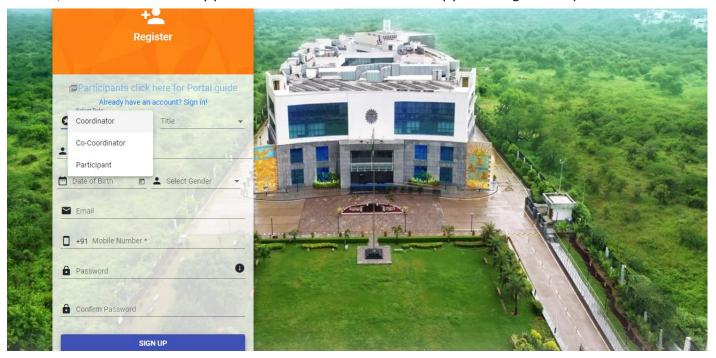
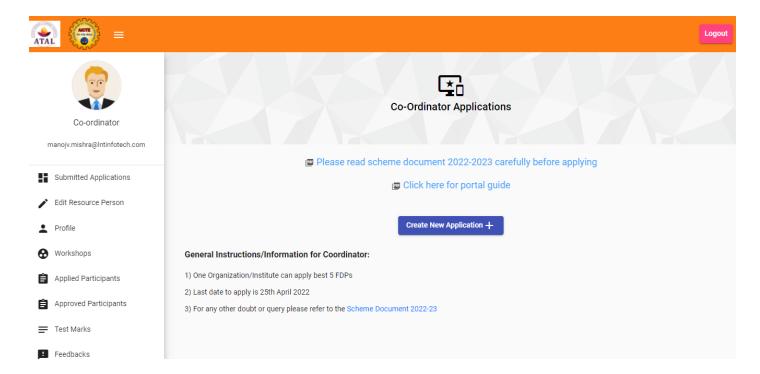
# **ATAL Portal Flow For Coordinators**

### **SIGNUP**

Select role as **Coordinator** and fill all the details and click on signup. After that you will receive a link on email address filled, click on the link to verify your email. After email verification only you can login to the portal.



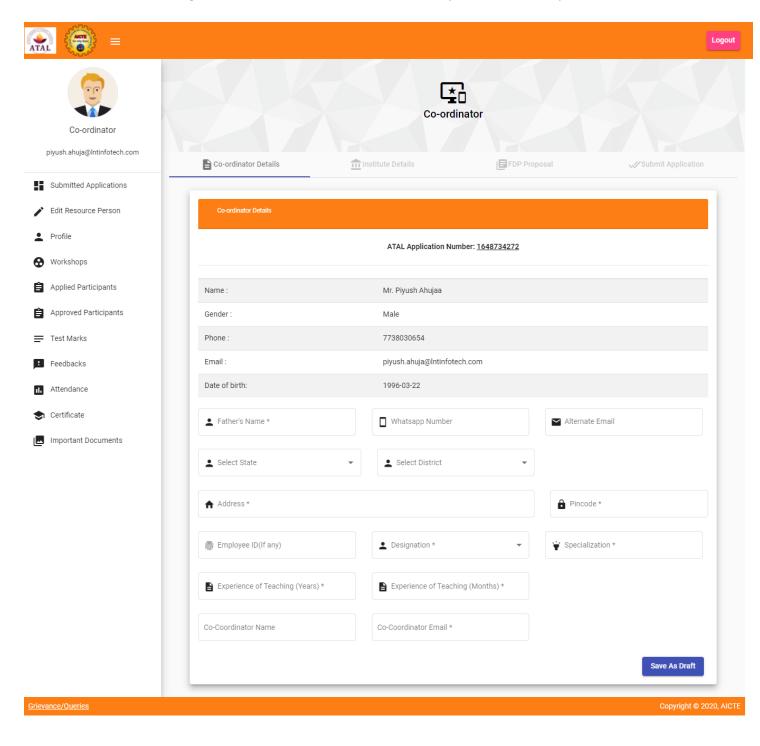
After login you will see the following screen, if you are existing coordinator you can see all your applications of previous academic years but you cannot edit them. **Create New Application** button will be there for creating new application. You can create only 1 application.



After Creating Application, coordinators have to fill 3 forms.

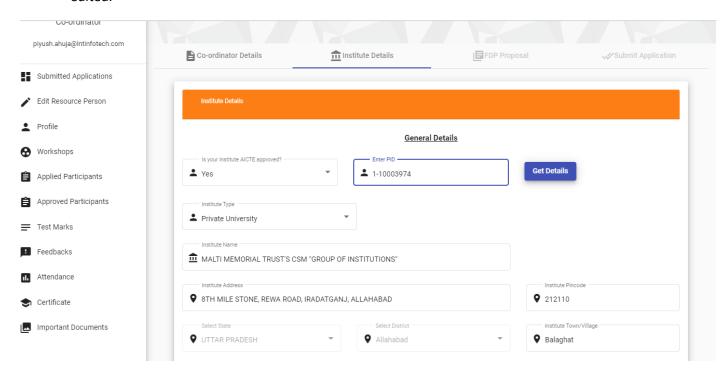
1. Coordinator General Details: -

Coordinators must give name and email of co-coordinator. A registration link will be sent to co-coordinator on the email ID given. The email should not be in use for any other role in the portal.

