



# National Consultation for New Education Policy

## MyGov Survey - A Micro-Site

## Highlights

1. A pre-defined questionnaire survey form (called Consultation Document) for user survey report on certain topics
2. There will be 15-20 questions / discussion points in two parts (Part – A School Education, Part – B Higher/Technical Education)
3. The users will be as follows:
  1. Site users \* - Who will import/upload user base into the system
    - i. Super Admin user – MyGov
    - ii. State
      - a) District
      - b) Urban Local Bodies
    - iii. Block
    - iv. Panchayat
  2. Survey Users – Panchayat/Urban local body users who will fill-up the survey form

\* Each of the site users login and access are unique and confidential. Only users with respective login can view the data.<sub>2</sub>

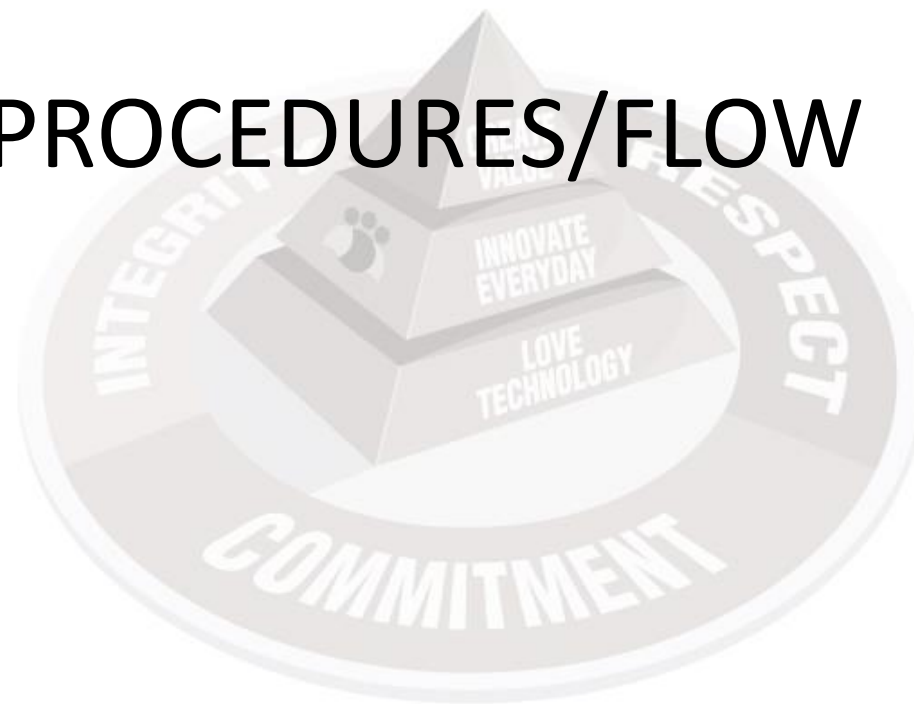


## Highlights ...contd...

1. The Super admin/admin users can view survey reports filled up by survey users
2. There will be option for selective viewing of the questions in the template, depending on the relevant level.
3. **Survey form will have English as mandate. Local languages are optional for Urban and Local bodies (LB) only. District/State/National level to be in English only**
4. There would two nodal officers at Central and State Level (one for School Education and the other for Higher/Technical Education)
5. The system will have the option of uploading the survey report, Offline as well

\* Each of the site users login and access are unique and confidential. Only users with respective login can view the data.<sub>3</sub>

# PROCEDURES/FLOW





## National Education Policy

### Login

Login With Password

Login

In case you face any problem, please contact at [sample-name@mygov.nic.in](mailto:sample-name@mygov.nic.in)

Site user and Survey user will be able to use this login screen, using preset user id and password.

System will detect from the login to understand what type of user is and the assigned user privileges.



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# Super Admin View: Registration of State Users



## National Education Policy

### Users Registration

Upload File (CSV):\*

Browse...

No file selected.

[Sample CSV](#)

Select Role:\*

Select Role ▼

Select Role

State

District

Panchayat

Urban Bodies

Submit

Super Admin will upload the list of state users in \*.CSV file to register them.

By filling the Nodal Officer Name, eMail id. etc.



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# Super Admin View: Uploaded State User List

After uploading the user details in CSV format it will be displayed as this diagram

Sl	Full name	Email	Phone	State	Role	Details
1	Pankaj Mishra	<a href="mailto:Pankaj.mishra@gmail.com">Pankaj.mishra@gmail.com</a>	1234567890	West Bengal	State	Edit
2	Anuj Patel	<a href="mailto:anuj@gmail.com">anuj@gmail.com</a>	1234567890	Haryana	State	Edit
3	Udham Singh	<a href="mailto:udham@gmail.com">udham@gmail.com</a>	1234567890	Bihar	State	Edit



Clicking on Edit will open the User Edit page and confirmation described in next slide.

