

## **Guideline for filling up online AEP Quarterly Management Information System (AEP-QMIS) 2015-16 for KVS/NVS System**

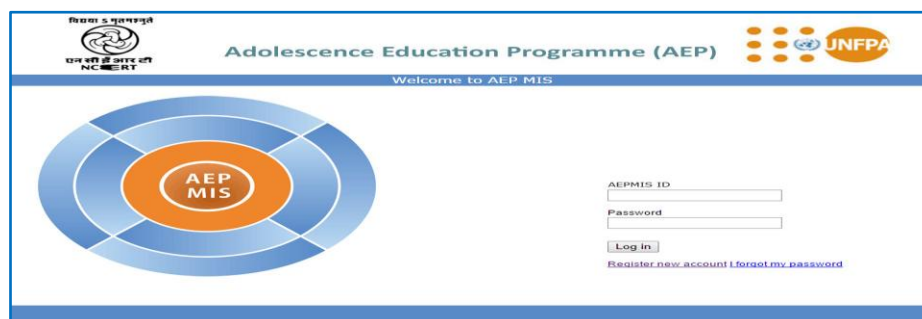
### **Brief Introduction**

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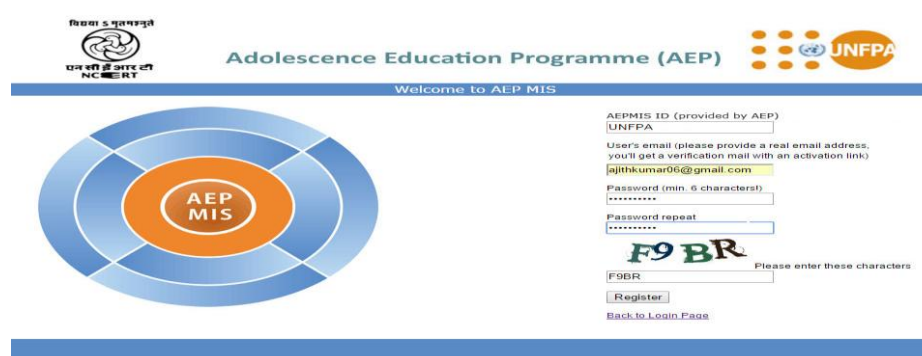
1. The objective of the AEP Quarterly Management Information System (AEP-QMIS) is to systematically collect information in each quarter of the academic year 2015-16 related to key performance indicators of AEP and to provide timely feedback to further improve programme performance. The monitoring data enables to identify gaps in programme implementation and take timely corrective measures. Besides providing a good benchmark of the progress made under the initiative; the information will provide evidence-based inputs for both the content and approach of the program to enhance its impact and take well informed decisions at the policy and implementation level.
2. For the last few years, Jawahar Navodaya Vidyalayas (JNVs) and Kendriya Vidyalayas (KVs) have been providing information on progress of AEP Activities in hard copies. During the academic year 2014-15, the annual AEP monitoring was captured through online AEP-MIS web-based platform to ensure that not only are the data received in a timely manner. Around 83% of schools of KVS and NVS have participated on the online MIS on AEP during 2014-15 academic year. The data was analyzed at national level and was also shared among the officials of KVS and NVS. It is expected that the web-based platform will further enhance the engagement and ownership of the Regional Offices in supporting the programme supervision. Regional Offices will be able to review the performance of schools in their region and provide timely feedback as well as support to further improve school performance.
3. The attached proforma is AEP quarterly reporting format which should be endorsed by the Principal and submitted online in each quarter in an academic year. Inputs received from school will further help in improving the AEP. PLEASE NOTE THAT ONLINE REPORTING HAS COMPLETELY REPLACED PAPER- BASED REPORTING.
4. It is advised that schools keep all records required to fill the AEP-MIS data readily available and provide accurate data through the online link. We have attached the hard copies of the online form for your perusal to enable you to prepare for filling the format. However, please note that there are several drop-down menus and hard copies enclosed with the guideline will not show all the options. The hard copy of the form is meant to guide you to identify and keep the necessary information readily available to fill the forms online. After filling the format, Principal/ Nodal teacher must review the format to ensure that responses have been filled in for all the questions and information provided at different places is consistent. The guidelines for filling the formats online are given below.
5. Please fill in the AEP related activities conducted in the school in the reporting quarter. It is recognised that every school may not be able to organise all the suggested activities in the reporting quarter. You are requested to submit the information related to AEP activities during the reporting quarter.

## Step-1: How to register?

Each JNV and KV has been assigned a unique 10 digit code for this purpose (visit [www.aeparc.org](http://www.aeparc.org)), the schools should register on the AEP-MIS page, which can be accessed via the home menu tab AEP-MIS of [www.aeparc.org](http://www.aeparc.org).



- The schools have to register online on the portal [www.aeparc.org](http://www.aeparc.org) by using the AEP MIS unique code provided by KVS/NVS and few other credentials.
- Click on register new account.
- Fill in the school specific AEP-MIS unique id, school working e mail id and create your own password.
- You will get an E-mail on your registered e mail id , click on it to get started
- Note that only after activating your account via email, you can log in to AEP MIS system; hence provide the working e mail id.



After completing the registration process you can go to AEP-MIS via [aeparc.org](http://aeparc.org). Please make sure that you have internet connection and uninterrupted power backup. The form has 2 sections. The first section covers the **School Introduction Form** and the other forms cover **quarterly MIS reporting (QMIS)** for each quarter during the Academic year 2015-16. All fields in the form are mandatory. **Please fill in the AEP related activities conducted in the school in the reporting quarter. It is recognised that every school may not be able to organise all the suggested activities in the reporting quarter. You are requested to submit the information related to AEP activities during the reporting quarter.**

Please note that the information you are providing is taken by the computer system and will not be disclosed in public domain. The information will be used only for the academic purposes under the AEP intervention.

