

Instructions for filling the MyATL Dashboard for Atal Tinkering Labs

MyATL has been developed for filling up the details by the schools and submitting their monthly reports. It is mandatory for all the schools to fill the details on the dashboard, as this gives AIM an opportunity to recognize their active participation and achievements, and determine the suitability for next tranche of grant disbursement.

The second tranche of grant will be released on utilization of the first tranche and successful implementation of the ATL in the school. The institutes are required to upload the Utilization Certificate along with other supporting documents required at the time of applying for second tranche.

Steps:

1. Go to the AIM website <https://www.aim.gov.in/>, the link (<https://www.aim.gov.in/atl/>) for the MyATL dashboard is available under the Atal Tinkering Labs drop-down.
2. Log onto the system using your existing user credentials, “ATL Application ID” and “Password”. Please note: *First time users may use ATL Application ID/ Unique ID as username and password.*

ATL APPLICATION ID

Username

PASSWORD

Password

Show Password

23151

Type the above number:

Forgot password?

SIGN IN

Having Trouble in using portal?

Note: If you are unable to login, use Unique ID as username and password.

A. School Details

3. Go to the “School Details” tab to start filling the details. It is divided into five sections:
 - School General Information
 - Advisory Registration
 - Partnership Registration
 - Mentor Registration
 - Student Ambassador Registration

My ATL
Your Tinkering StoryBook

Dashboard School Details Submit Report Change ATL Contact Information

School General Information

Advisory Registration

Partnership Registration

Mentor Registration

Student Ambassador Registration

Name of School	UDISE Code	PFMS ID
Test	12023	
School National Performance Band Band Not Generated	School Regional Performance Band Band Not Generated	School State Performance Band Band Not Generated

The schools have been placed in different bands based on their cumulative scores in the order A>B>C.

4. Please note you can save the details at any point of time. However, you need to fill the complete information in one section to proceed to the next one.
5. The questions in the first section relates to the general details of the school/ ATL such as board of affiliation, education grade offered in school, total student enrolment, total number of teachers in ATL etc. and contact information of the school. All questions in this section are mandatory.

Please Note: All the details are pre-filled, if the school wishes to change any details/ details are missing, can be modified by the user.

Modify School Registration Form

Note : Fields marked * are mandatory.

ATL Code *	<input type="text" value="12043"/>	Name of School*	<input type="text" value="Test"/>
UDISE Code *	<input type="text" value="12023"/>	Include GeM Details*	<input type="text" value="8800192190"/>
		Author Linked Mobile No. of Principal	
School Type*	<input type="text" value="Government"/>	Maximum Grade Offered*	<input type="text" value="12"/>
			Tip: Only Numbers allowed
School Contact Number*	<input type="text" value="8800192190"/>	School Email ID*	<input type="text" value="rajskumar0312@gmail.com"/>
School Address*	<input type="text" value="TEST"/>		PIN Code*
			<input type="text" value="110024"/>
Aspirational District*	<input type="text" value="Yes"/>	Type of State*	<input type="text" value="Plain"/>
Area of School*	<input type="text" value="Rural"/>	Category of School*	<input type="text" value="Defence"/>
Type of School*	<input type="text" value="Boys-only"/>	Educational Grade Offered*	<input type="text" value="Upper Primary"/>
ATL Inaugrated by*	<input type="text" value="Mr. Rajat Kumar"/>	Date of receipt of ATL grant - 1st Tranche*	<input type="text" value="05/17/2019"/>
ATL Lab Video Link	<input type="text" value="#"/>	No. of teachers associated with ATL in school*	<input type="text" value="10"/>
Tip: 02-min Video			Tip: Only Numbers allowed
Region *	<input type="text" value="North"/>	State/Union Territory *	<input type="text" value="Jammu and Kashmir"/>
District *	<input type="text" value="Anantnag"/>	Board of Affiliation*	<input type="text" value="CBSE"/>
Dedicated Area of ATL (In Sq. Ft.)*	<input type="text" value="1200"/>	Number of Students from Grade VI-XII*	<input type="text" value="1100"/>
	Tip: Only Numbers allowed		Tip: Only Numbers allowed
Date of Launch of ATL Lab *	<input type="text" value="05/01/2019"/>	School Facebook Page	<input type="text" value="#"/>

6. Please proceed to the next section after completing the first section. The questions in this section relate to the ATL Advisory Committee information which includes the school principal basic information and contact details, ATL In-charge basic information and contact details, etc. All questions in this section are mandatory.

Please Note: Once added, if the school wishes to change any details, the details can be modified or any existing record can be deleted by the user.