**Requirements: Nodal Officer to be appointed by each State/UT and contact details (as above) to be provided to MyGov by 31<sup>st</sup> March 2015**

## Edit User Details

Full Name :*	<input type="text" value="Pankaj Mishra"/>
Email :*	<input type="text" value="pankaj.mishra@gmail.com"/>
Phone :	<input type="text" value="1234567890"/>
State :*	<input type="text" value="West Bengal"/>

Confirm

Cancel


Next

Using the Confirm button Super Admin can notify the State user about the user registered login details. A email will sent to registered user's email id containing a link which will take user to set password page.

**Compulsory for user to change password at first login.**

Pressing Next will open the next user details.





**National Education Policy**

New Password :\*

1. Length must be within **8 to 32** characters  
2. Any **English lowercase and uppercase (a-z and A-Z)** characters  
3. Any numbers between 0-9  
4. Any special characters from the bracket [**@#\$\$%**]

Confirm Password :\*

**Save**

Common screen for Set password option for all the Site users

# State View: Registration of District Users



## National Education Policy

### Users Registration

Upload File (CSV):\*

Browse...

No file selected.

[Sample CSV](#)

Select Role:\*

Select Role

Select Role

State

District

Panchayat

Urban Bodies

Submit

State user will upload the list of district users in \*.CSV file to register them.

#### Requirements:

1. Both State/UT nodal officers to jointly determine who will be the Nodal Officer for each District e.g. DC or DEO etc.
2. District Nodal Officer details to be entered into the software by State Nodal Officers by defined date
3. The Nodal Officer for ULB will be directly sending reports to respective state nodal officers since some UBs span across Districts



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# State: Uploaded District User List

After uploading the user details in csv format it will be displayed as this diagram



District

SI	Full name	Email	Phone	State	District	Role	Details
1	Pankaj Mishra	<a href="mailto:Pankaj.mishra@gmail.com">Pankaj.mishra@gmail.com</a>	1234567890	West Bengal	North 24 Parganas	District	Edit

Clicking on Edit will open the User Edit page and confirmation described in next slide.

Urban

SI	Full name	Email	Phone	State	Urban Bodies	Role	Details
1	Pankaj Mishra	<a href="mailto:Pankaj.mishra@gmail.com">Pankaj.mishra@gmail.com</a>	1234567890	West Bengal	Behala	Urban	Edit

Clicking on Edit will open the User Edit page and confirmation described in next slide.

# State View: District/Urban user edit page



District

**Edit User Details**

Full Name :\* Pankaj Mishra

Email :\* pankaj.mishra@gmail.com

Phone : 1234567890

State :\* West Bengal

District : North 24 Parganas

**Confirm** **Cancel** **Next**

Using the confirm button State Admin can notify the District user about the user registered login details

**Edit User Details**

Full Name :\* Nikhil Das

Email :\* nikhil@indusnet.co.in

Phone : 9830009895

State :\* West Bengal

District : Kolkata

Urban Local Body: Behala

**Confirm** **Cancel** **Next**

Using the confirm button State Admin can notify the Urban user about the user registered login details

**Change password at first Login by District Nodal Officer/ULB Nodal Officer**

Urban

# District: Registration of Panchayat Users



## National Education Policy

### Users Registration

Upload File (CSV):\*

Browse...

No file selected.

[Sample CSV](#)

Select Role:\*

Select Role

Select Role

State

District

Panchayat

Urban Bodies

Submit

District user will upload the list of Panchayat users in \*.CSV file to register them.

1. The List of ULBs and all levels of Panchayats (District/Block/Village) to be integrated from NIC's [lgdirectory.gov.in](http://lgdirectory.gov.in) and will be pre-populated in the format.
2. In case a new LB(s) has been created or merged or any other change has occurred, the respective State Nodal Officer will get the details incorporated and uploaded in [lgdirectory.gov.in](http://lgdirectory.gov.in) through the SIO . Subsequently, SIO will contact Team MyGov to get template uploaded



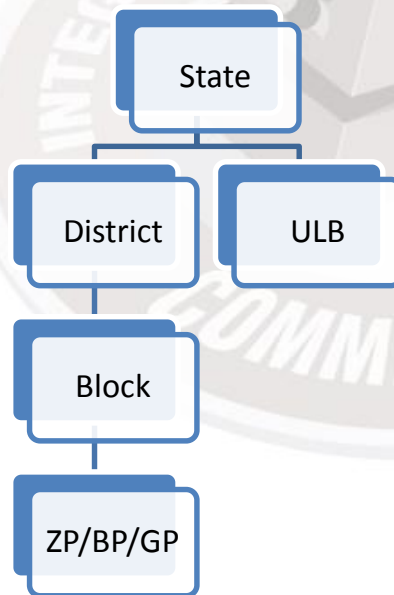
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# District: Uploaded Panchayat User List

Sl	Full name	Email	Phone	State	District	Panchayat	Role	Details
1	Pankaj Mishra	<a href="mailto:Pankaj.mishra@gmail.com">Pankaj.mishra@gmail.com</a>	1234567890	West Bengal	North 24 Parganas	Gopalpur	Panchayat	Edit

Clicking on Edit will open the Panchayat User Edit page and confirmation described in next slide.