Once log-in to the [www.aeparc.org](http://www.aeparc.org) , you will have to click to AEP-MIS page. You will be connected to AEP MIS page and you will be shown a dialogue box like this

Please login with AEP-MIS school unique id and password.

After log-in, you will find the school name and the basic information details along with the followings icons:

<b>School Basic Information</b>	<b>AEP Quarterly -MIS (QMIS)</b>
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After log-in to AEP MIS the auto filled basic information of the schools, who have already reported in 2014- 15 can be viewed on the **School Introduction format**. **The schools who have not participated in Annual AEP MIS during 2014-15 will need to fill the basic information of the school fresh**. Each page has an option of save and print for keeping the most updated record. Please note that AEP starts from Class 8, a school having less than 8 may not provide AEP related information.

The school basic information is onetime school information which can be updated / edited annually. The school already submitted the data will be viewed here with edit option. You can edit and save the necessary changes you are intending to. The schools who have not submitted the information earlier will have to provide the one time basic information.

### **Step-2: Filling up the format online**

Under AEP-MIS first section of the Annual AEP Monitoring form click on it to fill the form.  
School Basic Information

<b>Sl. No</b>	<b>Items</b>	<b>Guideline</b>
1	Name of the school	Name of the School should be given in full using the text without any abbreviations or Acronyms.
2-5	Complete postal address and district	Please enter the postal address of the school location, PIN Code, District and State/ UT name
6	School System	Select either KVS or NVS
7	Regional Office	Once KVS or NVS selected ROs will be shown automatically. Please select the respective RO.
8	Phone number with STD code	Please enter the phone number of the school.

9	School E mail address	Please write the correct e mail id of the School for records and future communication.
10-11	Name of Principal	Please write the name of the school principal and Mobile number
12	Total number of teachers in school	Please provide total number female and male teachers in the school.
13	AEP master trainers in the school	Please provide total number female and male teachers in the school selected as master trainers trained by National Resource Persons.
14	AEP Nodal teachers trained	Please provide total number female and male teachers in the school trained for 6 days duration at AEP trainings.
	Details of AEP trained teachers	Please provide total number female and male teachers in the school trained for 6 days duration at AEP trainings. Please provide total number female and male
15-18	Details of students	Please section and class wise enrollment from class 8 to 11.
19-20	Resource Materials	Please mention availability of resource materials of AEP.
21-23	Information on Principal, Parents and Peers	Please provide details
24-36	Facilities available at school	Please select the desired information
37	How AEP is transacted	Please select the drop down menu

Now you have to click the **Quarterly AEP-MIS** for submitting the school based AEP activities during the reporting quarter of the ongoing academic year.

After filling/ editing the School Basic Information of the form please click the **Quarterly AEP-MIS** for submitting the school based AEP activities during the July to Sept quarter of the ongoing academic year.

Sl. No	Items	Guideline
1	Principal sensitized to AEP in the reporting quarter	Only answer Yes / NO
2	Number of parents sensitized to AEP in the reporting quarter	Please provide information on the number of Parents sensitized under AEP.
	Nodal Teachers trained under AEP in the reporting quarter	Please provide total number female and male teachers in the school selected as master trainers trained by National Resource Persons.
	Teachers/Staff Nurses who received	Teachers/Staff Nurses in the school

	training under AEP Plus (Only for JNVs) in the reporting quarter	trained under AEP Plus.
3	Peer Facilitators who received orientation under AEP in the reporting quarter	Please provide the information.
4	AEP mentorship programme in place in the school	Please report yes/no
5	Did your school receive mentorship visit in the reporting quarter	Please report yes/no
6	At what frequency are the "Question Box" queries answered	Questions box is a part of AEP initiative to respond student needs. Please select one of the 2 options (yes/ no) from the drop down menu.
7	Who answers the questions from the "Question Box"	Please click the check box
8	Thematic school assemblies organized in the reporting quarter	Please click on one or more of the thematic assemblies held on AEP themes.
9	Activities held in the school on AEP themes in reporting quarter	Specific activity options including, role play, debate, poster making, creative writing, slogan writing have been provided. Please provide the necessary information on month of organization of the activity/ies held in the reporting quarter. If an additional activity, was organized, please provide the details in response to the question: Any Other
10	Activities held at regional / national level under AEP in the reporting quarter	Number of school students who participated at regional/national level activities held during the academic year April 2014 to March 2015 to be captured.
	Progress of Classroom based AEP Activities in the Reporting Quarter	In this section, the information on AEP Classroom transaction to be filled in section wise for classes VIII-XI. To complete the detailed information of all the classes i.e. VIII to XI is mandatory.
14	Number of students who availed counselling services in the reporting quarter	Please report the numbers here.

It gets easier after the first time! Happy reporting! For any clarifications, support or feedback with respect to QMIS reporting, please write to [aeparc2014@gmail.com](mailto:aeparc2014@gmail.com) and [ajithkumar06@gmail.com](mailto:ajithkumar06@gmail.com). For KVS/NVS system specific queries please e mail [umar.shakeba@gmail.com](mailto:umar.shakeba@gmail.com) for KVs and [rajanikanth.dasi@gmail.com](mailto:rajanikanth.dasi@gmail.com) for JNVs.

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