

स्कूल शिक्षा और साक्षरता विभाग
Department of School Education & Literacy



PM SHRI
Creating holistic and well-rounded individuals equipped with key 21st Century skills

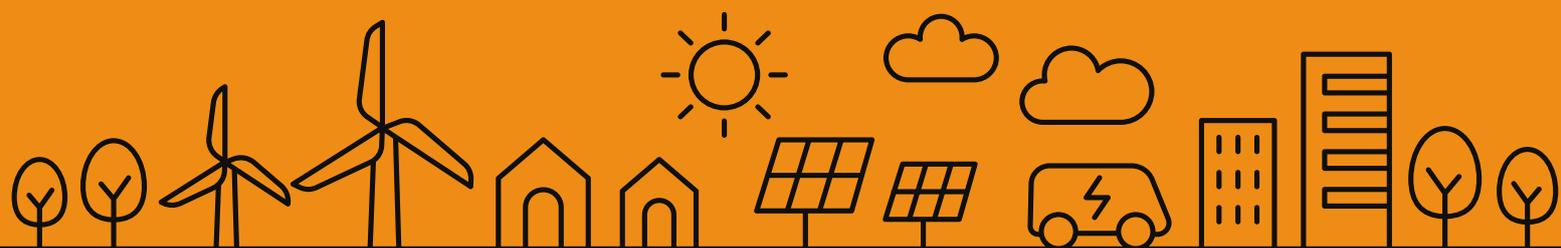


PM SHRI Schools

**Resource Person's Handbook
(Academic Year 2024-2025)**

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01 Note to Resource Persons



Dear Resource Person,

As mentors to school principals in implementing action plans, you hold the power to not only shape the present but also sculpt the future of countless young minds. You are the driving force behind dreams, navigating the journey of education and spearheading positive change within your school community. This vision is rooted in your profound belief in the potential of every individual entrusted to your care. Your leadership serves as the catalyst to turn dreams into reality, extending your impact far beyond the walls of your school and shaping the trajectory of our society.

You embody these thoughtful, committed citizens, and your efforts towards mentoring and guiding school principals have the power to transform the lives of countless individuals.

Therefore, take pride, Resource Person. Your role is pivotal, your mission is essential, and your influence is immeasurable. Continue to inspire and empower those under your guidance, for together, we will pave the way for a brighter future for our students and our world.

Wishing you success and fulfilment on your mentoring journey...!



Honorable Prime Minister
Shri Narendra Modi

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About PM SHRI Scheme

PM SHRI School is a centrally sponsored scheme by the Government of India. This initiative is intended to develop more than 14500 PM SHRI Schools managed by the Central Government/State/UT Government/local bodies, including Kendriya Vidyalaya Sangathan (KVS) and Navodaya Vidyalaya Samiti (NVS). **These schools will nurture students to become engaged, productive, and contributing citizens for building an equitable and inclusive society as envisaged by NEP 2020.** The scheme will also promote understanding of various dimensions of the Quality of school education and inform Policy, Practice and Implementation.



[Scan or click for SQAF](#)



03

Roles and Responsibilities of RPs

1. Capacity Building



- Building the capacity of PM SHRI School Principals on the action projects.
- Clarifying the roles and responsibilities of the school principals.

2. Monitor



- Monitor action projects and support PM SHRI school principals through need-based school visits.
- Additionally continuously support and guide the School Principals.

3. Peer Learning Circles



- Organize and facilitate fortnightly Peer Learning Circles (PLCs) for PM SHRI School Principals (i.e. two PLCs in a month)
- Encourage the School Principals to learn, reflect, engage and celebrate through each others progress.

4. Appreciate and Recognize



- Frequently appreciate PM SHRI School Principals during the school visits and through WhatsApp Engagement for the timely implementation of the action projects.
- Appreciation and Recognition Template can be used to share it with the School Principals.

