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	Update your school profile	2
3	Fill your school's self-review ratings	5

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

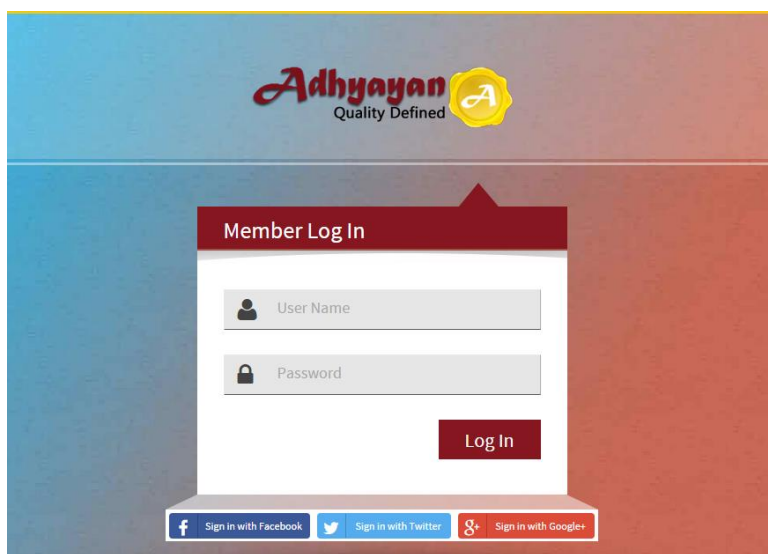**Steps to access Adhyayan's online portal**

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.
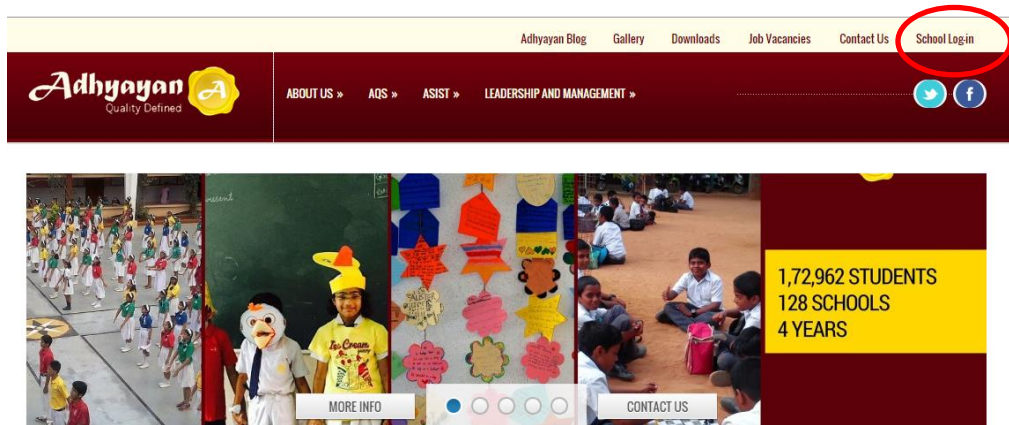
Step 2

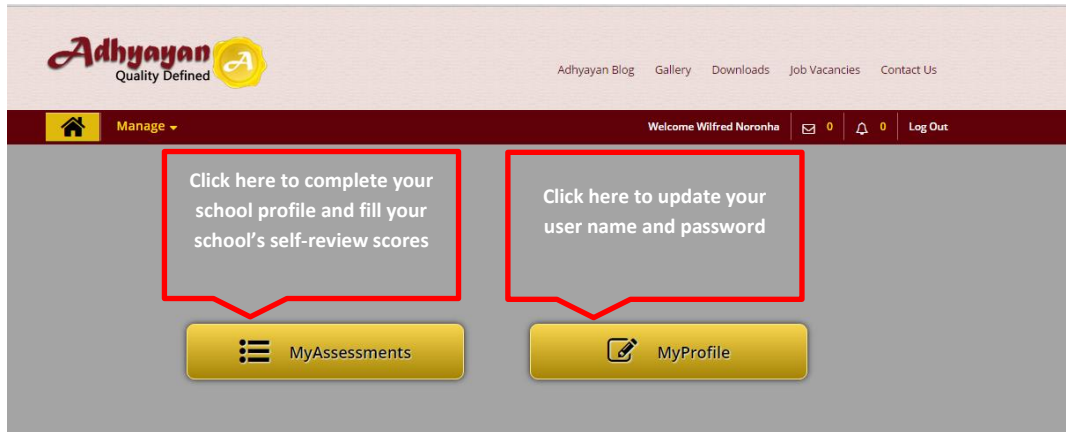The following screen will open up for you to enter the username and password.

