

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

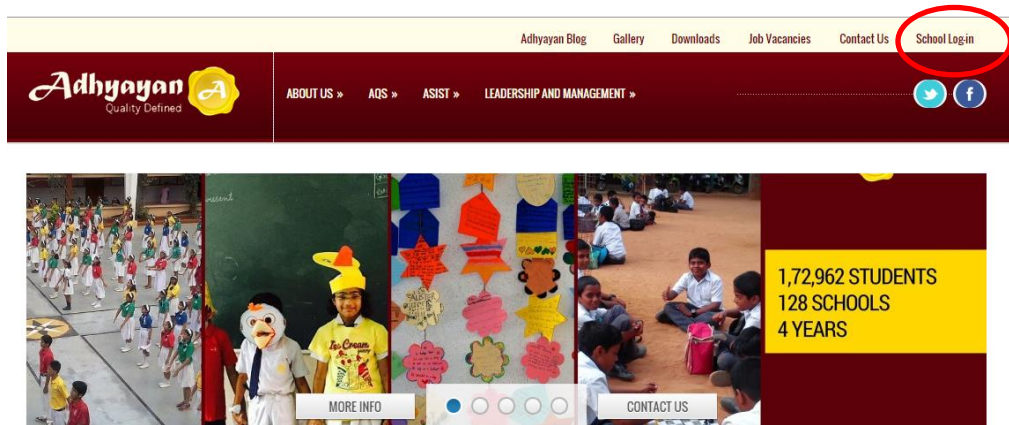
Sr. No	Particulars	Page No.
1	Access Adhyayan's online portal	1
2	Update your school profile	2
3	Fill your school's self-review ratings	5

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

Steps to access Adhyayan's online portal

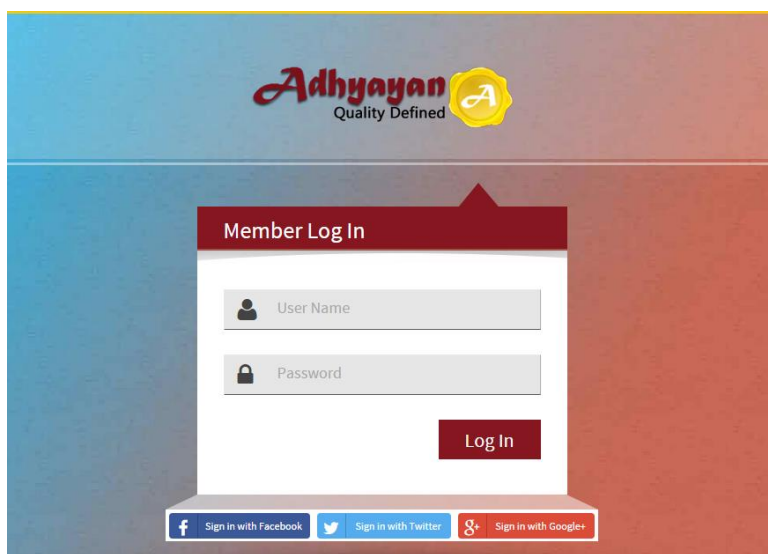
Step 1

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.



