



INSIGHT System

Institutional Student Governance and Holistic Information Tracking

Office of the Deputy Director, Dept. Of Pre-University, South Bengaluru



Velupya Anantham Ashanthi

Powered By

Data Legions – BNM Institute of Technology

Technical Support Partner

CREDITS & ACKNOWLEDGEMENTS

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Data Legions is an innovation team supported by BNM Institution of Technology, Bengaluru, Karnataka, India

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Getting Started

Preface

The INSIGHT System has been developed to streamline communication, data management, and administrative workflows between the DDPU Office and all Pre-University colleges under its jurisdiction. As educational processes grow increasingly data-driven, the need for a unified, transparent, and efficient platform has become essential. INSIGHT aims to bridge that need by bringing all key functions—circulars, queries, dashboards, infrastructure details, and communication—into one integrated system.

This User Manual has been prepared to help colleges understand and effectively use the features of the INSIGHT System. The instructions are written in simple language with clear, step-by-step guidance so that users of all levels can navigate the platform with ease. Screenshots and descriptions are included to ensure clarity and reduce the learning curve for first-time users.

As the system is being introduced in its **Beta version**, users may notice minor refinements or improvements over time. Feedback from colleges during this phase is invaluable and will help shape the final, fully optimized release of INSIGHT.

We encourage all users to refer to this manual whenever assistance is needed and to stay updated with new versions as the system evolves.

Documentation Purpose

This User Manual shall serve as a comprehensive reference and operational guide for the INSIGHT System's users. It provides instructions on system navigation, role-based usage, module functions, validation test cases, technical backend structure, and best practices.

The purpose is to ensure all users – from government officials to data-entry operators and technical staff – can effectively use and maintain the INSIGHT System with minimal onboarding time.

To Whom is the Manual Designed

The INSIGHT System User Manual is designed for the following intended audiences:

1. Primary Audience

a. Officials at the Office of the Deputy Director of Pre-University, South Bengaluru and Bengaluru South Pre-University Colleges Principals' Association

- i. For managing administrative workflows, data entry, and oversight of institutional performance.
- ii. Includes the Deputy Director, administrative officers, and supporting clerical staff.

b. Technical Staff and System Administrators.

- i. Responsible for maintaining, troubleshooting, and updating the system backend.
- ii. Includes personnel from the software development team and IT department assigned to DDPU.

c. Field – Level Data Operators and Clerks at PU Colleges

- i. Users tasked with uploading infrastructure details and statistics, and other data based on queries at the required time of need by the office of the deputy director.

2. Secondary Audience

a. Department of Pre-University Education, Karnataka

- i. For accessing analytical dashboards, monitoring compliance, and supporting district-level decision-making.

b. Training Co-Ordinator and Onboarding Staff

- i. To help orient new users, deliver workshops, and design handbooks or quick-reference guides.

c. Auditors and Inspectors

- i. When evaluating the digitization and effectiveness of administrative processes in public education.

⚠ IMPORTANT NOTICE!

This manual is **not intended** for use by the general public or students. It contains privileged workflow details and administrator-level functionalities that are governed under internal IT policy.

How to Use the Manual

The manual is designed to serve as a complete reference guide for users, developers, testers, and administrators involved in the operation and maintenance of the **INSIGHT**

System under the **Deputy Director of Pre-University Education (DDPU), Bengaluru South.**

Whether you are interacting with the system for the first time or are an experienced user seeking advanced information, this document is structured to provide clarity and ease of use.

Structure and Navigation

1. Introduction and System Overview
2. Getting Started
3. Getting Started with the INSIGHT System
4. System Walkthrough
5. Test Code References
6. Troubleshooting and Error Handling
7. Frequently Asked Questions
8. Support & Contact Information

Use the Table of Contents for quick navigation

Refer to screen captures and descriptions for visual guidance and navigation in the system.

Follow the test case identifiers when logging bugs or running validations and utilize the search functions when using digital format to quickly locate terms or section.

Document Evolution and Maintenance

The User Manual is a living document and is expected to evolve as the system undergoes:

- a. **Feature Additions or removals:** New functionalities introduced into the system or older features phased out will be reflected in updated instructions and screenshots.
- b. **System version upgrades:** Any improvements, performance enhancements, or interface changes that come with new versions will be documented to ensure users always have accurate information.
- c. **Policy driven structural changes:** If the DDPU Office issues new policies or modifies existing processes, the manual will be updated to align with revised workflows or reporting requirements.

- d. **Bug fixes or backend migrations:** Technical fixes, server migrations, or backend restructuring—though invisible to users—may influence system behavior. Relevant changes will be incorporated into the manual where necessary.

Getting Started with INSIGHT System

System Identification

- a. **System Title:** INSIGHT - Institutional Student Governance and Holistic Information Tracking
- b. **System Type:** Administrative Data Information and Communication System
- c. **Governing Authority:** Office of the Deputy Director of Pre-University Education, South Bengaluru
- d. **System Version:** Beta Release v1.0
- e. **Release Number:** Initial Production Release
- f. **Release Date:** 3rd December, 2025

Introduction & Scope of Development Activities

The Deputy Director of Pre-University (DDPU), South Bengaluru oversees numerous institutions and plays a crucial role in enhancing academic standards and effective administrative co-ordination.

More than 400 government, private, aided and various other categories of colleges come under the direct control and supervision of the DDPU, South Bengaluru. There are challenges in getting quick responses from these institutions as traditional communication methods often result in delays, inefficiencies, and mismanagement of information.

To address these challenges, we introduce **INSIGHT System**, a centralized platform designed to enhance communication, streamline workflow, and improve overall administrative efficiency of the institutions.

The INSIGHT System (Integrated Surveillance and Governance Hub for Institutional Tracking) is a web-based digital platform designed to centrally manage all Pre-university colleges under the South Bengaluru jurisdiction.

This user-friendly system allows authorized users to monitor academic performance, faculty deployment, infrastructure adequacy, and student enrollment trends in real time—thus supporting better governance and faster response to institutional needs.

System Environment

The INSIGHT System is a web-based platform designed for easy access and smooth usage by all PU colleges. The system runs entirely in a browser and does not require any software installations.

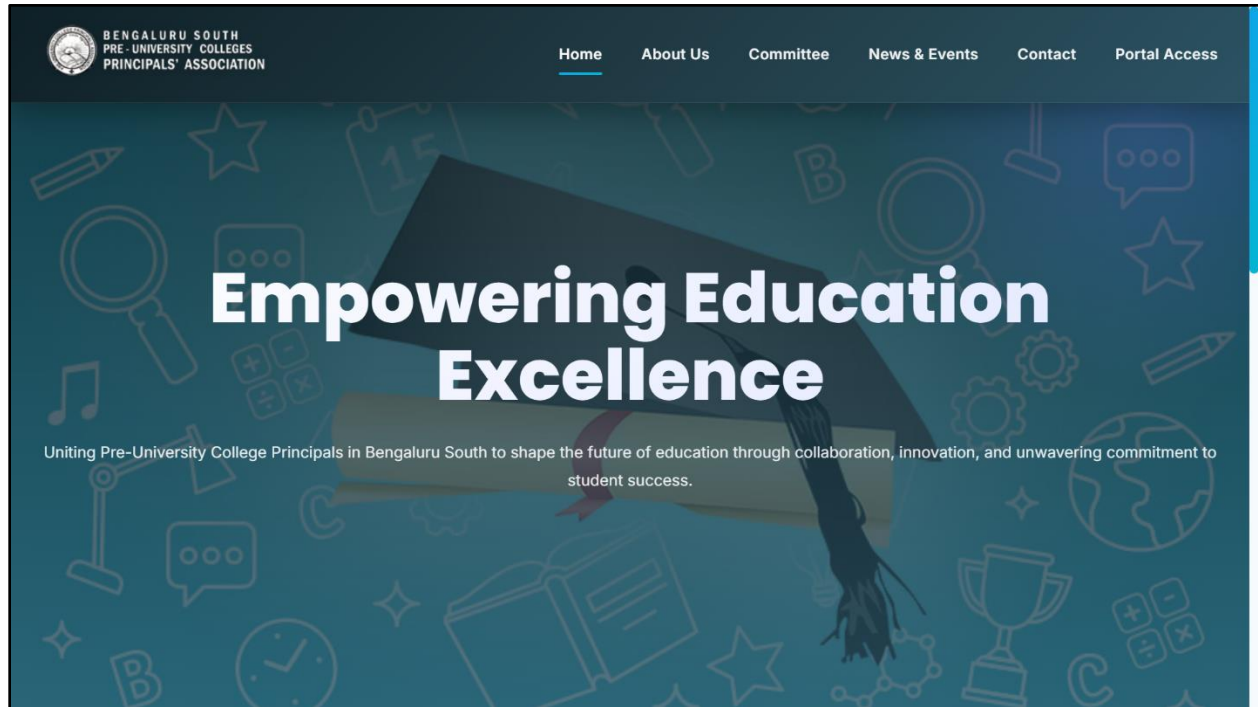
- Access and Browser Requirements:
 - a. The system works best on **desktop or laptop browsers**, preferably **Google Chrome** (latest version).
 - b. Other modern browsers like Microsoft Edge and Firefox are also supported.
 - c. No additional software, plugins, or installations are needed.
- Internet Requirements:
 - a. A stable internet connection is required for proper access.
 - b. Real-time features such as circulars, queries, and chat work best on consistent connectivity.
- Centralized Server System:
 - a. All data is stored and managed on a **central server** maintained by the DDPU Office.
 - b. This ensures colleges always see the latest circulars, queries, and updates.
- Secure Login:
 - a. Each college receives a unique login ID and password.
 - b. Colleges can view and manage only their own data.
- Device Compatibility:
 - a. Works on Windows, macOS, and Linux systems.
 - b. Recommended minimum screen resolution: **1366 × 768** for best visibility.
- Automatic Updates:
 - a. The system is automatically updated on the server.
 - b. Colleges always use the latest version without needing to download anything.

The INSIGHT System Walkthrough

The section provides a structure guide to using the INSIGHT System – from the moment a user logs in to the point of exiting the system.

