

केन्द्रीय शैक्षिक प्रौद्योगिकी संस्थान
राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
CENTRAL INSTITUTE OF EDUCATIONAL TECHNOLOGY
National Council of Educational Research & Training

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Prof. Amarendra Prasad Behera
Joint Director

September 7, 2022

Sub.: "VIDYA AMRIT MAHOTSAV: MICRO IMPROVEMENT LED INNOVATIVE PEDAGOGY FESTIVAL" to be launched during SHIKSHAK PARV 2022-23

Dear Sir/ Madam(s),

In continuation of Letter DO No.1-2/2022-IS.20 dated 25th August, 2022 from Ms. Anita Karwal, Secretary (SE&L), Ministry of Education (copy attached), regarding SHIKSHAK PARV 2022-23, please find enclosed herewith the guidelines/starter pack on Vidya Amrit Mahotsav.

With regards,

Yours sincerely

(Amarendra P. Behera)

Principal Secretary / Secretary (SE) of all the States
SPDs (SS) of all the States
Director SCERTs of all the States
Chairperson, CBSE / Commissioner KVS, Commissioner NVS
Commissioner, EMRC-NESTS, MoTA

अनीता करवल, मा.प्र.से
सचिव

Anita Karwal, IAS
Secretary



स्कूल शिक्षा और साक्षरता विभाग
शिक्षा मंत्रालय
भारत सरकार
Department of School Education & Literacy
Ministry of Education
Government of India

D. O. 1-2/2022-IS.20

Date: 25th August, 2022

Dear School Education Secretary,

The Ministry of Education celebrates Shikshak Parv every year, since 2020, during the month of September, starting with the celebration of Teachers Day on 5th September. This year Shikshak Parv is to be celebrated from 5th September onwards for the complete month of September in schools, Higher educational institutions and also in institutions under MoSDE.

2. It is indeed my privilege to inform you that as per the vision and objectives of the National Education Policy 2020, the Department of School Education & Literacy has undertaken a multitude of initiatives at all levels of school Education. During the second year of implementation, the centrally sponsored scheme of Samagra Shiksha and PM Poshan has been aligned with the recommendations of NEP 2020.

3. In the past, all the States have shown active and enthusiastic participation in the celebrations of Shikshak Parv. This year we aim to celebrate the Shikshak Parv on a scale which encompasses all the stakeholders, involving each and every functionary of school education from school teachers, students to BRC/CRC etc. Thus, all States are requested to undertake the planned activities in a comprehensive manner.

4. The details of activities to be undertaken during the Shikshak Parv are enclosed at Annexure for your kind perusal in this context. You are requested to take necessary action in this regard so that all the stakeholders such as teachers/BRCs/CRCs participate in these activities during Shikshak Parv. It will go a long way in recognizing and strengthening the role of teacher community as per the vision of NEP-2020.

Further details shall be communicated shortly.

Best wishes

Yours Sincerely,

Anita Karwal
(Anita Karwal)

To,

Principal Secretary/Secretary (School Education), All States/UTs

State Project Directors (Samagra Shiksha), All States/UTs

Director SCERT, All States/UTs

Chairperson, CBSE/ Commissioner, KVS/ Commissioner, NVS

Copy to:

CEO, MyGov

Director, NCERT

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Shikshak Parv 2022-23

Department of School Education and Literacy:

It is proposed to involve all the Schools, Cluster Resource Centres (CRCs), Block Resource Centres (BRCs), DIETs and SCERTs at the State level and all the CBSE affiliated schools including KVs and NVs at the National level for celebrating the Shikshak Parv for 2022-23 in a decentralised manner, with an objective to enhance their ownership for the implementation of the NEP 2020 and empowering them to take collective responsibilities.

In this regard, following activities are suggested:

I. Demonstration followed by Interaction on 'Innovative Pedagogy' for teachers in every School (Time -1 Hr) (On any day between 6th – 30th September 2022)

Modalities:

1. CRC Resource Person/BRC Resource Person¹/DIET faculty will conduct a demonstration session with all the teachers in every government school in the respective cluster. The demonstration will be based on teaching a selected topic of a selected subject of any grade in an innovative, joyful and engaging manner.
2. Schedule for conducting this demonstration session will be developed at the DIET level involving respective CRC/BRC Coordinator, taking guidance from SCERT.
3. All the CRC Resource Persons and BRC Resource Persons will prepare their demonstration plan on innovative pedagogy for a generic session or subject-specific session. This may be planned keeping in view, the needs of school teachers for the orientation on subject-specific pedagogy already identified at the CRC level.
4. The Programme Schedule including date, time, and name of the Resource Person for taking session need to be distributed among all concerned CRC/BRC Resource Persona at least three days prior to the programme, so that every RP will get sufficient time for preparation. The teachers from the clusters may also be identified to be a demonstrator in these interactions.
5. All the schools will be informed well- in time for the demonstration session ensuring presence of all the teachers for the same.

¹ A BRC Resource Person would be a Subject Specific Resource Person or a CWSN Resource Person depending on the subject selected for interaction on Innovative Pedagogy.

