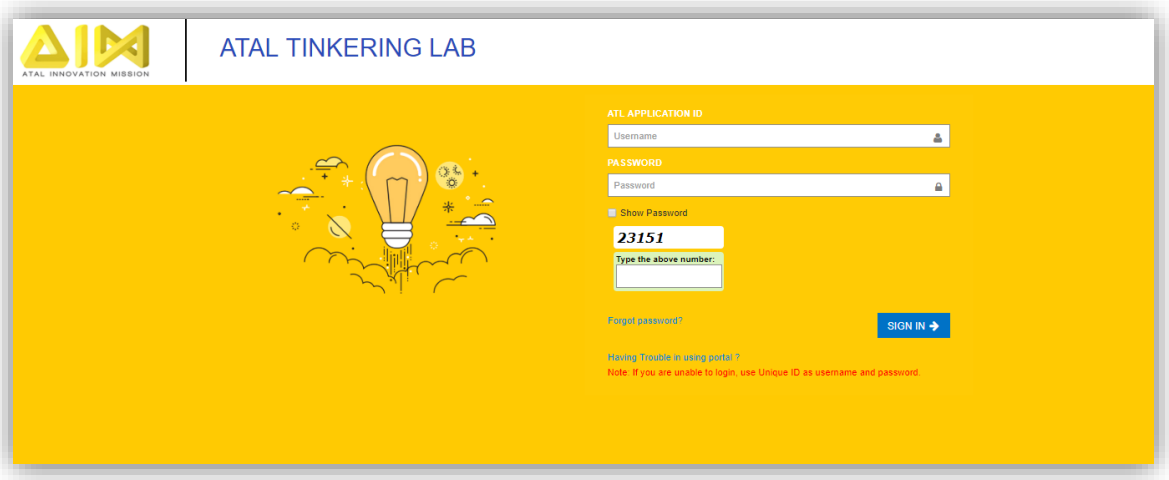
Instructions for filling the MyATL Dashboard for Atal Tinkering Labs

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.

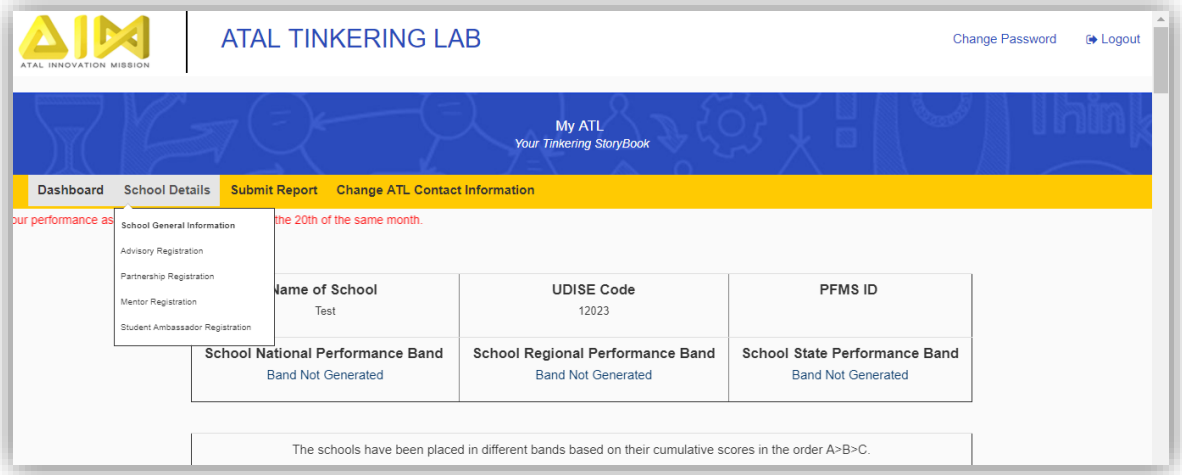
Steps:

