

Welcome to the Adhyayan Online Portal. The below guidance will help you to:

Sr. No	Particulars	Page No.
1	Access Adhyayan's online portal	1
2	View the profile of the school you are reviewing	2
3	Fill external-review ratings of the school you are reviewing	

Please be connected with internet for accessing the Adhyayan's online portal.

Steps to access Adhyayan's online portal

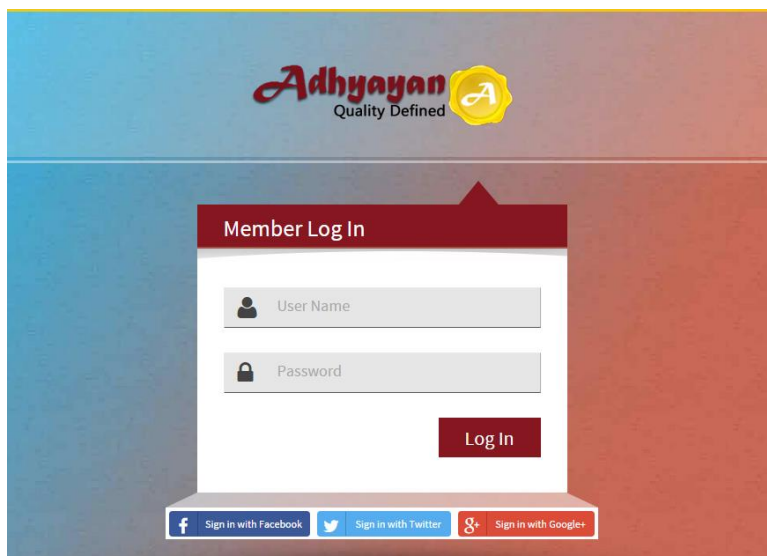
Step 1

To access the Adhyayan's online portal, visit our website www.adhyayan.asia. The following screen will open up in your internet browser. Click on 'School Log-in' to access the Adhyayan software.



Step 2

The following screen will open up for you to enter the username and password. The user name will always be your registered email contact with Adhyayan.