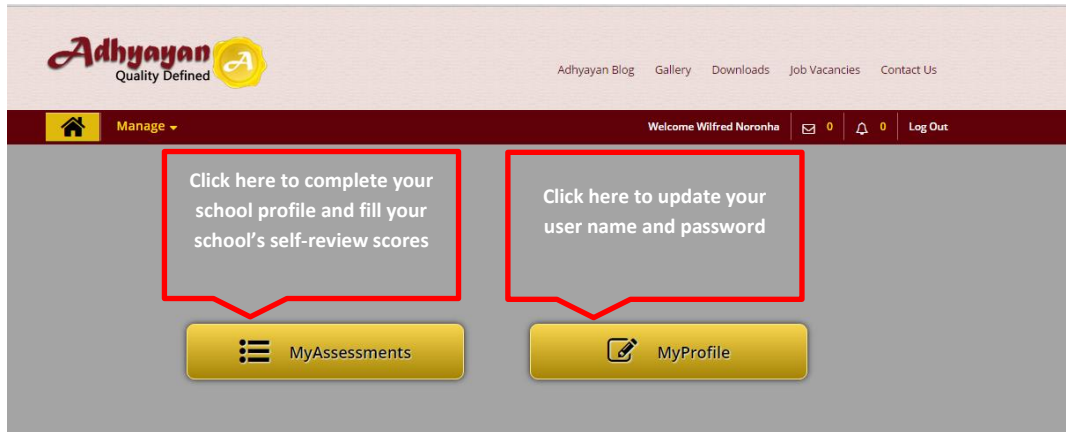
User Name –

Password –

Steps to complete your school profile

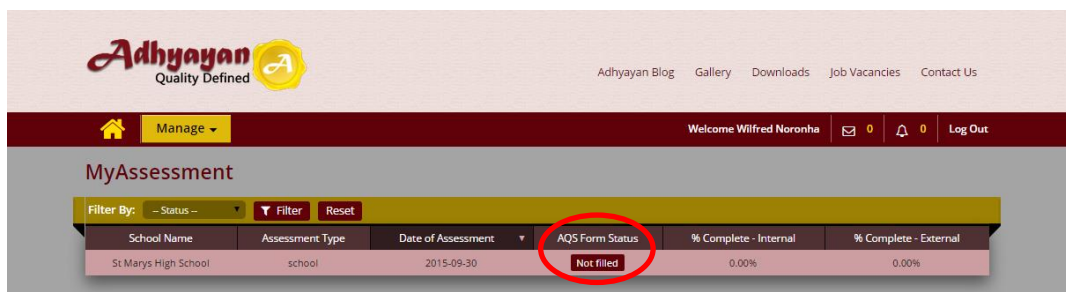
Step 1

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

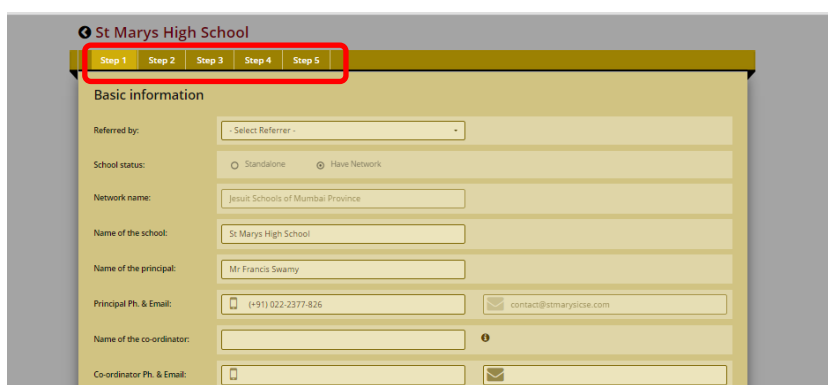
Once you click on 'My Assessments', the following screen will open up. You will find a button 'Not Filled' under AQS Form Status. Click on the button to open your school profile page.



Step 3

There are 5 steps to complete your school profile as shown in the below screen.

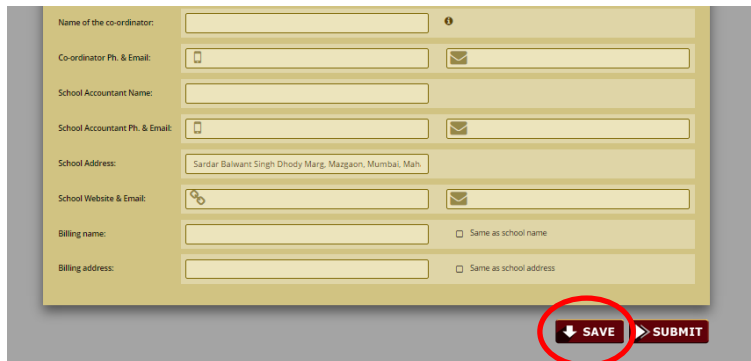
Step 1 – Basic Information (Fill up all the information on the page)