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.*



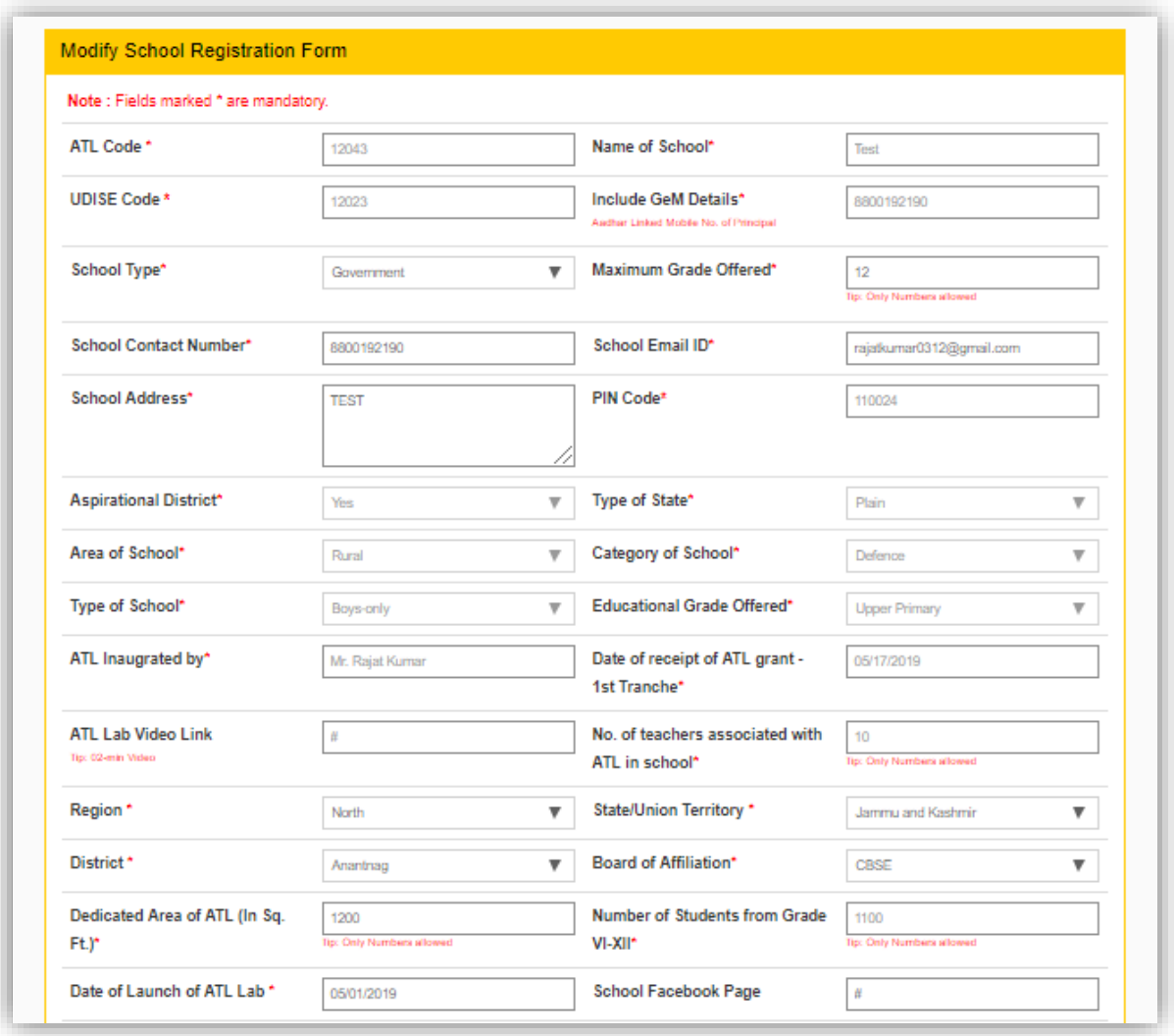
A. School Details

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



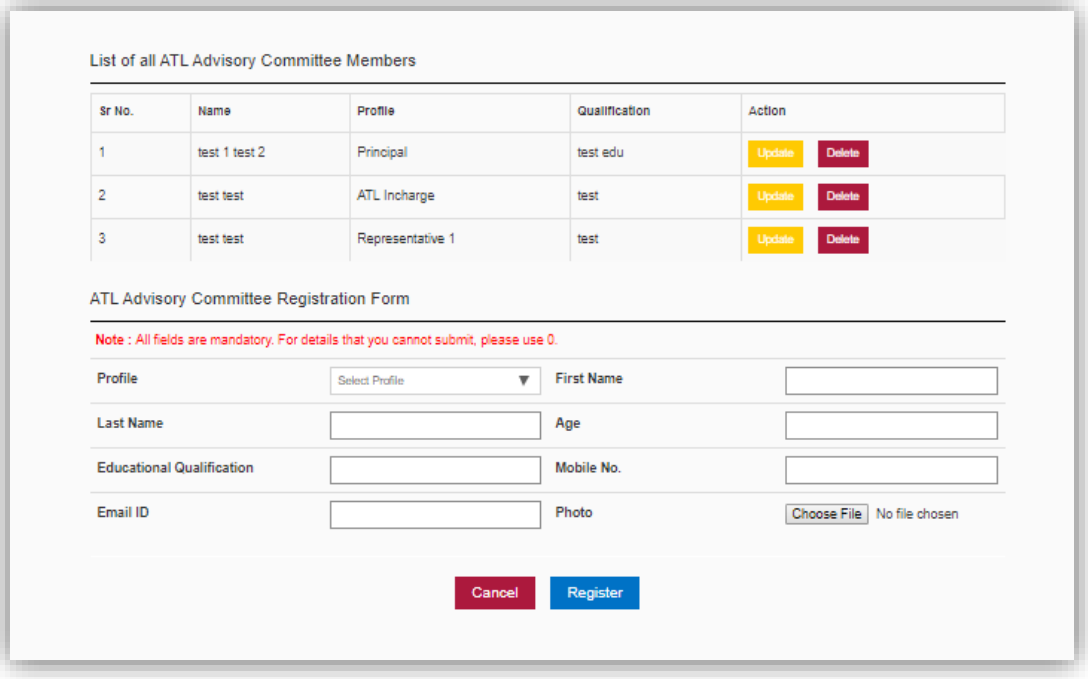
4. Please note you can save the details at any point of time. However, you need to fill the complete information in one section to proceed to the next one.
5. The questions in the first section relates to the general details of the school/ ATL such as board of