

No. EDN/KGR/DIET/SS/MIS/VSK 3284-88
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
3284-88

To

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

**Subject: Regarding Guidelines for implementation of Personalized Adaptive (PAL)
Programme under Digital Libraries in PM Shri Schools.**

Sir/Madam,

In compliance with the directions issued by the State Project Director Samagra Shiksha (H.P) vide letter No. HPSES-MIS-PM SHRI-Smart Classroom-2025 -2461 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.

Raman

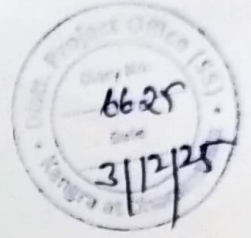
+ Deputy Director Education (Quality Control)
-cum- DPO (Samagra Shiksha)
District Kangra (HP)

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 BPOs for immediate n/a and compliance.

Raman

+ Deputy Director Education (Quality Control)
-cum- DPO (Samagra Shiksha)
District Kangra (HP)



No. HPSES-MIS- PM SHRI - Smart Classroom-2025 - 2461
**OFFICE OF THE STATE PROJECT DIRECTOR, SSA
HIMACHAL PRADESH SCHOOL EDUCATION SOCIETY**

Dated: Shimla -

3 December 2025

To

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

**Subject: Guidelines for Implementation of Personalized Adaptive Learning (PAL) Program
under Digital Libraries in 124 PMSHRI Schools**

Sir,

Under the PM SHRI Digital Initiative Scheme, the Department of Education, Himachal Pradesh, in collaboration with BECIL, is establishing Digital Libraries across 124 PM SHRI Schools in the State. The project includes Tablets preloaded with educational content based on Personalized Adaptive Learning (PAL).

You are requested to kindly circulate the following instructions to all concerned schools in your district:

Operational Guidelines for PAL Implementation

1. Classroom & Batch Management

- Divide students into batches to ensure effective PAL usage.
- If the class strength is more than 24 students, create two batches per section and divide students equally.
- While one batch uses PAL tablets, the other batch should practice classwork in notebooks under teacher guidance.

2. PAL Timetabling

- Prepare a PAL timetable ensuring that **Grades 6 to 9 receive at least two PAL periods per week for Mathematics and Science.**
- Periods must be evenly distributed across the week to maintain learning continuity.

3. Student-Device Mapping

- Teachers shall ensure that **each student is properly onboarded into the PAL software.**
- Each student must use the **same device consistently** to ensure data integrity and learning continuity.
- Tablets should be distributed evenly among students and **mapped individually.**
- A **student name and roll number list** should be pasted behind each device for easy identification.

4. Teacher Responsibilities

- Subject teachers must be present during every PAL session to supervise tablet usage.
- Teachers shall ensure students are actively learning and not using the software passively.
- Teachers are responsible for correct student onboarding and usage monitoring.
- The **Tab-Lab Register** shall be maintained for attendance, device usage, and progress tracking.

5. Device & Data Management

- Ensure that all devices are fully charged; charging should be done after every PAL session.
- **Weekly internet syncing of devices is mandatory to enable real-time data updates on the VSK.**
- Teachers must periodically check that devices are charged, functional, and updated.

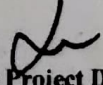
6. Progress Tracking

- Teachers and Heads of Schools must monitor student progress reports on a weekly basis.
- Software features such as reports, analytics, and differentiated groups must be used for academic support and remediation.

7. Storage & Safety of Devices

- Proper arrangements must be made for **safe storage of tablets, headphones, and related hardware.**
- During vacations (especially winter vacations), devices must be stored in a secure, dry, and locked space.
- Any damage or loss must be reported immediately to the District Project Office.

Your cooperation is solicited to ensure adherence to the guidelines by the schools. Kindly ensure that the timetables are created at the school level and usage is monitored regularly to effectively utilize the digital teaching and learning resources.

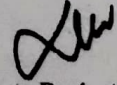

State Project Director
Samagra Shiksha
Shimla-1, Himachal Pradesh

Endst. No.

Dated:

Copy to:

1. BECIL — for necessary action to include the Guidelines during training sessions.


State Project Director
Samagra Shiksha
Shimla-1, Himachal Pradesh