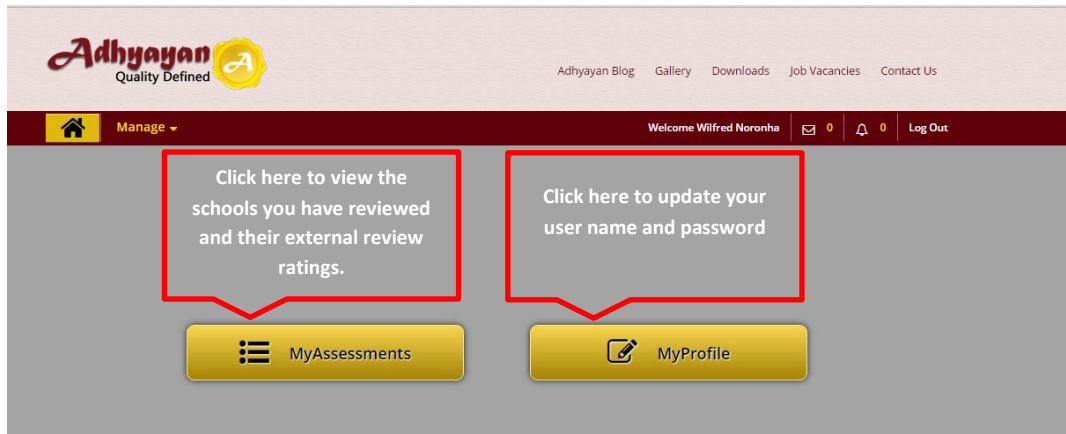
User Name –

Password –

Steps to view the school's complete profile and fill the external review ratings

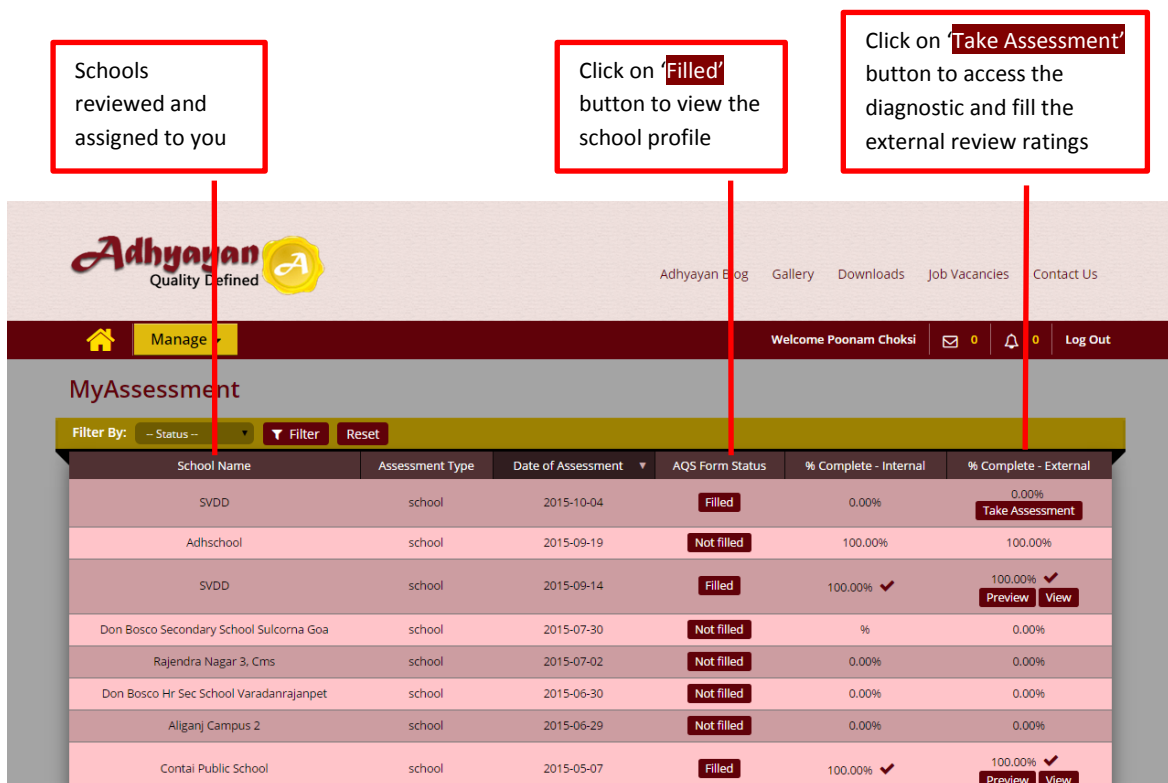
Step 1

Once you log in using the username and password, you will see the following 2 options on your screen. Click on 'My Assessments' to view the school's profile and fill the external review ratings.



Step 2

Once you click on 'My Assessments', the following screen will open up. The structure of the page is explained below with red markings.



Step 3

The following information of the school will show on screen, once you click on 'Filled' button under 'AQS Form Status'.

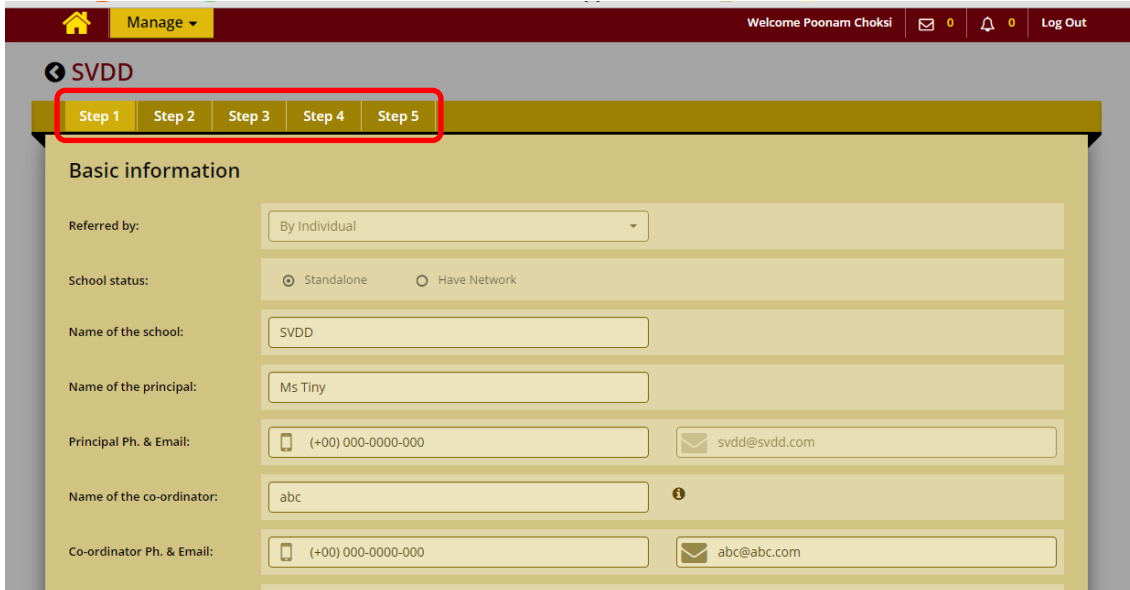
Step 1 – Basic Information

Step 2 – Advanced Information

Step 3 – Booking related Information

Step 4 – AQS Contract for schools (please ignore)

