SOHNI SADAK YOJNA: THE GUIDE

For supervisors

Everything you need to guide your teams, stage by stage.



1 Getting started

Registering

Joining the portal, and signing in later

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- Your name and mobile number go on the portal first: your institution's primary nodal officer adds faculty, and the programme team adds volunteers.
- Open the portal, choose your programme, and under **Register** enter that same number; type in the code that comes by SMS.
- Give your name, your designation, your institute or organisation, your language and a password, and press **Create my account**; an email-id is optional.
- As your number is already on the list, the portal welcomes you at once.

Your email-id

It is optional.

Your designation

Type your post at the institution, such as Faculty, Lecturer or Assistant Professor; a subject or a trade on its own is not enough. If you have none, tick **I do not have a designation** and type what you do at the institution; it is kept with your request, and whoever adds you sees it.

If you registered with a different number

The portal then asks for your institution and your role. Choose **Supervisor**, give your name and designation, and tick the two lines; your institution adds you, so you may come back and check every day. If you are a volunteer, the programme team adds you.

If you chose a role by mistake

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

One number, one person

If somebody else has already registered with your number, use another number that has **WhatsApp**; you can replace it later.

Signing in later

Use your mobile number and your password. On a shared computer, tell the portal so, and it signs you out when the browser closes. **Forgot password** sends a code by SMS, twice in 30 days; after that, your institution's nodal officer can reset your password.

Asked for your designation

If the portal asks for your designation when you sign in, type it once and press **Save**. If you have none, tick **I do not have a designation** and type what you do at the institution instead.

A new mobile number

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

Set up before the students come

The date, your WhatsApp group and a welcome

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- Open **Team finalising deadline and WhatsApp group** from **My page**.
- Choose a **Team finalising deadline** far enough ahead for your students to register and form their teams; you can change it at any time.
- You may create a WhatsApp group for your students and paste its invite link; each student joins from their **My page**.
- A welcome notice on your **Noticeboard** helps your students start well.

The date, the group and the notice take a few minutes on the portal. Here is how: **The WhatsApp group, the date and a welcome**

Replacing the invite link

Anyone holding the link can join the group, so it helps to replace it once your students have joined.

What a welcome notice may say

- A word of encouragement.
- Brief guidance on forming teams, and the date to aim for.

Whom your students hear from

Your students see your notices beside those of your institution's nodal officer and the programme team, on one screen, with the source shown beside each. New notices are marked for them when they sign in.

Your nodal officers

Your nodal officers, on **My page**, lists them. Tap the phone icon by a name to copy the number, then paste it in your phone's dialler; on a laptop, press **Copy** in the box that opens.

Add your students

Your list, on the portal

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- Faculty at an institution divide its students among themselves and the volunteer supervisors; a volunteer receives a spreadsheet from the institution.
- The best way is to upload your list from **My students**: roll numbers and names, with a course column where you know the courses.
- The portal shows a preview before anything is saved. For a single student, the next tab, **Add one person**, needs no file.
- Your students can register only after this, so it helps to upload soon.

Uploading takes a few minutes. Here is how: **Upload the students**

Step by step

The tour below shows each step of the upload, the columns and the preview.

A roll number on another supervisor's list

The portal names that supervisor. Agree with them, then move the student to your list with **Transfer a student from another supervisor**.

If you upload the wrong file

Upload the right file first, then try taking back the wrong one in **Your uploads**.

2 Students registering

As your students register

Tell them, then watch them join

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- Tell your students to register, in class or on WhatsApp; until they do, the portal cannot contact them.
- A student whose details match your list is accepted at once, with nothing for you to do.
- **My students** shows who has registered, and who has not yet.
- Anything that needs you appears under **Needs attention** on **My page**.

What your students read : Registering

Any student can be found by name or roll number. Here is how:
See who has registered

Students waiting

A student who registered with a roll number nobody had uploaded waits here, under **Needs attention**, with the name, roll number and course they gave. Uploading them is still the best way: the portal connects them at their next sign-in. For a student who is yours, you may also press **Add to my list**, check the sentence, tick the box and press **Confirm**. Leave anyone who is not yours for the nodal officer. Faculty supervisors see this list; volunteer supervisors do not.

Added by me

Added by me, below the waiting list, shows each student you added. If you added one by mistake, open their name and press **Confirm**; the student stays registered.

Student info does not match

What a student gave differs from your list. Accept a correction only if it is right; the student is told either way.

Roll number claims

When one student says that a roll number registered by somebody else is theirs, you decide between the two. The other requests then close, and those students are told.

A student the portal does not accept

Upload them, or use **Add one person**; the portal connects them at their next sign-in.

A student who cannot sign in

After two resets by SMS in 30 days, a student is told to ask you. With the student in front of you, open **Sign-in and roll number** on their row in **My students**, and set a temporary password; they choose their own at the next sign-in.

A student who has left the institution

On their row in **My students**, **Mark as having left the institution** removes them from your list.