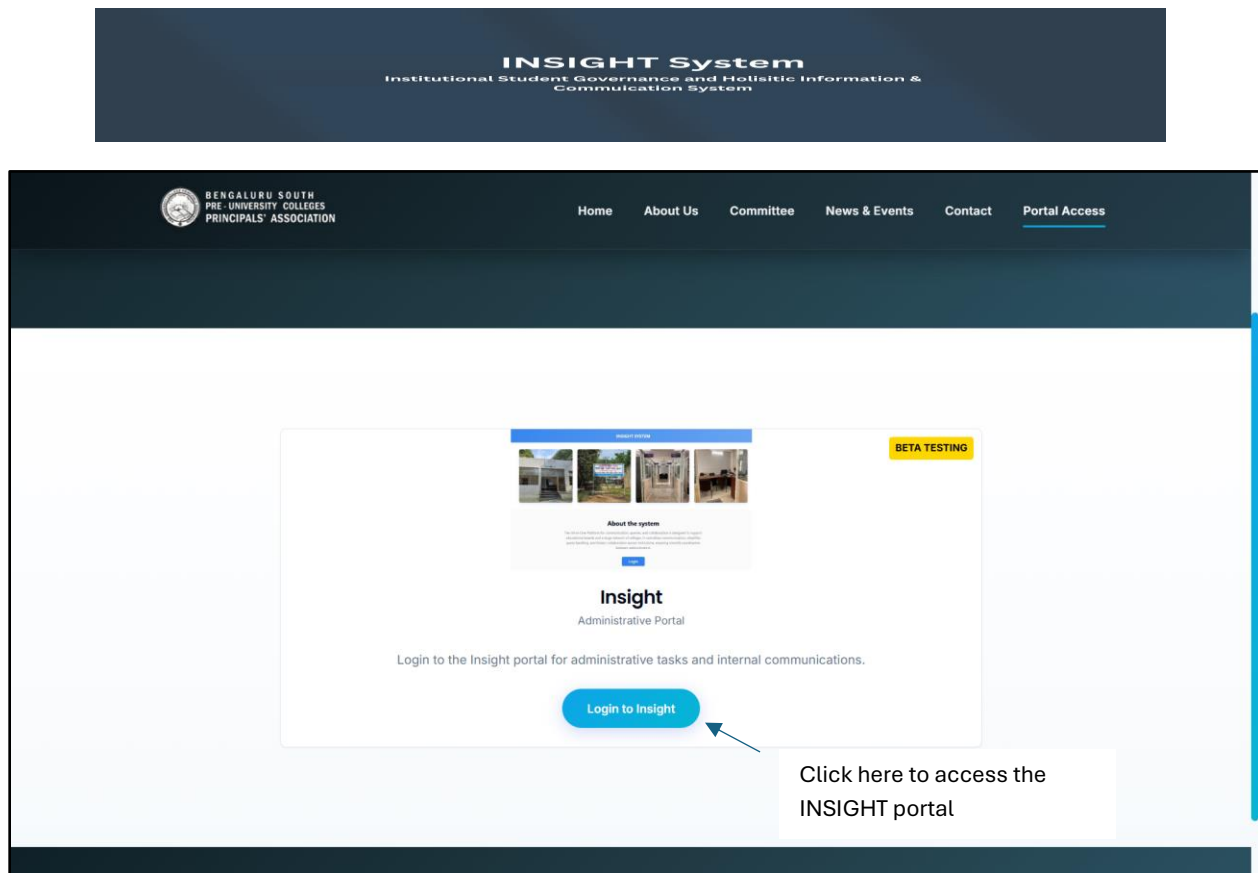
The walkthrough is broken down by screen and function. All steps are represented using labelled screen points, each with figure title and compliant descriptions.

Index Page



The image is of the Bengaluru South Pre-University Colleges Principals' Association landing page showing various operations such as **About Us, Committee, News & Events, Contact and Portal Access.**

Click on the **Portal Access** button to access the INSIGHT System.



This is the page loaded after clicking the **Portal Access** button.

Click on the **Login to Insight** button to access the INSIGHT portal.

Login Page

College Login Page

The screenshot shows the 'College Login' interface. At the top, there are two toggle buttons: 'College' (highlighted in blue) and 'DDPU'. A callout bubble points to these buttons with the text 'Toggle based on your role'. Below the toggles is a login form titled 'College Login' with the subtitle 'Sign in to your College system'. The form contains two input fields: 'Username' with the placeholder 'Enter your username' and 'Password' with the placeholder 'Enter your password'. Below the password field is a checkbox labeled 'Show Password' with an arrow pointing to it from the text 'Click to view the password'. At the bottom of the form is a blue 'Sign In' button.

This is the Login page for the INSIGHT System that allows admins and data entry operators of the respective colleges to enter their Username followed by Password to login to their respective dashboards.

The Admins and Data Entry Operators must enter the Username and Password which is already provided by Data Regions to the college's respective admin's mail id.

You can click on Show Password to view and verify if the entered password is correct or not.

Provision is provided in the Settings Page for the change of password.

Important Note

Please Keep your login credentials safe and secure. If you forget or lose your password after changing it -

- Please contact our Support Team for assistance.
- After verifying your identity, our team will guide you to recover your password.

DDPU Login Page

The screenshot shows the DDPU Login page. At the top, there are two toggle buttons: 'College' and 'DDPU'. A speech bubble points to the 'DDPU' button with the text 'Toggle based on your role'. Below the toggles is the 'DDPU Login' form. The form has a title 'DDPU Login' and a subtitle 'Sign in to your DDPU system'. It contains two input fields: 'Username' with the placeholder 'Enter your username' and 'Password' with the placeholder 'Enter your password'. Below the password field is a checkbox labeled 'Show Password'. An arrow points to this checkbox with the text 'Click to view the password'. At the bottom of the form is a blue 'Sign In' button.

This is the Login page for the INSIGHT System that allows admins and data entry operators of the respective colleges to enter their Username followed by Password to login to their respective dashboards.

The Admins and Data Entry Operators must enter the Username and Password which is already provided by Data Legions to the college's respective admin's mail id.

Provision is provided in the Settings Page for the change of password.

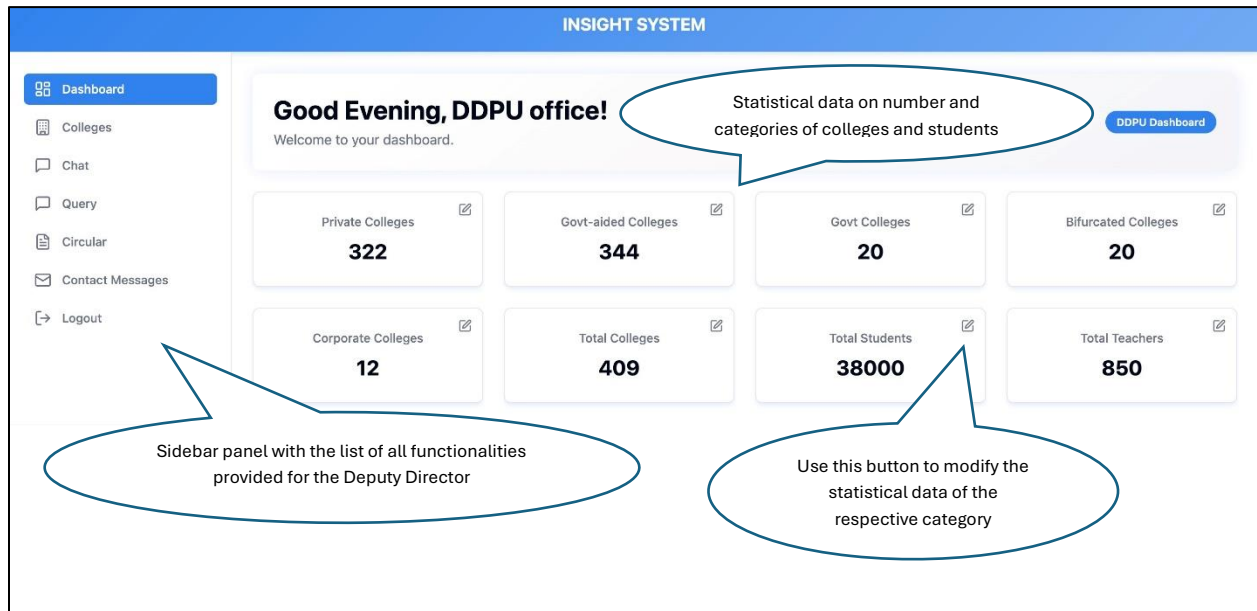
⚠ Important Note

Please Keep your login credentials safe and secure. If you forget or lose your password after changing it -

- Please contact our Support Team for assistance.
- After verifying your identity, our team will guide you to recover your password.

Deputy Director Access

Dashboard Page

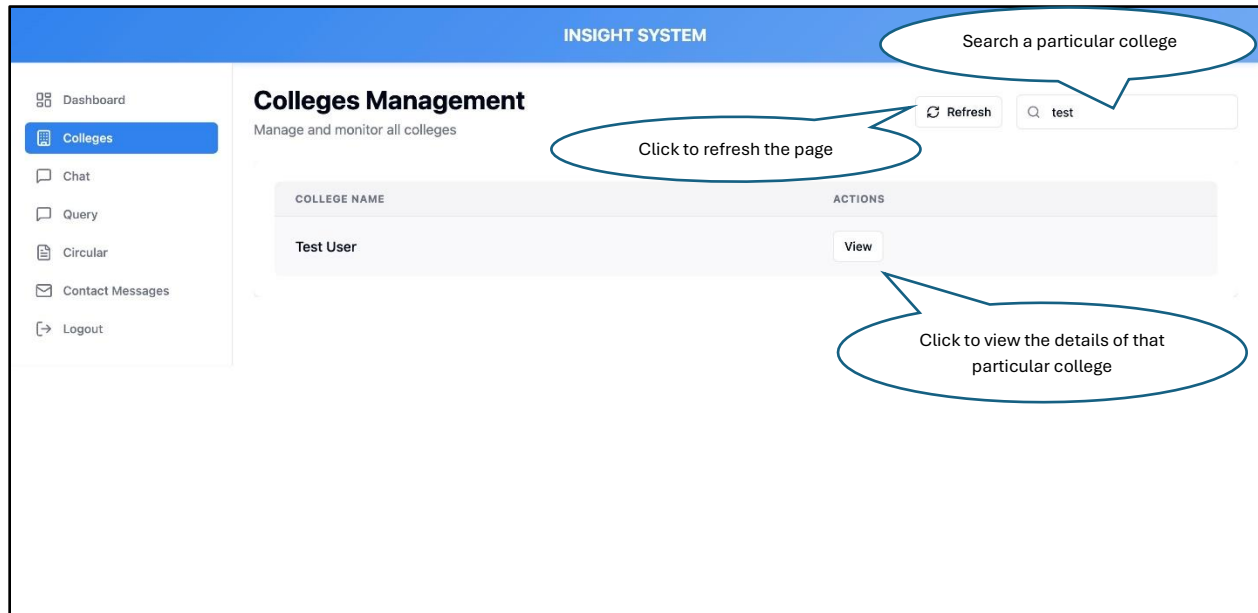


This is the Home Dashboard page of the Deputy Director, it displays a brief bird's eye view of the statistical data of the total number of colleges under the Bengaluru South district, category wise split of the number of colleges – Private, Govt-aided, Govt, Bifurcated, Corporate Colleges, the total number of students and total number of teachers currently working in the entire district.

