NITI Aayog

National Institution for
Transforming India

GI DASHBOARD

User Manual for
India Index

Version 1.0

Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description

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1 Introduction

The **Government of India** had decided that to measure and monitor India's performance on various social, economic and other parameters through internationally recognized **Global Indices**.

The goal of this exercise are to use these Indices as tools for self-improvements and bring about reforms in the policies and processes of Government agencies and bring about reforms in the policies and processes of Government agencies and financial institutions while creating a conducive ecosystem for foreign and domestic investment flow.

Goals

- Driving reforms at the National and State level by ranking of States
- Promoting cooperative and competitive federalism
- Enhancing citizen service delivery, ease of living and ease of doing business

About the dashboard:

The dashboard is created to support the Government's decision to leverage the monitoring mechanism of select global indices to drive reforms and growth. The dashboard allows for monitoring of the parameters as per official data as well as the data source used by the publishing agency. The dashboard also allows for monitoring of performance of states and it also inculcates healthy competition among States/UTs through their scoring and ranking on these Indices and Reform Actions.

This manual illustrates the functionality for India Index Module, its creation, mapping and Data Entry and functions at various user levels. It also covers the score/Rank calculation types (manual and formula) and frequency of Data Entry. Care is taken to explain each function minutely.

1.1 Purpose

The purpose of this user manual is to provide an insight on the operations of India Index Module. This manuals serves the requirement of users like DMEO, Nodal Administrator, State/Line Administrators and Data Entry Users at all levels on how to create, assign, map and approve the India Index.

As you complete reading this document, you will be able to:

- Create India Index, Map with Nodal Ministry
- Add Themes/Parameters, Sub Parameters to India Index
    - Define Calculation Type
    - Set Frequency (formula Type)
- Map India Index with Users at State/Line Admins, who in turn can map Data Entry users at respective levels

- Enter Data to auto populate the Ranks
- Data Approval
- Visualize Data in Visualization

Note:

Nomenclature: India Index carries "**_India**".

1.2 Organization Structure

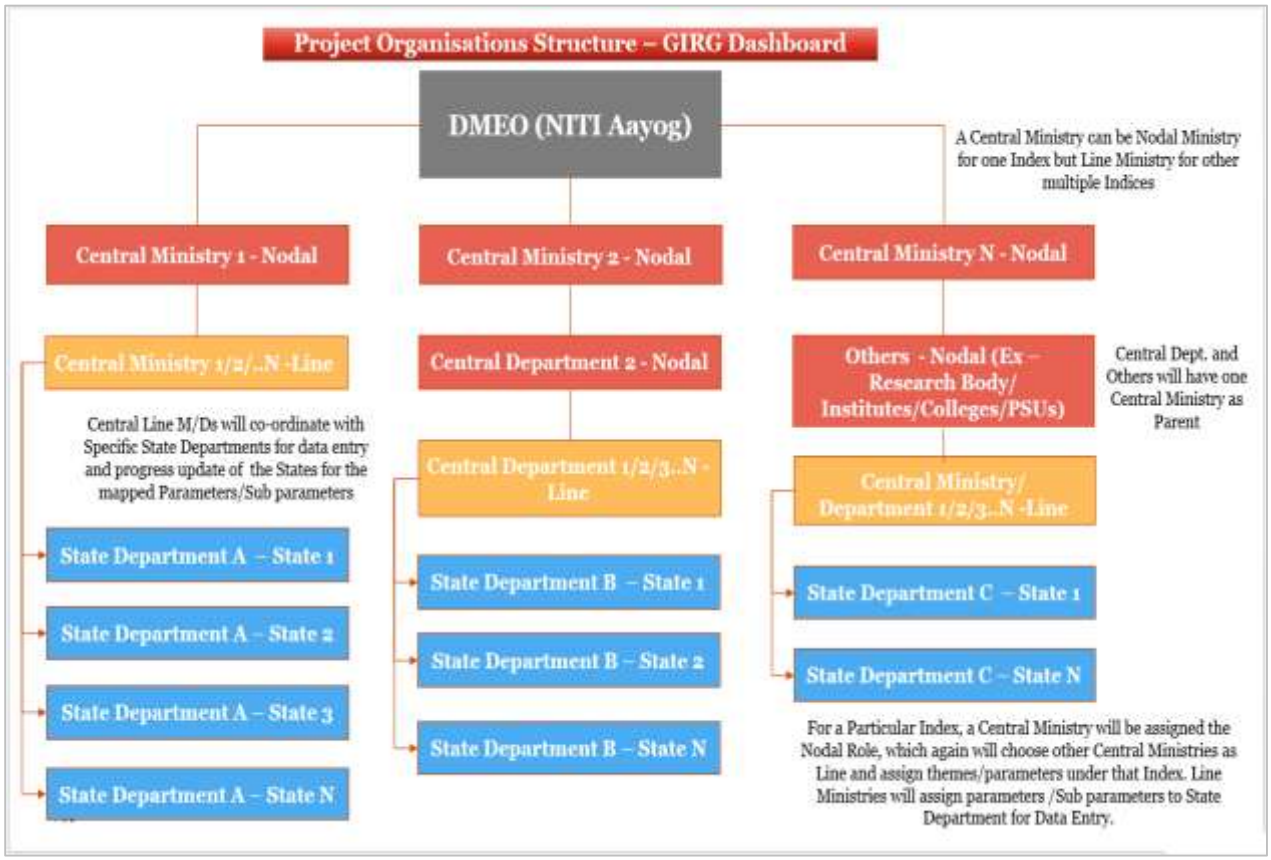


Figure 1-1

1.3 Users & Roles

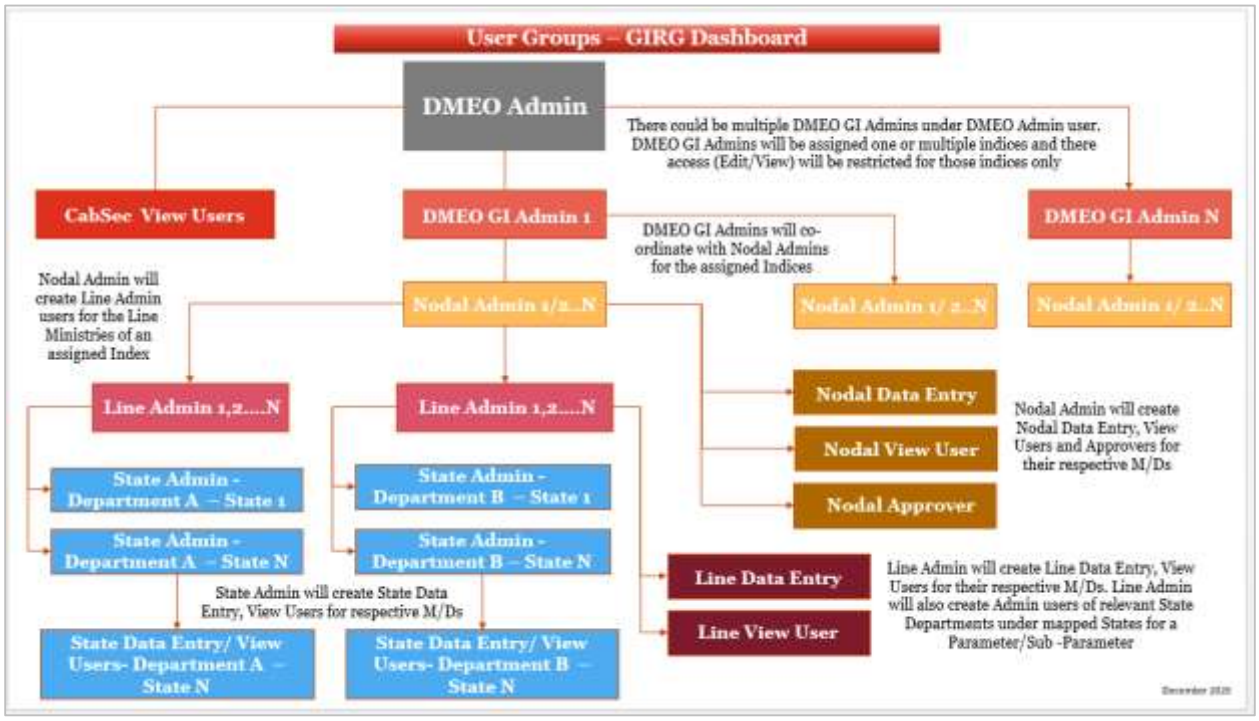


Figure 1-2

1.4 Key Modules of GI Dashboard

Following are the key modules of GI Dashboard;

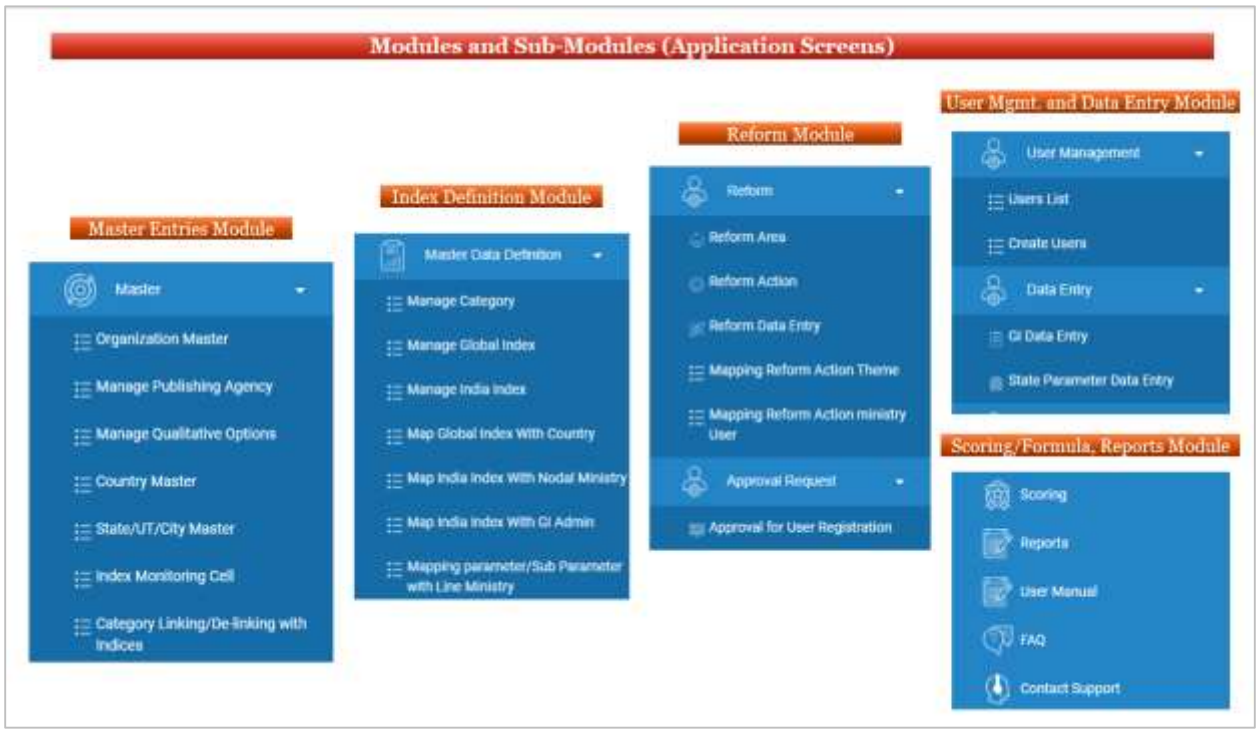


Figure 1-3

2 India Index Module

2.1 High Level Flow

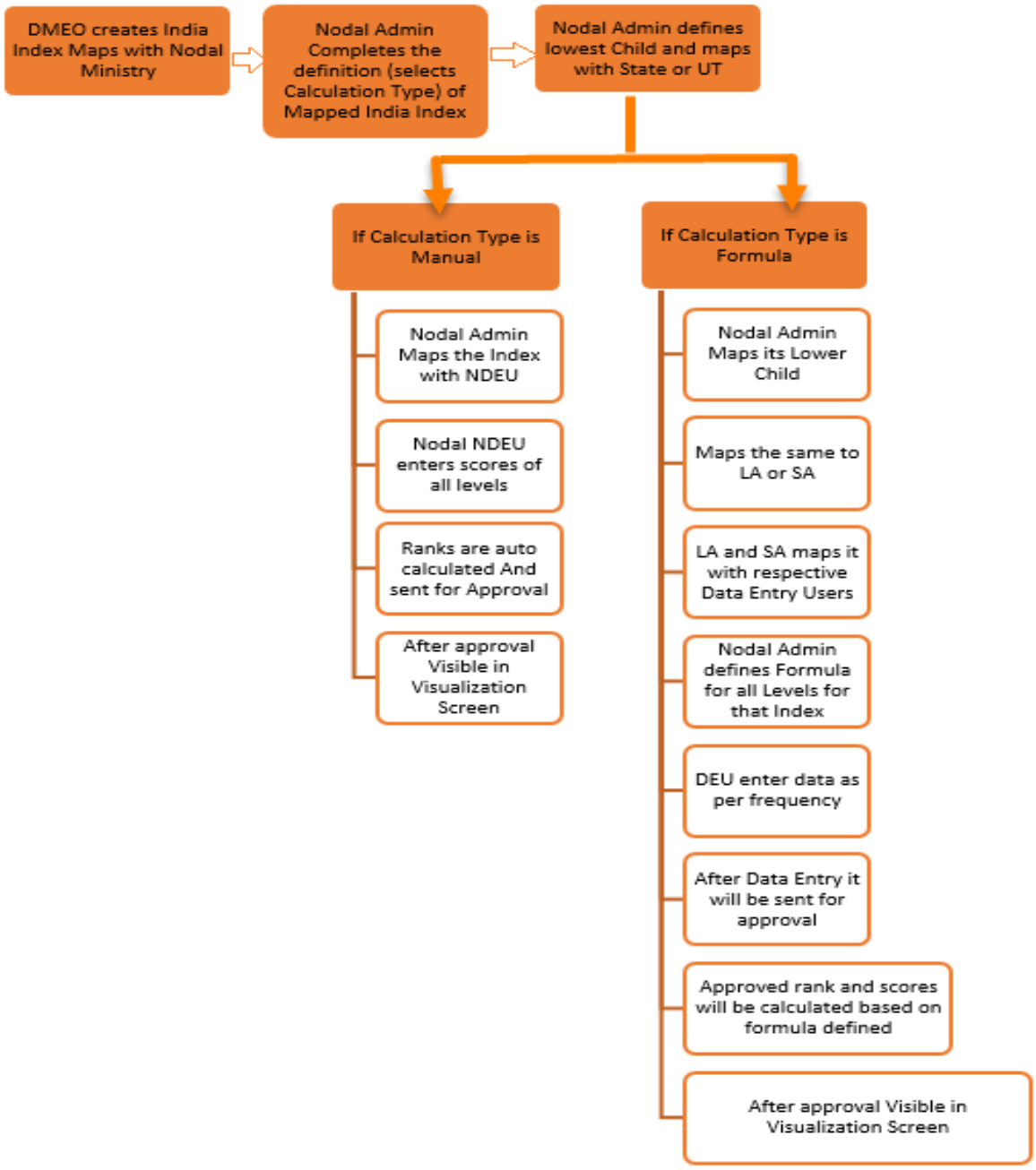


Figure 2-1

3 Manage India Index -Steps

1) Create India Index
2) Map India Index with Nodal Ministries and Departments by DMEO Administrator
3) Create the complete Tree Structure of India Index (by creating the Themes & Parameters, Sub Parameters etc.) by Nodal Admin.
4) Set Calculation Type
    a. Manual
    b. Formula Base
5) Map India Index with State/Line Admins
6) Map India Index with Data Entry Users
7) Enter Data at Different levels
8) Data Entry Approval
9) Visualization

3.1 Create India Index

Login with DMEO Admin Credentials. Select Manage India Index from left menu;

Path >> Index Definition >> Manage India Index

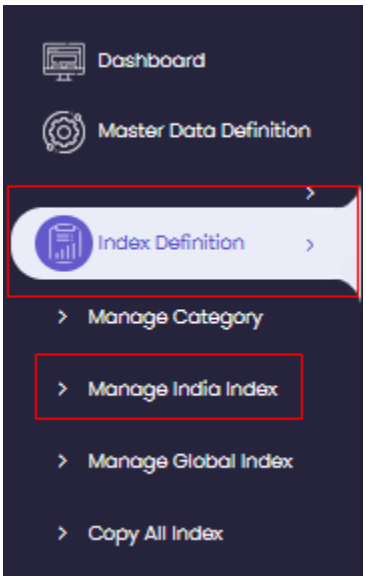


Figure 3-1

India Index screen will be displayed with search functionality.