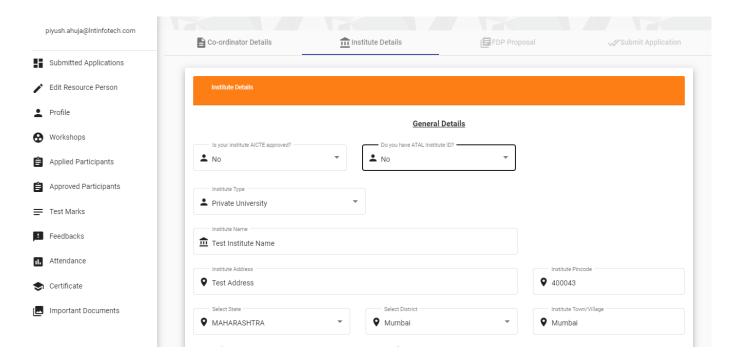


#### 2. Coordinator Institute Details: -

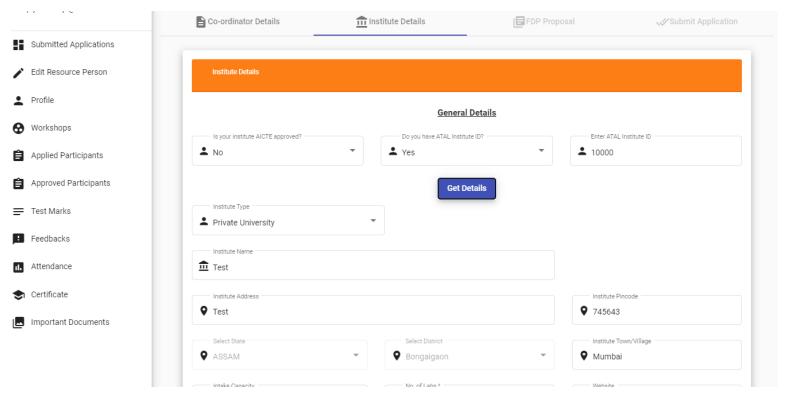
If institute is AICTE approved, entering PID is mandatory, upon entering and clicking on get details, institute details like Institute name, state, district, pincode and address will be auto populated and cannot be edited. HOI Details like name, email and phone number will also be auto populated which can be edited.



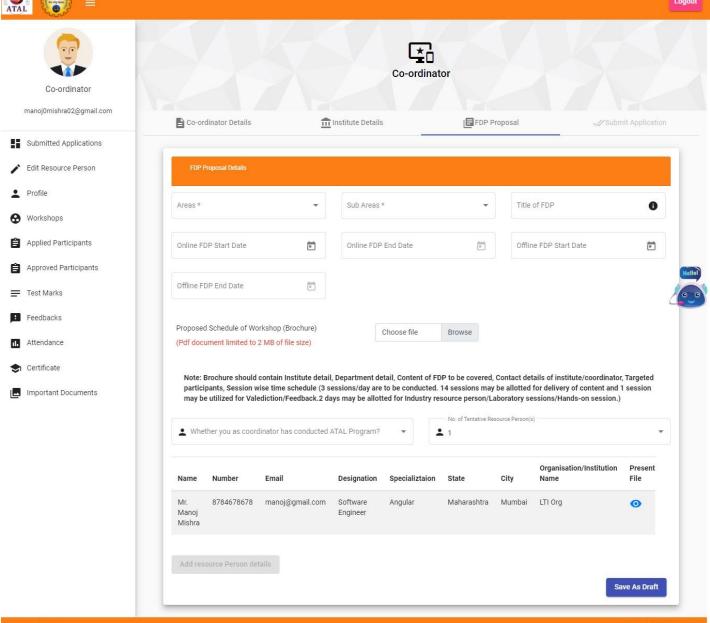
When institute is not AICTE approved and you don't have the ATAL Institute ID then you must fill all the details and a verification mail will be sent to ATAL Team with ATAL Institute ID. After the approval you will get mail with ATAL Institute ID which can be used by other coordinators from your institute registering for ATAL FDP. You can proceed ahead only after approval.



When institute is not AICTE approved but you have ATAL institute ID. On entering the ID and clicking on **Get Details** button, institute details will be auto populated like name, address, state, district and pin code will be auto populated and will be non-editable. Institute website, HOI name, email and mobile number will also be auto populated but it will be editable.

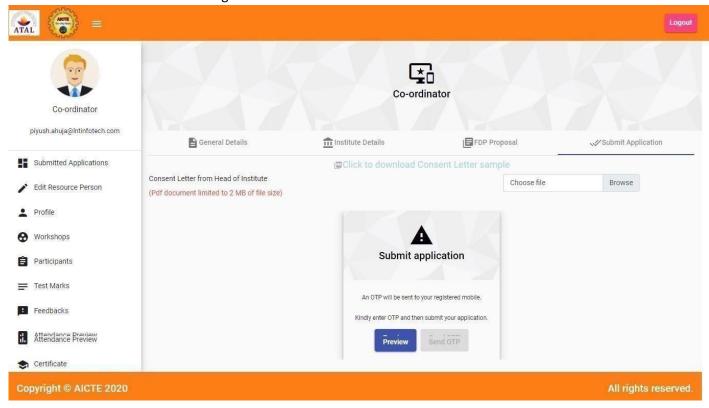


# 3. FDP Proposal Details



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After Submitting 3 Forms, Coordinators have to upload consent letter and submit the application by clicking on Send OTP button and Submitting the OTP received.