04

Roles & Responsibilities of School Principals

1. Preparation



- Understand PM SHRI scheme, SQAF and action plan
- Plan the implementation of school improvement by selecting action projects

2. Implementation



- Manage and utilise resources and funds, appropriately
- Engage parents, teachers, and the community to ensure collective support
- Implement action projects

3. Monitoring and Reporting



- Monitor and maintain the quality of school improvement processes in alignment with scheme and SQAF
- Ensure accurate and timely reporting* of school improvement data to the DNOs
- Submission of projects on the PM SHRI portal

Note: The roles and responsibilities may alter according to the context of the state as well.



Scan or click for Action plan for School Principals

Description about the tools & Resources

As Resource Persons, you will play a vital role in inspiring and equipping school principals with the tools necessary for effective project implementation. This section of the Handbook provides the required resources to adequately support you in fulfilling your responsibilities. Furthermore, you can use this guide to adopt best practices and document their reflections as a Resource Person.

The resources under each section have been attached to this Handbook via QR codes and links. To access these resources, you can either scan the QR code or click on the link. In some cases, there may be multiple resources through the QR code or link.

6.1 Capacity Building Training

As Resource Persons, you underwent a 3-Day Residential Workshop for PM SHRI Scheme implementation, which provided you with a comprehensive understanding of the vision, goals, roles, and responsibilities. The sessions were also designed to build your capacity to perform your responsibilities effectively as well as to support School Principals in performing theirs.



You can access the training presentation by scanning the QR code below.



**Scan or click for RP's
training PPT**

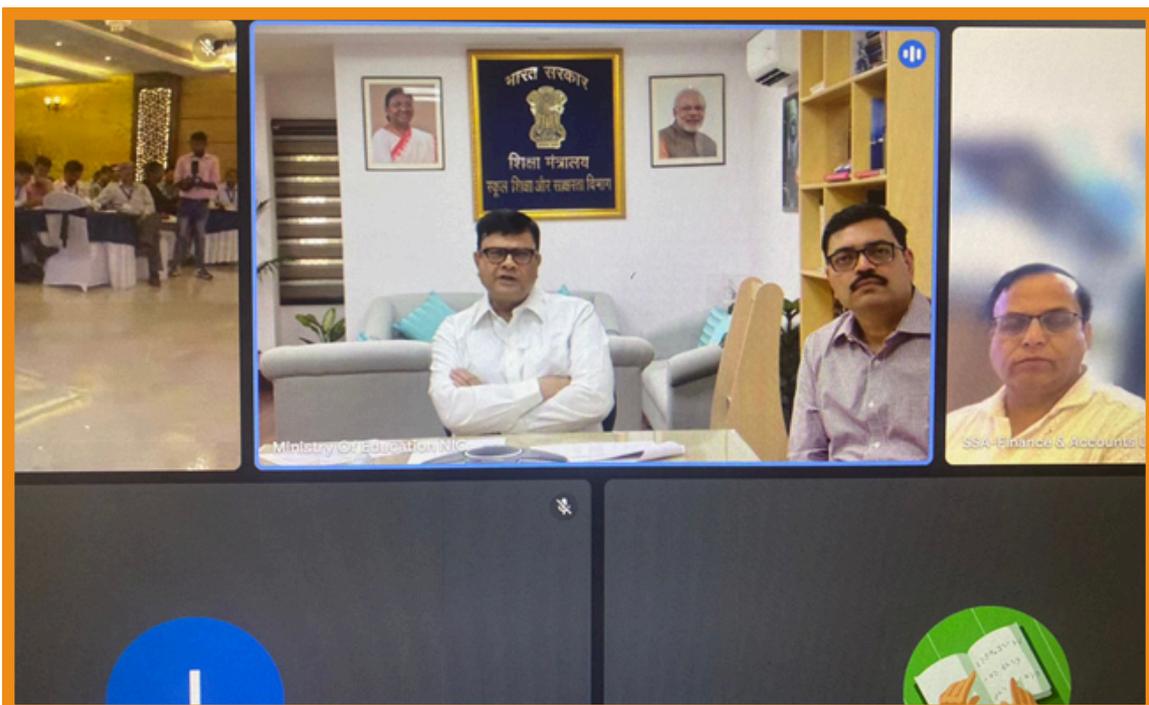
06

Tools & Resources for RPs

As Resource Persons, you will be responsible for the capacity building of PM SHRI Principals in understanding and implementing the action projects. You will facilitate the workshop for school principals within 15 days from your 3-Day Residential Workshop for PM SHRI Scheme implementation.



