

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

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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 District Institutes of Education and Training (DIETs).

Prashikshak 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 Manager through the steps necessary to complete this application, while Part 3 of the Manual outlines the Data Manager's steps in Prashikshak.

## 3. Users of the Manual: Data Manager

The Data Manager will be nominated by the Data Approver, and should be affiliated with the Institute. He will be responsible for compiling and entering the Institute's data on Prashikshak, though the final review and submission of that data is the responsibility of the Data Approver.

## 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 Manager

### 1. Organization of Part 2 of the Manual

- **Section 2** (*Logging into Prashikshak*) and **Section 3** (*Creating a Profile*) detail the Data Manager's first steps to set up his account and create a profile with the institute's details.
- **Section 4** (*Navigating Prashikshak*) explains how to move through the portal with relevant information about each section, as well as how to enter and save institute details.
- **Section 5** (*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 6** (*Submitting Data*) provides information on how the Data Manager submits data, as well as subsequent steps for the Data Approver to review and approve data.

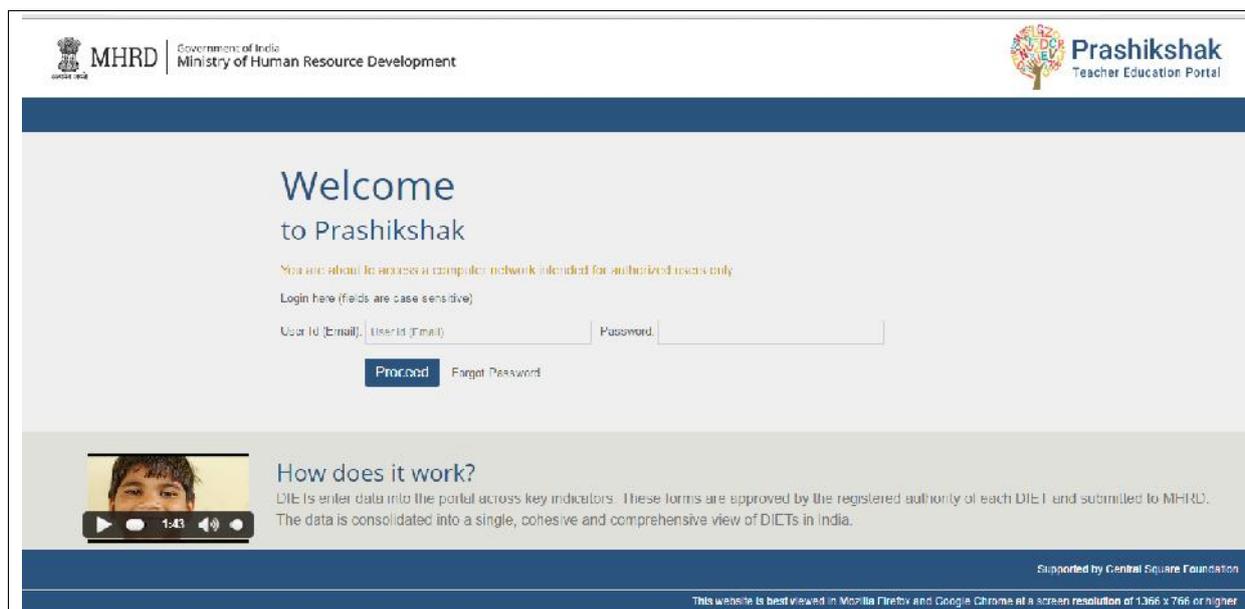
The Appendices provide supplemental information that is helpful, but not necessary, for completing the Prashikshak form.

- **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

### First Time Login

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



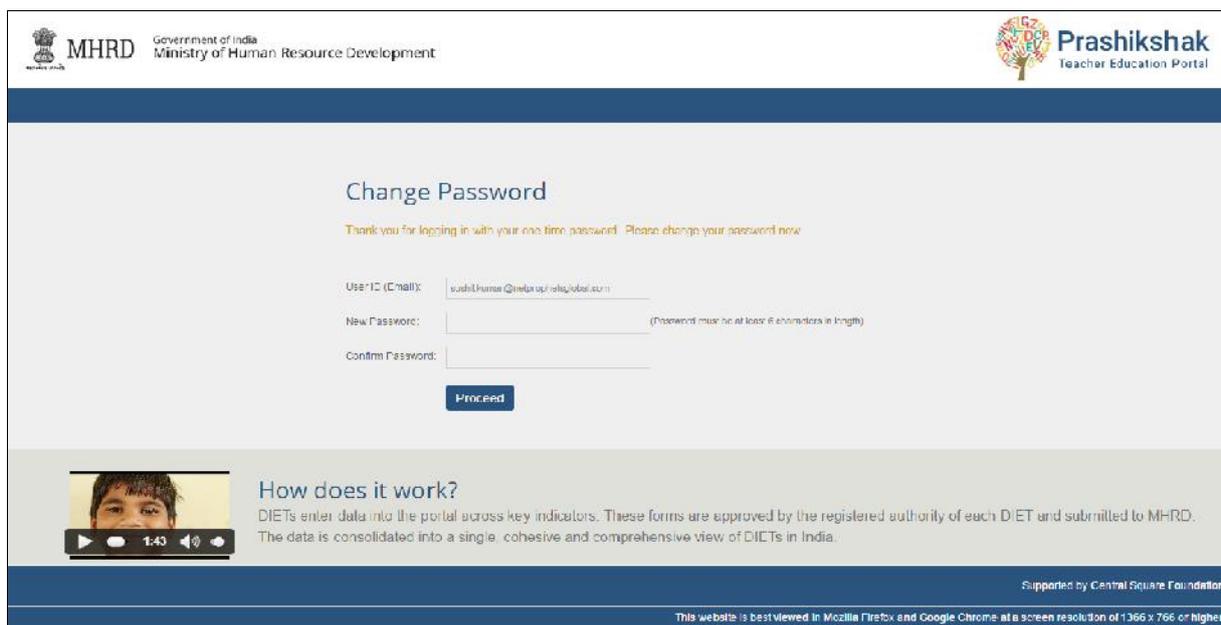
On the *Login* screen that appears, enter:

