



Odisha State Higher Education Council
GOVERNMENT OF ODISHA

USER MANUAL
FOR
DEPARTMENT, IQAC & AUDITOR

Step - 1 (IQAC user creation)

Welcome to
Academic Performance Audit (APA)

Log in Here

Select User Type ▼

User Name

Password

Enter Captcha 5A2F6 

[Sign in](#) [Forgot Password ?](#)



- IQAC users can register by clicking on the IQAC Sign-up button.
- Now go to the log-in screen.
- Then click on IQAC sign-up button.

Step - 2(IQAC sign-up)

- Now IQAC registration form is on the display.

IQAC Registration

Select Institutions/University/College ▼

Full Name*

User Name*

Mobile No*

Email ID*

Password *

Confirm Password *

Submit Reset

- Now enter valid credentials for IQAC registration. Then Click on submit.
- Now IQAC user is successfully registered, but it requires one-time approval from the OSHEC for activation. Then OSHEC can verify the registered IQAC user and then approve the IQAC user, after that IQAC user can login.

Step - 3(Department user creation)

Welcome to
Academic Performance Audit (APA)

Log in Here

Select User Type ▼

User Name

Password

Enter Captcha 5A2F6 

[Sign in](#) [Forgot Password ?](#)

[Department Sign up](#) [ACAC Sign up](#)

- Department users can register by clicking on the department Sign-up button.
- Now go to the log-in screen.
- Then click on the department sign-up button.

- Now Department user registration form is displayed.

Department Registration

Select Institution/University/College ▼

Select Department ▼

HOD Name*

User Name*

Mobile No*

Email ID*

Password *

Confirm Password *

- Now enter valid credentials for department user registration. Then Click on submit.
- Now Department user is successfully registered, but it requires one-time approval from the IQAC for activation.

Step - 4(Department user approval)

- Now login as an institution IQAC user.
- Then click on the “institute department” menu.

Odisha State Higher Education Council
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Institute Department User List

Fakir Mohan (Autonomous) College, Balasore

Show 10 entries

Sl. No.	Full Name	User Name
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- Now the department user list page is showing, after that IQAC can verify the registered department user and approve the pending user by clicking on the pending button.

Sl. No.	Full Name	User Name	Mobile No	Email	Department Name	IQAC Approval Status
1	user 1	user-1	8908908908	arun.rout@lipl.in	Anthropology	Pending
2	user 1	user-2	8909090988	sriskant.ojha@lipl.in	Zoology	Pending
3	user 1	user-3		ascdf@gmail.com	History	Approved

- Now the department user is approved.
- The department users can able to log in with their credentials.

Step - 5 (Department user login for data submission)

- Login as a department user.
- Now the department audit form is displayed.

Fakir Mohan (Autonomous) College, Balasore - History Department - Academic Year (2021 - 22)

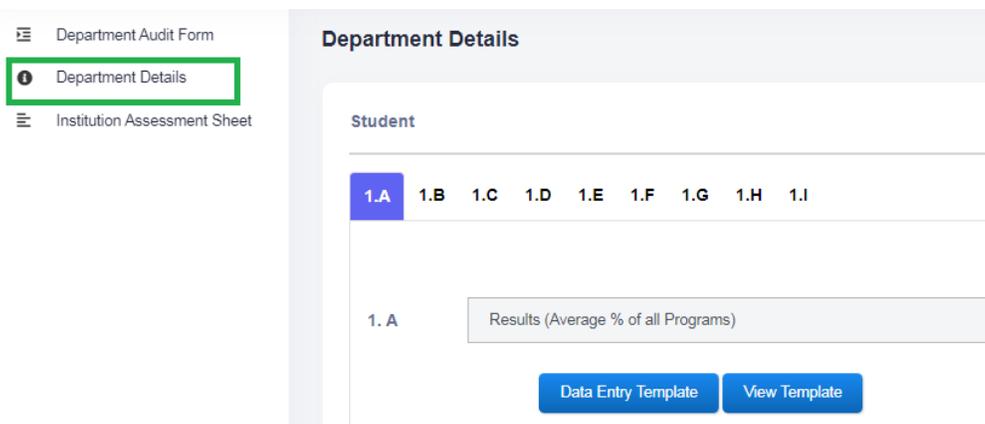
1. Category *

2. (a) Are you a University Teaching Department? *

3. Year of establishment of the department *

4. Programs offered by the department * Year of initiation of the program * Affiliation Status * 

- Now fill up the valid data in the required field, then click on submit button.
- After submitting the department audit form, the page is redirected to the department details page, where the department user can see all the questions and submit answers or the user can go to the department details page by clicking on the “department details” menu.



