



उपयोगकर्ता पुस्तिका USER MANUAL



कृषि विस्तार सेवाओं के लिए ज्ञान प्रबंधन प्रणाली

Knowledge Management System for Agriculture Extension Services in Indian NARES

एक्स्ट्रा म्यूरल रिसर्च प्रोजेक्ट, कृषि विस्तार संभाग, आई. सी. ए. आर.

Extramural Research Project, Agricultural Extension Division, ICAR

<http://kvk.icar.gov.in>



संगणक अनुप्रयोग प्रभाग
आईसीएआर—भारतीय कृषि सांख्यिकी अनुसंधान संस्थान
लाइब्रेरी एवेन्यू, पूसा, नई दिल्ली—110 012

ICAR- Indian Agricultural Statistics Research Institute
Library Avenue, Pusa, New Delhi- 110 012

2017

PROJECT TEAM

Division of Computer Applications, ICAR-IASRI

- Dr. Alka Arora
- Dr. A. K. Choubey
- Dr. Sudeep Marwaha
- Dr. Soumen Pal
- Dr. S. N. Islam
- Dr. N. Srinivasa Rao

Division of Agricultural Extension, ICAR-IASRI

- Dr. P. Adhiguru

Resource Persons from ATARI and KVK

- Dr. Anupam Mishra
- Dr. Prem Chand
- Sh. Satyabrata Ku Behera

KVK USER MANUAL

TABLE OF CONTENTS

	<u>Page No.</u>
1. INFORMATION ADDITION/ MODIFICATION BY KVK	4
1.1 'KVK details Modification' Tab.....	4
1.2 'Events' Tab.....	4
1.2.1 Add Events.....	5
1.2.2 Past Events Upload	6
1.3 'Query Resolution' Tab	6
1.4 'Upload Details' Tab.....	7
1.4.1 Achievements.....	7
1.4.2 Cluster Demonstrations.....	8
1.4.3 DBT	8
1.4.4 Facility Details.....	9
1.4.5 Farmers' Outreach	9
1.4.6 Farmer Details.....	10
1.4.7 KVK Profile Details.....	10
1.4.8 Land Assets.....	11
1.4.9 Package of Practices	11
1.5 Monthly Progress Report (MPR) Tab.....	11
1.6 Agricultural Extension- Monthly Progress Report (AE MPR) Tab.....	13

1. Information Addition/ Modification by KVK:

The registered KVK and ATARI users can log in to the KVK portal by entering their Username and Password. Once they log in to the system, they can able to access the additional functionalities of the system. KVK has given the access to change user password. For doing this KVK has to enter old and new password.

KVK can add and update information regarding its organizational details. KVKs have to add information on events to be organized in the KVK, details of past events including upload of media files, description of facilities (including images) available in the KVK, package of practices (in local language), KVK profile details, Monthly Progress Report (MPR), Agricultural Extension MPR (AE MPR), details on Direct Benefit Transfer (DBT) under Field Level Demonstration (FLD) and On Field Trial (OFT) schemes, Cluster Field Level Demonstration (CFLD) and Pulses Seed Hub (selective KVKs) after logging in their respective accounts with the provided username and password.

1.1 'KVK Details Modification' Tab:

The basic information of KVK has already been pre-loaded into the system. However, KVK can add and update information regarding its organizational details (Fig. 1).

Modify KVK Details	
Select Language*	ENGLISH
Name of the KVK*	Krishi Vigyan Kendra
Address*	Krishi Vigyan Kendra, IARI, Shikohpur, Distt. Gurgaon
State*	HARYANA
District*	Gurgaon
Pin Code*	12200
Email Id*	head_kvkggn@iari.res.in
Landline Number	0124-2
Mobile Number	+91
Fax Number	
Website URL	

Fig: 1 KVK Details Modification

1.2 'Events' Tab:

The Event tab of the menu bar gives rights to KVK for adding information on KVK events and uploading past events media files.

1.2.1 Add Events: KVK can create, modify or delete an event by selecting start and end date, venue of an event (Fig. 2). Additionally, events can be created or modified in regional language (Fig. 3).

Fig: 2 Event Creation/Modification/Deletion

Fig: 3 Event Creation/ Modification in Regional language

1.2.2 Past Events Upload: The KVK can upload media files of a past event (Fig. 4), provided they have to give description in regional language (Fig. 5).

