To provide an indicator for the institute that has not already been covered in the form, click on [Suggest an Indicator](#) in the left sidebar.

After submission, the new indicator will be reviewed and added to the data for your institute.



Feedback

To provide feedback on any part of this portal, click on [Feedback](#) in the upper right corner of any page.



Share any feedback, suggestions, or difficulties and they will be reviewed shortly.

Help

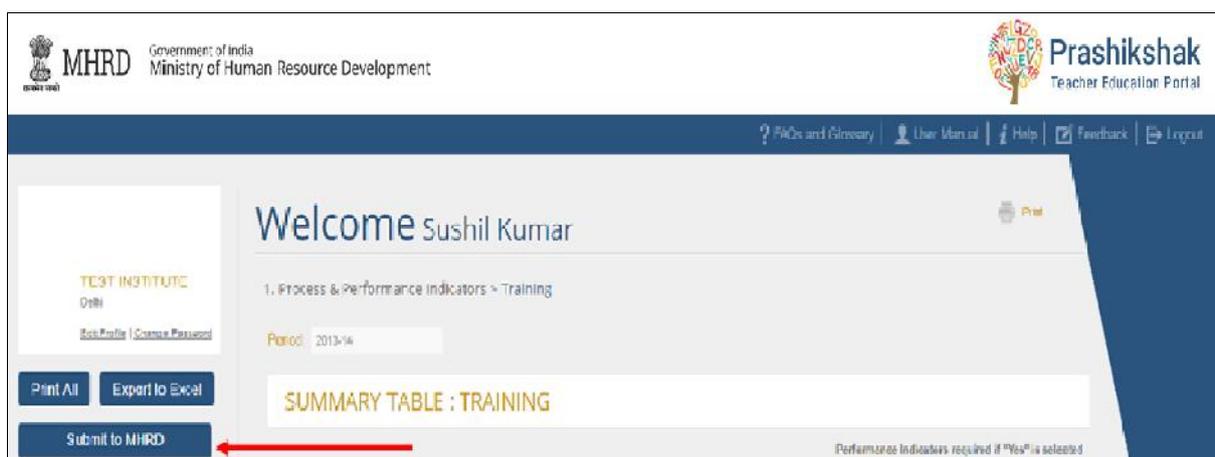
If there are any questions about the portal that were not answered in this User Manual or in the appendices, click on [Help](#) in the upper right corner of any page.



Enter the user's name, contact information, and concern and he will receive a reply to the message as soon as possible.

7. Submitting Data

To submit the data, click Submit to MHRD below the Print All and Export to Excel buttons.



Once the form has been submitted, the Data Approver will be redirected to a screen to confirm that the data has been submitted to the MHRD. This screen also gives the option to print the submitted form (Print All), or display the submitted data in an Excel document (Export to Excel).

The screenshot shows the Prashikshak Teacher Education Portal interface. At the top left is the MHRD logo with the text "Government of India Ministry of Human Resource Development". At the top right is the Prashikshak logo with the text "Teacher Education Portal". A navigation bar contains links for "FAQs and Glossary", "User Manual", "Help", "Feedback", and "Logout".

The main content area features a "Welcome Sushil Kumar" message and a "Congratulations!" section. Below this, a message states: "Your data will now be submitted to the Ministry of Human Resource Development. Thank you for taking the time to complete and share data about your institute. We appreciate your contribution to MHRD's effort to strengthen the current Teacher Education scheme." This message is accompanied by "Print All", "Export to Excel", and "Save as PDF" buttons.

On the left side, there is a sidebar with a "Print All" and "Export to Excel" button. Below this, under the heading "ANNUAL INDICATORS", there are three expandable sections: "Process & Performance Indicators (20/50)", "Functional Indicators (12/42)", and "Other Indicators (5/1)". Below these are sections for "QUARTERLY INDICATORS" and "SUGGEST AN INDICATOR".

The Data Approver will also receive an email to confirm that the form was submitted. Once the form is submitted, it cannot be changed or edited.

