



भारत सरकार  
मानव संसाधन विकास मंत्रालय  
स्कूल शिक्षा और साक्षरता विभाग  
शास्त्री भवन  
नई दिल्ली - 110 115  
GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SCHOOL EDUCATION & LITERACY  
SHASTRI BHAVAN  
NEW DELHI-110 115

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D.O. No. 14-5/2015-MDM- 1-2 (EE.5)

Dated the 31<sup>st</sup> August, 2018

Dear Secretary,

As you are aware, POSHAN Abhiyaan is a flagship programme of the Ministry of Women and Child Development (MWCD), Government of India, which ensures convergence with various other programmes of Government of India such as MDM. Ministry of Human Resource Development is a partner ministry in the POSHAN Abhiyan.

2. It has been decided during the 2<sup>nd</sup> meeting of National Council of POSHAN Abhiyan held on 24.07.2018 to celebrate "Rashtriya POSHAN MAAH to reach every Household with the message of Poshan" during the month of September, 2018. It was decided that the following activities may be carried out in your State/ UT during Rashtriya POSHAN MAAH under MDM to promote nutrition.

- i. Sensitization toward POSHAN through Audio Video material at School, which is available at ([https://drive.google.com/drive/folders/1qCy95ASz6hFfr25Tzu\\_ygGU8SkLzqGF5?usp=sharing](https://drive.google.com/drive/folders/1qCy95ASz6hFfr25Tzu_ygGU8SkLzqGF5?usp=sharing)). MWCD has also developed modules on Yoga which may be suitably utilised. ([https://icds-wcd.nic.in/nnm/NNM-Web-Contents/LEFT-MENU/Guidelines/Yoga\\_for\\_Adolescent\\_Girls\\_English.pdf](https://icds-wcd.nic.in/nnm/NNM-Web-Contents/LEFT-MENU/Guidelines/Yoga_for_Adolescent_Girls_English.pdf))
- ii. Awareness Campaign for adolescent girls : Awareness regarding use of millets, kitchen gardens, cleanliness, balance diet, consumption of green leafy vegetables and pulses, proper physical and mental development and safe menstrual health etc may be carried out in convergence with Department of Women & Child Development and Health & Family Welfare.
- iii. Meeting of school Management Committee : during the meetings of school management committee issues related to nutrition, good health, hand-wash, use of millets and kitchen garden, safe drinking water, use of water filters etc may be discussed during the POSHAN MAAH for greater dissemination of the issues on nutrition and health. Further this may be carried out in convergence with Department of Women & Child Development.

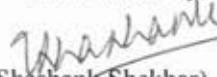
A joint letter issued from Secretary, Ministry of Health & Family Welfare, GOI, New Delhi, Secretary, Ministry of Women & Child Development, GOI, New Delhi and Secretary, Department of School Education & Literacy, GOI, New Delhi is also enclosed herewith for ready reference.

3. You may share the action taken report with this Ministry. The pictures of the activities mentioned above may be uploaded on the Jan Andolan Dashboard prepared by NITI Aayog. (visit the URL to reach the Jan Andolan Dashboard : [poshanabhiyaan.gov.in](http://poshanabhiyaan.gov.in)). User Manual in this regard is attached herewith.

With regards,

Encl: As above

Yours sincerely,

  
(V Shashank Shekhar)

To  
Administrative Heads of Education Departments



## **Data Entry Guidance Note (Desktop/Laptop)** **POSHAN Abhiyaan Jan Andolan Dashboard**

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### **About the Jan Andolan Dashboard**

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POSHAN Abhiyaan is India's flagship programme to improve nutritional outcomes for children, adolescents, pregnant women and lactating mothers by leveraging technology, a targeted approach and convergence.

An Online dashboard has been prepared to showcase live and real time performance of Jan Andolan and the data for the same will be entered through an online form and app.

**This note will guide you on the following steps for the online data entry form:**

- 1. How to Login**
- 2. How to Enter Data**
- 3. How to Resolve any problems**

## How to Login

Step 0: Please visit this URL to reach the Jan Andolan Dashboard webpage:  
<https://poshanabhiyaan.gov.in>

**Step 1:** Click on **Data Entry** on the top right corner of the Dashboard page.



**Step 2:** Login with your username and password

The screenshot shows the login form for the POSHAN dashboard. It has a title 'POSHAN' and two input fields: one for the username 'abcd' and one for the password '\*\*\*\*'. Below the password field are two links: 'Remember me' (checked) and 'Forgot password?'. At the bottom is a blue 'Sign in' button.

### Changing Password

The default username and password are the name of your state/district/block. The first time you login, please change the password by clicking on the profile picture on top right corner, as shown in the screenshot below.



**Step 3:** Once you login, you will be able to see all the data entered previously. Please note, you will not be able to edit data that was submitted previously.

Created On	State	District	Block	Total Adults	T.Children	T.Participants
17/08/2018	KARNATAKA	BIDAR	Bidar	2500	500	3000
17/08/2018	KARNATAKA	BALLARI	Hagaribommanahalli	11000	1000	12000
16/08/2018	TAMIL NADU	CHENNAI	Nungambakkam	5200	800	5000
16/08/2018	TAMIL NADU	CHENNAI	Kasimedu	1400	100	1500

Total Entries 4

If you are logging in for the first time, then it will show zero records.