List of all ATL Advisory Committee Members

Sr No.	Name	Profile	Qualification	Action
1	test 1 test 2	Principal	test edu	Update Delete
2	test test	ATL Incharge	test	Update Delete
3	test test	Representative 1	test	Update Delete

ATL Advisory Committee Registration Form

Note : All fields are mandatory. For details that you cannot submit, please use 0.

Profile	<input type="text" value="Select Profile"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Age	<input type="text"/>
Educational Qualification	<input type="text"/>	Mobile No.	<input type="text"/>
Email ID	<input type="text"/>	Photo	<input type="button" value="Choose File"/> No file chosen

[Cancel](#) [Register](#)

- The third section includes questions related to the third-party Partnership of the ATL. All questions in this section are mandatory.
- For the field – ‘Type of Partnership’, please select the option according to the type of partnership with the school such as: Academic, Industry Partners, School or Others.

Type of Partnership	<input type="text" value="Industry Partners"/>
Website Address of Organisation	<input type="text"/>

Please Note: Once added, if the school wishes to change any details the details can be modified or any existing record can be deleted by the user.

Partnerships

Sr No.	Mentor Name	Contact Person Name	Action
1	test	test	Update Delete

ATL Partnership Registration Form

Note : All fields are mandatory. For details that you cannot submit, please use 0.

Name of the Organisation	<input type="text"/>	Type of Partnership	<input type="text" value="Select Partnership"/>
Brief Description of Organisation	<input type="text"/>	Website Address of Organisation	<input type="text"/>
Association	<input type="text" value="Select Association"/>	Date of Association	<input type="text"/>
Contact Person	<input type="text"/>	Contact Number	<input type="text"/>
Contact Email ID	<input type="text"/>		

[Register](#)

9. The next section includes the details of the mentors associated with the school. Mentor is an individual who engages with the school continuously in conducting guest lectures, hands-on sessions, supporting student projects, giving guidance and any other hand holding support if required, on a pro-bono basis. Please mention the details of up to 5 mentors.

Mentors

Sr No.	Mentor Name	Affiliation/Designation	Action
1	test	test	Update Delete

ATL Mentor Registration Form

Note : All fields are mandatory. For details that you cannot submit, please use 0.

Name	<input type="text"/>	Affiliation/Designation	<input type="text"/>
Describe the Role of Mentor	<input style="height: 40px;" type="text"/>	Link to Mentor Profile	<input type="text"/>
Sector of Support by Mentor	<input type="text" value="Select Sector"/>	Area of Contribution	<input type="text" value="Digital Literacy"/> <input type="text" value="Ideation"/> <input type="text" value="Design Thinking"/> <input type="text" value="Prototyping with 3D printer"/>
Date of Association	<input type="text"/>	Mentor Association	<input type="text" value="Select Mentor association"/>
School Alumni	<input type="text" value="Select"/>		

Register

10. The last section is on the ATL Student Ambassadors related information. The Student Ambassadors/ Representative are selected/ appointed from the ATL itself, who share the responses of the students, act as the voice of the students and contribute in making decisions.

ATL Student Ambassadors

Sr No.	Name	Mobile No.	Action
1	test	9900000000	Update Delete

ATL Student Ambassador Registration Form

Note : All fields are mandatory. For details that you cannot submit, please use 0.

Profile	<input type="text" value="Select Profile"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Class	<input type="text" value="Select Profile"/>
Mobile Number	<input type="text"/>	Email ID	<input type="text"/>
Photo	<input type="button" value="Choose File"/> No file chosen		

Note : Only JPG or PNG File types are allowed with max 2MB.

Cancel
Register

B. Submit Report

Please note, all the details under the various sections of the "School Details" are **mandatory**, without filling these any school will not be able to submit the ATL Monthly Report.

It is mandatory for every school to fill the monthly report and submit by the 15th of every month. The School's performance assessment shall be updated by the 20th of the same month on the dashboard. (For example the report for March 2019 can be submitted only by April 15th, 2019. The assessment shall be updated by April 20th, 2019).

11. A school must submit the ATL monthly report, from the month subsequent to the month in which the first tranche of ATL grant was received. The user can select the "year" and the "month" for submitting the monthly report from the available drop-down.

ATL TINKERING LAB

My ATL
Your Tinkering StoryBook

Dashboard School Details **Submit Report** Change ATL Contact Information

ATL Monthly Report Form

Note : All fields are mandatory. Please fill in the digit 0, if you do not have relevant information to submit.

