For nodal officers

Everything you need to bring your institution into the programme, stage by stage.



1 Getting started

Registering

Joining the portal, and signing in later

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- The programme team puts your name and mobile number on the portal first.
- Open the portal, choose your programme, and under **Register** enter that same number; type in the code that comes by SMS.
- Give your name and designation, your language and a password, and press **Create my account**; an email-id is optional.
- As your number is already on the list, the portal welcomes you at once.

Your email-id

It is optional.

Your designation

Type your post at the institution, such as Principal, Director or Dean; a subject or a trade on its own is not enough. If you have none, tick **I do not have a designation** and type what you do at the institution; it is kept with your request, and whoever adds you sees it.

If you registered with a different number

The portal then asks for your institution and your role. Choose **Nodal officer**, give your name and designation, and tick the two lines; the programme team adds you, so you may come back and check every day.

If you chose a role by mistake

On the waiting page, **I am not a nodal officer** first asks you to confirm, and says what ends. Then you choose your role again, at the same institution; your account, number and password stay.

More than one institution

If you hold this role for more than one institution, as is usual in a university with several constituent institutions, the portal shows you all of them together.

Signing in later

Use your mobile number and your password. On a shared computer, tell the portal so, and it signs you out when the browser closes. **Forgot password** sends a code by SMS, twice in 30 days; after that, the programme team can reset your password.

Asked for your designation

If the portal asks for your designation when you sign in, type it once and press **Save**. If you have none, tick **I do not have a designation** and type what you do at the institution instead.

A new mobile number

Open **Settings**, at the top of any page, and choose **Replace mobile number**. Type your current password, then the code sent to the new number.

Add your supervisors

Your faculty, and volunteers if you need them

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- The best way is to upload the list of faculty who will supervise students, with each one's **mobile number**. For a single supervisor, **Add one person** needs no file.
- Each of them is approved as soon as they register with that number.
- If your institution needs supervisors from outside, you can ask the programme team for volunteers.
- Your faculty then divide the students among themselves and the volunteers, and each uploads their own list.

What your supervisors read : Add your students

More than one nodal officer

Adding the supervisors is the task of your institution's primary nodal officer, usually the one who registered first; the others are standby nodal officers. **My page** tells a standby nodal officer who the primary one is.

Why sooner is better

Students can register only once their roll number is on a supervisor's list, so the sooner your faculty upload, the sooner your institution starts.

Volunteers

The programme team finds volunteers and assigns them to your institution. Your institution then gives each one a student list, in the same way as for a faculty member.

A faculty member who is not on your list

They can register anyway, and then appear under **Faculty waiting**, where you can check them and add them.

A welcome for the institution

Your noticeboard, and a group with your supervisors

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- You may put up a first notice on your institution's **Noticeboard**; everyone at your institution sees it when they sign in.
- A WhatsApp group with your supervisors lets you contact them directly.
- Each supervisor keeps a noticeboard and a WhatsApp group of their own, for their students.

What your supervisors read : Set up before the students come

Three noticeboards on one screen

The programme team keeps a noticeboard for the whole programme, you keep one for your institution, and each supervisor keeps one for their own students. Everyone sees the notices meant for them together, with the source shown beside each.

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2 Keeping it moving

Watch the numbers

Your institution's progress, each day

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- **My page** shows how many supervisors have joined, how many students are on lists, how many have registered, and how many teams have formed.
- It also shows the students waiting, and the supervisors with frozen teams.
- These numbers count only the students your supervisors have uploaded.
- **Supervisors** shows how much progress each supervisor has made.

A supervisor who cannot sign in

After two resets by SMS in 30 days, a supervisor is told to ask you. With them in front of you, open **Sign-in and roll number** on **My page**, and set a temporary password; they choose their own at the next sign-in.

Remind supervisors

A ready message, for your group

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- On **Supervisors**, choose a filter, then press **Copy a reminder**: the portal writes the message, for you to paste into your supervisors' WhatsApp group.
- On **Supervisors**, a filter shows who has not registered, who has uploaded no students, or whose teams are not frozen.
- After the team finalising deadline, **Teams not frozen** shows who still has teams to settle.

What your supervisors read : Freeze and settle the teams

Contacting one supervisor

On **Supervisors**, tap the phone icon by a name to copy the number, then paste it in your phone's dialler. On a laptop, press **Copy** in the box that opens.

Clear the waiting lists

People who registered without being on a list

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- **Students waiting** and **Faculty waiting** show the people who registered without being on anybody's list.
- Beside each one, press **Check, then add or decline**. Read the sentence about them, tick the box and press **Confirm**, or press **Decline** if they do not belong here.
- For a student, first choose the supervisor whose list they go on.
- Uploading is still the best way, as an upload matches people with no checking.

Faculty supervisors help

Faculty supervisors also see the students waiting, and can add some to their own lists, so you do not need to deal with every one. They cannot decline, so a student nobody knows is left for you.

No designation given

If a faculty member gave no designation, type it on the same step before you confirm.

Added or declined by me

Added or declined by me, below the lists, shows everyone you added or declined. If you added a faculty member by mistake, open their name to remove them. A student you added is on their supervisor's list, and the supervisor can remove them.

Share the work evenly

Moving students and teams between supervisors

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- When two supervisors agree, you can transfer a student from one supervisor's list to the other's, at any time.
- The student leaves their team, and their new supervisor places them in one.
- To move a whole team, transfer its members one at a time.

A supervisor leaving the institution

On **Supervisors**, **Replace** on a supervisor's row transfers all their teams and students to one person; you can share them among other supervisors afterwards if you need to.

If you are leaving this role

Tell your successor about the present state of the work and how to use the portal, and tell the programme team who it is; the team makes the change.

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3 The areas and the work

What the teams do next

Areas, approval, and the work itself

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- Each team's leader draws its area, and its supervisor approves it, which finalises the team.
- A supervisor may still change a finalised team, with a reason, which you see.
- **The institutions' areas** shows the areas of your institution's teams.
- The work then runs in eight stages, each about a week, set and marked by the team's supervisor.

What your supervisors read : Approve the teams' areas , Your teams' stages , Follow the teams' work

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Teams' progress

How each supervisor's teams are progressing

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- **Teams' progress**, from **My page**, shows each supervisor's teams once their areas are approved.
- **Tracking** gives each supervisor's stages completed, reports filed and marked, and students active; open a row for more.
- **Moderation** sets each supervisor's lowest, middle and highest team marks together, for comparison, from the Progress Review on.
- **Final marks** lists each student's final mark once their supervisor finalises it, ready to download for the university.

What your supervisors read : Your teams' stages , Give the marks

Offering help

The figures show where a supervisor may need help, such as teams yet to start, or reports waiting for marks. A word, or a message in your WhatsApp group, may be enough.

Stages completed

A stage counts once its report is submitted. A supervisor's figure is the average across their teams, such as 4.3.

Reports filed and marked

A supervisor's row shows them as two shares, such as 86% | 57%: of the reports due so far, how many were filed, and how many marked. Each team, under **Show their teams**, shows the counts, such as 6 | 4 of 7. The pair is shaded when far fewer reports are marked than filed.

Opening a supervisor's row

It shows how many teams have completed each number of stages, and names the teams yet to start. **Show their teams** then lists each team with its own figures.

Students' own marks

They are not shown here. **Moderation** compares team marks only, and names no student.