- *User ID*: Data Manager'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.

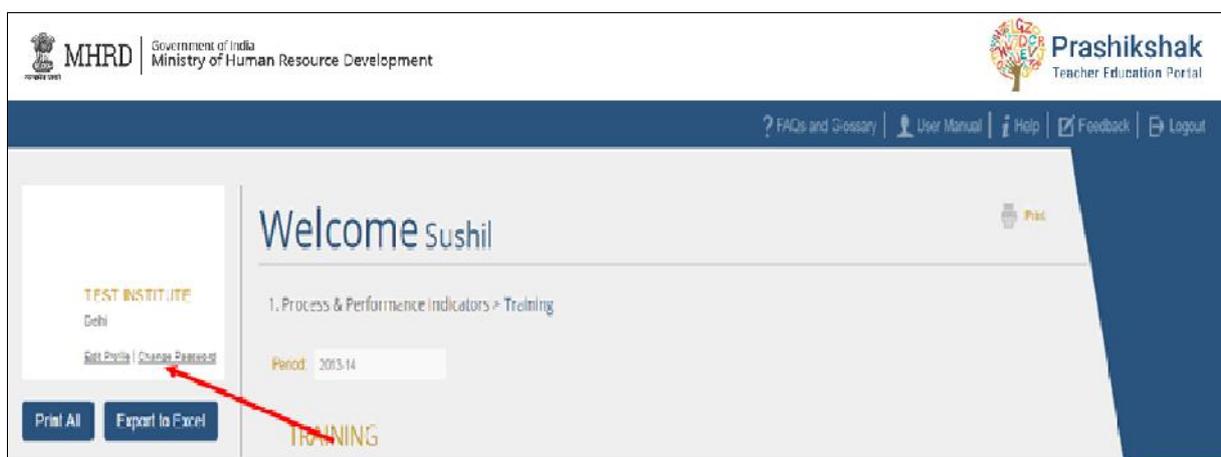


The password entered on the last screen is a one-time password that every user will use on their first login. For future logins, each user will be required to use their own password, which will be created on this screen.

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

## 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 your new password.

## Forgot Password

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

The screenshot shows the Prashikshak login interface. At the top left is the MHRD logo and text: 'Government of India, Ministry of Human Resource Development'. At the top right is the Prashikshak logo and 'Teacher Education Portal'. The main content area has a 'Welcome to Prashikshak' heading, a warning 'You are about to access a computer network intended for authorized users only.', and a note 'Login here (fields are case sensitive)'. Below this are two input fields: 'User Id (Email):' and 'Password:'. A blue 'Proceed' button and a 'Forgot Password' link are positioned below the fields. A red arrow points to the 'Forgot Password' link. At the bottom, there is a video player titled 'How does it work?' and a footer with the text 'Supported by Central Square Foundation' and 'This website is best viewed in Mozilla Firefox and Google Chrome at a screen resolution of 1366 x 768 or higher.'

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 Manager'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:

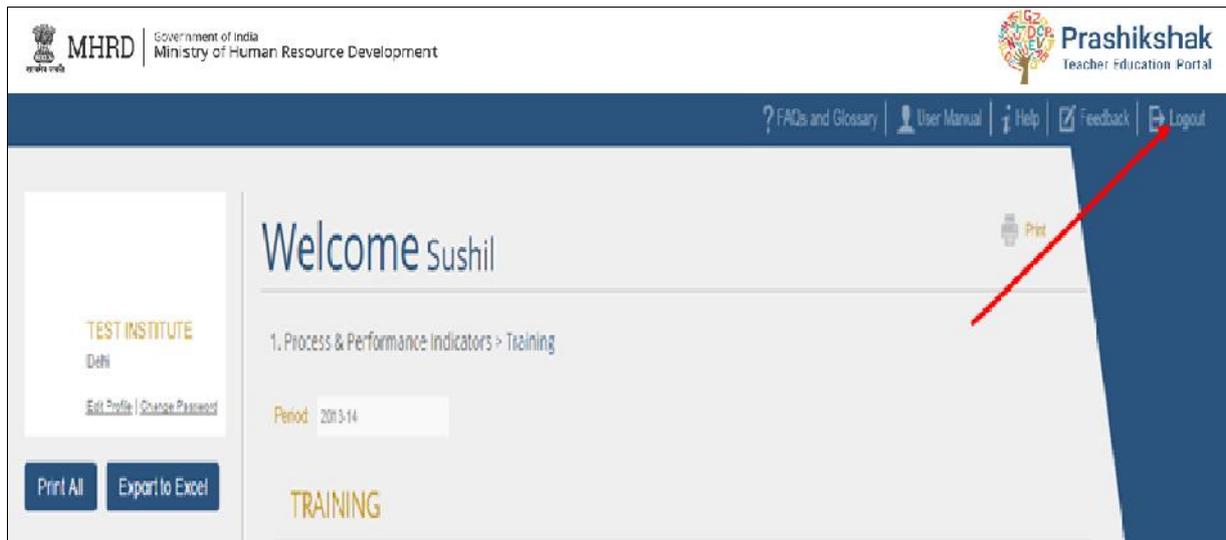
- *User ID*: Data Manager's registered email
- *New Password*: enter a new password of at least six characters
- *Confirm Password*: enter the same password as in the previous box

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 Manager'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.

## 3. Creating a Profile

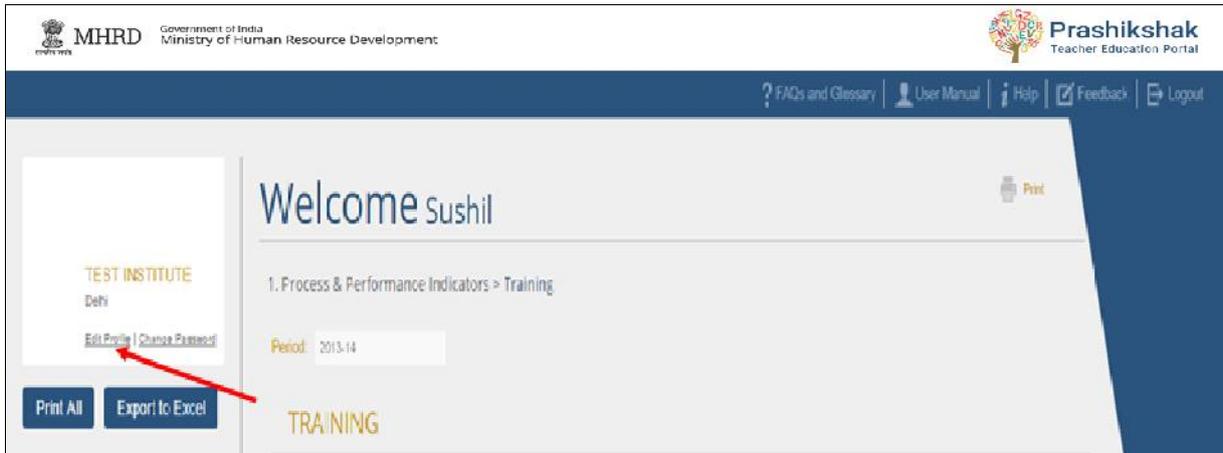
### Enter Institute Details

After logging in and completing the one-time password change, the Data Manager will be directed to a page to enter the Institute Details (also known as the *Institute Profile*).

The asterisk (\*) indicates mandatory fields. The form cannot be submitted until all the fields are filled out with an asterisk.

### Enter Data Manager Details

After completing the Institute Profile, the Data Manager can enter or edit his details. To do so, click on *Edit Profile* in the top left corner of any page.

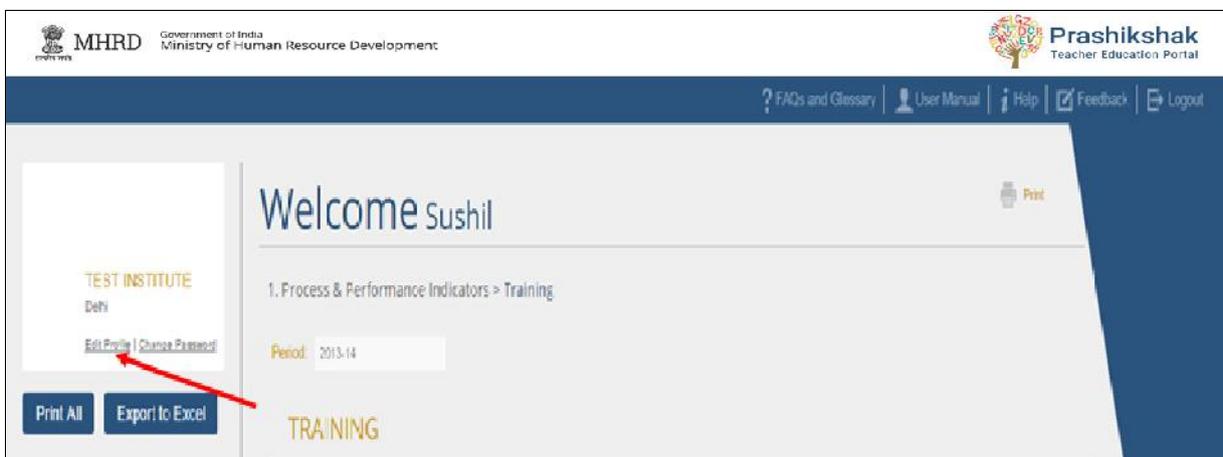


A page will appear with two tabs on it. The first tab is the Institute Profile, which was filled out in the previous step. To edit Data Manager details, click on the second tab (*Data Entry Manager*).