Appendix 1: Glossary of Abbreviations

AMC	Annual Maintenance Contract
B.Ed	Bachelor of Education
BRC	Block Resource Centre
CCTV	Closed-circuit television
CRC	Cluster Resource Centres
CTE	College of Teacher Education
D.Ed	Diploma in Education
D.El.Ed	Diploma in Elementary Education
DIET	District Institute for Education and Training
D.Litt	Doctor of Letters
EDUSAT	Education Satellite
ECCE	Early Childhood Care and Education
EVS	Environmental Studies
IASE	Institute of Advanced Studies in Education
ICT	Information Communication Technology
Kbps	Kilobytes per second
Mbps	Megabytes per second
M.Ed	Master of Education
MHRD	Ministry of Human Resource Development
MIS	Management Information System
M.Phil	Master of Philosophy
NCFTE	National Curriculum Framework for Teacher Education
NGO	Non-governmental organization
ODL	Open-Distance Learning
Ph.D	Doctor of Philosophy
PPP	Public-private partnerships
PSTE	Pre-service teacher education
RMSA	Rashtriya Madhyamik Shiksha Abhiyan
SCERT	State Council for Education Research and Training
SC	Scheduled Castes
SIEMAT	State Institute of Educational Management and Training
SMC	School Management Committee
SSA	Sarva Shiksha Abhiyan
ST	Scheduled Tribes
TEI	Teacher Education Institute
TEP	Teacher Education Portal
TES	Teacher Education Scheme
TET	Teacher Eligibility Test
TLM	Teacher Learning Material
TMS	Training Management System
VEC	Village Education Committee

Appendix 2: Glossary of Key Terms

Actual: As it occurred in the current academic year. “Target” refers to the expected or planned value of something, while “Actual” occurs to the real value of something. For example, if a programme was expected to take place with 20 people, but only 10 people arrived, target attendees would be 20 while actual attendees would be 10.

Actual (ICT devices): Devices owned by institute, regardless of functionality

Block Resource Centre (BRC): Block level institution that carries out the academic activities related to primary education, and implements teacher training programmes at the block level in coordination with relevant DIETs

Cluster Resource Centre (CRC): Implements the programmes designed at block level at the cluster level, in coordination with BRCs

Co-curricular activities: Activities outside regular curricular programmes in which faculty members and trainees voluntarily participate. Co-curricular activities are an extension of the formal learning experiences and curricula, while extra-curricular activities are often not explicitly connected to formal learning.

Differently abled: Possessing an impairment that may be physical, cognitive, mental, sensory, emotional, developmental, or some combination of these. Official disabilities in India include blindness, low vision, leprosy-cured, hearing impairment, locomotor disability, mental retardation, and mental illness

In service teacher education (ISTE): A continuation of pre-service teacher education; refers to any programme provided to teachers already working in schools with the purpose of updating and renewing their knowledge and technical skills, or enhancing their efficiency.

Pre-service teacher education (PSTE): Education and training provided to students at DIETs before they have undertaken any teaching

Programme Advisory Committee (PAC): A group that will serve to advise, guide, and review the Institute’s plans, programmes, and activities; it should meet at least twice a year and will have representation from the key institutes of the State and District.

Sarva Shiksha Abhiyan (SSA): National programme that seeks to provide quality universal primary education by opening new schools where they do not exist, strengthening existing school infrastructure, providing extra teachers where the cohort is inadequate, and strengthening the capacity of existing teachers.

Target: A value that was planned or expected for the current academic year, regardless of the actual outcome or value

Appendix 3: FAQs

Login and Password Questions

1. How do I log in?
2. How do I log out?
3. Why do I have to change my password from 123456 when I first log in?
4. How do I change my password?
5. What if I forgot my password?

Data Approver Questions

6. How do I give the Data Manager access to the portal?
7. Why can't I edit the form?
8. How do I know if the Data Manager has submitted the form?
9. How do I know if my form has been submitted?
10. Can I edit the form after submitting it?
11. What if the Head of the Institute changes?
12. Can I change the Data Manager?
13. What if the Data Manager changes?

Indicator Questions

14. What is "Current Period"?
15. What is "Subsequent Period"?
16. Why are there two columns in Functional Indicators?
17. What if my Institute has a system, but it does not have any of the parameters listed in the framework?
18. What should I do if I don't have the breakup available for a specific indicator?
19. What if I don't understand an error message for a specific field or sub-indicator?
20. What if I have a question about the meaning of a word or abbreviation?

Other Questions

21. Why did my account time out?
 22. Can I print from Prashikshak?
 23. Can I export my data to an Excel spreadsheet?
 24. How can I give feedback about Prashikshak?
 25. My institute has another indicator that was not covered in Prashikshak. Can I include this indicator?
-