The side bar panel runs along the left-most side of the home dashboard, and provides titles that specify the type of functionality is provided under that particular title.

Clicking of colleges title, would display the list of all the colleges in the district, the chat would facilitate a one-way chat between the deputy director and the admins of respective colleges, the query would facilitate all the functionalities of query management and as is so for circulars and settings.

College Management Page



This image shows the list of all colleges in the district of South Bengaluru.

- Provisions have been provided for the Deputy Director to search for a particular college of his interest.
- Click on the displayed View button to directly view further details such as infrastructure about the college.
- Use the Refresh button to refresh or reload the page in-case of the list of colleges is not displayed at first.
- Use as the first step is troubleshooting if any information is not loaded on the screen at the beginning.

INSIGHT SYSTEM

Dashboard
Colleges
Chat
Query
Circular
Contact Messages
Logout

Test User
College Code: AS0000

College Information

College Name
Test User

Email
Not specified

Address
Not specified

Contact
Not specified

Category
Bifurcated

Principal Name
Not specified

Dashboard Statistics

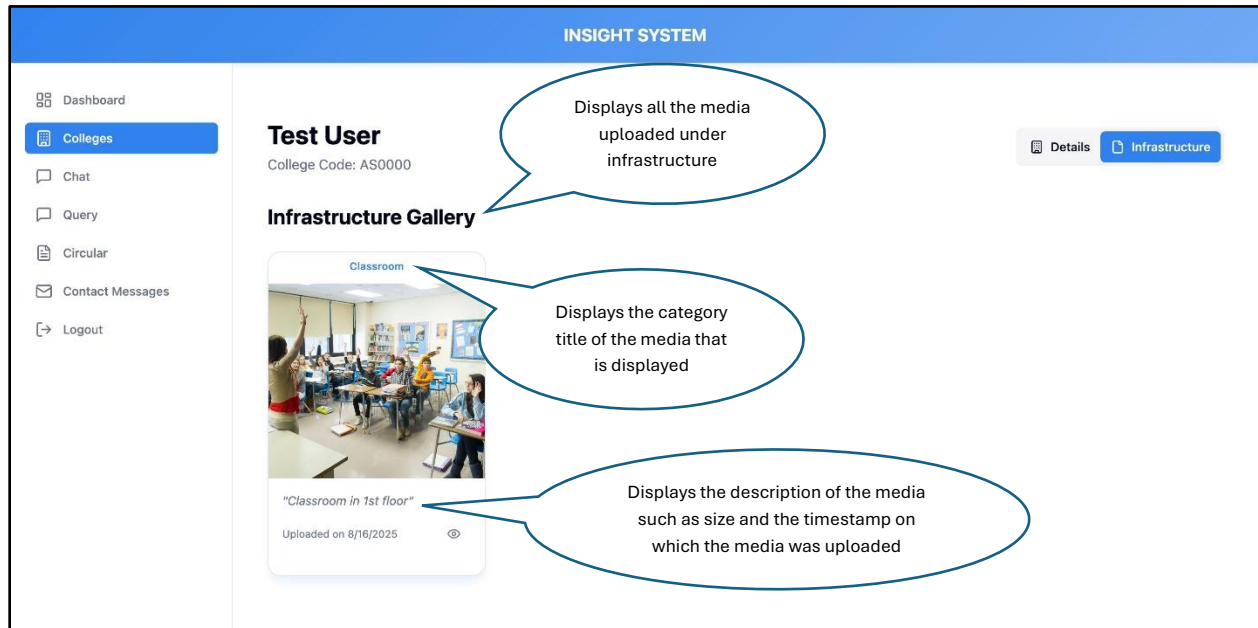
Total Students: 0
1st PU Students: 0
2nd PU Students: 0
Total Staffs: 0
Aided Staffs: 0
Un-aided Staffs: 0
Non-teaching Staffs: 0
Boys: 0
Girls: 0
Male Teachers: 0
Female Teachers: 0

Shows the brief information about the college that is selected

Toggle the button to view the infrastructure details about the college

Displays the college data

- Shows all the details of the college that is clicked.
- The college information tab shows general details such as College Name, Email, Address, Category etc.
- The dashboard statistics shows the college's statistical data such as Total Students, Number of 1st PU Students, Number of 2nd PU Students, Number of Total Staff, Number of Aided Staff, Number of Un-aided Staff, Number of Non-teaching Staff, Number of Boys, Number of Girls, Number of Male Teachers, Number of Female Teachers.
- Click on the above toggle button to view the detailed infrastructure details about the college.

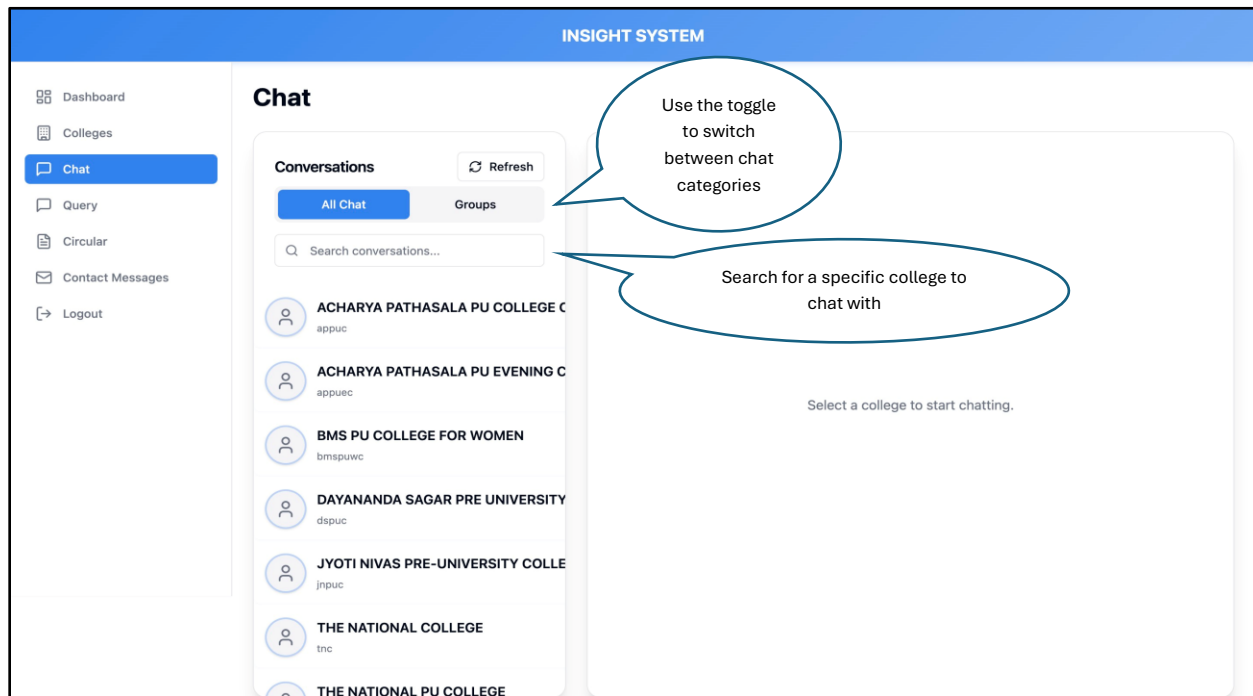


Shows the Infrastructure Details about the college

- View the selected college's basic details such as Name, and college code.
- Use the sidebar menu to navigate to different sections like Dashboard, Colleges, Chat, Query etc.
- Scroll through the Infrastructure Gallery to see images of classrooms or facilities uploaded by the college.

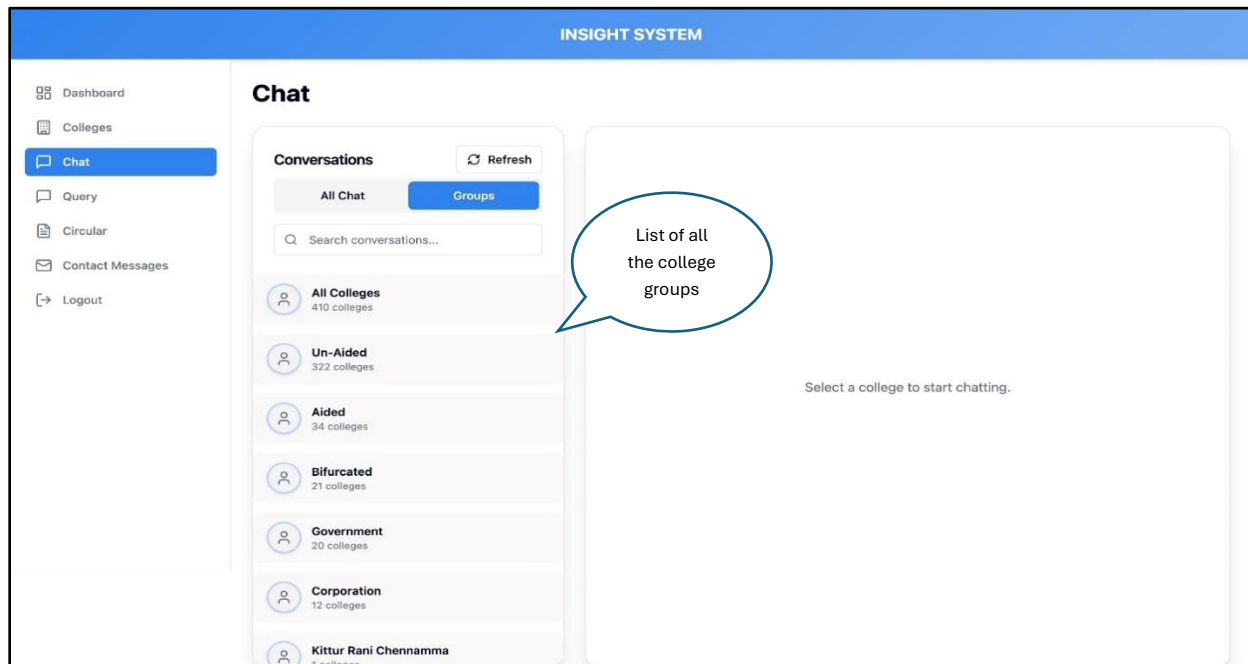
Chat Page

Individual College Chat Page



- Click on the Chat Option in the sidebar to view all your conversations.
- Use the All Chat and Groups tabs to switch between individual and group chats.
- Use the search Bar to quickly find a specific college conversation.
- Select any college from the list to open the chat window and start messaging.

