



User Manual of Government School Dashboard (School Login)

Designed & Developed By:



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1. Introduction

1.1. Overview of the Web Application

The web portal has been developed for Government School Dashboard, Government of Uttarakhand. The module is intended to be used by the authorized users or school to login and submit applications along with basic details, teaching staff details, infrastructure details, and other details through the web portal. This portal enables the authorized users or schools to login on the portal and furnish the related details after login.

All the execution of school application details will be processed and managed through this web portal software.

Along with the application, basic details, teaching details, and infrastructure details all will be forwarded to the concerned authorities for its further execution and management.

1.2. Scope of the User Manual

This user manual provides step-by-step guidance on how the school user (authorized) will use the software to submit the application form through the web portal.

1.3. Intended Audience of the Application

Authorized users and all concerned users of Government School, Government of Uttarakhand, will be the intended audience of this application.

1.4. Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. School Login

To login to the Government School Portal Dashboard, visit login page by entering the login page URL in the web browser. Once redirected to the school portal login page; login page with the required fields will appear, as shown below:

The screenshot shows the 'School Login' page. At the top left is the Government of Uttarakhand logo. Below it, the text reads 'Government of Uttarakhand' and 'Government School Dashboard'. On the right, there is a green 'Administrator Login' button. The main heading is 'School Login'. Below this, there are three input fields: 'User ID *', 'Password *', and 'Captcha'. The Captcha field contains the number '704298' and a refresh icon. To the right of the Captcha field is an 'Enter Captcha *' field. Below these fields is a large red 'Login' button. At the bottom of the page, there is a footer with 'Copyright © Veer Madho Singh Bhandari Uttarakhand Technical University' and 'Powered by VMSBUTU'.

- Enter **User ID**, **Password**, and **Captcha** in the given fields and then click on **Sign In** button below to login.

2.1. Fill Application Form

Once logged in, user will be redirected to the application form page; application form will appear, as shown below:

Step-1: Basic Details

The screenshot shows the 'Basic Details' section of the application form. The page header includes the Government of Uttarakhand logo and 'GOVERNMENT SCHOOL DASHBOARD'. The form is divided into four tabs: 'Basic Details', 'Teaching Staff Details', 'Infrastructure Details', and 'Other Details'. The 'Basic Details' tab is active. The form is titled 'School Information' and includes a note '(*) Fields are mandatory'. The form fields are: 1) Name of School (P.S. BAGRETI), 2) Name of District (Almora), 3) Name of Block (Bhaisiyachhana), 4) Name of Village/Locality* (VILLAGE BAGRATI ALMORA), 5) Level of School* (Primary), 6) Type of School* (Co-educational), 7) School Location* (Rural), 8) Assembly Constituency* (-- Select --), and 9) Special Status of School assigned by Government* (Yes/No). Below the form is a table titled 'Session wise Classes running in school with number of students'. The table has columns for Session, Class, Number of Male Students, Number of Female Students, Number of GEN Students, Number of OBC Students, Number of SC Students, Number of ST Students, Number of EWS Students, Number of Total Students, and Action. The table contains three rows of data. At the bottom of the form is a blue 'Save and Next' button. The footer includes 'Copyright © Veer Madho Singh Bhandari Uttarakhand Technical University' and 'Powered by VMSBUTU'.

| Session* | Class* | Number of Male Students | Number of Female Students | Number of GEN Students | Number of OBC Students | Number of SC Students | Number of ST Students | Number of EWS Students | Number of Total Students | Action |
|-----------|--------|-------------------------|---------------------------|------------------------|------------------------|-----------------------|-----------------------|------------------------|--------------------------|--------|
| 2023-2024 | II | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 3 | + |
| 2023-2024 | III | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | - |
| 2023-2024 | V | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | - |

Enter the following basic details in the given fields:

- ✓ Name of School
 - ✓ Name of District
 - ✓ Name of Block
 - ✓ Name of Village/Locality
 - ✓ Level of School
 - ✓ Type of School
 - ✓ School Location
 - ✓ Assembly Constituency
 - ✓ Special Status of School assigned by Government
 - ✓ Session wise Classes running in school with number of students
- Once the required details are entered, click on **Save and Next** button below.

Step-2: Teaching Staff Details

The screenshot displays the 'Teaching Staff Details' form within the Government of Uttarakhand Government School Dashboard. The dashboard header includes the Government of Uttarakhand logo and the text 'GOVERNMENT SCHOOL DASHBOARD'. The navigation menu shows 'Basic Details', 'Teaching Staff Details' (active), 'Infrastructure Details', and 'Other Details'. The form fields are as follows:

- 1.) Name of Principal: Sundar Ram
- 2.) Email ID: gpsbagreti@gmail.com
- 3.) Mobile No.: 9927937153
- 4.) Gender: -- Select --
- 5.) Category: -- Select --
- 6.) Highest Qualification: -- Select --
- 7.) Type of Head *: Acting Head Teacher
- 8.) Specialization *: [Empty text area]
- 9.) No. of Teachers *: 1

Below the form is a table for adding teaching staff details:

| Sr. No. | Name of Teachers* | Gender* | Category | Highest Qualification | Specialization |
|---------|-------------------|---------|----------|-----------------------|----------------|
| 1. | SUNDAR RAM | Male | SC | PG | All subjects |

A 'Save and Next' button is located at the bottom of the form.

