

USER GUIDE FOR SQAAF PORTAL

STEP 1: Browse SQAAF portal home page on your browser.

URL: <https://saras.cbse.gov.in/sqaa>



STEP 2: Go to 'Login as' menu and mouse over it and then click on 'School login'. The School can login into the portal using **ANY ONE** of the following two options:

- Login using OASIS credentials
- OR**
- Login using OTP sent on school cbseshiksha.in Email Id

Login using Oasis Credentials Login using OTP on school cbseshiksha.in Email Id


School Login

AFFILIATION NO *

OASIS PASSWORD *

Kindly enter above captcha *
 

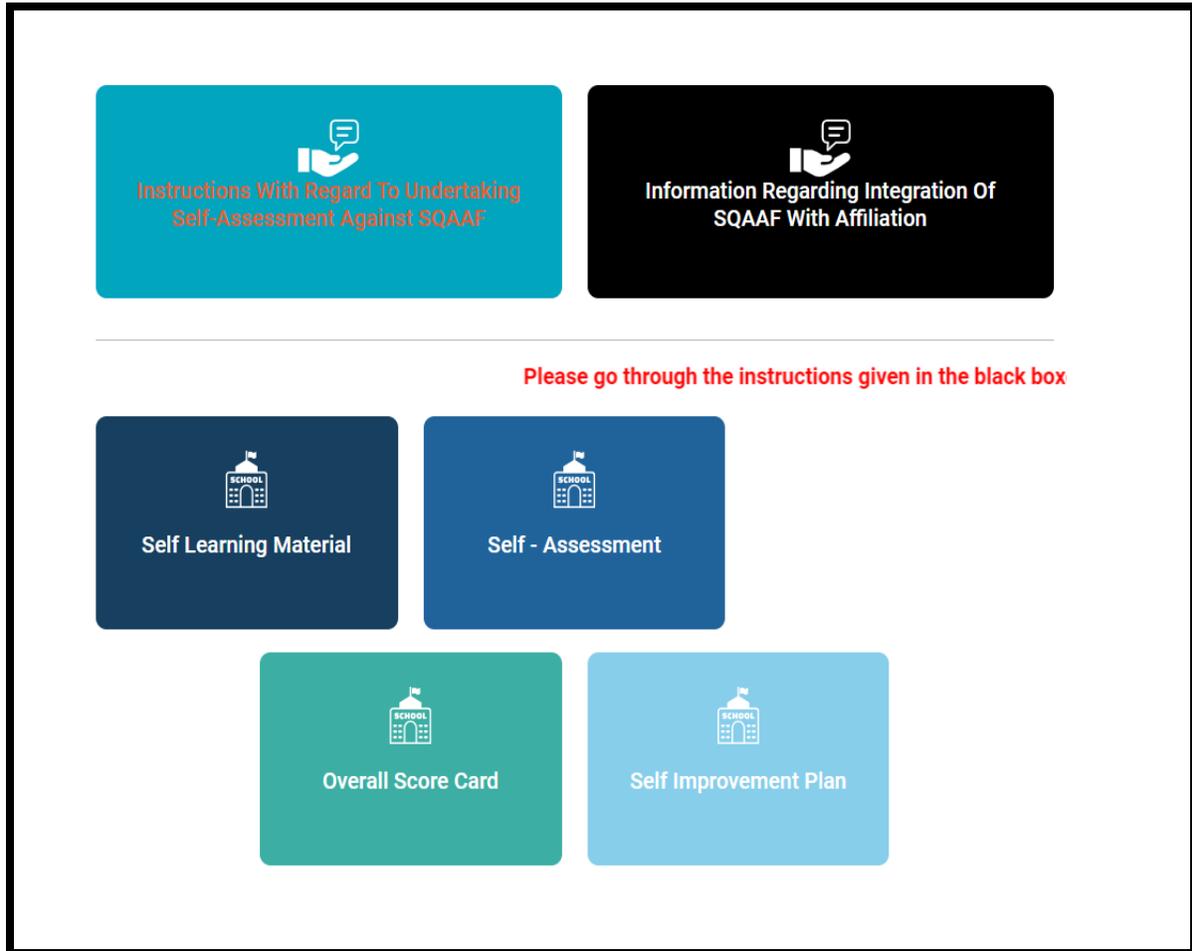
Login by OASIS Login using otp on cbseshiksha.in Email Id


Login With Otp

Enter Your Cbseshiksha Email Id *

Kindly enter above captcha *
 

STEP 3: After login the following Dashboard will be visible.