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3 Forming the teams

Watch the teams form

Until the team finalising deadline



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- Students form their own teams, inviting only students who share their supervisor.
- **My teams**, on **My page**, shows the teams as they form, any team too small, and the students not yet in a team.
- Teams may share their preferences with you; **My page** says how many have, and they show on each team's card.
- As the date nears, the portal reminds students who have no team; you may remind anyone still without a team on WhatsApp.

What your students read : Create a team , Join a team

All of this is on one screen. Here is how: **Watch the teams form**

Reading what the teams said takes a few minutes. Here is how: **Read the teams' preferences**

Two lists that help students

Students looking for a team and **Teams that have room** let students find each other without troubling you. Both update themselves as teams become full.

More teams than you can manage

Your institution's nodal officer can transfer some of them to another supervisor.

Add a student from another institution

Teams may include students from other institutions and lists

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- A team may want a student from another participating institution, or from another supervisor's list at yours.
- On **My students**, **Transfer a student from another institution** moves the student to your list; you then place them in a team.
- For a student on another supervisor's list at your institution, use **Transfer a student from another supervisor**.
- Before you confirm, the portal shows what will change: whose list the student leaves, any team they leave, and the faculty at the student's institution.

Adding a student takes a moment. Here is how:
Add a student from another institution

Only students already on a list

A student can be added only once they are on a supervisor's list at a participating institution; the student's own institution puts them on a list first.

Directly into a team

Later, **Add a student from another institution or supervisor** on **Rearrange teams** places such a student directly into one of your teams.

Freeze and settle the teams

After the team finalising deadline

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- When the date has passed, the portal tells you how many teams still need members.
- We suggest freezing then, with **Freeze teams**: it stops students changing teams while you settle them.
- On **Rearrange teams**, the portal can propose fixes for you to check (**Propose fixes for me**), or you can arrange the teams yourself.
- Nothing is saved until you press **Save changes**, and each student moved is told.

What your students read : Until the teams are frozen

Freezing takes one press. Here is how: **Freeze the teams**

Finalising is easiest on a laptop. Here is how: **Settle the teams**

Students still without a team, even those not yet registered, can be placed too. Here is how: **Place the rest, and tell everyone**

Arranging the teams yourself

Tick students and move them, start a new team, join two teams into one, or make a leader. Every team needs a leader before you save.

Telling everyone

A notice that the teams are final helps every student know which team they are in.

Unfreezing

Unfreeze lets students change teams again, for example when a late registration arrives. You can freeze again at any time.

Let students adjust

When many students are unhappy with their teams

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- You may unfreeze, and put up a notice asking students to adjust their teams.
- Give a clear date by which you will freeze again.
- Settling the teams in a couple of rounds helps students know where they stand.

Unfreezing, and freezing once more, is quick. Here is how: **Let students adjust**

4 Approving the corridors

Approve the teams' corridors

Look at the map, then approve or send back

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- Each team's leader sends its corridor to you; **Review teams' corridors**, from **My page**, shows them all on one map.
- Tick the corridors that are right and press **Approve the ticked corridors**. To send corridors back, tick them, press **Send back the ticked corridors** and write the reason; each of those teams reads it.
- There is no set length; you judge whether each corridor suits its team.
- Two teams may work on the same road, on different parts of it; the portal refuses a corridor that runs along another team's.

What your students read : Choose our corridor , After our leader proposes it

After you approve

Approving a corridor does not finalise the team, and you may still change the team as before. If a corridor needs to change later, **Withdraw the corridor**, with a reason the team reads, lets its leader revise it or choose a new one.

A town outside your list

A note on a corridor in a town outside your institution's list is for you to consider; it does not stop the approval.

5 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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6 Making our road better

Every site stage

The routine around each stage's work

- 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.

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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.

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



- 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.

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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

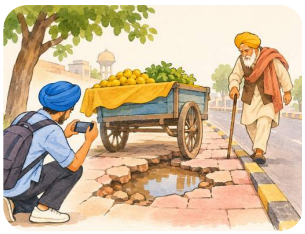
We link the base drawing, as a PDF, and the survey notes.

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



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- 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.

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

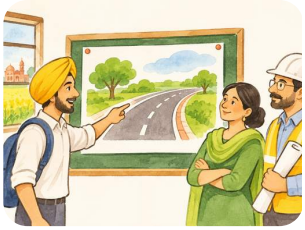
We link the design drawings and the estimate.

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.

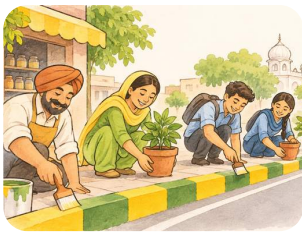
Scan to open the guide on your phone

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



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- 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.

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

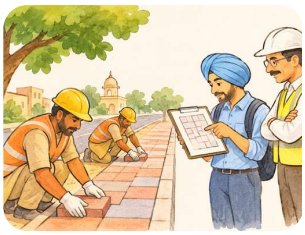
We link the record of the exercise.

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.

Scan to open the guide on your phone

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.

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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