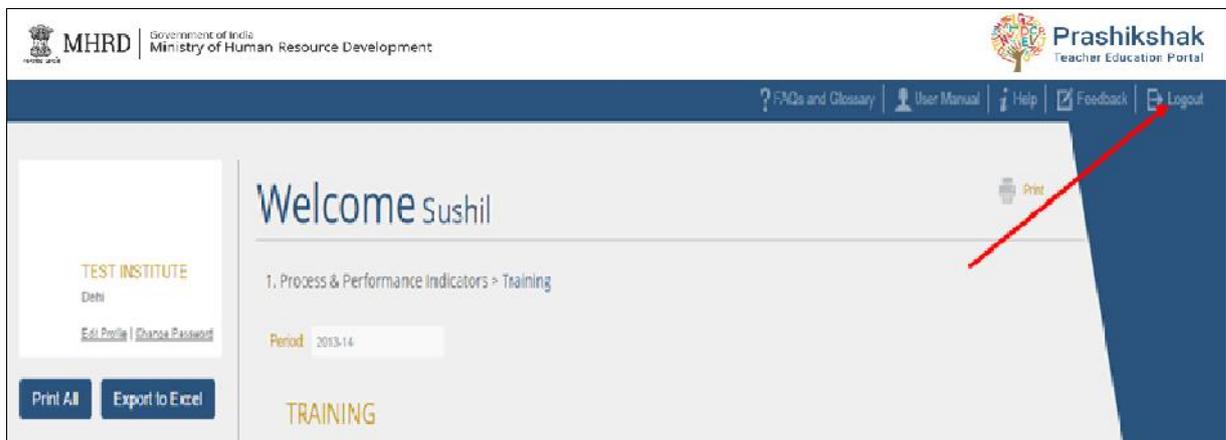
Login and Password Questions

1. How do I log in?

To log in, go to the *Login* page at <http://input.prashikshak.in/data> and enter the User ID (the Data Approver's registered email) and password.

2. How do I log out?

To log out of the portal, click on Log out at the top right corner of any page.



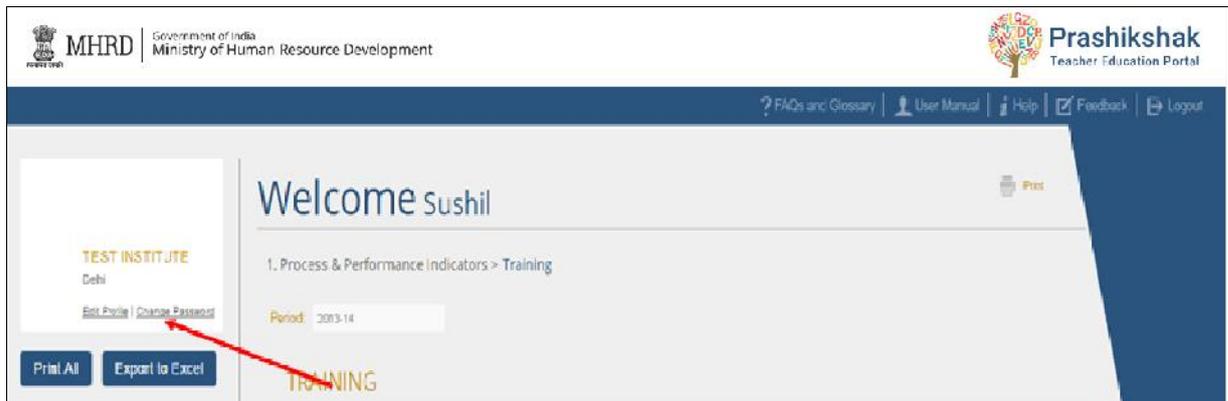
Be sure to always log out of the portal, instead of just closing the browser window.

3. Why do I have to change my password from 123456 when I first log in?

The password 123456 is a one-time password that every user will use on their first login. For future logins, each user will be required to use their own password, which they will create when they first log in to the website.

4. How do I change my password?

You can change your password anytime after the one-time password change. To set a new password, click on Change Password.