Upload Media Files of an Event				
S No	Event Name	Event Venue	Event Date	
1	Not to burn crop residue	Different villages of Gurgaon District.	4/15/2017 To 4/30/2017	<input type="button" value="Upload"/>
2	Workshop Under ARYA Project	Krishi Vigyan Kendra, Shikohpur, Gurugram	3/27/2017 To 3/27/2017	<input type="button" value="Upload"/>
3	International Women in Agriculture Day	Jataula village, Gurgaon	3/8/2017 To 3/8/2017	<input type="button" value="Upload"/>

Fig. 4 Past Events Upload

Upload Past Event Details	
Event Name: Not To Burn Crop Residue	
Uploading File Type: *	<input type="text" value="Video"/> <small>Only Video formats (.mp4) are accepted</small>
File Upload: *	<input type="button" value="Choose Files"/> No file chosen
Description: *	<input type="text"/> <small>1500 characters left</small>
Description in Regional Language: *	<input type="text" value="PUNJABI"/> <input type="text" value="ਕਦਕ ਪੈਰਟਲ KVK"/>

Fig. 5 Details of Past Events Upload

1.3 'Query Resolution' Tab :

Whenever a farmer asks any query then the same is reflected in the respective KVK login. Screenshot from the respective KVK User Login Id has been displayed (Fig. 6). The KVK user can access the same and reply to farmer's query and resolve them (Fig. 7). The answer is visible to the farmer after logging in their account in send query tab.

Query Redressal				
	Farmer Name	Query	Solution	
1	Mr. dwarki lal Goch	baran district ke liya summer maize ki suitable varieties & seed rate & seed kha se milega	Waiting for the Response	Reply
2	Mr. dwarki lal Goch	baran district me summer mung ki kethi ke liya seed kha se best varieties ka melega	Waiting for the Response	Reply
3	Mr. dwarki lal Goch	soil testing ke liye soil sample baran district me kha pr jma krwana he	Waiting for the Response	Reply

Fig: 6 Query list

Query Redressal	
Name & Address of the Farmer	Mr. dwarki lal gocher Village mahatbpura post peepalda kalan teh kishanganj distric baran rajasthan 8769787759 gocherdwarkilal@gmail.com
Query Type	Maize -- Suitable Seasonal Variety
Query Description	baran district ke liya summer maize ki suitable varieties & seed rate & seed kha se milega
Awaiting	
Reply	Back

Fig: 7 Query Resolution

1.4 'Upload Details' Tab:

KVK will upload details regarding 'Achievements', 'Cluster demonstrations', 'DBT' information, 'Facility Details', 'Farmer's Outreach', 'Farmer Details', 'KVK Profile Details', 'Land Assets' and 'Package of Practices'.

1.4.1 Achievements: This tab enables KVK to save their achievements (in terms of product, technology and process). KVK has to enter all the mandatory details including item, technology adoption (area and no. of farmers), product, and process (Fig. 8).

KVK Achievements (in terms of Product, Technology and Process)
(10 Major Achievements since Establishment)

All Fields marked * are mandatory.

Item *

Technology Adoption

(a) Area (ha) *

(b) No. of farmers *

Product *

Process *

Remarks *

	S.No.	Item	Technology Adoption		Product	Process	Remarks
			Area	No. of Farmers			
Edit Delete	1	Sugarcane and French bean Inter cropping	7700	12800	The farmers are getting additional yield of French bean pods	French bean is sown on ridges and sugarcane is planted in furrows	Profitable and employment generating technology
Edit Delete	2	Gladiolus Cultivation	1410	1800	Gladiolus spikes and bulbs	Off season cultivation for extra income	Profitable as Cash Crop for farmers due to proximity to NCR
Edit Delete	3	Soil Health Cards in saansad	224	280	Soil test based nutrient management	There is saving of fifty kg Nitrogen per ha in	Generally farmers apply excess Nitrogen which results

Fig: 8 Achievements

1.4.2 Cluster Demonstrations: It provides crop wise and farmer wise detail information for a particular year including pulses and seed hub (Fig. 9).

Crop wise and farmer wise information under cluster demonstrations(Oilseeds & Pulses) during 2015-16 and 2016-17 /

Year*

Season*

Crop Type*

Crop Name*

Fig: 9 Upload Details-> Cluster Demonstrations

1.4.3 DBT (Direct Benefit Transfer): Crop wise and farmer wise information under DBT is added using this facility (Fig. 10).