In this tab, the Data Manager can enter his name. The User ID should be the registered email of the Data Manager.

### 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.



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.

## 4. Navigating Prashikshak

### Overview of Indicators

There are four categories of indicators: *Process and Performance Indicators*, *Functional Indicators*, *Other Indicators* and *Quarterly Indicators*.

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 your 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 3.

Functional Indicators

Functional Indicators is slightly different from *Process and Performance Indicators*. For each section in Functional Indicators, the Data Manager 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.

**CONCEPTUAL TRAINING**

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:

« Previous Save Save and Next Next »

A red arrow points to the green circle icon with a white 'A' inside, indicating the 'Applicable' status.

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:

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:

« Previous Save Save and Next Next »

A red arrow points to the red circle icon with white 'N/A' inside, indicating the 'Not Applicable' status.

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.

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

The screenshot displays the 'ICT INFRASTRUCTURE' data entry screen. At the top, it shows the 'Current Period' as 2013-14 and the 'Subsequent Period' as 2014-15. Below this, there are input fields for 'Function: ICT Infrastructure' and 'Resource Type: ICT Devices'. The main data entry area is a table with three columns: 'Actual', 'Functional', and 'Under AMC'. Each row represents a different ICT equipment category, with input boxes for each column. To the right of the table is a 'Proposed' section with input boxes for various equipment types: Computer Machines, Laptops, Printers, CCTV, Projectors, Video Equipments, Audio Equipments, TV, and Photocopier. A legend at the bottom indicates '\*AMC: Annual Maintenance Contract'.

	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"/>

\*AMC: Annual Maintenance Contract

### 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 3.

### Quarterly Indicators

*Quarterly Indicators* contains a summary table of 9 performance indicators. These indicators are pulled from the annual indicators above and will be tracked by quarter.

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

QUARTER BY QUARTER (ACTUALS)*						
PERFORMANCE INDICATORS	Start of Year	APR-JUN (Q1)	JUL-SEP (Q2)	OCT-DEC (Q3)	JAN-MAR (Q4)	Total
Number of Sanctioned Faculty Posts (Academic only)	<input type="text"/>					
Number of Faculty Posts Filled (Academic only)	<input type="text"/>					
Total Funds Received (SSA+TES)	<input type="text"/>					
Total Funds Spent (SSA+TES)	<input type="text"/>					
Actual Number of Teachers Trained	<input type="text"/>					
Target Number of Teachers to be Trained	<input type="text"/>					
Number of Passout Students	<input type="text"/>					
Number of Students who Cleared TET	<input type="text"/>					
Number of Faculty who Underwent Professional Development Programs	<input type="text"/>					

[Save](#)

Example of quarterly indicators summary table

## Moving Between Indicators

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 any place 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

Process & Performance Indicators (30/30)	>
Functional Indicators (13/13)	∨
Pre-Service Programme (3/3)	✓
In Service Training (7/7)	✓
Faculty Development Programmes (6/6)	✓
Resource Centre & Documentation (8/8)	✓
Research and Action Research (2/2)	✓
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	>

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, click Next. If the user is currently on the last sub-indicator for a given section, the Next button will not be available.

The screenshot shows a web form titled "CONCEPTUAL TRAINING". At the top right, there are three icons: a green checkmark, a green circle with a white 'A', and a yellow circle with a white downward arrow. Below the title, there is a printer icon. The form contains several input fields and checkboxes:

- Name of Programme: Conceptual Training
- Expected number of people to be trained (for 2014-15): 0
- Target segment: Teachers:  BRC & CRC Coordinators:
- Duration in days: 0
- Target coverage (people): 0
- Trained (Actual): 0
- Shortfall: 0

At the bottom of the form, there are five buttons: "Back to Summary", "< Previous", "Save", "Save and Next", and "Next >".

