Data Governance Quality Index

User Manual for

DMEO Administrator

Version 1.2

Revision History:

Revision No	Revision Date	Revision By	Approved Date	Approved By	Description
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1.1	07-01-2022	Pranav Rana	07-01-2022	Syamala Sharma Praveen Verma	Updated headers, Title page and Definitions.
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1 Preface

The first round of Data Governance Quality Index used a portal to collect information on the questionnaire from Ministries and Departments. The data collection was done as a one-time, data entry exercise which did not require very elaborate tool to perform the required tasks. However, as envisioned in the letter from PMO, the DGQI will continue as an on-going exercise with increased scope and complexity. Therefore, a new DGQI dashboard/ portal will need to be developed to support the required features of the activity. The main features of the dashboard would include quarterly/ ongoing basis updation of data, a separate module for broad action points, back-end support for Index score calculation and ranking, visualization of score and ranking among others.

2 Intended Audience

This User Manual is exclusively developed for the use of DMEO Administrator and DMEO Users. It explains the process of user management, strategy action points, and master modules. Care is taken to explain each function in detail.

3 Definitions & Framework

3.1 Definitions

Term	Description
Pillar	DGQI Framework constitutes of three main pillars as below: • Data driven outcomes • Data Strategy • Data Systems Themes are added under these three Pillars.
Theme	Twelve themes are identified under three pillars that is covered by the Data Governance Quality Index. Questionnaires are added under each of these themes.
Questionnaire	Questionnaires are added under each theme. Based on the response given for each question by respective M/Ds, the Scores are calculated for that particular theme as per the weightage allotted for each question.
Score	**Question Score** = Based on the response provided by M/Ds, question scores are generated. Please refer to the detailed Scoring Methodology. **Theme score** = $\sum$ (Question weight * Marks Obtained) **Pillar score=** $\sum$ (Theme weight * Theme Score) *Detailed Scoring Methodology.*
Scheme	Scheme is defined under specific types (CS/CSS/NSI). Scheme is only added by DMEO administrator user. M/D administrator user approves the response of questions for a scheme. These response to questionnaire for the schemes and NSIs are filled by respective Data Entry users of M/Ds.

3.2 DGQI Framework - High-level Block Representation

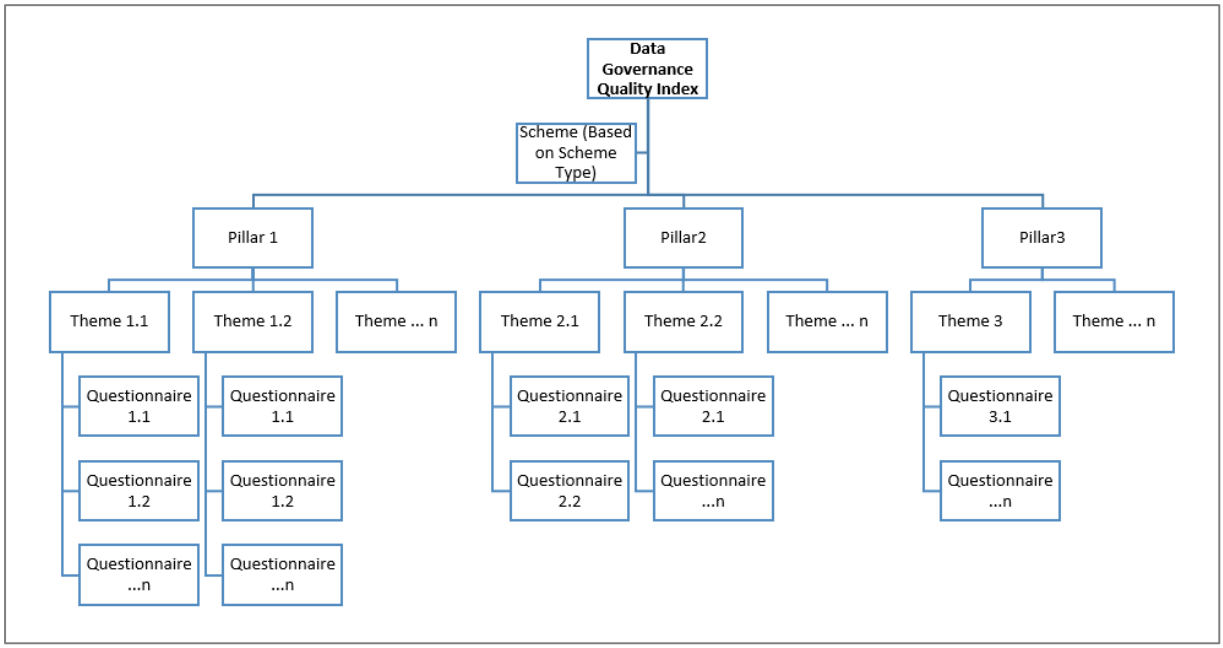


Figure 3-1

4 Registration

Enter site URL https://dgqi.gov.in/ in browser press enter key.

Login screen will be displayed.

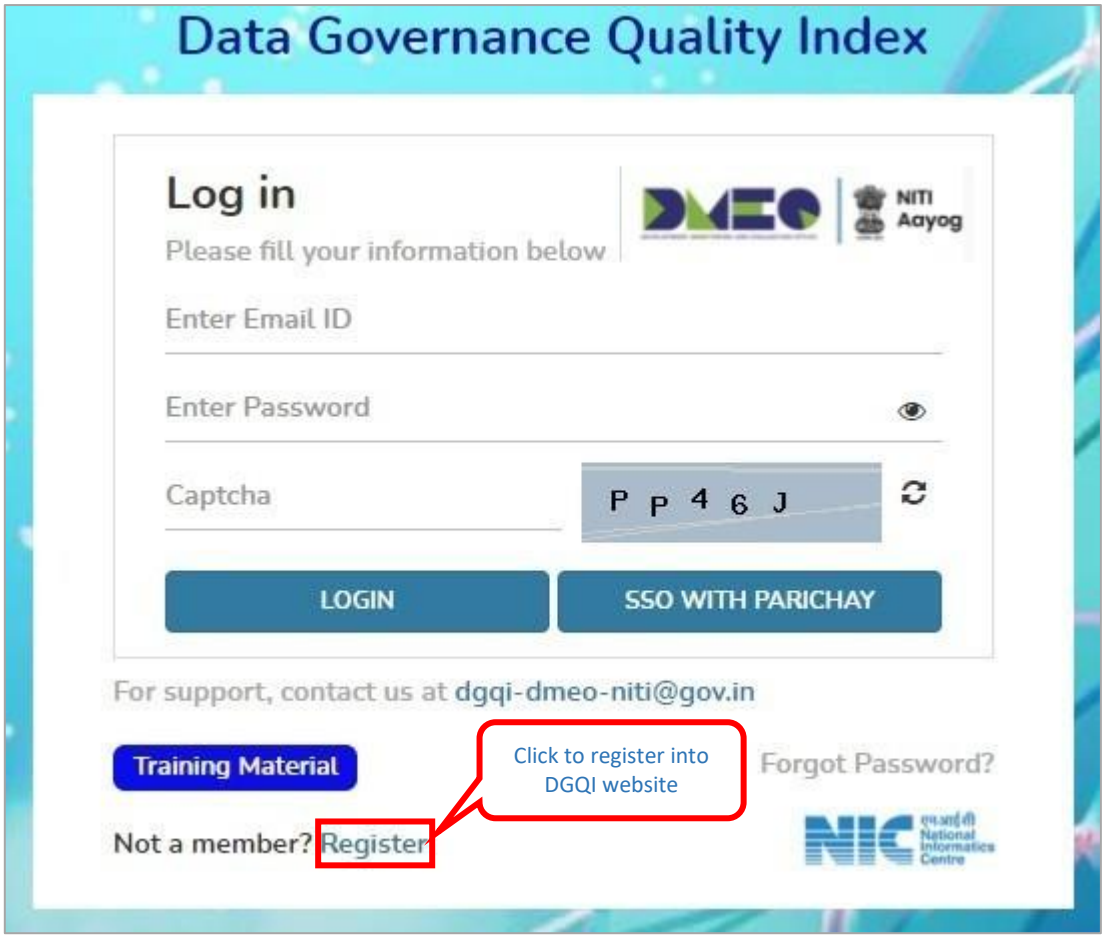


Figure 4-1

Note: Under DMEO, there will be two type of users.

1. DMEO Admin

DMEO Admin will be created by system Admin and the credentials will be provided. DMEO Admin can change password after log-in to the system with the given credentials by System Admin (NIC).

2. DMEO User

DMEO users can register themselves in the system following the below process.

There are two type of registration, that can be done in the system as below:

1. Normal Registration
2. Registration through Parichay

For **Normal Registration**, below process will have to be followed.

Click Register (as shown in the above image) to register into DGQI website.

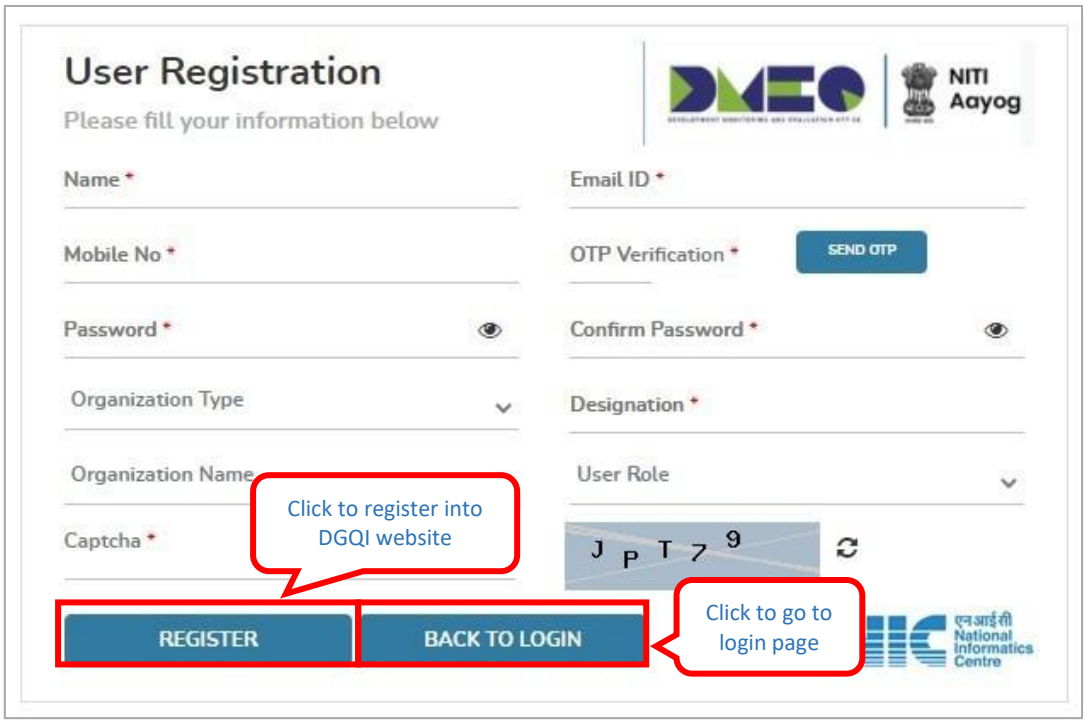
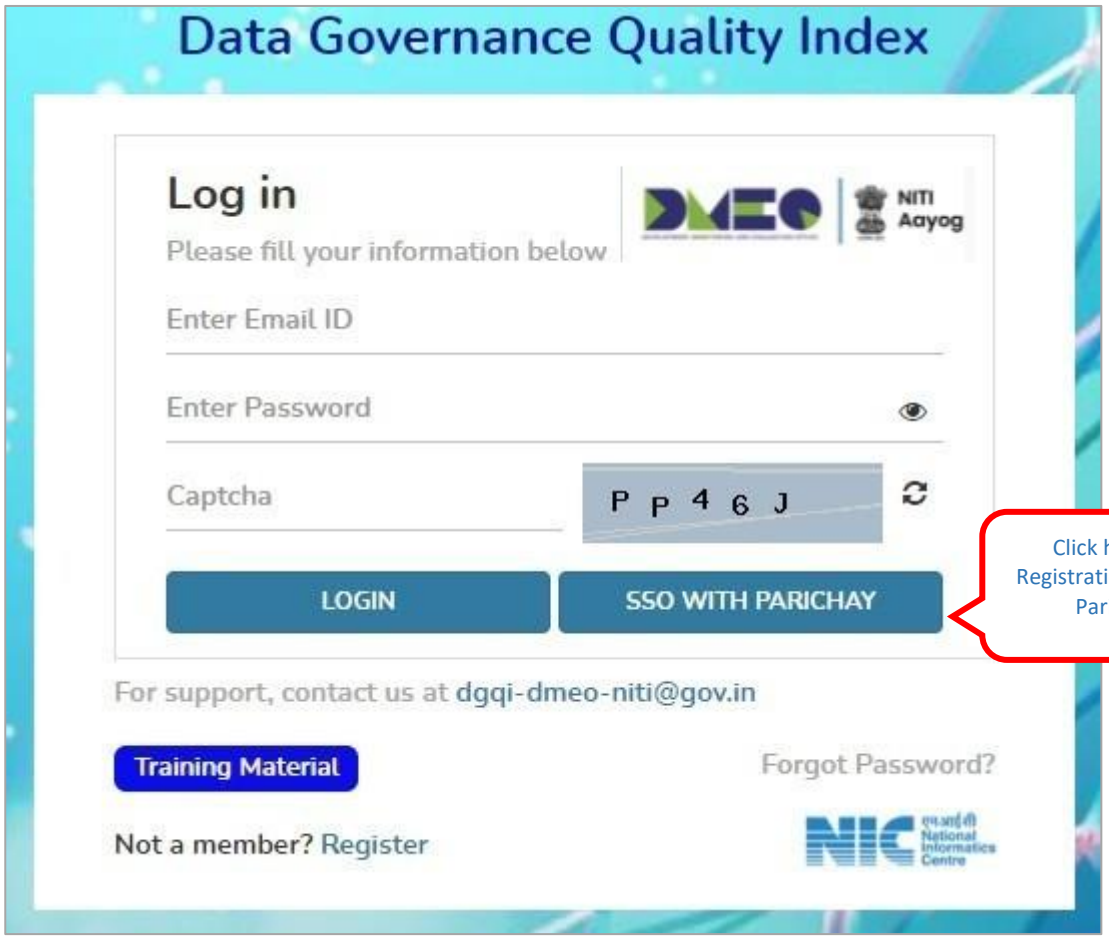


Figure 4-2

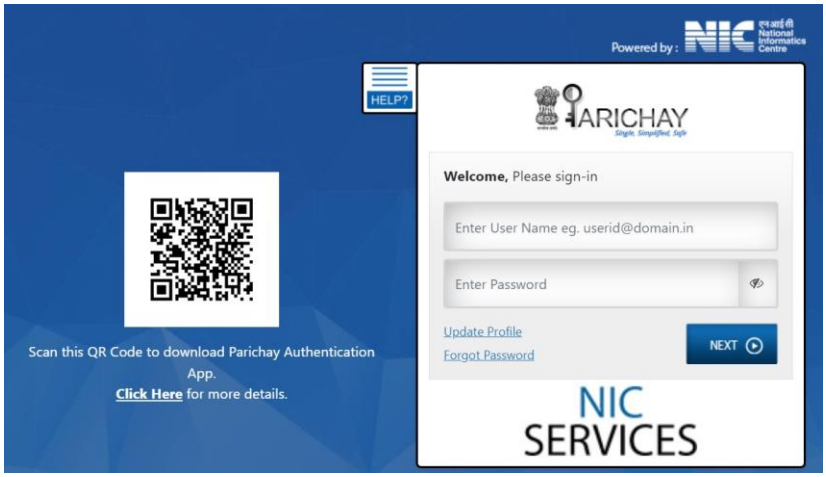
Enter following details:

- Name: Enter name
- Email ID: Enter email address
- Mobile No: Enter mobile number
- OTP Verification: Enter OTP received on your mobile number
  - Click SEND OTP to send OTP
- Password: Enter password
- Confirm Password: Enter confirm password
- Organization Type: Select organization type from dropdown
- Designation: Select designation from dropdown
- Organization Name: Select organization name
- User Role: Select user role from dropdown
- Enter Captcha ode as displayed
- Click REGISTER
- Click BACK TO LOGIN to go to login page

For **Registration Through Parichay**, below process will have to be followed.

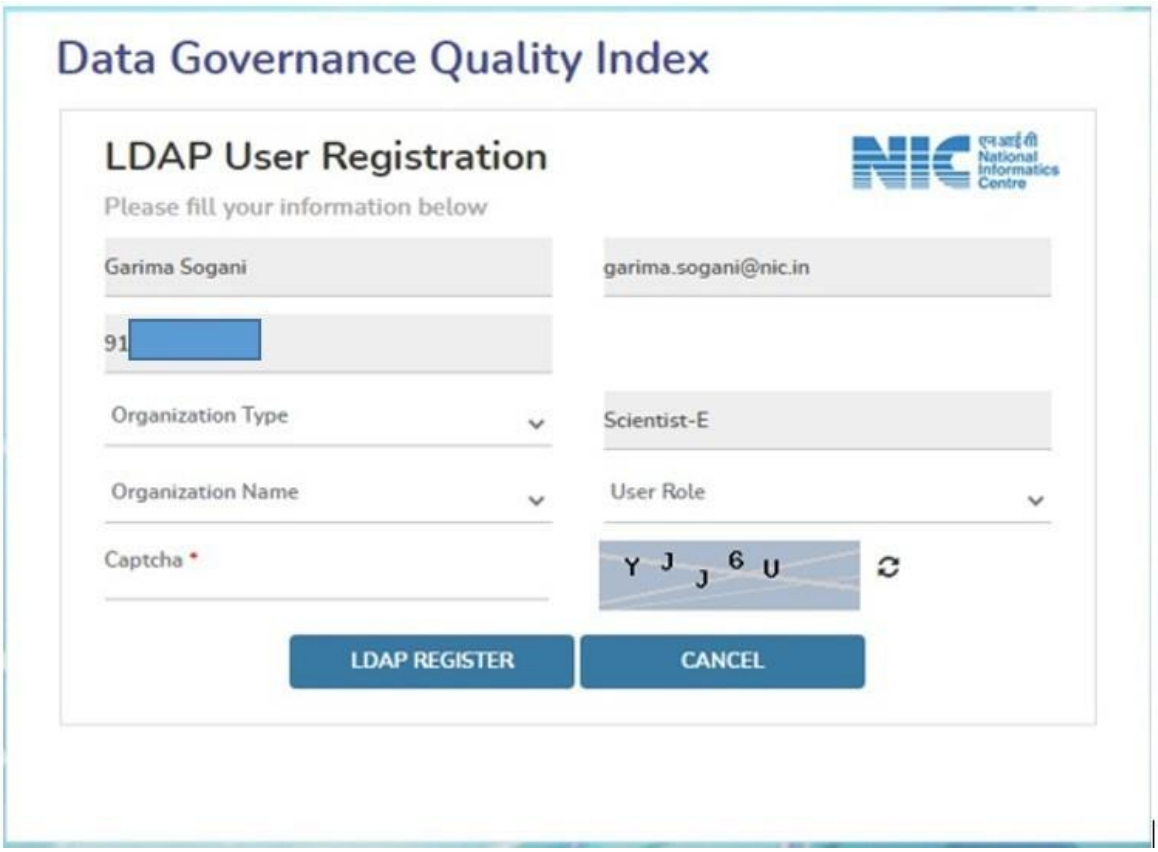


- Click SSO WITH PARICHAY
- Provide NIC email id (.nic/.gov/.govcontractor) and passowrd in the below screen.



Select below details from the next screen :

- Organization Type: Select organization type from dropdown
- Organization Name: Select organization name
- User Role: Select user role from dropdown

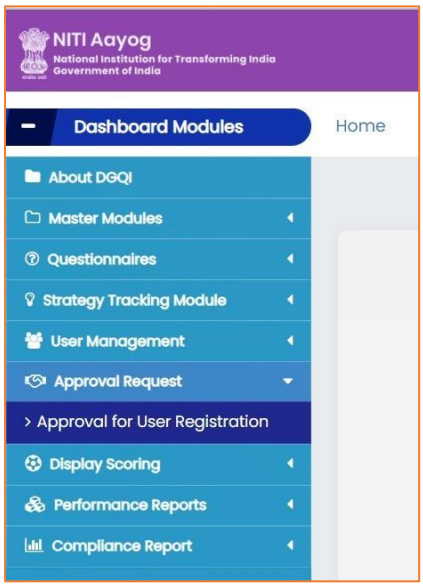


- Click

- Registration request will be sent to DMEO Admin for approval.

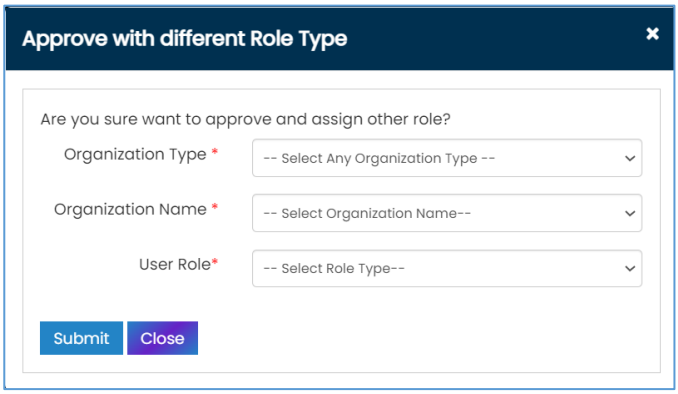
5 Registration Request Approval by DMEO Admin

If registration request is submitted by DMEO User or M/D Admin, it will come for approval to DMEO Admin. DMEO Admin can log-in to the system and approve the user registration request through below steps.



- Click on Approval Request → Approval for User Registration

- From the list of requests received, DMEO Admin can select status dropdown and can approve the user with same role type as requested or reject or approve the user with different role type.
- In case the DMEO Admin select to approve user with different Role Type, then Admin can select the appropriate options as below:



DMEO Admin can select Organization and select User Role and then approve.

- Once approved or rejected, users (DMEO User or M/D Admin User) will receive email and SMS notifications.
- Approval flow of users (DMEO User or M/D Admin User) for DMEO Admin will be same for both Normal Registration and Registration through Parichay.

6 DMEO Login

Enter site URL- https://dgqi.gov.in/ in browser press enter key.

Login screen will be displayed.