## **PROFILE**

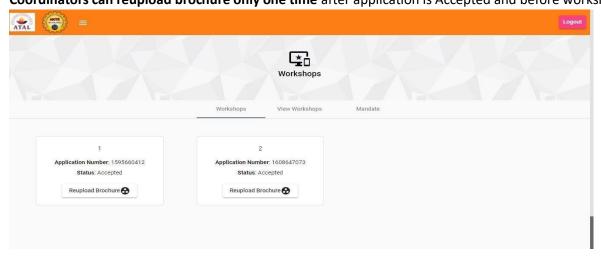
In this menu, coordinators can see their basic details submitted during registration with options to edit title/salutation, gender and date of birth.

Submitted Applications	Co-ordinator Details		
Edit Resource Person		ATAL Application Number:	
Profile	-		
Workshops	Name :	Mr. Piyush Ahuja	
Applied Participants	Phone :	7738030654	
Approved Participants	Email:	piyush.ahuja@Intinfotech.com	
Test Marks	Mr	₩ 3/22/1996	
Feedbacks		3/22/1990	
Attendance	Select Gender  Male	•	

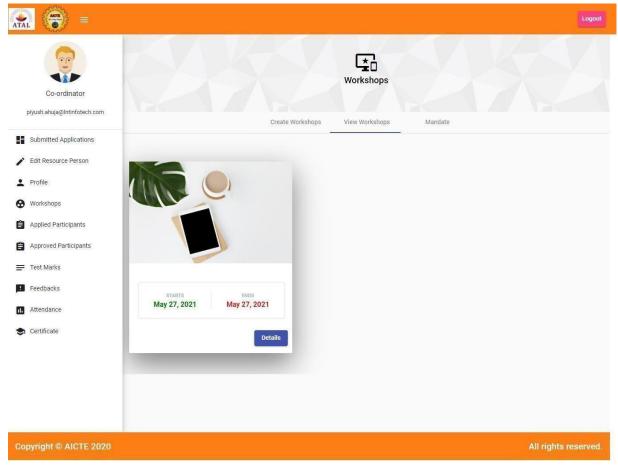
#### **WORKSHOPS**

In this menu, coordinator will see 3 tabs

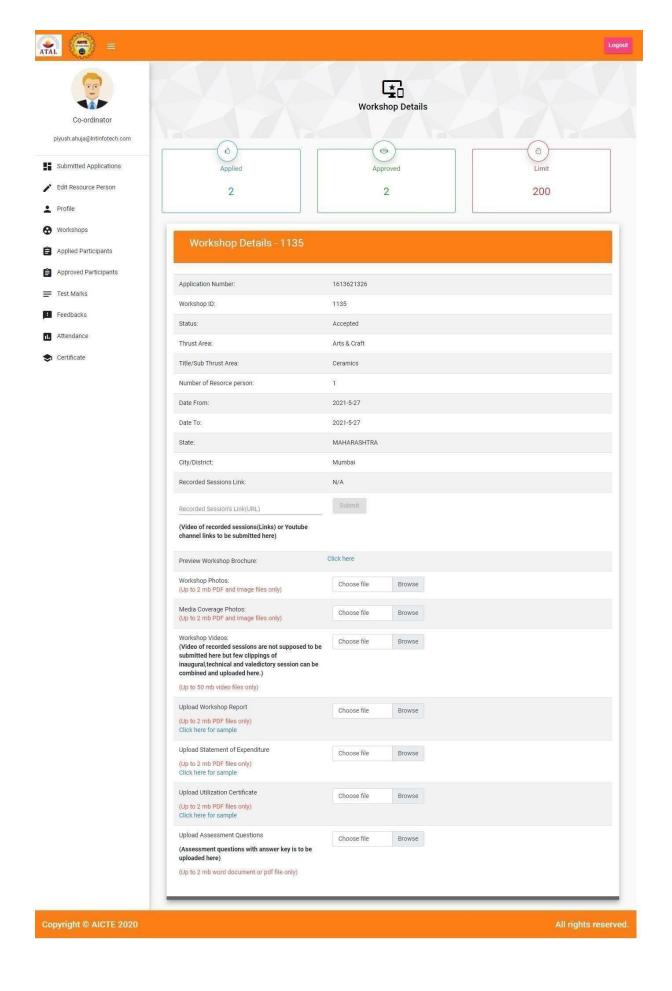
Workshops: In this tab coordinator will see all applications Accepted.
 Coordinators can reupload brochure only one time after application is Accepted and before workshop starts.



**2. View Workshops**: In this tab, coordinator can see all workshops created with details such as from and to date, thrust and sub thrust areas.