affiliation, education grade offered in 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.



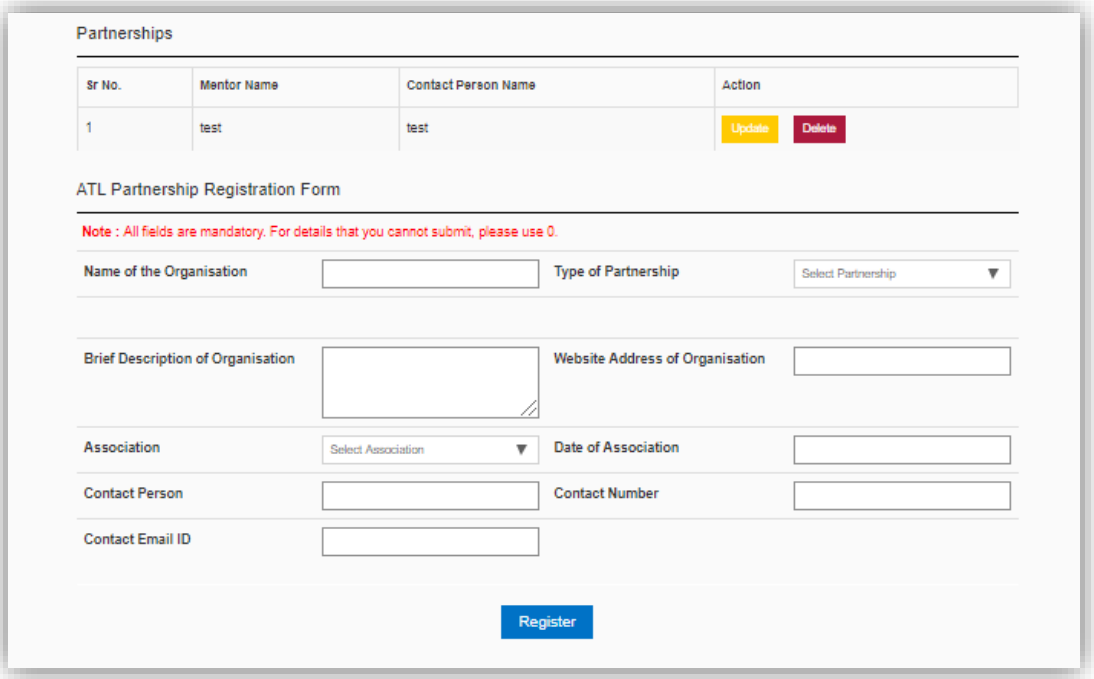
6. Please proceed to the next section after completing the first section. The questions in this section relate to the ATL Advisory Committee information which includes the school principal basic information and contact details, ATL In-charge basic information and contact details, etc. All questions in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