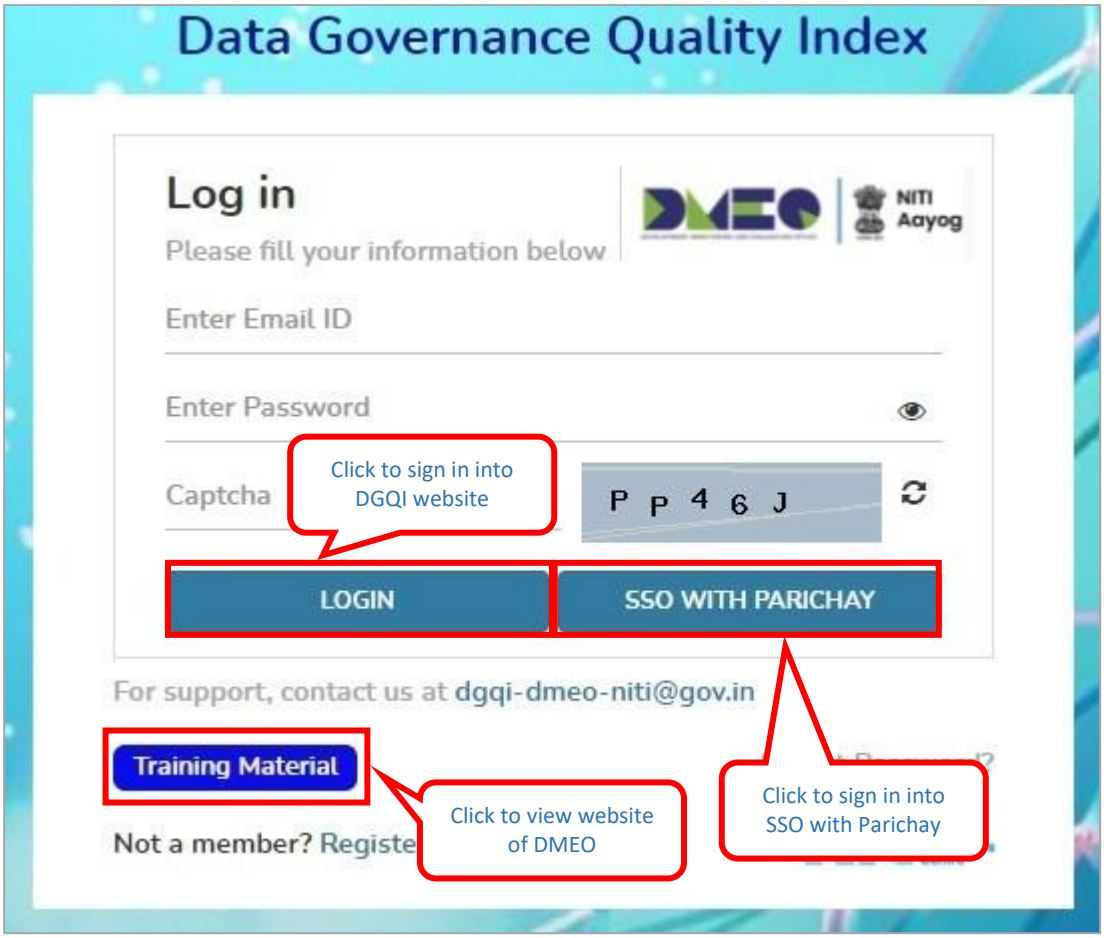


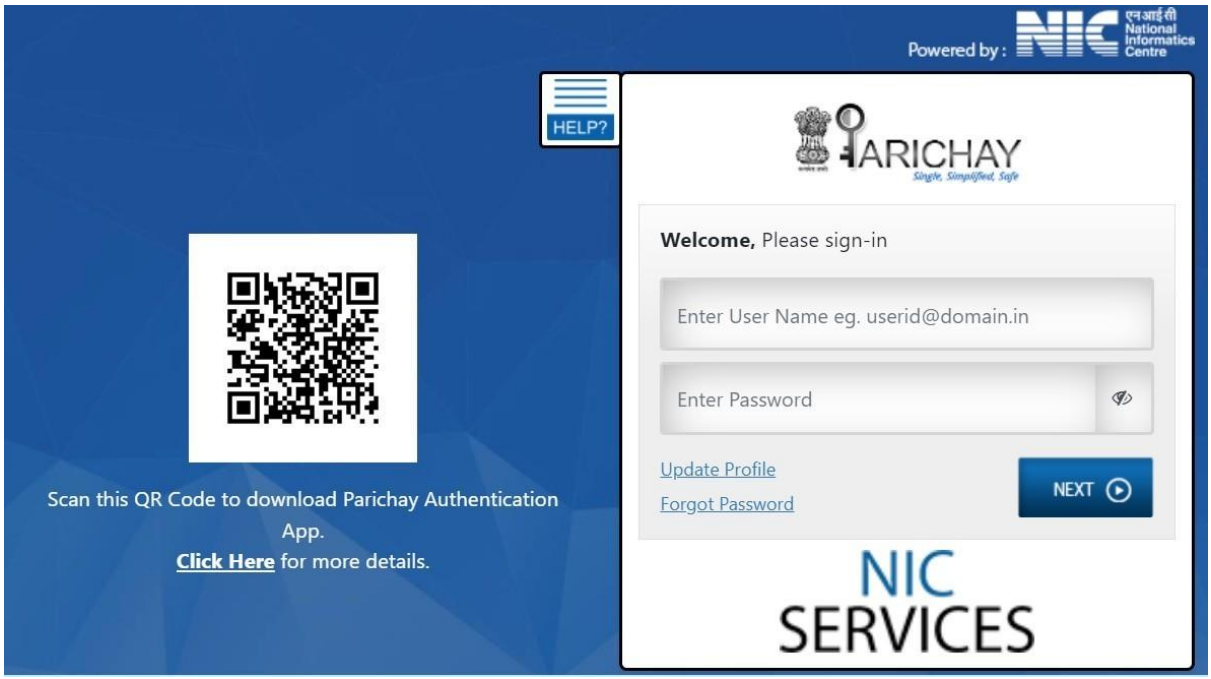
Figure 6-1

- Enter user ID and password
- Enter CAPTCHA code as displayed
- Click Forgot Password? link in case of forgotten password.
- Click LOGIN to sign in into DGQI
- Click Training Material to view the website of DMEO

Note: The above log-in process will be same for all users (DMEO Admin, DMEO User, M/D Admin, M/D Data Entry) who have done Normal Registration.

For all users who have Registered Through Parichay, users may follow below steps:

- Click SSO WITH PARICHAY to sign in
- Users will be redirected to the Parichay log-in screen as below



- User will use their NIC email ids (.nic/.gov/. govcontractor) and password to log-in to the DGQI Dashboard.

7 User Management

7.1 User List

Path: User Management >> User List

Click Export to Excel to get user details in Excel

User listing will be displayed with following column headings:

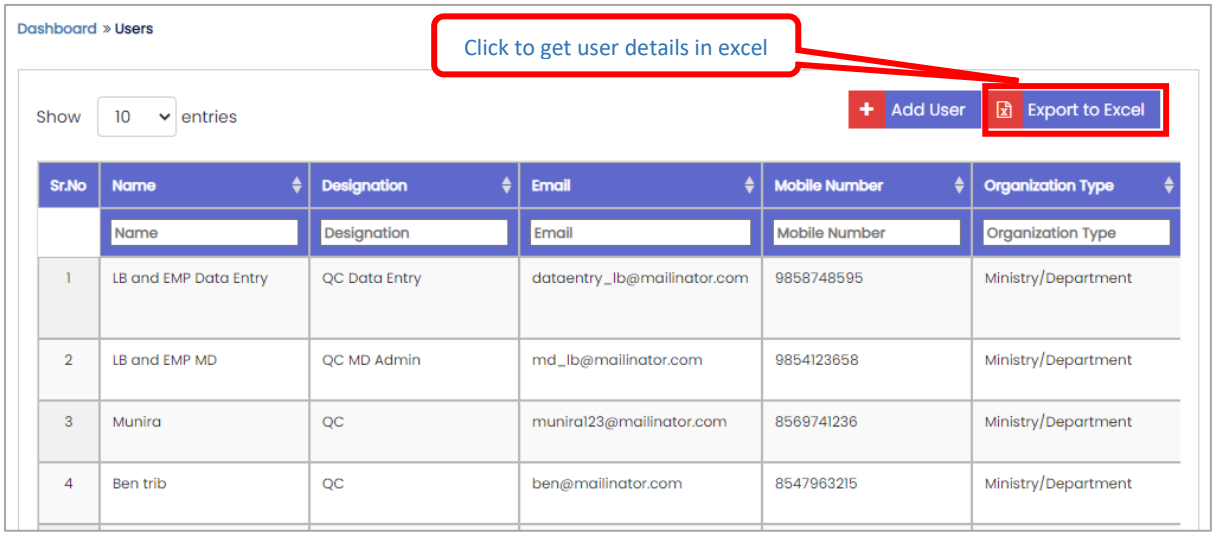


Figure 7-1

- Sr. No
- Name
- Designation
- Email
- Mobile Number
- Organization Type

7.1.1 Add User

Click + Add User to add new user

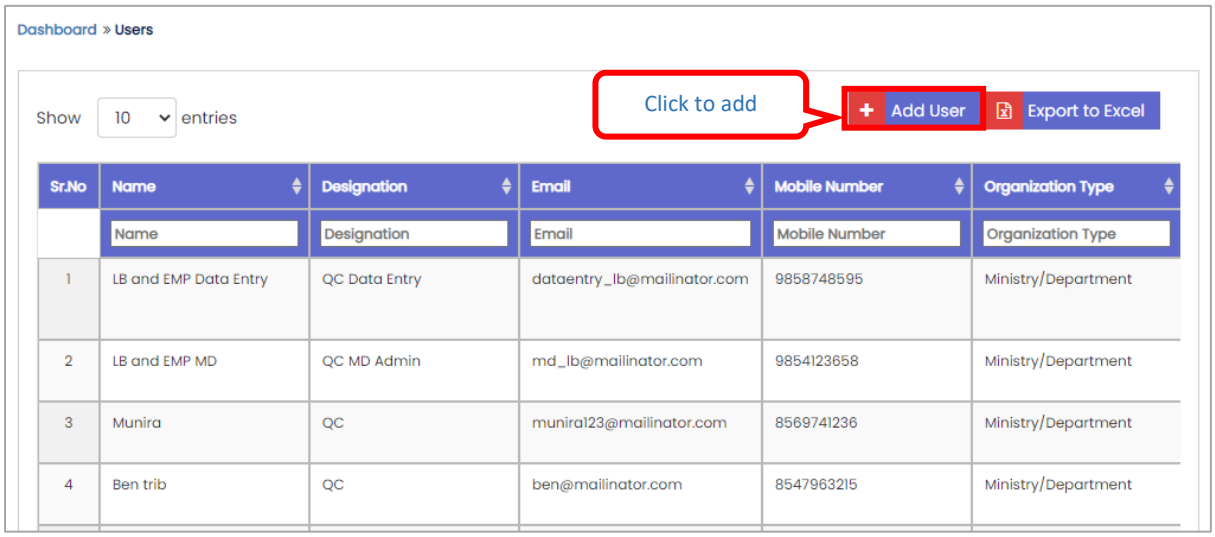


Figure 7-2

Enter following details:

- LDAP User: Click ◉ radio button to select non-LDAP or LDAP user
- Name: Enter name
- Email ID: Enter email ID
- Mobile Number: Enter mobile number
- Organization Type: Select organization type from dropdown
- Organization Name: Select organization name from dropdown
- User Role: Select role type from dropdown
- Designation: Enter designation
- Click ← Back to go back to previous screen
- Click Save to save user details
- Click Cancel to discard changes

Note: If you click ◉ Non-LDAP user checkbox, password will be sent to provided email ID. If you click ◉ LDAP user, user needs to use NIC Parichay password.

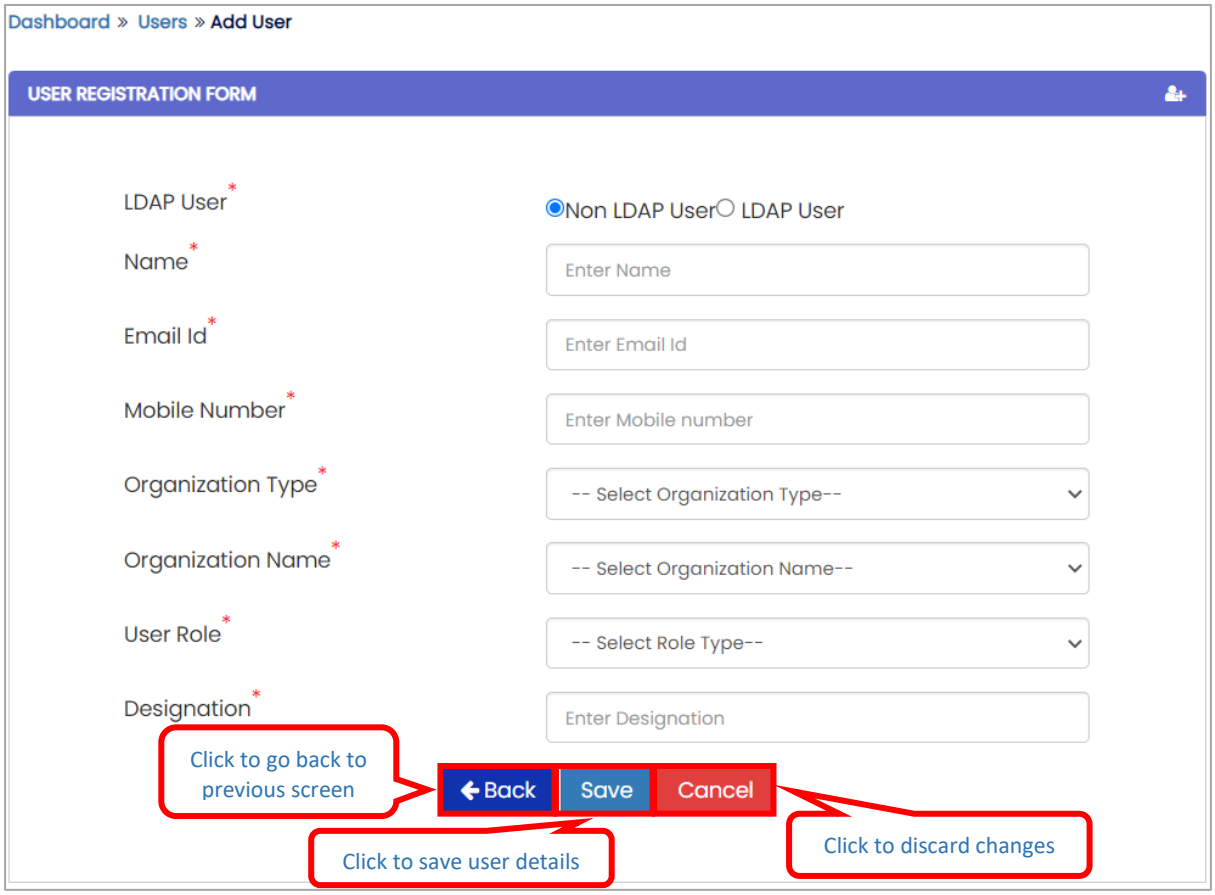

Dashboard » Users » Add User
USER REGISTRATION FORM
LDAP User*
Non LDAP User
LDAP User
Name*
Enter Name
Email Id*
Enter Email Id
Mobile Number*
Enter Mobile number
Organization Type*
-- Select Organization Type--
Organization Name*
-- Select Organization Name--
User Role*
-- Select Role Type--
Designation*
Enter Designation
Click to go back to previous screen
Back
Save
Cancel
Click to save user details
Click to discard changes

Figure 7-3

8 Master Modules

8.1 Organization Master

Path: Master Modules >> Organization Master

Click Export to Excel to get organization details in Excel

Organization details will be displayed with following column headings:

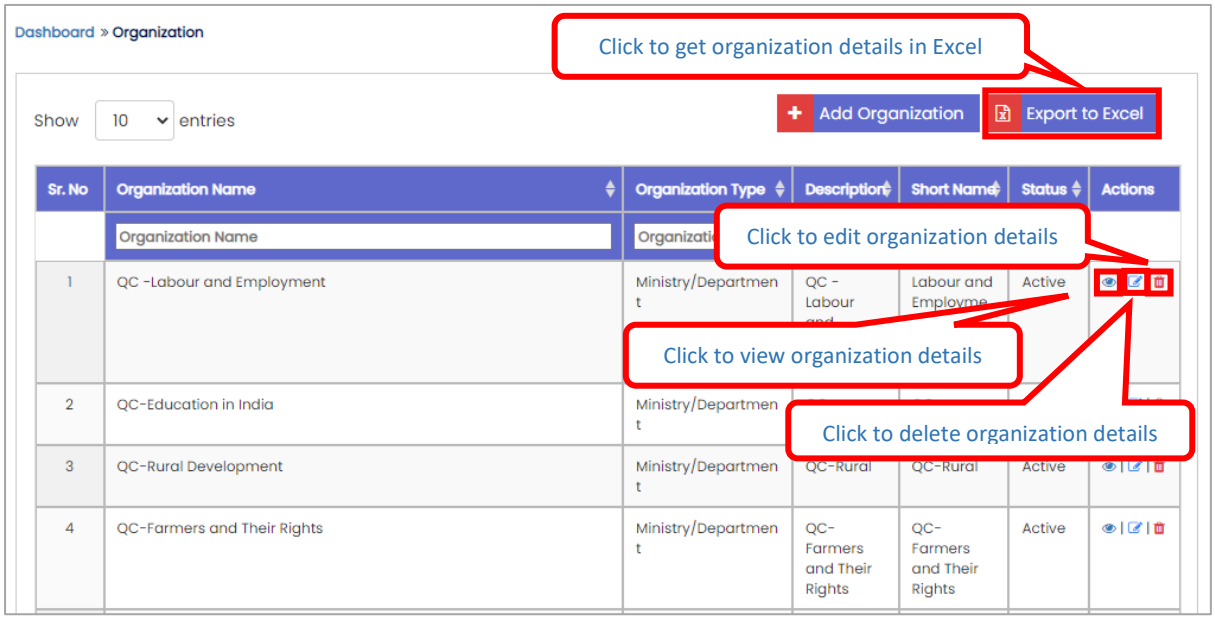


Figure 8-1

- Sr. No
- Organization Name
- Organization Type
- Description
- Short Name
- Status
- Actions:
- Click to view organization details
- Click to edit organization details
- Click to delete organization details

8.1.1 Add Organization

Click + Add Organization to add organization

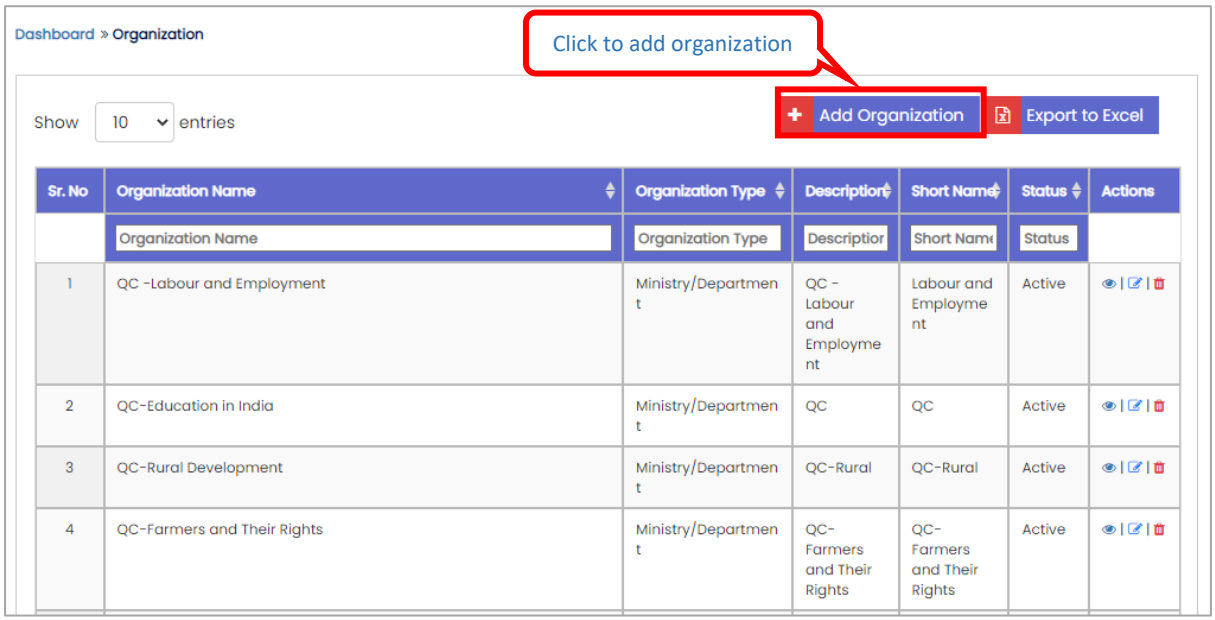


Figure 8-2

Enter following details:

- Organization Name: Enter organization name
- Organization Short Name: Enter organization short name
- Organization Type: Select organization type from dropdown
- Organization Category: Select organization category
- Organization Description: Enter organization description
- Status: Select status from dropdown
- Click Save to save organization details
- Click Cancel to discard changes
- Click Back to go back to previous screen

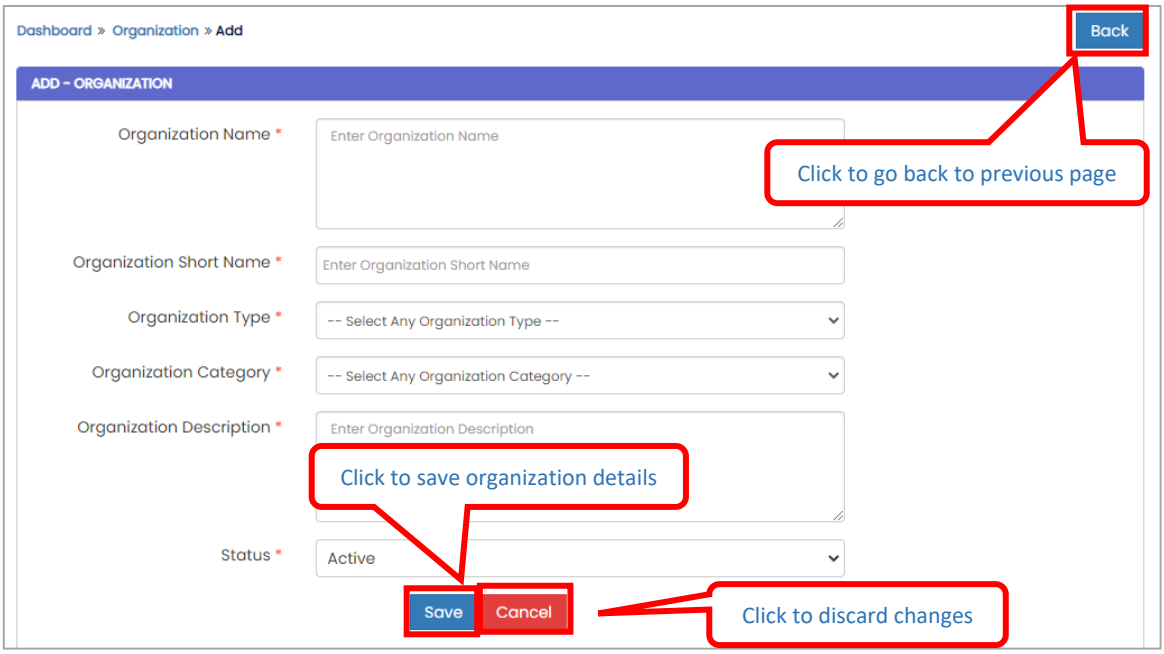
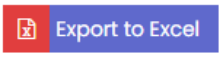

Dashboard » Organization » Add
Back
ADD – ORGANIZATION
Organization Name *
Enter Organization Name
Click to go back to previous page
Organization Short Name *
Enter Organization Short Name
Organization Type *
-- Select Any Organization Type --
Organization Category *
-- Select Any Organization Category --
Organization Description *
Enter Organization Description
Click to save organization details
Status *
Active
Save
Cancel
Click to discard changes

Figure 8-3

8.2 Categories

Path: Master Modules >> Categories

Click  to get category details in Excel

Categories will be displayed with following column headings:

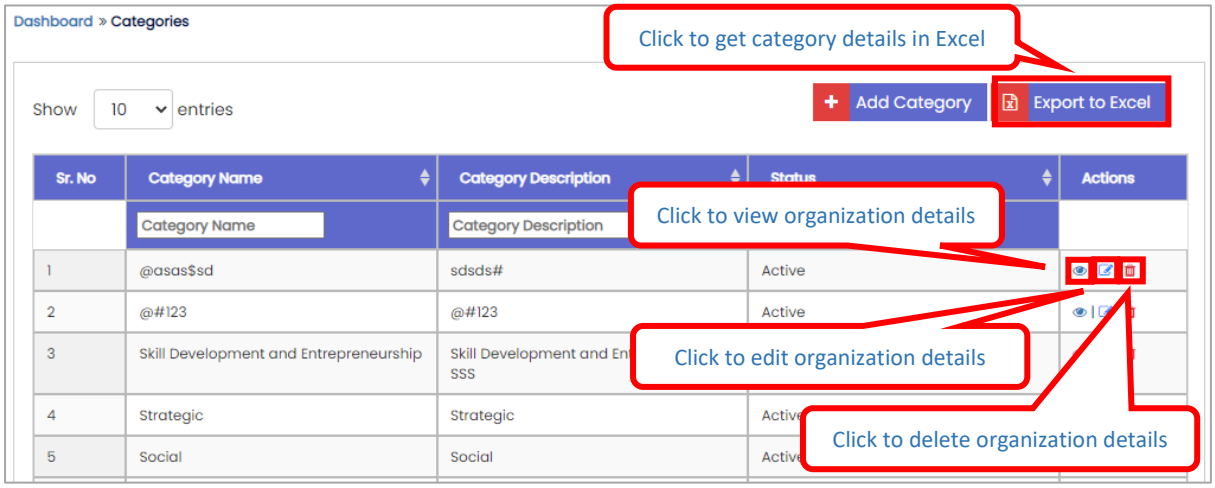


Figure 8-4

- Sr. No
- Category Name
- Category Description
- Status
- Actions:
- Click to view category details
- Click to edit category details
- Click to delete category details

8.2.1 Add Categories

Click + Add Category to add category

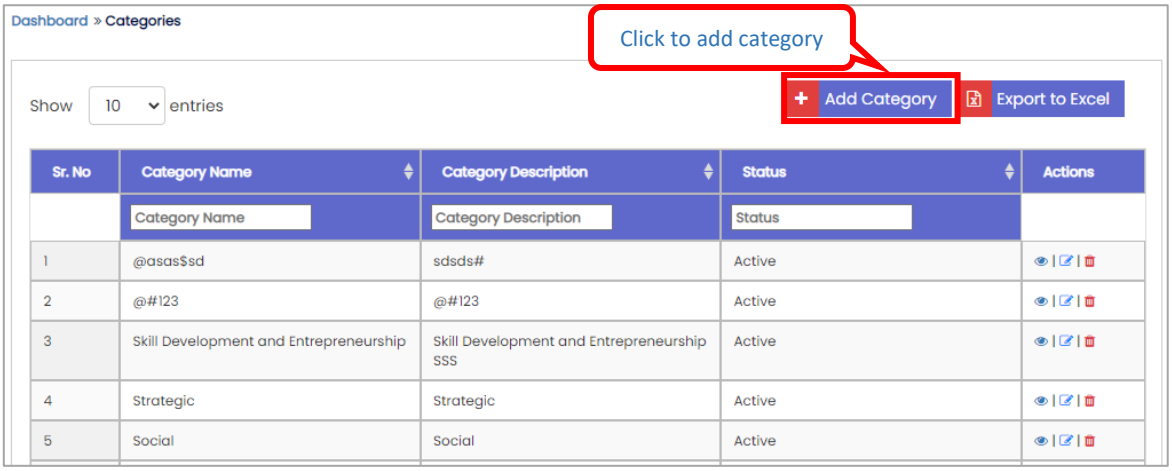


Figure 8-5

Enter following details:

- Category Name: Enter category name
- Category Description: Enter category description
- Status: Select status from dropdown
- Click Save to save category details
- Click Cancel to discard changes
- Click Back to go back to previous screen

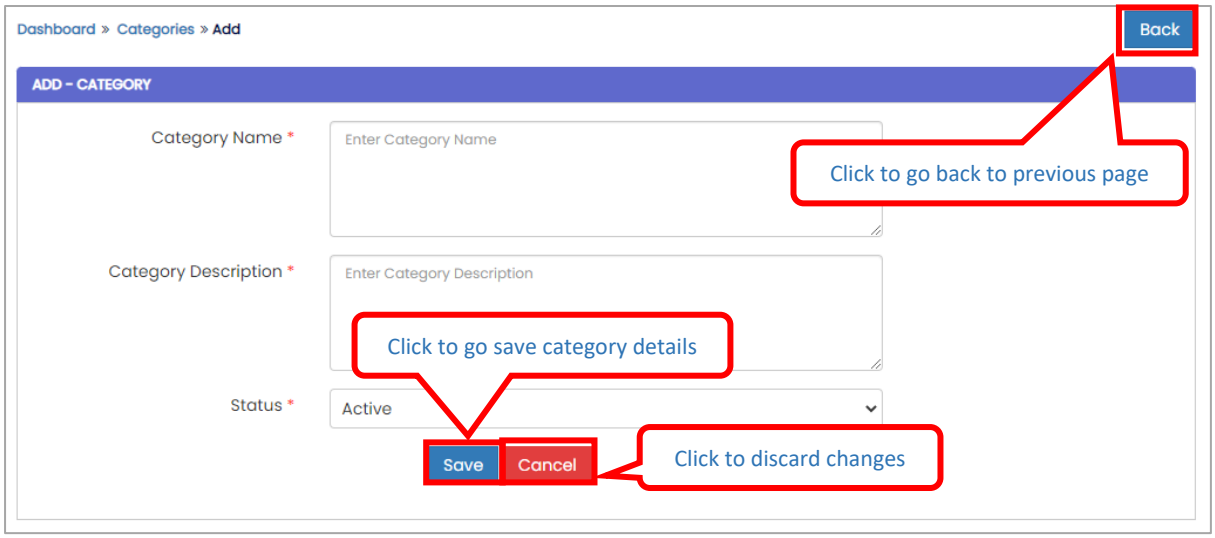


Figure 8-6

8.3 Pillars

Path: Master Modules >> Pillars

Click Export to Excel to get pillar details in Excel

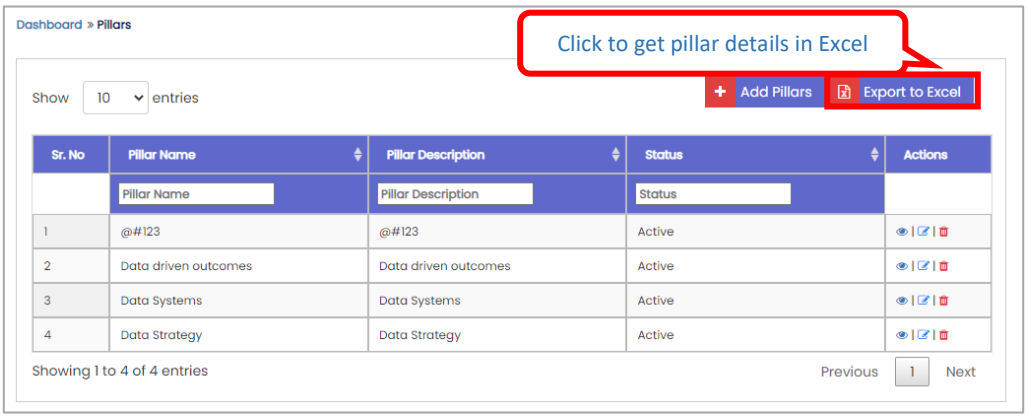


Figure 8-7

Pillar details will be displayed with following column headings:

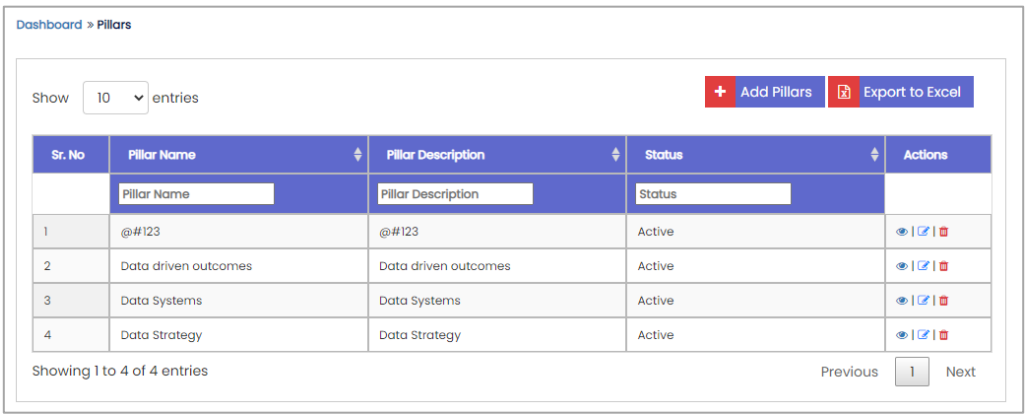


Figure 8-8

- Sr. No
- Pillar Name
- Pillar Description
- Status
- Actions:
  - Click to view pillar details
  - Click to edit pillar details
  - Click to delete pillar details

8.3.1 Add pillars

Click + Add Pillars to add pillars

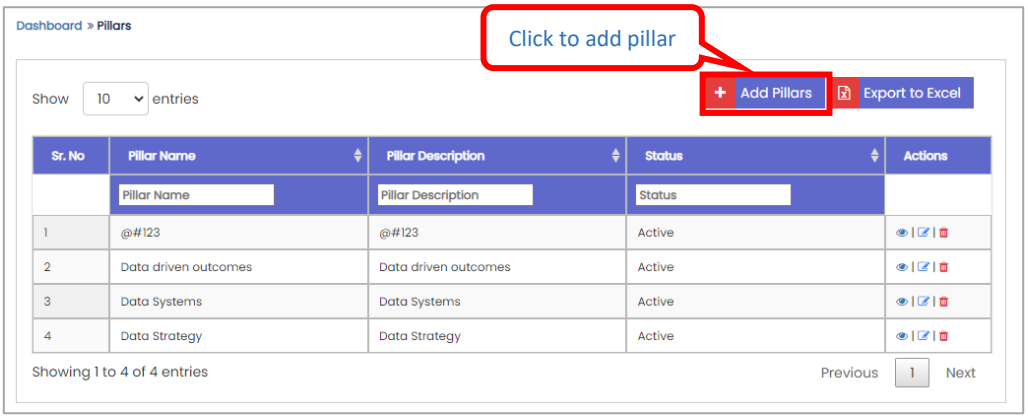


Figure 8-9

Enter following details:

- Pillar Name: Enter pillar name
- Pillar Description: Enter pillar description
- Status: Select status from dropdown
- Click Save to save pillar details
- Click Cancel to discard changes
- Click Back to go back to previous screen

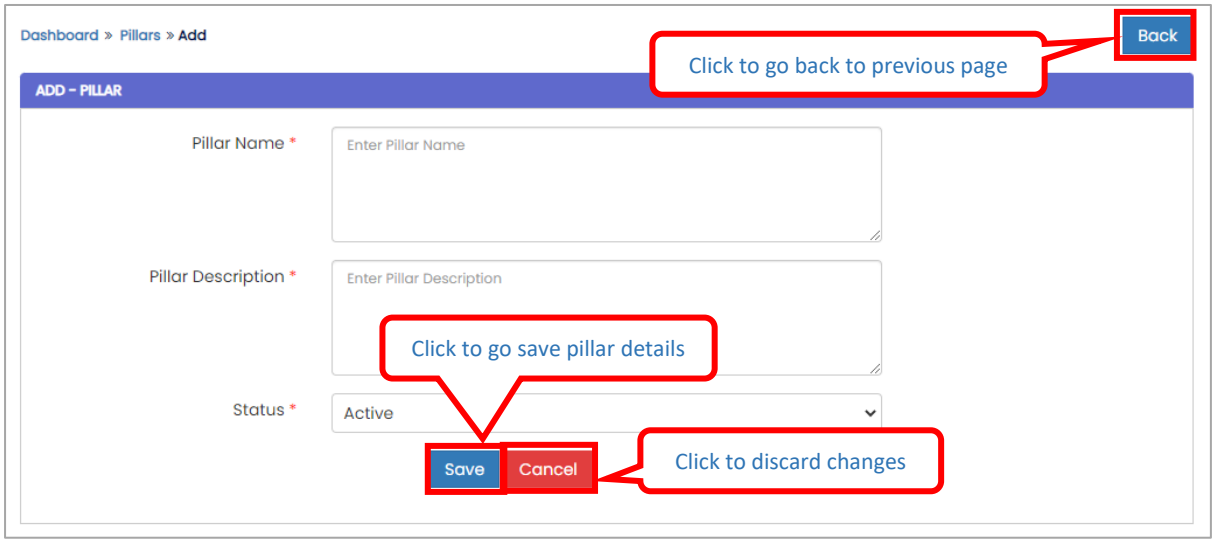


Figure 8-10

8.4 Scheme

Path: Master Modules >> Scheme

Scheme is defined under specific types (CS/CSS/NSI). Scheme is only added by DMEO administrator user. M/D administrator user approves the response of questions for schemes. These response to questionnaire for the schemes and NSIs are filled by respective Data Entry users of M/Ds.

Click Export to Excel to get scheme details in Excel

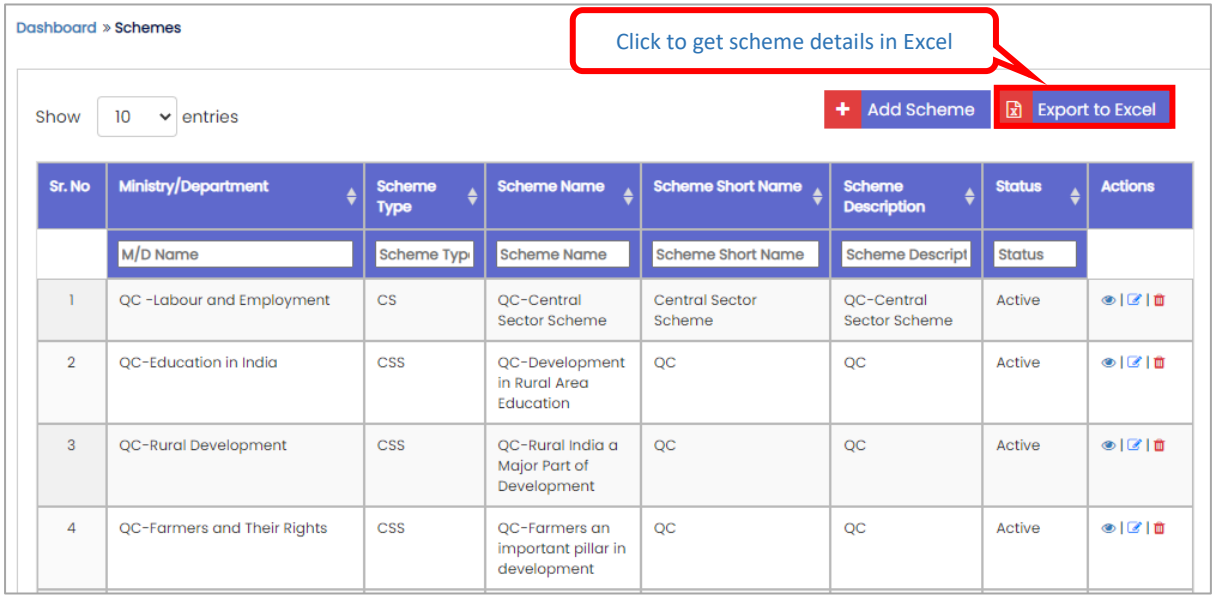


Figure 8-11

Scheme details will be displayed with following column headings:

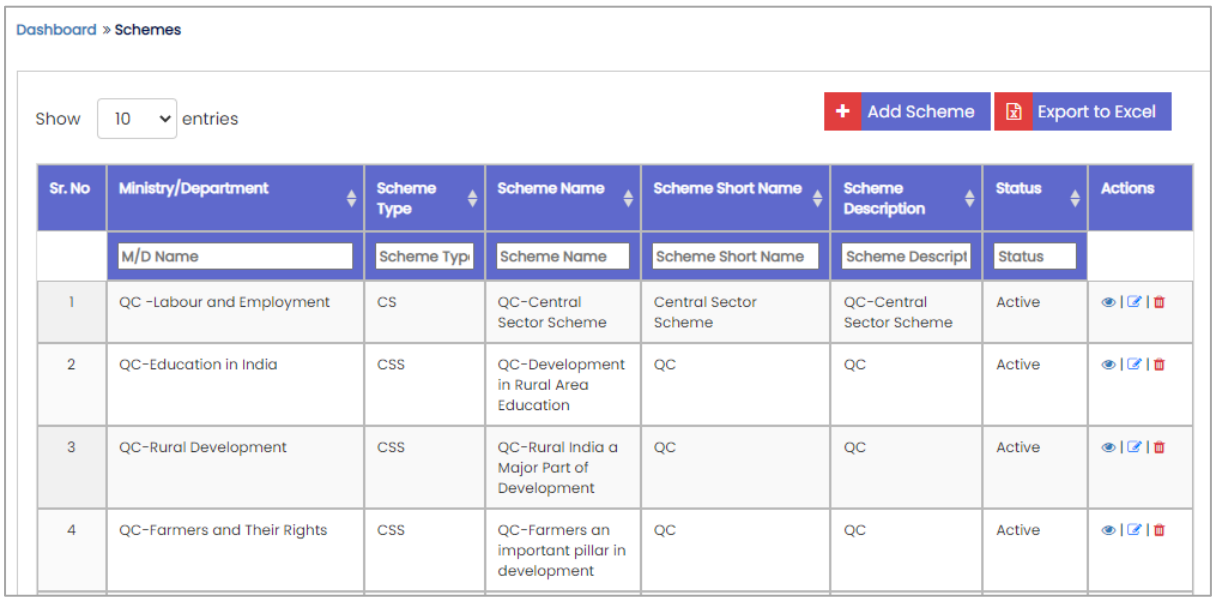


Figure 8-12

- Sr. No
- Ministry/Department
- Scheme Type
- Scheme Name
- Scheme Short Name
- Scheme Description
- Status
- Actions:
  - Click to view scheme details
  - Click to edit scheme details
  - Click to delete scheme details

8.4.1 Add Scheme

Click + Add Scheme to add scheme

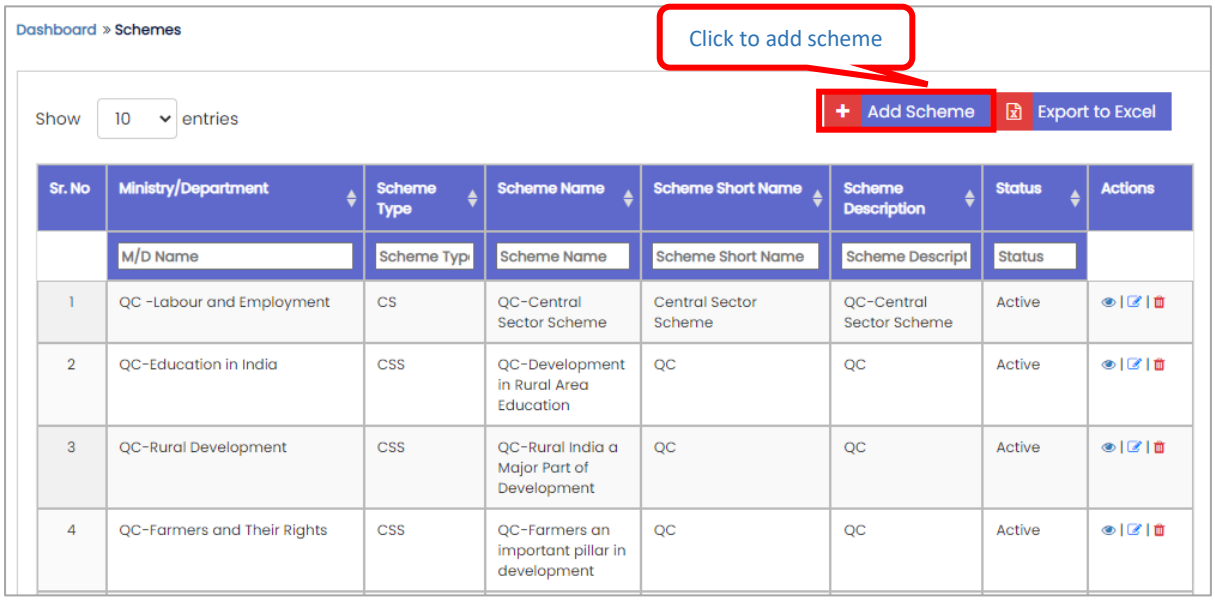


Figure 8-13

Enter following details:

- M/D Name: Select M/D name from dropdown
- Scheme Type: Select scheme type from dropdown
- Scheme Name: Enter scheme name
- Scheme Short Name: Enter scheme short name
- Scheme Description: Enter scheme description
- Status: Select status from dropdown
- Click Save to save scheme details
- Click Cancel to discard changes
- Click Back to go back to previous screen

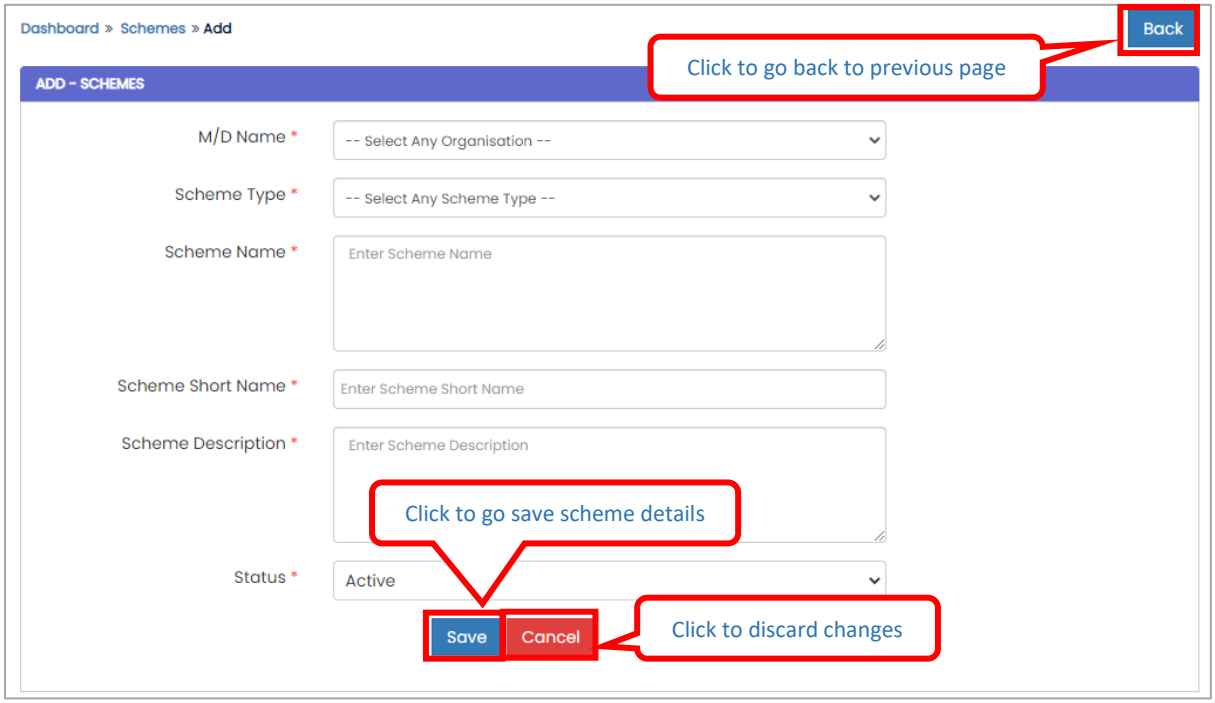

Dashboard » Schemes » Add
Back
Click to go back to previous page
ADD – SCHEMES
M/D Name *
-- Select Any Organisation --
Scheme Type *
-- Select Any Scheme Type --
Scheme Name *
Enter Scheme Name
Scheme Short Name *
Enter Scheme Short Name
Scheme Description *
Enter Scheme Description
Click to go save scheme details
Status *
Active
Save
Cancel
Click to discard changes

Figure 8-14

8.5 Themes

Path: Master Modules >> Themes

Questionnaires are based on specific themes. These themes are created under pillars. Once the pillars are created, DMEO administrator needs to select specific pillar when adding theme.

