



No. : CBSE/DIR/ACAD./2019/

Date: 04.02.2019
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CIRCULAR

Subject: Uploading of Best Practices as Videos, Testimonials, Case Studies and Images by CBSE schools at the MHRD Shagun Web-portal

This is with reference to the D.O.No. 25-3/2018-IS-12 dated 14th January, 2019. Ministry of Human Resource Development (MHRD) has had launched the Shagun web-portal (<https://repository.ssashgun.nic.in>) on 18th January, 2017. This web-portal is an innovation for repository of best practices which collates videos, testimonials, case studies and images of innovations and success stories that are driving improvements in performance under School Education.

The name Shagun has been coined from the words 'Shala' meaning school and 'Gunvatta' meaning quality. The Shagun repository has been designed to change the narrative on school education by showcasing the multitude of innovative and successful models being implemented by schools. It enables these successful initiatives to be replicated and taken to scale and will also encourage positive competition. Keeping in view the magnitude of best practices, the MHRD has decided to expand the repository.

Therefore, it is expected that schools affiliated to CBSE may develop relevant images, videos, case studies and testimonials of the activities and best practices being carried out by them.

I. Mode of sending the Images, Videos , Case Studies and Testimonials to CBSE:

- The images, youtube link of the videos, case studies and testimonials of the monthly activities may be uploaded at the link <http://cbse.nic.in/newsite/shagun.html> up to the 7th of the coming month.
- For the month of January 2019, the above-said images, youtube link of videos, case studies and testimonials may be uploaded at the link <http://cbse.nic.in/newsite/shagun.html> by 15th February 2019.

II. Specifications for developing and uploading the Images, Videos, Case Studies and Testimonials are given as Annexure-1.

For further query, please contact Dr. Praggya M. Singh, Joint secretary (Academics) at praggyamsingh.cbse@gov.in

Sd/-
Dr. Joseph Emmanuel
Director (Academics)

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Annexure – I

Sr. No.	Content Type	Field	Field Description
1.	Video	Title	100 (Char)
		Description	200 (Char)*
		Link Id	Paste YouTube Link Id
		Venue	80 (VarChar)*
		Event Date	Date*
		Number of Participants	03 (Num)*
		Organisers	50 (Char)*
External URL (If any)	Url*		

*This field is not mandatory in case the video is a simple clip of a person.

Sr. No.	Content Type	Field	Field Description
2.	Image	Title	100 (Char.)
		File Type	Jpg. jpeg, png, gif
		Image file upload size	Up to 2 MB (It is advisable that the image must not be more than 1 MB).

Sr. No.	Content Type	Field	Field Description
3.	Case Studies	Title	100 (Char.)
		Document File Type	PDF
		PDF file upload size	Up to 2 MB

Sr. No.	Content Type	Field	Field Description
4.	Testimonial	Title	100 (Char.)
		Author Name	20 (Char.)
		School Name	50 (Char.)
		Description	200 (Char.)
		Image file type	Jpg. Jpeg, png, gif
		Image file upload size	Up to 5 MB (It is advisable that the image must not be more than 2 MB).

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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim -737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar -791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
10. The Additional Director General of Army Education, A - Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
12. The Under Secretary (EE-1), MHRD, Govt. of India, Department of SE&L, Shastri Bhawan, New Delhi-01
13. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
14. All Joint Secretary/ Deputy Secretary/ Assistant Secretary / Analyst, CBSE
15. The Joint Secretary (Training)/ Joint Secretary (Academics), CBSE
16. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
17. In charge IT Unit with the request to put this circular on the CBSE Academic website
18. In-Charge, Library
19. The Public Relations Officer, CBSE
20. PPS to Chairperson, CBSE
21. SPS to Secretary, CBSE
22. SPS to Controller of Examinations, CBSE
23. SPS to Director (Information Technology), CBSE
24. SPS to Director (CTET), CBSE
25. SPS to Director (Professional Examinations), CBSE
26. SPS to Director (EDUSAT), CBSE
27. SPS to Director (Academics), CBSE
28. SPS to Director (Skill Education & Training), CBSE
29. Record File

Sd/-
Dr. Joseph Emmanuel
Director (Academics)

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