User Name –

Password –

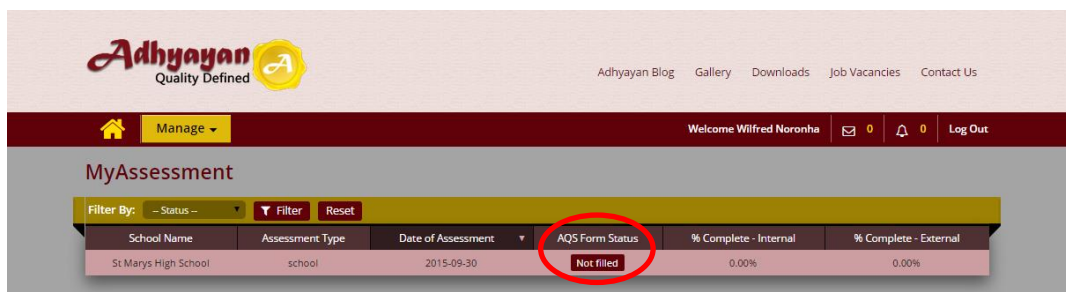## Steps to complete your school profile

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 complete your school's profile.
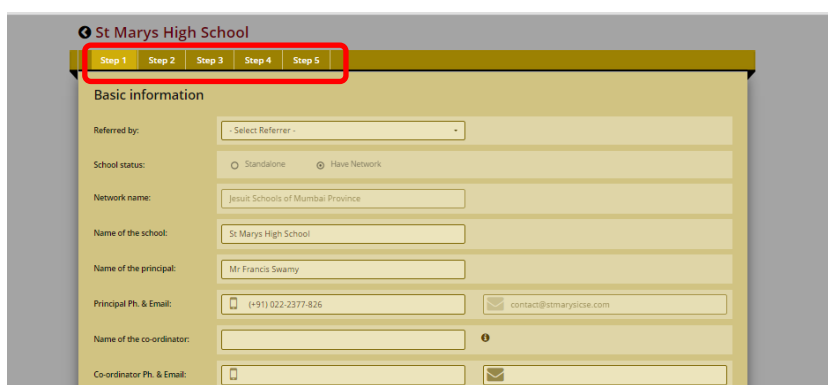

Step 2

Once you click on 'My Assessments', the following screen will open up. You will find a button 'Not Filled' under AQS Form Status. Click on the button to open your school profile page.

Step 3

There are 5 steps to complete your school profile as shown in the below screen.
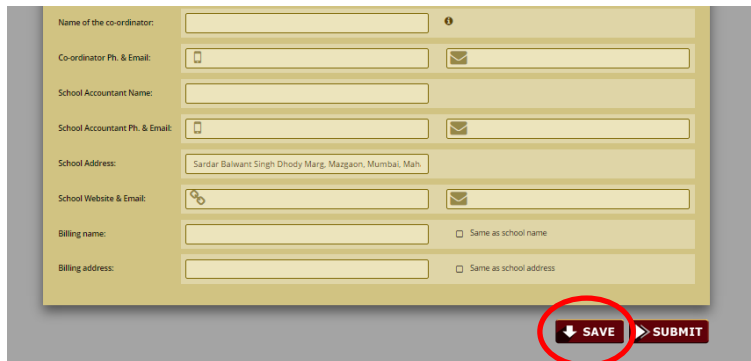
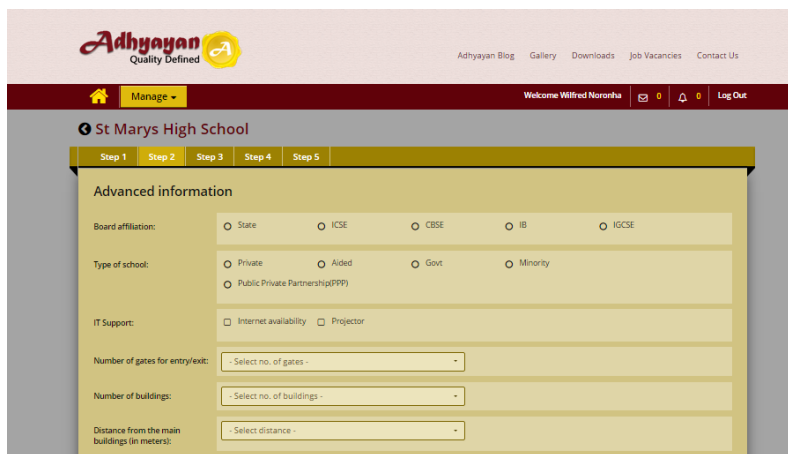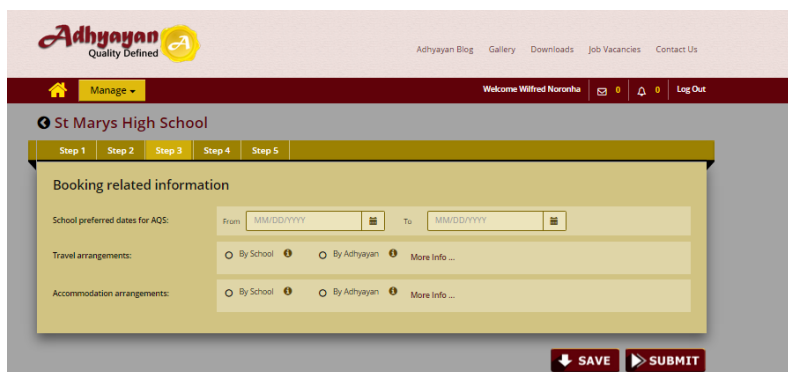*Step 1 – Basic Information (Fill up all the information on the page)*