Click Export to Excel to get theme details in Excel

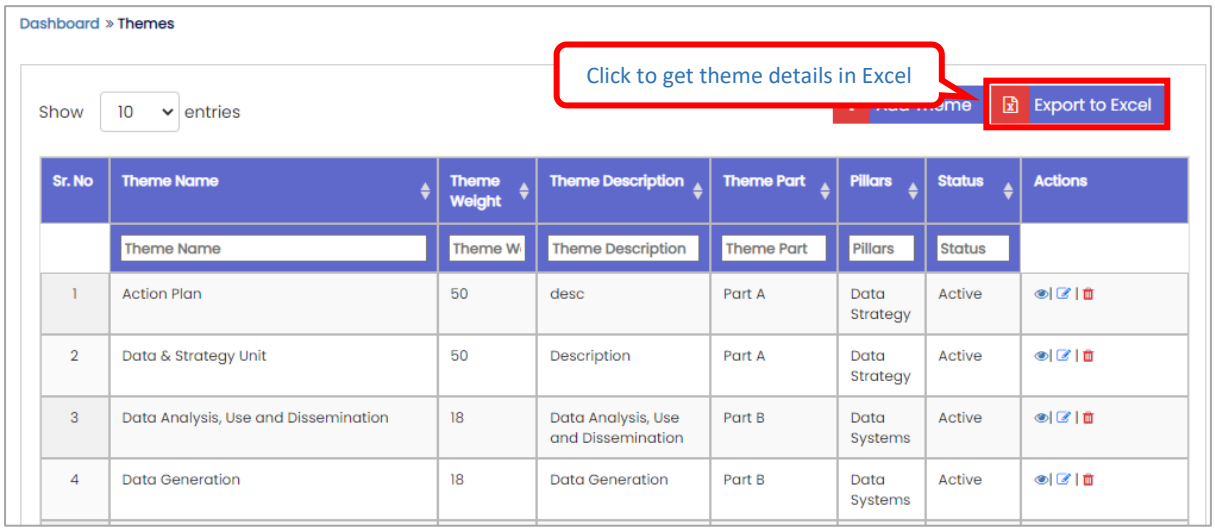


Figure 8-15

Theme details will be displayed with following column headings:

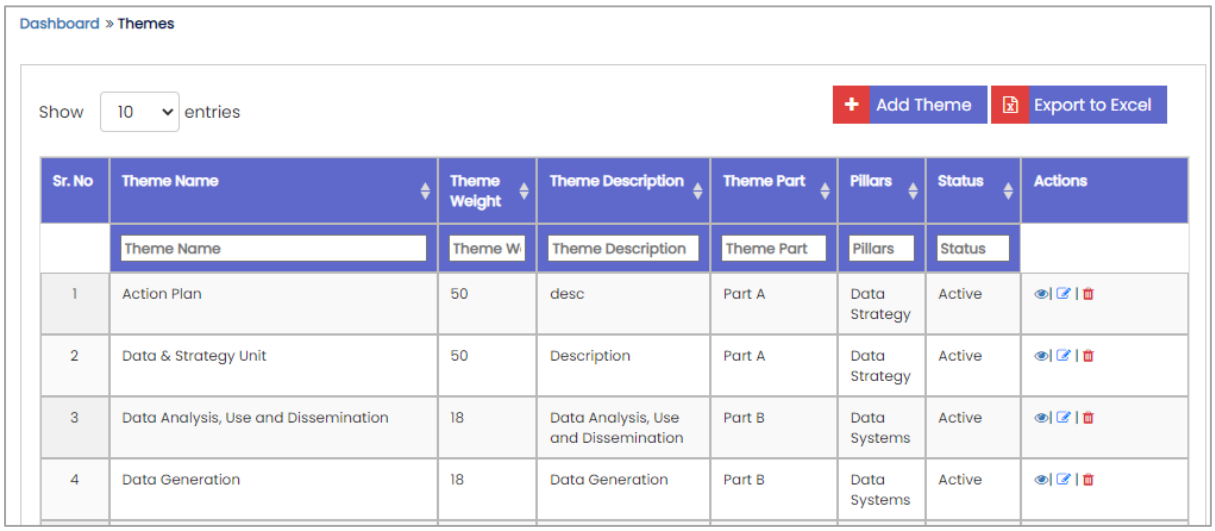


Figure 8-16

- Sr. No
- Theme Name
- Theme Weight
- Theme Description
- Theme Part
- Pillars

- Status
- Actions:
  - Click to view theme details
  - Click to edit theme details
  - Click to delete theme details

8.5.1 Flow Diagram

Hierarchy of pillar, scheme and theme is shown in below diagram:

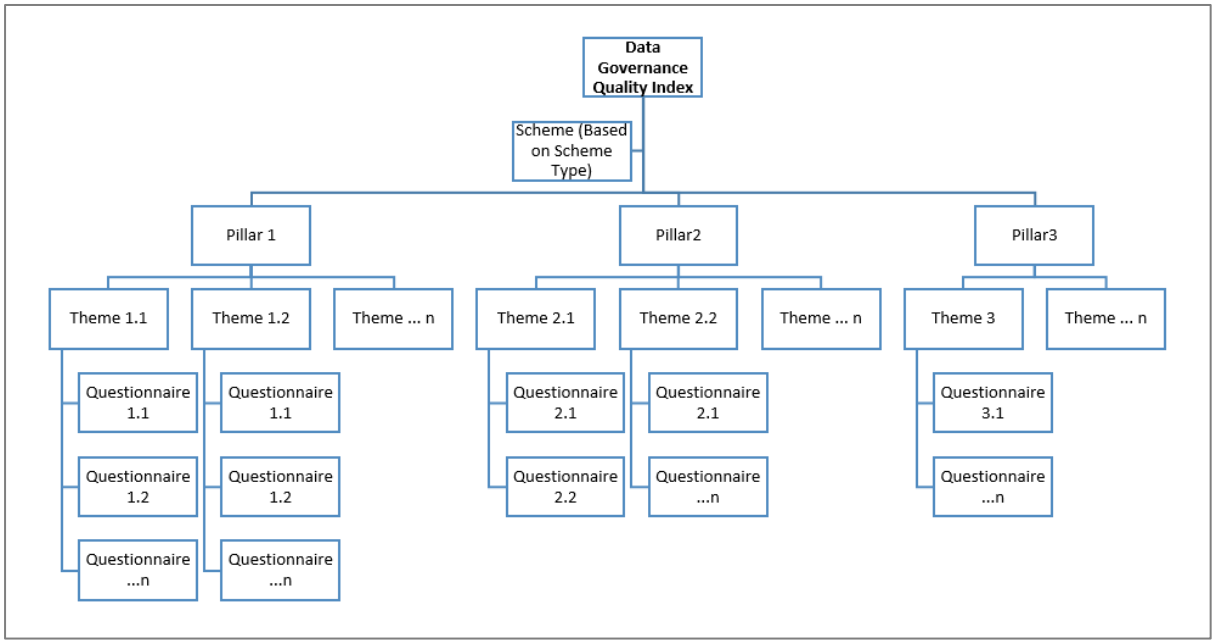


Figure 8-17

8.5.2 Add theme

Click + Add Theme to add theme

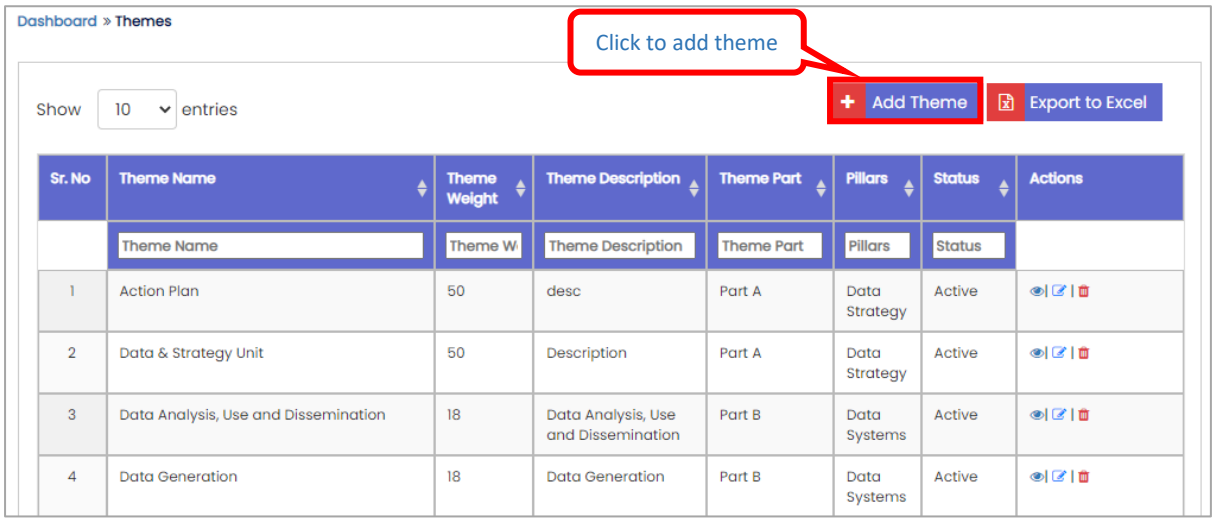


Figure 8-18

Enter following details:

- Theme Name: Enter theme name
- Theme Description: Enter theme description
- Pillars: Select pillars from dropdown
- Theme weight: Enter theme weight
- Theme Part: Click radio button to select theme part
- Status: Select status from dropdown
- Click Save to save theme details
- Click Cancel to discard changes
- Click Back to go back to previous screen

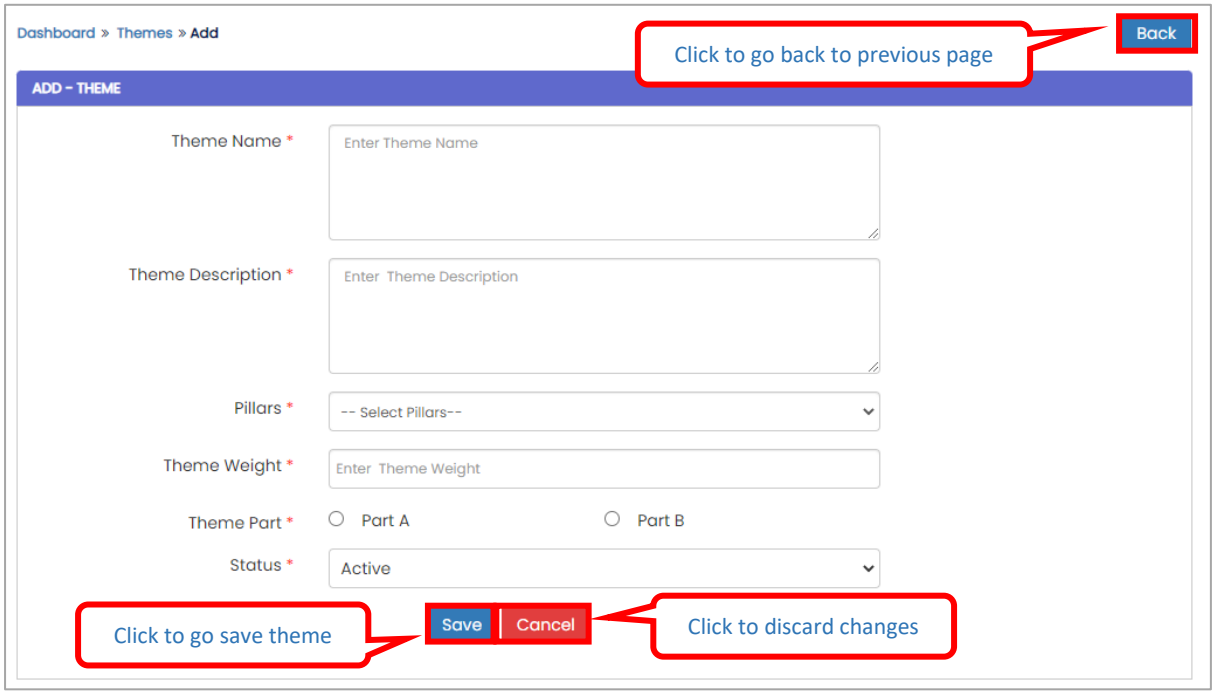

Dashboard » Themes » Add
Back
Click to go back to previous page
ADD - THEME
Theme Name *
Enter Theme Name
Theme Description *
Enter Theme Description
Pillars *
-- Select Pillars--
Theme Weight *
Enter Theme Weight
Theme Part *
Part A
Part B
Status *
Active
Click to go save theme
Save
Cancel
Click to discard changes

Figure 8-19

8.6 Scheme Type

Path: Master Modules >> Scheme Type

Click Export to Excel to get scheme type details in Excel

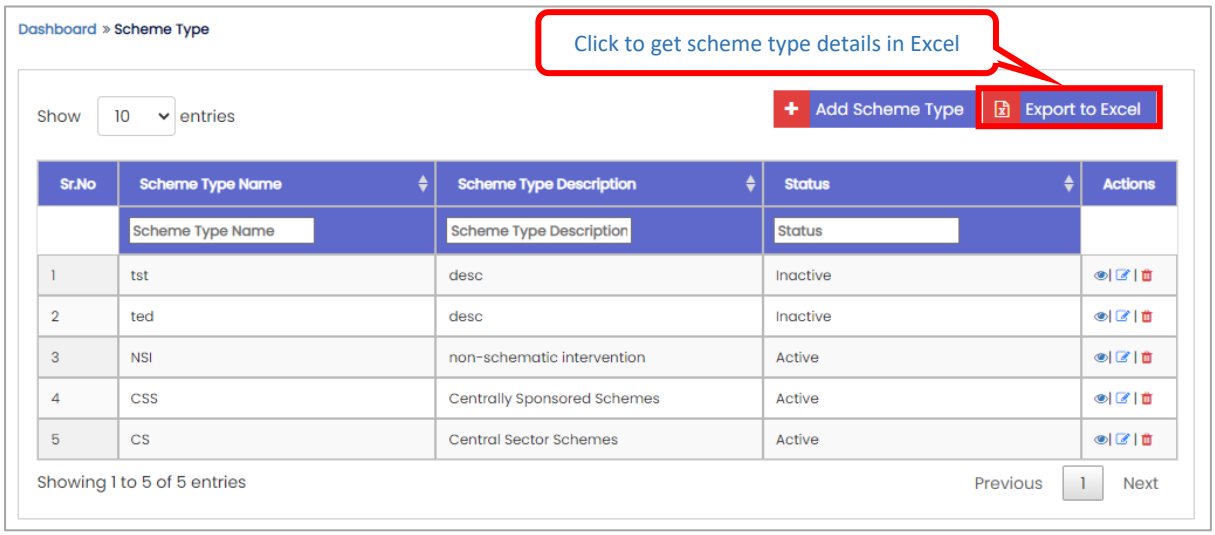


Figure 8-20

Scheme type details will be displayed with following column headings:

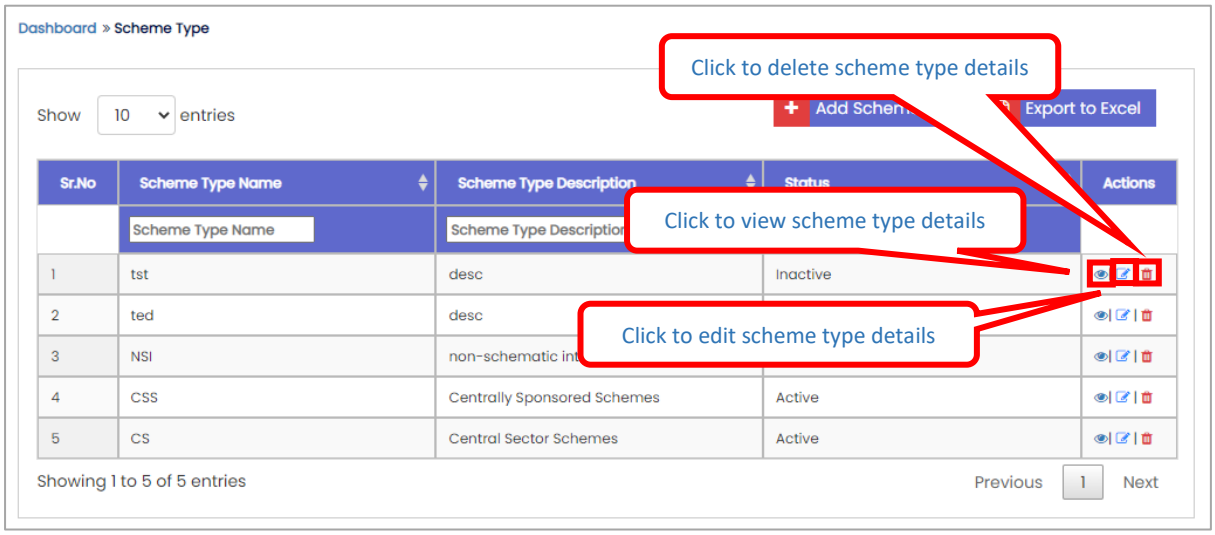


Figure 8-21

- Sr. No
- Scheme Type Name
- Scheme Type Description
- Status
- Actions:
  - Click to view scheme type details
  - Click to edit scheme type details
  - Click to delete scheme type details

8.6.1 Add Scheme Type

Click + Add Scheme Type to add scheme type

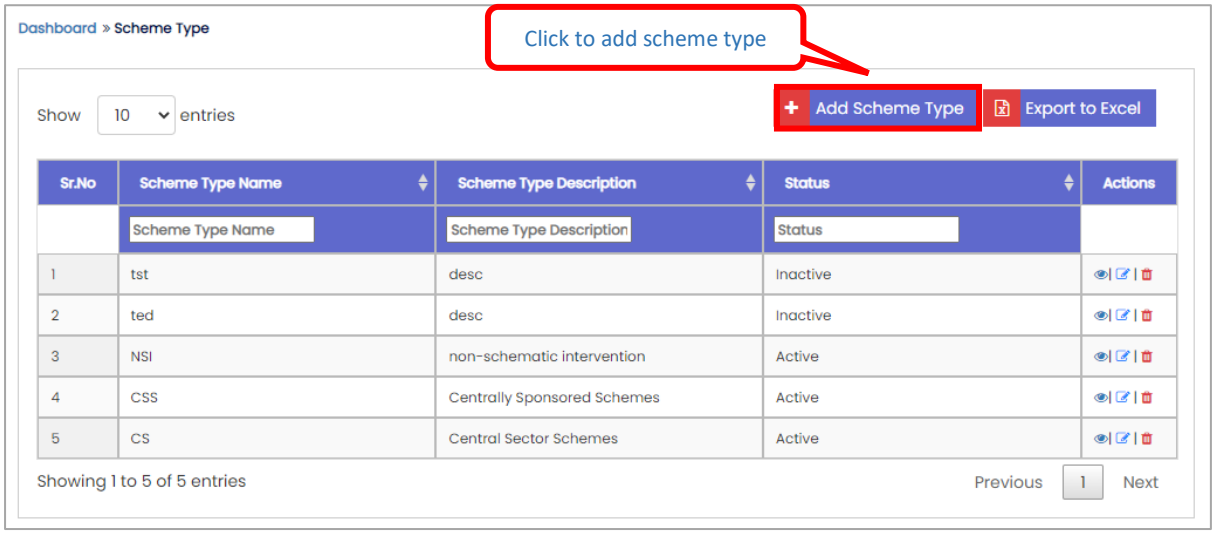


Figure 8-22

Enter following details:

- Scheme Type Name: Enter scheme type name
- Scheme Type Description: Enter scheme type description
- Status: Select status from dropdown
- Click Save to save scheme details
- Click Cancel to discard changes
- Click Back to go back to previous screen

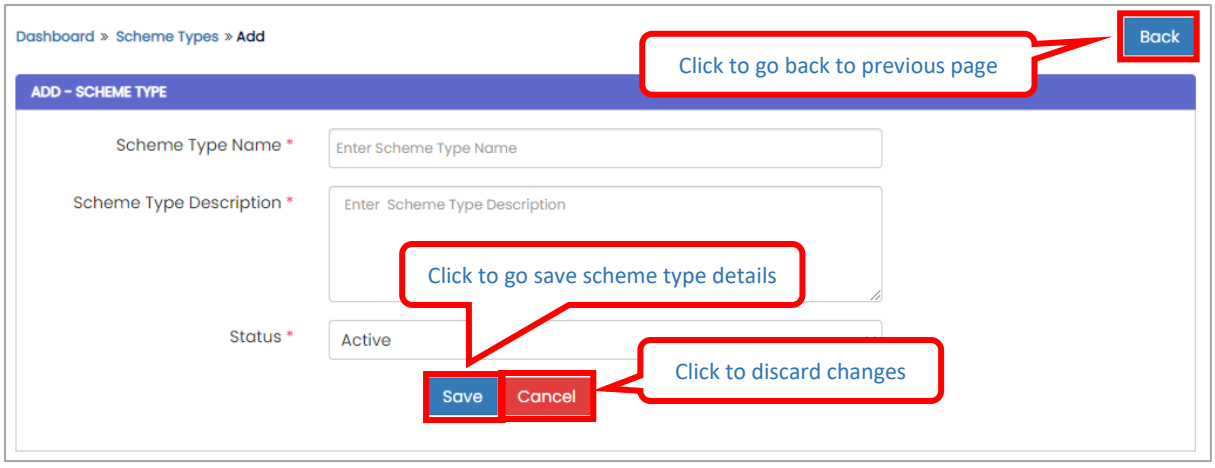


Figure 8-23

9 Strategy Tracking Module

9.1 Strategy Action Points

Path: Strategy Tracking Module>> Strategy Action Points

Click Export to Excel to get strategy action point details in Excel

Select ministry name from dropdown.