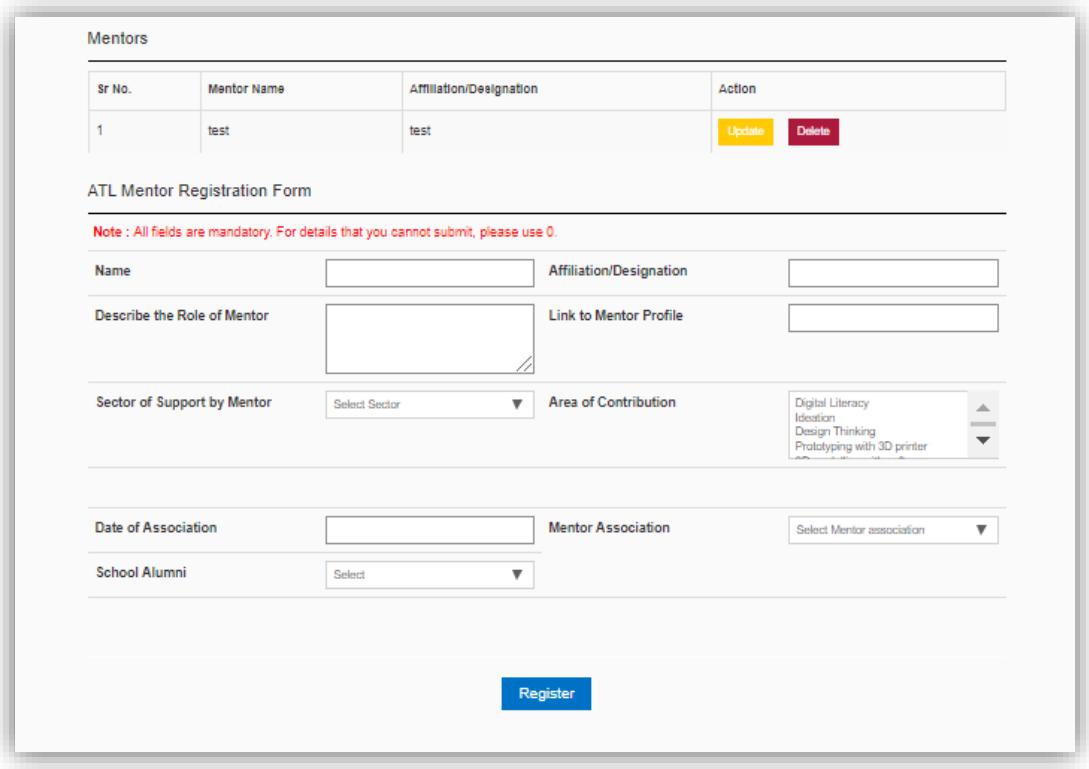


7. The third section includes questions related to the third-party Partnership of the ATL. All questions in this section are mandatory.
8. For the field – 'Type of Partnership', please select the option according to the type of partnership with the school such as: Academic, Industry Partners, School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