Step 5 – SSRE team information



SVDD

Step 1 Step 2 Step 3 Step 4 Step 5

Basic information

Referred by:

School status: ☒ Standalone ☐ Have Network

Name of the school:

Name of the principal:

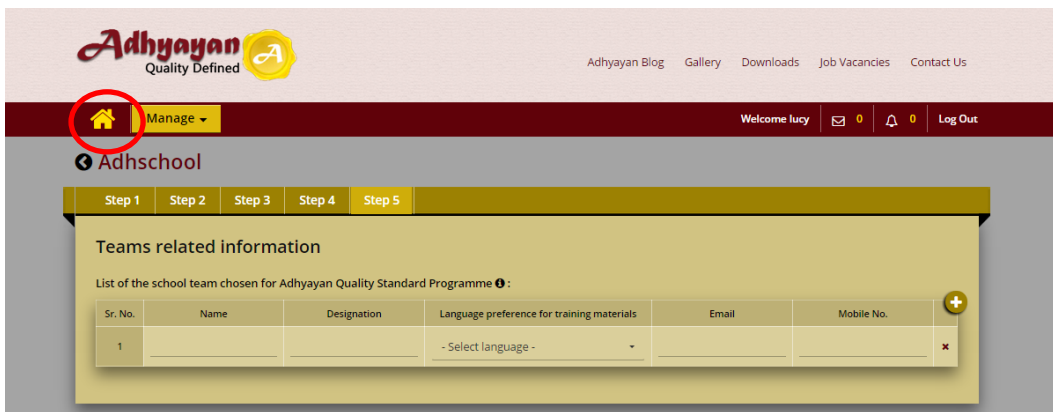
Principal Ph. & Email:


Name of the co-ordinator:

Co-ordinator Ph. & Email:

Step 4

After viewing the school's profile in the software, you can return to home page by clicking the home icon on top left corner of the screen.



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Manage

Welcome Lucy 0 0 Log Out

Adhschool

Step 1 Step 2 Step 3 Step 4 Step 5

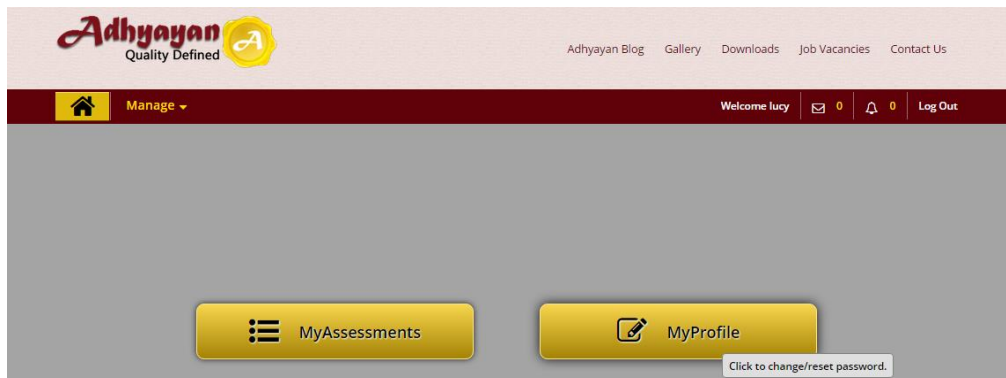
Teams related information

List of the school team chosen for Adhyayan Quality Standard Programme :

Sr. No.	Name	Designation	Language preference for training materials	Email	Mobile No.
1			- Select language -		