Strategy Action Points will be displayed with following column headings:

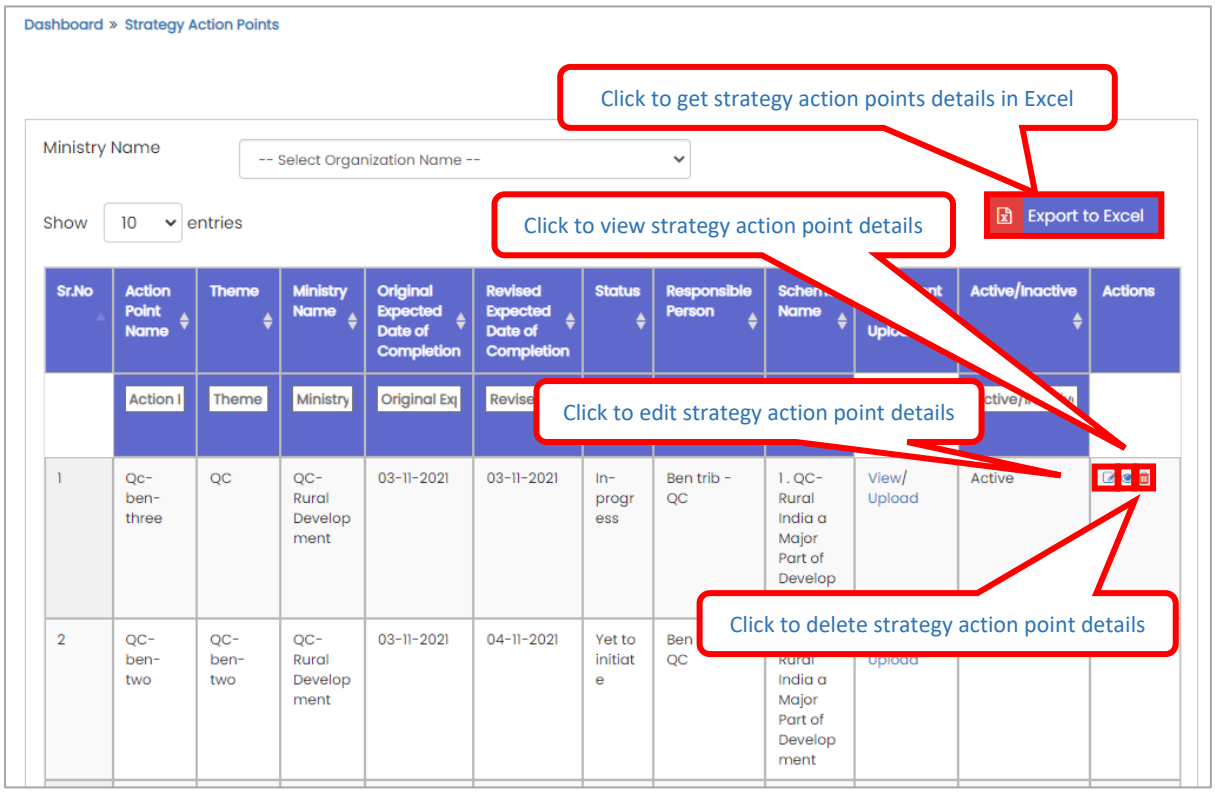


Figure 9-1

- Sr. No
- Action Point Name
- Theme
- Ministry Name
- Original Expected Date of Completion (It is a date consider when first time M/D Admin add data)
- Revised Expected Date of Completion (If M/D Admin changes original expected date of completion, then the date is considered as revised expected date of completion)
- Status
- Responsible Person
- Scheme Name
- Document View / Upload

- Active/Inactive
- Actions:
- Click to view strategy action point details
- Click to edit strategy action type details
- Click to delete strategy action type details

10 Questionnaires

10.1 Questionnaires Response

Path: Questionnaires>> Questionnaires Response

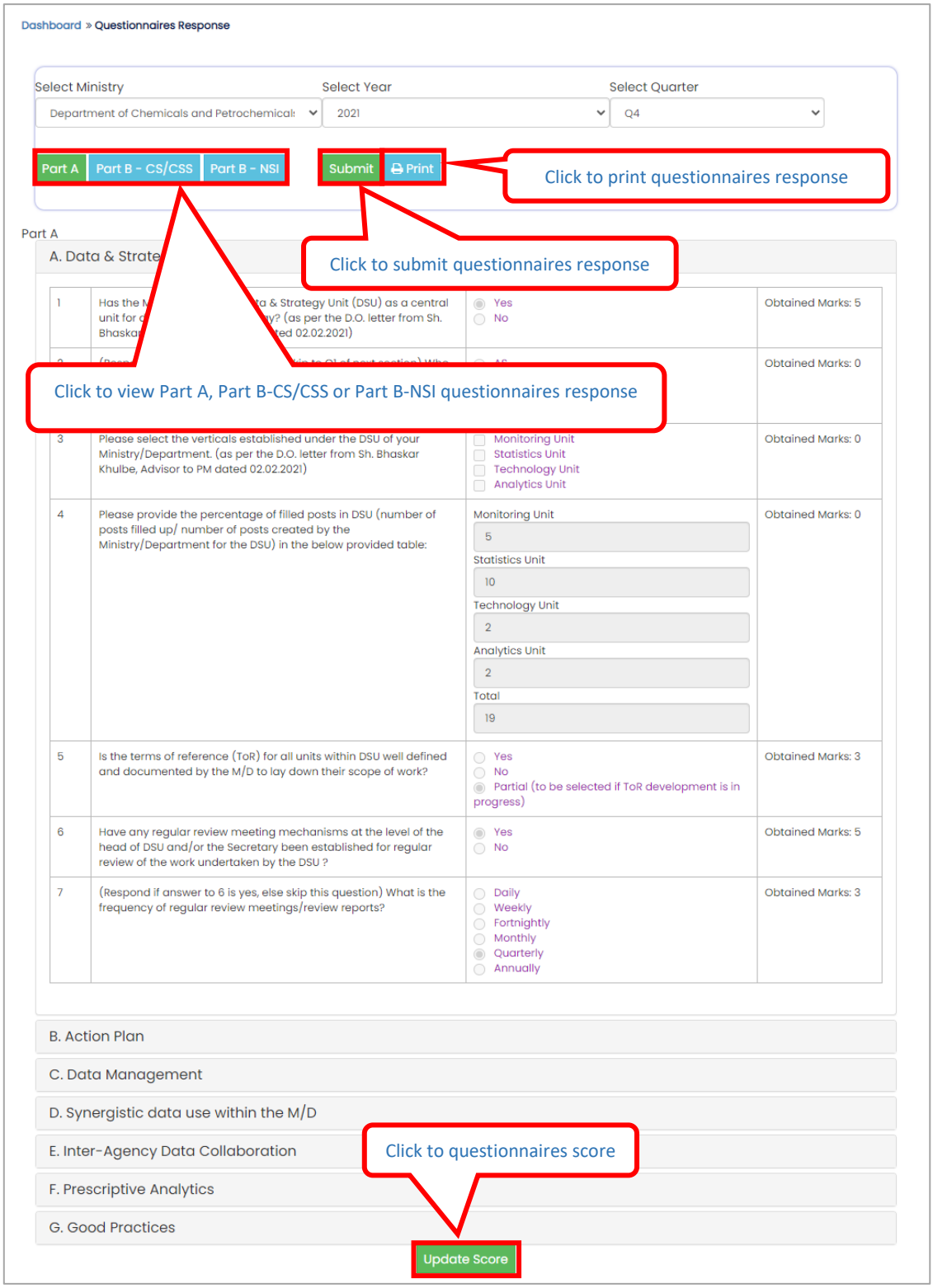


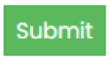
Figure 10-1

Enter following details:

- Select ministry from dropdown
- Select year from dropdown
- Select quarter from dropdown
- Click

view Part A questionnaires response
- Click

to view Part B-CS/CSS questionnaires response
- Click

to view Part B-NSI questionnaires response
- Click 

to submit response
- Click

to print questionnaires response
- Click

to update score

Note: Part -A is filled for Ministry/ Department Level. Part -B is filled for CS/CSS/NSI Level

11 Scoring Module

11.1 Display Scoring

Path: display Scoring>> Scoring

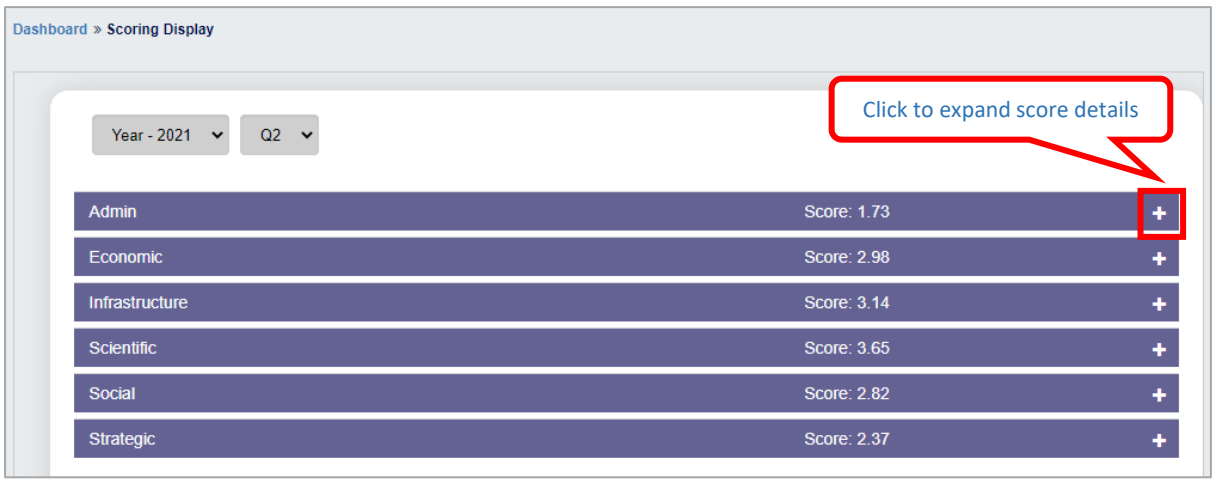


Figure 11-1

Enter following details:

- Select Year from dropdown
- Select Quarter from dropdown
- Click + to expand score details

Department wise score details will be displayed:

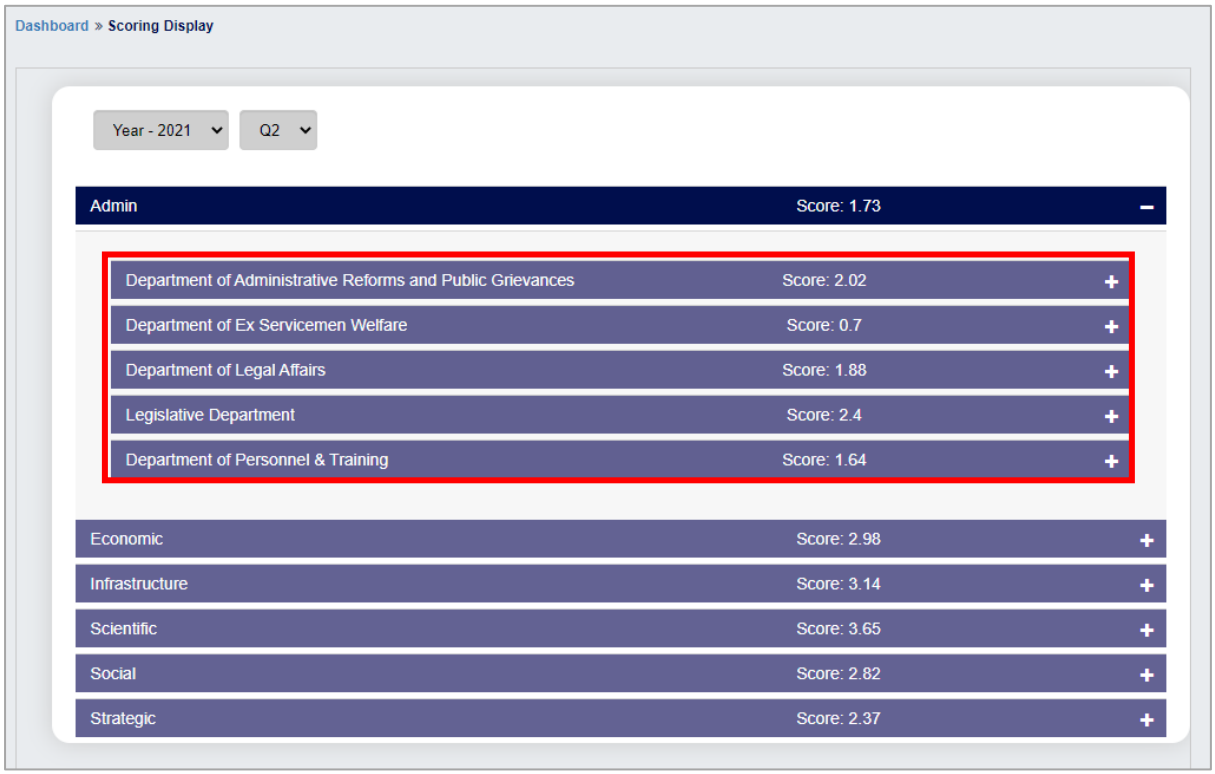


Figure 11-2

11.2 Detailed Scoring Methodology

11.2.1 Weights (Questions, Themes, Pillar)

S. No.	Pillar	Pillar Weightage	Theme	Theme wise weightage within pillar	Question No.	Question	Question Weightage within theme	Theme weightage in index	Question weightage in index
1	Data Strategy	20%	Data & Strategy Unit	**50%**	Part A, B1	Constitution	5%	**10%**	0.50%
2					Part A, B2	Head	5%		0.50%
3					Part A, B3	Verticals	10%		1.00%
4					Part A, B4	Strength	20%		2.00%
5					Part A, B5	ToR	20%		2.00%
6					Part A, B6	Review mechanisms	20%		2.00%
7					Part A, B7	Frequency of review	20%		2.00%
8			Action Plan	**50%**	Part A, C1	Action plan	5%	**10%**	0.50%
9					Part A, C2	Sections	5%		0.50%
10					Part A, C3	Schemes	5%		0.50%
11					Part A, C4	Timelines	5%		0.50%
12					Part A, C5	Responsibilities	5%		0.50%
13					Part A, C7	Compliance Scoring	75%		7.50%
14	Data Systems	60%	Data Generation	**18%**	Part B, A1	Requirements gathering	10%	**11%**	1.08%
15					Part B, A2	Collection	10%		1.08%
16					Part B, A3	Digitization	20%		2.16%
17					Part B, A4	Granularity	20%		2.16%
18					Part B, A5	Frequency	20%		2.16%
19					Part B, A6 and 7	Use of technologies in generation	20%		2.16%
20			Data Quality	**18%**	Part B, B1	QC mechanisms	20%	**11%**	2.16%
21					Part B, B2	QC automation	20%		2.16%
22					Part B, B3	Data quality assessment	40%		4.32%
23					Part B, B4	Use of mobile phones in QC	20%		2.16%
24			Data analysis, use & dissemination	**18%**	Part B, C1	Types of data analysis	15%	**11%**	1.62%
25					Part B, C2	Cross sectoral analysis	10%		1.08%
26					Part B, C3	Documentation of data analysis	10%		1.08%
27					Part B, C4	Use of data analysis	15%		1.62%
28					Part B, C5	Modes of dissemination	5%		0.54%

S. No.	Pillar	Pillar Weightage	Theme	Theme wise weightage within pillar	Question No.	Question	Question Weightage within theme	Theme weightage in index	Question weightage in index
29					Part B, C6	Use of dashboards	15%		1.62%
30					Part B, C7	Data visualization types	5%		0.54%
31					Part B, C8	Data visualization on maps	5%		0.54%
32					Part B, C9 and 10	Data Accessibility for all	5%		0.54%
33					Part B, C11	Open data	5%		0.54%
34					Part B, C13	Open Data - 2	5%		0.54%
35					Part B, C12	Machine readable data	5%		0.54%
36			Use of technology	**10%**	Part B, D1	Linkage with PFMS	10%	**6%**	0.60%
37					Part B, D2	Last mile linkage of PFMS	20%		1.20%
38					Part B, D3	Linkage with other platforms	20%		1.20%
					Part B, D5	Linkage with LGD Codes	10%		0.60%
39					Part B, D4	Use of alternative data sources	20%		1.20%
40					Part B, D6	Use of emerging technologies	20%		1.20%
41			Data security & HR capacity	**18%**	Part B, E1	Antivirus updates	5%	**11%**	0.54%
42					Part B, E2	Security audits	5%		0.54%
43					Part B, E3 and 4	SSL certification	5%		0.54%
44					Part B, E5	Firewalls	5%		0.54%
45					Part B, E6	External communication	10%		1.08%
46					Part B, E7, 8	Personal data protection	10%		1.08%
47					Part B, E9	Personal data protection 2	10%		1.08%
48					Part B, E10	Data QC team	25%		2.70%
49					Part B, E11	Data analysis team	25%		2.70%
50			Data management	**18%**	Part A, D1,3,4,5	Data management architecture	25%	**11%**	2.70%
51					Part A, D2	Data management Compliance	10%		1.08%
52					Part B, F1 and 2	Distributed storage	25%		2.70%
53					Part B, F3 and 4	Cloud storage	25%		2.70%

S. No.	Pillar	Pillar Weightage	Theme	Theme wise weightage within pillar	Question No.	Question	Question Weightage within theme	Theme weightage in index	Question weightage in index
54					Part B, F5	Historical data management	15%		1.62%
55	Data driven outcomes	20%	Synergistic data use within M/D	**30%**	Part A, E1 and 2	Identification of data gaps	40%	**6%**	2.40%
56					Part A, E3	Data exchange	60%		3.60%
57			Inter-agency data collaboration	**30%**	Part A, F1	Collaborations	50%	**6%**	3.00%
58					Part A, F2	Types of collaborations	50%		3.00%
59			Prescriptive Analytics	**10%**	Part A, G1	Prescriptive analytics	50%	**2%**	1.00%
60					Part A, G2	Frequency	25%		0.50%
61					Part A, G3	Modes	25%		0.50%
62			Good Practices	**30%**	Part A, H	Good practices	100%	**6%**	6.00%

11.2.2 Scoring (Question wise)

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
1	Data Strategy	Data & Strategy Unit	Part A, B1	Constitution	If response is 'Yes' score '5', if 'No' score '0'.	Considered as no if none of the child questions were filled up, else given benefit of doubt
2			Part A, B2	Head	If response if 'AS' or 'JS' score '5', if response is 'Director' score '3', if response is 'Below Director' score '0'. If question is disabled, score '0'.	If it was to be answered, scored 0.
3			Part A, B3	Verticals	If all four verticals/sub-units are selected score '5', if three/two verticals are selected score '3', if only one is selected score '1', else score '0'. If question is disabled, score '0'.	If it was to be answered, treated as 0. Also, if someone has filled "N/A" even though it was not allowed, treated as 0.
4			Part A, B4	Strength	If total % > 80% score '5', if total % > 60% and <=80% score '4', if total % >40% and <= 60% score '3', if total is >20% and <=40% score '2', if total is <=20% score '0'. If question is disabled, score '0'.	Considered as no
5			Part A, B5	ToR	If response is 'Yes' score '5', if 'Partial' score '3', if 'No' score '0'. If question is disabled, score '0'.	Considered as no

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
6			Part A, B6	Review mechanisms	If response is 'Yes' score '5', if 'No' score '0'. If question is disabled, score '0'.	Considered as no
7			Part A, B7	Frequency of review	If response is 'daily'/'weekly'/'fortnightly/monthly' score '5', if response is 'quarterly' score '3', if response is 'annually' score '1'. If question is disabled, score '0'.	Considered as no
8		Action Plan	Part A, C1	Action plan	If response is 'Yes' score '5', if 'No' score '0'.	Considered as no if none of the child questions were filled up, else given benefit of doubt
9			Part A, C2	Sections	If response is 'Yes' score '5', if 'Partial' score '3', if 'No' score '0'. If question is disabled, score '0'.	Considered as no
10			Part A, C3	Schemes	If response is 'Yes' score '5', if 'Partial' score '3', if 'No' score '0'. If question is disabled, score '0'.	Considered as no
11			Part A, C4	Timelines	If response is 'Yes' score '5', if 'Partial' score '3', if 'No' score '0'. If question is disabled, score '0'.	Considered as no
12			Part A, C5	Responsibilities	If response is 'Yes' score '5', if 'Partial' score '3', if 'No' score '0'. If question is disabled, score '0'.	Considered as no
13			Part A, C7	Compliance Scoring	If timely compliance is above 80% score '5', if between 60% to 80% score '4', if between 40% to 60% score '3', if between 20% to 40% score '2', if below 20%, score '0'. If question is disabled, score '0'. If none of the action points are due when scores are being calculated, a standard score of 1 is given (as no timelines are due, it suggests action plan is not detailed and granular enough - hence low score).	Considered as no
14	Data Systems	Data Generation	Part B, A1	Requirements gathering	If response is 'Yes' score '5', if 'No' score '0'.	Treat blanks as no
15			Part B, A2	Collection	If response to all three parts is 'Yes', score 5. If response to two is 'Yes' and one is 'Partial', score 4. If response to two is 'Yes' and one is 'No', score 3. If response to one part is 'Yes' and two is partial, score '3'. If response to one is 'Yes', one is 'Partial', one is 'No', score 2. If response to one part is 'Yes' and two is 'No', score 1. If response to two is 'Partial' and one is 'no', then score '2'. If response to one part is 'partial' and two is 'no', score '1'. If response to all three parts is 'Partial', score 3. If response to all three parts is 'No', score 0.	Treat blanks as no

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
16			Part B, A3	Digitization	If response is 'Yes' score '5', if 'No' score '0'.	If all child questions are blank/no, consider as No. If any one child question is yes, give benefit of doubt.
17			Part B, A4	Granularity	Lowest level of granularity to be used - '1' at national level, '3' at State level, '4' at district/sub-district/block level and '5' at village/individual/facility/ project level. If question is disabled, score '0'.	If it was to be answered, yet left blank, treat blank as no
18			Part B, A5	Frequency	Lowest level of frequency to be used - '1' at Yearly, '2' at half-yearly, '3' at Quarterly, '4' at monthly/fortnightly/weekly and '5' at daily/realtime/near realtime level. If question is disabled, score '0'.	If it was to be answered, yet left blank, treat blank as no
19			Part B, A6 and 7	Use of technologies in generation	If Q6 is disabled, score '0'. If response to Q6 is 'Option 1' score '1'. If response to Q6 is 'Option2' or 'Option 3', then use Q7 responses to score. If none of the responses to Q7 is 'Yes', score '3'. If anyone responses to Q7 is 'Yes', score '5'.	If it was to be answered and both 6 and 7 are blank, then consider both as no. If only 7 is answered yes, consider 6 as 2/3rd option. If only 7 is answered no, consider 6 as 1st option. If 6 is answered as 2/3rd option but 7 is blank, consider 7 as no.
20		Data Quality	Part B, B1	QC mechanisms documentation	If response is 'Yes' score '5', if 'No' score '0'.	Treat blanks as no
21			Part B, B2	QC automation	If response is 'Not done' score '0', if 'Manually' score '2', if 'Hybrid' score '3', if 'Automatically' score '5'.	If 2,3,4 are all blank, all no. If 3 and 4 have even one yes, treat 2 as hybrid and give score of three. If 2 is not blank but 3 and 4 are blank, treat 3 and 4 as no.
22			Part B, B3	Data quality assessment	If no response is 'Yes', score '0'. If anyone response is 'Yes' score '1', if any two responses are 'Yes' score '2', if any three responses are Yes, score '3', if any four responses are 'Yes' score '4', if all responses are yes, score '5'. If question is disabled, score '0'.	
23			Part B, B4	Use of mobile phones in QC	If no response is 'Yes', score '0'. If one or two responses are 'Yes' score '3'. if three or more responses are 'Yes' score '5'. If question is disabled, score '0'.	
24			Part B, C1	Types of data analysis	If no response is 'Yes' score '0'. If any 1/6 option is selected then score '1', if 2/6 options are selected then score '2'. If 3/6 options are selected, then score '3'. If 4 or more options are selected, then score '5'.	If 1,2,3,4 are all blank, all no. If 2,3 and 4 have even one yes, consider descriptive yes so that score of 1 can be given. If 1 has even one yes but 2,3,4 are blank, treat 2,3,4, as no.

