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**INTRODUCTION**

The Ministry of Rural Development in collaboration with NIRD & PR Hyderabad is rolling out the SHG-VRP training program on social audit under MGNREGA. The initiative aims to create a community cadre of Village Resource Persons (VRPs) from amongst members of SHGs who will be engaged in social audits at Gram Panchayat level. 11 states of Andhra, Assam, Bihar, Chattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Telangana, Tamil Nadu and West Bengal are engaged in the current phase of training.

To facilitate uploading of SHG-VRP training details and day to day monitoring by Social Audit Units (SAUs) of their respective GPs/ blocks/ districts enabling provision have been affected into NREGASoft.

Accordingly, SAUs conducting the SHG-VRP training program are requested to upload the training batch details as well as details of the participants into NREGASoft. There will be reports to monitor the progress of SHG-VRP training and details of the batch registered. The following is a demonstration of screens for the data entry.

To begin with, SAU members may open the website of MGNREGA i.e www.nrega.nic.in. On Home Page click on Social Audit tab. On doing so, the page shown below appears:
Click on ‘SHG-VRP Training Program’. This takes you to the Home page of the VRP-SHG training program. Please look for the Login button on the top right of the screen.
Click on ‘Login’. The data entry can be done using the regular SAU login credentials. This takes you to the next screen shown below.

On login page, the user may first select the State, District and Block from the dropdown menu, of the batch for which training data entry is being done. Please enter valid login username and password (**Note username and password will be same as that which is used for uploading of findings from block level**). In case if SAU member has forgotten their password then please contact NIC-DRD at nicdrd@nic.in with copy to samgnrega@gmail.com. After successful login, following page will be displayed.

Please complete both screens for every batch. On the index page, there are two parts for the data entry process:

1. **SHG-VRP Batch Entry**
2. **SHG-VRP Participant Entry**
On clicking on 1 above, the user is taken to the screen shown below:
On this screen, first of all, the system will automatically display State Name, District Name and Block Name. SAU User will first select panchayat from the dropdown menu and then enter the entire mandatory fields like **Batch Name, Venue Name, Batch Start Date** and **End Date (with maximum difference of 4-7 days)**, **Total Number of VRP Participants** in batch, **total expenses** accrued in batch(in Rupees). SAU user will also select number of course coordinator in batch (i.e. 1 or 2). SAU user will also upload one photograph of batch. Based on selection of course coordinator, system will displayed panel for registering details of course coordinators in batch. In course coordinator, SAU user will enter name of course coordinator, select designation from the dropdown menu (designations available SRP, DRP, BRP and non-SAU in case of outside resource persons) and select gender of the course coordinator (i.e. Male, Female or Transgender). After entering all details related to batch and course coordinator, SAU user will click on **Submit** button. On successful submission of entry, system will display details of all registered batches in this selected panchayat at the bottom of the page.

For batch name, please use a code as follows: ‘Blockname’-1, ‘Blockname’-2 and so on. The batch name here may be followed at the block-level. For example, the batch names in the batches of Ajnala block may be named ‘Ajnala-1’, ‘Ajnala-2’ and so on. The batches in every block are also displayed on the same screen for reference, so that the user is aware of what is the last running block ID number.

There are two trainers for every batch of 40 participants. In this screen, the Course Coordinator information is also captured.

Since Course Coordinators must be from the pool of persons who have completed the 30-day *Certificate Course on Social Accountability and Social Audit*. In the fields ‘Centre Name’ and ‘Start Date’, please enter the name of the Centre in which the Course Coordinator underwent the 30-day training, as well as the start date of that batch.

In case the Course Coordinator drops out of the 4-day training program at any stage, kindly indicate the same on the same field by choosing ‘Dropout’.
If user is entering MGNREGA job card number then User can only search job card number through family id (Note: Enter family id after '/' for e.g.: if jobcard number is CG-01-001-001-001/4 then family id is '4'). On entering family id, system will populate all the job card numbers in selected gram panchayat with the family id as entered by the user during search. Select correct job card number from the populated list.
On this screen, the SAU user will enter details of all SHG-VRP allocated in this batch for training. SAU user will select second provisions i.e. **SHG-VRP Participant Entry from the home page to capture details of SHG-VRP in registered batch.** In SHG-VRP Participant Entry page, system will automatically display State Name, District Name and Block Name. SAU user will first select registered Batch name from the dropdown menu. On successful selection of batch name, system will display all batch details like panchayat name, venue name, batch start date and batch end date (as captured through format 2 mentioned above batch details).

Enter the **Name of Member, Father/Spouse name, SHG name, Gender (Male/Female/Transgender), Community (SC/ST/OBC/Other), Mobile number (Not mandatory), MGNREGA job card number (Not mandatory), Household Member Name as registered in MGNREGA job card (Not mandatory).** Qualifications would be one of the following: 1) Primary (5th standard), 2) Secondary (10th standard), 3) Senior Secondary (12th standard), 4) Graduate, 5) Post graduate.

On selection of MGNREGA job card, system will automatically populate all the workers registered under selected job card number. Select worker from the dropdown menu.
In ‘mobile number’: Note that the system would not accept one mobile number for more than one participants. i.e, 2 or more participants cannot provide the same mobile number here.

After completion of assessments, the grades secured by each participant may be entered in the ‘Grade’. Accordingly the options are ‘A’, ‘B’, ‘C’ or ‘Dropout’ in case the participant has dropped out.

On completing this, click on ‘Submit’. It is suggested to complete the data entry of both screens in one session. i.e, one batch per data entry.