Please Select Year 2019 Monthly Report of the Month

Select month
Select month
June
July
August
September
October
November
December

12. The ATL Monthly Report section is divided into 03 sections:

- Monthly Activity
- Innovation Projects
- Monthly Grant Management

Monthly Activity

This section consists of questions related to the monthly activities/ events conducted in the ATL in that particular month such as the workshops conducted, mentoring sessions conducted, the various exhibitions, innovations, camps, conducted and the teacher training sessions conducted.

Start with specifying the number of students from various categories using the ATL in the current month. The categories include school students, other school students and community students.

ATL TINKERING LAB

ATL Monthly Report Form

Note : All fields are mandatory. Please fill in the digit 0, if you do not have relevant information to submit.

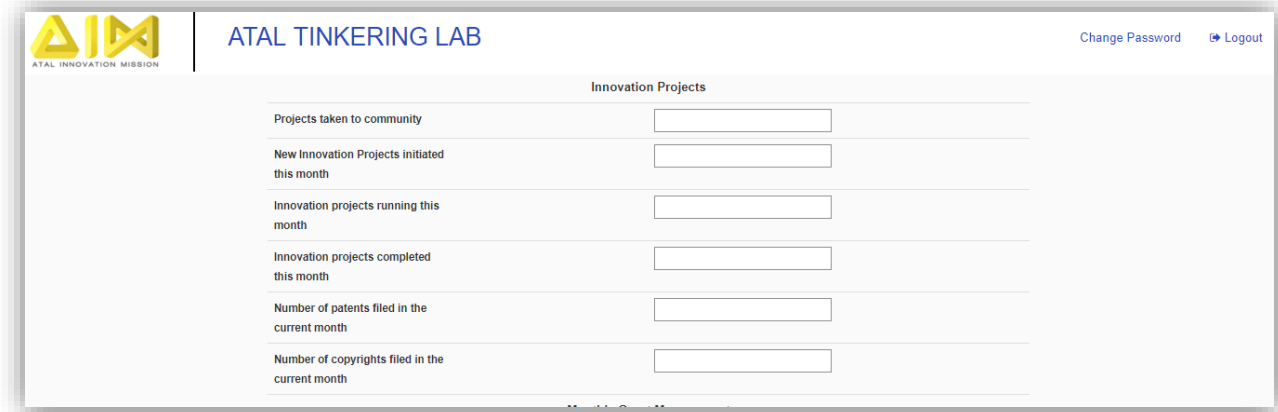
Please Select Year 2018 Monthly Report of the Month July

Monthly Activity

	School Students	Other School Students	Community Students
Number of students using the ATL in the current month	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of ATL workshops conducted in the current month	<input type="text"/>		
Number of ATL mentoring sessions conducted in the current month	<input type="text"/>		
Number of ATL exhibitions, innovations, camps, conducted in the current month	<input type="text"/>		
Training sessions conducted in this month	<input type="text"/>		

Innovation Projects

This section includes questions related to the various innovation projects initiated/ running/ completed in the current month. Also mention the number of patents and copyrights filed in the current month. Kindly ensure all the values/ numbers being entered in each field are for that particular month.



The screenshot shows the 'ATAL TINKERING LAB' interface with the 'Innovation Projects' section. It contains a table with the following rows and input fields:

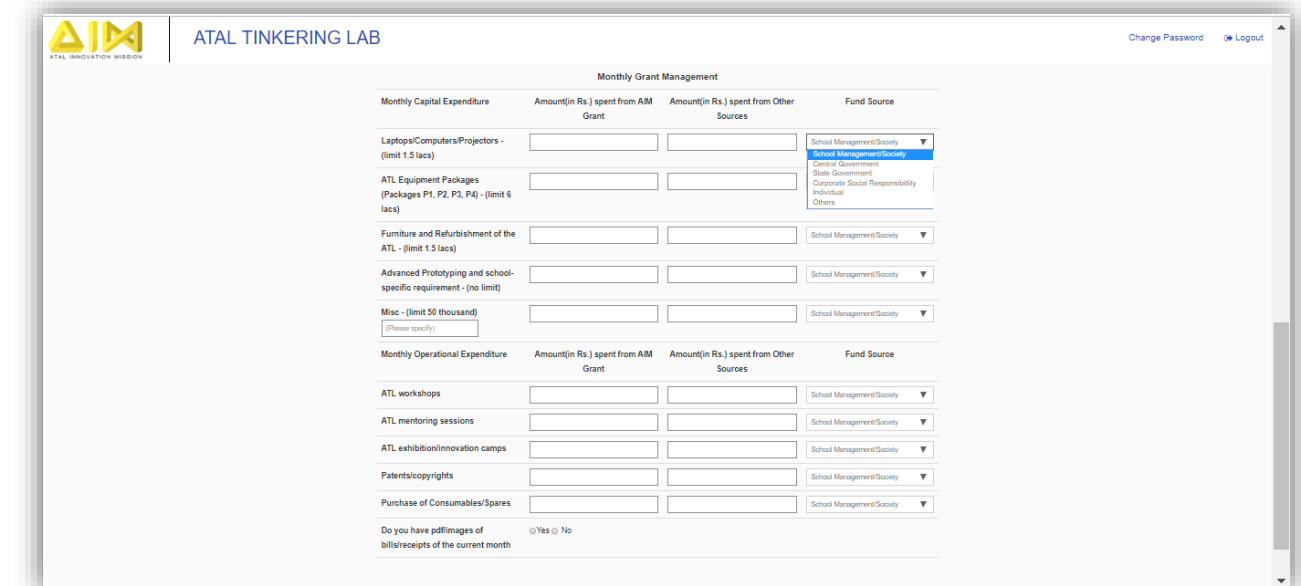
Innovation Projects	
Projects taken to community	<input type="text"/>
New Innovation Projects initiated this month	<input type="text"/>
Innovation projects running this month	<input type="text"/>
Innovation projects completed this month	<input type="text"/>
Number of patents filed in the current month	<input type="text"/>
Number of copyrights filed in the current month	<input type="text"/>

