SOHNI SADAK YOJNA: THE GUIDE

# For students

Everything our team needs, stage by stage. Tap a stage to begin, and come back any time.



# 1 Getting started

## Registering

Joining the portal, and signing in later

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- A teacher or volunteer puts my name on the portal's list. That person is my **supervisor**.
- Open the portal, choose our programme, and under **Register** enter the mobile number that has **WhatsApp**; type in the code that comes by SMS.
- Find my institution by typing words from its name, and check it is the right one. Choose **Student**, give my name and roll number as they are on my institution's record, choose my course, and press **Register as student**.
- Choose my language and a password, agree to the terms, and press **Create my account**. If my institution's list has me, I check my institution and course, and press **Submit**.

### My email-id

It is optional.

### My name in English letters

Write it as it is on my institution's list; a small difference in spelling does not matter.

### If the portal does not match my details

If the portal does not find my roll number, I see a page with what I sent. My institution checks it and adds me, and I am connected the next time I sign in, so I come back and check every day. If I made a mistake in my roll number, or chose another institution by mistake, that page lets me correct it.

### If I chose a role by mistake

On the waiting page, **I am not a student** first asks me to confirm, and says what ends. Then I choose my role again, at the same institution; my account, number and password stay.

### No supervisor yet

If **My page** says no supervisor has me on their list yet, I can ask my institution's nodal officer.

### One number, one person

If the portal says my number is already registered, sign in instead. If somebody else has registered with it, use another number that has **WhatsApp**; I can replace it later.

### Signing in later

Use my mobile number and my password. On a shared computer, tell the portal so, and it signs me out when the browser closes. **Forgot password** sends a code by SMS, twice in 30 days; after that, my supervisor can reset my password.

### If things do not go as expected

- The code does not come: check the number, wait two minutes, and ask again.
- My institution or course is wrong: tap the pencil beside it, and correct it.
- Someone has registered with my roll number: press **This is my roll number**, and my supervisor checks it.

### A new mobile number

Open **Settings**, at the top of any page, and choose **Replace mobile number**. Type my current password, then the code sent to the new number.

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## Where to begin

My page, the noticeboard and our WhatsApp group

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- **My page** is my main page on the portal: my team, the team finalising deadline and my details.
- The **Noticeboard** has notices from our supervisor, our institution and the programme; it helps to read it first.
- Join our supervisor's WhatsApp group from **My page**, with **Join the WhatsApp group**.
- When something changes for me, a notification says so, at the top of **My page**.

### A plan from our supervisor

Our supervisor may put up a plan for forming teams on the **Noticeboard**, with the date by which teams should be complete. New notices are marked for me when I sign in.

### What a notification tells me

A move to another team, an answer to a correction I asked for, or an invitation that ended: each reaches me as a notification, so I never have to look for it.

### No WhatsApp link yet

The link appears on **My page** once our supervisor shares one. Until then, I may ask our supervisor in class.

## 2 Forming our team

### Create a team

When we already know each other

- Teams form among students who share a supervisor.
- One of us presses **Create Team**, gives the team a name and invites the others.
- Each invited student accepts on the portal to join.
- If our team still has a place, press **We have room**, so others can find us.



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#### Our team leader

Whoever creates the team is its first leader, and can give the role to any member. The leader later proposes our team's corridor on the map.

#### Whom we can invite

The portal lists the students who share our supervisor, and shows whether each has registered or is already in a team. We can invite anyone still without one.

#### A classmate on another supervisor's list

We can invite only students who share our supervisor. For a student on another supervisor's list, at my institution or at another participating institution, tell our supervisor, who can add them to our team.

# Join a team

When I do not know whom to form a team with

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- Look at **Teams that have room**, and ask a team's leader for an invitation, in class or on our group.
- Or press **Add me to this list** under **Students looking for a team**, so a team can invite me.
- When an invitation comes, accept it on the portal.

## The two lists update themselves

Once I join a team, my name is removed from **Students looking for a team**; once a team is full, it is removed from **Teams that have room**. My roll number is never shown on either.

## Changing teams

If I accept another team's invitation, I move to that team. **Leave this team** on **My page** removes me from a team; if I am the last one left, I can close it.

## An invitation that ends

An invitation ends if it is not answered in time, and the place is free again. A team may invite me once more.