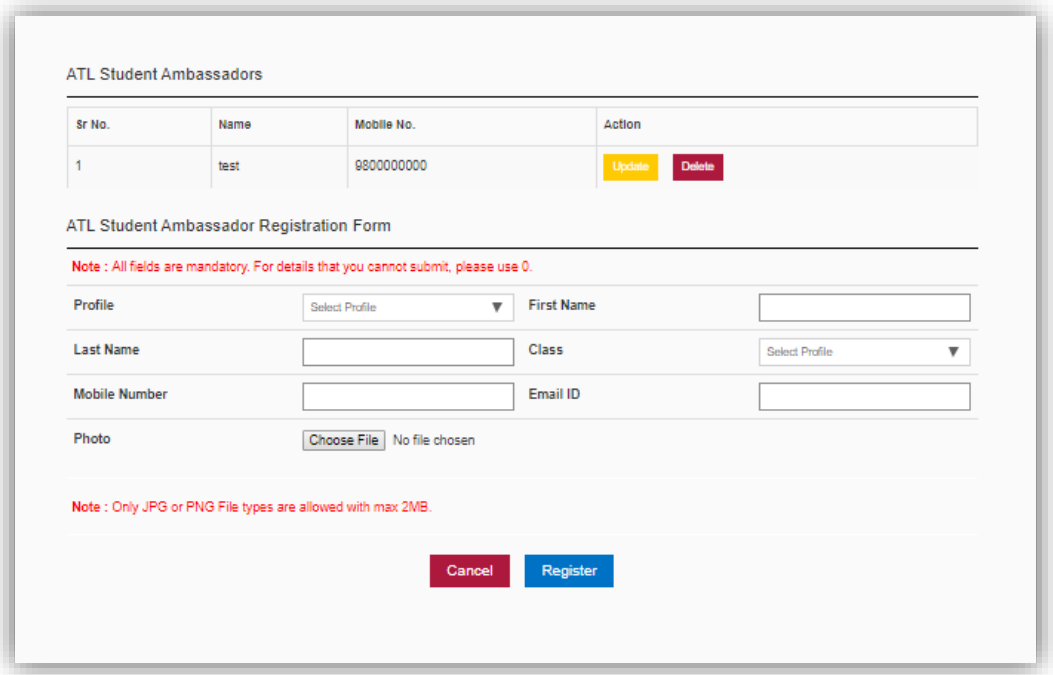
Please Note: Once added, if the school wishes to change any details the details can be modified or any existing record can be deleted by the user.



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.



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.