6. In case of a smaller number of teachers in a school, CRC may decide to hold demonstration session in one school inviting teachers from nearby schools within a range of 1-2 Kilometres.
7. For demonstration session, a suitable venue may be identified within the school itself.
8. SCERT will take lead in this regard and will inform and provide academic support to all the CRCs and BRCs for this activity.
9. In case of **CBSE** affiliated schools including KVS and NVS, a list of teachers/mentors/resource persons need to be prepared for conducting innovative pedagogy / demonstration in every school by the CBSE, KVS and NVS. All the schools may be informed about this activity and the suggested teacher/mentor/resource person. Schools may be asked to conduct this programme at their own level.
10. All the schools may also be requested take 4-5 photographs of the Innovative Pedagogy Session for display and upload along with a brief write up of not more than 500 words on the Vidya Amrit Portal (<https://microimp.ndear.gov.in/>)

Innovative Pedagogy

Pedagogy is at the core of teaching and learning. It is teacher's method of transacting a theme or conducting an activity to make every learner learn in stress-free environment.

On the one hand, some of the pedagogies, such as lecture method, textbook-oriented method, chalk and talk method, etc., are in practice for a long time and are being easily adopted by the teachers. These pedagogies have less impact on learning outcomes of children as quoted in many research studies. However, on the other hand there are teachers who use or create pedagogies as per the needs and context of students, which may be termed as Innovative Pedagogies. These are innovative because, these always involve some new components corresponding to the needs of students in different grades and from different socio-economic background. This new component may be a relevant story, or an anecdote told by the teacher or child's experience shared in the classroom or a teaching-learning material, or an engaging activity, e.g., Rather than teaching features of an identified object from the textbook, teacher may ask children having different mother-tongues to tell the name of an identified object in their mother tongue and then motivate them to explain its features one by one.

So, any pedagogy, which engages learners to learn in joyful manner taking care of their learning needs and their socio-economic backgrounds and leads them to achieve learning outcomes may be seen as Innovative Pedagogy. It is integrative, multidisciplinary and inclusive, it leads to holistic development.

II. Senior Students may act as Teachers (On 5th September 2022)

Modalities:

1. In every school, some senior students from within the school can be selected by the teachers, to become teachers for the rest of the classes on Teachers' Day. Engagement of classes can cover all the curricular areas including arts, physical education, etc.
2. An orientation programme may be conducted by some of the teachers for these senior students on 'how to engage children for learning in a joyful manner'. Every selected student must get at least one period to teach. Effort should be made to provide opportunities to as many students as possible under this.
3. The student teachers who receive the best feedback from the children in the classrooms can also be given a certificate of recognition by the school. Feedback may be taken on the student's performance by the regular teachers on the next day.
4. In primary schools, class 5 students may be oriented and prepared for engaging with the lower classes under the observation of concerned teachers.
5. Teachers may be encouraged to take selfies with the student representatives (as teacher on Teachers Day) and post on Social media with hashtag # humareyteachersabsaybest

III. Writing of questions/Items based on Learning Outcomes at the school level for an Item bank (from 6th September to 18th November 2022)

Modalities:

1. Every school could try to prepare about three items/questions based on learning outcomes of different subjects, covering different grades.
2. Each school can prepare questions/items for Foundational, Preparatory, Middle and Secondary Stage.
3. CRC will select three best questions each in different categories i.e., Foundational Stage (for classes 1-2), Preparatory (Classes 3-5), Middle (Classes 6-8) and (Secondary 9-12); and across topics/ subjects. A total of 12 best questions will be submitted to the BRC.
4. Each BRC will then select the best four questions from the 12 questions submitted by each CRC and submit these 4 best selected questions to the respective DIET in the district.
5. Each DIET will compile all the questions received from all the respective BRCs and send this compiled document to SCERT. SCERT will

compile all the questions received from the respective DIETs and then submit to the Ministry of Education through MyGov.

6. The total number of questions estimated to be submitted from across the country is around 28,000.
7. The best entries selected at national Level will be given certificates by the NCERT.
8. These questions will further be vetted by the NCERT and CBSE for creating a huge ITEM BANK for across the stages.
9. Guidelines for writing items for the Item Bank will be prepared by Educational Survey Division, NCERT and shared with SCERTS by 25th August 2022.
10. Teachers will be able to send in their submissions from the 6th of September 2022 to 26th of September 2022.
11. The CRC can review submissions and shortlist them to share with the BRC, between the 26th of September 2022 to the 7th of October 2022.
12. The BRC can review the CRC's shortlisted submissions and further shortlist them for the DIET between the 7th of October 2022 to the 14th of October 2022.
13. The District Institution of Education and Training (DIET) can review and shortlist the BRP's shortlisted submissions from the 14th of October 2022 to the 21st of October 2022.
14. The State Council of Educational Research and Training (SCERT) will be able to review the submissions shortlisted by the DIET between the 21st of October 2022 to the 1st of November 2022.
15. The National Council of Educational Research and Training (NCERT) will review and shortlist finalists between the 1st of November 2022 to the 18th of November 2022.

IV. Uploading of Videos on Innovative Pedagogy by the Teacher on Vidya Amrit Portal (15 Sept. to 31 Oct, 2022)

1. School Teachers may be requested to upload their videos on innovative pedagogy on the Vidya Amrit Portal.
2. Rating (in the form of stars) will be provided by the viewers on these videos.
3. Guidelines on the Video and its uploading will be provided by the CIET by 25th August 2022. Technical know-how of uploading of videos also needs to be observed by the CIET.