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
25			Part B, C2	Cross sectoral analysis	If response is 'Yes' score '5'. If response is 'No' score '0'. If question is disabled, score '0'.	
26			Part B, C3	Documentation of data analysis	If response is 'Never' score '0'. If 'Annually', score '2'. If 'Half-yearly', score '3'. If 'Quarterly', score '4'. If 'Real time on a dashboard', score '5'. If question is disabled, score '0'.	
27			Part B, C4	Use of data analysis	If question is disabled, score '0'. If response is 'never' for all the sub-categories, score '0'. If response is annual/half-yearly/quarterly/realtime for 1-2/7 sub-catgories, score '1'. If response is annual/half-yearly/quarterly/realtime for 3-4/7 sub-catgories, score 3'. If response is annual/half-yearly/quarterly/realtime for 5-7/7 sub-catgories, score '5'.	
28			Part B, C5	Modes of dissemination	If response is 'No' for all sub-categories, score '0'. If response is 'Yes' for 1-2 sub-categories, score '1'. If response is 'Yes' for 3-4 sub-categories, score '3'. If response is 'Yes' for 5-8 sub-categories, score '5'.	If 5a,6,7,8 are all blank, all no. If 6,7,8 have even one yes, consider 5a as yes. If 5a has yes but 6,7,8 are blanks, treat 6,7,8 as no.
29			Part B, C6	Use of dashboards	If question is disabled, score '0'. If response is 'No' for all sub-categories, score '0'. If response is 'Yes' for 1-2 sub-categories, score '3'. If response is 'Yes' for 3-4 sub-categories, score '5'.	
30			Part B, C7	Data visualization types	If question is disabled, score '0'. If response is 'No' for all sub-categories, score '0'. If response is 'Yes' for 1-2 sub-categories, score '1'. If response is 'Yes' for 3-4 sub-categories, score '3'. If response is 'Yes' for 5-7 sub-categories, score '5'.	
			Part B, C8	Data visualization on maps	If question is disabled, score '0'. If Yes, score '5', else '0'.	
31			Part B, C9 and 10	Data Accessibility for all	If question is disabled, score '0'. If response to both Q9 and Q10 is 'No', score '0'. If response to one is 'No' and one is 'partially' score '1'. If one is 'No' and one is 'yes' score '2'. If response to both are 'partially', score '3'. If response to one is 'Yes' and one is 'partially', score 4. If both are 'yes' score '5'.	Evaluate after giving benefit of doubt to Gen 3. Parent will not be blank then. Hence treat this as no.
32			Part B, C11	Open data	If question is disabled, score '0'. If response is 'Not accessible', score '0'. If response is 'Accessible through credentials', score '3'. If response is 'Openly accessible', score '5'.	Evaluate after giving benefit of doubt to Gen 3. Parent will not be blank then. Hence treat this as no.

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
			Part B, C13	Open data	If question is disabled, score '0'. If response is 'Yes', score 5, else '0'.	Evaluate after giving benefit of doubt to Gen 3. Parent will not be blank then. Hence treat this as no.
33			Part B, C12	Machine readable data	If question is disabled, score '0'. If response is 'Yes', score '5', if 'Partially' score '3', if 'No' score '0'.	Evaluate after giving benefit of doubt to Gen 3. Parent will not be blank then. Hence treat this as no.
34		Use of technology	Part B, D1	Linkage with PFMS	If response is 'Yes' score '5', else '0'. If question is disabled, score '0'.	After evaluating Gen 3, see if it was to be answered. If both are blank, no to both. If 2 is responded to yes/partially, mark 1 as yes. If 2 is responded as no, make 1 also no. If 1 is yes but 2 is blank, mark 2 as no.
35			Part B, D2	Last mile linkage of PFMS	If response is 'Yes', score '5', if 'Partially' score '3', if 'No' score '0'. If question is disabled, score '0'.	
36			Part B, D3	Linkage with other platforms	If no option selected, score '0'. If one option is yes, score '3'. If more than two options are selected, score '5'. If question is disabled, score '0'.	If it was to be answered, no
			Part B, D5	Linkage with LGD Codes	If response is 'Yes' score '5', else '0'. If question is disabled, score '0'.	If it was to be answered, no
37			Part B, D4	Use of alternative data sources	If no option selected, score '0'. If any one option is yes, score '5'.	Mark blanks as no
38			Part B, D6	Use of emerging technologies	If no option selected, score '0'. If any one option is yes, score '5'.	Mark blanks as no
39		Data security & HR capacity	Part B, E1	Antivirus updates	If response is 'Yes', score 5, else '0'. If question is disabled, score '0'.	If it was to be answered, mark as no.
40			Part B, E2	Security audits	If response is 'Yes', score 5, else '0'. If question is disabled, score '0'.	If it was to be answered, mark as no.
41			Part B, E3 and 4	SSL certification	If response to Q3 is 'No', score '0'. If response to Q3 is 'Yes', use responses for q4 to score further. If response to Q4 is 'No', score '3'. If response to Q4 is also 'Yes', score '5'. If Q3 is disabled, score '0'.	If it was to be answered, mark as no.
			Part B, E5	Firewalls	If response is 'Yes', score 5, else '0'. If question is disabled, score '0'.	If it was to be answered, mark as no.
42			Part B, E6	External communication	If response is 'Yes' or 'No external communication established', score 5, else '0'. If question is disabled, score '0'.	If it was to be answered, mark as no efforts made.

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
43			Part B, E7, 8	Personal data protection	If question is disabled due to no MIS, score '0'. First check if response is 'No such data', score '5'. If this option is not selected, check which of remaining four options are selected. If only first/second option is selected, score '1'. If both first and second option are selected (but not third and fourth) score '2'. If third option is selected (but fourth is not), score '3'. If fourth option is selected (either along with other options or only fourth option is selected) and 'No efforts made'/'others' selected in Q8, score '4'. Further, if fourth option is selected (either along with other options or only fourth option is selected) and any other option selected in Q8, score '5'.	If it was to be answered, keep it blank and score 0 as no response was provided. Give benefit of doubt if E8 has some positive response on anonymization.
Part			Part B, E9	Personal data protection - 2	If question is disabled due to no MIS, score '0'. If question was disabled due to 'No such data' response in Q7, score '5'. If response is 'Yes', score 5, else '0'.	If anything, other than "no such data" was selected in Q7 but 9 is left blank, consider 9 as No. If 7 is also blank, keep 9 as also blank and score 0 as response was not provided.
44			Part B, E10	Data QC team	If response is 'Yes', score 5, else '0'.	Mark blanks as no
45			Part B, E11	Data analysis team	If response is 'Yes', score 5, else '0'.	Mark blanks as no
46		Data management	Part A, D1,3,4,5	Data management architecture	If response to all four questions is 'No', score '0'. If response to only one question is 'Yes', score '1', if response to only any two questions is 'Yes', score '2'. If response to any three is 'Yes', score '4'. If response to all is 'Yes', score '5'.	
47			Part A, D2	Data management Compliance	If response is 'Yes', score 5, else '0'. If question is disabled, score '0'.	
48			Part B, F1 and 2	Distributed storage	If second option is selected in Q1, score '5'. If first option is selected in Q1, use Q2 to score further. If response to Q2 is 'Yes', score '3', else score '0'. If question is disabled, score '0'.	If it was to be answered: If both are blank, mark as no. If 1 is blank and 2 is responded to, select first option in 1. If 1 is responded to and first option is selected, consider no.

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
49			Part B, F3 and 4	Cloud storage	If 'Physical Servers'/'Others' is selected, score 0. If 'Cloud Storage' is selected, use Q4 to score further. If 'NIC/Gov Cloud Meghraj or CSP' is selected, score '5', else score '3'. If question is disabled, score '0'.	If both blank, consider others in 3 and keep 4 blank. If 4 is selected any option, consider cloud storage in 3. If cloud storage is selected in 3 but 4 is blank, keep 4 as blank and score as 3 only to give benefit of doubt.
50			Part B, F5	Historical data management	Is response is "Data is not backed up", score '0'. If response is "Data is backed up and data is archived", score '3'. If response is "Data history is well maintained including retention, destruction, and audit trail details", score '5'. If question is disabled, score '0'.	Keep blank and score 0 due to no response
51	Data driven outcomes	Synergistic data use within M/D	Part A, E1 and 2	Identification of data gaps	Is response to Q1 is "No", score 0. If response to Q1 is "Yes", use Q2 to score further. If response to Q2 is "No", score '3', If response to Q2 is also 'Yes', score '5'.	If E2 was to be answered, then no.
52			Part A, E3	Data exchange	If response is "No", score 0. If response is "In- progress", score 3. If response is "Yes", score 5. If "Yes" is the response, its veracity will be validated from the subjective descriptions and hence responding to descriptions is also important.	Treated as no
53		Inter-agency data collaboration	Part A, F1	Collaborations	If response is "No", score 0. If response is "In- progress", score 3. If response is "Yes", score 5. If "Yes" is the response, its veracity will be validated from the subjective descriptions and hence responding to descriptions is also important.	If both F1 and F2 are blank, both considered as no. If any one option is selected in F2 but F1 is blank, F1 is considered yes to give benefit of doubt to MD. If F1 is yes but F2 is blank, considered F2 as no - that none of the options are selected.
54			Part A, F2	Types of collaborations	If none of the options are selected, score '0'. If one to five options selected, score '3'. If more than five options are selected, score '5'. If question is disabled, score '0'.	
55		Prescriptive Analytics	Part A, G1	Prescriptive analytics	If response is "No", score 0. If response is "In- progress", score 3. If response is "Yes", score 5. If "Yes" is the response, its veracity will be validated from the subjective descriptions and hence responding to descriptions is also important.	
56			Part A, G2	Frequency	If response is "Annually", score 3. If response is "Quarterly/Monthly" score 5. If question is disabled, score '0'.	
57			Part A, G3	Modes	If none of the options are selected, score '0'. If any one option is selected (other than "others"), score '5'. If question is disabled, score '0'.	

S.No.	Pillar	Theme	Question No.	Question	Scoring mechanism	How to consider blanks
58		Good Practices	Part A, H	Good practices	Each good practice will be assessed on 3 parameters – relevance of practice to DGQI exercise and objectives (40%), exhaustiveness of the case study (30%) and impact of the intervention (30%).” Then, a simple average of the three scores for each good practice will be taken to arrive at overall good practice dimension score.	

11.2.3 NA Handling

Theme	Question No.	Question	Question Weightage within theme	Scoring mechanism	NA present?	Way to handle
Data & Strategy Unit	Part A, B1	Constitution	5%		No	
	Part A, B2	Head	5%		No	
	Part A, B3	Verticals	10%		No	
	Part A, B4	Strength	20%		No	
	Part A, B5	ToR	20%		No	
	Part A, B6	Review mechanisms	20%		No	
	Part A, B7	Frequency of review	20%		No	
Action Plan	Part A, C1	Action plan	5%		No	
	Part A, C2	Sections	5%		No	
	Part A, C3	Schemes	5%		No	
	Part A, C4	Timelines	5%		No	
	Part A, C5	Responsibilities	5%		No	
	Part A, C7	Compliance Scoring	75%		No	
Data Generation	Part B, A1	Requirements gathering	10%		No	
	Part B, A2	Collection	10%		No	
	Part B, A3	Digitization	20%		No	
	Part B, A4	Granularity	20%	Lowest level of granularity to be used - '1' at national level, '3' at State level, '4' at district/sub-district/block level and '5' at village/individual/facility/ project level. If question is disabled, score '0'.	Sub-questions	**Scoring should not be changed since it’s a range. Any one of the options from village/individual/facility/project must be applicable for all schemes.** Hence, if the scheme is collecting data at any level not equivalent to these four options, scores should be decreased the way they have been done.

Theme	Question No.	Question	Question Weightage within theme	Scoring mechanism	NA present?	Way to handle
	Part B, A5	Frequency	20%	Lowest level of frequency to be used - '1' at Yearly, '2' at half-yearly, '3' at Quarterly, '4' at monthly/fortnightly/weekly and '5' at daily/realtime/near realtime level. If question is disabled, score '0'.	Sub-questions	**Only need to change scoring if daily/realtime/near realtime/monthly/fortnightly/weekly - all of these options are not applicable** (infra schemes with long gestation periods). In this case, quarterly to be scored as '5', half-yearly as '3' and yearly as '1'.
	Part B, A6 and 7	Use of technologies in generation	20%	If Q6 is disabled, score '0'. If response to Q6 is 'Option 1' score '1'. If response to Q6 is 'Option2' or 'Option 3', then use Q7 responses to score. If none of the responses to Q7 is 'Yes', score '3'. If anyone responses to Q7 is 'Yes', score '5'.	Sub-questions	**Only need to change scoring if none of the options in Q7 are applicable**, otherwise scheme already gets full score. In this case, scoring will be done only on basis of 6 - 1 if first option is selected, 5 if other two options are selected.
Data Quality	Part B, B1	QC mechanisms	20%		No	
	Part B, B2	QC automation	20%		No	
	Part B, B3	Data quality assessment	40%		No	
	Part B, B4	Use of mobile phones in QC	20%	If no response is 'Yes', score '0'. If one or two responses are 'Yes' score '3'. if three or more responses are 'Yes' score '5'. If question is disabled, score '0'.	Sub-questions	The options are such that if one is applicable, all others would also be applicable. **Hence, only need to change scoring if none of the options are applicable** (research/defence schemes). If this is the case, data qual weights to be redistributed.
Data analysis, use & dissemination	Part B, C1	Types of data analysis	15%		No	
	Part B, C2	Cross sectoral analysis	10%	If response is 'Yes' score '5'. If response is 'No' score '0'. If question is disabled, score '0'.	Yes	If it is NA, its weight will be redistributed
	Part B, C3	Documentation of data analysis	10%		No	
	Part B, C4	Use of data analysis	15%		No	
	Part B, C5	Modes of dissemination	5%	If response is 'No' for all sub-categories, score '0'. If response is 'Yes' for 1-2 sub-categories, score '1'. If response is 'Yes' for 3-4 sub-categories, score '3'. If response is 'Yes' for 5-7 sub-categories, score '5'.	Sub-questions	It should not be the case that all options are NA- If scheme enters so, it would be scored '0' as a disincentive for entering wrong responses. Otherwise, NA treated as yes and accordingly scored as per the method.
	Part B, C6	Use of dashboards	15%		No	
	Part B, C7	Data visualization types	5%		No	
	Part B, C8	Data visualization on maps	5%	If question is disabled, score '0'. If Yes, score '5', else '0'.	Yes	If it is NA, its weight will be redistributed
	Part B, C9 and 10	Data Accessibility for all	5%		No	
	Part B, C11	Open data	5%		No	

Theme	Question No.	Question	Question Weightage within theme	Scoring mechanism	NA present?	Way to handle
	Part B, C13	Open Data - 2	5%		No	
	Part B, C12	Machine readable data	5%		No	
Use of technology	Part B, D1	Linkage with PFMS	10%	If response is 'Yes' score '5', else '0'. If question is disabled, score '0'.	Yes	If it is NA, its weight will be redistributed
	Part B, D2	Last mile linkage of PFMS	20%	If response is 'Yes', score '5', if 'Partially' score '3', if 'No' score '0'. If question is disabled, score '0'.	Yes	If it is NA, its weight will be redistributed
	Part B, D3	Linkage with other platforms	20%	If no option selected, score '0'. If one option is yes, score '3'. If more than two options are selected, score '5'. If question is disabled, score '0'.	Sub-questions	If every option is NA - weight redistribute. Otherwise, ranges are defined in a manner that schemes get correct scores. If any one option is yes, by virtue of options, at least two become applicable.
	Part B, D5	Linkage with LGD Codes	10%	If response is 'Yes' score '5', else '0'. If question is disabled, score '0'.	Yes	If it is NA, its weight will be redistributed
	Part B, D4	Use of alternative data sources	20%	If no option selected, score '0'. If any one option is yes, score '5'.	Sub-questions	If every option is NA - weight redistribute. Otherwise, ranges are defined in a manner that schemes get full scores.
	Part B, D6	Use of emerging technologies	20%	If no option selected, score '0'. If any one option is yes, score '5'.	Sub-questions	If every option is NA - weight redistribute. Otherwise, ranges are defined in a manner that schemes get full scores.
Data security & HR capacity	Part B, E1	Antivirus updates	5%		No	
	Part B, E2	Security audits	5%		No	
	Part B, E3 and 4	SSL certification	5%		No	
	Part B, E5	Firewalls	5%		No	
	Part B, E6	External communication	10%		No	
	Part B, E7, 8	Personal data protection	10%		No	
	Part B, E9	Personal data protection 2	10%		No	
	Part B, E10	Data QC team	25%		No	
	Part B, E11	Data analysis team	25%		No	
Data management	Part A, D1,3,4,5	Data management architecture	25%		No	
	Part A, D2	Data management Compliance	10%		No	
	Part B, F1 and 2	Distributed storage	25%		No	
	Part B, F3 and 4	Cloud storage	25%		No	
	Part B, F5	Historical data management	15%		No	
Synergistic data	Part A, E1 and 2	Identification of data gaps	40%		No	

Theme	Question No.	Question	Question Weightage within theme	Scoring mechanism	NA present?	Way to handle
use within M/D	Part A, E3	Data exchange	60%	If response is "No", score 0. If response is "In-progress", score 3. If response is "Yes", score 5. If "Yes" is the response, its veracity will be validated from the subjective descriptions and hence responding to descriptions is also important.	Yes	If it is NA, its weight will be redistributed
Inter-agency data collaboration	Part A, F1	Collaborations	50%		No	
	Part A, F2	Types of collaborations	50%		No	
Prescriptive Analytics	Part A, G1	Prescriptive analytics	50%		No	
	Part A, G2	Frequency	25%		No	
	Part A, G3	Modes	25%		No	
Good Practices	Part A, H	Good practices	100%		No	

12 Reports Module

12.1 Performance Reports

12.1.1 Category-wise score

Path: Dashboard>> Performance Reports>> Category Wise Score

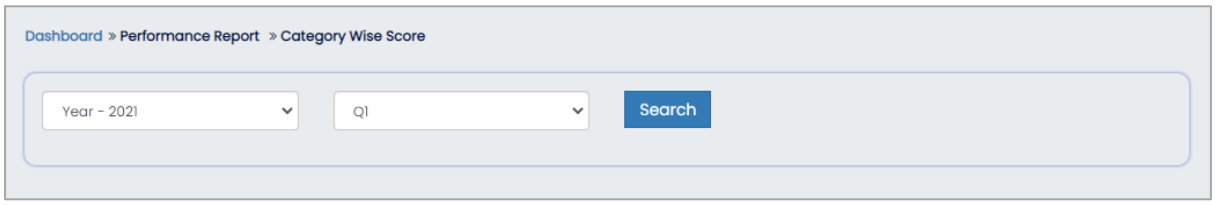


Figure 12-1

Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search category-wise score report

Click Download PDF to download PDF

Click Export to Excel to get category-wise score details in Excel

Category wise score details will be displayed with following column headings:

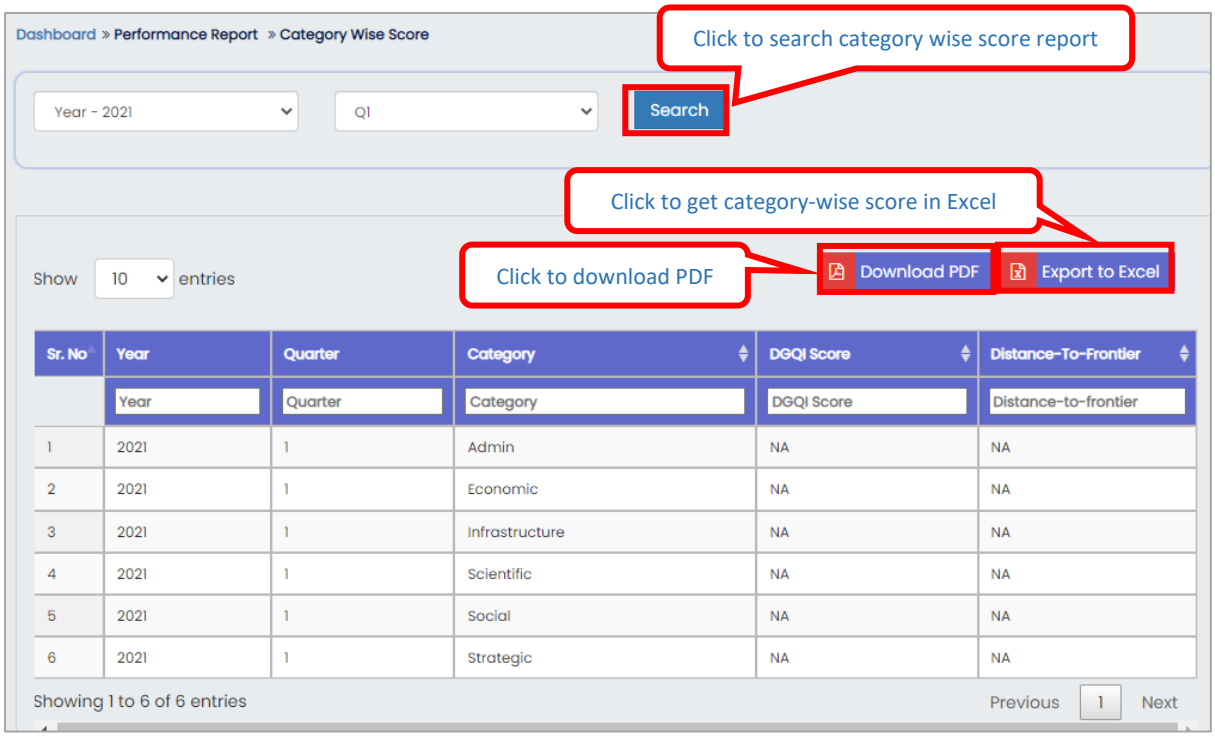


Figure 12-2

- Sr. No
- Year
- Quarter
- Category
- DGQI Score
- Distance-To-Frontier

12.1.2 M/D Wise Score

Path: Dashboard>> Performance Reports>> M/D Wise Score

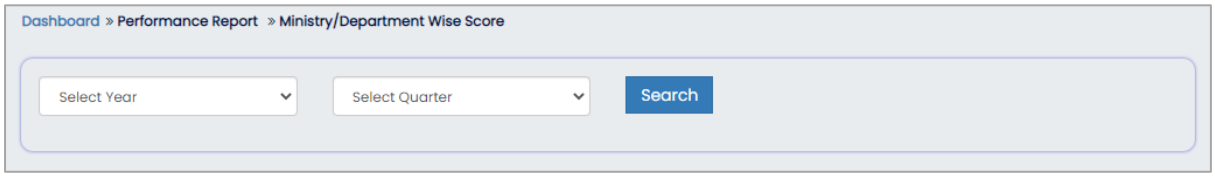


Figure 12-3

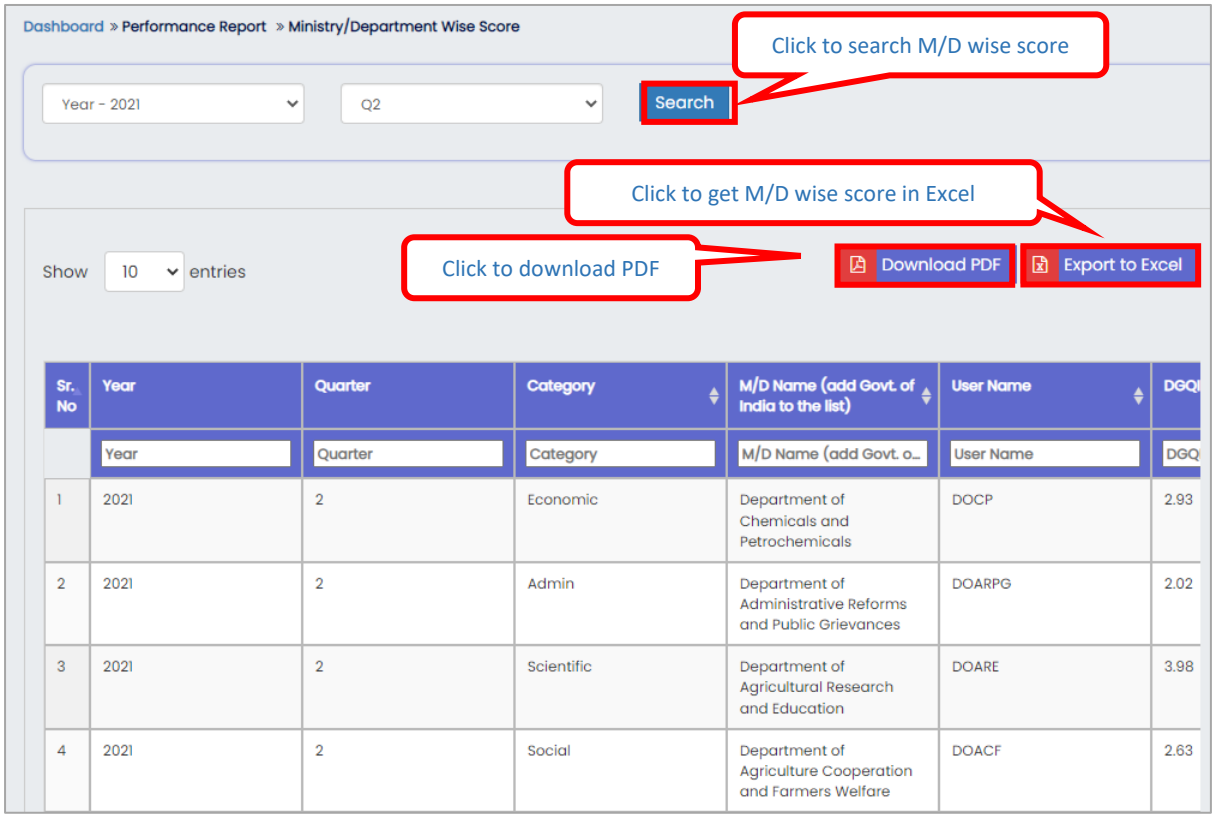
Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search M/D wise score report