Scan or click for School Principals Training PPT & Session plan



6.2 Facilitating Peer Learning Circles (PLCs)

A Peer Learning Circle (PLC) is a group of individuals with a common interest who meet regularly to learn from each other. PLCs are built upon the idea that every member has something to contribute and that every member has something to learn. PLCs are intended to lead to action and change and are usually facilitated by a group leader or facilitator. The conversation is driven by what the members bring to the discussion since diverse perspectives, experiences, and ideas can help lead to creative and innovative solutions.

PLCs will be a fortnightly space for the school principal group to come together, discuss, learn, share, solve and celebrate. As part of the action plan, Resource Persons will facilitate PLCs for their group where the discussions will be about the action projects being taken up and implemented by the principals.

Resource Persons will conduct four PLCs on the themes: Learn, Reflect, Engage and Celebrate which are detailed in the next few pages. The session plans and resources for facilitating PLCs can be accessed from the following QR Code.

BEST PRACTICES FOR FACILITATION

-  Establish clear objectives
-  Set commonly agreed norms
-  Encourage participation
-  Seek feedback on the sessions
-  Reflect back on your facilitation



**Scan or click for PLC
PPT and Session Plans**

PLC 1: LEARN



Objective: To establish PLCs establish as a support structure with emphasis on its importance and to understand the concept of action projects

Duration: 60 Minutes

Mode: Online

Agenda:

- Energiser/Opening
- Norm Setting Activity
- PLCs as a Support Structure
- Action Projects
- Roles and Responsibilities
- Question Clarifications
- Closing

Materials and Resources Required:

For Facilitator: Video Link (keep it open before starting the session), new document (notes/Google doc)

For participants: Pen, paper/notebook

Instructions for the Facilitator:

ASKING PARTICIPANTS TO SHARE RESPONSES

- If using a PPT, present your screen to the participants
- Lay norms for asking and answering questions
- Give participants 1 minute to think after asking them a question
- Read out the question asked before you answer it so that everyone is on the same page

WHAT TO DO WHEN YOU RECEIVE UNEXPECTED OR NO RESPONSES?

- If you don't get the desired answer, ask a few more probing questions to guide the participants in the direction of the answer
- If no one is talking, ask a YES/NO question such as "Did everyone understand what the PLC is?" or "Was it too challenging to participate in a learning circle?"

Note: Resource Persons can contextualize the above mentioned resources to suit the needs of the School Principals assigned to them.

PLC 2: REFLECT



Objective: To motivate school principals to drive school improvements and to reflect on the enablers that help school principals lead school improvements

Duration: 60 Minutes

Mode: Online

Agenda:

- Energiser/Opening
- Norms and Agreements
- Reflections
- Thinking Enablers
- Closing

Materials and Resources Required:

For Facilitator: Video Link (keep it open before starting the session), new document (notes/Google doc)

For participants: Pen, paper/notebook

Instructions for the Facilitator:

BEFORE THE SESSION

- Ask participants to come prepared with the progress of the action projects implementation
- Keep the video open for easy sharing

ASKING PARTICIPANTS TO SHARE RESPONSES

- Revise norms for asking and answering questions
- Give participants 1 minute to think after asking them a question
- Always read/repeat the question to ensure everyone is on the same page

WHAT TO DO WHEN YOU RECEIVE UNEXPECTED OR NO RESPONSES?

- If you don't get the desired answer, ask a few more probing questions to guide the participants in the direction of the answer
- If no one is talking, ask a YES/NO question such as "What is one thing that helps us do our work?" or "Was it too challenging to think of enablers?"