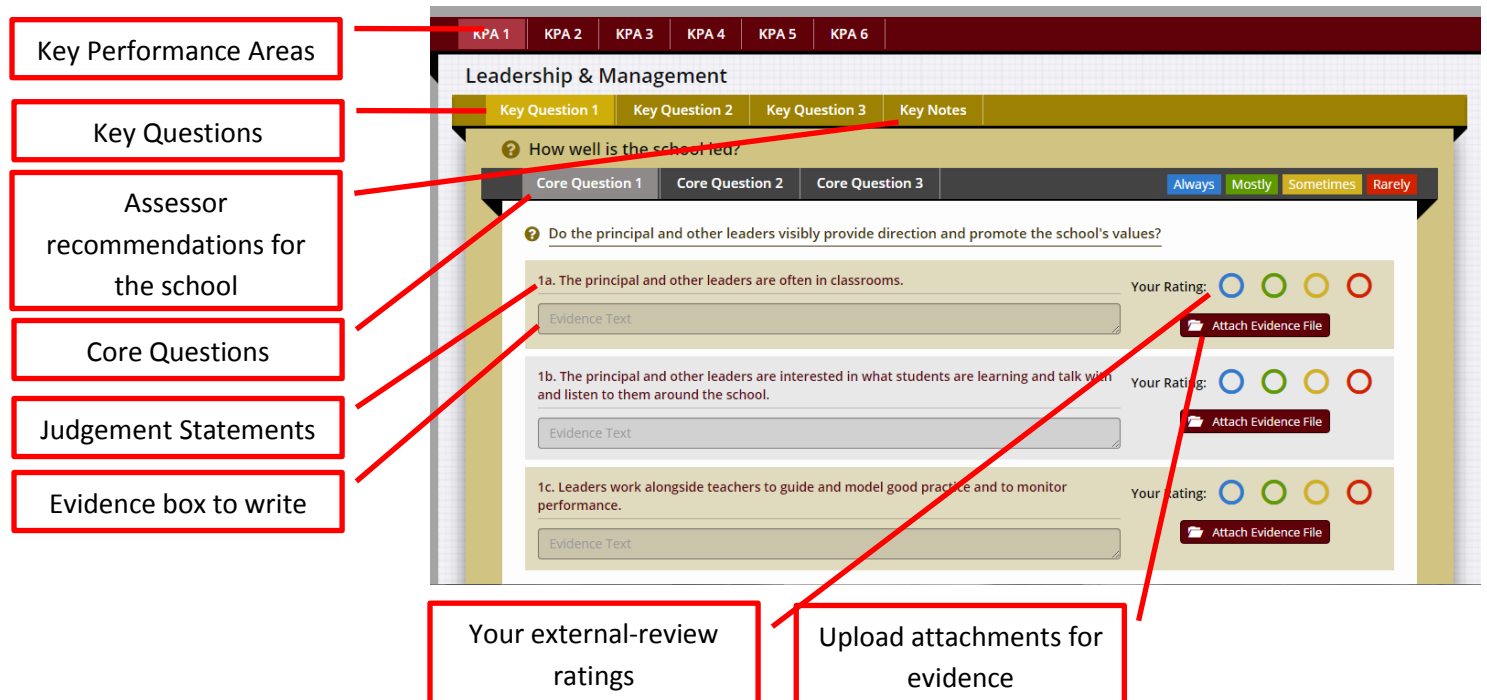
Step 5

After returning to homepage, you can click on 'My Assessment' again to now fill the school's external-review ratings.



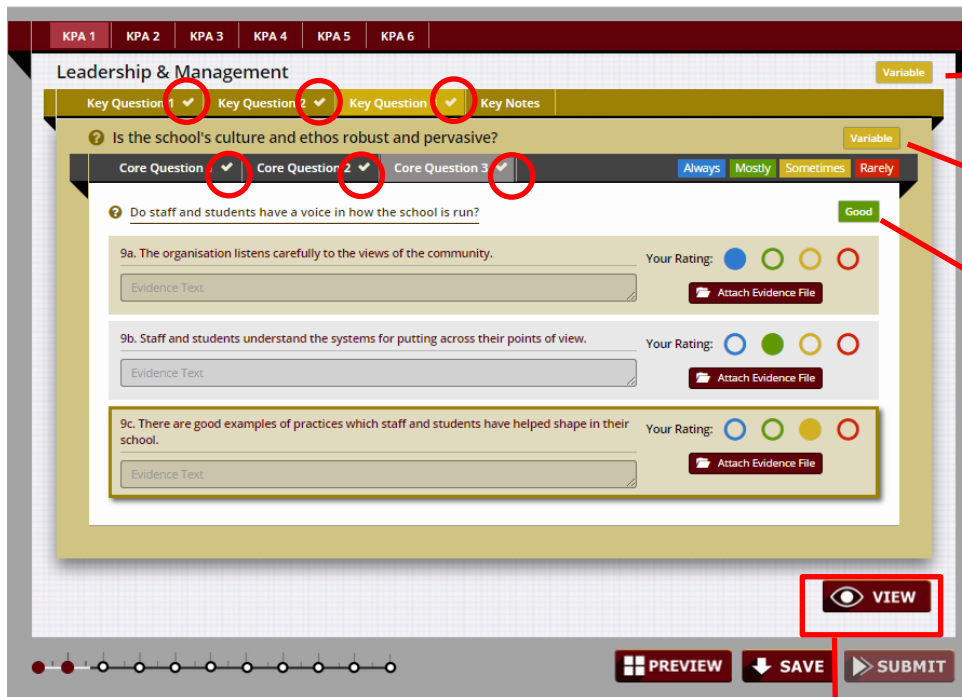
Step 6

Once you click on the button 'Take Assessment', following screen will open up for you to fill the SSRE ratings across all the Key Performance Areas (KPAs). The structure is explained below with the red markings.



