

No. EDN/KGR/DIET/SS/MIS/VSK 3299-3303  
O/o The Deputy Director Education (Quality) -cum-  
District Project Officer -Samagra Shiksha, District Kangra  
DIET Kangra at Dharmshala HP- 176215

Dated: 5/12/25

05 DEC 2025

3299-3303

To

The Principals,  
Schools under ICT Phase III  
District Kangra (H.P)

**Subject: Guidelines to ensure effective utilization of IFPDs in 80 Schools under ICT Phase III.**

Sir/Madam,

In compliance with the directions issued by the State Project Director Samagra Shiksha (H.P) vide letter No. HPSES-Samagra Shiksha-MIS-MISC/2025-2459 dated 03/12/2025, all schools are requested to follow the guidelines as enclosed in the letter.

All schools are directed to ensure **strict compliance** and full cooperation for the smooth conduct of the program.

*Rman*  
f Deputy Director Education (Quality Control)  
-cum- DPO (Samagra Shiksha)  
District Kangra (HP)

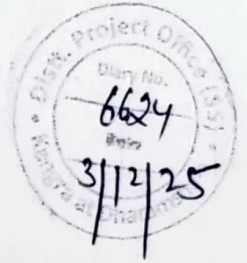
Copy to:

1. The State Project Director (SS), Himachal Pradesh
2. The Deputy Director School Education (Secondary) for information and necessary action please.
3. The Deputy Director School Education (Elementary) for information and necessary action please.
4. The concerned BPOs for immediate n/a and compliance.

*Rman*  
f Deputy Director Education (Quality Control)  
-cum- DPO (Samagra Shiksha)  
District Kangra (HP)



समग्र शिक्षा  
Samagra Shiksha



No. HPSES-Samagra Shiksha-MIS-MISC/2025  
OFFICE OF THE STATE PROJECT DIRECTOR, SSA  
HIMACHAL PRADESH SCHOOL EDUCATION SOCIETY

2459

Dated: Shimla -

3 December 2025

To

All the District Project Officers,  
cum Deputy Directors (Quality Control),  
All District, Himachal Pradesh

**Subject: Guidelines to ensure effective utilization of IFPDs in 418 Schools under ICT Phase-III.**

Sir,

This is in reference to implementation of ICT Phase III under which two IFPDs along with content from grades 6th to 12th has been provided to 418 Schools. To ensure effective utilization of IFPDs the following **usage and maintenance guidelines** are to be shared with all schools are reiterated below for strict compliance:

- 1. Minimum Usage:**  
All teachers must use IFPD devices for a minimum of 2 periods per grade and per subject per week. Healthy usage is defined as at least 10 to 12 minutes during every class.
- 2. Time Table:** HMs to ensure that timetable is created in all 418 schools to ensure IFPDs are used for 2 periods per subject for the subjects of Maths and Science for grades 6th to 9th
- 3. Lesson Plan Integration:**  
Teachers must integrate IFPD digital content with their lesson plans to enhance classroom teaching and improve student learning outcomes.
- 4. Weekly Syncing of Devices:**  
All IFPD devices must be synced by ICT Instructor at least once every week to ensure proper updates and functionality.
- 5. Monitoring During Visits:**  
Usage and functionality of IFPD devices shall be checked and monitored by DPOs and Deputy Directors during their school visits to ensure proper use and integration.

The guidelines must be reiterated and explained during the upcoming ICT Phase III trainings to ensure that teachers are using the devices regularly.

Further, you are instructed to **review the Usage Dashboards available on the VSK portal at least once every 15 days** to monitor the usage trends of schools in your respective districts and take necessary action for schools showing low or no usage.

Your immediate action in this regard is imperative.

State Project Director  
Samagra Shiksha  
Shimla-1, Himachal Pradesh





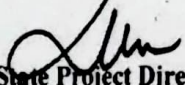
समग्र शिक्षा  
Samagra Shiksha

Endst. No.

Dated:

Copy to:

1. The Director School Education, Directorate School Education, Lalpani, Shimla-17001 for information please.

  
State Project Director (SS)  
Shimla-1, Himachal Pradesh