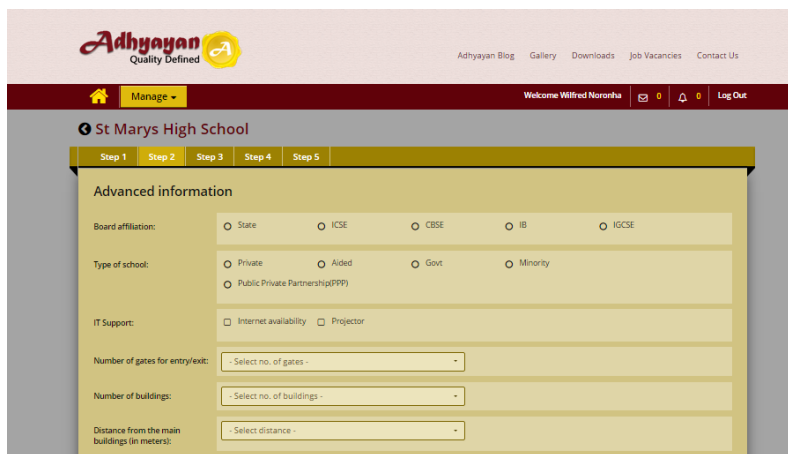
The screenshot shows the 'Basic information' form for 'St Marys High School'. The form has a progress bar at the top with five steps: Step 1, Step 2, Step 3, Step 4, and Step 5. Step 1 is highlighted with a red box. The form fields are as follows:

- Referred by:
- School status: ☐ Standalone ☒ Have Network
- Network name:
- Name of the school:
- Name of the principal:
- Principal Ph. & Email:
- Name of the co-ordinator:
- Co-ordinator Ph. & Email:

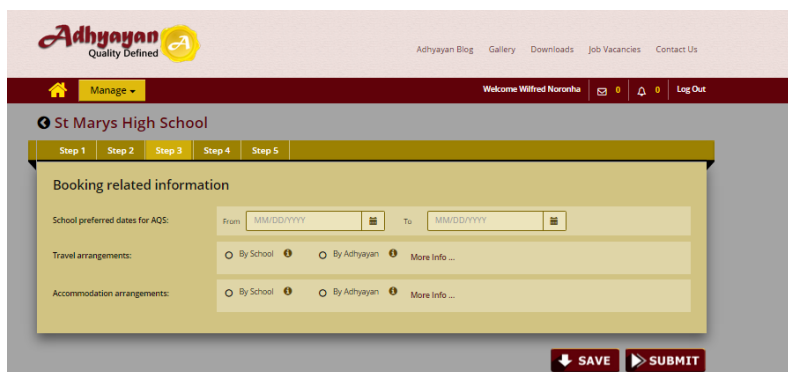
Once you have filled all the information requested in step 1, click on the 'Save' button at the end of the page.



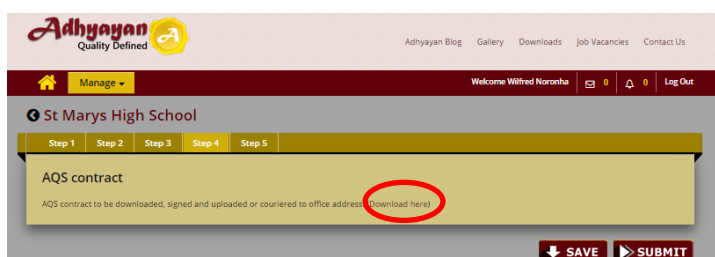
Step 2 – Advanced Information (Fill up all the information on the page)



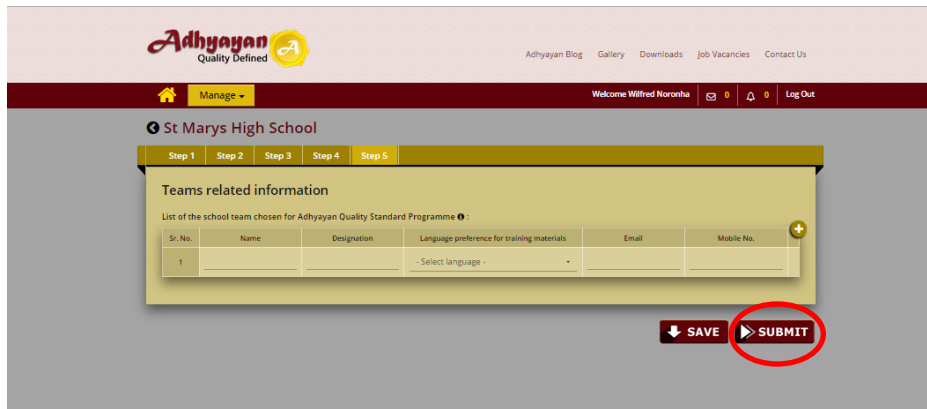
Step 3 – Booking related Information (Fill up all the information on the page)