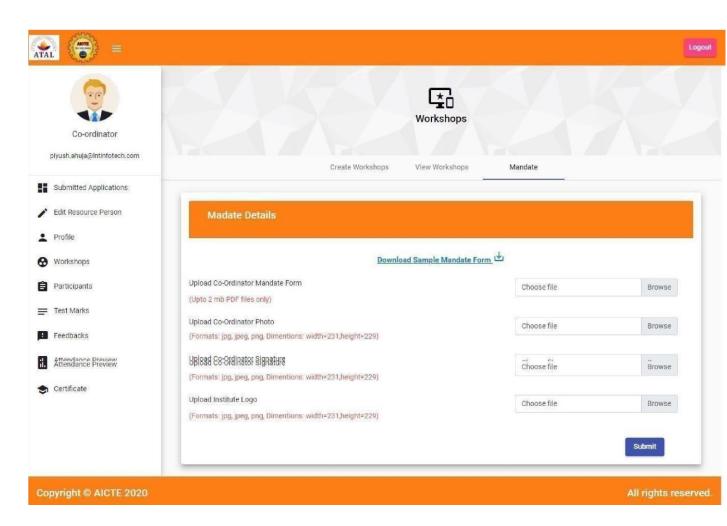


By clicking on **Details** on workshop card, details related to that workshop will be populated with option to upload workshop images, videos, media coverage, workshop report, statement of expenditure, assessment questions with answers and utilization certificate, applied participants, approved participants and limit of participants will be displayed and details of participants applied where he can approve the participant.



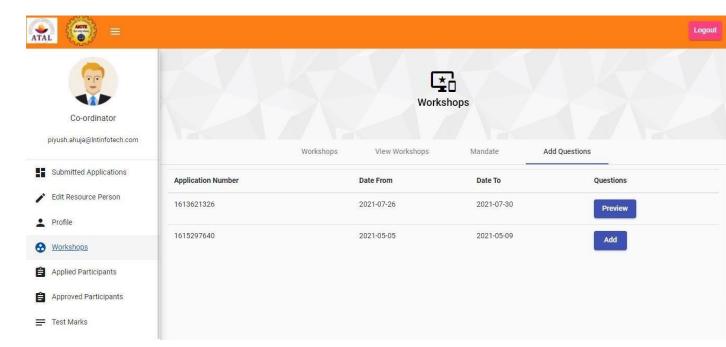
Third tab is **Mandate**: Once your application is Accepted, you have to submit the mandate form in 3<sup>rd</sup> tab. In this, coordinators have to upload Mandate form, coordinator photo, signature and logo of institute. This tab will be generated only after successful creation of first workshop. **Filling mandate form is** 

mandatory for coordinators after creating workshop. Participants can't generate certificate if mandate form is not submitted.



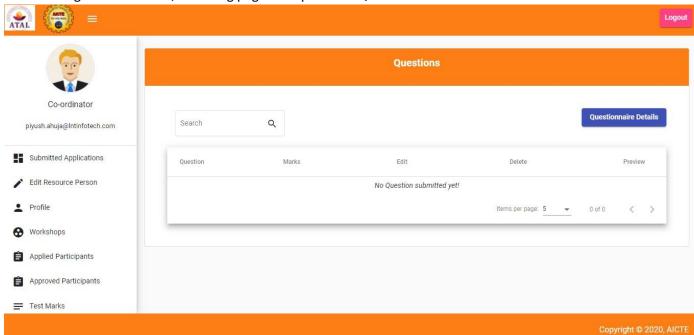
# 4. Add Questions

In **Workshops** menu, you can see **Add Questions** tab where you can see all workshops for which you can create questionnaire. Questionnaire cannot be created for workshops for which marks have been submitted. Once



Questionnaire submitted for particular FDP, you will see Preview button and for others you will see Add button.

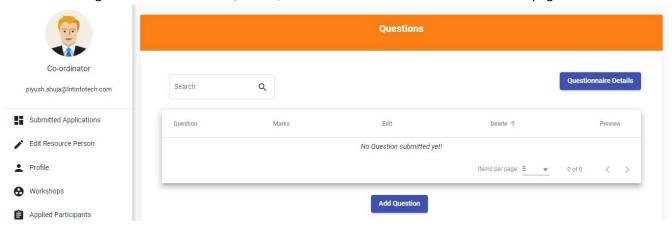
After clicking on Add button, following page will open with Questionnaire Details button.



On click of **Questionnaire Details,** following pop up will open where you have to select Number of Questions and duration of the test. Type will be MCQ and language English by default.

nator	Question Type	No. of Questions		stionnaire
infotech.	MCQ *	10	·	
lications	Language	Duration		Prev
Person	English	15 Minutes	*	
	Close	Submit	9	<

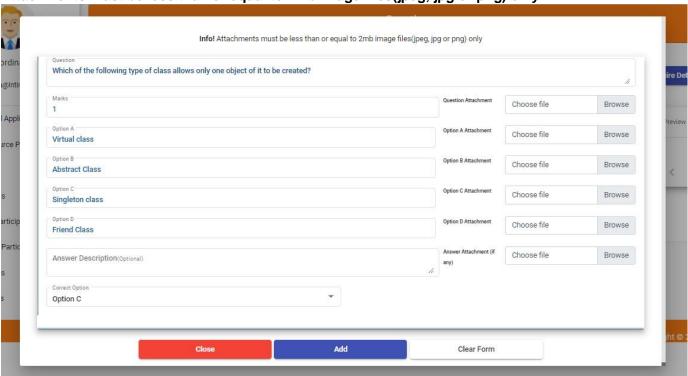
After submitting Questionnaire Details, Add Question button will be visible on the same page.