Department Audit Form

Department Details

Institution Assessment Sheet

Department Details

Student

1.A 1.B 1.C 1.D 1.E 1.F 1.G 1.H 1.I

1. A

- Now the department user can see the question of students, faculty, infrastructure development, and activity.
- Now click on the data entry template button.

Department Details Academic Year (2021 - 22)

Student View All Question

1.A 1.B 1.C 1.D 1.E 1.F 1.G 1.H 1.I

1. A Results (Average % of all Programs) Actual Score

Data Entry Template
View Template

- After clicking on the data entry template button user can see the question-related forms where the department user can fill up the valid data.
- Now the data entry form is on the display.

Is document available for verification --Select--

Sl. No.	Program Name	Number of students securing marks in the categories				Total	
		≥75%	<75% to 60%	<60% to 45%	<45% to Pass Mark		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	+
Total		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Percentage		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Actual Score	<input type="text" value="0.0"/>						

Close
Save As Draft

- Now user can fill the data in the required field, then click on the “save as draft” button, thereafter fill out all the questions as per the data entry template, then the user can click on the final submit button.

Activity

4.A 4.B 4.C 4.D 4.E 4.F 4.G 4.H 4.I 4.J 4.K 4.L 4.M 4.N 4.O 4.P 4.Q

4. A The popularity of courses offered based on SAMS data (Ratio of number of first/second/third preference anc Actual Score

Data Entry Template View Template

Final Submit

- After final submission, the user can click on the “institution assessment sheet” menu.]

☰ Department Audit Form

📌 Department Details

☰ Institution Assessment Sheet

Department Details

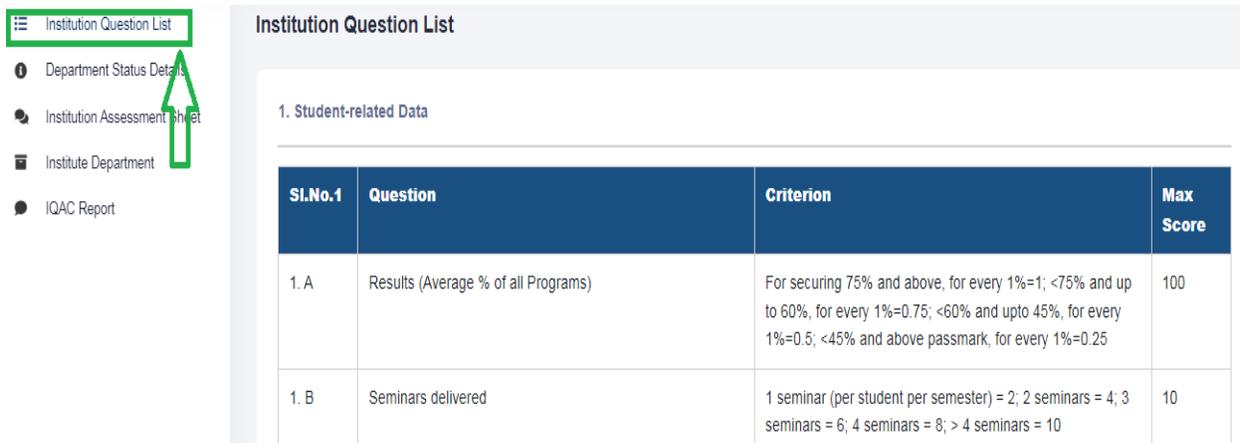
✓ Academic Questions successfully submitted !

- Now department users can see the final score.