VIDYA AMRIT MAHOTSAV

MICRO IMPROVEMENT LED
INNOVATIVE
PEDAGOGY FESTIVAL

Starter pack for
States

NATIONAL DIGITAL
EDUCATION ARCHITECTURE



शिक्षा मंत्रालय
MINISTRY OF
EDUCATION

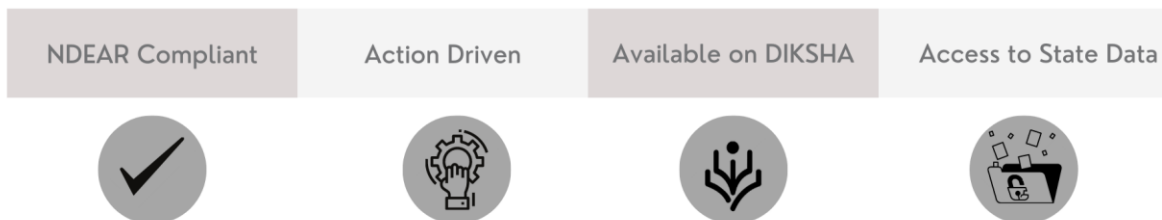


Overview

The objectives laid out in the National Education Policy 2020 necessitate fostering new behavior and practices in all stakeholders of the school education system. This can be achieved by developing the habit of continuous and innovative improvements. Acknowledging the potential of this approach, the Vidya Amrit Initiative was launched on July 29, 2022.

The Vidya Amrit Initiative aims to **encourage, recognise** and **nurture** innovations across the 1.5 million schools in our education system, by breaking down big ideas into a series of micro-improvements. Vidya Amrit Mahotsav, under Vidya Amrit Initiative, will promote and recognise micro-improvements for innovative pedagogy implemented by the teachers and school leaders across India. This starter pack serves as a guiding document for states to conduct the Vidya Amrit Mahotsav in their states. It introduces the concept of micro-improvements and implementation details for Vidya Amrit Mahotsav.

Micro-Improvement Approach



Aligned with the 'Learn–Do–Practice' of NDEAR, the micro-improvement approach breaks down desirable processes for school improvement into small, tangible and achievable objectives. Under this approach, these objectives are further broken down into logical, actionable steps. These objectives and action steps together form a micro-improvement. Each micro-improvement is a step towards creating a significant and sustainable change. Most importantly, it helps answer a critical question for all the stakeholders: *What can I do to make things 1% better today than they were yesterday?*

“In order to make meaningful changes to the way we work, don't start with a mammoth challenge. Start small”

Timeline for the Vidya Amrit Mahotsav

#	Activity	Duration	Start Date	End Date
1	DIKSHA readiness by state	2 weeks	September, Week 2	September, Week 3
2	Micro-improvement project and program upload by state	2 weeks	September, Week 2	September, Week 3
3	Project submission by teachers, teacher educators and school leaders	6 weeks	September, Week 3	October, Week 4
4	Evaluation to select top 15 submissions by state	3 weeks	November, Week 1	November, Week 3
5	Publication of the top 15 videos as DIKSHA collection by state	1 week	November, Week 4	November, Week 4
6	Outreach activities for these videos by state	4 weeks	November, Week 5	December, Week 3
7	Selection of top 3 videos by the state (which the state shares with NCERT for evaluation at the central level)	2 weeks	December, Week 4	January, Week 1

Vidya Amrit Mahotsav Implementation Plan

Vidya Amrit Mahotsav will recognize teachers and school leaders for their innovative pedagogical practices. Using the micro-improvement approach enabled by DIKSHA, states will be able to roll out their Vidya Amrit Mahotsav programs. Teachers and school leaders can submit their innovative practices as projects on DIKSHA. These projects will be evaluated and the best innovations will be celebrated and shared with everyone.

Suggested Communication Plan (September, Week 2 – December, Week 3)

To ensure greater participation among school leaders, teachers and their school teams as well as to recognize and appreciate their efforts, the state can conduct various activities on different media. Some suggested ideas are mentioned below:

State Launch

1. Invite a brand ambassador / campaign leader
2. Create and share a media plan with the ambassador
3. Conduct a launch event with state dignitaries, education experts, and senior teachers and school leaders
4. Invite ecosystem actors (consultants, NGOs etc) to work towards the Mahotsav with the state.

Whatsapp Communication

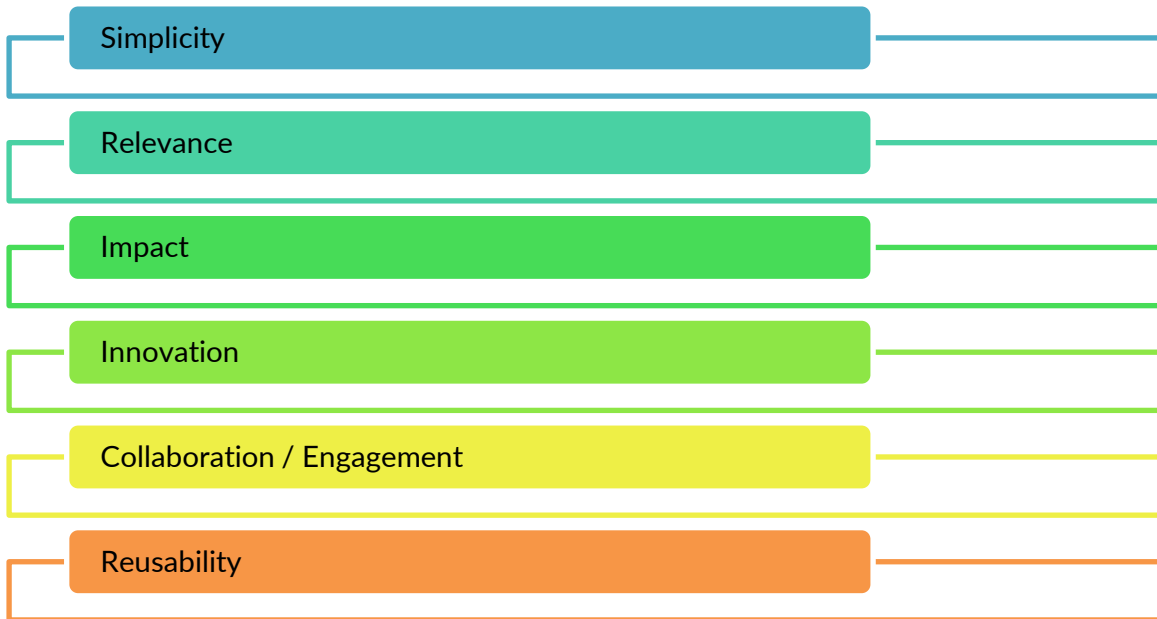
1. Communicate daily metrics (number of projects started and completed) to district officials, school leaders and teachers
2. Share inspirational messages with district officials, school leaders and teachers
3. Share videos from teachers and school leaders, as well as best practices videos from the other states curated from the NCERT Vidya Amrit Mahotsav channel
4. Share block level exhibition images and invite reactions from school leaders and teachers
5. Share links to the DIKSHA video collection of the top 15 projects