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

## Timing Out

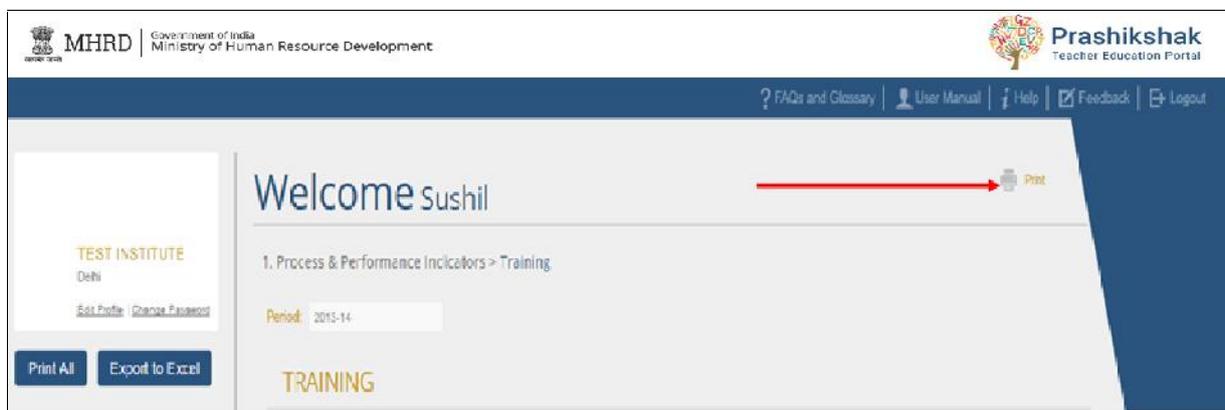
After 30 minutes of inactivity, the TEP will time out. One minute in advance, a popup window will appear to warn the user about the time out. To prevent the application from timing out, click Yes, Keep me signed in on this window.

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.

## 5. Other Features

### Print

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



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

- Print all blank forms: This will print the questions for every indicator and sub-indicator, with blank answer spaces.
- Print all forms (with saved data): This will print the questions for every indicator and sub-indicator, with the answers that have been saved by the user. For sections where no answers have saved, blank answer spaces will be printed.
- Print selected forms (with saved data): 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. If the sections selected to print have saved data, the saved answers will be printed. Otherwise, the form will be printed with blank answer spaces.
- 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 answer 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.

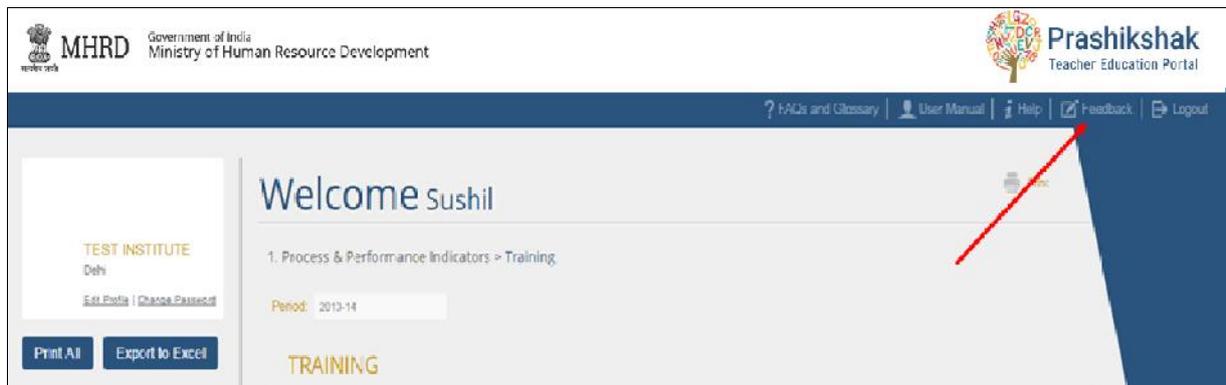
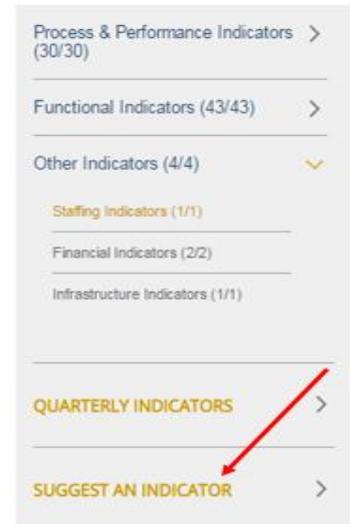
### Suggest an Indicator

To provide an indicator for the DIET 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.

## 6. Submitting Data

### How to Submit Data

When the form is completed, a Submit button will appear underneath the progress bar. To submit the data, click Submit.



Once the form has been submitted, the Data Manager will be redirected to a screen that confirms data submission. The Data Manager will also receive an email to confirm that the form was submitted.

The screenshot displays the Prashikshak Teacher Education Portal interface. At the top left, the MHRD logo and text 'Government of India Ministry of Human Resource Development' are visible. At the top right, the Prashikshak logo and 'Teacher Education Portal' are shown. A navigation bar contains links for 'FAQs and Glossary', 'User Manual', 'Help', 'Feedback', and 'Logout'. The main content area features a 'Welcome Sushil' message and a 'Congratulations!' heading. Below this, a message states: 'Thank you for submitting the form! Your form is now pending approval from the Data Approver. Please notify your Head of Institute that this form has been submitted.' To the left, there is a sidebar with a 'TEST INSTITUTE' section for 'Delhi' and 'ANNUAL INDICATORS' section for 'Process & Performance Indicators > (30/50)'. Action buttons include 'Print All', 'Export to Excel', and 'Save as Pdf'. A 'Print' icon is also present near the welcome message. At the bottom, contact information is provided: 'If you have any questions or concerns, please contact - [support@itep.in](mailto:support@itep.in)'.