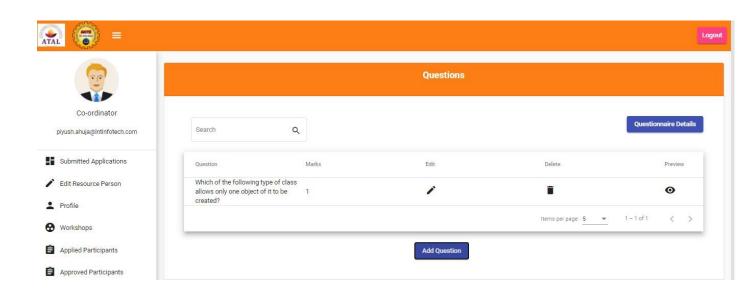
On click of **Add Question**, following pop up will open in which you have to submit the first question details like Question, Question Attachment, Marks for that particular question, Options, Option Attachment, Answer Description(optional) and Answer Attachment(optional), correct option.

Either Question or Question Attachment is mandatory. Same for options.

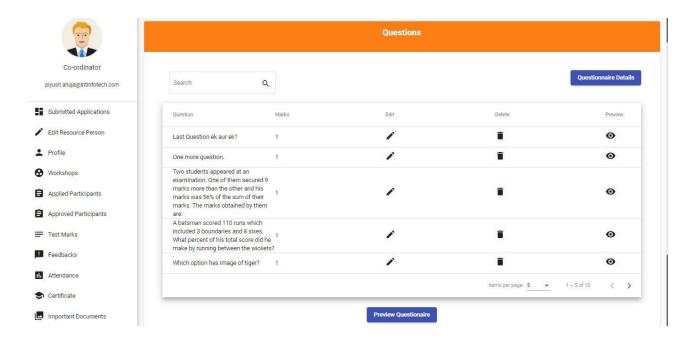
Attachments must be less than or equal to 2mb image files(jpeg, jpg or png) only.



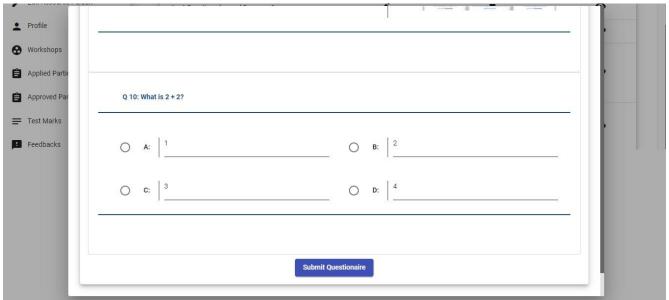
After filling all the required details, click on **Add** button. After clicking on Add button, you can see the question in Questions table with option to edit, preview and delete.



Like this you have to add the selected number of questions. Once you add the selected number of questions, **Add Question** button will disappear and **Preview Questionnaire** button will be visible.

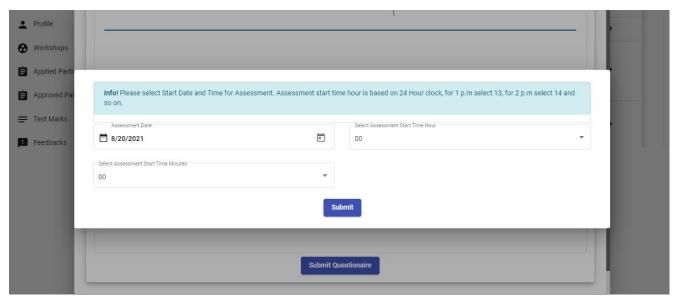


On click of **Preview Questionnaire**, following pop up with all added Questions will option with a **Submit Questionnaire** button.

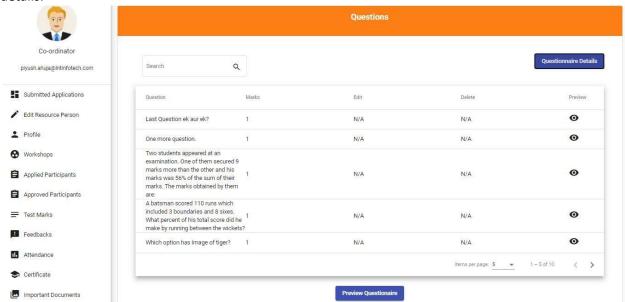


On click of **Submit Questionnaire** button, following pop up will open where you have to set the assessment date, start time hour and start time minutes. You can select the future date and date after last date of your workshop. **After this step only, Participants can take the assessment.** 

Assessment start time hour is based on 24 Hour clock, for 1 pm select 13, for 2 pm select 14 and so on.



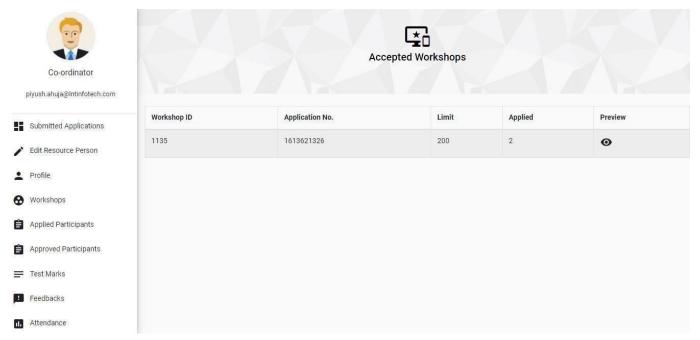
After clicking on **Submit,** Questions page will open with no options to edit or delete any questions or questionnaire details.