Crop wise and farmer wise information under DBT

ote: Please add/update farmer details in [Add/Update farmer page](#) before filling DBT information

Scheme Name*

Year*

Season*

Crop Type*

Crop Name*

Fig: 10 DBT

1.4.4 Facility Details: Various facilities with their description are added/uploaded under Facility Details by the KVK (Fig. 11).

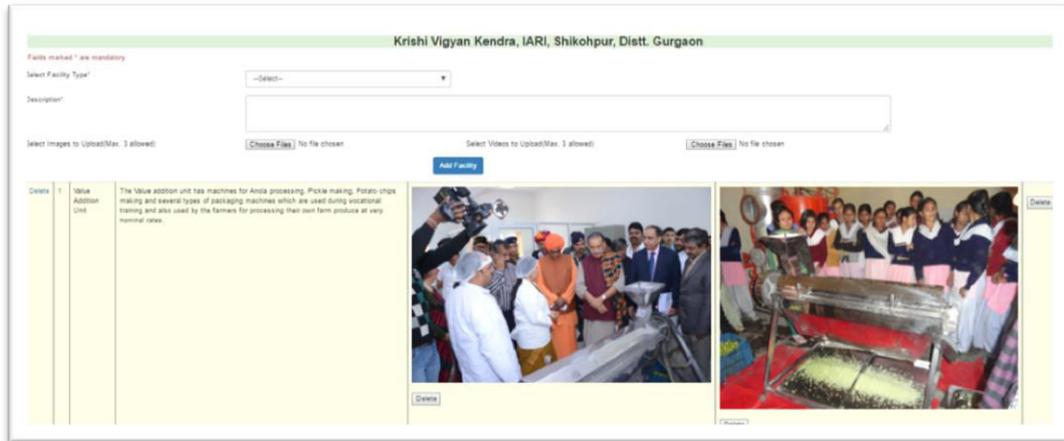


Fig: 11 Facility Details

1.4.5 Farmers’ Outreach: This option enables KVK to save the information available on farmers’ outreach for a particular year (Fig. 12). KVK will be able to save no. of participants for training, demonstration, extension activity, and OFT. KVK can save seed production, sampling and fingerlings (in numbers) which will be visible in grid form.

Logged in as: kvkmuzaffarnagar@gmail.com

Information on Farmers' Outreach

All Fields marked * are mandatory.

Year	Training		Demonstration		Extension Activity		OFT		Seed Production (Quintal)	Sampling (in numbers)	Fingerlings (in numbers)
	No. of Courses	No. of Participants	Area(ha)	No. of Participants	No. of Programmes	No. of Participants	No. of OFT	No. of Participants			
Select											

[Save](#)

	S.No.	Year	Training		Demonstration		Extension Activity		OFT		Seed Production (Quintal)	Sampling	Fingerlings
			Courses	No. of Participants	Area(ha)	No. of Participants	No. of Programmes	No. of Participants	No. of OFT	No. of Participants			
Edit Delete	1	2016-17	151	8986	141	404	2551	19793	7	21	256	7	21
Edit Delete	2	2015-16	153	3098	173	587	8877	21129	9	27	185	9	27
Edit Delete	3	2013-14	123	2610	65	234	2487	20871	7	30	223	7	30
Edit Delete	4	2012-13	137	2691	74	183	3341	40692	7	21	157	7	21
Edit Delete	5	2014-15	121	2623	64	230	250	21129	13	39	168	13	39

Fig: 12 Farmers’ Outreach

1.4.6 Farmer Details: Farmer details will be added after filling all the required fields incorporating name, gender, address, aadhaar and mobile number (Fig. 13). Farmer can also change his details as this facility has been provided to the farmer to edit his credentials.

Add/Update Farmer Details

(*) Mandatory fields :-
 Note:
 1. For new farmer, fill all the details.
 2. Existing list of farmers which already added in case of CFLD/Pulses Seed Hub need to be updated with all mandatory fields(for uploading DBT information).
 3. The newly added and updated farmer details will be available at the time of uploading information for DBT/CFLD/Pulses Seed HUB.

Name*

Gender*

Address

House No., Street/Road/Area Name*

Village*

Post Office*

PIN Code*

Location

Name of the branch

Account Number

Aadhaar Number*

Email Id

Mobile Number*

	Farmer Name	Gender	Farmer Address	Village Name	Post	PIN Code	Longitude	Latitude	Bank Name	Branch Name	Bank Account Number	Aadhaar Number	Mobile Number	Email
Edit	Sh. Budh Ram S/O Sh. Daleep Singh		Village - Langra, Gurgaon											
Edit	Sh. Athay Singh S/O Sh. Tek Chand		Chand Village - Langra, Gurgaon											

Fig: 13 Farmer Details

1.4.7 KVK Profile Details: Profile details of KVK (Fig. 14) includes uploading information of Employees, Posts, Finance, Soil Health Cards, Appliances, Crops, Resources, and Fisheries.