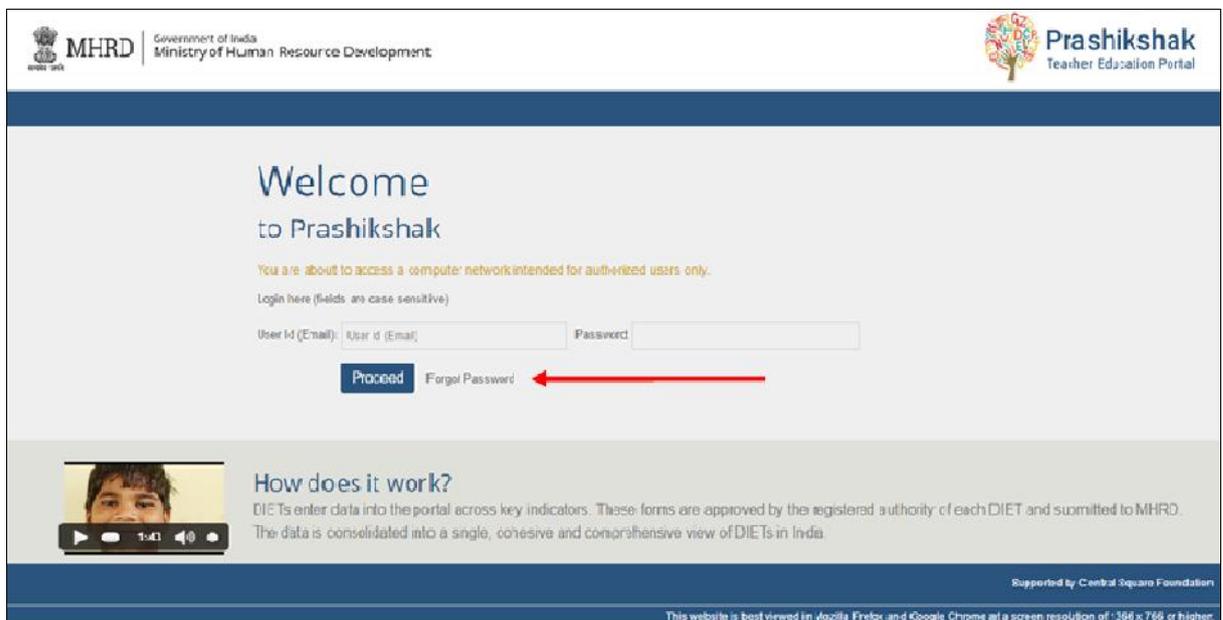
Once you click on Change Password, you will be brought to a screen where you will enter:

- *Current Password*: enter your pre-existing password
- *New Password*: enter a new password of at least 6 characters
- *Confirm Password*: enter the new password again

Click Submit to save your new password.

5. What if I forgot my password?

If you have forgotten your current password, you can reset it by clicking Forgot Password on the Login page.



This will redirect you to a page where you will be asked to input your registered email.

Once you click Proceed, an email will be sent to the user's registered email. In that email is a link to reset the password. Click on that link (or copy and paste the link into your web browser), and you will be directed to a password reset screen.

On this screen, enter:

- *User ID*: User's registered email
- *New Password*: enter a new password of at least 6 characters
- *Confirm Password*: enter the same password as in the previous box

To use this new password, go back to the *Login* page at <http://input.prashikshak.in/data> and enter your User ID and new password.

Data Approver Questions

6. How do I give the Data Manager access to Prashikshak?

When you log in for the first time, you will be directed to a page where you must provide the name and email address for a Data Manager. When you submit this information, an email will be automatically sent to the Data Manager with access information for Prashikshak.

7. Why can't I edit the form? Why are there lock symbols next to the data?

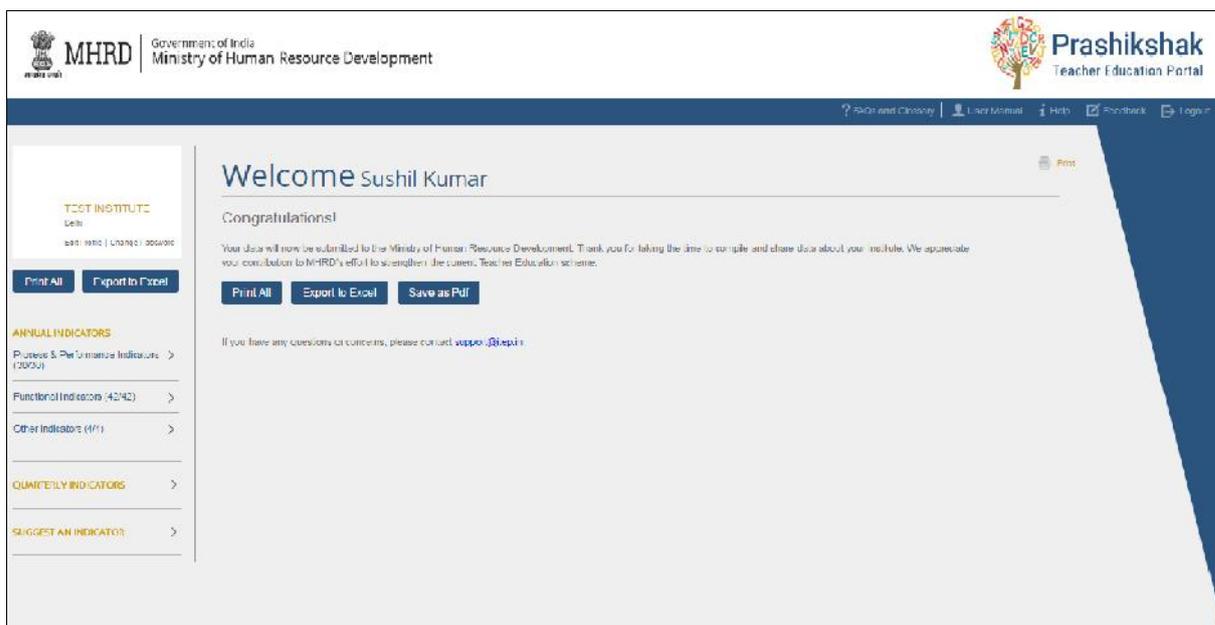
If the form is non-editable or has lock symbols, it means that the Data Manager has not yet submitted the form. The Data Approver is only allowed to edit the form once it has been submitted by the Data Manager.