3.1.1 Search India Index

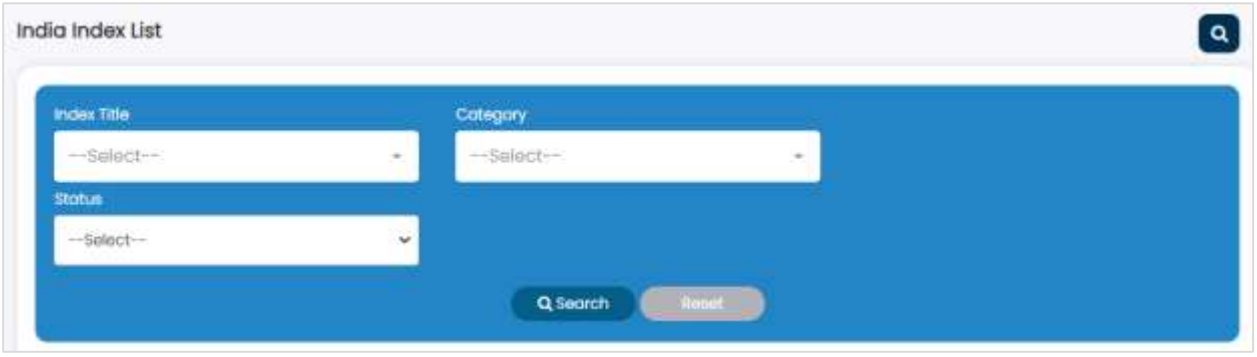


Figure 3-2

Search India Indices by index title, category, and/or status.

India Indices screen will be displayed with following column headings:

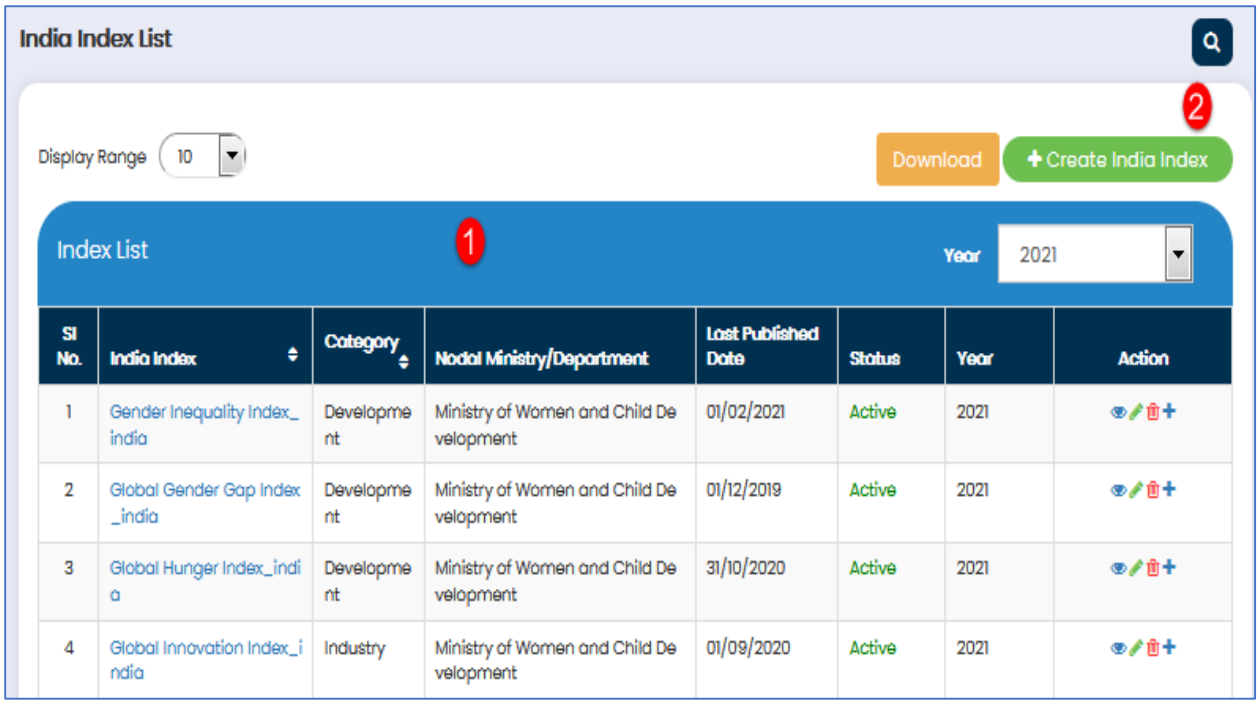


Figure 3-3

- S. No.
- Index Title
- Category
- Ministry/Department Assigned
- Status
- Action
  - Click (edit) icon to edit the record
  - Click (view) icon to view the record
  - Click (delete) icon to delete record

3.1.2 Edit India Index

- Click (edit) icon on India Indices listing screen to edit the record
- India Index information will be displayed in edit mode

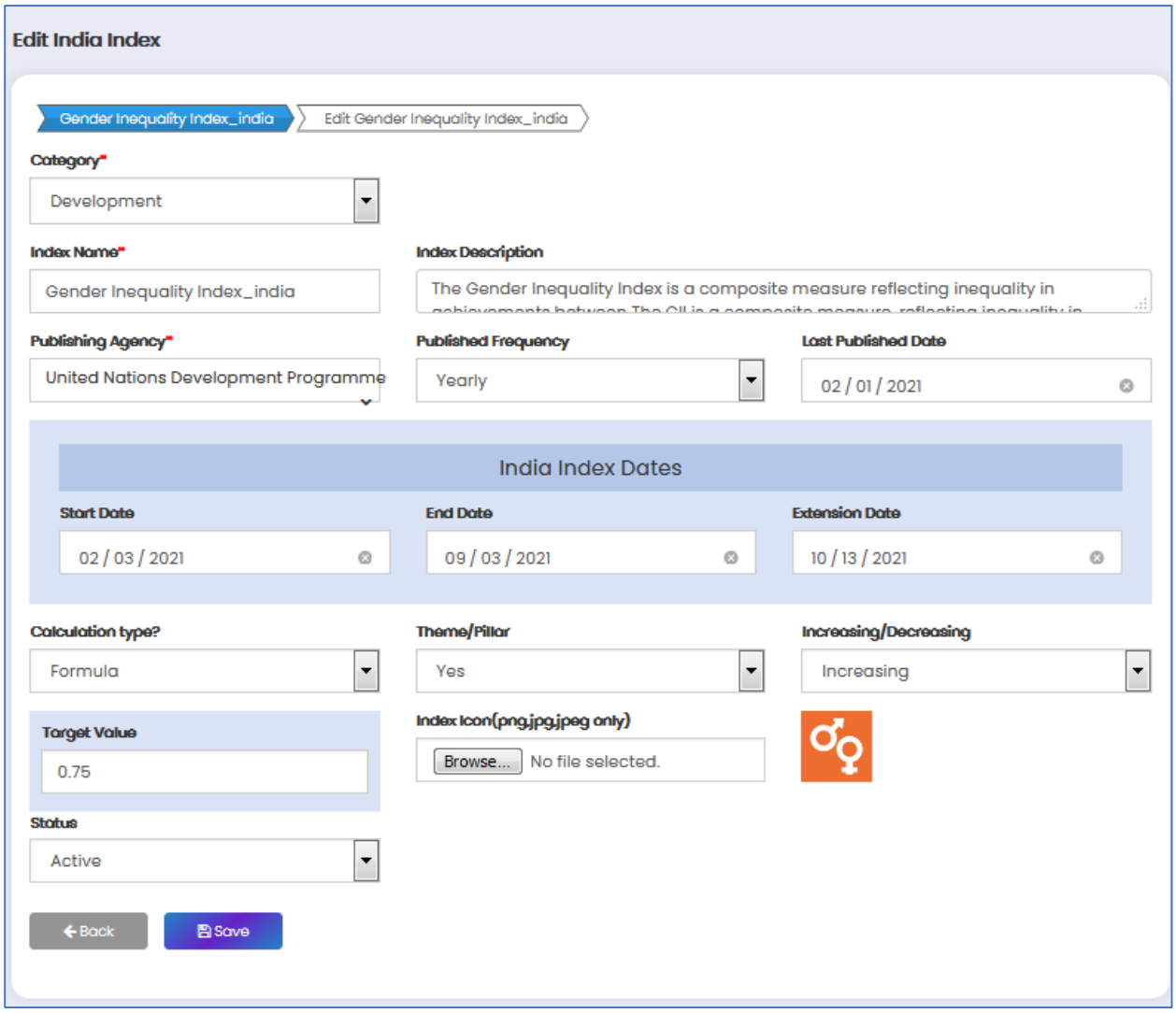
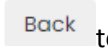


Figure 3-4

- Edit India Index information and click

button to save India Index.
- Click 

to get back to previous screen (listing screen).

3.1.3 View India Index

- Click (view) icon on India Indices listing screen to view the record

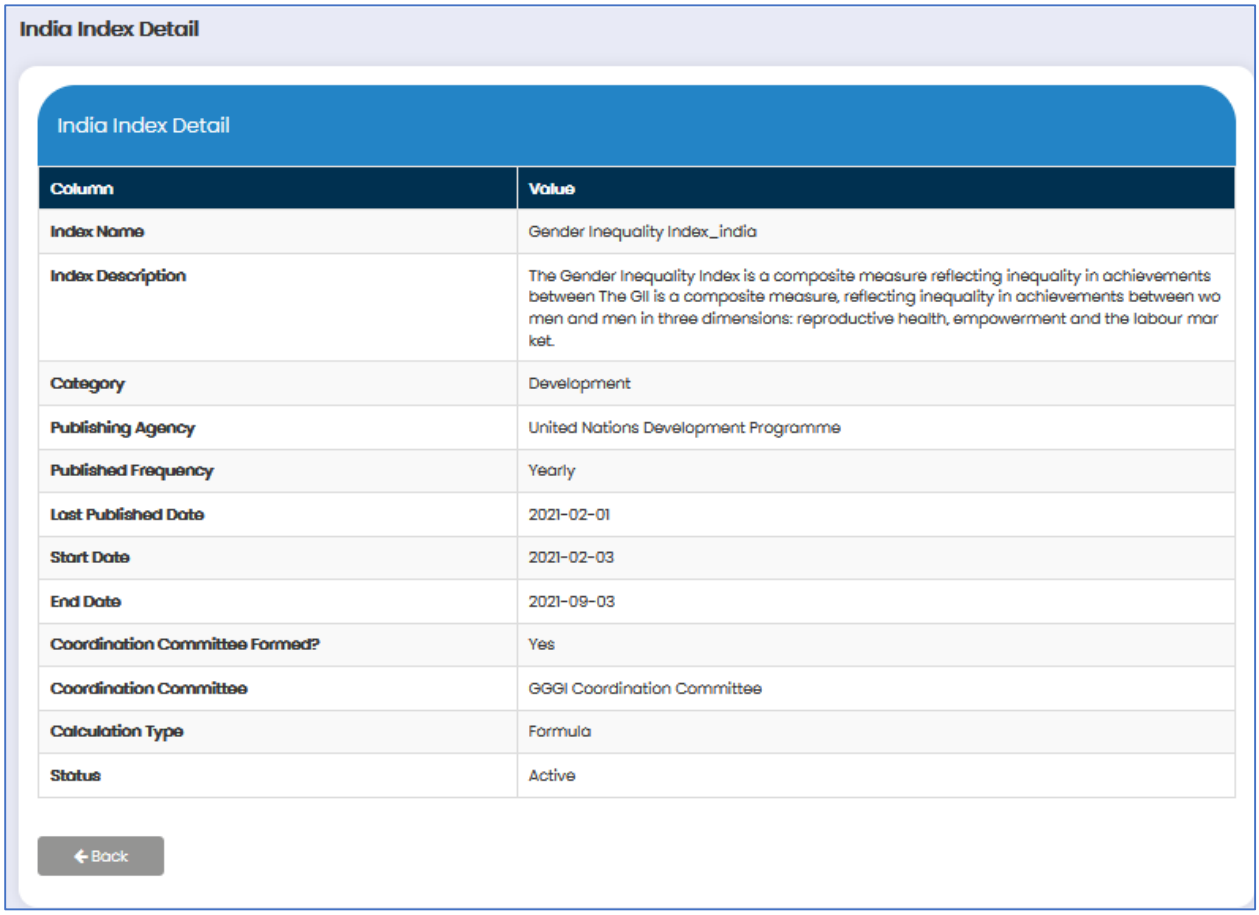


Figure 3-5

- India Index information will be displayed in view mode.
- Click Back to get back to previous screen (listing screen).

3.1.4 Delete India Index

- Click (delete) icon on India Indices listing screen to delete record
- System prompts message before deletion.

3.1.5 Create Index

Select + Create Index on India Index listing screen;

This allows definition of Index, based on theme or parameter and number of countries covered under this. While adding the Index scores at various levels, whom so ever it is assigned, the Data Entry user will be able to add scores for defined number of countries only.

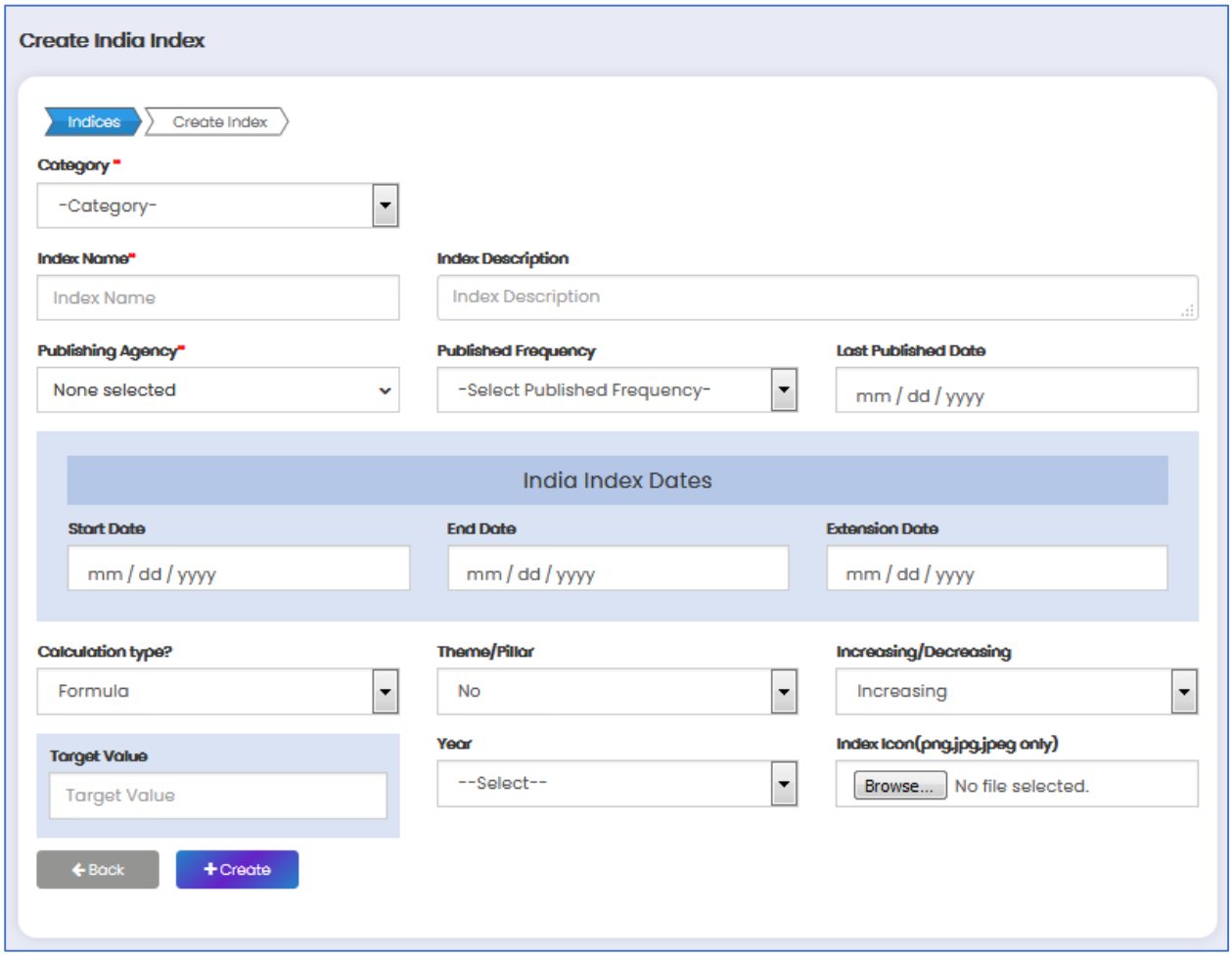


Figure 3-6

- Category *: Select category from dropdown list

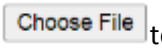
Figure 3-7

- Index Name*: Select Index Name from dropdown list
- Publishing Agency*: Select publishing Agency (WHO or World Bank)
- Published Frequency*: Select published frequency

Note: Data will be entered on selected frequency.