After uploading the user details in csv format it will be displayed as this diagram



# District View: Edit Panchayat User details

## Edit User Details

Full Name :*	<input type="text" value="Pankaj Mishra"/>
Email :*	<input type="text" value="pankaj.mishra@gmail.com"/>
Phone :	<input type="text" value="1234567890"/>
State :*	<input type="text" value="West Bengal"/>
District :*	<input type="text" value="North 24 Parganas"/>
Panchayat:	<input type="text" value="Gopalpur"/>
	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/>

1. The user for ULBs will be the Municipal Commissioner or Executive Officer of the ULB
2. For ZP the user will be the CEO, ZP
3. For BP, the user will be CEO / BDO /Secretary of the BP
4. For GP, the user will be the Secretary or Executive Officer of the GP

Using the Send confirm District user can notify the Panchayat user about survey form as URL in Email

# State: Create Consultation

GOVERNMENT OF INDIA Skip to main content Hindi +A A -A A A Welcome Dipak ( Superadmin )

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MY DASHBOARD  
CONTENT FOR HOME PAGE  
CREATE USER  
SURVEY  
HIGHER EDUCATION  
SCHOOL EDUCATION  
ADD SURVEY  
STATE USER LIST  
DISTRICT USER LIST  
URBAN BODIES  
BLOCK USER LIST  
PANCHAYAT USER LIST  
GENERATE SURVEY REPORT (CSV / PDF)

SURVEY Create New Survey

CREATE NEW SERVEY

Add Content in **English**

Survey Title\*

Paragraph Font family Font size  
English 37?

Type Survey Details\*

Path: p

Add Content in **Hindi**

Survey Title\*

Paragraph Font family Font size  
English 37?

Type Survey Details\*

Path: p

Upload Image Choose File Upload  
NEP\_superadmin.jpg

Publish Later Publish

The proposed diagram shows how to create a consultation.

1. For NEP, the template will be provided by MHRD to MyGov and the Survey Form will be created by MyGov to ensure national level standardization
2. MyGov will create the form in English/Hindi only
3. If States/UTs want to circulate the template to local bodies in their official language the translation and circulation will be carried out by the State/UTs Nodal Officer
4. While the software provides a Survey to be carried out as descriptive answers/ Yes-No answers / multi-answer selections / one among multiple options, the NEP Survey will be descriptive only



# State: Create Consultation form

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MY DASHBOARD

CONTENT FOR HOME PAGE

CREATE USER

SURVEY -

HIGHER EDUCATION

SCHOOL EDUCATION

ADD SURVEY

STATE USER LIST

DISTRICT USER LIST

URBAN BODIES

BLOCK USER LIST

PANCHAYAT USER LIST

GENERATE SURVEY REPORT (CSV / PDF)

**CREATE QUESTION BANK** [X]

Question in **English**

Title\*

Details\*

Question in **Hindi**

Title\*

Details\*

Upload Image    
(only : jpg, png, .gif file)

Select Question Type

State User  District User  Urban Bodies  Block User  Panchayat User

The proposed diagram shows how to create a consultation form.

- 1. If States/UTs want to circulate the template to local bodies in their official language the translation and circulation will be carried out by the State/UTs Nodal Officer**
- 2. While the software provides a Survey to be carried out as descriptive answers/ Yes-No answers / multi-answer selections / one among multiple options, the NEP Survey will be descriptive only**

# State/District User screen for participation in Survey

## Test Survey 1

Test Description

### Test Question 1

Detail Question

This is test Answer

No file selected.  
(You can upload multiple files. Allowed file extension .jpg, .png, .pdf)

The proposed design shows a sample Survey form that user will fill up.

- 1. The replies to the Survey can also be accompanied by an electronic copy of the LB's resolution adopted/ passed after discussing the NEP questions**
- 2. The electronic copy can be in PDF/ JPEG/ PNG format only**
- 3. The maximum permissible size of the file to be uploaded is 8MB**

# Panchayat User screen for participation in Survey

Change Language ▼

English  
Bengali  
Oriya

## Test Survey 1

Test Description

## Test Question 1

Detail Question

This is test Answer

No file selected.  
(You can upload multiple files. Allowed file extension .jpg, .png, .pdf)

The proposed design shows a sample Survey form that Panchayat user will fill up with options to translate the key in data in local language.