## Until the teams are frozen

The deadline, our team's preferences, and freezing

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- Our supervisor sets a team finalising deadline; it shows on **My page**.
- As it nears, the portal reminds me if I have no team, or our team needs members.
- Our team can tell our supervisor anything that helps, under **Your team's preferences**.
- Our supervisor may then freeze the teams; after that, only our supervisor changes a team.

### What to say in our preferences

Who lives near whom, who may find it hard to join, or anything else our supervisor should know when settling the teams. It helps to write it before the deadline. Everyday messages are better in the WhatsApp group.

### After the teams are frozen

Our team stays as it is. I can still correct my own details, and a notification tells me of any change our supervisor makes that affects me.

### No team when the teams are frozen

Speak to our supervisor, who can still place me in a team.

# 3 Choosing our corridor

## Choose our corridor

One part of a road, drawn on the map

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- Our corridor is the part of the road our team works on, from one end to the other. Our leader may propose it once our team is formed; it need not wait for the teams to be frozen.
- On **My page**, under **Our corridor**, our leader presses **Choose our corridor**, chooses the town, and taps along the road from start to end.
- Our leader then gives the corridor's name and the landmarks at each end, and presses **Propose this corridor**.
- Our supervisor approves it, or sends it back with a reason.

### Drawing the corridor

Tap where it starts, then at each bend in the road, then where it ends; drag a point to move it. **Undo the last point** removes the last tap, **Start again** clears the line, and **Where am I?** moves the map to where we stand. The length along the road shows as we go.

### Sharing a road

Two teams may work on the same road, on different parts of it. The portal refuses a corridor that runs along part of another team's; crossing it at a junction is allowed.

### A road outside any town

Choose **Outside any town** in place of a town.

### A town not on our list

A corridor may run through a town that is not on our institution's list; our supervisor sees this when deciding.

### How long

There is no set length. Our supervisor judges whether it suits our team.

## After our leader proposes it

Waiting, sent back, or approved

- While it waits, every member sees it on **My page**; our leader may press **Withdraw our corridor** until it is decided.
- If it is sent back, our supervisor's reason shows, and our leader may press **Revise our corridor** or choose a new one.
- Once it is approved, **Our corridor** shows who approved it, and when.
- Our supervisor may later withdraw an approved corridor, with a reason that shows on **My page**; our leader may then revise it or choose a new one.

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# 4 What comes next

## What comes next

One real road, studied and improved

- Each team's work is on its own corridor, the part of the road its supervisor approved.
- The team studies the road, finds its problems, and designs the fix.
- Once our supervisor approves the corridor, Stage 1 begins, and the stages below continue the work, from knowing the road to improving it with the ULB.

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# 5 Making our road better

## Every site stage

The routine around each stage's work

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- Each site stage has one main piece of work; everything else we do supports it.
- Each of us joins the team at the site for that work, and marks field attendance on the portal.
- We record the work in pictures and videos, upload them to our team's Drive folder, and share each one's link on the portal.
- Each of us logs the activities we took part in. On the stage's last day, our leader submits the stage report, which gathers the updates each of us added in the stage.

### What to log

What was done, its purpose, the day, whether it was my own work or a team effort, who else took part, and a link to a picture, video or document where there is one. The portal keeps a record of who added or changed what, so each member's part can be seen.

### A report after the last day

It is still accepted, and shown as late.

## Working with the ULB

The ULB owns the road; we inform, share and ask

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- The road belongs to the urban local body (ULB), and any lasting change to it is the ULB's decision and the ULB's work.
- Our part is to keep the ULB informed, share what we find and design, and ask for the support our ideas need.
- We record every contact with the ULB as an activity: whom we met, and what was agreed.
- Our supervisor helps with introductions where we need them.

### Contact, stage by stage

- **Stage 1**: introduce our team, and confirm the corridor we are working on.
- **Stage 2**: share the drawing with the problems marked.
- **Stage 3**: tell the ULB about the solutions we are designing.
- **Stage 4**: share all our finalised drawings, the estimate and the plan.
- **Stage 5**: agree whether and when work on the main design can start.
- **Stage 6**: run the tactical urbanism exercise with the ULB's department, and discuss the main design with the Executive Officer (EO).
- **Stage 7**: work with the department on the design, if approved, and monitor the work done.