Note: Resource Persons can contextualize the above mentioned resources to suit the needs of the School Principals assigned to them.

PLC 3: ENGAGE



Objective: To share the highlights of the implementation of action projects so far and discuss the challenges faced in the schools aiming for their resolution

Duration: 60 Minutes

Mode: Online

Agenda:

- Energiser/Opening
- Norms and Agreements
- Highlights Showcase
- Listening to Challenges
- Closing

Materials and Resources Required:

For Facilitator: New document on phone (Notes, Google Doc)

For participants: Pen, paper/notebook

Instructions for the Facilitator:

BEFORE THE SESSION

- If possible, ask participants to come prepared with 1-2 highlights and challenges they are facing with the implementation of the action projects

ASKING PARTICIPANTS TO SHARE RESPONSES

- Keep a document open and present your screen. You can write down different responses here. This will act as a whiteboard for you and the participants
- Revise norms for asking and answering questions
- Read out the question asked before you answer it so that everyone is on the same page

WHAT TO DO WHEN YOU RECEIVE UNEXPECTED OR NO RESPONSES?

- Appreciate participants who are responding. Ask if any other participant has a similar response or a differing opinion
- Check for the energy of the group. During challenges sharing, ensure that participants are not overwhelmed by the sharing. Probe for resolution as well.
- Give participants 1 min to look at the notes before asking for more responses

Note: Resource Persons can contextualize the above mentioned resources to suit the needs of the School Principals assigned to them.

PLC 4: CELEBRATE



Objective: To recognise and appreciate the efforts by school principals and to document (and share) best practices in implementing various action projects

Duration: 60 Minutes

Mode: Online

Agenda:

- Energiser/Opening
- Norms and Agreements
- Sharing Best Practices
- Appreciations and Celebrations
- Closing

Materials and Resources Required:

For Facilitator: PPT with appreciations for each school (collected during school visits or sharings from Whatsapp Groups)

For participants: Pen, paper/notebook

Instructions for the Facilitator:

BEFORE THE SESSION

- If possible, ask the principals to come with a 2-minute presentation in any form (for example, drawing, poster, PPT, etc.) of some best practices in their schools

ASKING PARTICIPANTS TO SHARE RESPONSES

- While using a PPT, present your screen to the participants
- Revise norms for asking and answering questions
- Give participants 1 minute to think after asking them a question
- Celebrate participants for sharing their best practices

WHAT TO DO WHEN YOU RECEIVE UNEXPECTED OR NO RESPONSES?

- If you don't get the desired answer, ask a few more probing questions to guide the participants in the direction of the answer
- If no one is talking, ask a YES/NO question such as "Do we have any more best practices?"
- Summarize some of the responses and give participants 1 min to think and respond

Note: Resource Persons can contextualize the above mentioned resources to suit the needs of the School Principals assigned to them.



6.3 Monitoring Action Plan Implementation

To monitor the progress of the action project in all the schools assigned to them, Resource Persons will also conduct school visits to

- Collect the progress status of all the action projects
- Assess the quality of the implemented projects
- Appreciate School Principal and the teachers for their progress and efforts
- Provide feedback to the School Principals
- Collect insights to further support the School Principals during future visits and PLCs

These visits can be need-based to support the School Principals as well as purely for monitoring purposes. After every visit, Resource Persons will have to document their observations. Resource Persons can form Whatsapp groups with the School Principals for ease of communication and support.



Scan or click for school visit form

06

Tools & Resources for RPs

6.4 Appreciation/Recognition of School Principals

Encourage the efforts of School Principals in leading various Action Projects in their respective schools through few suggestive ideas shared below:

Sharing Best Practices



Best Practices can be any positively significant result led by certain actions, activities or strategies while implementing the action projects.

Ask principals to share their best practices one by one, either by sharing their prepared presentations or verbally or any other way they want to. Share these practices with other Schools as well.