Group Wise Chat Page



- Click the groups option to start messaging to a specific set of college category directly.
- The college category involves:
 - All Colleges
 - Unaided Colleges
 - Aided Colleges
 - Bifurcated Colleges
 - Government Colleges
 - Corporation Colleges
 - Kittur Rani Chennamma

Query Management Page

File Query

The screenshot shows the 'INSIGHT SYSTEM' interface for 'Queries Management'. The left sidebar contains navigation links: Dashboard, Colleges, Chat, Query (highlighted), Circular, Contact Messages, and Logout. The main content area is titled 'Queries Management' with the subtitle 'Create and manage queries for colleges'. It features two tabs: 'File Query' (active) and 'Link Query'. A callout points to these tabs, stating: 'Toggle to switch between File and Link Query Type'. Below the tabs is the 'Send File Query' form. It includes fields for 'Query Type' (with a placeholder 'Enter Query Type'), 'Due Date' (with a date picker showing 'mm/dd/yyyy'), and 'Description' (with a placeholder 'Enter description (optional)'). An 'Upload File' section shows 'Choose File' and 'No file chosen'. To the right of the form are dropdowns for 'College Category' (with a placeholder 'Select College Category') and a list of 'Selected Colleges' with checkboxes. A callout points to these dropdowns, stating: 'Select the category and the college'. The 'Selected Colleges' list includes: THE HODGSON PU COLLEGE (hpc), NARAYANA PU COLLEGE (npuc_as1060), RATHINAM GLOBAL PU COLLEGE (rgpuc), PINNACLE SCHOOL OF COMMERCE AND MANAGEMENT PU COLLEGE (psocampuc), and Test User (test user). A 'Submit Query' button is at the bottom right. Below the form is a 'File Responses' section with a search bar (placeholder 'Search by title...') and a 'Refresh' button. It currently displays 'No file queries found'. A callout points to the form fields, stating: 'Enter all the details as prompted'.

- Click on the Query tab to initiate the Query
- Enter the **Query Type** to specify what information or action you expect from the colleges. This helps colleges clearly understand the purpose of the query.
- Set the **Due Date** so colleges know the exact deadline for submitting their response. Ensure the due date is accurate to avoid delays.
- Add a **Description** if you want to provide extra instructions or context for the query. This is optional but highly recommended when the task needs clarification.
- Paste the required URL in the **Link** field. This link can be a form, document, website, or any online resource you want the colleges to access.

- Once the Submit Query is click, it sends your file query to the selected colleges.
- A confirmation message appears once the query is successfully sent.
- View the submitted queries under File Responses, where you can track due dates, number of responses received, and pending colleges.

- Click View Details to see which colleges have responded and manage the query further, or use the delete icon to remove a query if no longer required.

INSIGHT SYSTEM

Dashboard

Colleges

Chat

Query

Circular

Contact Messages

Logout

Query Details

Detailed responses for: test Back to Queries

Query Information

Query Type	Due Date	Total Colleges
test	8/18/2025	1

Description

ಮಾನ್ಯ ಪ್ರಾಂಶುಪಾಲರ ಗಮನಕ್ಕೆ, ಪ್ರಥಮ ಪಿಯುಸಿ ಫಲಿತಾಂಶ ಪರಿಶೀಲನೆ ಹಾಗೂ ಅನುಮೋದನೆಗಾಗಿ ಮೇಲ್ಕಾಣಿಸಿದ ಚೆಕ್ ಲಿಸ್ಟ್ ನಲ್ಲಿ ತಿಳಿಸಿರುವ ದಾಖಲೆಗಳೊಂದಿಗೆ ತಮ್ಮ ಕಾಲೇಜಿನ ಫಲಿತಾಂಶವನ್ನು ನಿಮ್ಮ ನೋಡಲ್ ಕೇಂದ್ರಗಳಿಗೆ ಸಲ್ಲಿಸಲು ಸೂಚಿಸಿದೆ. -ಉಪನಿರ್ದೇಶಕ

Filter colleges based on response status

Detailed Responses

Filter: All Responses
Responded: 0
Pending: 1

Showing 1 of 1 colleges

COLLEGE NAME	RESPONSE STATUS	RESPONDED AT	FILE
Test User	Pending	N/A	Not Responded

- View the complete **Query Information** section to understand the details of the selected query, including Query Type, Due Date, total number of colleges involved, and the description provided during creation.
- Use this page to track how colleges are responding. All assigned colleges appear under **Detailed Responses** with their response status.
- Check the **Response Status** column to see whether each college has responded, is pending, or has not submitted any file yet.
- Use the **Filter** dropdown to quickly switch between **All Responses**, **Responded**, or **Pending categories** for easier tracking.
- Click **Back to Queries** to return to the main queries list and continue managing other file or link queries.

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The screenshot shows the 'INSIGHT SYSTEM' interface with a sidebar on the left containing links to Dashboard, Colleges, Chat, Query (highlighted), Circular, Contact Messages, and Logout. The main content area is titled 'Queries Management' with the subtitle 'Create and manage queries for colleges'. It features two tabs: 'File Query' and 'Link Query'. A callout points to the 'Link Query' tab, stating: 'Toggle to switch between File and Link Query Type'. Below the tabs is the 'Send Link Query' form. It includes fields for 'Query Type' (set to 'test'), 'Due Date' (set to '08/18/2025'), and 'Description' (set to 'test document'). A 'Link' field contains a Google Sheet URL. A callout points to this field, stating: 'Enter all the details as prompted specifically the Google Sheet Link'. To the right of the form are a 'College Category' dropdown (set to 'Bifurcated') and a 'Selected Colleges' section with a list of colleges and checkboxes. A callout points to the 'College Category' dropdown, stating: 'Select the category and the college'. The 'Selected Colleges' section has 'Select All' and 'Deselect All' buttons, and the 'Test User (test user)' checkbox is checked. A 'Submit Query' button is at the bottom right of the form. Below the form is a 'Link Responses' section with a search bar and a 'Refresh' button. It shows 'Debug: 0 queries found, 0 filtered' and 'No link queries found'.

- Enter the Query Type to define the purpose of the link-based query. This helps colleges understand what action is expected when they open the link.
- Set the **Due Date** so colleges know the final date by which they must submit their response.
- Add a **Description** if you want to provide additional instructions or context for the task.
- Paste the required URL in the **Link** field. This link can lead to a document, Google Form, spreadsheet, or any online resource that colleges need to access.
- Use the **College Category** dropdown to filter the list of colleges based on type or classification. Then select specific colleges from the list or click **Select All** to assign the query to all available colleges.
- Click on **Submit Query** to send the link query to the selected colleges. A success notification confirms that your query has been sent.

- Scroll down to **Link Responses** to track responses once colleges start completing the query. This section will show all link queries you have created, along with their response status.

INSIGHT SYSTEM

Queries Management
Create and manage queries for colleges

File Query | **Link Query**

Send Link Query

Query Type: Enter Query Type

College Category: Select College Category

Due Date: mm/dd/yyyy

Description: test document

Link: Paste Link

Selected Colleges: **Select All** **Deselect All**

- ☐ SM GOTAWAT HINDI PU COLLEGE (smghpc)
- ☐ CORPORATION PU COLLEGE (cpuc_as0064)
- ☐ LOWRY MEMORIAL P U COLLEGE (Impuc)
- ☐ DR AMBEDKAR PRE UNIVERSITY COLLEGE (drapuc)
- ☐ VISVESWARAPURA PU COLLEGE OF ARTS & COMMERCE (vpcoac)

Submit Query

Link Responses

Debug: 1 queries found, 1 filtered

test 0/1

Due Date: 8/18/2025

Responded: 0 Pending: 1

View Details

View all the submitted query in File Responses

Click View Details to see the list of responses

- Once the Submit Query is click, it sends your Link Query to the selected colleges.
- A confirmation message appears once the query is successfully sent.
- View the submitted queries under Link Responses, where you can track due dates, number of responses received, and pending colleges.
- Click View Details to see which colleges have responded and manage the query further, or use the delete icon to remove a query if no longer required.

INSIGHT SYSTEM

Dashboard
Colleges
Chat
Query
Circular
Contact Messages
Logout

Query Details

Detailed responses for: test

[Back to Queries](#)

Query Information

Query Type	Due Date	Total Colleges
test	8/18/2025	1

Description
test document

Filter colleges based on response status

Filter: All Responses Responded: 0 Pending: 1

Showing 1 of 1 colleges

COLLEGE NAME	RESPONSE STATUS	RESPONDED AT	LINK
Test User	Pending	N/A	Not Responded

- View the complete **Query Information** section to understand the details of the selected query, including Query Type, Due Date, total number of colleges involved, and the description provided during creation.
- Use this page to track how colleges are responding. All assigned colleges appear under **Detailed Responses** with their response status.
- Check the **Response Status** column to see whether each college has responded, is pending, or has not submitted any file yet.
- Use the **Filter** dropdown to quickly switch between All Responses, Responded, or Pending categories for easier tracking.
- Click **Back to Queries** to return to the main queries list and continue managing other file or link queries.

Circulars Page

INSIGHT SYSTEM

Dashboard
Colleges
Chat
Query
Circular
Contact Messages
Logout

Send New Circular
Enter the circular title, select college category and upload a file or document.