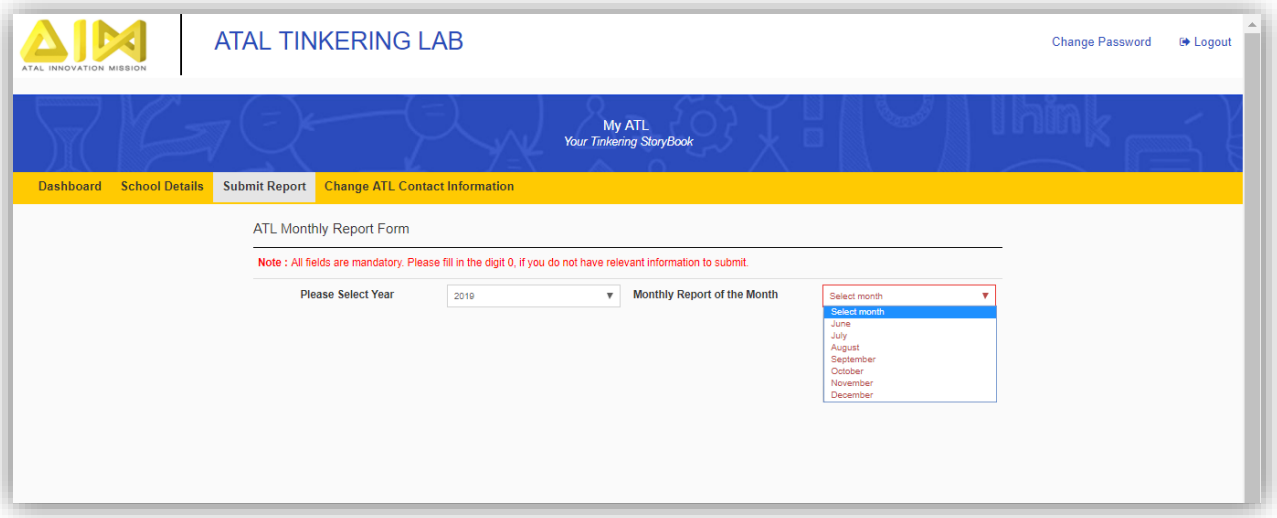


B. Submit Report

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).

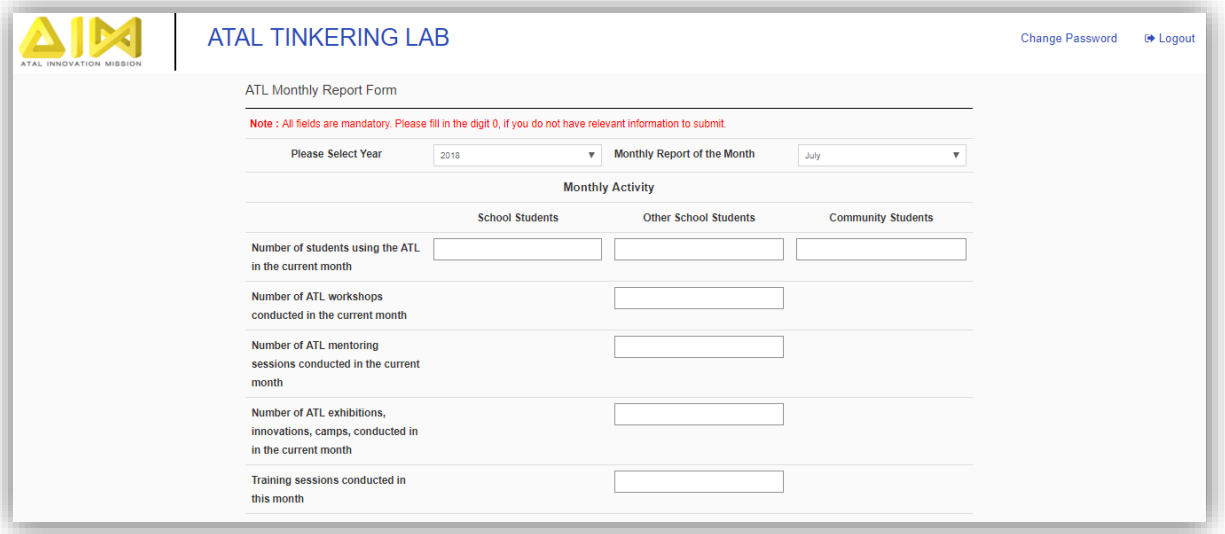
11. A school must submit the ATL monthly report, from the month subsequent to the month in which the first tranche of ATL grant was received. The user can select the "year" and the "month" for submitting the monthly report from the available drop-down.