Use Social Media

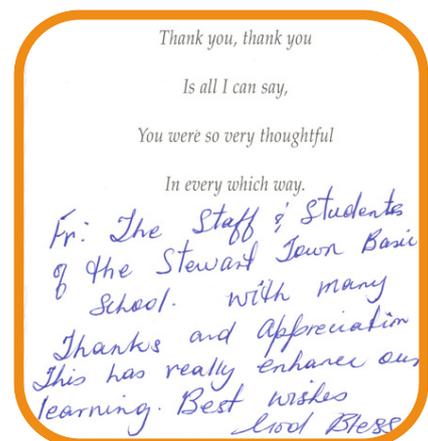


Participants can also use the common WhatsApp group to share pictures or videos and describe their best practice.

Appreciation



There are a few ways to appreciate the efforts of various schools: the picture shared below highlights various ways in which schools could be appreciated for their efforts.



1. Peer Learning Circles



A space where a group of individuals with a common interest come together to learn from each other. States/UTs to facilitate these sessions in which Resource Persons come together, share and learn through discussions about the action projects being taken up and implemented by their School Principals.

2. Capacity Building Physical Workshop



States/UTs to organize capacity building physical workshop for Resource Persons to help them understand about the implementation of action projects. The Workshop would help to clarify the roles and responsibilities of Resource Persons and School Principals as well as establish the need to work on the selected improvement initiatives.

3. Fortnightly/Monthly Open Office Hours



States/UTs to organize weekly/bi-weekly regular open office hour calls for the Resource Persons to provide a platform for communication and collaboration. Enable and foster a holistic and inclusive support network to support the Resource Persons.

4. Review Calls



Frequent review calls between State/UT officials and the Resource Persons would help in timely resolution of all queries pertaining to implementation of Action projects by School Principals in their respective schools.

08 Story of change/Closing

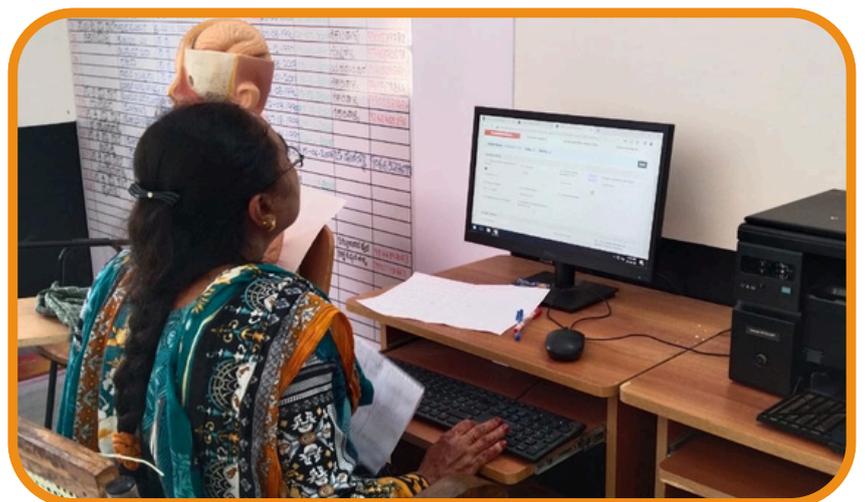
Sharing of resources : Each one can teach one

Once upon a time, the concept of "Sharing Resources" was just a mere phrase used occasionally. However, a remarkable change took place recently that brought this notion to life and had a significant impact on the Hennagara cluster, Anekal Block, Bengaluru.

For a long time, Head Teachers(HMs) in the Hennagara cluster had been struggling with the complex task of **student data entry in Udise+**. They were burdened with the responsibility of ensuring accurate and timely data updates, but the process seemed overwhelming and time-consuming. It became evident that a collaborative effort was necessary to alleviate this challenge.

Yesterday marked a turning point when one Head Teacher(HM) from Rajpura(one of the schools of the Hennagara cluster), Ms. Athiya, took the **initiative to learn** the intricacies of Udise+ student data entry. With great determination, she acquired the necessary skills and completed the student data work successfully. It was a moment of personal triumph for Ms. Athiya, but little did she know that her newfound knowledge would soon extend beyond her own school.

