

# उत्तर प्रदेश स्टेट मेडिकल फैकल्टी

5, सर्वपल्ली, माल एवेन्यू रोड, लखनऊ – 226001

हेल्पलाइन नम्बर : 8400955546; +91-9151024463

Website: www.upsmfac.org Email: upmedicalfaculty@upsmfac.org



पत्रांक संख्या- 5798/22

दिनांक 21/06/2022

To,

All Nursing & Paramedical Training Centers  
(Government & Private Sector)  
Uttar Pradesh

## Subject: Location Tagging of Nursing & Paramedical Institutes.

Dear Sir/Ma'am,

In order to ensure ease of locating of nursing & paramedical institutes by students/faculty/assessment team & other relevant stakeholders, The State Medical Faculty requires all nursing & paramedical institutes to tag their locations. The app for the same is "InstiTag" available on Google Playstore.

The detailed standard operating procedure (SOP) alongwith the video recording is provided in the Annexure below.

Every parent training center shall be provided with a login id and password unique to them. Using this, you can log into the InstiTag app, and tag locations of all training centres (nursing & paramedical courses) present under you. The Principals of all institutes are required to ensure this exercise is completed by **27th June 2022, 11:59pm.**

In case of any queries, contact the undersigned.

**Mr. Ravi Teja**

UP Technical Support Unit

Contact No.: +91 900063399

Secretary

State Medical Faculty.

## **Standard Operating Procedure: Location Tagging on the Institag App**

Following are the steps to geotag your institute on the **Institag App**

Video recording for steps: [bit.ly/geotagging2022](https://bit.ly/geotagging2022)

**Step 1:** Download the Institag App from the Playstore:

<https://play.google.com/store/apps/details?id=com.institag>

**Step 2:** Log-in to the Institag app using the Parent Training Center username and password emailed to you by the official email-id for the location tagging: [institag@gmail.com](mailto:institag@gmail.com).

*The login credentials will be sent at your email-id provided on the Center Login Panel of U.P. State Medical Faculty.*

**Step 3:** Tap on the Training Center corresponding to a particular course category

Eg: Tr. Center-1 Nursing-Degree; Tr. Center-2 Paramedical-Diploma

**Step 4:** Check the auto-populated information (District Name, Name of Institute, Category of Institute, Parent Training Center Code, Training Center Code)

**Step 5:** Enter a nearby landmark for the Institute

**Step 6:** Affiliated Hospital - Enter name of the Affiliated Hospital where your students undergo clinical training

**Step 7: Upload Photo of Institute Entrance** - Tap on the button below the text “**Photo of Institute Entrance**” to upload the photo of the institute entrance

**Step 8: Upload the Photo of Teaching Block** - Tap on the button below the text “**Photo of Teaching Block**” to upload the photo of the teaching block of the relevant course category as opted in Step 3

**Step 9: Location Tagging of Teaching Block** - Move physically to the entrance of the Teaching Block of Step 8 where the particular course is held & then tap on the “Fetch Location” button on the right to capture the location (latitude and longitude)

**Step 10:** Please check the location picked by the application on the google map below. If the location is not picked correctly, move around and repeat step 9 till the correct location is picked

**Step 11:** Check all information once again and Tap on “Submit”. You will receive a confirmation alert on the screen stating “Your data has been successfully saved”

You have now successfully tagged the location of a course category at your institute.

**Note: Repeat the steps for all the course categories at your institute.**