

### Website

https://mahavachanutsav.org/

**User Manual** 





रोत्र 10 निम्

Guidelines for registration of schools and submissions in MahaVachanUtsav 2024

School / User Registration	User login		
Principal / Headmaster First Name			<u>वा</u>
Principal / Headmaster Last Name		•	जगातील प्रत
Principal / Headmaster Email		·	वाचन हे ज्ञान
Principal / Headmaster Mobile		·	वाचन हे आन
UDISE No			आवश्यक अ

### <u>ताचनाचे तीन मुख्य फायदे</u>

जगातील प्रत्येक यशस्वी व्यक्ती हा वाचक असतो.

• वाचन हे ज्ञान आणि नवनिर्मितीचे मुळ/ बीज आहे.

 वाचन हे आनंदासाठी आणि मनाच्या विकासासाठी आवश्यक आहे.

1. Visit <u>Mahavachan Utsav's Official Website</u>, type <u>mahavachanutsav.org</u>





- Click on 'School / User Registration'
- Key in your school's headteacher / principal's first name
- Key in your school's headteacher / principal's last name
- Key in your school's headteacher / principal's email id
- Key in your school's headteacher / principal's mobile phone number
- Key in your school's UDISE number and Click on Tab. School Name, District, Block will default
- Select your school
  "Medium of Education" from the list i.e.,
  - Marathi, Hindi, English,

Urdu, Bengali, Gajarati, Kannada, Sindhi, Tamil, Telugu

- 9. Key in your school's strength from 3 class onward
- 10. Key in a password of your choice for accessing this website.
  Remember: Password must be at least 8 characters long, must contain at least one uppercase letter, one number, and one special character.
- 11. Re-type your password to confirm it
- 12. Click on "Submit" button
- 13. You will get a message that your registration is successful. This completes your school registration process.
- 14. Proceed to 'User Login' to access the app. Click on 'User Login' button and key in your email id and the Password you entered during registration.

#### Guidelines for registration of schools and submission of their content in MahaVachanUtsav 2024.

- 15. Post-login, Click on Create New submission at the top center
  - Enter the students' details in the form and upload their content.
  - The teacher / submitter has to evaluate the student content on a scale of 1 - 10
  - The content can be in PDF, Video, Audio or .jpg and .png type file.
  - Audio and Video are optional and PDF, jpg or png are compulsory.
- 16. After submission, your content will undergo a review & evaluation process by the designated authorities at Block, District, Statelevel.
- 17. Schools have the option to generate the certificate of Student's participation.
- 18. Click on 'Certificate' button on the far right to generate and print. Once generated, teachers won't be able to edit the student submission.

स्वयभेव जयते	Samagra Shii Maharasht	ksha tra	शार महाराष्ट्र 'मह	'महाराष्ट्र त्रेय शिक्षण प्राथमिक षि हावाचन उ	शासन व क्रीडा विभा शेक्षण परिषद इत्सव २०२	ग , मुंबई V <b>V</b> '		See Contraction	ा बावन त्स्व	Read India Celeb
Role: Head Teacher	Name: Pra	ateek Kedia	Create new subm	ission	Da	shboard		Logo	<u>ut</u>	
Statisti	cs									
School Nam	е		School's St	rength (Sta	ndard 3 and	l above)	Numb	per of Studer	nts Participate	ed
JAYABE	N B KHO	T ENG PRI	3				3			
Report										
Report			Student Name							
Language Select language	a v		Student Name	ent Name						
Language Select language District	a v Taluka	UDISE No	Student Name Search by Student Student name	ent Name School	Standard	Language	Media	Teacher's Marks	Edit Submission	Certificate



Guidelines for block, district, and state reviewers to process the student's content in MahaVachanUtsav 2024 App

- 1. All the reviewers will receive their user ids and passwords from MPSP.
- 2. They must login into the app using the User Login option.

#### **Guidelines for registration of** schools and submission of their content in MahaVachanUtsav 2024.

- Upon first login, the user needs to provide their information such as 3. name, email, mobile and new password.
- 4.
- This new password will be used to login later into the application. Click on Review Submission to assess the student's content submitted by the 5. teachers.
- Below there will be list of the 6. submissions that are yet to be reviewed.
- By clicking on 'View' you can download and review their content. 7.
- Post that you must allot marks from 1-10 8.
- Once marks are awarded, the entry will proceed to next level of review. Such as, from block the entry will move to 9. district, and finally to the state-level review officer.



## Guidelines for using the Dashboard

- 1. Click on the Dashboard link to access the Dashboard.
- 2. Here you can view information about the student participation at Taluka, District, & at State level by selecting the various filters.
- 3. Please use the filters for different types of analysis / data.
- 4. Below you also have the option to download the data in Excel.

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Taluka reviewer Name: RAWE	ER JALGAON <u>Review submissions</u> <u>Das</u>	<u>shboard</u> <u>Logout</u>
Statistics		
Taluka	School	Language
Select a Taluka 🛛 🗸	Select a School 🛛 🗸	Select language 🗸
Number of Schools Particip	School's Strength (Standard 3 and	above) Number of Students Participated
1	1	1
Report		
Report Taluka	School	
Report Taluka Select a Taluka X V	School Select a School V	
Report Taluka Select a Taluka X V	School Select a School V	

# Thank You