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## Safety on the road

Every piece of site work is next to moving traffic

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- Our corridor stays open to traffic while we work, so safety comes first in every survey, measurement or event. Our supervisor agrees the plan for any work in the carriageway before it starts.
- We work from the footpath or the edge of the road wherever we can, in daylight, in pairs or more, and wearing something easy to see.
- We work in the carriageway only with the ULB's permission, and with the traffic police where the ULB asks for them.
- We paint, plant or build only with permission: from the ULB for public land, and from the owner for a private wall or frontage. We ask before filming anyone.

## Stage 1: Knowing the Road

Survey the corridor as it is today, so every later step is based on facts



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- We share the corridor among us so that all of it is covered.
- We survey the existing utilities, the right of way (ROW), how easy it is to walk along and across, and the surroundings.
- We do a basic traffic count at a busy time.

### Turning it into drawings and plans

We mark the corridor on a map with its surroundings, and draw the survey in an AutoCAD file with proper layers. Every later stage uses this base drawing.

### With the ULB

We introduce our team to the ULB, and confirm the corridor we are working on.

### What to share

Short videos explaining our corridor and its surroundings, as the start of our work on it.

### On the portal

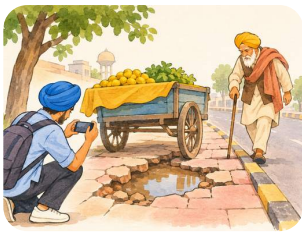
We link the base drawing, as a PDF, and the survey notes.

### What good work looks like

- The whole corridor has been surveyed.
- The drawing is layered, and accurate enough to design on.
- The ULB knows our team and our corridor.
- Our pictures and videos introduce the road clearly.

## Stage 2: Finding the Gaps

Stage 1 recorded what is there; Stage 2 records what is wrong, and why it matters



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- We walk the corridor again, and take GPS-tagged pictures of each problem: broken footpaths and kerbs, potholes, junctions that need improving, and accident blackspots.
- We watch how pedestrians and vehicles move.
- We talk with local businesses and road users about the difficulties they face.

### Turning it into drawings and plans

We mark every problem in the AutoCAD file, and list the gaps in pedestrian access, vehicle movement and junctions, each with its picture. Our list of problems stays in our team's Google Sheet.

### With the ULB

We share the drawing with the problems marked.

### What to share

Short videos explaining the problems we found and how they affect road users, in a constructive tone.

### On the portal

We link the marked drawing and the list of problems.

### What good work looks like

- Every significant problem on the corridor is recorded, with a picture and its place on the drawing.
- Road users have been heard.
- The ULB has the drawing.
- Our pictures and videos show the problems fairly.

## Stage 3: Designing Solutions

Turn the problems into practical designs the ULB could carry out



- We check on site any measurements our designs depend on.
- Each solution answers a problem we found in Stage 2, from a simple fix to a new idea.

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### Turning it into drawings and plans

We prepare drawings and 3D views; simple views in any software we have are enough. We prepare a rough estimate, with the quantities and specifications of the main materials.

### With the ULB

We tell the ULB about the solutions we are working on.

### What to share

Short videos explaining our solutions, and how they would improve the corridor.

### On the portal

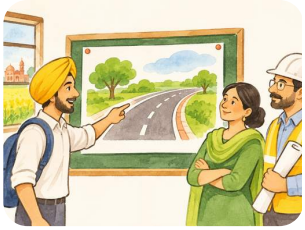
We link the design drawings and the estimate.

### What good work looks like

- Each solution answers a problem found in Stage 2.
- The designs are practical within the ULB's means.
- The drawings are clear.
- The estimate is realistic for its purpose.

## Stage 4: Progress Review

Consolidate, present, share with the ULB and plan



- We bring together the drawings, lists, records, pictures and videos of Stages 1 to 3.
- We give an 8 to 10 minute presentation to our supervisor, in which each of us speaks, followed by 5 minutes of questions.
- We set out our plan for the designs in Stages 5 to 7, and share our finalised drawings and the estimate with the ULB.
- Our leader submits the Review Submission: the presentation's link and a note.