12. The ATL Monthly Report section is divided into 03 sections:
    - Monthly Activity
    - Innovation Projects
    - Monthly Grant Management

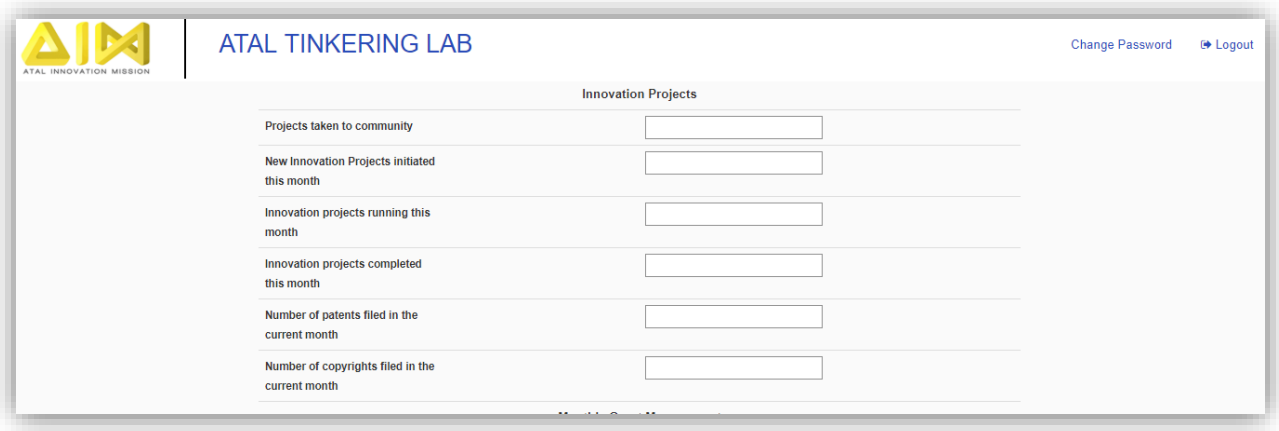
Monthly Activity

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.



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.

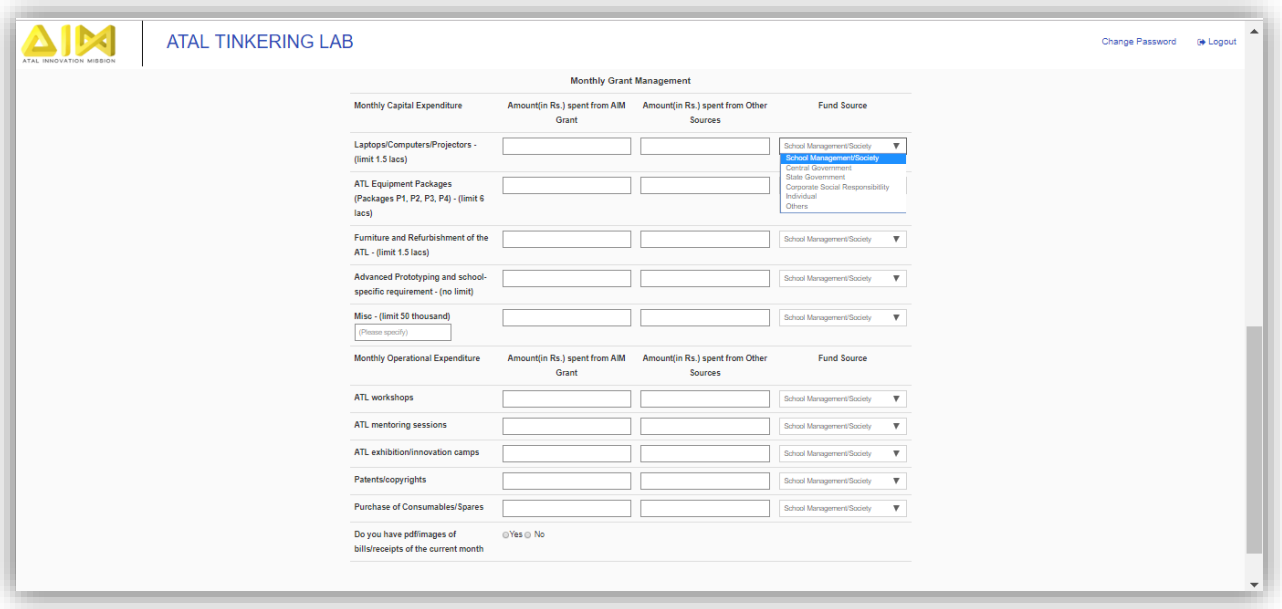


Monthly Grant Management

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.