This screen will also give the option to print the submitted form (Print All), or display the submitted data in an Excel document (Export to Excel).

Once the form has been submitted, it cannot be changed or edited.

### Next Steps after Submission

After the Data Manager submits the form, he must notify the Data Approver that the form has been submitted. The Data Approver will automatically be sent a notification email by the Prashikshak system. However, the Data Manager should also notify the Data Approver verbally or over email.

## 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 DIETs, 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 Manager Questions

6. Do I have to complete the entire form at one time?
7. How do I keep from losing data if the power goes out?
8. How do I know if my form has been submitted?
9. What do I do once I submit the form?
10. Can I edit the form after submitting it?

### Indicator Questions

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

### Other Questions

18. Why did my account time out?
19. Can I print from Prashikshak?
20. Can I export my data to an Excel spreadsheet?
21. How can I give feedback about the Prashikshak?
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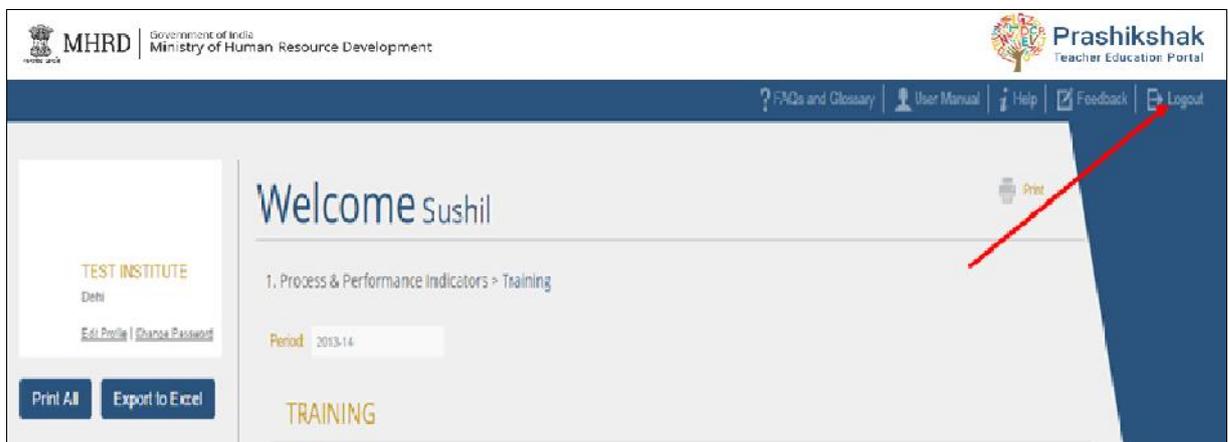
## Login and Password Questions

### 1. How do I log in?

To log in, go to the *Login* page at <http://input.prashikshak.in> and enter the User ID (the Data Manager'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.



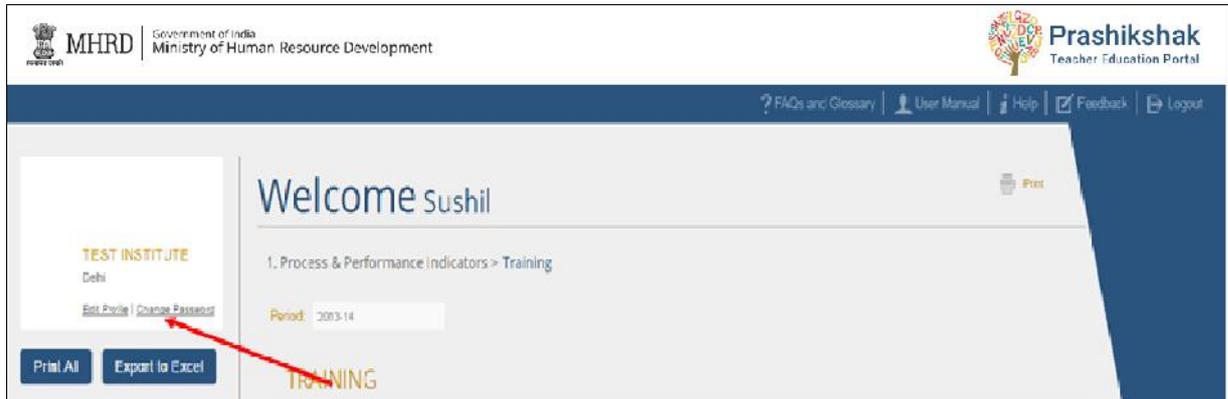
Be sure to always log out of the portal, instead of just closing the browser window.