Employees
Posts
Finance
Soil Health Cards
Appliances
Crops
Resources
Fisheries

KVK Posts details

Post Type

Number of sanctioned posts
Please enter no. of post Sanctioned

Number of posts filled

	Post Type	Number of Sanctioned Posts	Number of filled posts
Edit Delete	Head	1	1
Edit Delete	Subject Matter Specialist	6	4

Fig: 14 KVK Profile Details

1.4.8 Land Assets: The ‘land assets’ tab enables KVK to update information regarding its Area with utilization pattern (in hectares) that includes buildings, farm land, green area, and roads, etc (Fig. 15).

Land Assets of the KVK					
Area (ha)	Utilization Pattern (in ha (hectare))				Remarks
	Buildings	Farm Land	Green Area	Roads,etc	
9.54	2.00	6.10	1.00	0.04	KVK Total land Distributed in

All the fields are mandatory

Fig: 15 Land Assets

1.4.9 Package of Practices: Package of Practices may be uploaded for the type ‘crop’, ‘fisheries’, ‘horticulture’ and ‘livestock’(Fig. 16).

Upload Package of Practices

Type*

Crop*

Package of practices* (only pdf format) No file chosen

* Mandatory Field

Package of Practices Uploaded

<input type="checkbox"/>	Crop
<input type="checkbox"/>	Bajra
<input type="checkbox"/>	Barley
<input type="checkbox"/>	Fieldpea
<input type="checkbox"/>	Pigeon Pea
<input type="checkbox"/>	Rape seed & Mustard
<input type="checkbox"/>	Wheat
<input type="checkbox"/>	Horticulture

Fig: 16 Package of Practices

1.5 ‘Monthly Progress Report (MPR)’ Tab:

MPR (Monthly Progress Report) form is provided to KVK to automate the monthly reporting of KVK progress to ATARI. Using new entry tab the data for a particular month (Fig. 17) in a year can be filled up (Fig. 18). For updating and viewing of submitted data, additional edit and view tabs are provided.

Important Instruction: Please consider Financial Year (April - March) when selecting Year.

Note: The other field of point 7 will be populated automatically as the sum of value in OBC and OTH of point 16(i).

Today is : 05/08/2017

Atari : ICAR-ATARI Zone-I

State : HARYANA

KVK : Krishi Vigyan Kendra, IARI, Shikohpur, Distt. Gurgaon

Month :
 SEPTMBER

Year :
 2017-18

check

Fig: 17 MPR

Month : FEBRUARY Year : 2017-18

Despatch No. : 0 Dispatch Date : Despatch Date

Please Select!

Sl. No.	Activity and Sub-activities	Area (ha)	Achievements				
			SC	ST	OTHERS		
1.	Technology Demonstration						
Crop wise details of Oilseed							
	Crop Status	Crop	Area	SC	ST	Others	Action
	Crop Status and Crop	Area	SC	ST	Others		
	--Se --Se	Area(ha)	SC	ST	OTHERS		
Add							

Fig: 18 MPR

1.6 ‘Agricultural Extension- Monthly Progress Report (AE MPR)’ Tab:

KVK has given the access to upload information in Agricultural Extension- Monthly Progress Report (AE MPR) for a particular month (Fig. 19). It will be filled by selecting ‘AE MPR’ tab in the menu bar. KVK can edit and view AE MPR.

Today is : 05/08/2017

Atari : ICAR-ATARI Zone-I

State : HARYANA

KVK : Krishi Vigyan Kendra, IARI, Shikohpur, Distt. Gurgaon

Month : --Select--

Year : --Select--

Dispatch No. :

Dispatch Date :

Despatch Date

Agricultural Extension - Monthly Progress Report					
Community Radio Station					
A	Community Radio Station :Agricultural broadcasts	No. of programmes in a month	Total broadcast hrs in a month		Please specify details of the broadcasts
A1	Talks/interviews/discussions with	<input type="text"/> Number	<input type="text"/> Hrs	<input type="text"/> Mins	<input type="text"/> Specify details

Fig: 19 AE- MPR