- Entering Normalized Value?: Select value 'yes' or 'no'

Note: It will allow the user to enter raw data or normalized data while entering index value

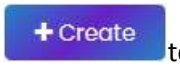
- Index Icon(png, jpg, jpeg only): Click 

to select icon for index
- Index Description*: Enter index description
- Last Published Date*: Enter last date in mm/dd/yyyy format
- Theme/Pillar: select value theme/pillar; values are 'yes' or 'no'
- Start Date*: Enter start date in mm/dd/yyyy
- End Date*: Enter end date in mm/dd/yyyy
- Extension Date: Enter extension date in mm/dd/yyyy
- Select Index Monitoring Cell: Select index monitoring cell
- Calculation type?: Select calculation type (Formula)

Note: If calculation type is manual, when the data entered by Data entry operators, the ranks are auto calculated. In formula type the Data Entry operator can enter the data based on frequency and rank is calculated as per defined formula.

Refer Flow for Calculation Type-Manual

Refer Flow for Calculation Type-Formula

- Click 

to save India Index
- Click

to get back to previous screen (listing screen)

Note: Only DMEO can create the India Index. Once India Index is created, you can map it to Nodal Ministries and Departments.

See, how to map India Index with Nodal Ministries or Departments.

3.2 Map India Index with Nodal Ministries

Login with DMEO Admin Credentials. Select Map India Index with Nodal Ministries from left menu;

Path >> Index Definition >> Map India Index with Nodal Ministries

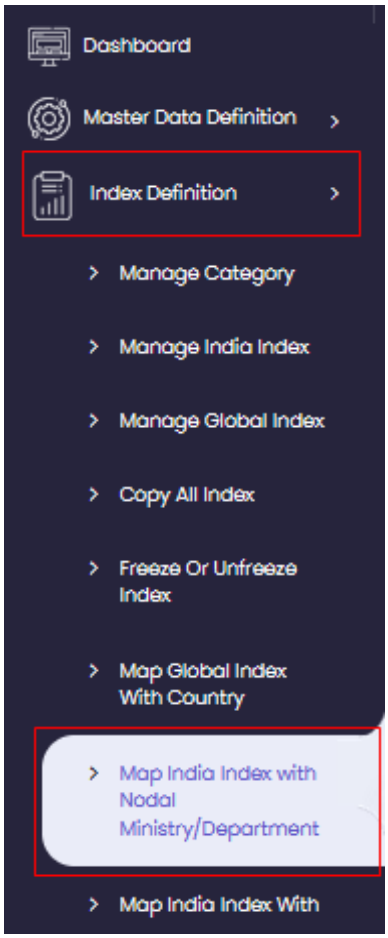


Figure 3-8

3.2.1 Search

Figure 3-9

You can search indices with nodal ministry by index name, mapped index with nodal ministry and user.

Specify search criteria and click Search button. Search result will be displayed with following column headings:

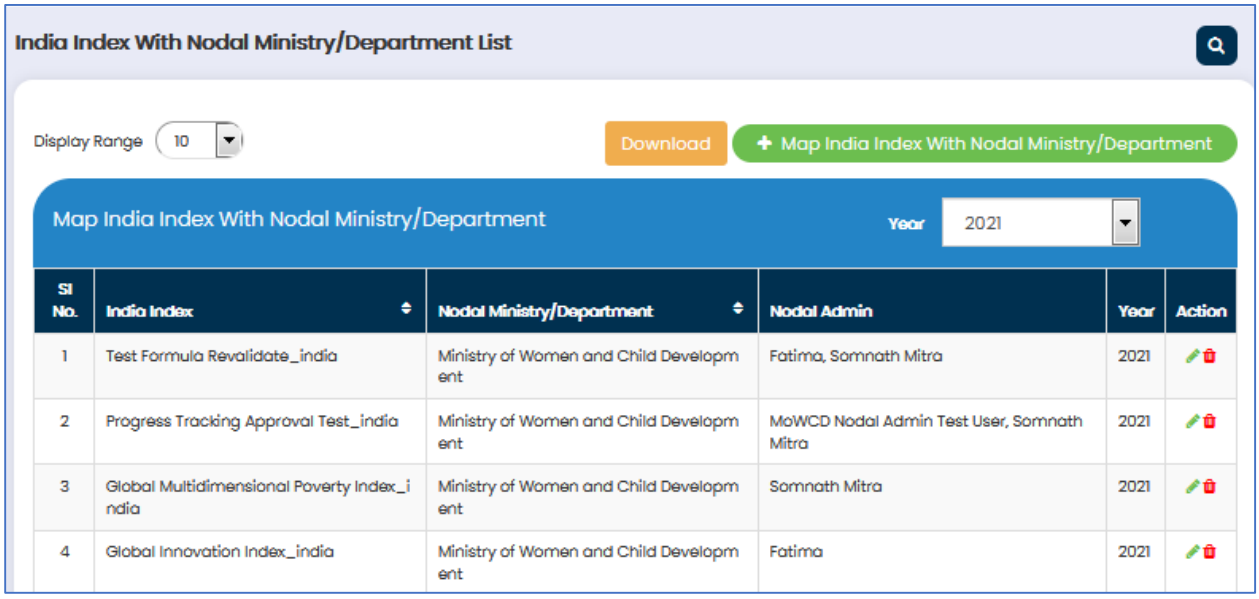


Figure 3-10

- Sl. No.
- Index Name
- Map Index with Nodal Ministry
- User
- Action
  - Click (edit) icon to edit the record
  - Click (delete) icon to delete record

3.2.2 Edit Mapped Index with Nodal Ministry

- Click (edit) icon on listing screen to edit the record.

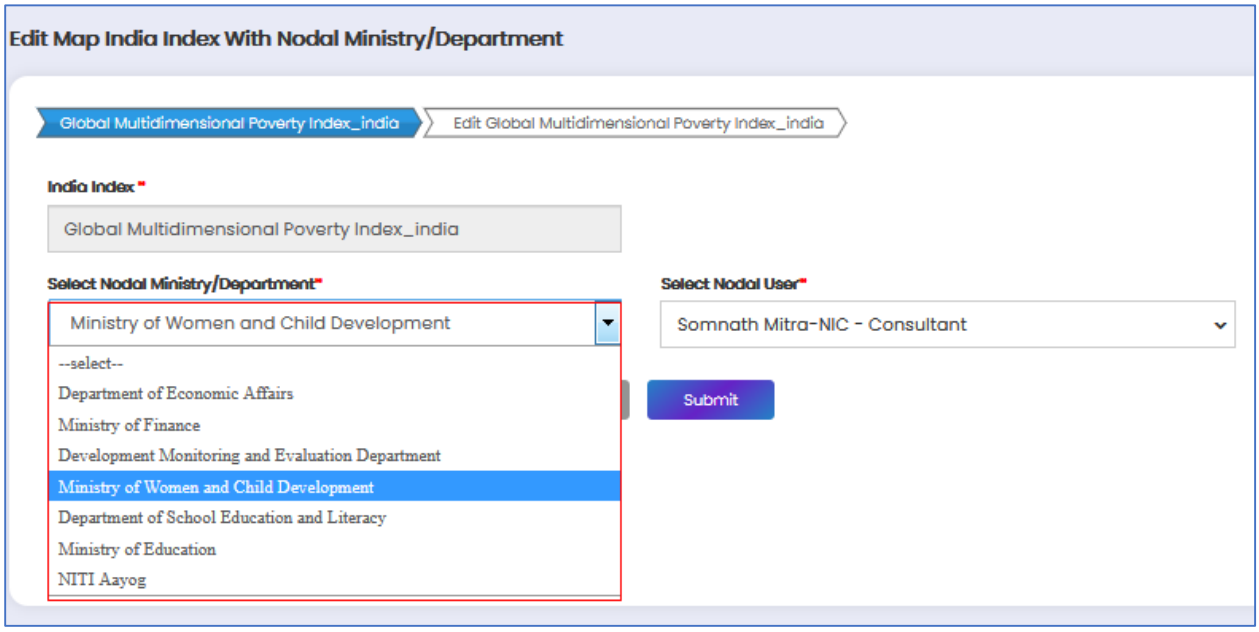


Figure 3-11

- Edit Index mapping with nodal ministry and click Save button to save the record.
- Click Back to get back to previous screen (listing screen).

3.2.3 Delete Mapped Index with Nodal Ministry

- Click (delete) icon on listing screen to delete record

3.2.4 Map Index with Nodal Ministry

Select + Map Index With Nodal Ministry to map index with Nodal Ministry.

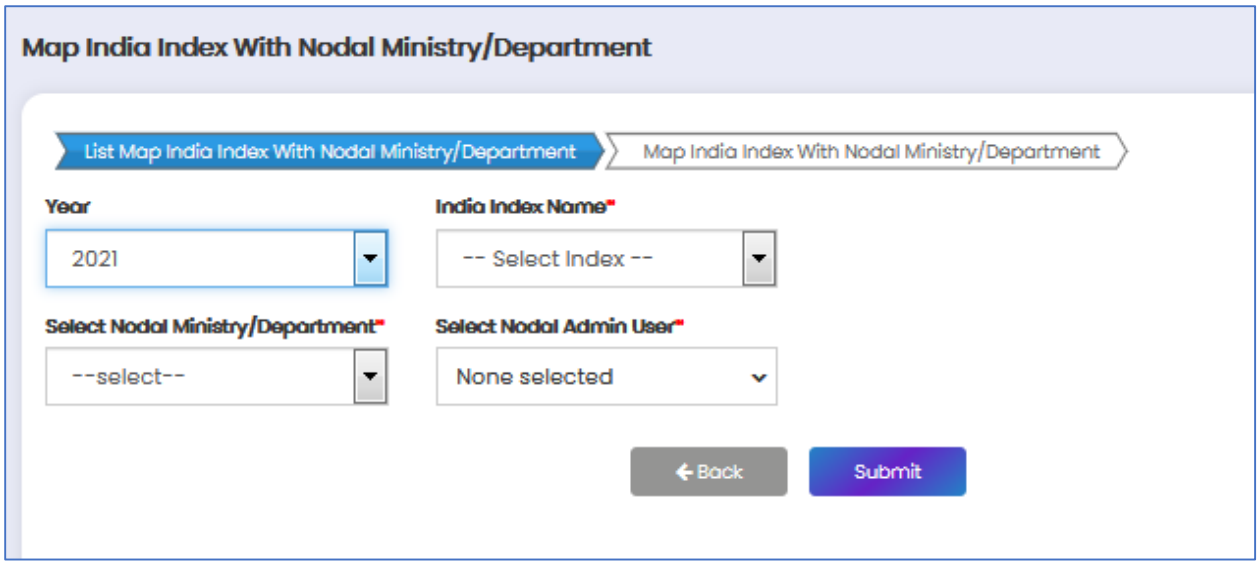


Figure 3-12

Define following details:

- Index Name*: Select index name from list
- Select Nodal Ministry*: Select nodal ministry from list
- Publishing Agency Name and Index Description will be auto populated
- Select Nodal Admin User*: Select nodal admin user from list
- Click Submit to map index with nodal ministry
- Click Back to get back to listing screen

Note: Nodal Admin can further create the themes and parameters and completes the tree structure of India Index. Then creates Global Index by copying India Index.

See, how to create Global Index?

3.3 Create the complete Tree Structure of India Index

Login with Nodal Admin Credentials. Select Manage India Index from left menu;

Path >> Index Definition >> Manage India Index

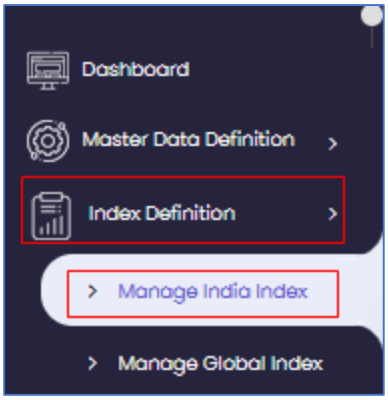


Figure 3-13

India Indices will be displayed with following column headings:

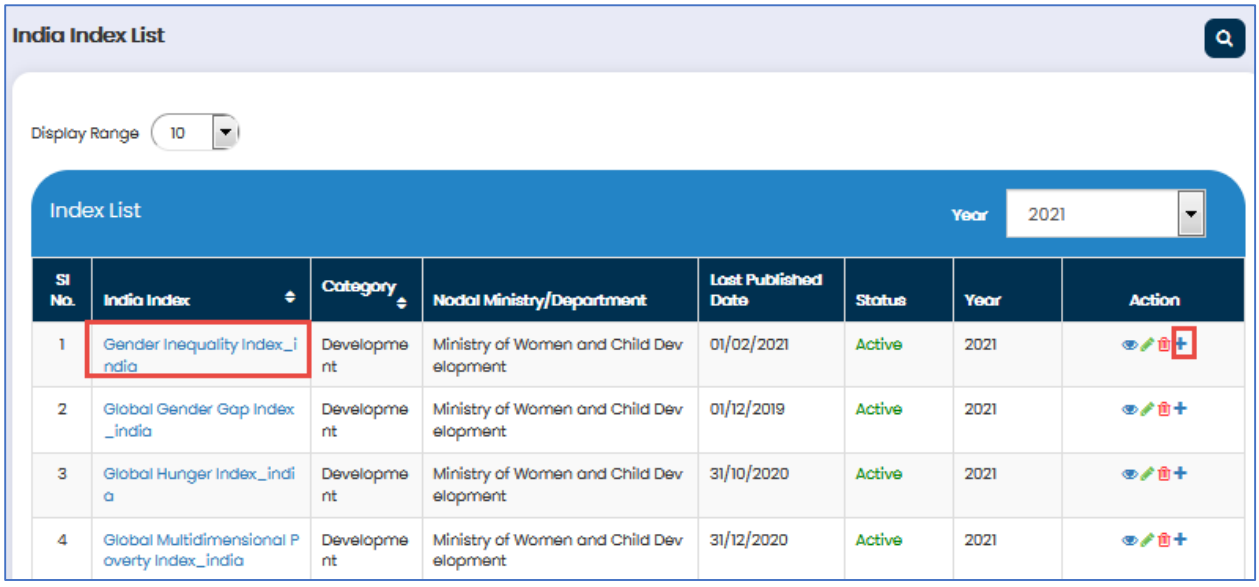


Figure 3-14

- S. No.
- Index Title
- Category
- Ministry/Department Assigned
- Status
- Action
    - Click (edit) icon to edit the record
    - Click (view) icon to view the record