Once you have filled all the information requested in step 1, click on the 'Save' button at the end of the page.
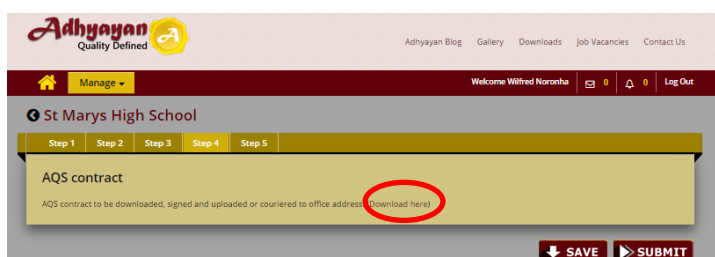

Step 2 – Advanced Information (Fill up all the information on the page)
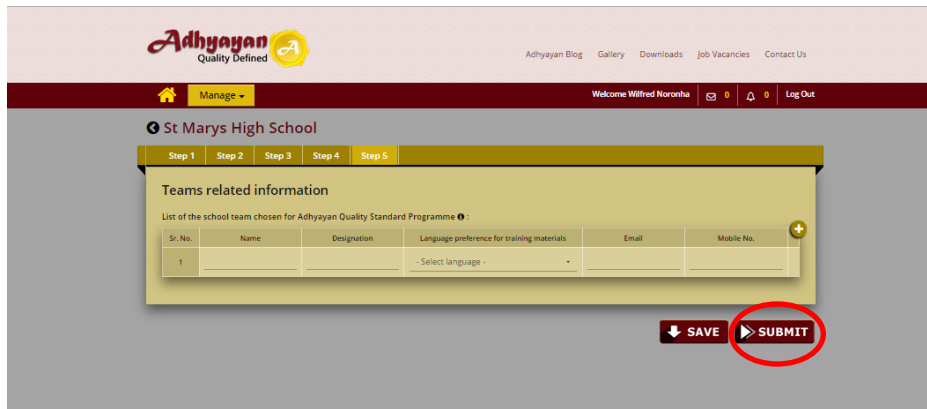

Step 3 – Booking related Information (Fill up all the information on the page)

Step 4 – Download the AQS Contract from here and send the signed and stamped copy to Adhyayan office.