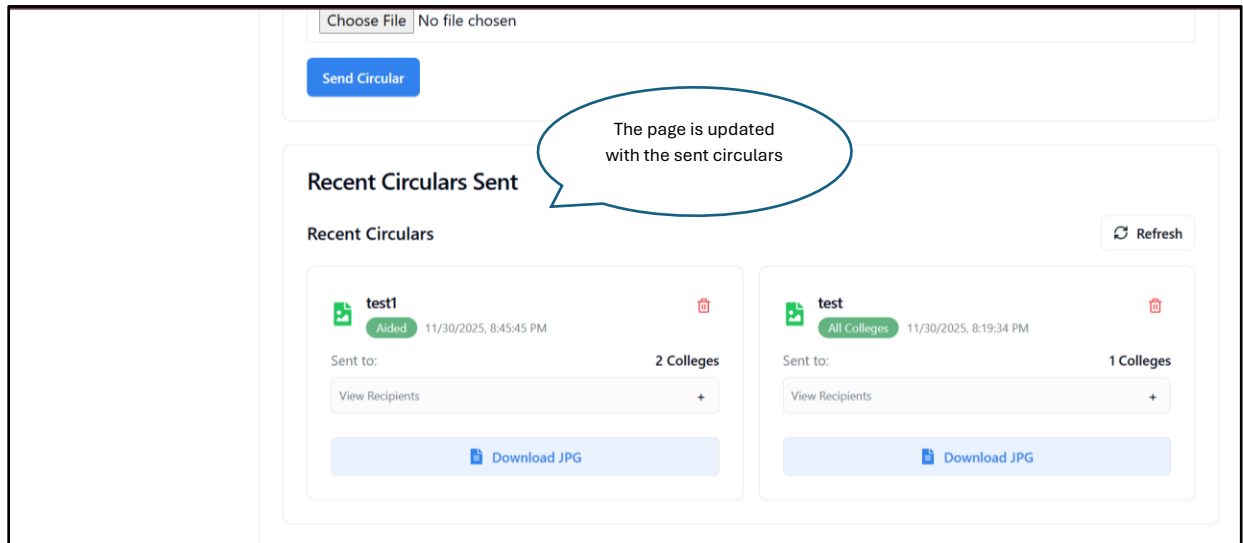
Circular Title

College Category
Select College Category ▼

Upload File/Document
 No file chosen

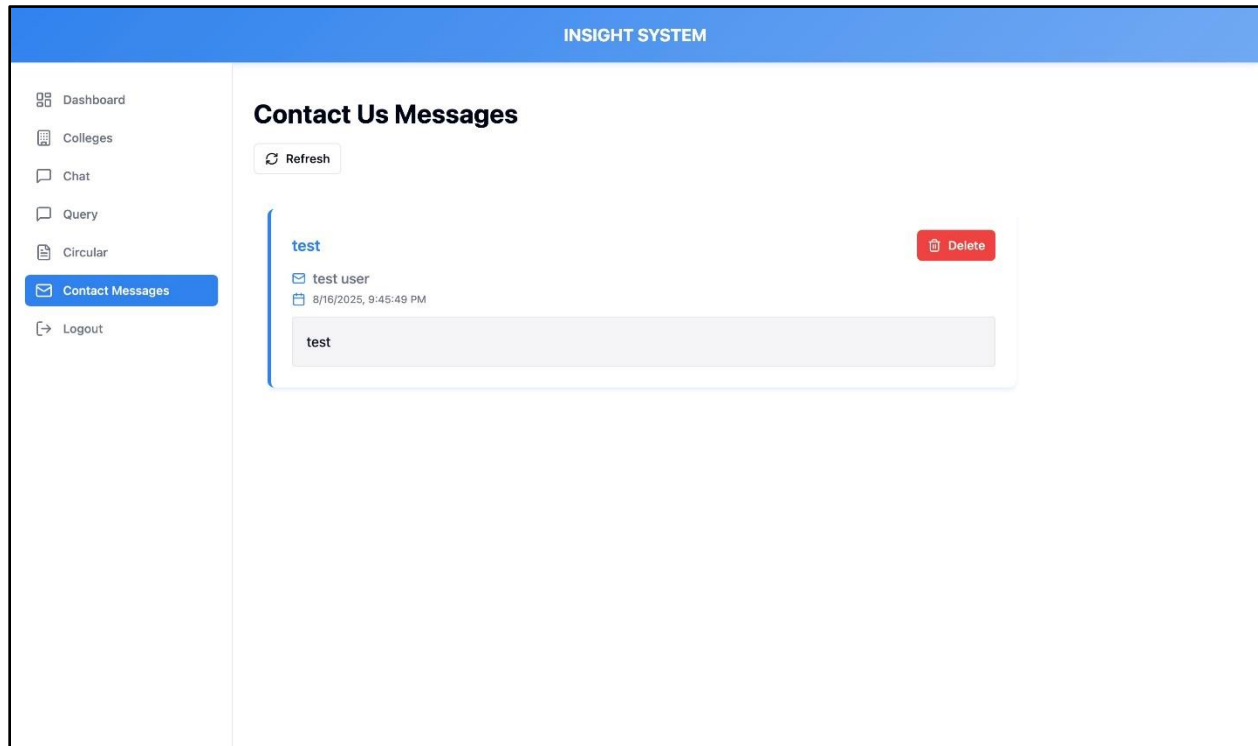
Enter all details as prompted to send circulars to colleges by selecting the specific categories

- Enter the **Circular Title** to specify the subject or purpose of the circular. This helps colleges immediately understand what the circular is about.
- Select the **College Category** to choose which group of colleges should receive the circular. This ensures the circular is sent only to the intended institutions.
- Upload the required file or document using the **Choose File** button. This file will be shared with all selected colleges as the official circular.
- Click **Send Circular** to distribute the circular to all colleges under the selected category. A confirmation message appears once it is successfully sent.
- Scroll down to **Recent Circulars Sent** to view and track all previously shared circulars. This section helps you verify that the circular has been sent and review past communications.



- The circular page updates and shows the circulars once it is sent.
- View all circulars you have previously sent, each displayed with title, category, timestamp, and the number of colleges it was sent to.
- Use the View Recipients dropdown to see the list of colleges that was received the circular.
- Click **Download JPG** to download the circular file in JPG format, useful for sharing or archiving.
- Use the **delete icon** beside any circular to remove it if it was sent by mistake or is no longer relevant.
- Click **Refresh** to reload the section and check for newly sent circulars or updates.

Contact Us Page



- View all the messages submitted through the **Contact Us** form on this page.
- Each message shows the sender's name, timestamp, and the content of their message.
- Click **Refresh** to reload the list and check for any newly received messages.
- Click on a message to expand and read its full content if it is collapsed.
- Use the **Delete** button beside a message to remove it permanently from the system if it is resolved or no longer needed.