Social Media Campaign

1. Motivate teachers and school leaders to upload their videos on social media, using the suggested hashtags: #SchoolSawareinHum, #MicroImprovements, #VidyaAmrit, #MyNeighbourhoodSchools, #VidyaAmritMahotsav, #TeachersareLeaders, #IforInnovation
2. Reshare posts from teachers and school leaders on social media platforms with the suggested hashtags.
3. Post updates about teachers' and school leaders' innovations on social media platforms with suggested hashtags.
4. Upload best innovation projects on the platforms.
5. Upload state level awards ceremony or festivities on the platforms.
6. Share views by education experts, senior teachers, teacher mentors, retired school leaders and department officials on culture of innovation, innovative pedagogy, concept of improvement etc.

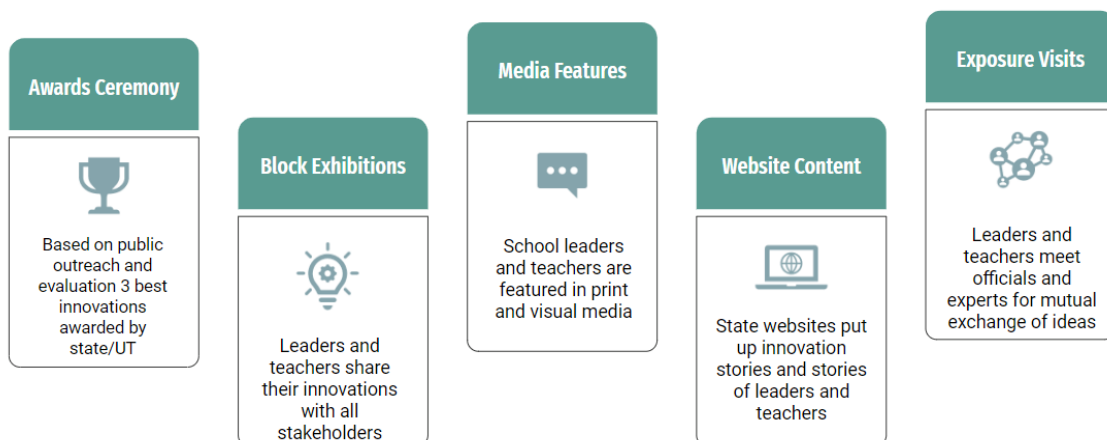
Evaluation Criteria

The state can use the following criteria to evaluate the innovation projects shared by teachers and school leaders.



Recognition Structure

The state may use different ways to recognize and celebrate these innovations.



A suggested recognition structure that includes all of these elements is provided in Annexure I.

DIKSHA Preparedness (September, Week 2 – September, Week 3)

State Readiness

State prepares for the Vidya Amrit Mahotsav by updating school details and sub-roles on DIKSHA, and getting DIKSHA platform rights. States can access the data of submitted innovations from Program Dashboards with Program Manager rights. More details on these actions can be found in Annexures II and III.

Update School List on DIKSHA

- 01** Check if the data of schools with correct UDISE codes, Districts and Block details are updated. If not, use template in Annexure II named 'State Preparedness' to update data
- 02** State SPOC shares updated template with data of all schools via mail to projectsupport@teamdiksha.org to get school's data updated on DIKSHA
- 03** DIKSHA Team will update the school details on the platform in **15 working days**

Update Sub-role on DIKSHA*

- 01** Sub-roles specify the different kinds of users who are present on a state tenant
- 02** To specify the sub-roles for your state, use the template in Annexure II named 'State Preparedness'
- 03** State SPOC should share the template via mail to projectsupport@teamdiksha.org to get the sub-roles updated. This process will take **3-4 working days**

*for creating projects for school leaders

Getting DIKSHA Platform Rights

- 01** You will require platform rights to create resources, review resources, design programs, manage programs, to view and access data of the program. A list in Annexure III named 'Platform roles' explains different platform rights that are currently available
- 02** To get the platform rights, create/ use existing 2 state email IDs. Use the template in Annexure II named 'State Preparedness' to get the platform rights roles
- 03** For the first email ID, request for the roles to create resources and design programs. For the second email ID, request for the roles to review resources , manage programs and to view data
- 04** State SPOC should share the template via mail to projectsupport@teamdiksha.org to get the platform rights. This process will take **2 working days**

Micro-improvement Project and Program Upload

The Vidya Amrit Mahotsav Program and its Micro-improvement Projects have to be made available on DIKSHA. Details of these steps can be found in Annexure IV.