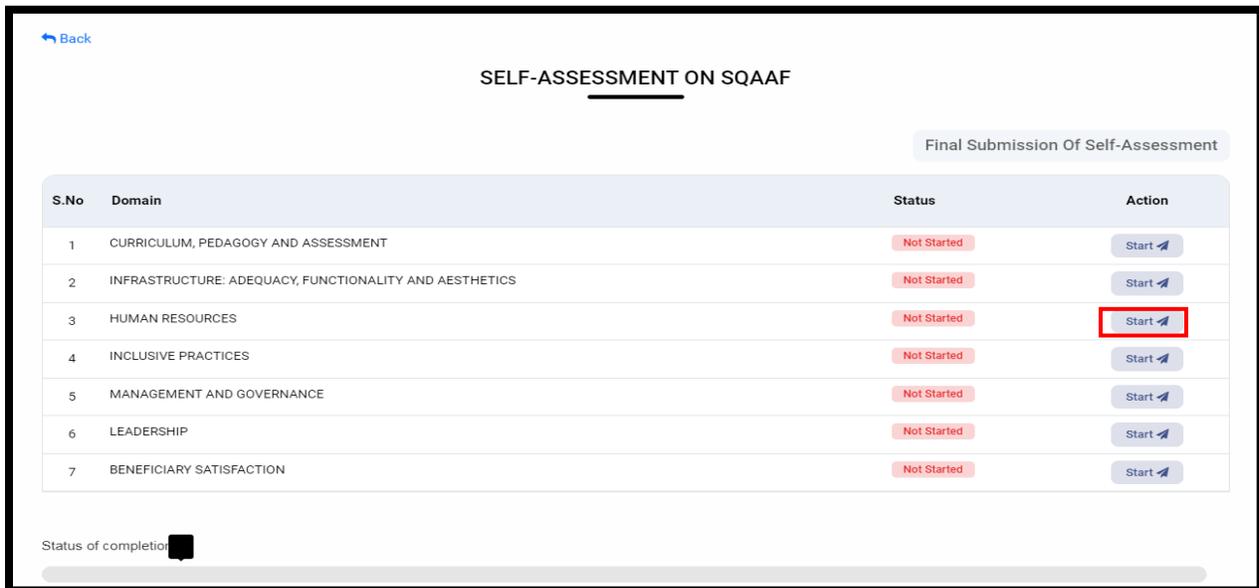
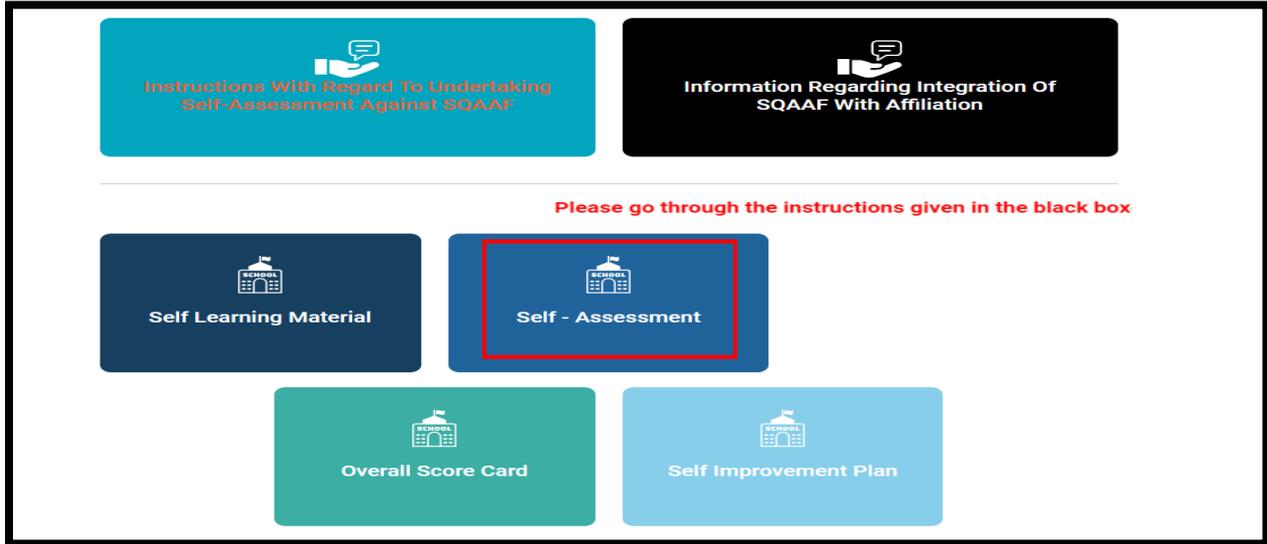
STEP 4: By clicking on the tab 'Self Learning Material' the school can access self-learning material on SQAA Framework for better understanding of the Framework.

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SELF LEARNING MATERIAL

Module No	Module Name
1.	Spirit of SQA AF
2.	Core Learning Team (CLT)
3.	Curriculum Planning (Standard 1.1.1)
4.	Integrated Annual Curriculum and Pedagogical Plan (Standard 1.1.3)

STEP 5: Under the 'Self-Assessment' tab, the school may undertake the self-assessment. To fill the self-assessment report for each domain, click on the 'Start' button.



STEP 6: After clicking on the start button, the screen will appear as shown below (fig. a). The school needs to tick mark the performance indicators in each standard of the sub-domain and click on the 'Save' button to save the data (fig. b). Click on the 'Save & Continue' button to save the data.