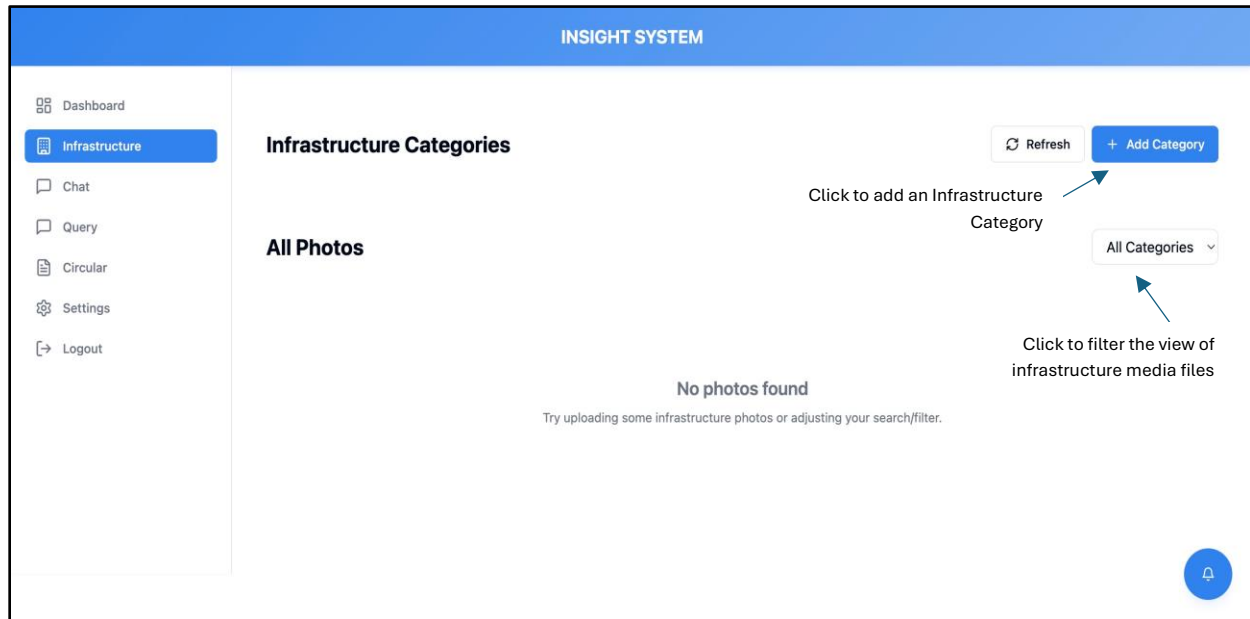
College Access

Dashboard Page

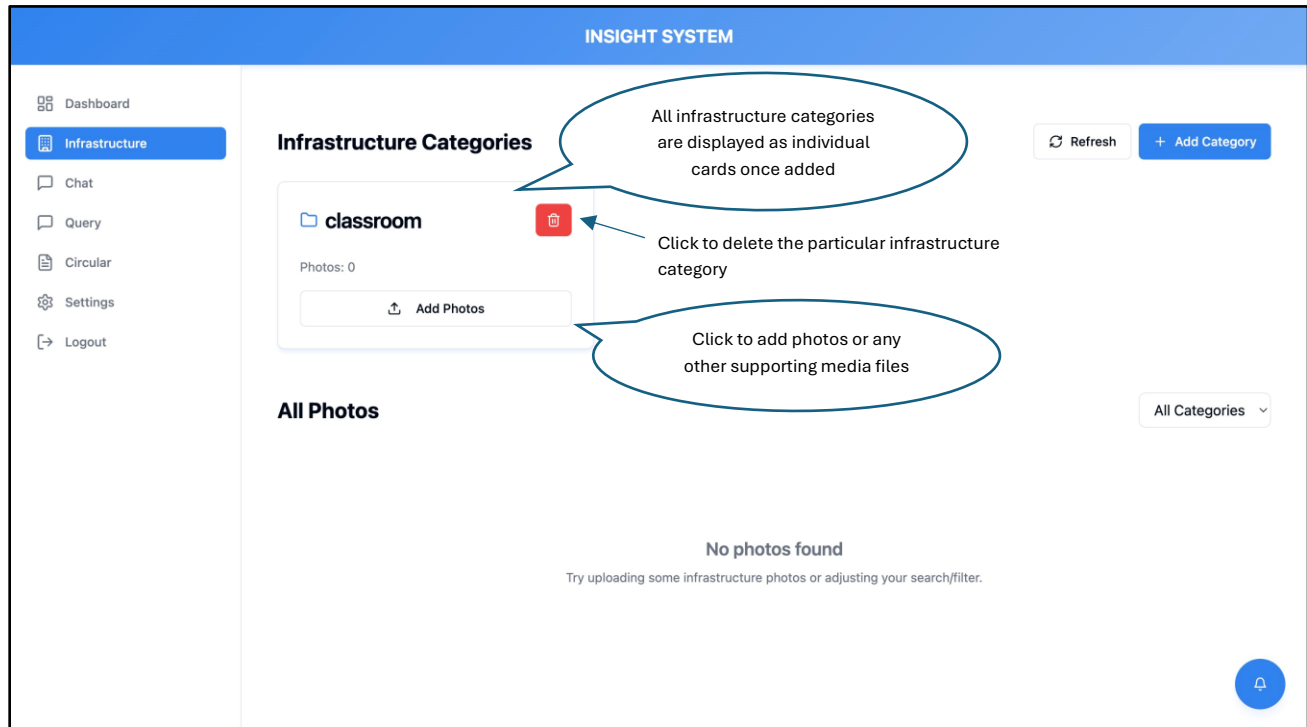
The screenshot displays the INSIGHT SYSTEM dashboard. At the top, a blue header bar contains the text "INSIGHT SYSTEM". Below this, a sidebar on the left lists navigation options: Dashboard, Infrastructure, Chat, Query, Circular, Settings, and Logout. The main content area features a welcome message "Good Evening, Test User!" and "Welcome to your dashboard." followed by a grid of 12 statistical cards. Each card displays a category (e.g., Total Students, 1st PU Students, 2nd PU Students, Total Staffs, Aided Staffs, Un-aided Staffs, Non-teaching Staffs, Boys, Girls, Male Teachers, Female Teachers) and a value of 0, with an edit icon in the top right corner. A callout bubble points to this grid, stating "Statistical data of students and teachers in the college". Below the grid is an "Information" section titled "College contact and principal information", which includes fields for Principal Name, Address, Contact 1, Contact 2, and Email, all marked as "Not set". Callout bubbles point to this section, stating "Brief Information about the college". Another callout bubble points to the edit icons in the Information section, stating "Use this button to modify the statistical data". A final callout bubble points to a bell icon in the bottom right corner, stating "Use this button to modify the statistical data". A blue button labeled "College Dashboard" is located in the top right corner of the main content area. A callout bubble points to the "Logout" option in the sidebar, stating "Sidebar panel with the list of functionalities for the college".

- View an overview of your college's key statistics, such as the total students, PU wise breakdown, total staff, aided/unaided staff and gender-wise counts. Each statistics is displayed in a separate card for easy understanding.
- Click the **edit icon** beside any statistic card to update or correct the values displayed on the dashboard.
- Scroll down to the **Information** section to fill in or update important college details such as Principal Name, Address, Contact Numbers, and Email.
- Use the **edit icons** in the Information section to enter missing data or modify existing information, ensuring your college profile always remains up to date.
- Click on **College Dashboard** (top right) to view a more detailed breakdown of your college's data and additional insights.

Infrastructure Details Updation



- Use the Add Category button to create a new infrastructure category such as Classrooms, Library, Laboratory. Categories help you organize uploaded infrastructure photos and other supporting media.
- Click **Refresh** to reload the page and view any newly added categories or uploaded photos.
- Browse photos under **All Photos**. If no photos appear, it means no images have been uploaded yet or the current filter does not match any category.
- Use the **All Categories** dropdown to filter photos by their category, making it easier to locate specific infrastructure images.



- View existing Infrastructure Categories on this page. Each category represents a folder where related infrastructure photos can be uploaded and stored.
- Click **Add Photos** inside any category to upload images related to that category (for example: upload classroom images inside the *classroom* category).
- Use the **Delete** icon to remove an entire category if it is no longer needed. Deleting a category will also remove all photos stored under it.
- Click **Refresh** to reload the page and see newly added categories or updated photo counts.
- Use the **All Categories** filter dropdown under *All Photos* to view images based on their category once photos are uploaded.

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Add Category

Infrastructure Categories

classroom

Photos: 0

Add Photos

Upload Photos to "classroom"

Enter a label for these photos

Enter a description for these photos (optional)

Drag and drop your photos here
or [click to browse files](#)

Supports: JPG, PNG, GIF, PDF up to 10MB each

Upload to classroom

All Photos

All Categories

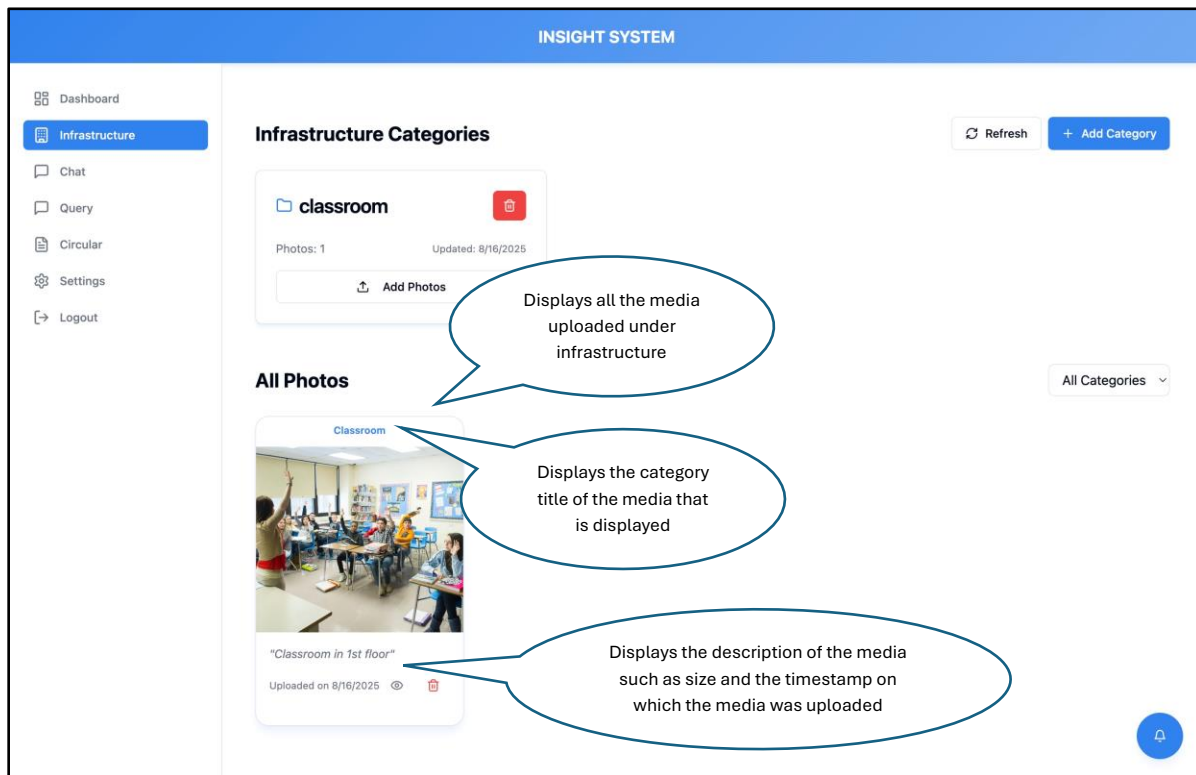
No photos found
Try uploading some infrastructure photos or adjusting your search/filter.

Enter the prompted fields after clicking 'Add Photos' and upload the file by either Drag and Drop or Insert from your device – file sizes of upto 10MB is acceptable

- Enter a **Label** to name the photos you are uploading. This label helps identify the group of photos later when viewing them under the category.
- Add a Description if you want to provide additional details about the photos. This is optional but useful when uploading multiple sets of infrastructure images. This is optional but useful when uploading multiple sets of infrastructure images.
- Drag and drop images into the upload box, or click the browse files link to select photos manually from your device. Supported formats include JPG, PNG, GIF, and PDF up to 10MB each.

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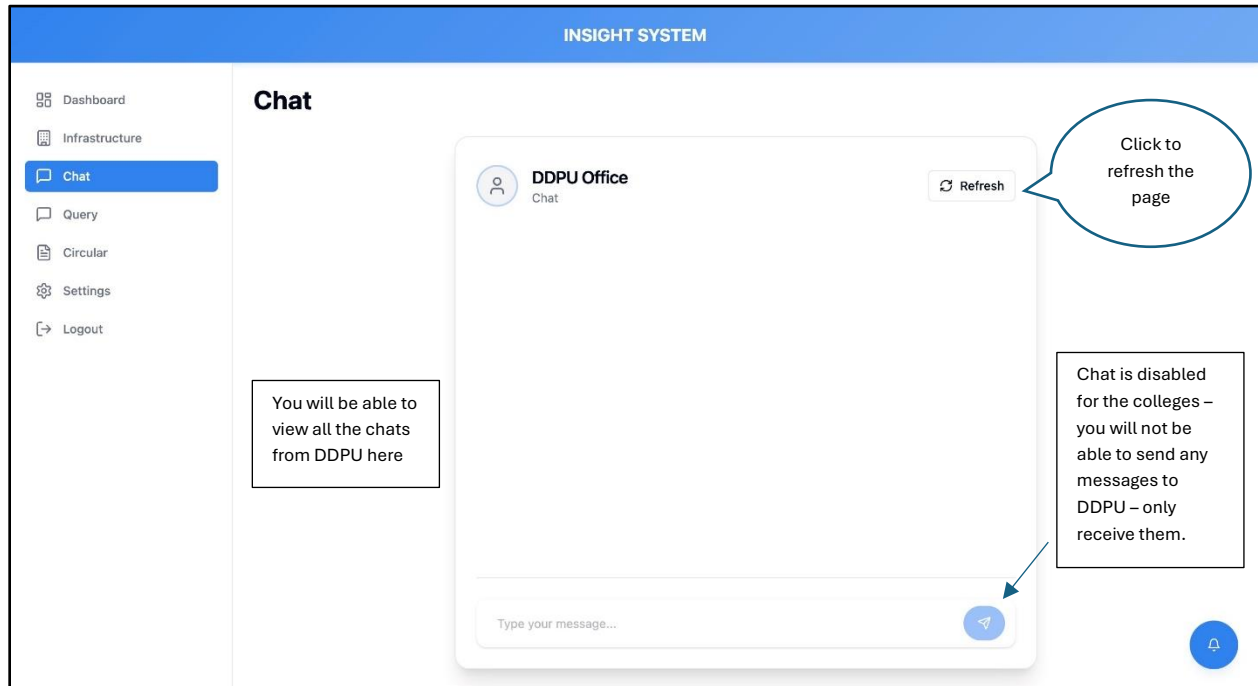
- Click Upload to classroom to add the selected photos under the classroom category. Once uploaded, the photos will appear in the “All Photos” section and inside the selected category.
- Click the X icon on the top-right of the upload panel to close the upload section if you decide not to proceed.