The screenshot shows the 'Take Assessment' interface. At the top, there are tabs for 'KPA 1', 'KPA 2', 'KPA 3', 'KPA 4', 'KPA 5', and 'KPA 6'. Below this is a section titled 'Leadership & Management' with sub-tabs for 'Key Question 1', 'Key Question 2', 'Key Question 3', and 'Key Notes'. The main content area displays a question: 'How well is the school led?' followed by 'Core Question 1', 'Core Question 2', and 'Core Question 3'. Each core question has a 'Your Rating' section with four colored circles (blue, green, yellow, red) and an 'Attach Evidence File' button. Below each core question is an 'Evidence Text' box. Red lines and boxes on the left side of the image point to specific elements: 'Key Performance Areas' points to the KPA tabs; 'Key Questions' points to the 'Key Question' tabs; 'Assessor recommendations for the school' points to the 'Key Notes' tab; 'Core Questions' points to the 'Core Question' tabs; 'Judgement Statements' points to the 'Your Rating' section; 'Evidence box to write' points to the 'Evidence Text' box; 'Your external-review ratings' points to the 'Your Rating' section; and 'Upload attachments for evidence' points to the 'Attach Evidence File' button.

Once you start filling your ratings for every judgement statement of a particular core question, you will see '✓' besides the core question. Once you have completed filling the ratings for all the 3 core questions of a particular key question, you will see the ✓ beside the Key Questions. Please see below screen for example. You can 'SAVE' the ratings and evidences until you have completed filling for all the KPAs. Once you have completed for all the KPAs, you can click on the 'SUBMIT' button.



Grade for
Key Performance Area

Grade for
Key Question

Grade for
Core Question

You can view the report card for the external review ratings with the grades scored by the school for Core Questions , Key Questions and Key Performance Area by clicking on 'VIEW' button.

KPA 1

KPA 2

KPA 3

KPA 4

KPA 5

KPA 6

KPA 1: Leadership & Management

Variable

K.Q 1: How well is the school led?

Core Questions (C.Q)	1. Do the principal and other leaders visibly provide direction and promote the school's values?			2. Do leaders hold to account those for whom they are responsible?			3. Does the school effectively organise training programmes for staff?		
Judgement Statements	1a	1b	1c	2a	2b	2c	3a	3b	3c
External Review Rating	Mostly	Mostly	Sometimes	Sometimes	Sometimes	Rarely	Mostly	Rarely	Rarely
External Review Grade for C.Q	Good			Variable			Needs Attention		
External Review Grade for K.Q	Variable								

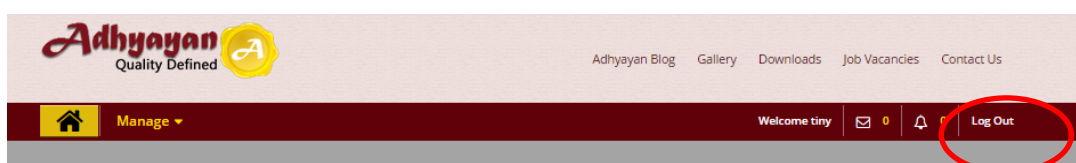
K.Q 2: Is the school effectively and efficiently managed?

Core Questions (C.Q)	1. Do suitable systems exist to ensure good organisation of the learning day?			2. Do employees understand their roles and are they accountable for them?			3. Are student progress tracking systems effective? Are their findings reported to parents?		
Judgement Statements	4a	4b	4c	5a	5b	5c	6a	6b	6c
External Review Rating	Mostly	Mostly	Sometimes	Sometimes	Sometimes	Rarely	Mostly	Rarely	Rarely
External Review Grade for C.Q	Good			Variable			Needs Attention		
External Review Grade for K.Q	Variable								

school.

Step 7

Once you have completed filling your self-review ratings, you can click on 'log out' option on top right side.



THANK YOU

Please call Poonam Choksi, AQS Programme Lead on 9773187331 or email her at poonam.choksi@adhyayan.asia for any software related queries you might have.