Click Download PDF to download PDF

Click Export to Excel to get M/D wise score details in Excel

M/D wise score details will be displayed with following column headings:



Sr. No	Year	Quarter	Category	M/D Name (add Govt. of India to the list)	User Name	DGQI
	Year	Quarter	Category	M/D Name (add Govt. o...	User Name	DGQ
1	2021	2	Economic	Department of Chemicals and Petrochemicals	DOCP	2.93
2	2021	2	Admin	Department of Administrative Reforms and Public Grievances	DOARPG	2.02
3	2021	2	Scientific	Department of Agricultural Research and Education	DOARE	3.98
4	2021	2	Social	Department of Agriculture Cooperation and Farmers Welfare	DOACF	2.63

Figure 12-4

- Sr. No
- Year
- Quarter
- Category
- DGQI Score
- Distance-To-Frontier
- Data Strategy Pillar
- Data Systems Pillar
- Data Driven Outcomes Pillar

12.1.3 M/D Wise Theme Score

Path: Dashboard>> Performance Reports>> M/D Wise Theme Score

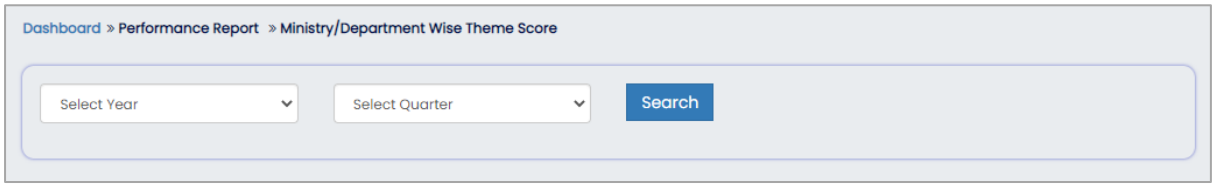


Figure 12-5

Enter following details:

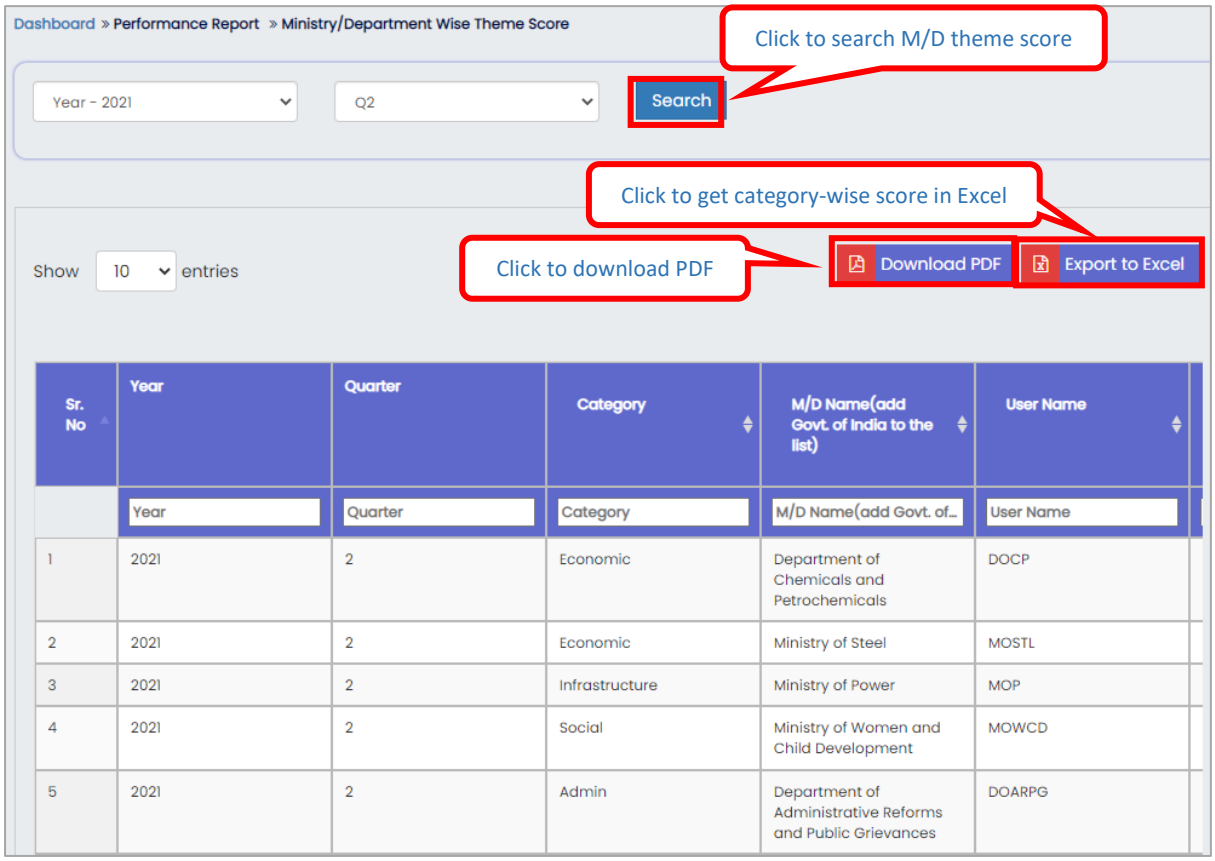
- Select year from dropdown
- Select quarter from dropdown

- Click Search to search M/D wise theme score

Click Download PDF to download PDF

Click Export to Excel to get M/D wise theme score details in Excel

M/D wise theme score will be displayed with following column headings:



Sr. No	Year	Quarter	Category	M/D Name(add Govt. of India to the list)	User Name
	Year	Quarter	Category	M/D Name(add Govt. of...	User Name
1	2021	2	Economic	Department of Chemicals and Petrochemicals	DOCP
2	2021	2	Economic	Ministry of Steel	MOSTL
3	2021	2	Infrastructure	Ministry of Power	MOP
4	2021	2	Social	Ministry of Women and Child Development	MOWCD
5	2021	2	Admin	Department of Administrative Reforms and Public Grievances	DOARPG

Figure 12-6

- Sr. No
- Year
- Quarter
- Category
- M/D Name (add Govt. of India to the list)
- Username
- DGQI Score
- Data and Strategy Unit
- Action Plan
- Data Generation
- Data Quality
- Data Analysis, Use and Dissemination
- Use of Technology
- Data Security and HR Capacity

- Data management
- Synergistic data use within MD
- Inter -Agency data collaboration
- Prescriptive analysis
- Good Practices

12.1.4 M/D Wise Action Points Progress

Path: Dashboard>> Performance Reports>> Ministry/Department Wise Action Point Progress

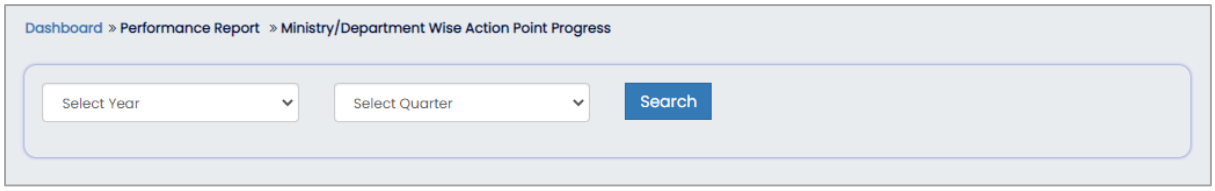


Figure 12-7

Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search M/D wise action points progress

Click Download PDF to download PDF

Click Export to Excel to get M/D wise action points progress details in Excel

M/D wise action points progress will be displayed with following column headings:

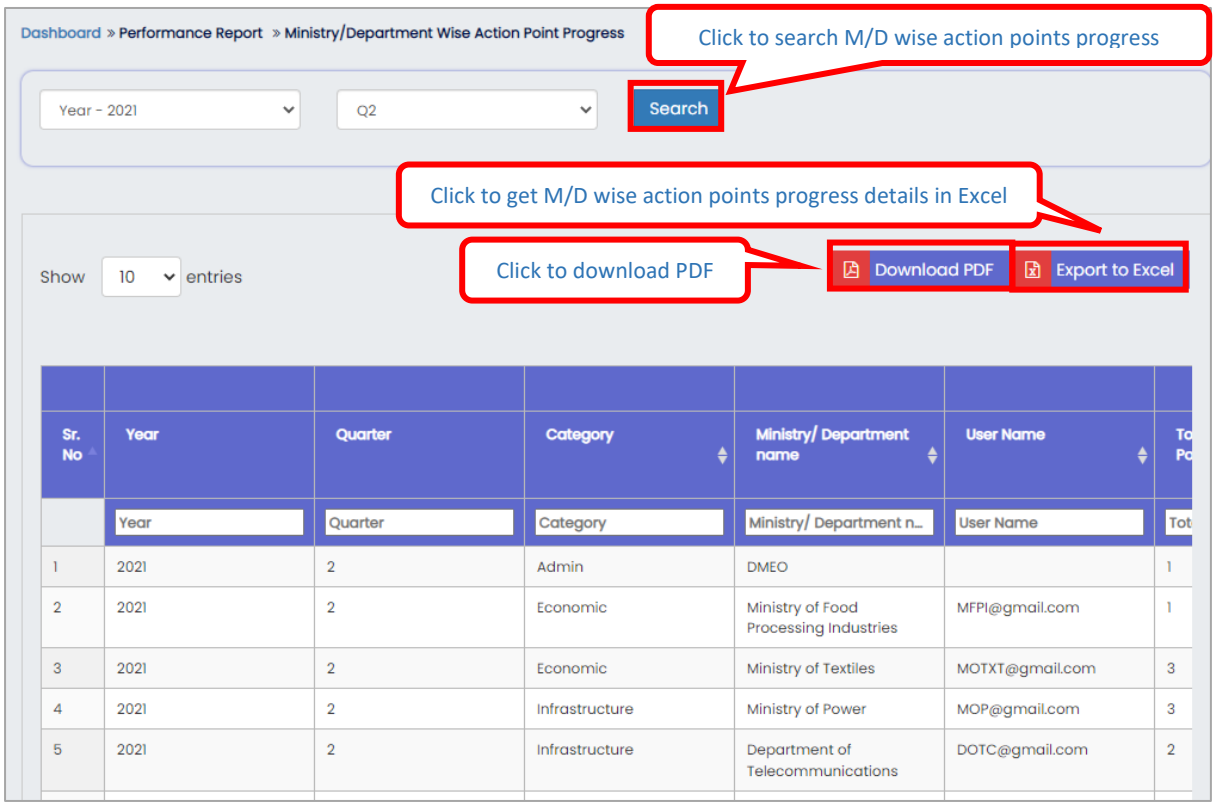


Figure 12-8

- Sr. No
- Year
- Quarter
- Category
- Ministry/ Department name
- User Name
- Total no. Of Action Points
- No. Of Action Points Due
- No. Of Action Points Completed
- Yet to be initiated
- In progress
- Completed but delayed

12.1.5 Scheme Wise Score

Path: Dashboard>> Performance Reports>> Scheme Wise Score

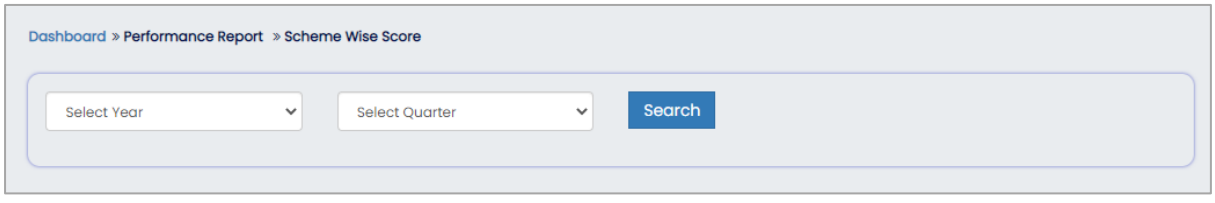


Figure 12-9

Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search scheme wise score

Click Download PDF to download PDF

Click Export to Excel to get scheme wise score details in Excel

Scheme wise score will be displayed with following column headings:

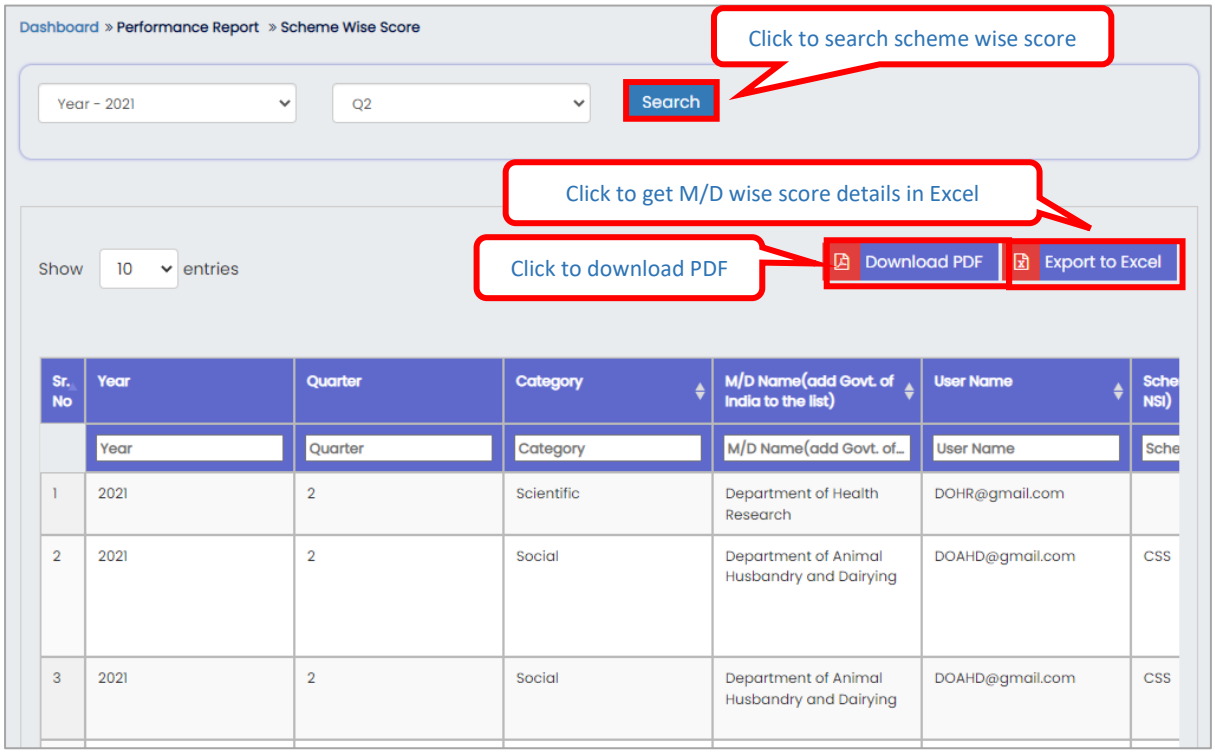


Figure 12-10

- Sr. No
- Year
- Quarter
- Category
- M/D Name (add Govt. of India to the list)
- User Name
- Scheme type (CS/CSS/ NSI)
- Scheme name
- DGQI score
- Distance-to-Frontier

12.1.6 M/D Wise Trend Analysis

Path: Dashboard>> Performance Reports>> M/D Wise Trend Analysis

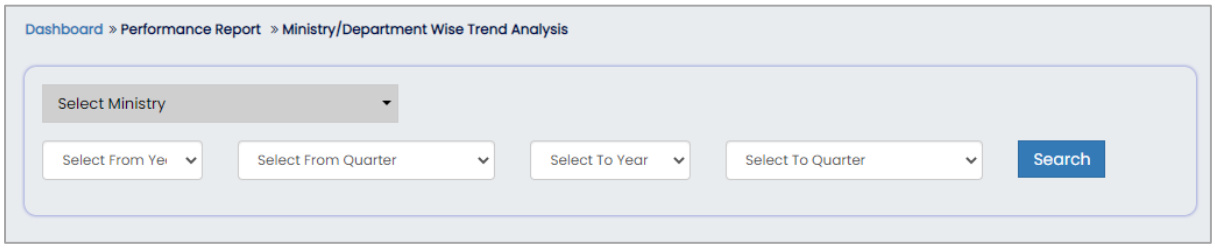


Figure 12-11

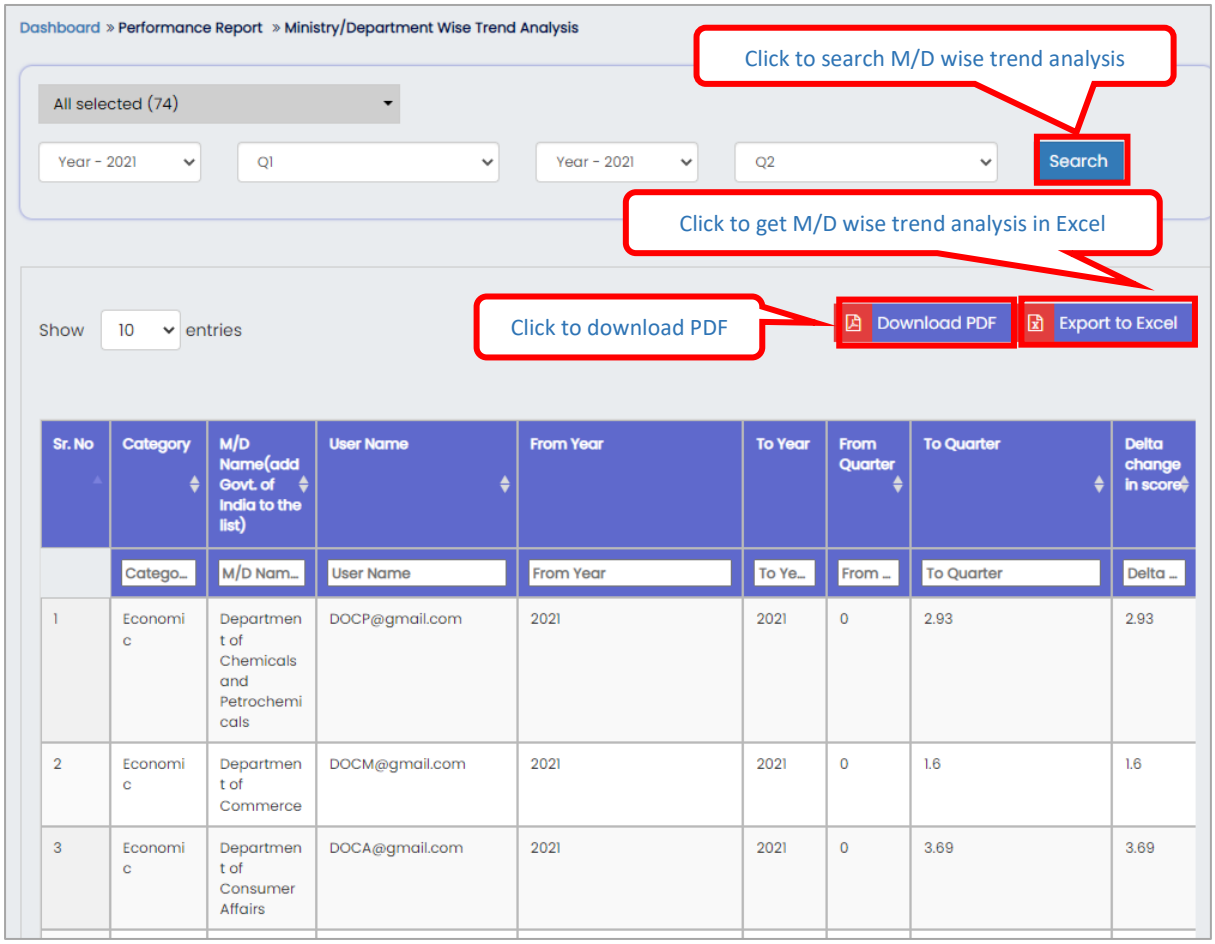
Enter following details:

- Select ministry from dropdown
- Select year from dropdown
- Select from quarter from dropdown
- Select to year from dropdown
- Select to quarter from dropdown
- Click Search to search M/D wise trend analysis

Click Download PDF to download PDF

Click Export to Excel to get M/D wise trend analysis details in Excel

M/D wise trend analysis will be displayed with following column headings:



Sr. No	Category	M/D Name(add Govt. of India to the list)	User Name	From Year	To Year	From Quarter	To Quarter	Delta change in score
	Catego...	M/D Nam...	User Name	From Year	To Ye...	From ...	To Quarter	Delta ...
1	Economic	Department of Chemicals and Petrochemicals	DOCP@gmail.com	2021	2021	0	2.93	2.93
2	Economic	Department of Commerce	DOCM@gmail.com	2021	2021	0	1.6	1.6
3	Economic	Department of Consumer Affairs	DOCA@gmail.com	2021	2021	0	3.69	3.69

Figure 12-12

- Sr. No
- Category
- M/D Name(add Govt. of India to the list)
- User Name
- From Year
- To Year
- From Quarter
- To Quarter
- Delta change in score