- Click (delete) icon to delete record

3.3.1 Edit India Index

- Click (edit) icon on India Indices listing screen to edit the record
- India Index information will be displayed in edit mode

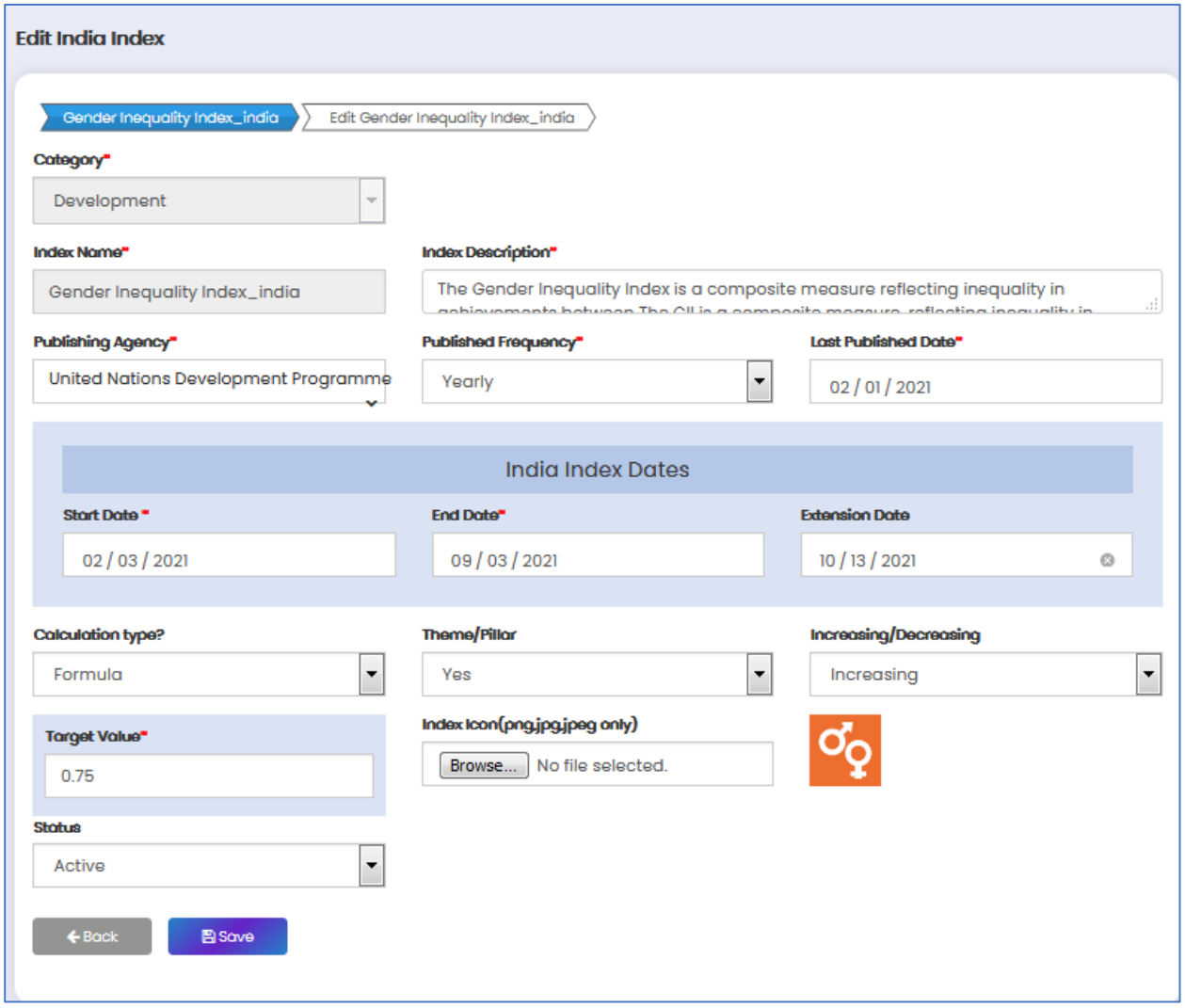


Figure 3-15

- Edit India Index information and click Save button to save India Index.
- Click Back to get back to previous screen (listing screen).

3.3.2 View India Index

- Click (view) icon on India Indices listing screen to view the record

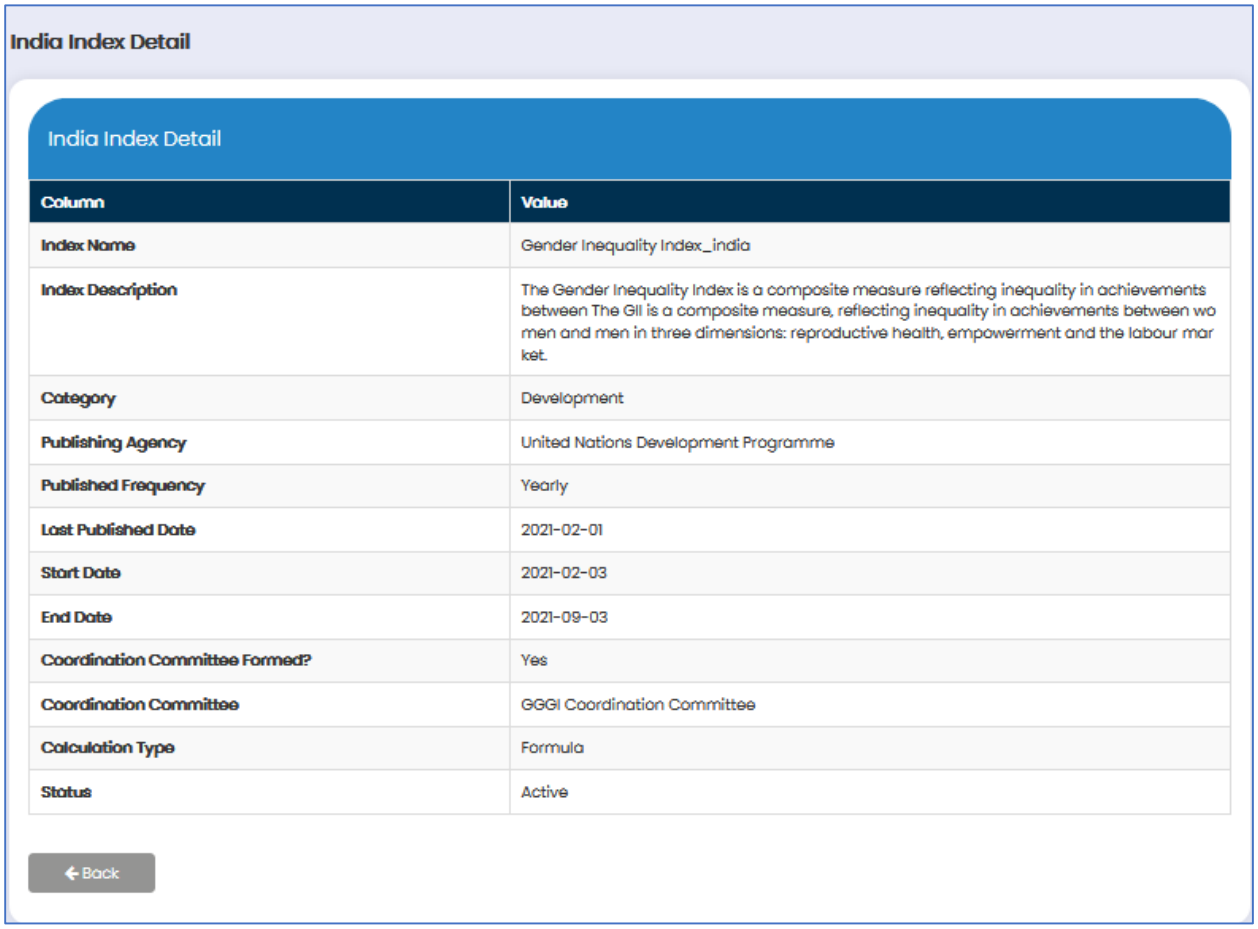


Figure 3-16

- India Index information will be displayed in view mode.
- Click Back to get back to previous screen (listing screen).

3.3.3 Delete India Index

- Click (delete) icon on India Indices listing screen to delete record
- System prompts message before deletion.

3.3.4 Add Theme

Click Index name on India Index listing screen to add Theme.

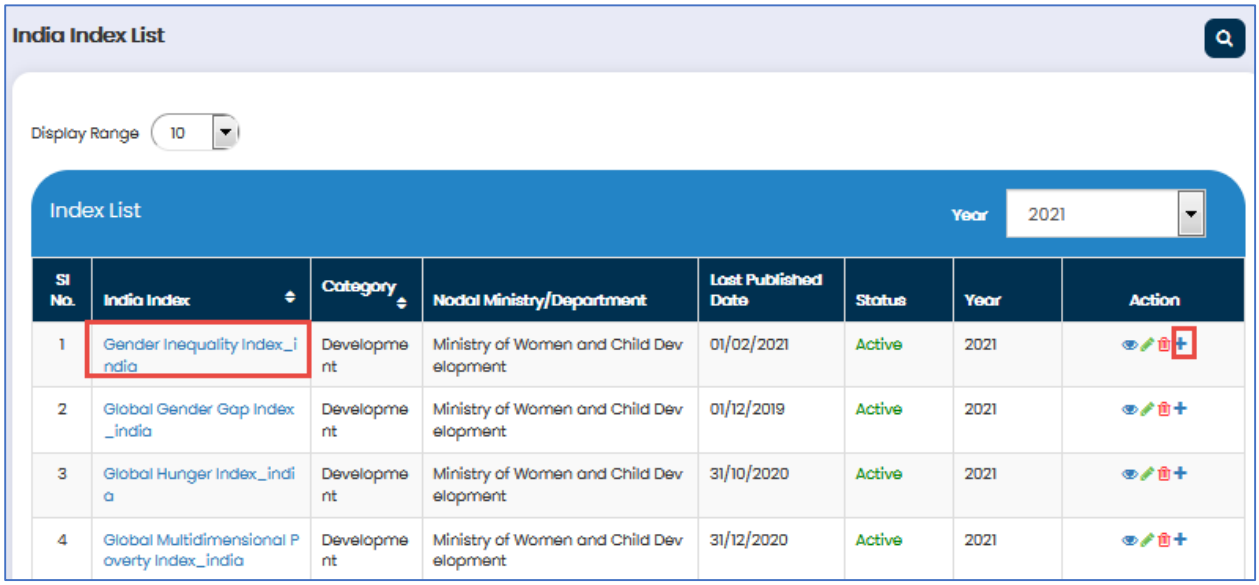


Figure 3-17

Theme list will be displayed with following column headings;

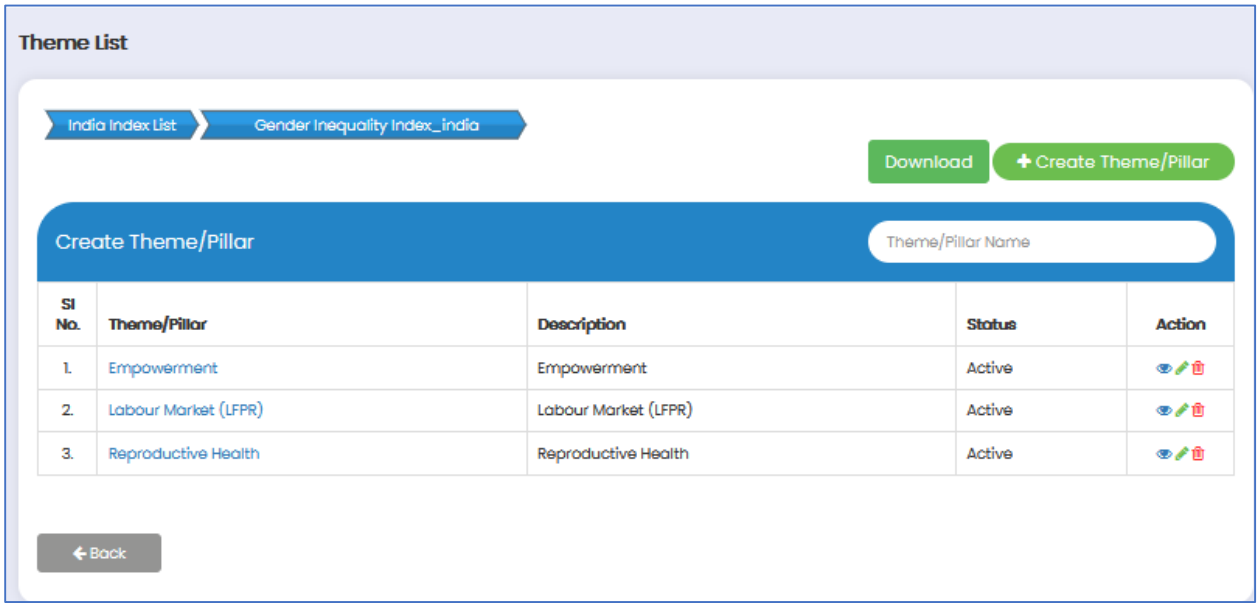


Figure 3-18

- S. No.
- Theme / Pillar
- Description
- Status
- Action

- Click (edit) icon to edit the record
- Click (view) icon to view the record
- Click (delete) icon to delete record