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DOMAIN : CURRICULUM, PEDAGOGY AND ASSESSMENT

SUB DOMAIN - 1.1 CURRICULUM PLANNING

SUB DOMAIN - 1.2 TEACHING LEARNING PROCESSES

SUB DOMAIN - 1.3 STUDENT ENRICHMENT, SKILL BASED/VOCATIONAL EDUCATION PROGRAMMES EMBEDDED IN THE ANNUAL CURRICULUM AND PEDAGOGICAL PLAN

SUB DOMAIN - 1.4 MAINSTREAMING PHYSICAL EDUCATION AND SPORTS

SUB DOMAIN - 1.5 VALUES AND ETHOS

SUB DOMAIN - 1.6 STUDENT PERFORMANCE, ASSESSMENT OF LEARNING OUTCOMES AND FEEDBACK AND LEARNING ENHANCEMENT PROGRAMME

Early Childhood Care and Education and Foundational Literacy and Numeracy? No Yes

Save & Continue

Fig. a

SUB DOMAIN - 1.1 CURRICULUM PLANNING

Standards

1.1.1 PRINCIPAL AND TEACHERS ARE FAMILIAR WITH THE SPIRIT AND CONTENT OF NCF AND RECOMMENDATIONS OF NEP |Level: ^

- School leaders have read the NEP and NCF documents and engaged in discussions.
- School leaders have identified the key recommendations of NEP and NCF.
- The school organizes orientation programmes and discussions for teachers on NEP and NCF.
- The school organizes orientation programmes for parents on NEP and NCF.
- Teachers integrate recommendations of NCF and NEP in their lesson plans.
- Lesson plans are reviewed regularly in relation to achievement of defined learning outcomes.
- Classrooms are observed regularly in relation to achievement of defined learning outcomes.
- Feedback and feedforward is given to the teachers at regular intervals to improve teaching learning process.
- School Curricular, Pedagogical and Assessment Policy for each stage as per new curricular and pedagogical structure (5+3+3+4) is available.
- The school has integrated the recommendations of NCF and NEP in the school curriculum.
- School leaders engage in regular data analysis to assess alignment of school curriculum and teaching learning practices with NEP and NCF.
- Identified gaps are addressed with appropriate measures.

Save

Fig. b

STEP 7: After completion of the self-assessment for each domain, the button for **final submission** will be enabled automatically. Click on the button “Final Submission of Assessment” if you are ready for it. **After final submission the school will not be able to change/edit their responses.** After final submission, a new tab ‘**View Self-Assessment**’ will appear on the dashboard and school can download the self-assessment report.

STEP 7: The school can view their score card under the tab 'Overall Score Card'.

Domain Wise Maturity Level

S.No.	Name of Domain	Total Standards	Total Applicable Standards	Total Score	Score Obtained	Weightage Assigned	Weighted Score Obtained(%)
1	CURRICULUM, PEDAGOGY AND ASSESSMENT	26	22	88	0	40	0
2	INFRASTRUCTURE: ADEQUACY, FUNCTIONALITY AND AESTHETICS	20	13	52	0	10	0
3	HUMAN RESOURCES	10	10	40	0	10	0
4	INCLUSIVE PRACTICES	7	5	20	0	10	0
5	MANAGEMENT AND GOVERNANCE	10	10	40	0	10	0
6	LEADERSHIP	5	5	20	0	10	0
7	BENEFICIARY SATISFACTION	6	6	24	0	10	0
Total Score Obtained in 71 Standards (out of 284 Marks)		84	71	284	0	100	0

Maturity Level Details

Level	Characteristic Features	Maturity Level
1	System is at initial stage. Practices are individual based.	Inceptive
2	System is in early constructive years. Practices are generally corrective in nature.	Transient
3	Evidences of database improvement processes. System is defined and documented. People are aware of their roles in the institution and practicing it. Practices are preventive and corrective in nature	Stable
4	Demonstrates strong benchmarked defined and documented processes. Governance and leadership exhibits accountability, responsibility, self-evaluation and improvement planning.	Dynamic-Evolving

Note: Level- 4 is highest maturity level and Level- 1 is lowest maturity level.

STEP 8: The school may fill the 'Self Improvement Plan' after the final submission of the self-assessment on the portal. The Self-Improvement plan will be submitted domain wise and the school will not be able to edit anything after final submission. After final submission, the school may download the PDF domain wise or may generate pdf of self-improvement plan of all domains.

DOMAIN WISE SELF IMPROVEMENT PLAN

S.No	Domain	Self improvement plan to be enter
1	CURRICULUM, PEDAGOGY AND ASSESSMENT	Submit improvement plan Download PDF
2	INFRASTRUCTURE: ADEQUACY, FUNCTIONALITY AND AESTHETICS	Submit Improvement Plan Download PDF
3	HUMAN RESOURCES	Submit Improvement Plan Download PDF
4	INCLUSIVE PRACTICES	Submit Improvement Plan Download PDF
5	MANAGEMENT AND GOVERNANCE	Submit Improvement Plan Download PDF
6	LEADERSHIP	Submit Improvement Plan Download PDF
7	BENEFICIARY SATISFACTION	Submit improvement plan Download PDF

Generate Pdf Of Self-Improvement Plan Of All Domains