8. How do I know if the Data Manager has submitted the form?

When the Data Manager submits the form, an email notification will automatically be sent to the Data Approver.

9. How do I know if my form has been submitted?

When the form is submitted, you will be automatically redirected to a confirmation page.



In addition, an email will automatically be sent to your email ID to confirm that the form has been submitted.

10. Can I edit the form after submitting it?

No. Once the form is submitted, the data is sent to the MHRD. If there is an issue with the submitted data, please contact support@prashikshak.in

11. What if the Head of the Institute changes?

On each email sent to the Data Approver, there is a link at the bottom. If you are no longer associated with the Institute, click this link and you will be removed at the Data Approver. MHRD will contact the Institute to get contact information for the new Head of Institute, and access information for the portal will be sent to that person.

12. Can I change the Data Manager?

No. Once you enter a name and email ID for a Data Manager, you cannot change those details.

13. What if the Data Manager changes?

If there is a legitimate reason why the Data Manager cannot complete the form for your Institute, contact the Support team at support@prashikshak.in

Indicator Questions

14. What is “Current Period”?

“Current Period” refers to the current academic year. For example, if you are completing the form in January 2014, the current period would be 2013-2014.

15. What is “Subsequent Period”?

“Subsequent Period” refers to the next academic year. For example, if you are completing the form in January 2014, the subsequent period would be 2014-2015.

16. Why are there two columns in *Functional Indicators*?

For each sub-indicator, there are two columns. The left column refers to data on the Current Period of this programme, and the right column refers to data on the future (or expected) data for this programme.

The screenshot shows a web-based form for 'ICT INFRASTRUCTURE'. At the top, it displays 'Period: 2013-14' and 'Subsequent Period: 2014-15'. The 'Current Period' is highlighted in red. Below the title, there are input fields for 'Function: ICT Infrastructure' and 'Resource Type: ICT Devices'. A table with three columns: 'Actual', 'Functional', and 'Under AMC *' contains data entry fields for various equipment types. To the right, a 'Proposed' section has input fields for the same equipment types. At the bottom, there are navigation buttons: 'Back to Summary', '« Previous', 'Save', 'Save and Next', and 'Next »'. A small printer icon is also visible.

	Actual	Functional	Under AMC *
Computer Machines:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Computer Systems which are more than 3 years old:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Laptops:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Laptops which are more than 3 years old:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Printers:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
CCTV:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Projectors:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Video Equipments:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Audio Equipments:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TV:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Photocopier:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Proposed	
Computer Machines:	<input type="text" value="0"/>
Laptops:	<input type="text" value="0"/>
Printers:	<input type="text" value="0"/>
CCTV:	<input type="text" value="0"/>
Projectors:	<input type="text" value="0"/>
Video Equipments:	<input type="text" value="0"/>
Audio Equipments:	<input type="text" value="0"/>
TV:	<input type="text" value="0"/>
Photocopier:	<input type="text" value="0"/>

17. What if my Institute has a system, but it does not have any of the parameters listed in the framework?

For an Institute to have a system by MHRD standards, the system must have at least one of the parameters listed. If a system does not possess any of these parameters, it does not count as a system for Prashikshak.

18. What should I do if I don't have the breakup available for a specific indicator?

In general, you can proceed to the Totals column and enter your totals directly. However, for certain indicators, entering just the totals is not allowed. To learn which case is true for each sub-indicator, look up the specific question in Appendix 4.

19. What if I don't understand an error message for a specific field or sub-indicator?

For questions about specific questions or sub-indicators, see Appendix 4. If your question or issue is not included in Appendix 4, you can contact Support by using the Help menu in Prashikshak (located at the top right corner of any page) or email support@prashikshak.in.