3.3.4.1 View Theme

- Click (view) icon to view the record

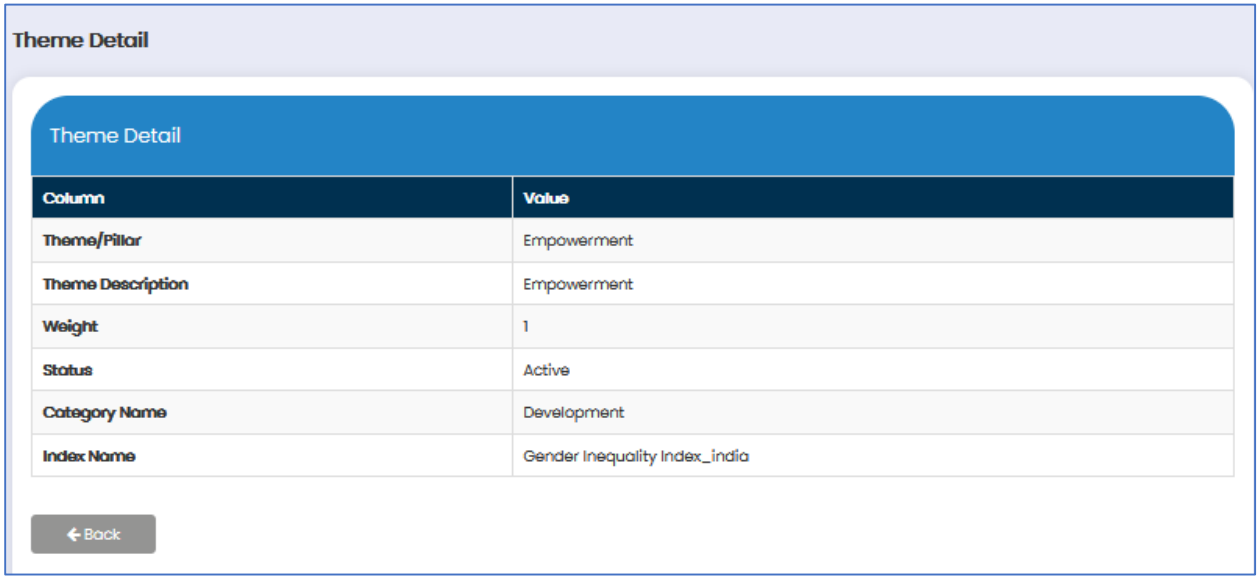


Figure 3-19

3.3.4.2 Edit Theme

- Click (edit) icon to edit the record

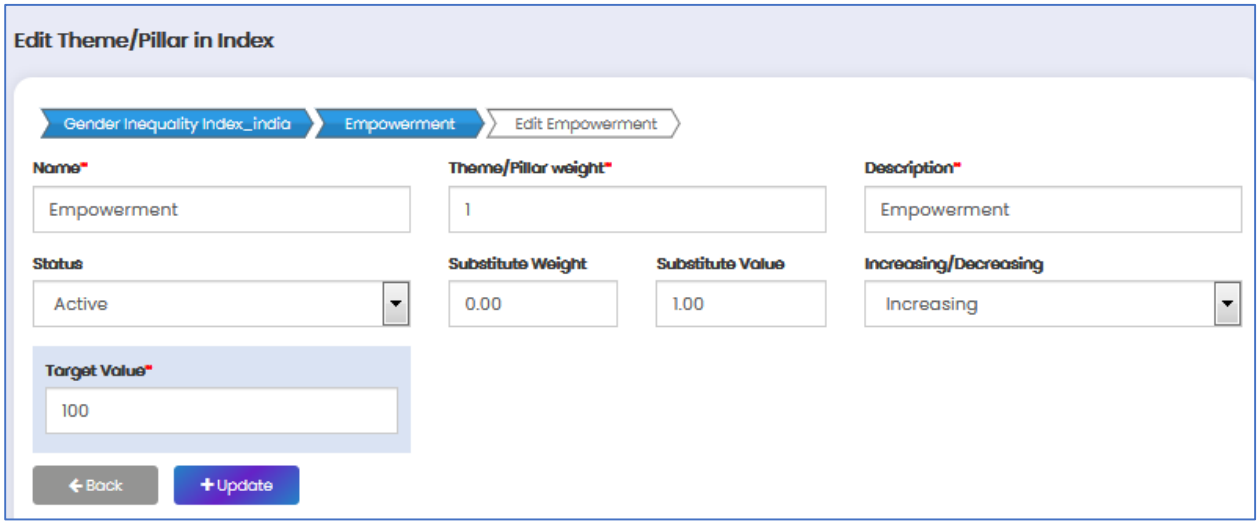


Figure 3-20

- Edit theme and click

button to save India Index.

- Click Back to get back to previous screen (listing screen).

3.3.4.3 Delete Theme

- Click (delete) icon to delete record. System displays message before deletion.

3.3.4.4 Create Theme

Click + Create Theme/Pillar on theme listing screen to add theme.

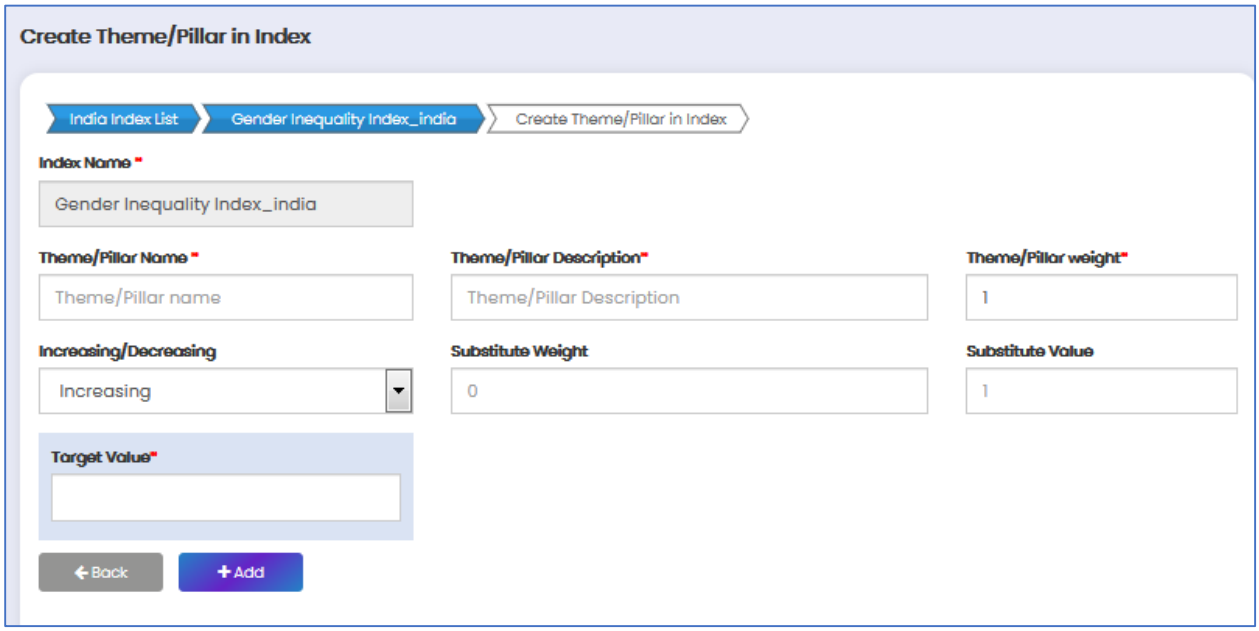


Figure 3-21

Enter following detail:

- Index Name *: Will be displayed in disabled mode
- Theme/Pillar Name *: Enter theme or pillar name
- Theme/Pillar Description*: Enter theme/pillar description
- Theme/Pillar weight*: Specify weight
- Increasing/Decreasing: Specify increasing or decreasing
- Substitute Weight: Enter substitute weight
- Substitute Value: Enter substitute value
- Target Value*: Enter target value
- Click Save button to save theme
- Click Back to get back to previous screen (listing screen)

3.3.5 Add Parameter

Select Theme link on Theme listing screen to add parameter.

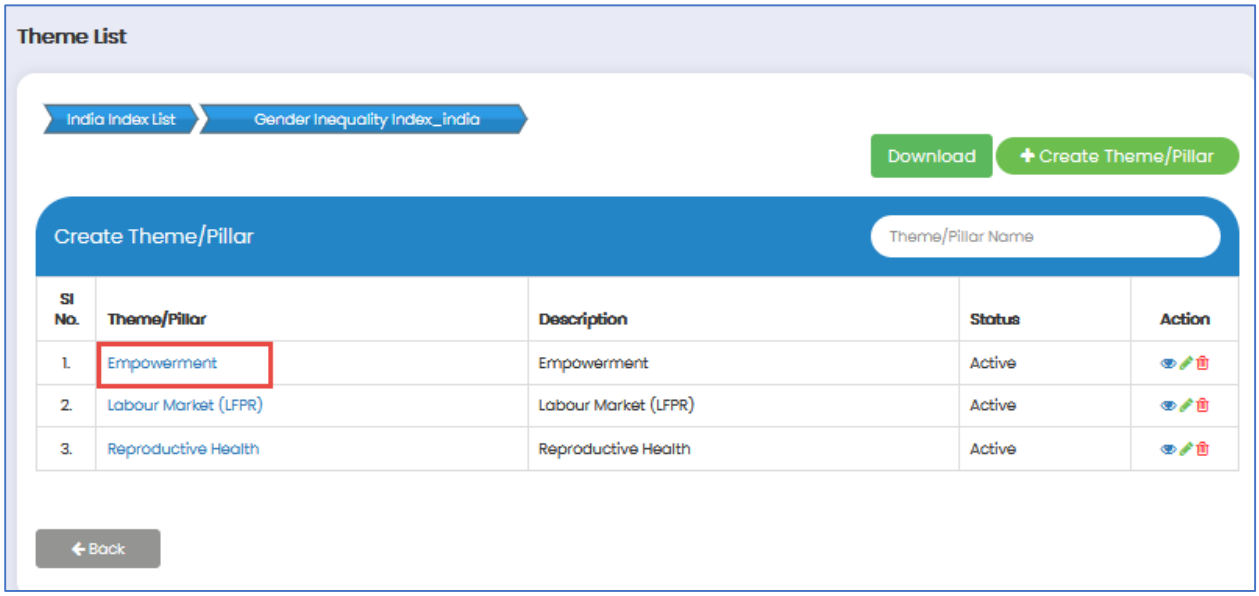


Figure 3-22

Parameter listing screen will be displayed;

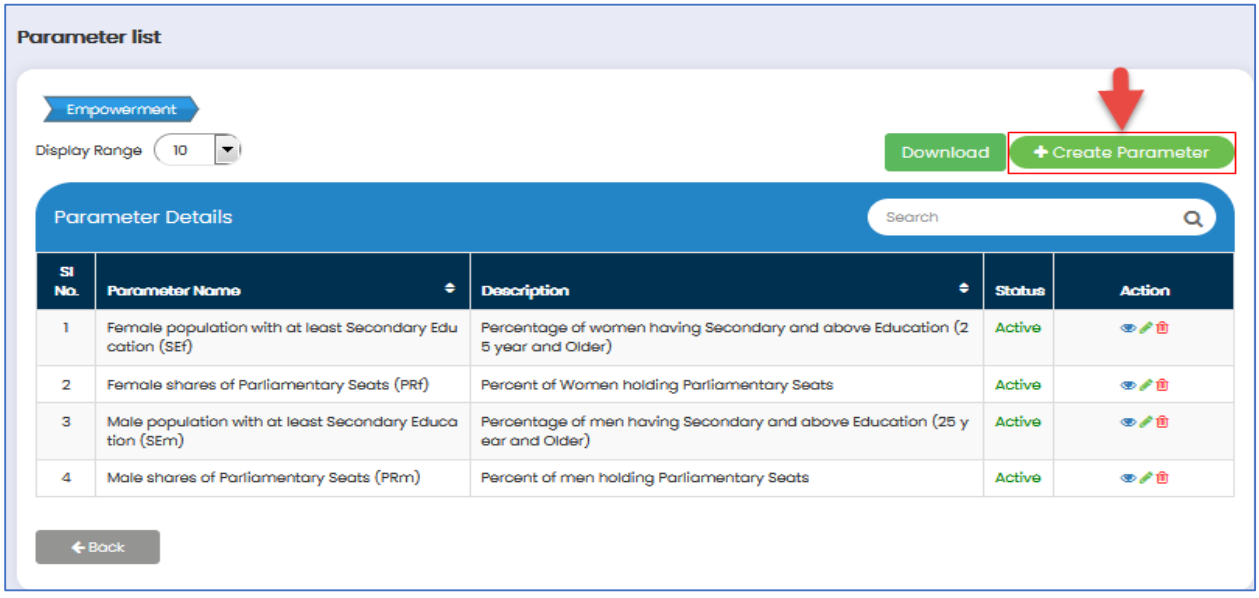


Figure 3-23

Click to create parameter.

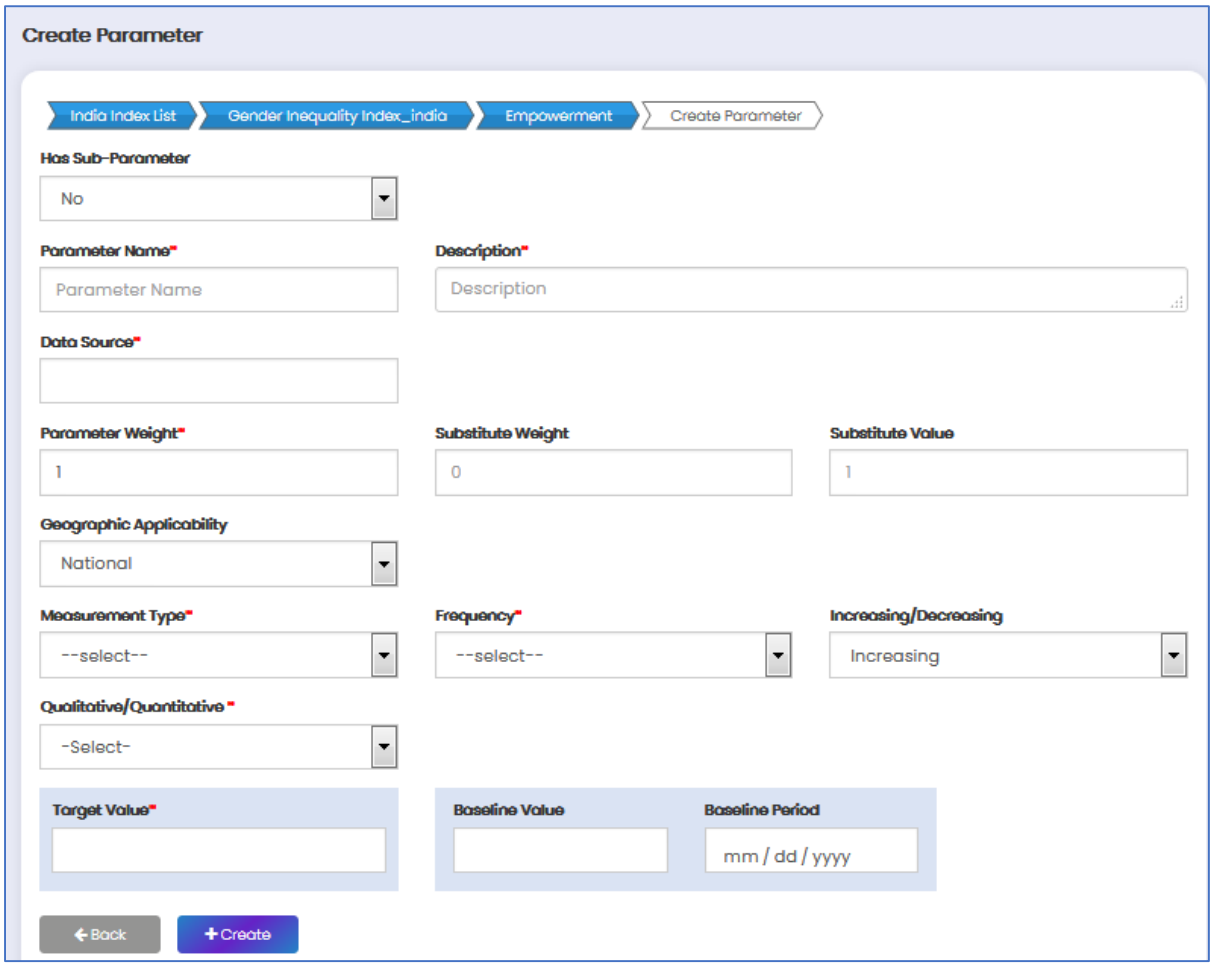


Figure 3-24

- Has Sub-Parameter: Select value from dropdown (Yes/No)
- Parameter Name*: Enter parameter name
- Description*: Enter description
- Data Source*: Enter data source, Parameter Weight*, Substitute Weight, and Substitute Value
- Geographic Applicability: Select geographical availability
- Measurement Type*: Select measurement type
- Frequency*: Select frequency
- Increasing/Decreasing: Specify value increasing or decreasing
- Qualitative/Quantitative *: Specify whether parameter is qualitative or quantitative
- Target Value*: Enter target value
- Baseline Value: Enter baseline value
- Baseline Period: Specify baseline period
- Specify if the parameter has sub parameter.
- Enter details like:
- Geographic Applicability

- Click Save button to save parameter
- Click Back to get back to previous screen (listing screen)

3.3.6 Set Calculation Type

Nodal Admin sets the calculation type for India Index as:

- Manual
- Formula

3.3.6.1 Manual

If Calculation Type is Manual:

- Nodal Admin Maps the Index with Nodal Data Entry User
- Nodal NDEU (Nodal Data Entry User) enters scores of all levels
- Ranks are auto calculated And sent for Approval
- After approval rank and scores will be visible in Visualization Screen