- View all existing Infrastructure Categories along with the number of photos uploaded and the last updated date for each category.
- Click **Add Photos** inside a category to upload more images related to that category (e.g., upload additional classroom photos under the *classroom* category).
- Scroll down to the **All Photos** section to see every infrastructure image uploaded across categories.
- Each photo card shows the category name, caption, upload date, and available actions.
- Use the **Delete icon** on a photo card to remove that specific image from the system if it is incorrect or outdated.

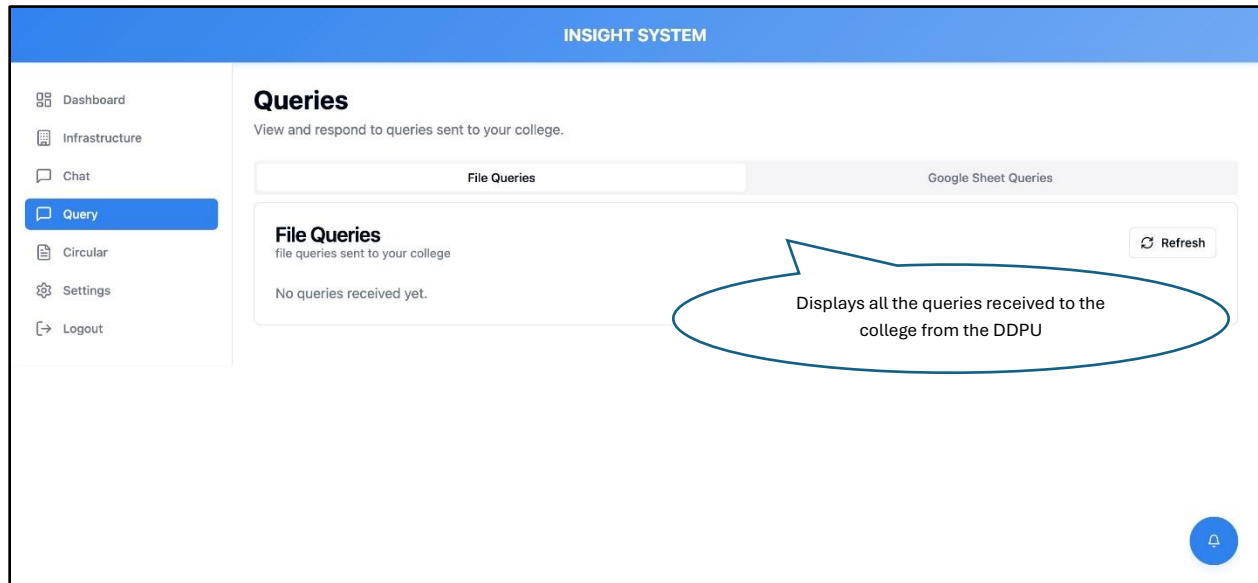
- Use the **All Categories** dropdown to filter photos by category, helping you quickly locate photos from a particular section of the college infrastructure.

Chat Page



- View your active chat window on this page, where you can communicate directly with the DDPU Office.
- Type your message in the **message box** at the bottom and click the **send button** to deliver your message instantly.
- Click **Refresh** to reload the chat and view any new messages you may have received.
- Use this chat section to send quick updates, clarifications, or responses directly to the DDPU Office in real time.

Queries Page



- Use this page to **view and respond to queries** that have been sent to your college by the DDPU Office.
- Switch between the **File Queries** and **Google Sheet Queries** tabs to view the type of query assigned to your college.
- Check the **File Queries** section to see files you need to download, review, and respond to. If no queries appear, it means no new file-based queries have been sent yet.
- Click **Refresh** to reload the page and check for any newly received queries.

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Queries

View and respond to queries sent to your college.


File Queries
Google Sheet Queries

Refresh


QUERY TYPE	QUERY DESCRIPTION	DUE DATE	RESPONSE STATUS	DOWNLOAD	UPLOAD
test	ಮಾನ್ಯ ಪ್ರಾಂಶುಪಾಲರ ಗಮನಕ್ಕೆ, ಪ್ರಥಮ ಪಿಯುಸಿ... View	8/18/2025	Pending	Download	Upload File




The Query details
received from DDPU



Due Date and
Status of
Response of
the Query

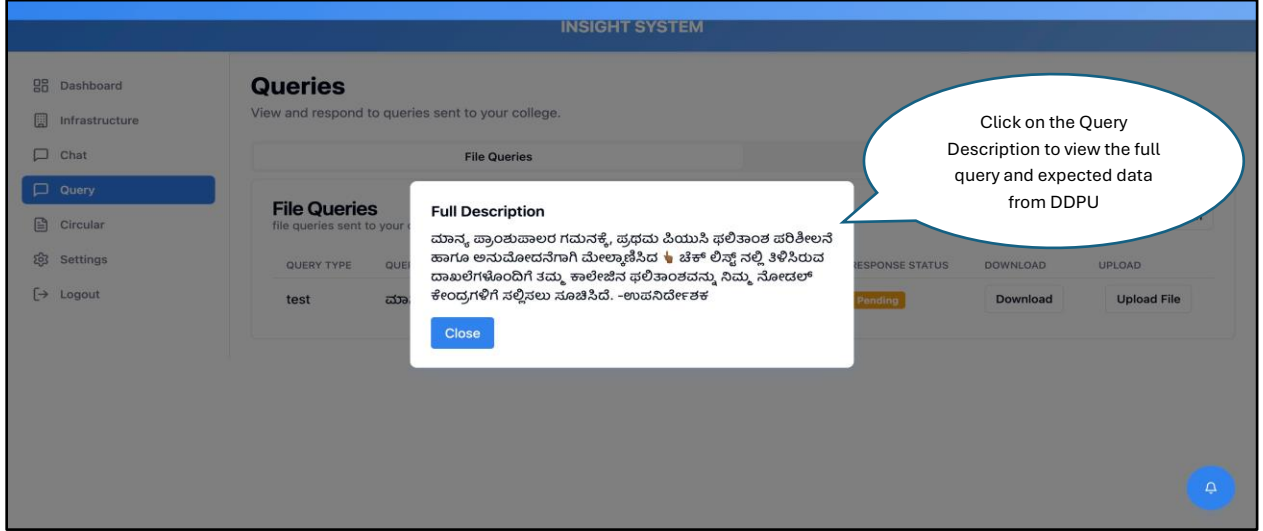


Click to
download
the
template
file



Click to
upload your
response
file

- View all File Queries sent to your college, including the query type, description, due date, and response status.
- Click **View** beside the description to read the complete details of the query if the text is long or truncated.
- Use the **Download** button to download the attached file sent by the DDPU Office. Review the file carefully before preparing your response.
- Click **Upload File** to submit your response document for that query. Ensure the uploaded file is correct and complete before submitting.
- Check the **Response Status** to see whether your college's response is still pending or has been marked as responded after uploading the file.
- Click **Refresh** to reload the page and check for updates or newly assigned queries.



- Click on View in the query list to open the Full Description popup and read the complete details of the query.
- Use this popup to review the entire message or instructions sent by the DDPU Office, especially when the description is long or truncated in the main list.
- After reading, click **Close** to return to the main queries page and proceed with downloading or responding to the query.

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Queries

View and respond to queries sent to your college.

File Queries

Google Sheet Queries

Link Queries

link queries sent to your college

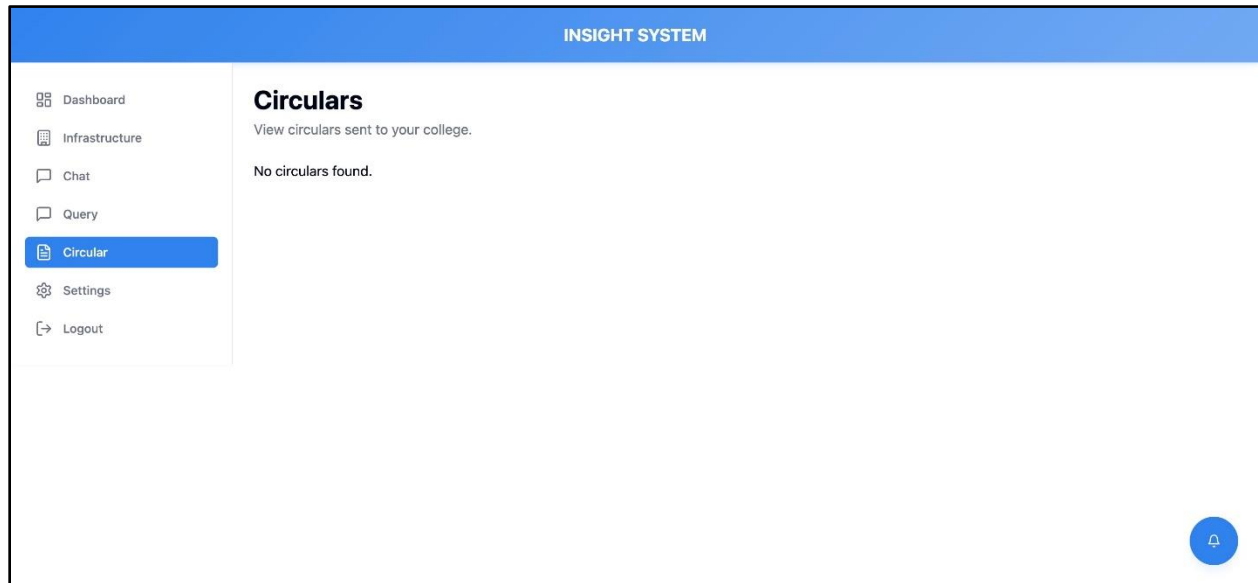
Refresh

QUERY TYPE	QUERY DESCRIPTION	DUE DATE	RESPONSE STATUS	LINK
test	test document	8/18/2025	Pending	Open Link