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)



The screenshot shows the Adhyayan Quality Standard Programme interface. At the top, there's a header with the Adhyayan logo and navigation links. Below that, a sidebar shows the user's profile and a 'Manage' dropdown. The main content area is titled 'St Marys High School' and displays a progress bar with five steps, where Step 5 is currently active. The form is titled 'Teams related information' and includes a sub-header 'List of the school team chosen for Adhyayan Quality Standard Programme'. Below this is a table with columns for Sr. No., Name, Designation, Language preference for training materials, Email, and Mobile No. The table has one row with the number '1' in the Sr. No. column. To the right of the table is a '+' icon. At the bottom right of the form, there are two buttons: 'SAVE' and 'SUBMIT'. The 'SUBMIT' button is circled in red.

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

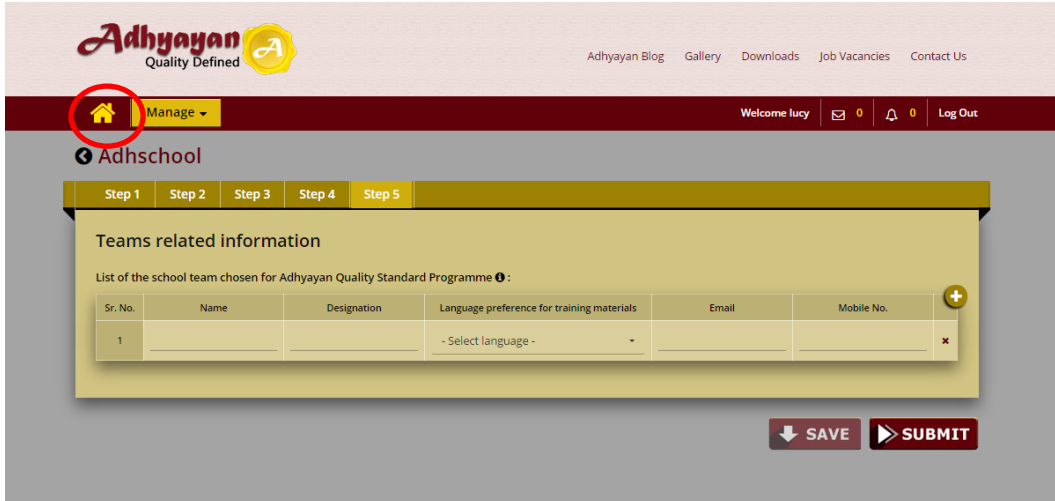
SAVE **SUBMIT**

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.



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Welcome Lucy 0 0 Log Out

Adhschool

Step 1 Step 2 Step 3 Step 4 Step 5

Teams related information

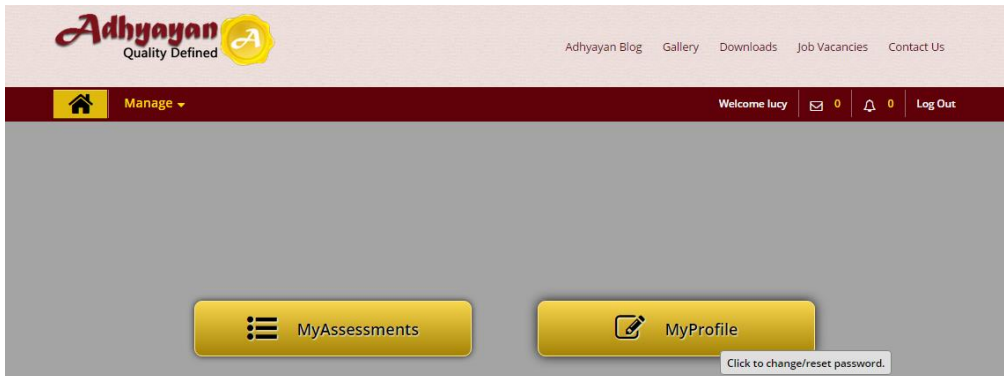
List of the school team chosen for Adhyayan Quality Standard Programme :

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

SAVE SUBMIT

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.