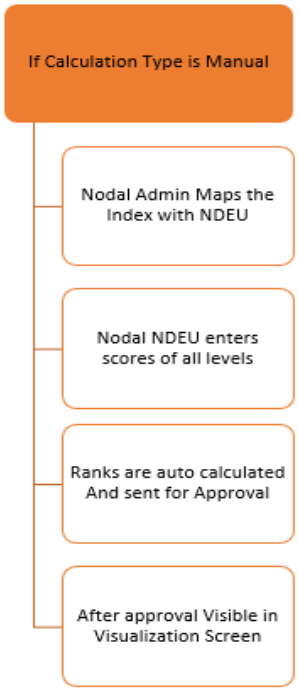


Figure 3-25

3.3.6.2 Formula Base

If Calculation Type is Formula

- Nodal Admin Maps its Lower Child
- Maps the same to Line Admin or State Admin
- Line Admin and State Admin maps it with respective Data Entry Users
- Nodal Admin defines Formula for all Levels for that Index
- Data Entry Users enter data as per frequency
- After Data Entry it will be sent for approval
- Approved rank and scores will be calculated based on formula defined
- After approval Visible in Visualization Screen

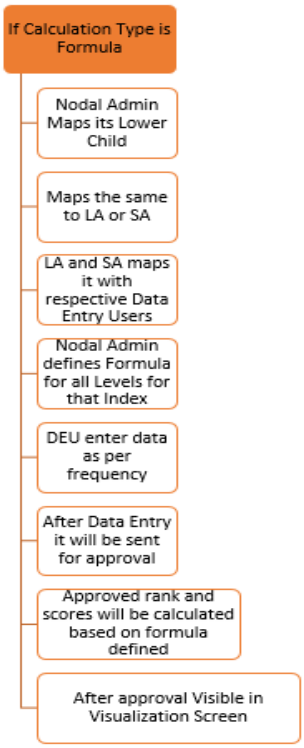


Figure 3-26

3.4 Map India Index (Formula) with Users

Path: Index Definition >> India Index (Formula) User Mapping

Figure 3-27

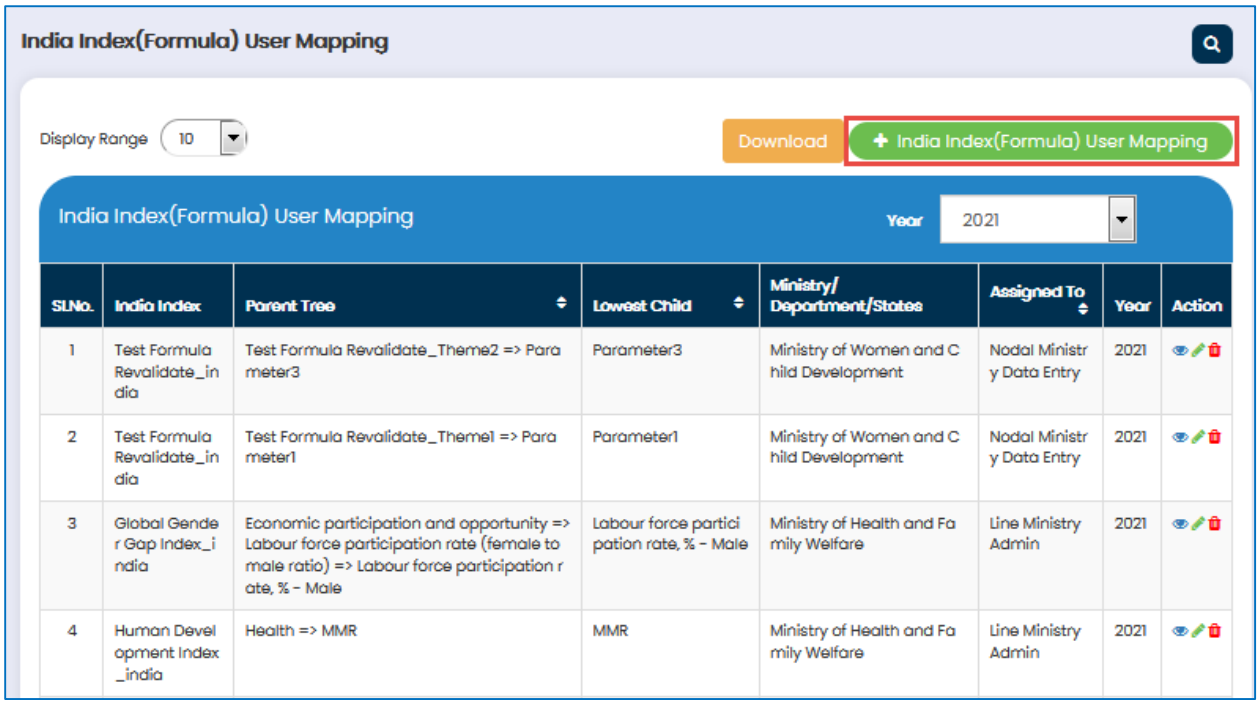


Figure 3-28

India Index (Formula) User mapping records will be displayed with following column headings:

- Sl. No.
- India Index
- Parent Tree
- Lowest Child
- Ministry/ Department/States
- Assigned To
- Year
- Action
  - Click (edit) icon to edit the record
  - Click (view) icon to view the record
  - Click (delete) icon to delete record

3.4.1 India Index (Formula) User mapping

Select + India Index(Formula) User Mapping on “India Index (Formula) User mapping” listing screen.

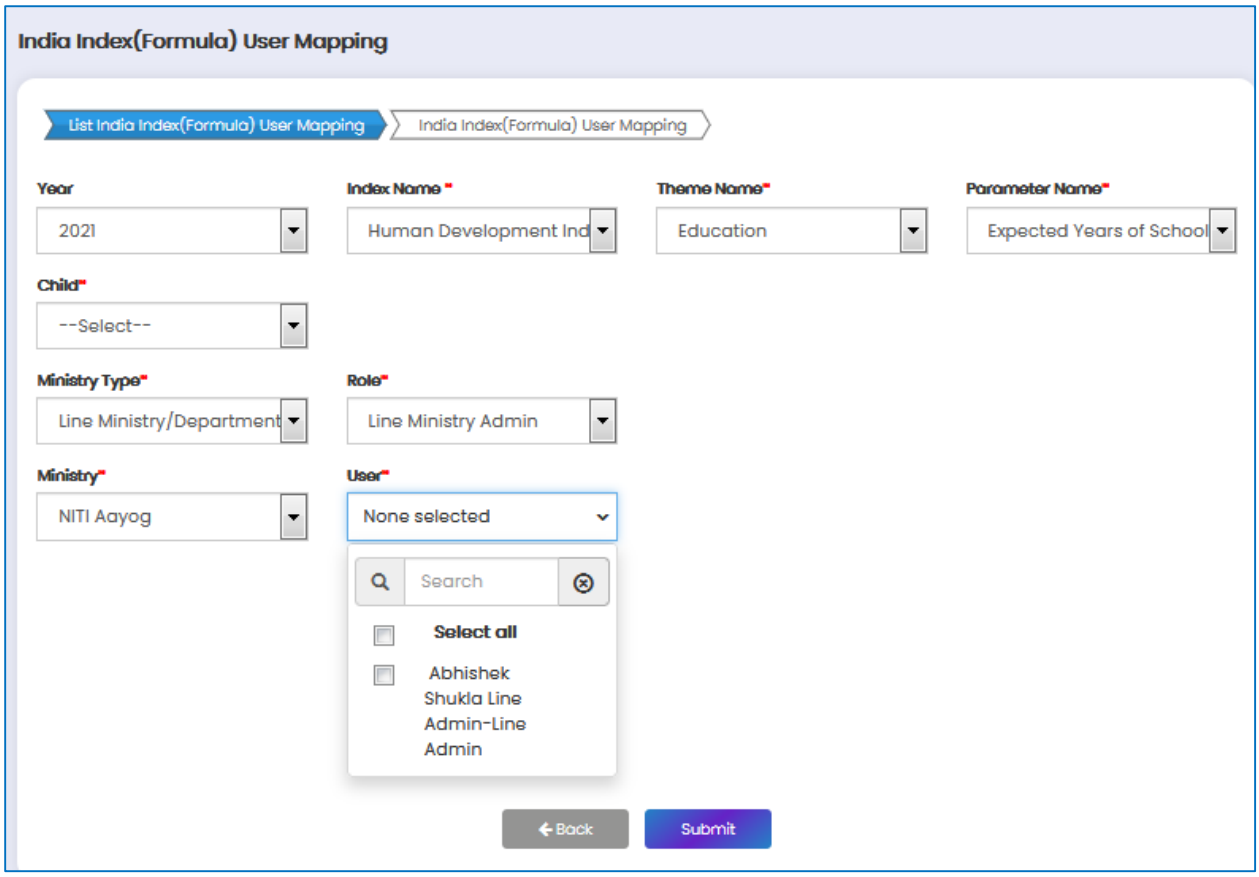


Figure 3-29

- Year: Select Year
- Index Name *: Select Index Name

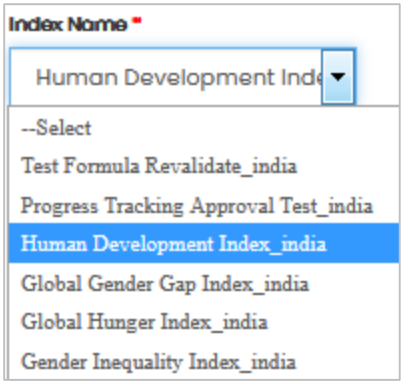


Figure 3-30

- Theme Name*: Select Theme

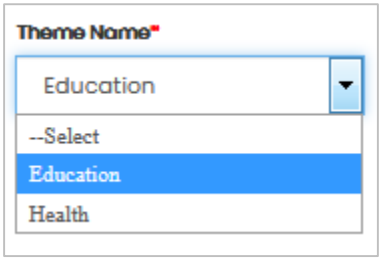


Figure 3-31

Based on Index selection, Themes/Parameters are displayed.

- Parameter Name*: Select Parameter

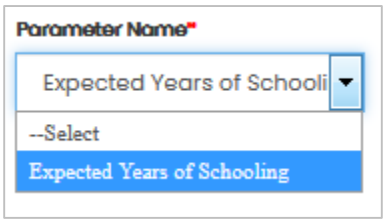


Figure 3-32

- Child*: Select child (sub-parameter)
- Ministry Type*: Select Ministry Type

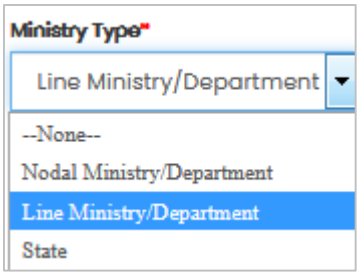


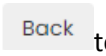
Figure 3-33

Select option Nodal, Line Ministry or Department or State. Based on Ministry type, Role and Users list will be displayed under User list.

- Role*: Select Role
- Ministry*: Select Ministry

Figure 3-34

- User*: Select User(s), You can select multiple user
- Click

button to save user mapping(formula based)
- Click 

to get back to previous screen (listing screen)

3.5 Map India Index (Manual) with Users

Path: Index Definition >> India Index (Manual) User Mapping

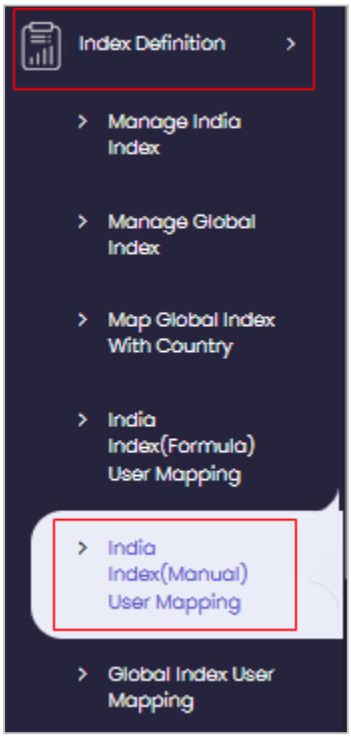


Figure 3-35

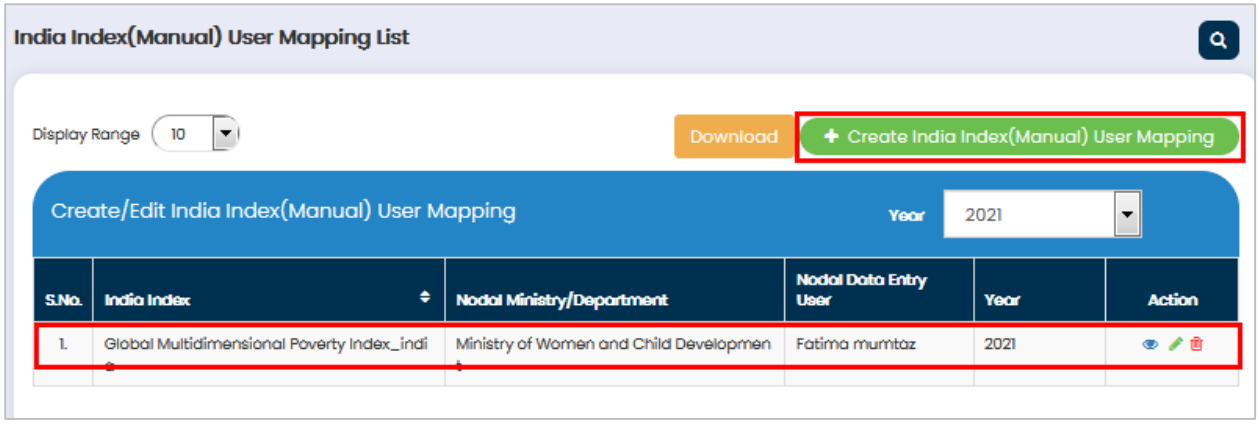


Figure 3-36

India Index (Manual) User mapping records will be displayed with following column headings:

- Sl. No.
- India Index
- Parent Tree
- Lowest Child
- Ministry/ Department/States
- Assigned To
- Year
- Action
  - Click (edit) icon to edit the record
  - Click (view) icon to view the record
  - Click (delete) icon to delete record

3.5.1 India Index (Manual) User mapping

Select + Create India Index(Manual) User Mapping on "India Index (Manual) User mapping" listing screen.