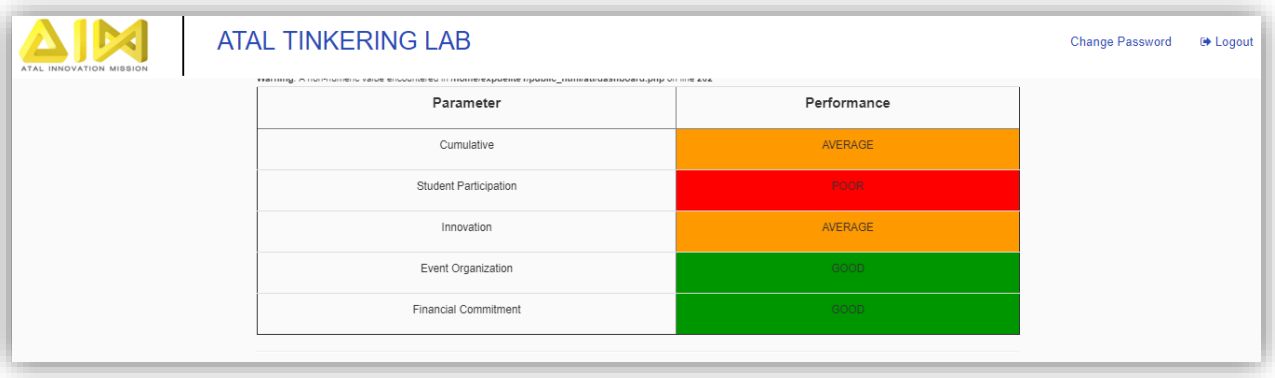
Any amount over and above the maximum prescribed amount under each header shall be utilized from the school funds/contribution from other institution/ industry. Schools have to clearly specify the same by selecting from the given drop-down.



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.

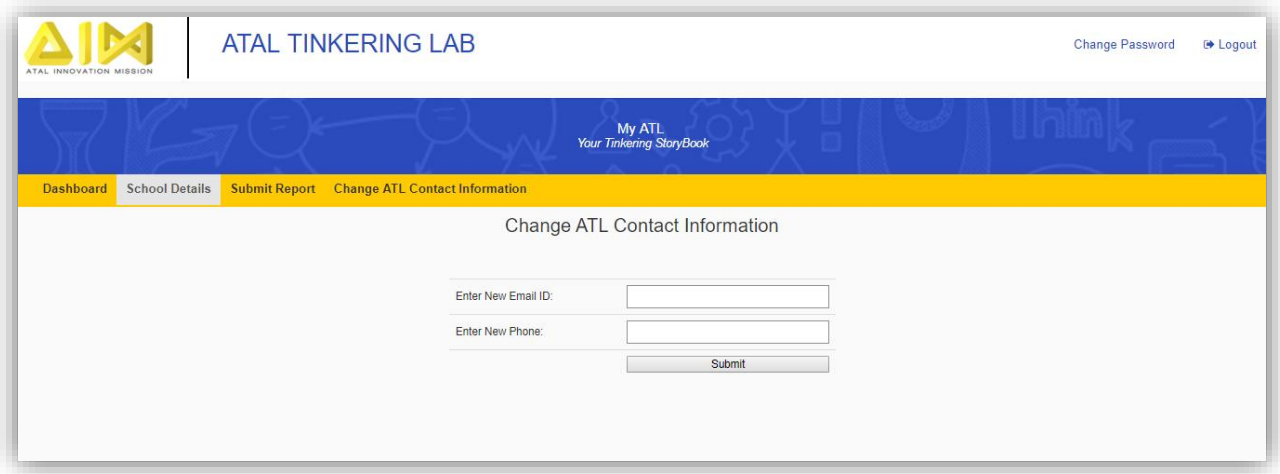
C. Dashboard

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



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.



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!!