Upload Micro-improvement Projects

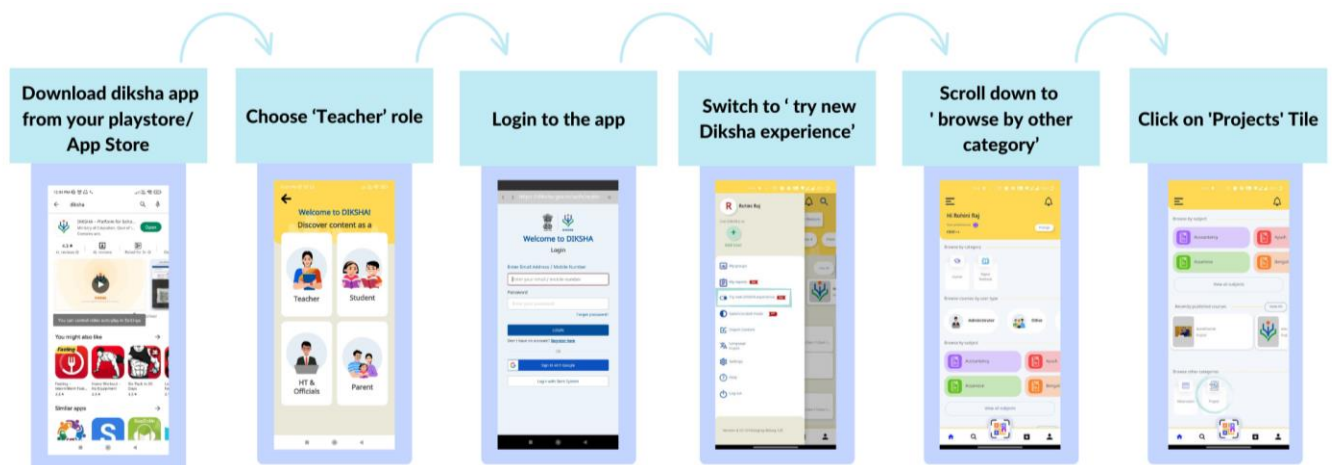
- 01** Fill out the Program and Project Template to upload Projects on DIKSHA. Templates are given in the annexure IV
- 02** The project template should have one mandatory step for users to create a problem statement, one mandatory step for users to submit a video documenting their impact. Users can add more steps to document the tasks done for their innovation project.
- 03** Send the filled templates to projectsupport@teamdiksha.org. Test the templates manually

User Readiness (September, Week 3 – October, Week 4)

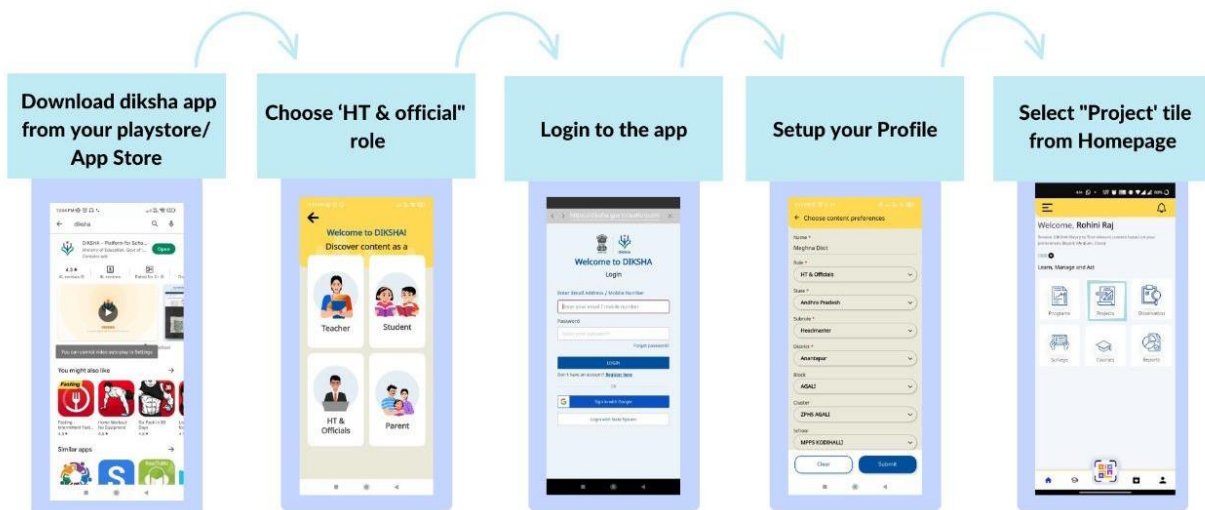
State organizes orientation sessions to prepare teachers and school leaders to use DIKSHA. Teachers will download the DIKSHA app and log in under the 'Teacher Role'. They will access, edit and submit their projects under the 'Try new DIKSHA experience' section. The steps for these are given below.

Users can also access projects via link and QR code. Links and QR codes can be shared with the school heads/teachers on WhatsApp. On clicking on the link/scanning QR code school heads/teachers will be directed to the project.