Monthly Grant Management

This section constitutes of questions related to the financial expenses of the ATL under various headers. The GIA released to the ATL may be utilized as described below. The details can be viewed in the Grant-in-Aid fund utilization guidelines available at: https://www.aim.gov.in/pdf/Grant-in-Aid_Fund_Utilization_Guideline.pdf

- ATL Equipment Packages (Packages P1, P2, P3, P4)
- Procurement of laptops, projectors, computers, etc.
- Furniture and Refurbishment of the ATL in terms of electrical fittings, painting, whitewash, etc and procurement of furniture - tables, chairs, storage boxes, etc.

Any amount over and above the maximum prescribed amount under each header shall be utilized from the school funds/contribution from other institution/ industry. Schools have to clearly specify the same by selecting from the given drop-down.



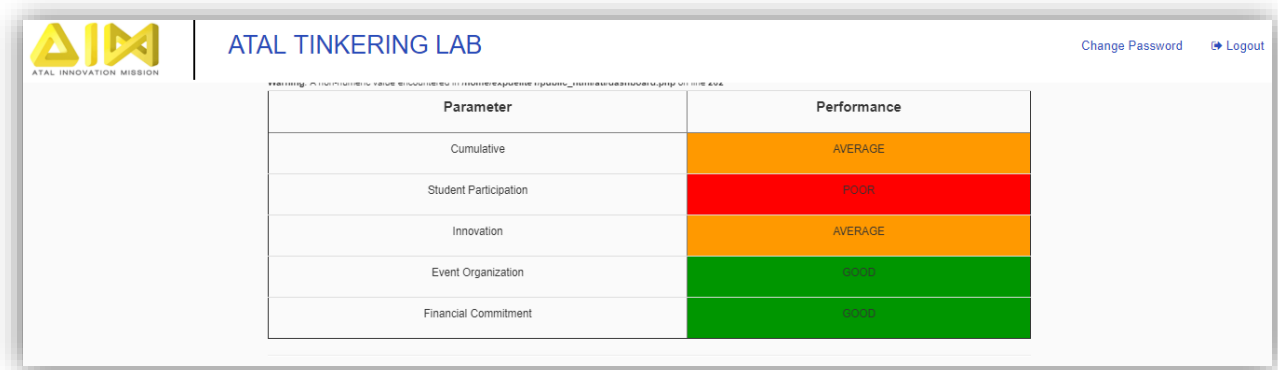
The screenshot shows the 'ATAL TINKERING LAB' interface with the 'Monthly Grant Management' section. It contains a table with the following rows and input fields:

Monthly Capital Expenditure	Amount(in Rs.) spent from AIM Grant	Amount(in Rs.) spent from Other Sources	Fund Source
Laptops/Computers/Projectors - (limit 1.5 lacs)	<input type="text"/>	<input type="text"/>	School Management/Society
ATAL Equipment Packages (Packages P1, P2, P3, P4) - (limit 6 lacs)	<input type="text"/>	<input type="text"/>	School Management/Society Central Government State Government Corporate Social Responsibility Individual Others
Furniture and Refurbishment of the ATL - (limit 1.5 lacs)	<input type="text"/>	<input type="text"/>	School Management/Society
Advanced Prototyping and school-specific requirement - (no limit)	<input type="text"/>	<input type="text"/>	School Management/Society
Misc - (limit 50 thousand) (Please specify)	<input type="text"/>	<input type="text"/>	School Management/Society
Monthly Operational Expenditure	Amount(in Rs.) spent from AIM Grant	Amount(in Rs.) spent from Other Sources	Fund Source
ATL workshops	<input type="text"/>	<input type="text"/>	School Management/Society
ATL mentoring sessions	<input type="text"/>	<input type="text"/>	School Management/Society
ATL exhibition/innovation camps	<input type="text"/>	<input type="text"/>	School Management/Society
Patents/copyrights	<input type="text"/>	<input type="text"/>	School Management/Society
Purchase of Consumables/Spares	<input type="text"/>	<input type="text"/>	School Management/Society
Do you have pdf/images of bills/receipts of the current month	<input type="radio"/> Yes <input type="radio"/> No		

13. After successfully filling all the above details, click on the submit button.
14. Please read all the questions carefully before submitting. Please note that no edits will be allowed after the final submission of the monthly report.
15. Report once submitted cannot be edited or deleted.

C. Dashboard

16. Schools can view their Performance under the “Dashboard” tab. For instance, your assessment report for a certain month could look like:

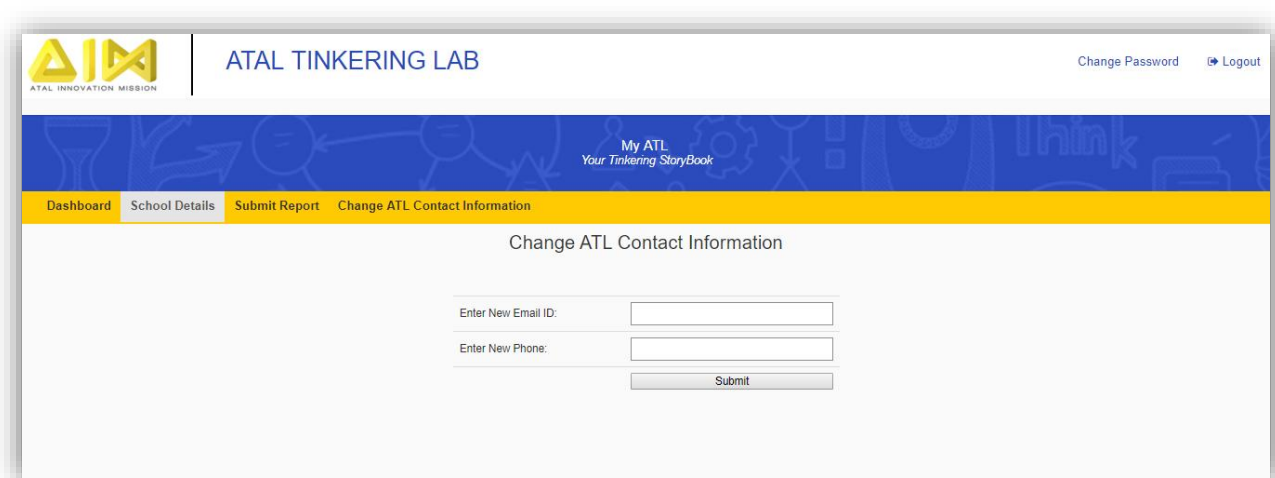


The screenshot shows the ATAL TINKERING LAB dashboard. At the top left is the AIM logo (ATAL INNOVATION MISSION). The header includes 'ATAL TINKERING LAB' and links for 'Change Password' and 'Logout'. The main content area displays a table with the following data:

Parameter	Performance
Cumulative	AVERAGE
Student Participation	POOR
Innovation	AVERAGE
Event Organization	GOOD
Financial Commitment	GOOD

D. Change ATL Contact Information

17. At any point of time, the school wishes to change the already submitted/ registered ATL contact information, the same can be done. A separate functionality has been provided for the same.



The screenshot shows the 'Change ATL Contact Information' form. The header includes the AIM logo, 'ATAL TINKERING LAB', and links for 'Change Password' and 'Logout'. Below the header is a blue banner with 'My ATL Your Tinkering StoryBook'. A yellow navigation bar contains 'Dashboard', 'School Details', 'Submit Report', and 'Change ATL Contact Information'. The main content area is titled 'Change ATL Contact Information' and contains the following form fields:

Enter New Email ID:

Enter New Phone:

18. For any inconvenience/ queries:
 AIM has designed a query resolution system which can be accessed at the AIM website at <https://www.aim.gov.in/>
 Your queries shall be responded to within 48 hours.

Happy Tinkering!!