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Enter the following teaching staff details in the given fields:

- ✓ Name of Principal
- ✓ Email ID
- ✓ Mobile No.
- ✓ Gender
- ✓ Category
- ✓ Highest Qualification
- ✓ Type of Head
- ✓ Specialization
- ✓ No. of Teachers

- Once the required details are entered, click on **Save and Next** button below.

Step-3: Infrastructure Details

The screenshot shows the 'Infrastructure Details' form in the Government of Uttarakhand Government School Dashboard. The form is divided into several sections:

- Top Section:** Three input fields for '1.) Land area available with school (in Sq. Meter)', '2.) Built up area (in Sq. Meter)', and '3.) No. of classrooms'. The values entered are 0, 0, and 1 respectively.
- Table Section:** A table with columns 'S.No.', 'Size of Classrooms (in Sq. Meter)', and 'Furniture availability in Classrooms'. The first row shows '1.' in the S.No. column, '2' in the Size of Classrooms column, and '-No Furniture available' in the Furniture availability column.
- Facility Availability Section:** A grid of 15 items, each with a radio button for 'Yes' or 'No':
 - 4.) No. of Toilets (Male): 1
 - 5.) No. of Toilets (Female): 1
 - 6.) No. of Staff Rooms: 0
 - 7.) No. of Principal Office: 1
 - 8.) No. of Store: 0
 - 9.) No. of functional Computers available: 0
 - 10.) No. of software available: 0
 - 11.) No. of Printers available: 0
 - 12.) Use of computer facility by students: Yes No
 - 13.) Electricity Connection: Yes No
 - 14.) Own Power back up Generator: Yes No
 - 15.) Internet Connection: Yes No
 - 16.) Seminar Hall/Auditorium: Yes No
 - 17.) Sport Ground: Yes No
 - 18.) Indoor Sport: Yes No
- Bottom Section:** A blue button labeled 'Save and Next'.

Enter the following infrastructure details in the given fields:

- ✓ Land area available with school
 - ✓ Built up area
 - ✓ No. of Classrooms
 - ✓ Size of Classrooms
 - ✓ Furniture availability in Classrooms
 - ✓ No. of Toilets(Male/Female)
 - ✓ No. of Staff Rooms
 - ✓ No. of Principal Offices
 - ✓ No. of Stores
 - ✓ No. of functional Computers available
 - ✓ No. of software available
 - ✓ No. of Printers available
 - ✓ Use of computer facility by students
 - ✓ Electricity Connection
 - ✓ Own power backup generator
 - ✓ Internet Connection
 - ✓ Seminar Halls/Auditorium
 - ✓ Sports Ground
 - ✓ Indoor Sports
- Once the required details are entered, click on **Save and Next** button below.

Step-4: Other Details

The screenshot shows the 'Other Details' form in the Government of Uttarakhand Government School Dashboard. The form is divided into several sections:

- 1.) Availability of Library:** A radio button selection for 'Yes' (selected) and 'No'.
- 1.1) No. of Books:** A text input field containing '421'.
- 1.2) Library Seating capacity:** A text input field containing '0'.
- 1.3) Library Area (in Sq. Meter):** A text input field containing '0'.
- 2.) School Photo:** A file upload section with a 'Choose File' button, 'No file chosen' text, and a green '+' icon. Below it, the text '(File Format: jpg/jpeg | Max File Size: 5 MB)' is displayed.
- Special Achievements of School:** A table with columns: Name of Achievements*, Type of Achievement Holder*, Name of Person*, Year*, Award Details*, and Action. The table is currently empty.

A 'Save and Next' button is located at the bottom of the form.

Enter the following other details in the given fields:

- ✓ Availability of Library
 - ✓ No. of Books
 - ✓ Library Seating Capacity
 - ✓ Library Area
 - ✓ School Photo
 - ✓ Special Achievements of School
- Once the required details are entered, click on **Save and Next** button below.

2.2. Dashboard

After successful submission of application form, user will be redirected to the Dashboard screen; Dashboard page will appear, as shown below:

The screenshot shows the 'Dashboard' page in the Government of Uttarakhand Government School Dashboard. The page displays a table of 'Applications' with the following columns: S.No., School ID, Name of School, District, Tehsil, Created on, Edit, and View. A single application is listed with the status 'Application Submitted'.

| S.No. | School ID | Name of School | District | Tehsil | Created on | Edit | View |
|-------|-------------|----------------|----------|-----------------|------------|-----------------------|---|
| 1 | 05090100302 | P.S. BAGRETI | Almora | Bhairsiyachhara | 17-10-2024 | Application Submitted |   |

Showing 1 to 1 of 1 entries

- Submitted application will appear on the Dashboard. User will be able to edit the submitted application form from the Dashboard.
- Click on **Edit** action icon to edit the submitted application form.