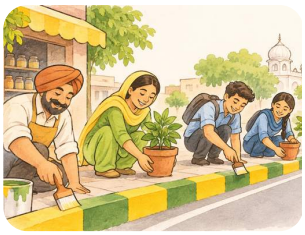
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### How the Progress Review is marked, out of 20

- Our presentation: 3.
- Problems and solutions: 4.
- Pictures and videos: 3.
- Estimate and plan ahead: 2.
- My field attendance and contribution: 3.
- My understanding of the project: 4.
- My part in the presentation: 1.

## Stage 5: Small Improvements With the Community

Make visible improvements with the people who use the road



- With residents, local businesses and local groups, we clean up our corridor.
- We make small improvements we can carry out ourselves, with permission, such as repairing a length of footpath, planting trees or painting walls.

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### Turning it into drawings and plans

We contact activists, NGOs and social workers, and host a small event for the people who use and care about the road.

### With the ULB

We agree with the ULB whether and when work on the main design can start.

### What to share

Short videos of the improvements and the people who made them, with before-and-after pictures.

### What good work looks like

- At least one improvement is clearly visible, with before-and-after pictures.
- Residents, local businesses or local groups took part.
- The event brought stakeholders together.
- We know the ULB's position on the main design.

## Stage 6: Tactical Urbanism

Test a design idea on the ground for a short time, and learn from it



- Tactical urbanism is a short, low-cost trial of a design idea, with temporary materials such as cones, paint, planters or chalk markings, so that people can see and use the change before anything permanent is built.
- We run one such trial with the ULB's department, with the permissions and safety arrangements it needs.
- We talk with road users about the risks on the corridor, and good ways to stay safe.

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### Turning it into drawings and plans

We watch and record how people use the trial, gather their reactions, and note what it shows about the main design.

### With the ULB

We discuss the main design with the EO, and explain what support it needs.

### What to share

A video of the exercise and its effect, and short videos on road safety.

### On the portal

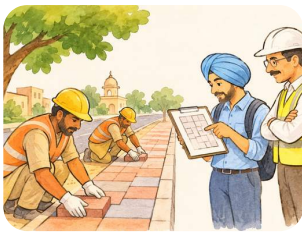
We link the record of the exercise.

### What good work looks like

- The trial was run safely with the ULB.
- We recorded how people responded.
- Road users heard practical safety advice.
- The EO has heard the main design.

## Stage 7: Implementation and Monitoring

Work with the ULB on the design, and monitor the work on the corridor



- Where the ULB has approved the design, we work with its department while the work is done, and visit the corridor to monitor it.
- A permanent work often takes longer than a stage. Where it has not started, we prepare a complete handover, so work on the design can start later.

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### Turning it into drawings and plans

We record what was done, how it compares with the design, and what remains. Where the work has not started, the handover set holds the drawings, the estimate, the trial's findings and the views of residents and local businesses.

### With the ULB

We report what we observed to the department, and record the ULB's response and any date given.

### What to share

Short videos on the improvement done, or on the design and the progress towards it.

### On the portal

We link the monitoring record or the handover set.

### What good work looks like

- We monitored the work closely and reported fairly, or handed over a complete design the ULB can act on.
- The record shows clearly what the ULB has agreed, and what remains.

## Stage 8: Final Review

Summarise, present and reflect



- We bring together the work of Stages 5 to 7, with its pictures and videos.
- We present the whole programme, from the Stage 1 survey to the end: the stage-by-stage record of our work, our meetings with the ULB, and the actual change on the road.
- Each of us speaks, and answers our supervisor's questions about our own part.
- Our leader submits the Review Submission: the presentation's link and a note.

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### How the Final Review is marked, out of 20

- Our presentation: 3.
- Work and the ULB: 3.
- Pictures and videos: 3.
- Visible change: 3.
- My field attendance and contribution: 3.
- My understanding of the project: 4.
- My part in the presentation: 1.

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## How marks are given

60 for the team, 40 for each of us, out of 100

- Each site stage is marked out of 10: 6 for the team's work and its quality, and 4 for each of us, for field attendance, our own part, and logging.
- Each review is marked out of 20: 12 for the team and 8 for each of us.
- The supervisor gives a stage's marks once its report is submitted, against the stage's expected outcomes. Each of us sees our marks for every earlier stage, and our total so far.
- Each of us earns up to 20 marks: 100 across the programme, divided by 5 and rounded to a whole mark.

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