4.L	Contributions from department's alumni	10	0	30	0
4.M	Parent-teacher meeting	10	10	30	300
4.N	Collaborative joint programs with other institutions [Only for U/AU]	30	15	30	450
4.O	MoUs signed [Only for U/AU]	20	10	30	300
4.P	Outreach activity conducted by the department	30	5	30	150
4.Q	Mentor-Mentee Meetings/Proctorial Meetings per Semester	30	10	30	300
	Total	1000		Maximum Possible Score	28000
				Total Weighted Score	13067
				Performance Index	0.47

Step - 6 (Verification for department user data by IQAC)

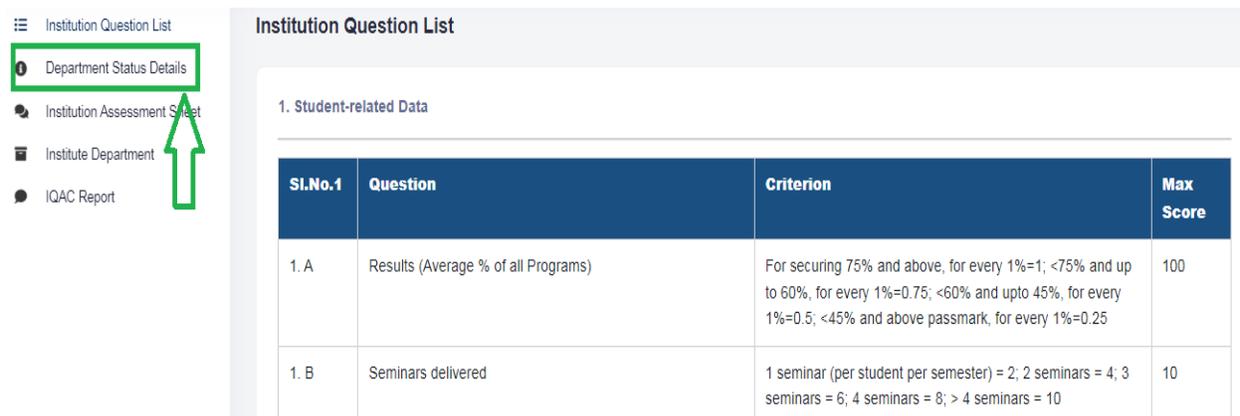
- Now login as an IQAC user.
- Then click on the “institution question list” menu where IQAC can see the entire assigned questions with the maximum Score.



The screenshot shows a navigation menu on the left with four items: 'Institution Question List', 'Department Status Details', 'Institution Assessment Sheet', and 'Institute Department'. The 'Institution Question List' item is highlighted with a green box and a green arrow points from it to the main content area. The main content area is titled 'Institution Question List' and contains a table under the heading '1. Student-related Data'.

Sl.No.1	Question	Criterion	Max Score
1. A	Results (Average % of all Programs)	For securing 75% and above, for every 1%=1; <75% and up to 60%, for every 1%=0.75; <60% and upto 45%, for every 1%=0.5; <45% and above passmark, for every 1%=0.25	100
1. B	Seminars delivered	1 seminar (per student per semester) = 2; 2 seminars = 4; 3 seminars = 6; 4 seminars = 8; > 4 seminars = 10	10

- Now click on department status details.



The screenshot shows the same navigation menu as the previous image, but now 'Department Status Details' is highlighted with a green box and a green arrow points from it to the main content area. The main content area is titled 'Institution Question List' and contains a table under the heading '1. Student-related Data'.

Sl.No.1	Question	Criterion	Max Score
1. A	Results (Average % of all Programs)	For securing 75% and above, for every 1%=1; <75% and up to 60%, for every 1%=0.75; <60% and upto 45%, for every 1%=0.5; <45% and above passmark, for every 1%=0.25	100
1. B	Seminars delivered	1 seminar (per student per semester) = 2; 2 seminars = 4; 3 seminars = 6; 4 seminars = 8; > 4 seminars = 10	10

- Now department status data are on display, where IQAC can see the department-wise question view, and the result view.

Department Status Details

Academic Year *

2021 - 22

Submit

Rama Devi Women's University

Sl. No.	Name of the Department	Basic data Review	Question View	Result View	Reminder
1	Mathematics				Submitted
2	Chemistry				Submitted
3	Botany				Submitted

- Now IQAC users can click on the question view icon to verify and approve the data entry template.
- Then IQAC users can see the department result by clicking on the result view icon.
- Now click on the “institution assessment sheet” menu.