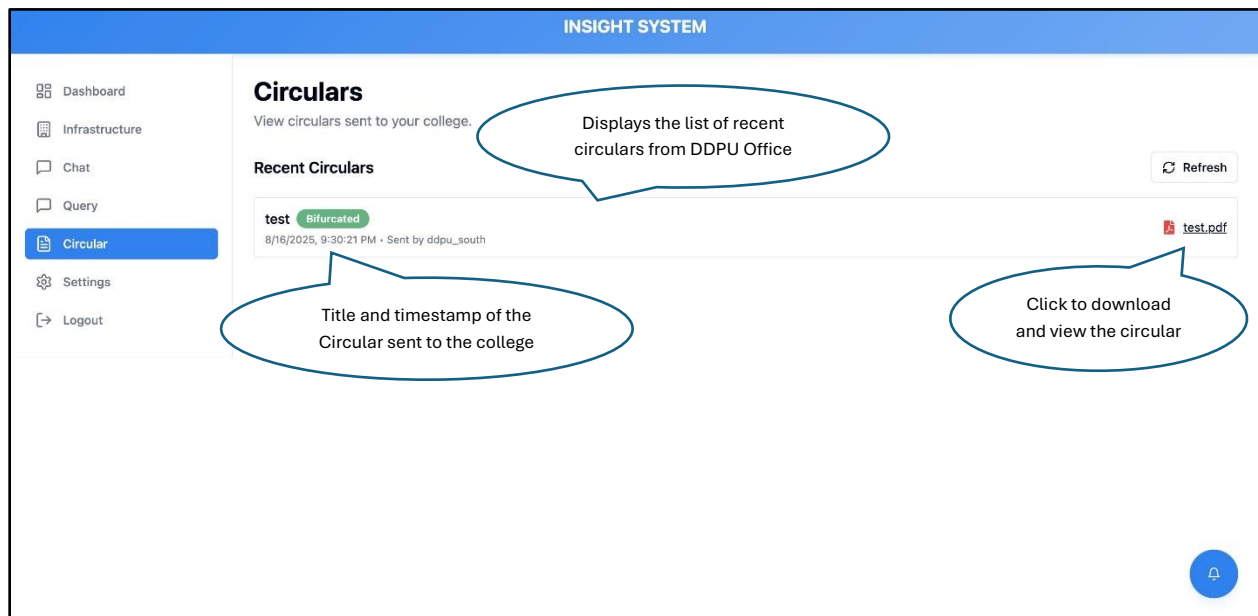
Click to open the google sheet link and enter the required data

- Click on View in the query list to open the Full Description popup and read the complete details of the query.
- Use this popup to review the entire message or instructions sent by the DDPU Office, especially when the description is long or truncated in the main list.
- After reading, click **Close** to return to the main queries page and proceed with downloading or responding to the query.

Circulars Page



- View all the **circulars sent to your college** on this page. Each circular will appear here with its title, category, date, and a download option when available.
- If no circulars are shown, it means no new circulars have been issued by the DDPU Office yet.
- Use this section to check important announcements, instructions, or official documents shared with your college.



- View all **recent circulars** sent to your college in this section. Each circular displays its title, category, date and time sent, and the sender's name.
- Click on the circular's **PDF link** (e.g., *test.pdf*) to download and view the attached document.
- Use this list to keep track of important announcements, instructions, and official notifications issued by the DDPU Office.
- Click **Refresh** to reload the page and check for any newly received circulars.

College Settings Page

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Change Password

Current Password
Enter your current password

New Password
Enter new password

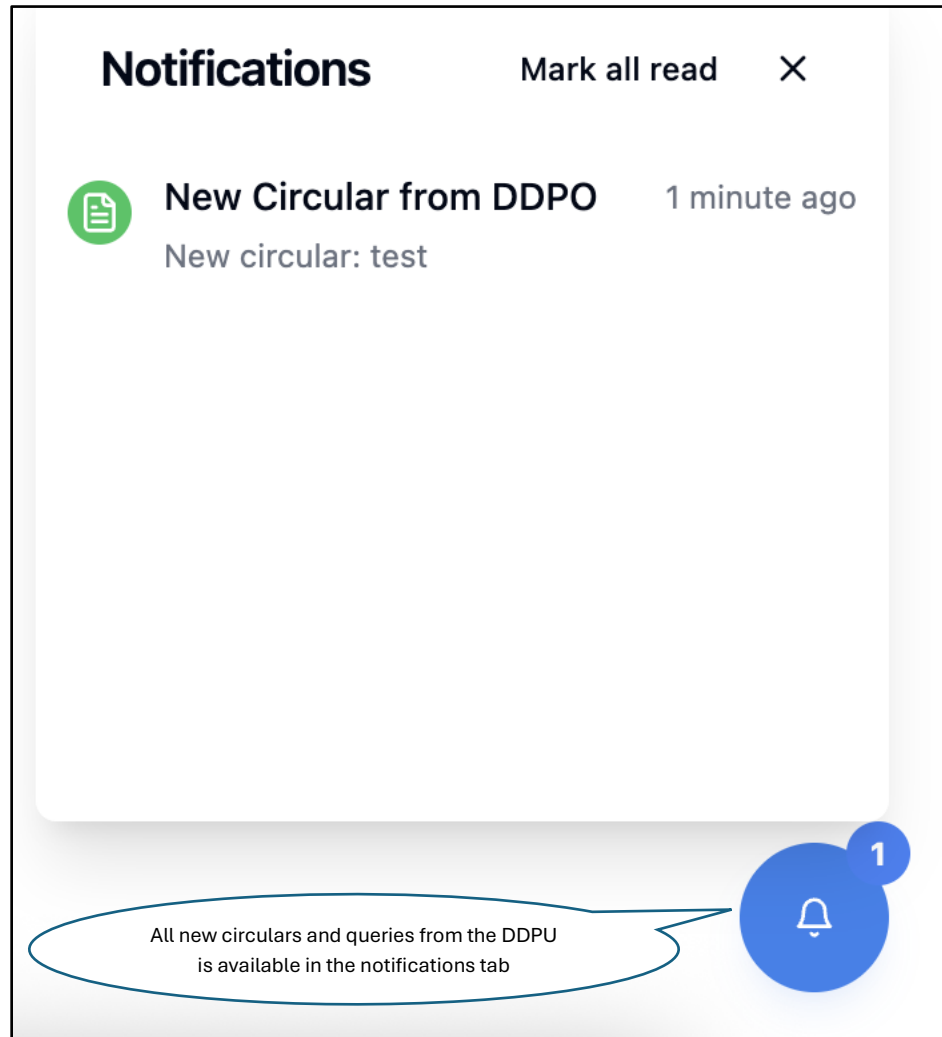
Re-enter New Password
Re-enter new password

Update Password

Use the page to update or change your password

- Enter your **current password** in the first field to verify your identity before making any changes.
- Type your **new password** in the second field. Make sure it is strong and secure, following your institution's password guidelines if provided.
- Re-enter the **new password** in the third field to confirm it and avoid typing mistakes.
- Click **Update Password** to save the new password. A confirmation message will appear if the update is successful.

Notifications



- Click the notification icon at the bottom-right corner to open your notification panel and view recent alerts from the DDPU Office.
- Each notification shows the **type of update**, such as a new circular, along with a short description and the time it was received.
- Use this panel to quickly check important updates without navigating away from your current screen.
- Click **Mark all read** to clear the unread count once you have reviewed your notifications.
- Click the **X** icon to close the notification panel and return to your work.

 Translate to English

×

All new queries that is sent by the DDPU arrives as notifications to the college's email

New Query Notification

Dear Test User,

You have received a new query from Deputy Director Office Pre-University (DDPU South).

Query Details:

Query Type: test1

Due Date: 14/8/2025

Description: ಮಾನ್ಯ ಪ್ರಾಂಶುಪಾಲರ ಗಮನಕ್ಕೆ ಪ್ರಥಮ ಪಿಯುಸಿ ಫಲಿತಾಂಶ ಪರಿಶೀಲನೆ ಹಾಗೂ ಅನುಮೋದನೆಗಾಗಿ ಮೇಲ್ಕಾಣಿಸಿದೆ 🙏 ಚೆಕ್ ಲಿಸ್ಟ್ ನಲ್ಲಿ ತಿಳಿಸಿರುವ ದಾಖಲೆಗಳೊಂದಿಗೆ ತಮ್ಮ ಕಾಲೇಜಿನ ಫಲಿತಾಂಶವನ್ನು ನಿಮ್ಮ ನೋಡಲ್ ಕೇಂದ್ರಗಳಿಗೆ ಸಲ್ಲಿಸಲು ಸೂಚಿಸಿದೆ. -ಉಪನಿರ್ದೇಶಕ

Please log in to your dashboard to view the complete details and submit your response.

This is an automated notification from the Insight System.
Please do not reply to this email.

← Reply

→ Forward



- You will receive an email notification whenever the DDPU Office sends a new query to your college.
- Review the **Query Details** section in the email to see the query type, due date, and full description. This helps you understand the requirement immediately.
- Log in to your **Insight System dashboard** to view the complete query, download any attached files, and submit your response.
- Since this is an automated notification, **do not reply** to the email. All actions must be completed through your dashboard.

[Test Code References](#)

[Troubleshooting Guide](#)

[Frequently Asked Questions](#)

[Support and Contact](#)

Final Closing Note

The **Bengaluru South Pre-University Colleges Principals' Association** is committed to fostering a unified, transparent, and efficient administrative ecosystem for all affiliated institutions. The launch of the **INSIGHT System** represents a collective step forward in strengthening coordination, enhancing information flow, and supporting data-driven decision-making across all colleges in our region.

As we introduce this system in its Beta version, we ask every institution to use it diligently and provide constructive feedback. Your active participation is essential in helping us refine the platform, resolve early-stage issues, and ensure that the system serves the real needs of every college—big or small, aided or unaided.

We encourage all colleges to:

- Adopt the INSIGHT System as the **primary channel** for receiving circulars, responding to queries, and maintaining institutional data.
- Use the system regularly to keep your college records complete, accurate, and up to date.
- Follow the guidelines and best practices outlined in this manual to ensure a smooth and interruption-free user experience.
- Report any technical issues, missing features, or operational challenges promptly so they can be addressed in future updates.
- Uphold the values of **accuracy, timeliness, and accountability** in all submissions and communications made through the system.

The Association firmly believes that INSIGHT will reduce administrative delays, eliminate communication gaps, and bring every college closer to a streamlined, digitally-empowered workflow. Your cooperation in embracing this new platform is greatly appreciated and will directly contribute to making our collective administration more responsive and effective.

We extend our sincere thanks to all college principals, staff coordinators, and departments who supported the development, testing, and deployment of this system. Together, we move toward a more connected, efficient, and transparent future for Pre-University education in Bengaluru South.

For any further assistance, clarifications, or system-related concerns, please reach out to the Association or the designated DDPU support team.

Let us work together toward building a stronger, smarter, and digitally empowered academic community.