12.1.7 Scheme Wise Trend Analysis

Path: Dashboard>> Performance Reports>> Scheme Wise Trend Analysis

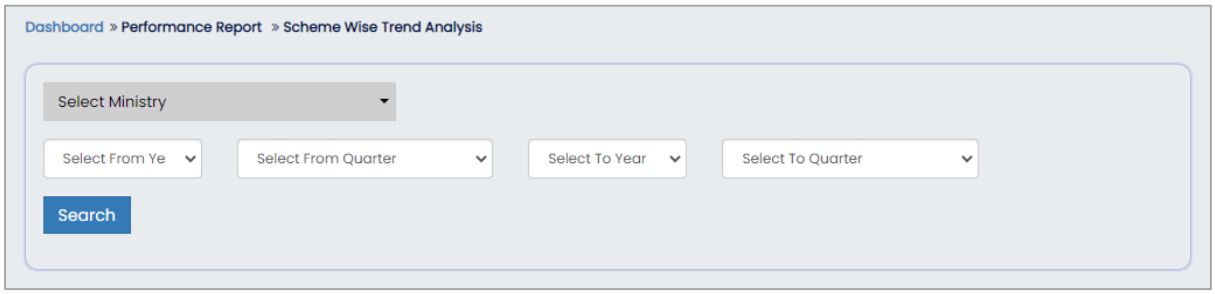


Figure 12-13

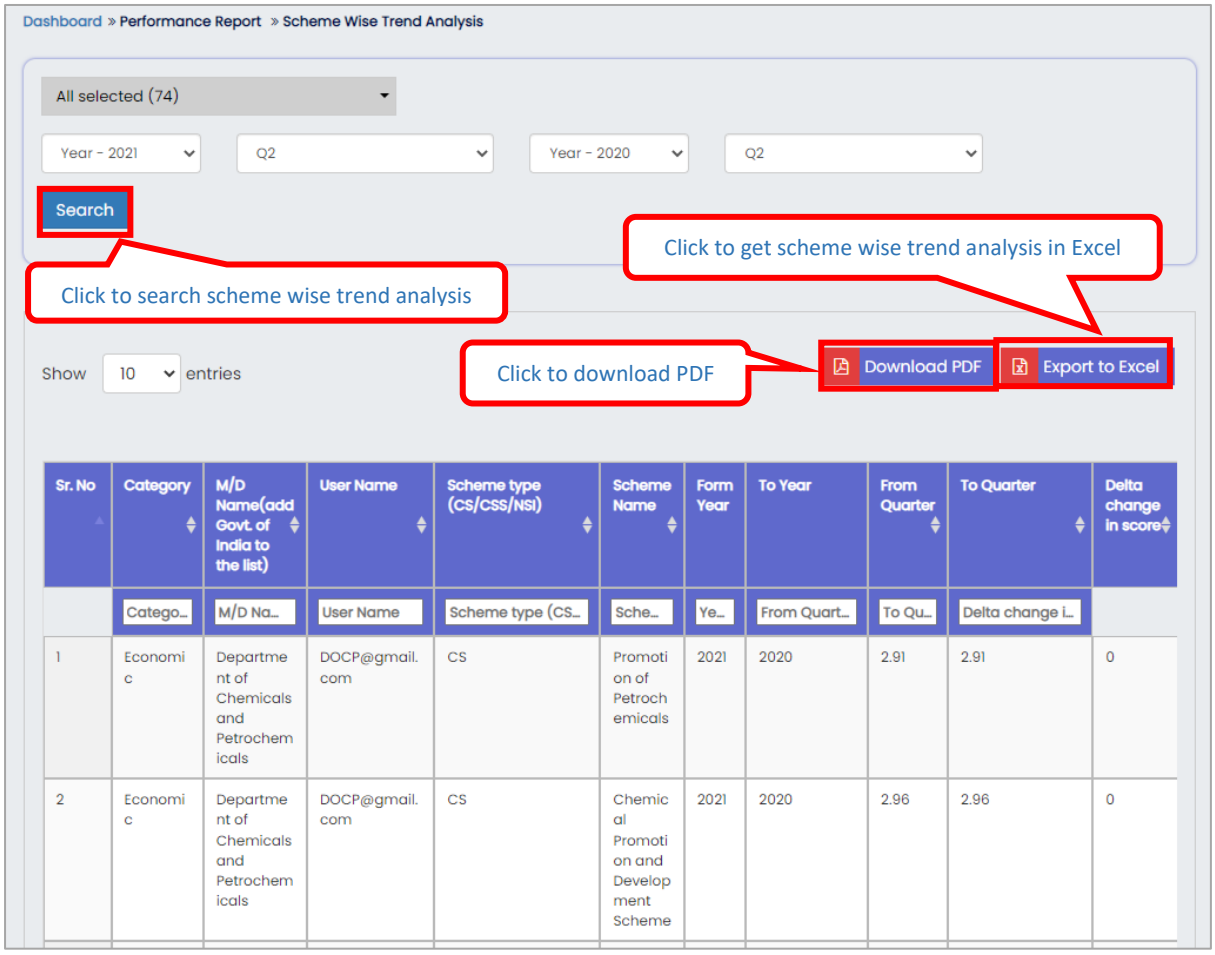
Enter following details:

- Select ministry from dropdown
- Select year from dropdown
- Select from quarter from dropdown
- Select to year from dropdown
- Select to quarter from dropdown
- Click Search to search scheme wise trend analysis

Click Download PDF to download PDF

Click Export to Excel to get scheme wise trend analysis details in Excel

Scheme wise trend analysis details will be displayed with following column headings:



Sr. No	Category	M/D Name(add Govt. of India to the list)	User Name	Scheme type (CS/CSS/NSI)	Scheme Name	Form Year	To Year	From Quarter	To Quarter	Delta change in score
	Catego...	M/D Na...	User Name	Scheme type (CS...	Sche...	Ye...	From Quart...	To Qu...	Delta change i...	
1	Economic	Department of Chemicals and Petrochemicals	DOCP@gmail.com	CS	Promotion of Petrochemicals	2021	2020	2.91	2.91	0
2	Economic	Department of Chemicals and Petrochemicals	DOCP@gmail.com	CS	Chemical Promotion and Development Scheme	2021	2020	2.96	2.96	0

Figure 12-14

- Sr. No
- Category
- M/D Name (add Govt. of India to the list)
- User Name
- Scheme type (CS/CSS/NSI)
- Scheme Name
- Form Year
- To Year
- From Quarter
- To Quarter
- Delta change in score

12.1.8 Question Wise Trend Analysis

Path: Dashboard>> Performance Reports>> Question Wise Trend Analysis

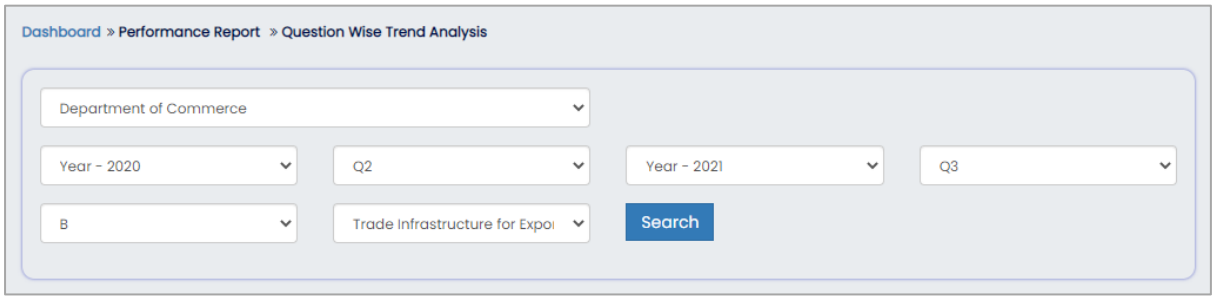


Figure 12-15

Enter following details:

- Select department of commerce from dropdown
- Select from year from dropdown
- Select from quarter from dropdown
- Select to year from dropdown
- Select to quarter from dropdown
- Select part from dropdown

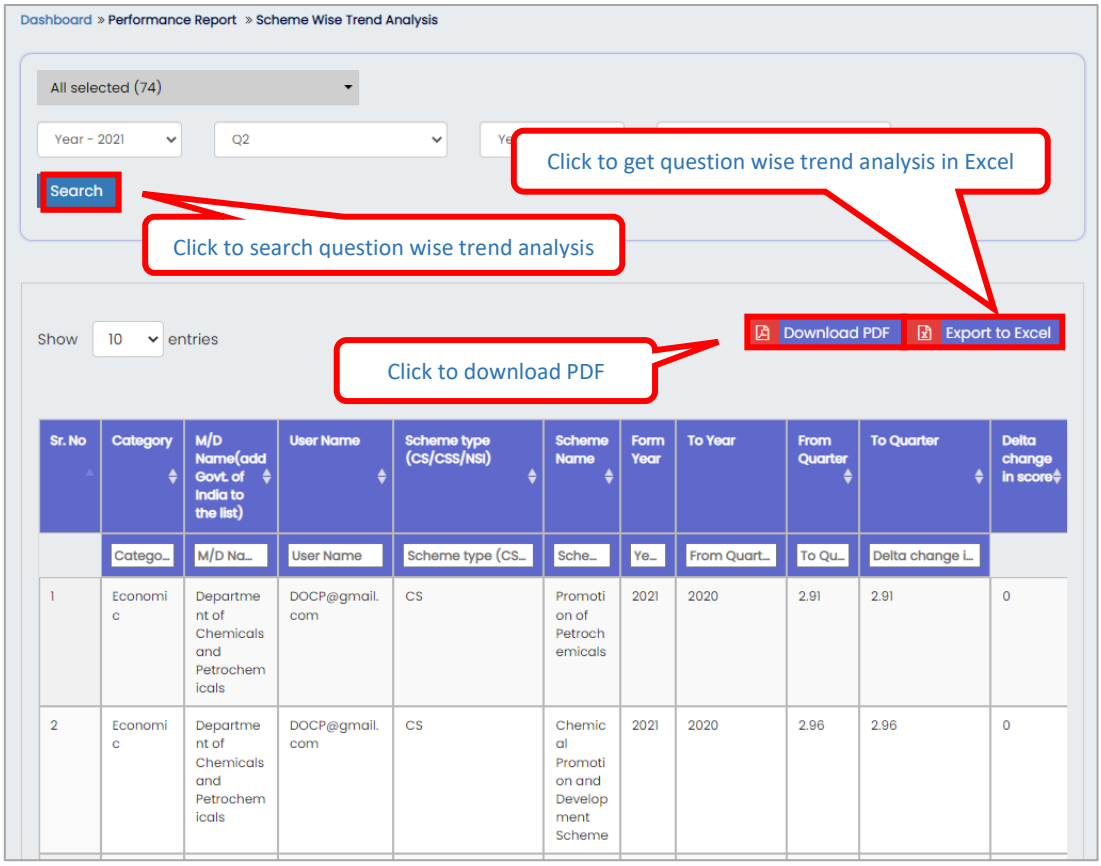
If DMEO admin select B from dropdown, admin needs to enter following details;

- Scheme Name: Select scheme name from dropdown
- Click Search to search question wise trend analysis

Click Download PDF to download PDF

Click Export to Excel to get question wise trend analysis details in Excel

Question wise trend analysis details will be displayed with following column headings:



Sr. No	Category	M/D Name(add Govt. of India to the list)	User Name	Scheme type (CS/CSS/NSI)	Scheme Name	Form Year	To Year	From Quarter	To Quarter	Delta change in score
	Catego...	M/D Na...	User Name	Scheme type (CS...	Sche...	Ye...	From Quart...	To Qu...	Delta change i...	
1	Economic	Department of Chemicals and Petrochemicals	DOCP@gmail.com	CS	Promotion of Petrochemicals	2021	2020	2.91	2.91	0
2	Economic	Department of Chemicals and Petrochemicals	DOCP@gmail.com	CS	Chemical Promotion and Development Scheme	2021	2020	2.96	2.96	0

Figure 12-16

- Sr. No
- Category
- M/D Name
- Username
- Part (A/B)
- Question Name
- Scheme type (CS/CSS/NSI)
- Scheme Name
- From Year
- To Year
- From Quarter
- To Quarter
- Delta change in score

12.2 Compliance Reports

12.2.1 M/D User Log

Path: Dashboard>> Compliance Report>> Ministry/Department Log

M/D User Log details will be displayed with following column headings:

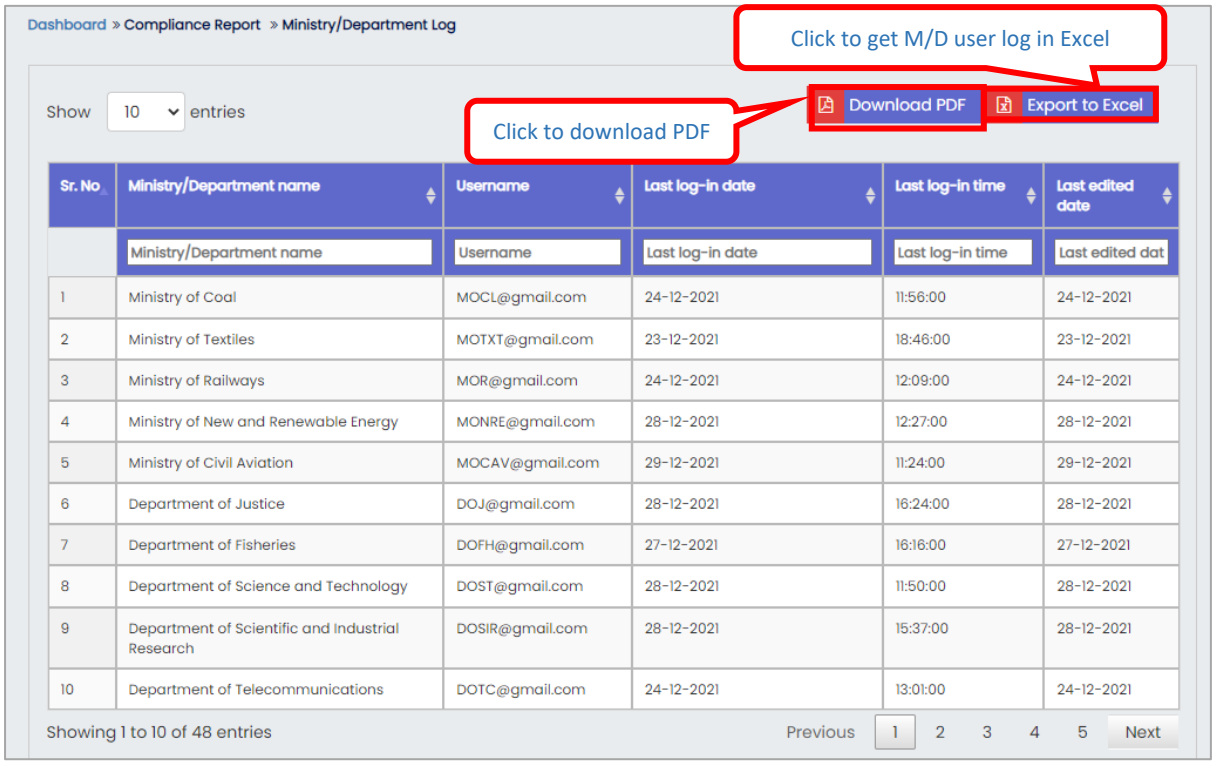
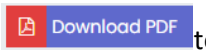
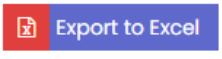


Figure 12-17

- Sr. No
- Ministry/Department name
- Username
- Last log-in date
- Last log-in time
- Last edited date

Click 

to download PDF

Click 

to get M/D User Log details in Excel

12.2.2 M/D Wise Status

Path: Dashboard>> Compliance Report>> M/D Wise Status

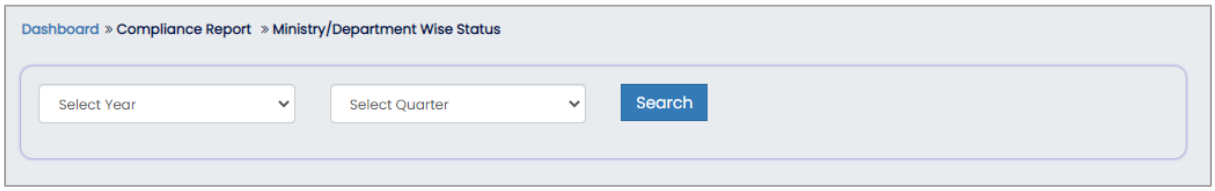


Figure 12-18

Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search M/D wise status report

Click Download PDF to download PDF

Click Export to Excel to get M/D wise status in Excel

M/D wise status will be displayed with following column headings:

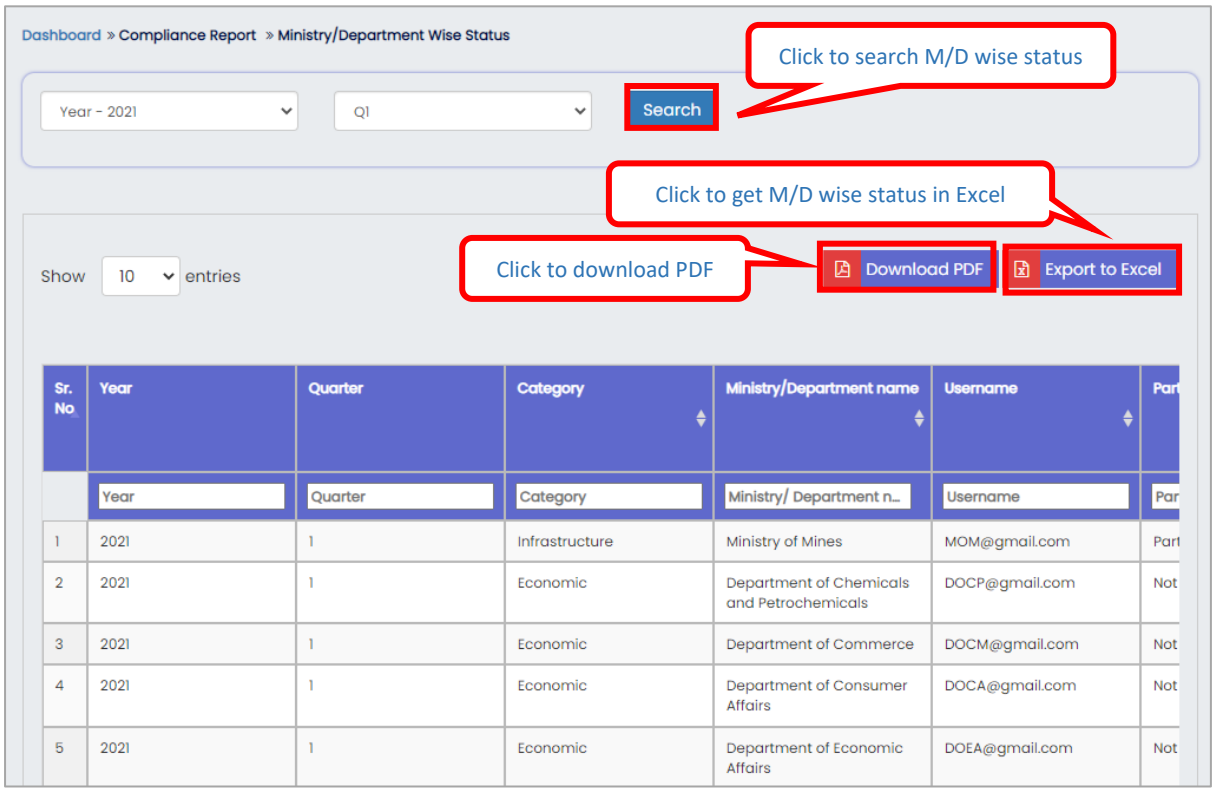


Figure 12-19

- Sr. No
- Year
- Quarter

- Category
- Ministry/Department name
- UsernamePart
- A Status (Not started, Partial, Submitted)
- Percentage of Completion (based on number of questions answered in Part-A)
- Total no. of schemes
- No. of schemes not started
- No. of schemes in Partial
- No. of schemes submitted

12.2.3 Scheme Wise Status

Path: Dashboard>> Compliance Report>> Scheme Wise Status

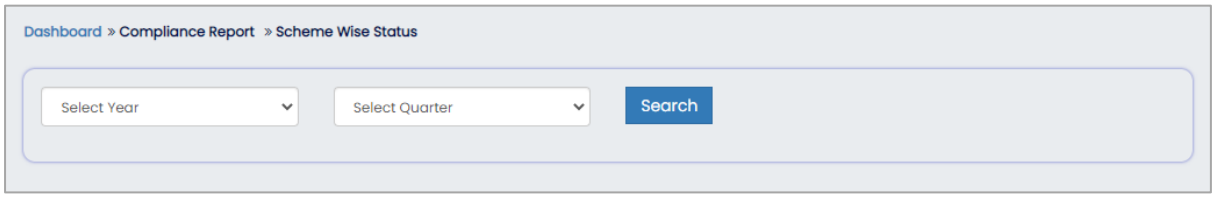


Figure 12-20

Enter following details:

- Select year from dropdown
- Select quarter from dropdown
- Click Search to search scheme wise status report

Click Download PDF to download PDF

Click Export to Excel to get scheme wise status in Excel

Scheme wise status will be displayed with following column headings:

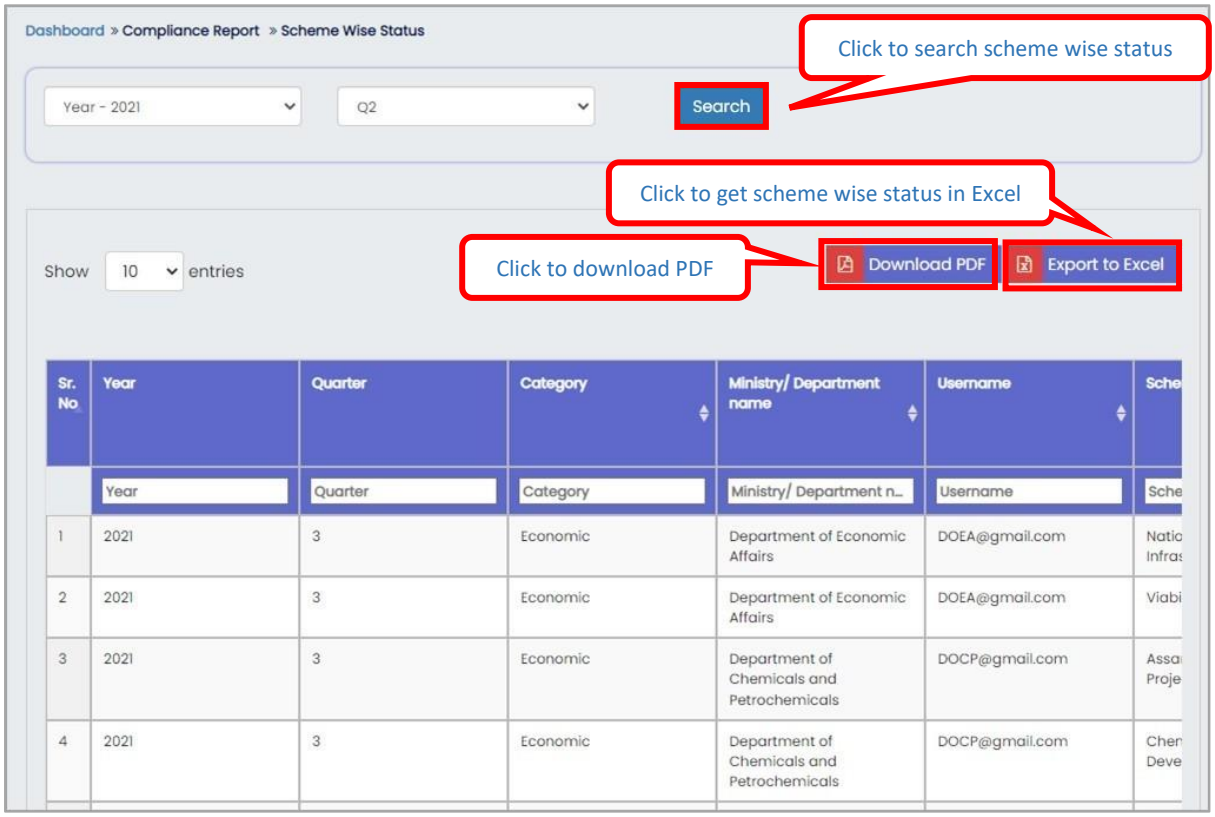


Figure 12-21

- Sr. No
- Year

- Quarter
- Category
- Ministry/ Department name
- Username
- Scheme name
- Status (Not started, Partial, Submitted)
- Percentage of Completion (based on number of questions answered in Part-B)