☰ Institution Question List

📌 Department Status Details

📌 Institution Assessment Sheet

📌 Institute Department

📌 IQAC Report

Result Sheet

Academic Year *

Select

Submit

- Now choose one academic year and click on submit to see the department's median score.
- Now the department scoreboard is displayed.

Department	Student Max. Score: 200 Weightage: 30	Faculty Max. Score: 400 Weightage: 30	Infrastructure Max. Score: 100 Weightage: 10	Activity Max. Score: 300 Weightage: 30	Total Score [Max. 28000]	API
Mathematics	3321	900	50	300	4571	0.16
Chemistry	4560	5280	150	1140	11130	0.40
Botany	4890	2730	220	750	8590	0.31
Computer Science	4668	9240	720	2025	16653	0.59
History	4104	2700	90	2925	9819	0.35
Political Science	3756	8370	0	2100	14226	0.51
Average	4216.50	4870.00	205.00	1540.00	10831.50	0.39
Median	4332	4005	120	1582.5	10474.5	0.375
Max	4890	9240	720	300	16653	0.59
Min	3321	900	0	300	4571	0.16

Step - 7 (IQAC Report)

- Now click on the “IQAC Report” menu.

The screenshot shows a navigation menu on the left with the following items:

- Institution Question List
- Department Status Details
- Institution Assessment Sheet
- Institute Department
- IQAC Report** (highlighted with a green box and arrow)

The main content area is titled "Institution Question List" and contains a section "1. Student-related Data". Below this section is a table with the following data:

Sl.No.1	Question
1. A	Results (Average % of all Programs)

- Now IQAC report form is on the display.

- Now IQAC users can fill up the valid data in the required field and then click on submit button.

Step - 8 (Auditors)

- Go to the application login page, and then select “Auditor” in the user type field.
- Then put your username and password and valid captcha, and then click on the sign-in button.
- Now Auditor is successfully logged in.
- Now click on the “assign institution” menu.

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Auditor Question List

Assign Institution

Auditor Question List

Institution Type: Autonomous College (AU) ▼

Assignment Date: 16-12-2021

- Now auditor assign institution page is displayed, where the auditor can see the institution name with the IQAC report and department data.

Auditor Assign Institution Academic Year (2021 - 22)

Show 10 entries Search:

Sl. No.	Name of the Institution	Audit Assign Date	Audit Target Date	Auditor Observation Form	View IQAC Observation	View Department Data
1	Fakir Mohan (Autonomous) College, Balasore	14-06-2022	30-06-2022			
2	K.C. Degree College, Daringibadi	30-06-2022	30-06-2022			

- Now the auditor can view the IQAC report and department data by clicking on the view icon.
- Now click on the “Auditor observation form” icon.

Auditor Assign Institution Academic Year (2021 - 22)

Show 10 entries Search:

Sl. No.	Name of the Institution	Audit Assign Date	Audit Target Date	Auditor Observation Form	View IQAC Observation	View Department Data
1	Fakir Mohan (Autonomous) College, Balasore	14-06-2022	30-06-2022			
2	K.C. Degree College, Daringibadi	30-06-2022	30-06-2022			

- Now Auditor observation form is showing where the auditor can give their feedback to a particular institute.

1. Observations of Academic Performance Auditors and Task Assignment (Academic Year: 2021-2022)

a. About SWOC [in about 100-150 words] *	<input type="text"/>
b. Academic Performance Index [in about 100-150 words] *	<input type="text"/>
c. Benchmarks and timeline [in about 100-150 words] *	<input type="text"/>
d. Library and Laboratory [in about 100-150 words] *	<input type="text"/>
e. Functioning of IQAC [in about 100-150 words] *	<input type="text"/>
f. About the Website and Digital Footprint of the HEI [in about 100-150 words] *	<input type="text"/>
g. Status of examination and confidential section [in about 100-150 words] *	<input type="text"/>
h. Status of sports and games [in about 100-150 words] *	<input type="text"/>
i. Status of website *	<input type="text"/>
j. Status of automation, such as ERP-based management, e-file processing, etc. *	<input type="text"/>
k. Task assignment [Up to 10 bullet points] *	<input type="text"/>
2. Detailed Report [No word restriction] *	<input type="text"/>

Submit

- Now the auditor can fill up the data in the required field and then click on submit button.