Step 5 – Teams related information(Please fill the information about your SSRE team members on this page)
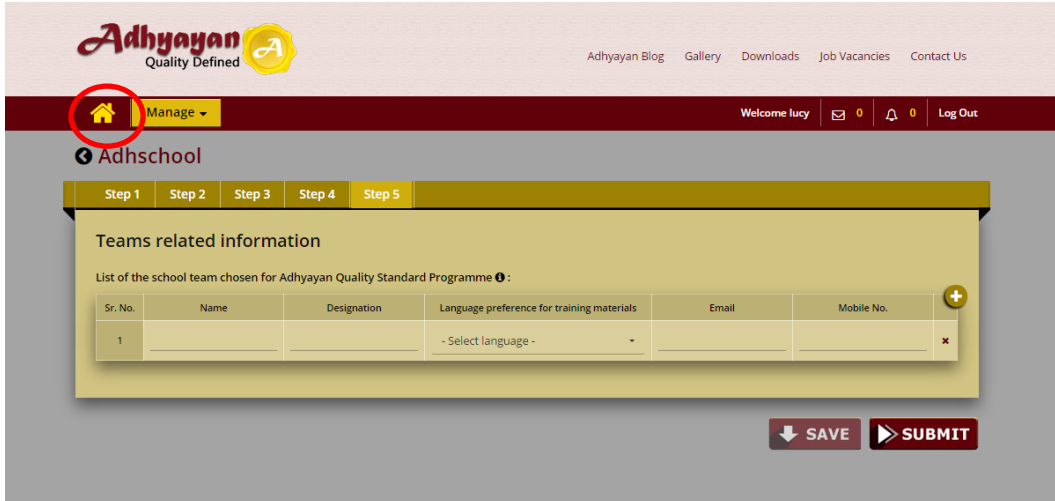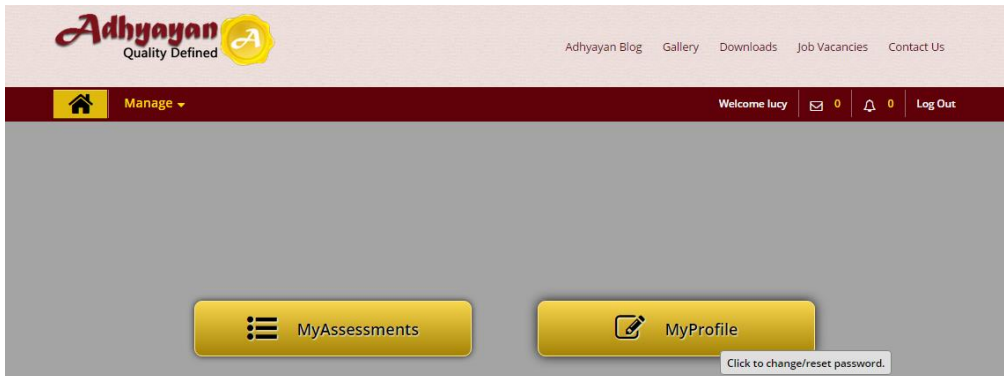

Once you have completed filling the information for all 5 steps, click on the 'SUBMIT' button on the bottom right side.

Steps to complete your school's self-review and evaluation (SSRE) ratings

Step 1

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

Step 2

On the home page, you will again see the following 2 options. Click on 'My Assessment' again to now fill your school's self-review and evaluation ratings.

Step 3

Beside the AQS Form Status, you will find the heading '% Complete – Internal' and under that, you will see the button 'TAKE ASSESSMENT'. Click on the button to access the AQS diagnostic.

Step 4

The 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 markings.


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.

Step 5

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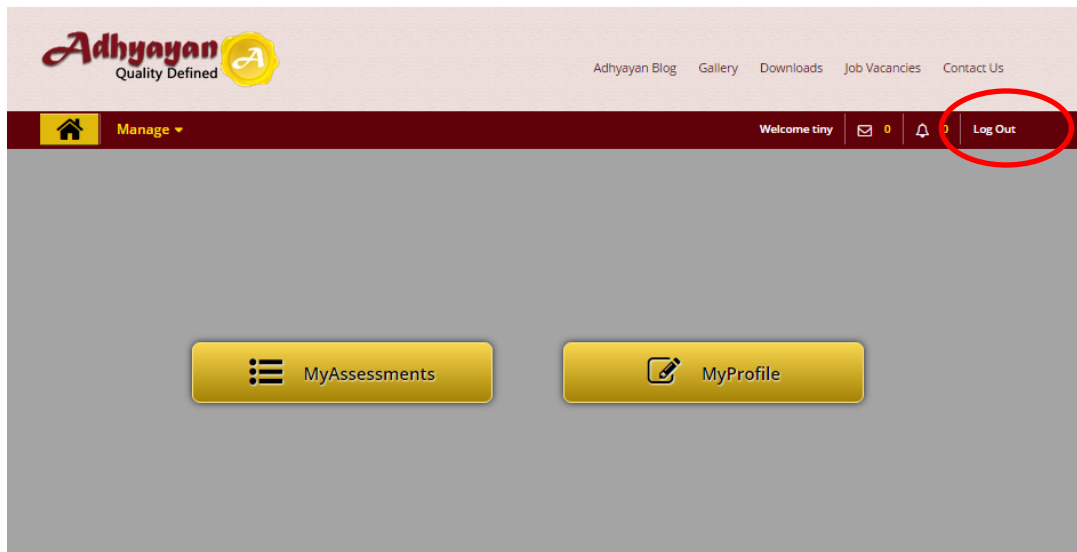
THANK YOU

**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.**