### 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.



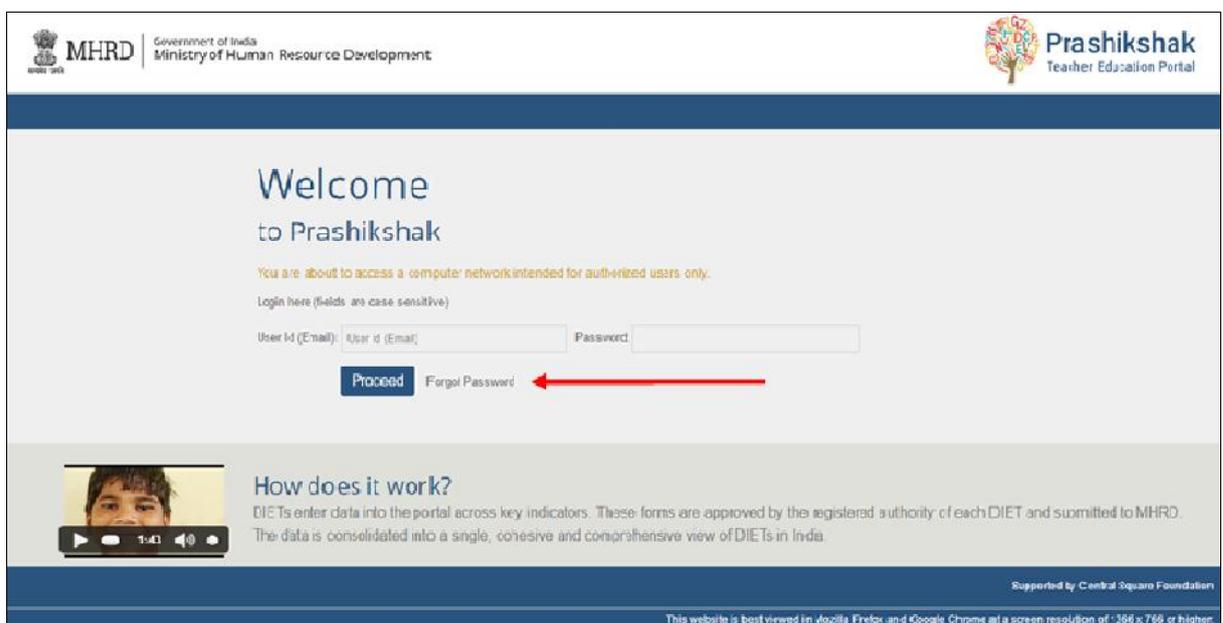
Once you click on Change Password, you will be brought to a screen where you will enter:

- *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 Manager Questions

6. Do I have to complete the entire form at one time?

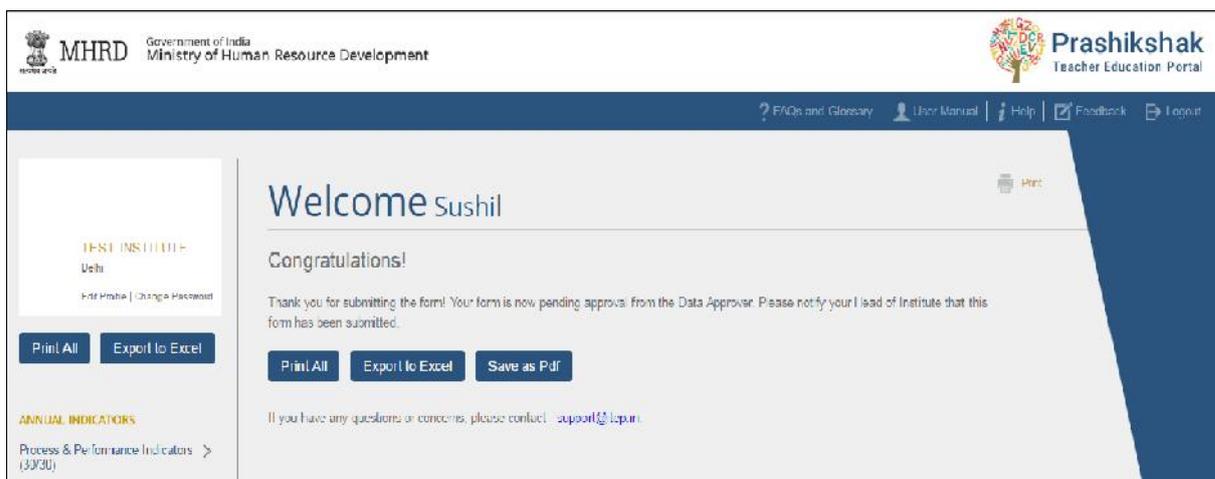
No. You can complete the form in multiple sessions, as long as you save your data before you log out of the portal.

7. How do I keep from losing data if the power goes out?

Unfortunately, there is no solution for this issue. If the power goes out while you are in the middle of filling out a sub-indicator, the data will be lost. However, saving often will prevent you from losing data from other parts of the form.

8. 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.

#### 9. What do I do once I submit the form?

Once you have submitted the form, tell the Data Approver so he can review and edit the submitted data.

#### 10. Can I edit the form after submitting it?

No, the Data Manager cannot edit the form after it is submitted. If there is an issue with the data, contact the Data Approver, who has edit rights after the Data Manager has submitted the form.

### Indicator Questions

#### 11. 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.

#### 12. 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.

#### 13. 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.

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

## ICT INFRASTRUCTURE

Function: ICT Infrastructure

Resource Type: ICT Devices

	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"/>

\*AMC: Annual Maintenance Contract

**Proposed**

Computer Machines:

Laptops:

Printers:

CCTV:

Projectors:

Video Equipments:

Audio Equipments:

TV:

Photocopier:

14. 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.