20. What if I have a question about the meaning of a word or abbreviation?

Look up the abbreviation in Appendix 1: Glossary (Abbreviations) or look up the word in Appendix 2: Glossary (Key Terms). If the word or abbreviation is not included, you can contact Support by using the Help menu in Prashikshak (located at the top right corner of any page) or email support@prashikshak.in.

Other Questions

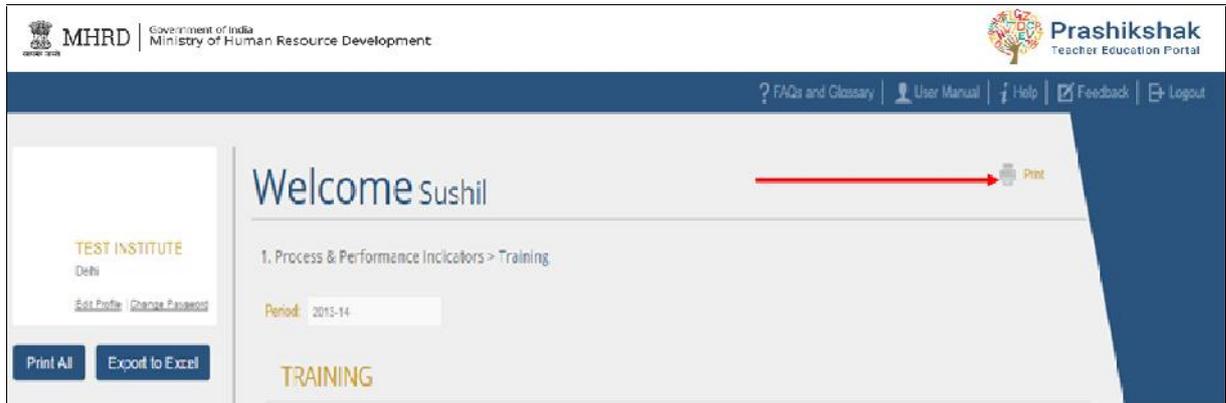
21. Why did my account time out?

After 30 minutes of inactivity, the TEI Portal will time out. One minute in advance, a popup window will appear to warn the user about the time out. To prevent the application from timing out, click [Yes, Keep me signed in](#) on this window.

If the portal times out, it will log out the user and revert to the *Login* screen. To re-enter the portal, log in with the User ID and password.

22. Can I print from Prashikshak?

Print functionality is available on the TEI Portal. To access the print dialogue, click [Print](#) at the upper right corner of any page.



In the print dialogue that appears, there are several options for printing.

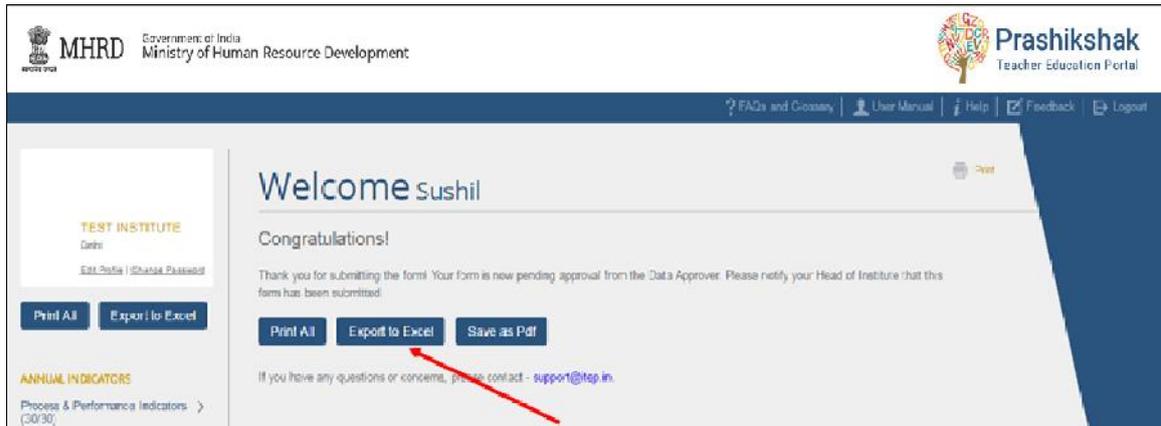
For the Data Approver, these are the following options:

- Print all forms: This will print the questions for every indicator and sub-indicator.
- Print selected forms: This will print selected sections of the form in their saved state. The user can print entire indicators, specific sub-indicators, or some combination of the two.
- Print current form (with saved data): This will print the page that the user is currently viewing, with the data that has been saved for that page. If no data has been saved for that form, blank answers spaces will be printed.
- Print User Manual: This option will print this User Manual.

After submitting the form, the user will also be given an option to print the submitted form.