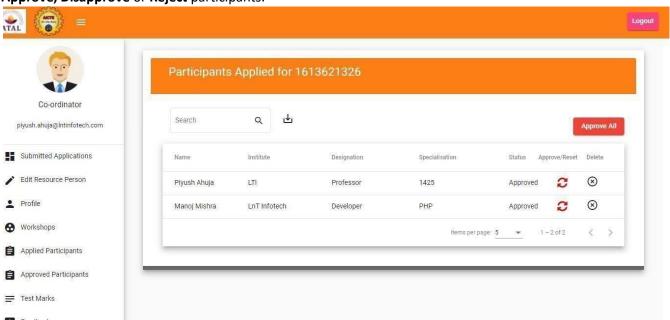
Your part is done now. Participants can take the test after your selected date and time and their marks will be updated automatically.

## **APPLIED PARTICIPANTS**

In this menu coordinators can see all **Accepted** applications with number of applied participants and limit of FDP.



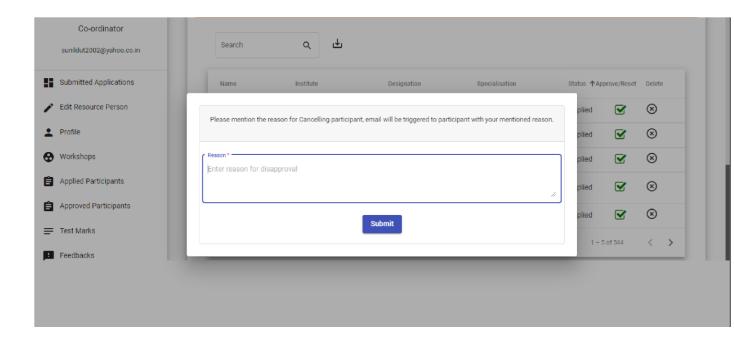
After clicking on eye icon, coordinators can see all Applied Participants without their contact details where they can **Approve**, **Disapprove** or **Reject** participants.

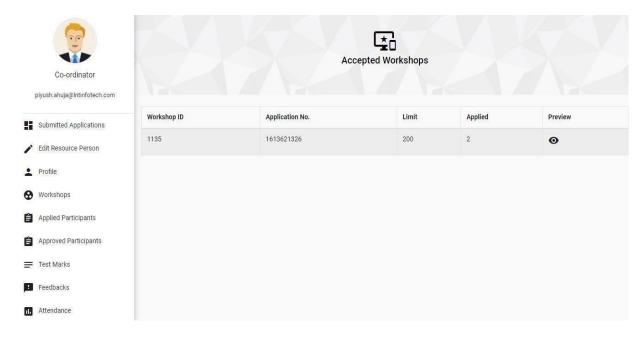


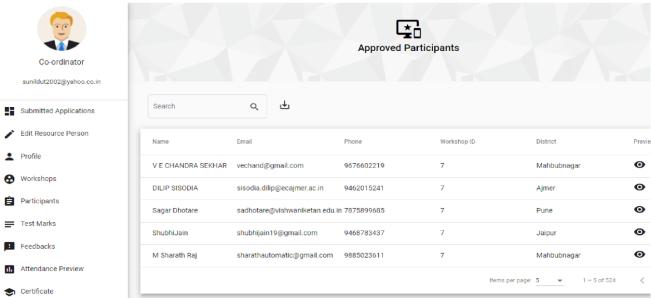
By clicking on cross(X) icon coordinators can reject/delete Applied Participants, coordinators must provide **reason for rejection**. Reason will be triggered to participant via auto generated mail.

# **APPROVED PARTICIPANTS**

In this menu coordinators can see all **Accepted** applications with number of applied participants and limit of FDP. After clicking on eye icon, coordinators can see details of participant approved by him with contact details for workshops and export their details in excel sheet.