**Step 4:** Click on plus (+) button on top right corner, to enter details of a new activity.

Created On	State	District	Block	Total Adults	T.Children	T.Participants
17/08/2018	KARNATAKA	BIDAR	Bidar	2500	500	3000
17/08/2018	KARNATAKA	BALLARI	Hagaribommanahalli	11000	1000	12000
16/08/2018	TAMIL NADU	CHENNAI	Nungambakkam	5200	800	5000
16/08/2018	TAMIL NADU	CHENNAI	Kasimedu	1400	100	1500

Total Entries 4

## How to Enter Data

**JAN ANDOLAN FOR POSHAN ABHIYAAN**
admin  
18/08/2018 5:31:20 PM

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**Activity Participation Form**


State	<input type="text"/>	District	<input type="text"/>	Block	<input type="text"/>
Village	<input type="text"/>	AWC	<input type="text"/>		
Activity *	<input type="text"/>	Level *	<input type="text" value="State"/>	Group *	<input type="text"/>
Theme * (Multi Select)	<input type="text"/>	Organizer * (Multi Select)	<input type="text"/>	From	<input type="text" value="dd/mm/yyyy"/>
				To	<input type="text" value="dd/mm/yyyy"/>

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**Participants**

Total Participants *	<input type="text"/>				
Adult Male	<input type="text"/>	Adult Female	<input type="text"/>	Total Adults	<input type="text"/>
Children Male	<input type="text"/>	Children Female	<input type="text"/>	Total Children	<input type="text"/>

Upload Pictures Choose File | Screen Shot ...2.17.47.png



Description

SUBMIT
CANCEL

**Step 5:** Please make data entry only for activities that have been completed, and NOT for activities that are planned.

Make the complete selection of state/district/block/village/AWC, depending on the level at which you are entering data.

Note:

1. The village list will only show one name for no and it will be selected automatically. Do not worry about this; at a later stage, village names will be introduced.
2. You can only enter data for your level of level below you, but not for level above you. For eg. a district level authority can enter data for district, or for a block under that district, or for a AWC, but s/he cannot enter data for state.

State	<input type="text"/>	District	<input type="text"/>	Block	<input type="text"/>
Village	<input type="text"/>	AWC	<input type="text"/>		

**Step 6:** Select the Activity from the drop down, and select the relevant theme or themes from the list below. You can press “Ctrl” on your keyboard and select or deselect multiple themes for an activity.

Activity *	Cycle Rally - A
Theme * (Multi Select)	<ul style="list-style-type: none"><li>Growth Monitoring - A5</li><li>Hygiene, Water, Sanitation - A8</li><li>Immunisation - A4</li><li>Poshan (Overall Nutrition) - A1</li></ul>

**Step 7:** Select the level for which you are entering data.

Eg. If you are entering data for an anganwadi, then select AWC for the level. If you are entering data for a district level event, then select the level as District.

The level may have been preselected depending on the location details entered above.

**Step 8:** Select the Organisers from the list below. You can press “Ctrl” on your keyboard and select multiple organisers for an activity. You can deselect the same way.

Level *	State
Organizer * (Multi Select)	<ul style="list-style-type: none"><li>Consumer Affairs, Food and Public Distribution</li><li>Drinking Water and Sanitation</li><li>Health and Family Welfare</li><li>Housing and Urban Affairs</li></ul>

**Step 9:** Select the Group from the next drop down and the date will get selected automatically, in case it is a calendar specific activity. If there's no special Group that day, then please select Other. The dates will get set automatically based on the Group that you select, **but they can be modified as required, based on the date of the actual activity.**

Group *	National Nutrition Month
From	01/09/2018
To	30/09/2018

**Step 10:** Enter the total participants below. Please enter total adult male and female, and children male and children female. The totals will get calculated automatically. If you do not have data for male and female breakup, then please directly enter total participants. If the totals do not match the individual numbers, then the user will get a warning.

Participants					
Total Participants *	<input type="text"/>				
Adult Male	<input type="text"/>	Adult Female	<input type="text"/>	Total Adults	<input type="text"/>
Children Male	<input type="text"/>	Children Female	<input type="text"/>	Total Children	<input type="text"/>

**Step 11:** Upload one photograph of the activity, by clicking on Upload Picture. You can upload only one picture, so please upload the best one. You can replace the existing picture by clicking on Upload Picture again. Please not the photo size cannot exceed 2 MB.

**Step 12:** Add Description of the Activity and share what happened in the activity.

Upload Pictures	Choose File	Screen Shot ...2.17.47.png	Description	<input type="text"/>
				

**Step 13:** Please verify all details and click Submit. Data once submitted cannot be changed later. All fields marked with a red asterisk "\*" are compulsory and have to be filled.

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## How to Resolve Issues

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A help desk system has been established to provide support on any matter related to dashboard data entry form. The contact details of help desk will be shared at all levels.

The helpdesk number (district wise) is at this link: *Will be updated later.*

Some examples of the queries that the helpdesk will be able to answer are:

- The users of that state are not able to login, or have forgotten the password. The state level person will be able to help out.
- The users are not able to understand a particular field of the data entry form, or have query on the type of activity/theme/organiser, they can seek help from the State level nodal officer

Some queries that should NOT come to the helpdesk are:

- Computer is not turning on/not responding
- No internet connectivity on the computer
- Keyboard/mouse/screen not working
- Other hardware, power related and browser related problems.