23. Can I export my data to an Excel spreadsheet?

Yes. After submitting the form, you will be redirected to a page that gives you the option to export your Institute's data to an Excel spreadsheet.



24. How can I give feedback about Prashikshak?

To provide feedback on any part of this portal, click on Feedback in the upper right corner of any page.

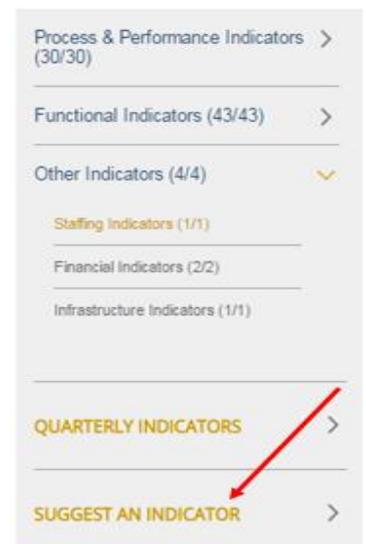


Share any feedback, suggestions, or difficulties and they will be reviewed shortly.

25. My institute has another indicator that was not covered in Prashikshak. Can I include this indicator?

To provide an indicator for the institute that was not covered in Prashikshak, click on Suggest an Indicator in the left sidebar.

After submission, the new indicator will be reviewed and added to the data for your institute.



Appendix 4: Data Requirements (Reasons for Error Messages)

To ensure that the data submitted by institutes is logically consistent and accurate, various data requirements have been implemented throughout Prashikshak. These data requirements will not be noticeable to the user the majority of the time. However, if one of these data requirements is not followed, the user will see an error message.

This section is meant for users who see and do not understand an error message. If this happens, the user should come to this section and look up the question that they are working on.

The data requirements are organized first by indicator (Process and Performance Indicators, Functional Indicators, and Other Indicators). Within the section for each indicator, data requirements are organized by sub-indicator. For example, Process and Performance Indicators has four sub-indicators: Training, Faculty, Resources, and Others. Within each sub-indicator section, the data requirements are organized by the question or section of the sub-indicator page that they go with. So Process Indicator #2 within Training refers to the second question on the Training sub-indicator page.

Process and Performance Indicators

For all questions in Process and Performance Indicators, the data requirements below only become active/applicable if “Yes” is chosen.

Training

Process Indicator #	Data Requirement
2	“Size of trainee (in-service teachers) cohort” and “Total number of trainees for whom training need analysis was conducted” must both be nonzero
	“Total number of trainees for whom training need analysis was conducted” must be less than “Size of trainee (in-service teachers) cohort”
3	If field #1 is nonzero, #2 must be nonzero (and vice versa). The same rule applies to fields #3 and #4.
4	“Total number of people from whom feedback collected” must be nonzero
5	“Total number of visits to the practicing school” must be nonzero

Faculty

Process Indicator #	Data Requirement
1	“Number of faculty development programmes conducted” and “Number of faculty who underwent capacity development and training programmes” must both be nonzero
2	User must enter at least one nonzero value for this question

3	Every two rows are paired – if one value is nonzero, the other must be nonzero. For example, if “Number of faculty who participated in seminars” is nonzero, “Days of participation in seminars” must be nonzero, and vice versa.
4	If “Number of faculty who took study leave” is nonzero, “Total number of study leaves taken” must also be nonzero, and vice versa.
5	“Number of faculty meetings conducted” must be nonzero
6	Every two rows are paired – if one value is nonzero, the other must be nonzero. For example, if “Number of researches conducted” is nonzero, “Number of faculty who conducted research” must be nonzero, and vice versa.
7	Every two rows are paired – if one value is nonzero, the other must be nonzero. For example, if “Number of articles written” is nonzero, “Number of faculty who wrote newspaper articles” must be nonzero, and vice versa.

Resources

Process Indicator #	Data Requirement
1	Of fields #1-4, at least one must be nonzero. Of fields #5-6, at least one must be nonzero
2	Number of parameters must be nonzero
3	Number of parameters must be nonzero
4	Number of parameters must be nonzero

Others

Process Indicator #	Data Requirement
1	If values are not available for field #1 (“Number of students placed in government schools”) and #2 (“Number of people placed in private schools”), user can proceed directly to field #3 (“Total number of students who got placed”) and enter the total. Then fields #1 and 2 will go blank. Else, if values are available for fields #1 and 2, user should enter these values, and field #3 will autototal.
5	User must enter at least one nonzero value for this question
6	“Number of PAC meetings held” must be nonzero
7	User must enter at least one nonzero value for this question
8	Number of parameters must be nonzero
9	It is not possible to enter only the total number of awards. User must specify the type for each award. User must enter at least one nonzero value for this question
10	“Number of innovations delivered by the innovation cell” can be zero
13	User must enter at least one nonzero value for this question
14	The user must enter text for at least one process improvement

Functional Indicators

For all questions in Functional Indicators, the data requirements below only become active if “Applicable” is chosen for the sub-indicator.