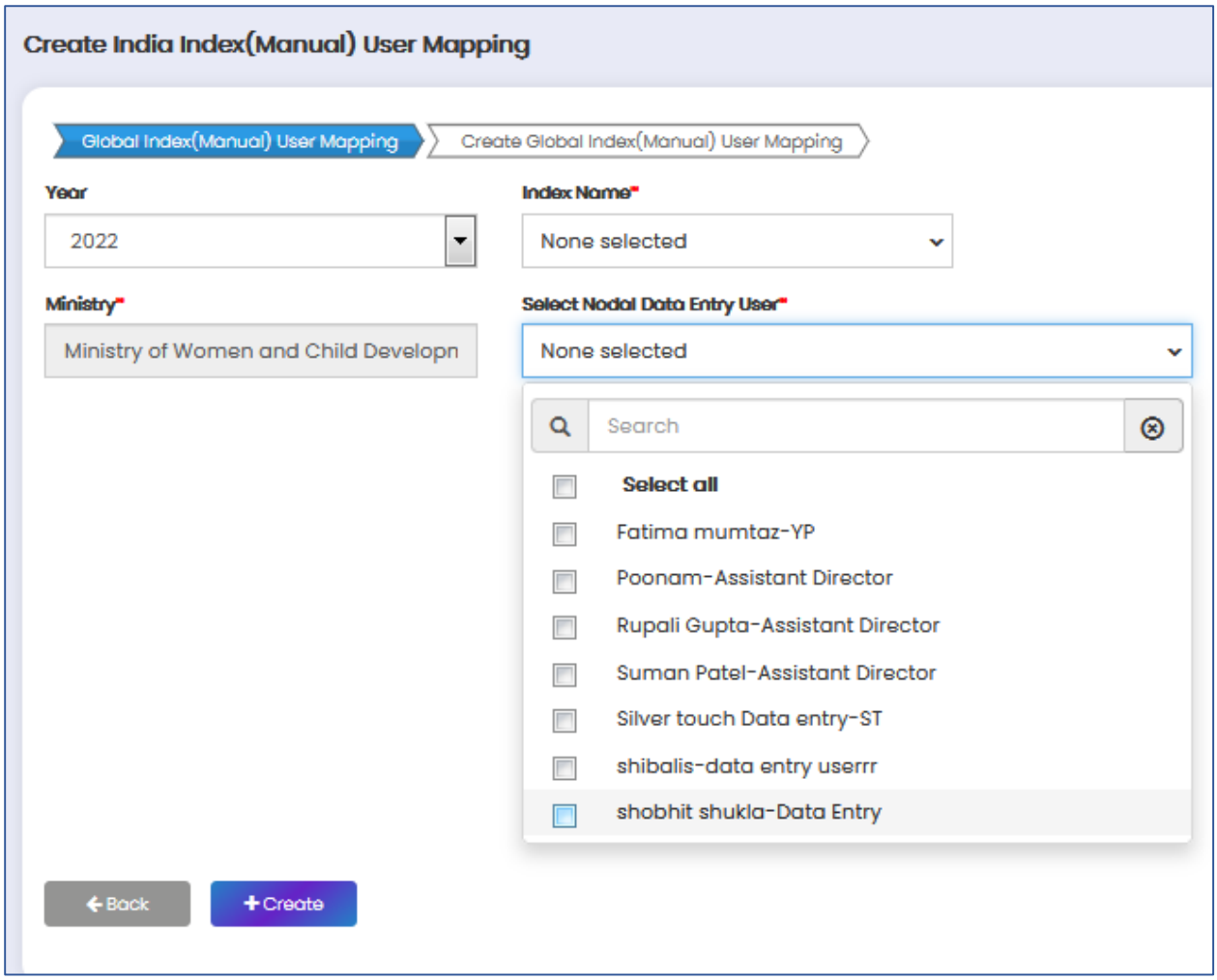


Figure 3-37

- Year: Select Year
- Index Name *: Select Index Name

Figure 3-38

- Ministry*: Will be displayed in disabled mode

- User*: Select User(s), You can select multiple user

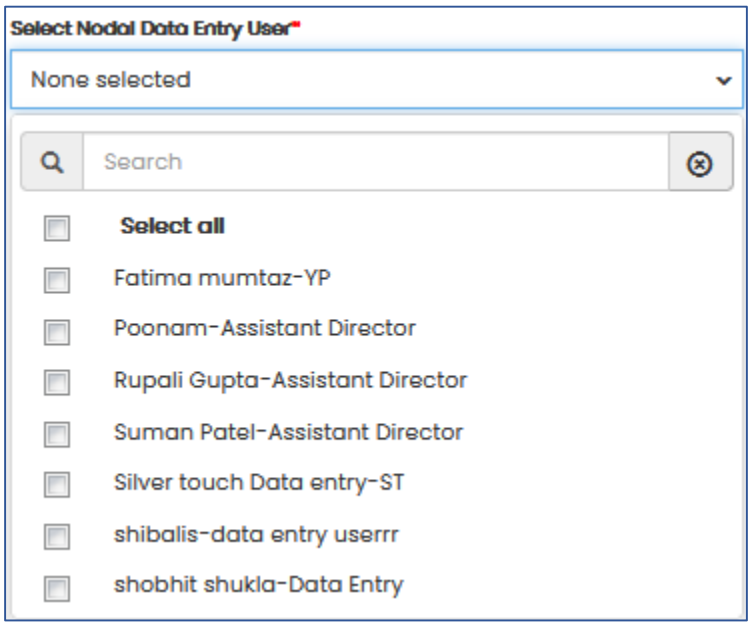
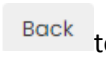


Figure 3-39

- Click

button to save user mapping(Manual based)
- Click 

to get back to previous screen (listing screen)

3.6 Enter Manual Data at Index, Theme Parameter and Sub-Parameter level

Path: Progress Data Entry >> India Index Progress Data Entry – Manual

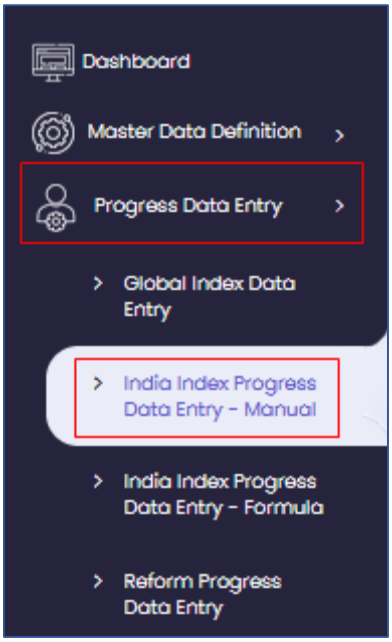


Figure 3-40

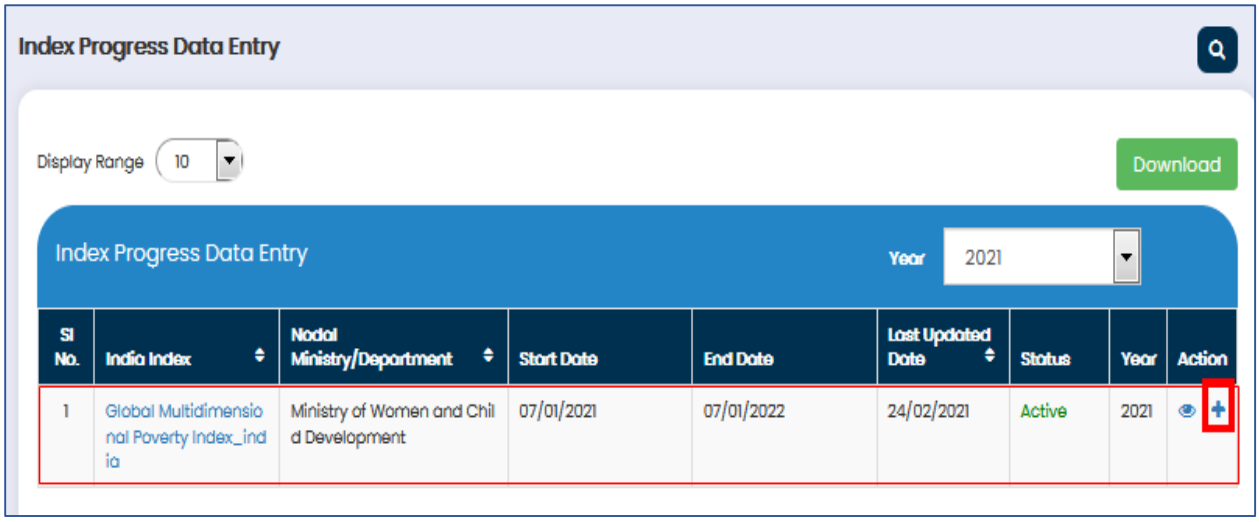


Figure 3-41

- Click icon to View child mapped to particular data entry user.
- Click to add Data
-

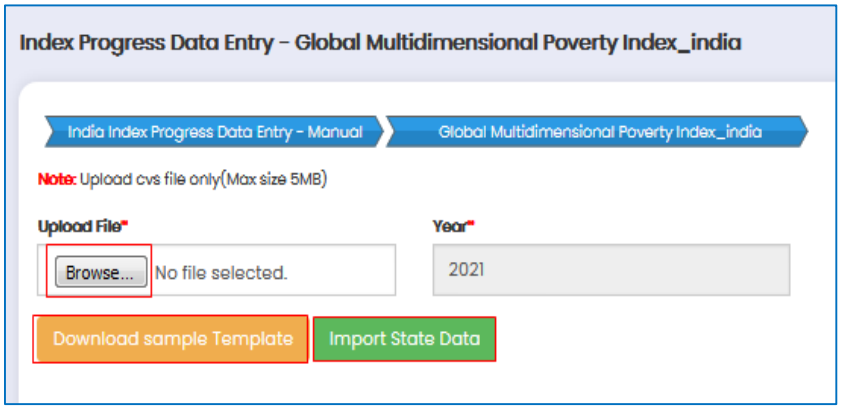


Figure 3-42

- Download sample template by selecting Download sample Template button
- System downloads the index template
- Enter Scores and Ranks in Excel and save the template

S. No	State Name	Score
1	Andaman and Nicobar Islands	0.027
2	Andhra Pradesh	0.064
3	Arunachal Pradesh	0.108
4	Assam	0.162
5	Bihar	0.248
6	Chandigarh	0.021
7	Chhattisgarh	0.153
8	Dadra and Nagar Haveli	0.144
9	Daman and Diu	0.025
10	Delhi	0.018
11	Goa	0.02
12	Gujarat	0.092
13	Haryana	0.046
14	Himachal Pradesh	0.03
15	Jammu and Kashmir	0.064
16	Jharkhand	0.208
17	Karnataka	0.069

Figure 3-43

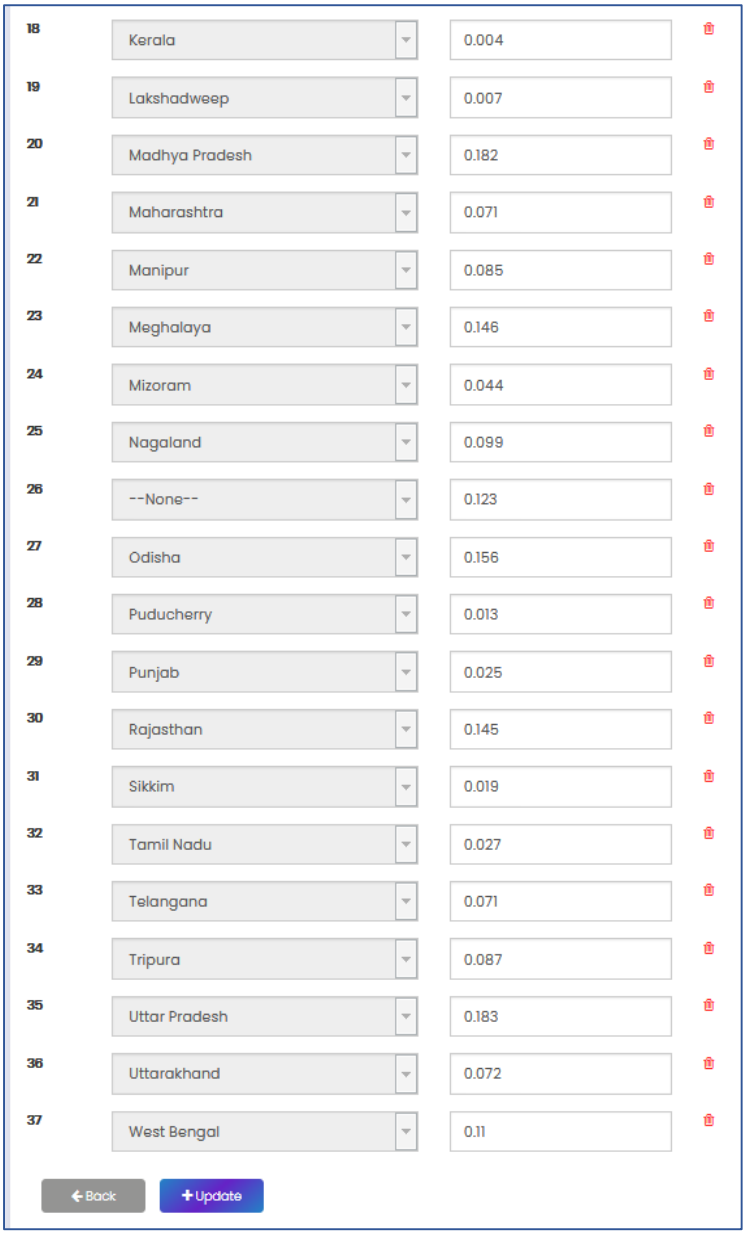


Figure 3-44

- Click icon to Download Sample template to enter Scores and Rank.
- Enter Score/Rank Data into Download Excel File.
- Click

to Import Score/Rank Data from Excel
- Nodal Data entry will enter the scores of all abstraction level taking Union of all State/UT, Cities or National of its all Lower Child
- Click

to Save Data.

Note: User updates Score Data, Rank will be auto calculated and is available under Visualization after approval.

3.7 Enter Data at lowest level for formula

Path: Progress Data Entry >> India Index Progress Data Entry – Formula

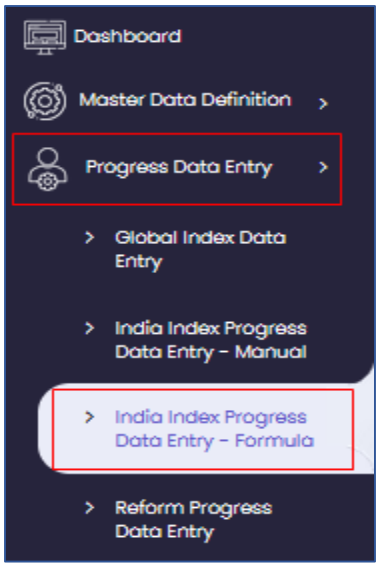


Figure 3-45

"**India Index Progress Data Entry – Formula**" will be displayed;

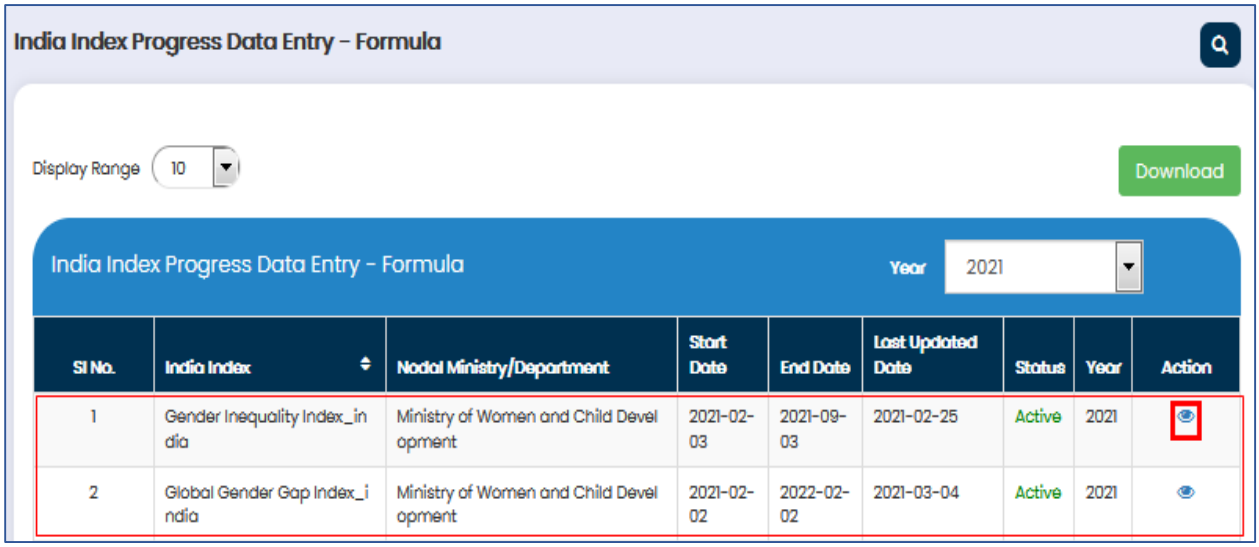


Figure 3-46

- Click icon to View child mapped to particular data entry user.