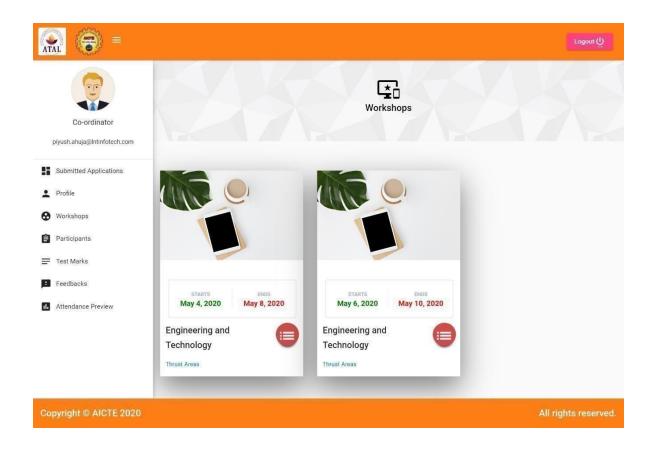




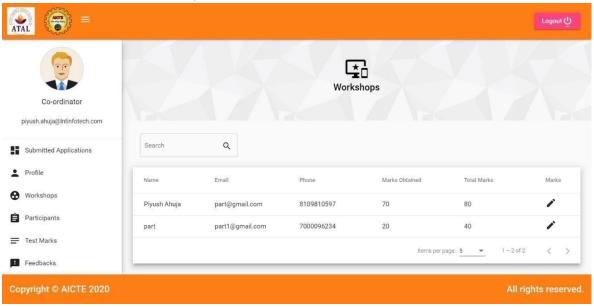


# **TEST MARKS**

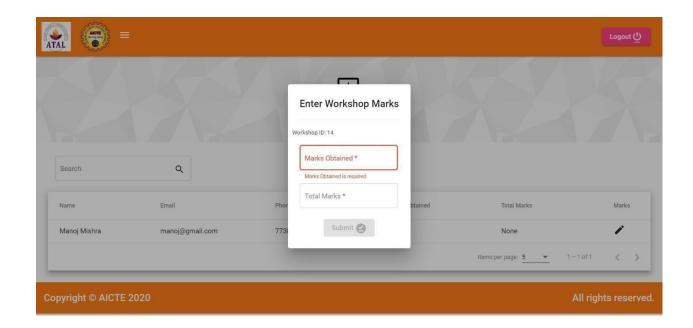
In this menu, coordinators have to give marks to participants with proper attendance for workshops. **Giving marks is mandatory for certificate generation.** 



By clicking on icon in red circle, coordinators will see list of participants whom they can give marks by clicking on pencil icon. Participant marks can be edited only once. Marks auto submitted after assessment cannot be updated.

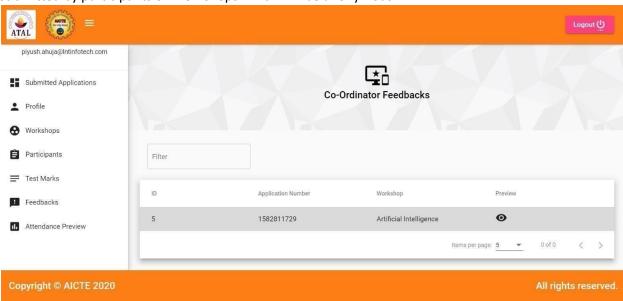


After clicking on pencil icon a pop up form will be displayed with fields total marks and obtained marks. After submitting he/she can see the marks given and participants also. Marks obtained cannot be greater than total marks.

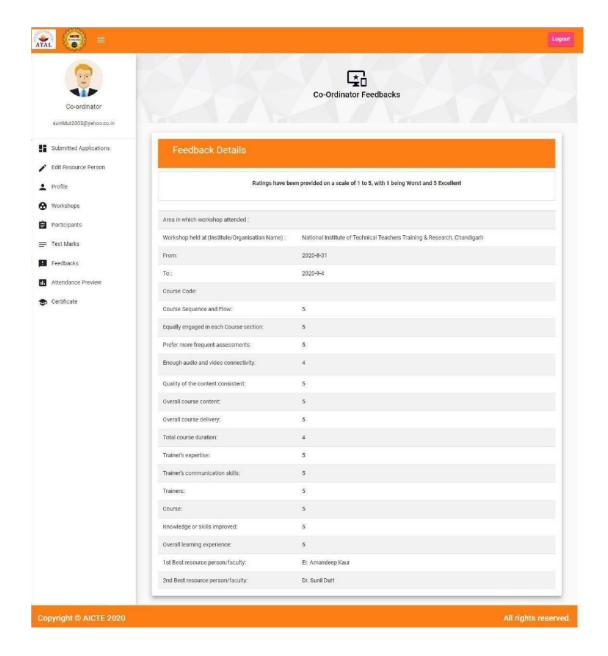


#### **FEEDBACKS**

In this menu coordinators can see all completed FDP and by clicking on eye icon they can see total feedbacks submitted by participants on workshops which will be anonymous.



By clicking on eye icon, they can see feedbacks and suggestions on that workshop

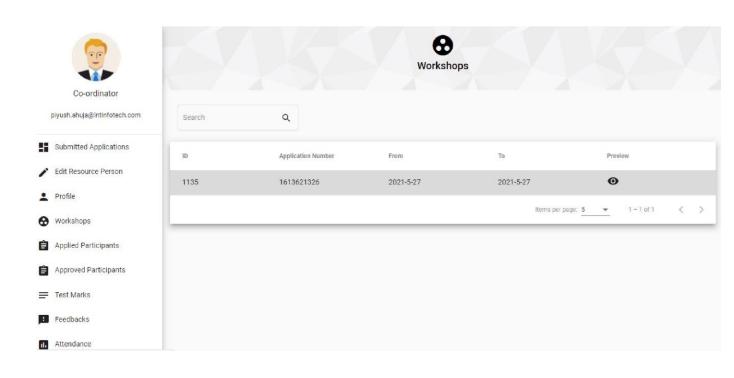


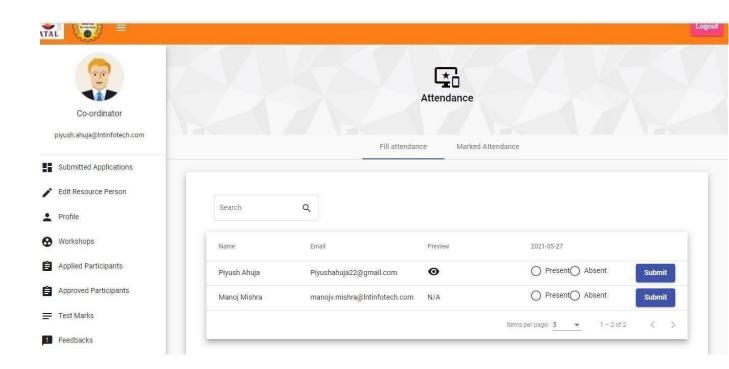
### **ATTENDANCE**

In this menu, coordinators can see all accepted applications and after clicking on eye icon they will see 2 tabs:

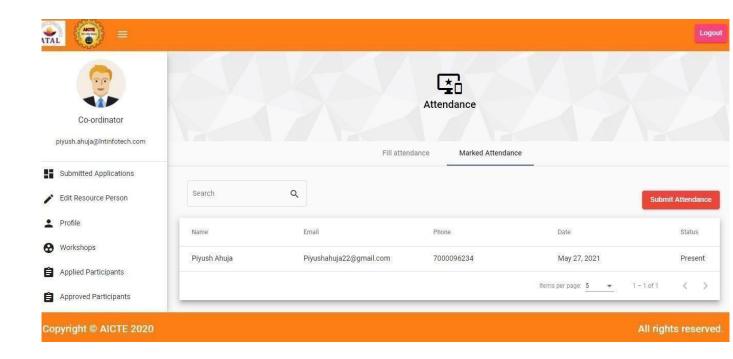
- 1. Fill Attendance
- 2. Marked Attendance

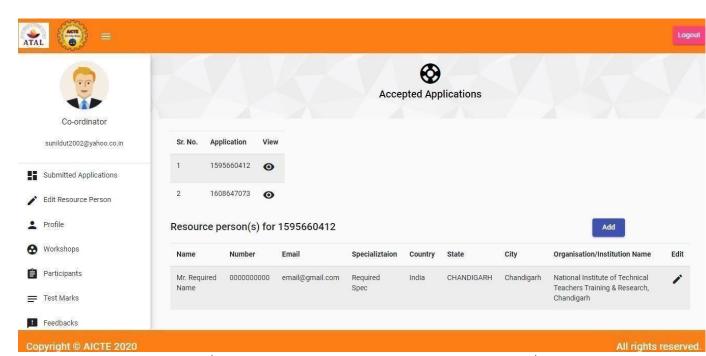
In fill attendance coordinator can mark attendance for all days after completion of FDP only and check the attendance submitted by clicking on eye icon if submitted.





In Marked Attendance, coordinators can see attendance of all days for all participants and here they have to submit overall attendance of workshop by clicking on Submit Attendance button. After submitting overall attendance, coordinators can edit Attendance for one last time.
EDIT RESOURCE PERSON

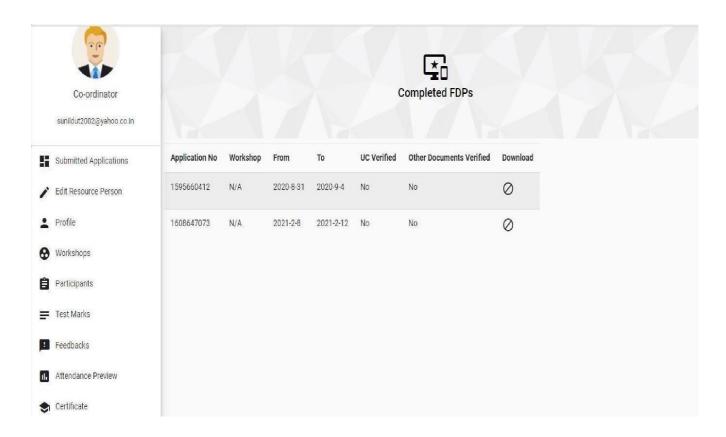




In this menu coordinator can ADD/EDIT Resource Persons by clicking on respective icons/buttons.

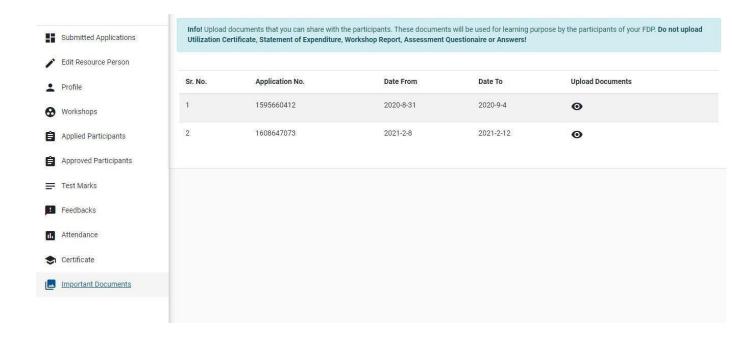
## **CERTIFICATE**

In this menu, coordinator can download certificate of FDP completion after all the documents verified by admin.



## **Important Documents(Optional)**

In this menu coordinators can upload documents related to Assessment which participants can refer prior to assessment/test in PDF Format only up to 5 mb which can be downloaded by participants. You can upload minimum only 5 documents. Do not upload Utilization Certificate, Statement of Expenditure, Workshop Report, Images, Media Images or Assessment Questionnaire or Answers key.



After clicking on eye icon and Add button on next page, you can upload document with title, both are required. Do not upload Utilization Certificate, Statement of Expenditure, Workshop Report, Images, Media Images or Assessment Questionnaire or Answers key.