Pre-Service Programme

Process Indicator #	Data Requirement
D.Ed, ECCE, and D.El.Ed	SC/ST, Minority, and Differently Abled values should be less than or equal to the total number of Male and Female students for each row
	“Total approved intake” must be less than or equal to “Total applications received” for each column
	Shortfall cannot be negative – “First year enrolment” must be less than or equal to “Approved intake” for each column
	“Number of dropouts” must be less than or equal to “First year enrolment” for each column
	“Number of passouts” must be less than or equal to “First year enrolment” minus “Number of dropouts” for each column
	“Number of students who cleared TET” must be less than or equal to “First year enrolment” for each column

In Service Training

Process Indicator #	Data Requirement
All categories	Shortfall can be negative
	If “Trained – Actual” is nonzero, “Duration in days” must be nonzero, and vice versa. (This rule does not apply to Open Distance Learning Courses)
	“Duration (in days)” must be less than 365

Faculty Development Programmes

Process Indicator #	Data Requirement
All categories	Shortfall can be negative
	“Coverage” must be nonzero

Resource Center and Documentation

Process Indicator #	Data Requirement
Software/Tools	Actual is a subset of Sanctioned, and Functional is a subset of Actual. So, for example, if there are no Sanctioned Language resources, there cannot be any functional or actual Language resources. If “Sanctioned –

	Language” is unchecked, “Functional – Language” and “Actual – Language” will become inactive.
Language Labs	User must select at least one option
Learning Material for Community	User must select at least one option

Research and Action Research

Process Indicator #	Data Requirement
Research	If “Total Number of Researches” is nonzero, one of the “Conducted by” fields must be nonzero.
Action Research	If “Total Number of Action Researches” is nonzero, one of the “Conducted by” fields must be nonzero.

Technology in Teacher Education

Process Indicator #	Data Requirement
ICT Infrastructure	“Functional” and “Under AMC” must be less than or equal to “Actual” for each row
Capacity Building	Every two rows are paired – if one value is nonzero, the other must be nonzero. For example, if “Number of teacher educators” is nonzero, “Duration of training” must be nonzero, and vice versa.
Internet	If “Availability” is No, all fields below “Availability” will become inactive. Otherwise, the user must select one option for each field.
EDUSAT	If “Does your institute have EDUSAT studio?” is No, all fields below will become inactive. If “Does your institute have EDUSAT studio” is Yes and “Is it functional” is No, all fields below will become inactive. If “Number of programmes” is nonzero, then “Duration of programmes” must be nonzero, and vice versa
MIS	If Online is selected for “Does your institute have MIS”, then “If not already online, does the Institute want an online MIS” will not appear on the page. If Offline or Manual is selected for “Does your institute have MIS”, then the user must select one option for “If not already online, does the Institute want an online MIS”.

On-Site Support to Teachers

Process Indicator #	Data Requirement
Academic Support	User must select at least one option for “Activity Performed” The activity being performed and duration of that activity are linked. For example, if “Training” is selected, “Duration of training support” must be

	nonzero; and if “Duration of training support” is nonzero, “Training” must be selected. The same is true for “Academic Mentoring”.
School Engagement	If “Activity Performed” is No, the next four fields below will become inactive. Else, the user must select one option for each field.

Other Indicators

Staffing Indicators

Process Indicator #	Data Requirement
NA	“Posts filled” must be less than or equal to “Posts sanctioned”
	The maximum total number of Principals is 1
	The maximum total number of Vice Principals is 9

Financial Indicators

Process Indicator #	Data Requirement
Overall Budget Details	If a breakdown of the programme data is not available, user can select "No Break-up available" and enter the totals for each row. The rest of the table will become inactive. Otherwise, the last column will autototal as data is entered into the table.
	In each column, “Total Received” must equal the sum of “Funds Received” for all months
TES Component Wise Breakup	For each column, the “Total Funds Received” (sum of "Centre share" and "State share") must be equal to the sum of "Funds Received" for all months

Infrastructure Indicators

Process Indicator #	Data Requirement
NA	If “Available Number” is nonzero, both “Area” and “Capacity” have to be nonzero. The reverse is also true – if “Available Number” is zero, both “Area” and “Capacity” have to be zero.