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MyAssessments MyProfile

Click to change/reset password.

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.



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Welcome tiny 0 0 Log Out

MyAssessment

Filter By: -- Status -- Filter Reset

School Name	Assessment Type	Date of Assessment	AQS Form Status	% Complete - Internal	% Complete - External
SVDD	school	2015-10-04	Filled	0.00% Take Assessment	0.00%

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.

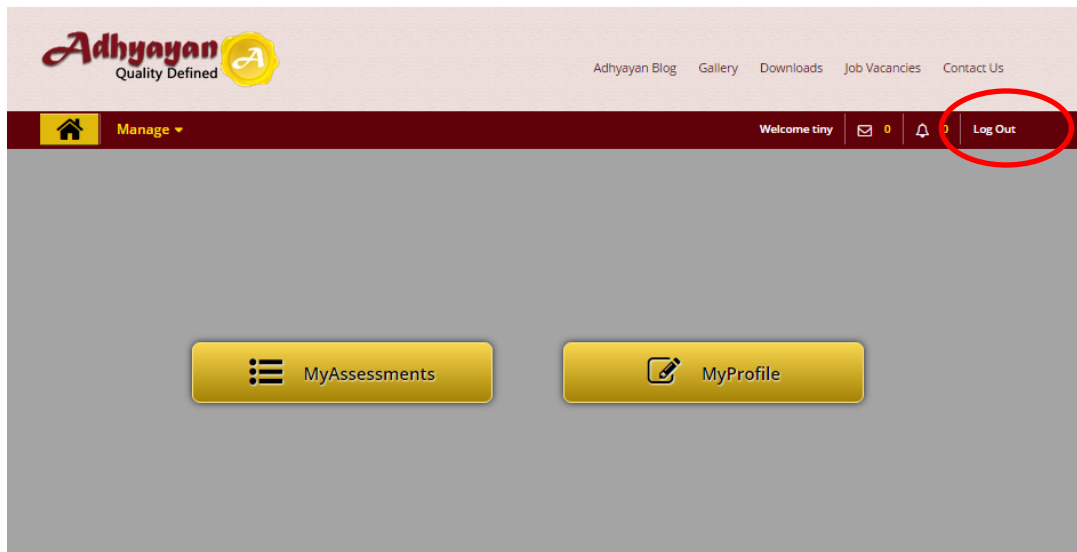
The screenshot shows the 'Leadership & Management' section of the SSRE form. It is divided into six Key Performance Areas (KPA 1 to KPA 6) at the top. Below this, there are three Key Questions (Key Question 1, Key Question 2, Key Question 3). Key Question 1 is expanded, showing three Core Questions (Core Question 1, Core Question 2, Core Question 3). Each Core Question has a 'Your Rating' section with four radio buttons (Always, Mostly, Sometimes, Rarely) and an 'Evidence Text' box with an 'Attach Evidence File' button. Red boxes and arrows 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; 'Core Questions' points to the Core Question tabs; 'Judgement Statements' points to the Core Question text; 'Evidence box to write' points to the Evidence Text box; 'Your ratings' points to the Rating radio buttons; 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.

This screenshot shows the same 'Leadership & Management' section, but with completion status. Key Question 1 now has a checkmark (✓) next to it, indicating that all three Core Questions under it have been rated. Similarly, Core Question 1, Core Question 2, and Core Question 3 each have a checkmark (✓) next to them, indicating that they have been rated. The 'VIEW' button is visible at the bottom right. At the bottom of the screen, there are three buttons: 'PREVIEW', 'SAVE', and 'SUBMIT'. The 'SAVE' and 'SUBMIT' buttons are circled in red.

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.