Today, Ms. Athiya stepped forward to **assist another Head Teacher**, Ms. Shobha, from the neighboring Hennakki school. Armed with her expertise in Udise+, Ms. Athiya selflessly shared her knowledge, guiding Ms. Shobha through the complexities of the system. Together, they tackled student data entry with efficiency and precision. It was a beautiful example of collaboration and support between educators who had previously worked independently.



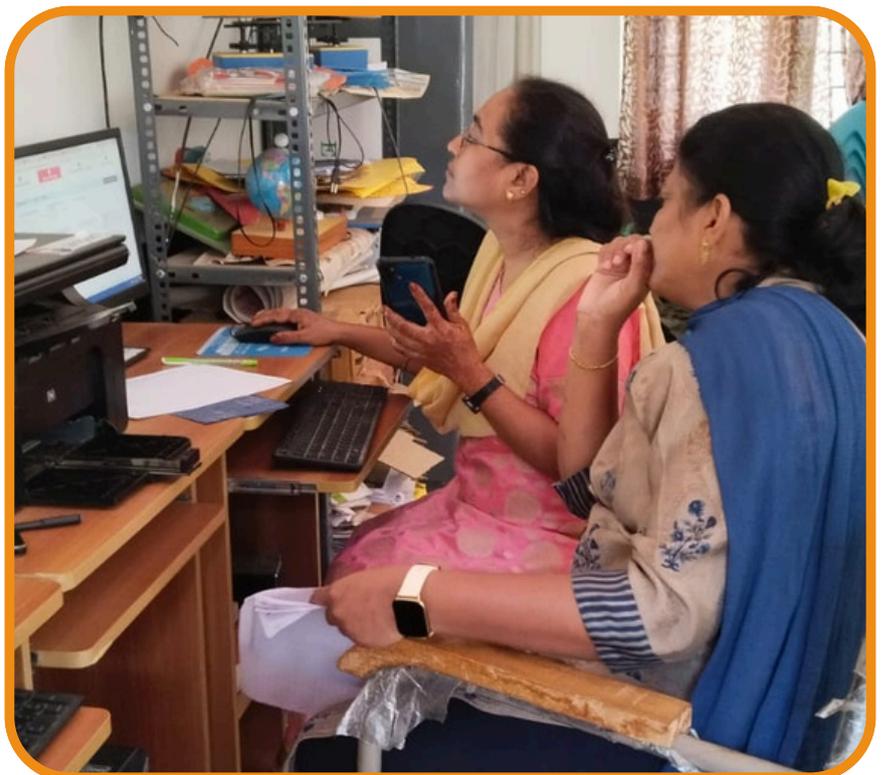
08 Story of change/Closing

continued.....

This positive change did not occur in isolation. Over the past three days, Head Teachers from various schools had been gathering at the CRC (Cluster Resource Center). They realized the potential of **leveraging shared resources**, including computers and expertise, to streamline their Udise+ work. The CRC became a hub of collaboration, where Head Teachers came together, learned from each other, and collectively completed their Udise+ tasks.

The impact of this story of change is far-reaching. By embracing the power of collaboration, the Head Teachers(HMs) of Hennagara have not only simplified their own work but also **strengthened** their bond as a community of educators. **They have experienced firsthand the value of sharing resources, knowledge, and support, and how it can bring about positive transformations in the field of education.**

As the days go by, the spirit of collaboration continues to thrive in the Hennagara cluster. Head Teachers eagerly come together at the CRC, driven by a shared commitment to enhance their student's educational journey. Through their collective efforts, they are shaping a brighter future for the children of the Hennagara cluster, where the **power of collaboration and shared resources paves the way for greater success and growth.**





PM Shri Schools

PM SCHOOLS FOR RISING INDIA

"Education is the most powerful weapon which you can use to change the world."



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सत्यमेव जयते