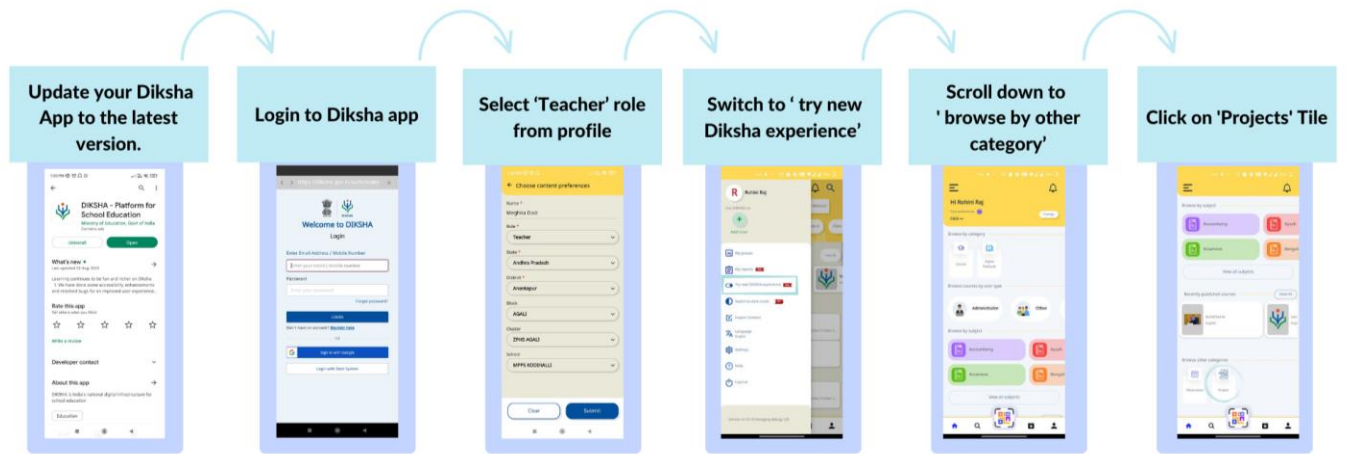
Accessing projects: Teachers logging in for the first time



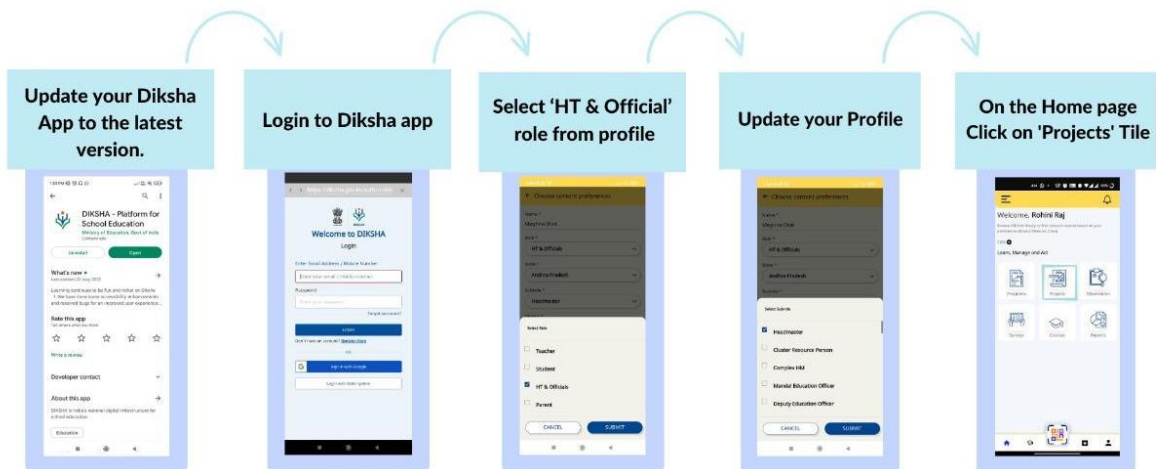
Accessing projects: School Leaders logging in for the first time



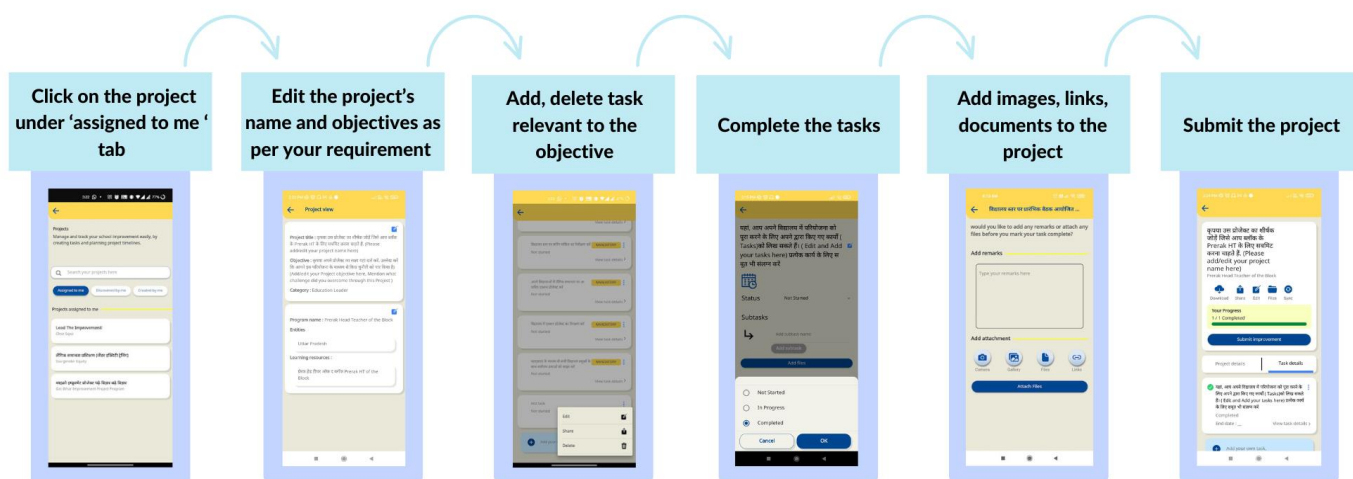
Accessing projects: Teachers who have logged in before