15. 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 are not allowed. To learn which case is true for each sub-indicator, look up the specific question in Appendix 4.

16. 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@iedp.in.

#### 17. 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@iedp.in.

### Other Questions

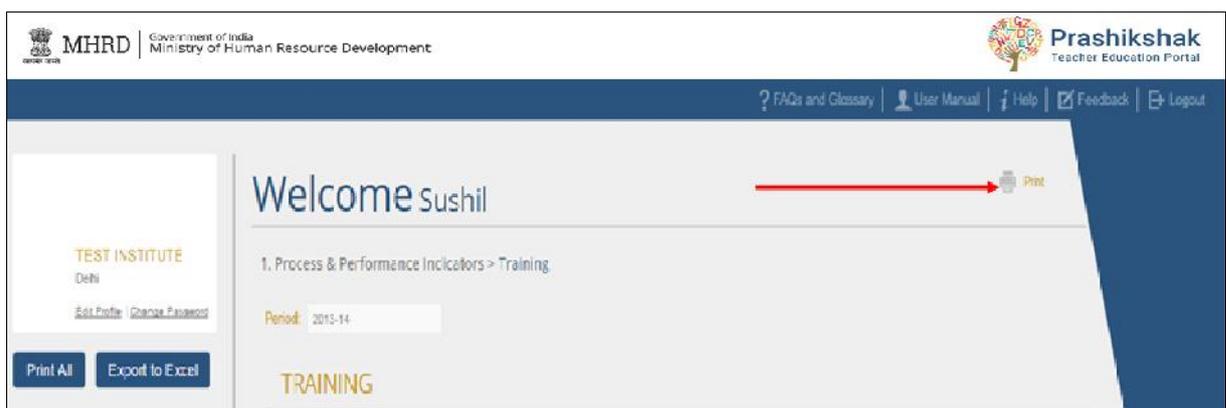
#### 18. Why did my account time out?

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.

#### 19. Can I print from Prashikshak?

Print functionality is available on the TEP 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.

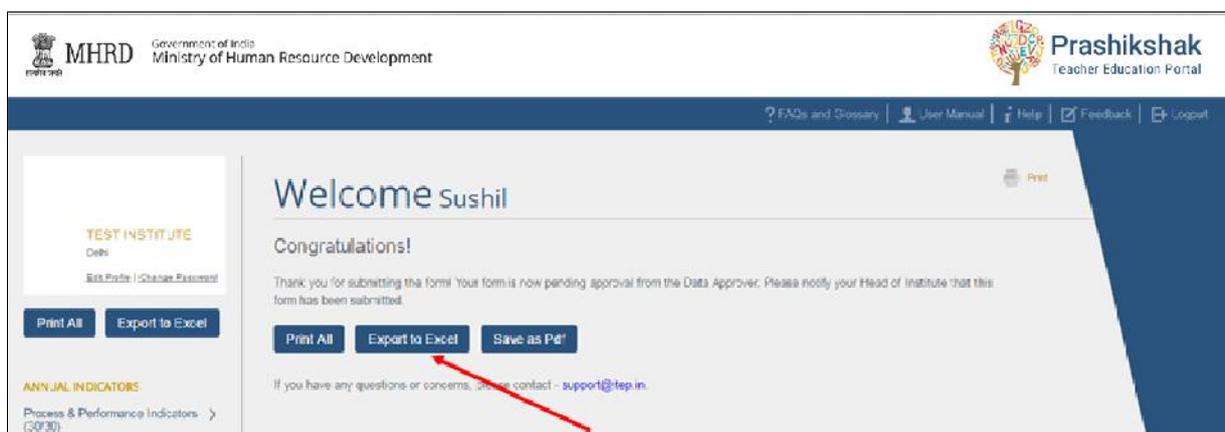
For the Data Manager, these are the following options:

- Print all blank forms: This will print the questions for every indicator and sub-indicator, with blank answer spaces.
- Print all forms (with saved data): This will print the questions for every indicator and sub-indicator, with the answers that have been saved by the user. For sections where no answers have saved, blank answer spaces will be printed.
- Print selected forms (with saved data): 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. If the sections selected to print have saved data, the saved answers will be printed. Otherwise, the form will be printed with blank answer spaces.
- 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.

## 20. 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.



## 21. 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.

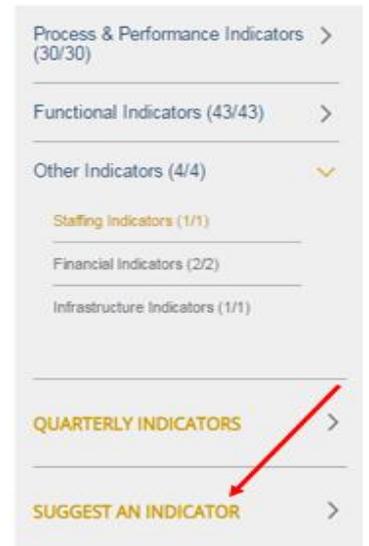


Share any feedback, suggestions, or difficulties and they will be reviewed shortly.

22. 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.