Lowest Child	Parent Tree	Target Value	Progress YTD	Data Source	Baseline Value	Baseline Period	State/UT	Measurment Type	Edit
Adolescent Birth Rate (ABR)	Reproductive Health => Adolescent Birth Rate (ABR)	50	110	SRS	12.2	2021-02-11	Andaman	Cummulative	
Female population with at least Secondary Education (SEf)	Empowerment => Female population with at least Secondary Education (SEf)	500	20.4787	NSS 75th (Unit level data)	24.96	0000-00-00	Andaman	Cummulative	
Female shares of Parliamentary Seats (PRf)	Empowerment => Female shares of Parliamentary Seats (PRf)	500	2	Rajya Sabha/ Lok Sabha	13.3	0000-00-00	Andaman	Cummulative	
LFPR Female	Labour Market (LFPR) => LFPR Female	500	6	PLFS Report	24.5	0000-00-00	Andaman	Cummulative	
LFPR Male	Labour Market (LFPR) => LFPR Male	500	30	PLFS Report	75.5	0000-00-00	Andaman	Cummulative	
Male population with at least Secondary Education (SEm)	Empowerment => Male population with at least Secondary Education (SEm)	500	30	NSS 75th (Unit level data)	39.63	0000-00-00	Andaman	Cummulative	
Male shares of Parliamentary Seats (PRm)	Empowerment => Male shares of Parliamentary Seats (PRm)	500	20.8787	Rajya Sabha/ Lok Sabha	86.7	0000-00-00	Andaman	Cummulative	
Maternal Mortality Ratio (MMR)	Reproductive Health => Maternal Mortality Ratio (MMR)	50	110	SRS	113	0000-00-00	Andaman	Cummulative	

Figure 3-47

- Click icon to Add data to Index.
- You can upload the Excel file at the Bottom as shown in next slide based on the frequency set.

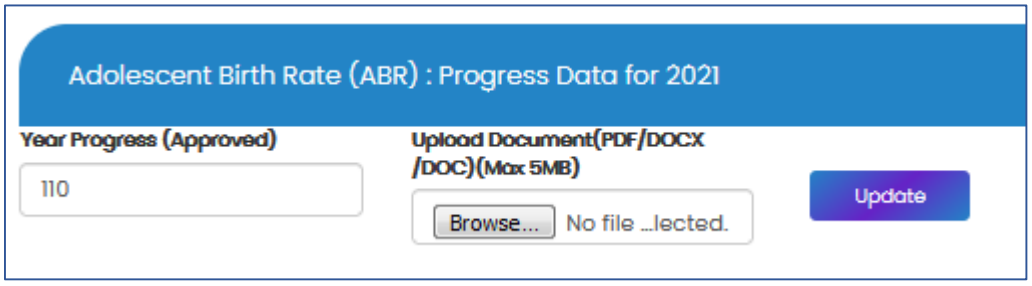


Figure 3-48

- Click to upload data file.
- Rank will be calculated as per defined formula.
- Click to save data.

- Based on Frequency, Data Entry User can import data (Yearly, Half-Yearly, Quarterly /Monthly)
- Entered data will be sent for Approval to respective Nodal Admin
-

See, how to define Formula.

3.8 Data Entry Approval

Login with Nodal Admin credentials;

3.8.1 Data Entry Approval-Manual

Path: Approval Request >> Approval for India Progress Data Entry

Figure 3-49

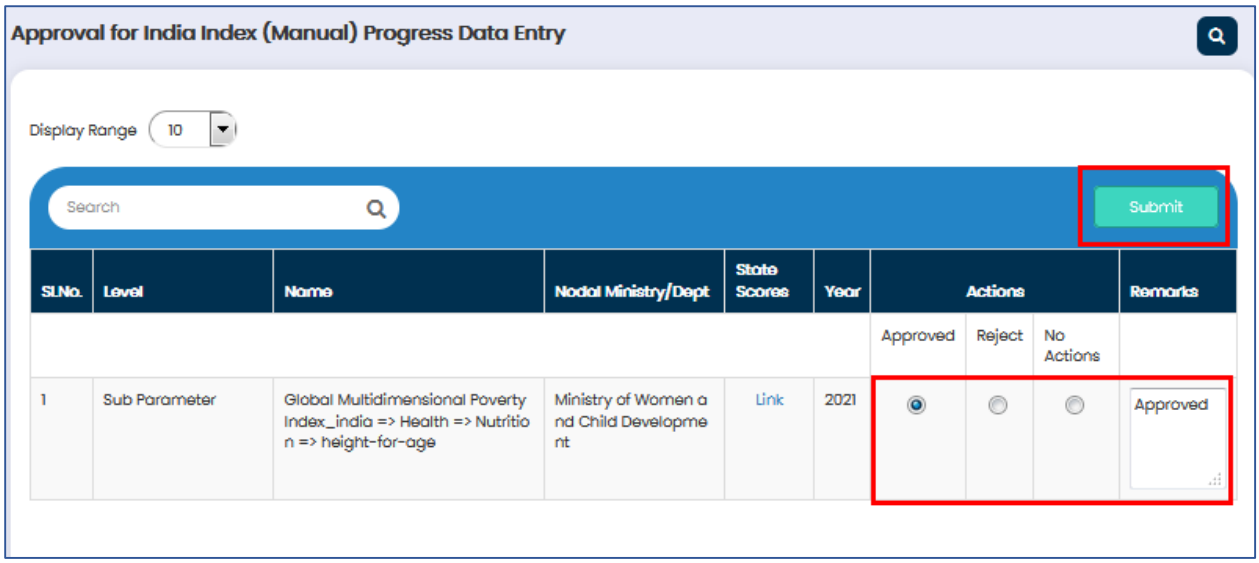


Figure 3-50

Data Entry records will be displayed with following column headings:

- Sr.No.
- Level
- Name
- Nodal Ministry/Dept
- State Scores
- Year
- Actions
  - Approve
  - Reject
  - No Actions

  Select radio button to take action
- Remarks- Enter specific remark and click Submit button.
- Approved Data will be available under Visualization.

3.8.2 Data Entry Approval-Formula

Path: Approval Request >> Approval for India Index (formula) Progress Data Entry

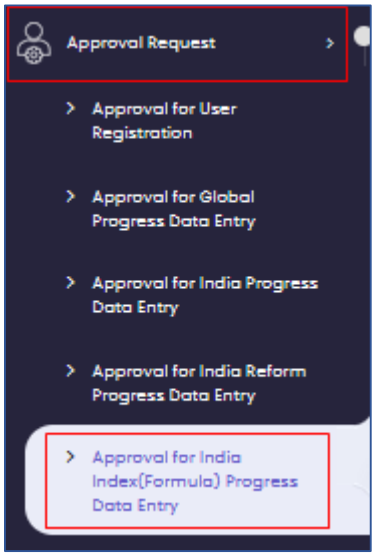


Figure 3-51

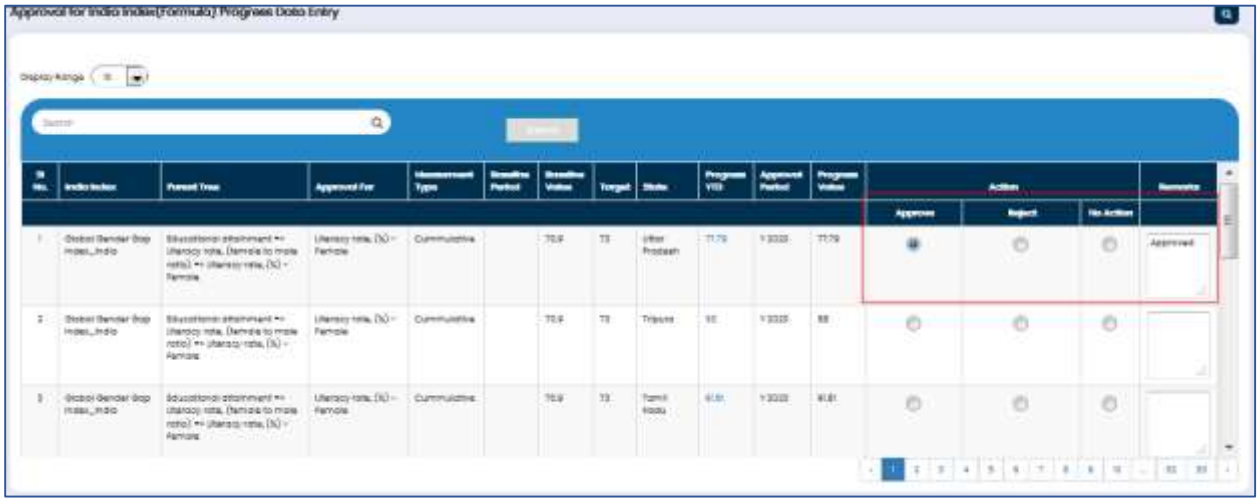


Figure 3-52

Data Entry records will be displayed with following column headings:

- Sr.No.
- India Index
- Parent Tree
- Approval For
- Measurement Type
- Baseline Period
- Baseline Value

- Target State
- Progress YTD
- Approval Period
- Progress Value
- Actions
    - Approve
    - Reject
    - No Actions

  Select radio button to take action
- Remarks- Enter specific remark and click

button.

Approved Data will be available under Visualization.

3.9 Define Formula

Login with Nodal Admin credentials:

Path: Formula >> Scoring

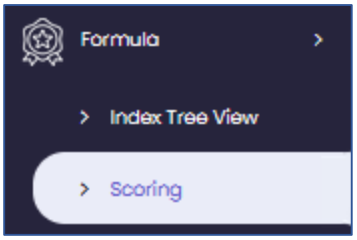


Figure 3-53

Figure 3-54

Click to edit the formula.

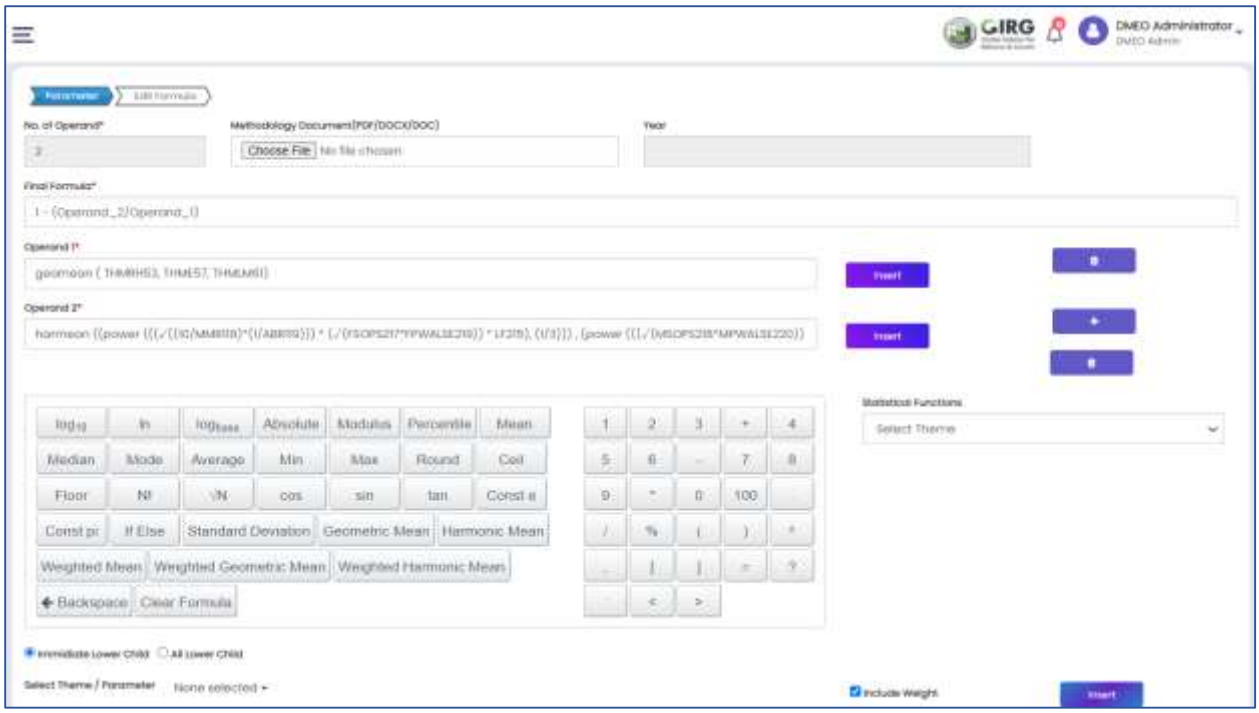
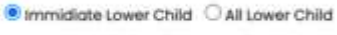


Figure 3-55

You can define formula by selecting the operations, number pad and functions.

Apply the formula to immediate lower parameter or all parameters under Index or Theme by selecting 

.

Specify all actions and click

button to define formula.

3.10 Visualization

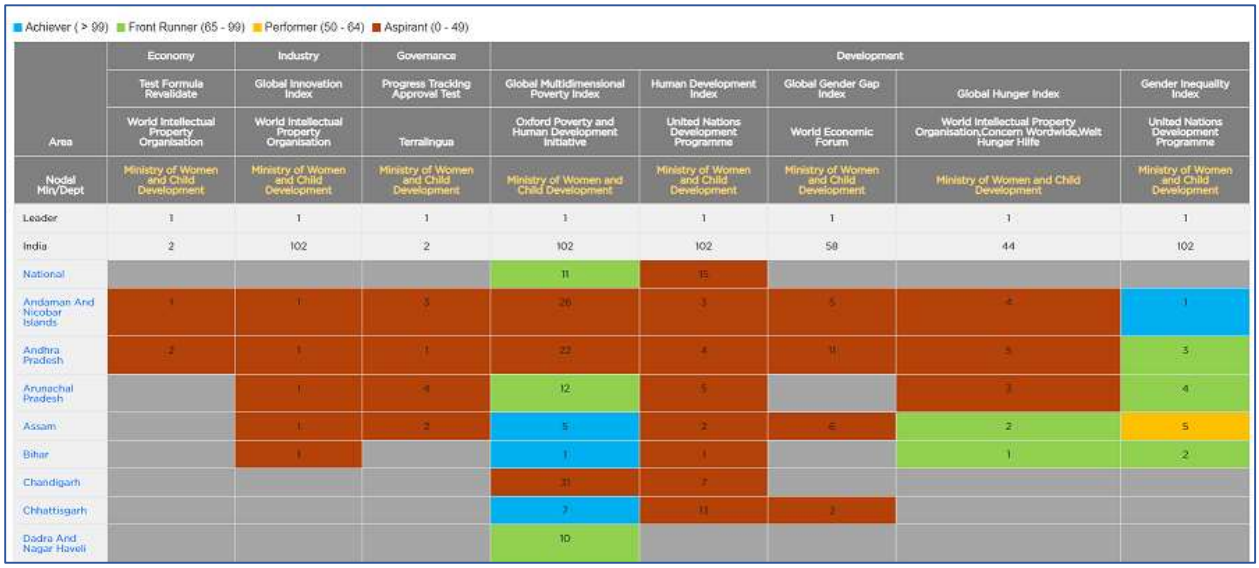
Path: Dashboard Button on Logged-in Screen.

Figure 3-56

Select

button on Logged-in screen.

Approved Scores and Ranks will be available under Visualization.



Area	Economy	Industry	Governance	Development				
	Test Formula Revalidate	Global Innovation Index	Progress Tracking Approval Test	Global Multidimensional Poverty Index	Human Development Index	Global Gender Gap Index	Global Hunger Index	Gender Inequality Index
	World Intellectual Property Organisation	World Intellectual Property Organisation	Terralingua	Oxford Poverty and Human Development Initiative	United Nations Development Programme	World Economic Forum	World Intellectual Property Organisation,Concern Wordwide,Welt Hunger Hilfe	United Nations Development Programme
Nodal Min/Dept	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development	Ministry of Women and Child Development
Leader	1	1	1	1	1	1	1	1
India	2	102	2	102	102	58	44	102
National				11	15			
Andaman And Nicobar Islands	1	1	3	26	3	5	4	1
Andhra Pradesh	2	1	1	22	4	11	5	3
Arunachal Pradesh		1	4	12	5		3	4
Assam		1	2	5	2	6	2	5
Bihar		1		1	1		1	2
Chandigarh				31	7			
Chhattisgarh				7	11	2		
Dadra And Nagar Haveli				10				

Figure 3-57