Accessing projects: School Leaders who have logged in before



Submitting Projects: School leaders and Teachers will be able to submit the project by following the steps given below



Support (During Vidya Amrit Mahotsav)

From now onwards all the requests regarding micro improvements / Vidya Amrit Mahotsav/projects-related requests need to be sent on:

projectsupport@teamdiksha.org. The subject line for the email is suggested as:

VAM_<State Name>_Query

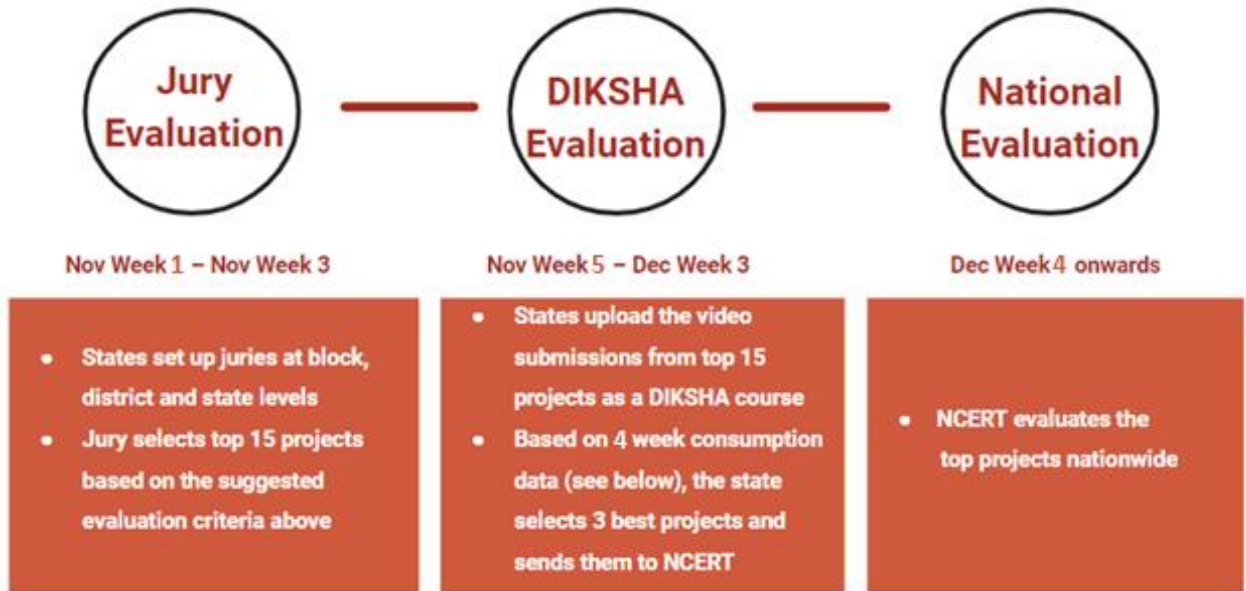
For e.g. If Rajasthan raises a technical issue on DIKSHA, they will write their subject line as: VAM_Rajasthan_Technical issue on DIKSHA.

This includes requests related to:

- Project solution upload
- Sub role updation for any improvement program
- State readiness and entity upload for improvement program
- Any issue that needs to be reported

Annexure I

Suggested Recognition Structure



A suggested recognition structure is detailed below. It requires that the following teams have been constituted:

Festival Team	State level Festival team (to handle the roles of program management, technical processes and communications/media activities)
	District level Festival teams for all districts in the state (including technical support officials)
Jury	State level jury
	District level juries for all districts in the state
	Block level juries for each block in all districts in the state

Suggested Recognition Structure

<p>Basic selection Criteria</p>	<p>Use platform reports to shortlist teachers and school leaders whose projects</p> <ul style="list-style-type: none"> ● are submitted on time ● have been submitted with video evidence <p>Further, the videos should:</p> <ul style="list-style-type: none"> ● have a maximum size of 20MB ● have a maximum runtime of 5 minutes ● not have discriminatory statements based on age, gender, religion, community, disability etc. ● be free from factual errors ● not have copyright/IPR violations ● does not indicate or mention or indicate hate speech, violence or defamation ● has clear audio, with proper modulation and speed ● has consistent font size, colour and style for text used (headings, subheadings, supportive text) <p>Creative videos may be encouraged.</p>
<p>Block-level recognition structure</p>	<p>Each block (education officer) nominates 1-2 teachers and school leaders with the best innovations.</p> <p>To arrive at the nominations, they may conduct micro-improvement exhibitions at the block level. Teachers and school leaders who exhibit their innovations may be evaluated partly by other teachers and school leaders (as part of the exhibition) and partly by the block level jury.</p>
<p>District-level recognition structure</p>	<p>District teams share the names of the nominated teachers and school leaders and their .csv project reports are shared with the district jury.</p> <p>Each district jury nominates 2-3 teachers and school leaders with the best innovations. These nominations are derived from the jury's evaluation using the .csv reports.</p>