# Survey Report Data export/download

## Survey Report

Search by Email, Question, Answers :  Search Reset

No	Email	Survey Type	Answer Type	Question	Answer	
1	atanu.nandy@indusnet.co.in	Test Survey 1	Yes/No	1st Question	N	Preview
2	dipak@indusnet.co.in	Test Survey 2	Option	2nd Question	1	
3	suman.karmakar@indusnet.co.in	Test Survey 1	Descriptive	3rd Question	hi	
4	suman.karmakar@indusnet.co.in	Test Survey 6	Checkbox	4th Question	Ans1	
5	dipak.singh@indusnet.co.in	Test Survey 4	Yes/No	1st Question	Yes	
6	dipak.singh@indusnet.co.in	Test Survey 1	Option	2nd Question	ans1	
7	dipak.singh@indusnet.co.in	Test Survey 1	Descriptive	3rd Question	xcxc	
8	dipak.singh@indusnet.co.in	Test Survey 1	Checkbox	4th Question	Ans2	

Choose Role

State  
District  
Urban  
Panchayat

<< previous || next >>

Select format

PDF  
CSV

Export



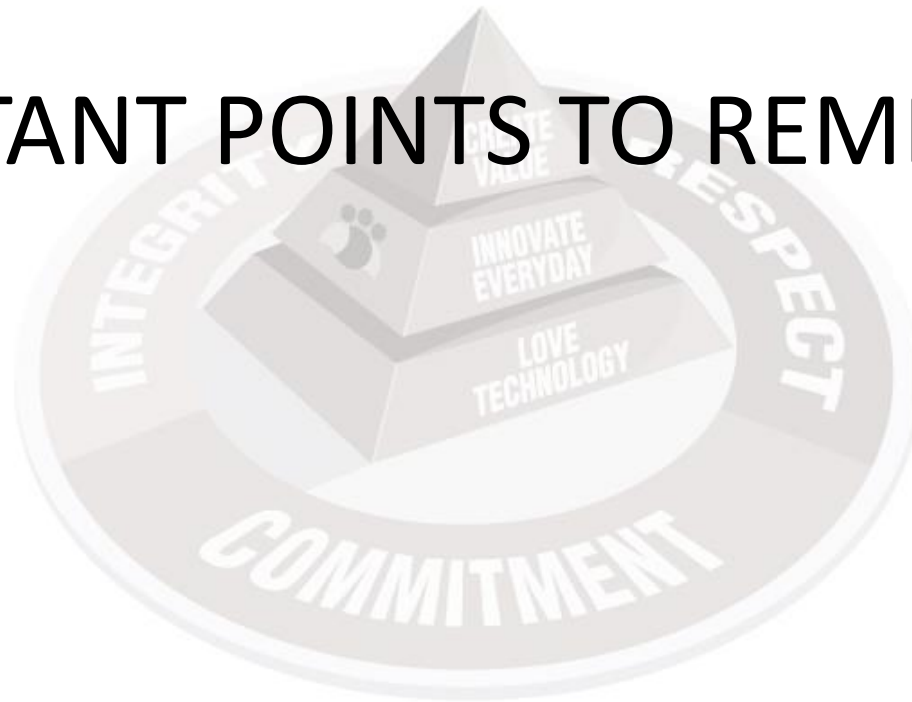
Preview Button will open detailed screen as described in the next slide

Attached uploaded PDF can be viewed.

Admin user can export/download the data in .CSV/PDF format.

Here will be provision to Sort and select data to Download.

# IMPORTANT POINTS TO REMEMBER



# User Form fill-up process at a one go

- Creation of email accounts for all LBs
- Training of Nodal Officers for software at National/ State/ District and Block level

1. Panchayat/ Urban body users will receive the email / sms with survey feedback form link URL
2. User will click the URL which will open the survey form
3. User will fill up this form and can save and submit later or press submit at same time to complete the form fill up process
4. Dashboards with drill down facility
5. Reports for all levels of Panchayats to be prepared Offline by District Nodal Officer and uploaded from District ID by aggregating and also adding their views
6. Reports for ULBs and Districts to be prepared by States by aggregating and also adding their views

- 1. Since internet access may not be available to GPs/BPs and some ULBs, the District Nodal Officer will facilitate the uploading of the local-body's resolutions and the related Data entry through DIO/ Block level offices where internet connectivity will be available**
- 2. It will be preferable to fix a date for the meetings of ULBs/ ZP/ BP/ GP at State level to discuss NEP and a subsequent date for uploading the data to confirm that the activity is completed in a time-bound manner in a campaign mode**
- 3. The Survey can be filled by users over more than one session to account for power failure, connectivity issues etc. Intermediary Save option should also be provided. The final entry will be recorded in the system after the Submit button is clicked**

Thank You