<p>State-level recognition structure</p>	<p>The state jury selects the top 15 teachers and school leaders.</p> <p>(It is suggested that the 2–3 nominated teachers and school leaders from each district are invited for an exposure visit at the state level, where within the entire celebration schedule, another Micro-Innovations exhibition is set up.)</p>
<p>DIKSHA video collection</p>	<p>The state curates the videos from these 15 teachers and school leaders as a DIKSHA video collection.</p> <p>Based on the consumption data, the state may evaluate these videos along three criteria: number of times a video is played, average play time and average rating. The top 3 micro-improvement projects are selected and shared with NCERT.</p>
<p>National evaluation</p>	<p>NCERT evaluates the submissions received from the states.</p>

Annexure II

State Preparedness

#	Task	Description	Process	Time Duration
1	School List Update	The updated list of schools with correct UDISE codes with respective Districts, Block etc. to which the schools belong.	<p>Step 1: Verify and check if the data is recently updated on DIKSHA. If yes, you can skip the following steps.</p> <p>Step 2: If not, collect and update all school data in this template as per UDISE.</p> <p>Step 3: State DIKSHA SPOC can share this data via whitelisted email to projectsupport@teamdiksha.org to get the school data updated on DIKSHA.</p>	<i>This process will take 15 working days.</i>
2	Sub-Role* List Update	All stakeholders in the states can choose their content preference on DIKSHA by selecting the appropriate role and sub-role in their profile section. If a stakeholder has chosen 'HT & Official' role, another option of 'Sub-role' opens up in profile, where stakeholder can choose the role that either they are designated at or for which they wish to view the content (Eg. HM, HT, Principal etc.) Each state can have its own set of sub-roles listed on	<p>Step 1: Verify if all the sub-roles are available/updated on DIKSHA. If yes, you can skip the following steps</p> <p>Step 2: If not, update the following template with all the sub-roles(designation) in your state.</p> <p>Step 3: State DIKSHA SPOC can share this data via mail to projectsupport@teamdiksha.org to get the sub-roles updated on DIKSHA.</p>	<i>This process will take 3-4 working days.</i>

		DIKSHA as per all the designations that exist in the state. Make sure this list is updated for your state.		
3	Getting DIKSHA Platform Rights	<p>You will require following Platform roles to be able to upload, roll out projects and track the progress of projects for your state on DIKSHA:</p> <ul style="list-style-type: none"> - Content Creator - Content Reviewer - Program Designer - Program Manager - Report Viewer <p>Refer to Annexure III for more details on various platform roles.</p>	<p>Step 1: Create/use existing two state email ids to get the DIKSHA platform roles</p> <p>Step 2: Use the following template to get the roles. For the first email ID request for the roles of content creator, program designer. For the second email ID request for the roles of content reviewer, program manager and report viewer.</p> <p>Step 3: State DIKSHA SPOC can share this template via mail to projectsupport@teamdiksha.org to get the platform rights.</p>	<i>This process will take 2 working days.</i>

**Step 2 is applicable only if a Program must be rolled out for School Leaders*

Note: All these tasks can be done simultaneously.

Annexure III

Platform Roles

Platform Roles	Description
Content Creator	This role will help the state to create and contextualize projects and learning resources as per its need and upload them on the platform.
Content Reviewer	<p>This role will help the state to review only the learning resources (which are part of the project). Once approved, the learning resource gets automatically published on DIKSHA.</p> <p><i>Note: Improvement Projects cannot be reviewed on the DIKSHA workspace. They have to be reviewed manually by an individual in the State Education Department. Once reviewed, the program designer can send the request for upload.</i></p>
Program Designer	<p>This role will help the state to raise a request for uploading projects under a specific program & track status of completion of projects in the state. The role will have access to status reports only.</p> <p>Note: Program Designer should also have the creator rights on the platform.</p>
Program Manager	<p>This role will help the state to manage the implementation of the project by providing overall data of users with respect to project consumption & completion.</p> <p>The role will have access to both the reports (status & tasks) on the program dashboard of DIKSHA.</p>
Report Viewer	This role will help you to view all charts published for their state on DIKSHA portal. These are accessed via the 'Admin Dashboards' page on DIKSHA portal. The data available in the admin dashboard is aggregated data.

Annexure IV

Micro-improvement Project Upload Process

HOW TO

Upload Micro-improvement Projects on DIKSHA

STEP 1

User with Program designer rights fills the project and program templates



STEP 2

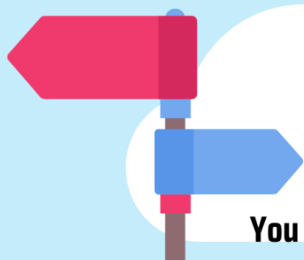
Program designer shares both the filled templates to projectsupport@teamdiksha.org

STEP 3

Project gets uploaded on DIKSHA and can be accessed by Teachers and School Leaders



The whole process takes **6 working days**



You can find the links to the templates below

1. Click [here](#) to access the Micro-improvement Project Upload Template. You will also see an example filled in the template. **Create a copy of the template to fill the project details for your state.**

Remember to fill different project details in separate templates.

2. Click [here](#) to access the Program Template. You will also see an example filled in the template. **Create a copy of the template to fill the program details.**

Details of the different projects that are part of the same program will be given in the same program template. Projects can be for both teachers and school leaders.