Swachh Sangraha
Swachh Bharat Mission (Gramin)
User Guide

Knowledge Management Portal for SBM-G
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1. Introduction

To accelerate the efforts to achieve universal sanitation coverage and to put focus on safe sanitation, the Prime Minister of India launched the Swachh Bharat Mission on 2nd October, 2014. The Ministry of Drinking Water and Sanitation (MDWS) coordinates this Mission with two Sub-Missions, the Swachh Bharat Mission (Gramin) and the Swachh Bharat Mission (Urban), which aims to achieve Swachh Bharat by 2019, as a fitting tribute to the 150th Birth Anniversary of Mahatma Gandhi.

The goal of Swachh Bharat Mission (Gramin) is to provide all rural areas with:

- Access to sanitation facilities including toilets
- Solid and liquid waste disposal systems
- Clean surroundings

The complete guidelines for Swachh Bharat Mission (Gramin) are available on the website of the Ministry of Drinking Water and Sanitation at http://www.mdws.gov.in/sites/default/files/Complete%20set%20guidelines_1.pdf

2. Swachh Sangraha

Swachh Sangraha is a web-based knowledge portal set up by the Ministry of Drinking Water and Sanitation. It is a simple, searchable, knowledge Portal and – a “go-to place” to find local sanitation solutions, innovations and implementation lessons on rural sanitation and behaviour change (from states, districts and gram panchayats) The portal is envisioned to empower and connect people that are implementing and supporting SBM (G) by systematically sharing expertise and lessons. The website can be accessed at http://www.swachhasangraha.gov.in
The key objectives of the Swachh Sangraha portal are:

- To encourage sharing of knowledge resources, including good practices, innovations in implementation, local solutions at district and lessons from programme implementation.

- To allow MDWS, State Governments and Districts to easily upload various types of knowledge resources like documents, presentations, multi-media videos, pictures with caption and relevant links.

- To facilitate peer-to-peer learning, knowledge sharing and capacity building to accelerate implementation of SBM (G) through knowledge resources that can be easily downloaded.

- To support the use of a database of “Resource Persons” on the portal relevant for the SBM (G) program.

3. Purpose of User Guide and type of users

This User Guide for the Swachh Sangraha (the portal) provides essential information to easily and effectively view and access knowledge resources on the Knowledge Portal. It includes detailed descriptions and step-by-step instructions (including screenshots) for accessing the different features and functionalities that are available in the Knowledge Portal.

There are two types of users:

**Non-Registered Users** – These users can view and access knowledge resources available in Swachh Sangraha Knowledge Portal. They can download, share and rate knowledge resources. This will include people with interest in SBM program, and essentially public at large.”The portal helps in uploading, downloading & managing knowledge resources, searching knowledge resources"
This user Guide is meant for Non-Registered Users.

Registered Users – The portal helps in uploading, downloading & managing knowledge resources, searching knowledge resources. These users can view and access the various knowledge resources available on the portal. They can upload knowledge resources and create Resource Persons. Registration includes officials from MDWS, State Governments and Districts.

- National
  - Can upload resources and unpublish the uploaded resources by State & District Coordinators.
  - Can Create and Manage Resource Person profile created by State & District Coordinators.

- State Coordinator
  - Can upload resources and unpublish the uploaded resources by respective District Coordinators.
  - Can Create and Manage Resource Person profile created by respective District Coordinators.

- District Coordinator
  - Can upload resources and unpublish the resources uploaded by him/her.
  - Can upload resources and unpublish the resources uploaded by him/her.

This user guide is meant for non-registered users. For registered users there is a separate detailed document which can be accessed http://www.swachhasangraha.gov.in
4. Functionalities Available to Non-Registered Users

a. Home Pages and Functionalities

This section explains the different portal functionalities including:

- Language
- Self registration
- Statistics
- Popular
- Topics
- Search
- Available Knowledge Resource
- Connect with a Resource Person
- Recently Added
- Announcements, and
- Other Useful Links

b. Content Related Functionalities

This section details the various features available for searching for knowledge resources on the portal.

- Searching for Knowledge Resources
- By Topic
- By Keywords
- Sharing Knowledge Resources
• Connecting with Resource Persons
• Popular Resources and Statistics

c. Functionalities related to manage your user account

This section details the various features required for accessing the portal.

• Registration
• Password Related - Change Password, Forgot Password
• Contact us

a. Home Pages and Functionalities

Access to the portal to view functionalities is available for Non-Registered users at: 
http://www.swachhasangraha.gov.in
The different functionalities available for non-registered users are listed as under.

1. **Self-Registration** – This functionality allows users to self-register by filling a very simple and basic registration form.

2. **Language** – The portal allows users to choose language of their preference - either English or Hindi language. This functionality allows the user to choose the language of their choice. The English version not only provides access to knowledge resources in English but also provides access to knowledge resources in other regional languages.


4. **Popular** – This functionality allows the users to view the most popular resources, most viewed resources and highly rated resources, etc.

5. **Topics** – This functionality lists the 12 key topics for classifying the knowledge resources.

6. **Search** – This functionality enables users to search knowledge resources in the portal using keywords like area of interest, state wise or district wise resources, etc.

7. **Available Knowledge Resources** – This functionality shows the total count of knowledge resources available in the Swachh Sangraha portal.

8. **Connect with Resource Person** – This functionality helps users connect with the person who is operationalizing a particular process or practice.

9. **Recently Added** – This functionality highlights most recently added resources on the portal.

10. **Announcements** – This functionality provides latest announcements on the portal.

11. **Other useful links** – This functionality provides a link to access additional information related to SBM-G and the MDWS
b. Content Related Functionalities

Section A: Searching Knowledge Resources

The knowledge resources can be searched in the following two ways:

I. Searching Knowledge Resource through Topic

II. Searching Knowledge Resource through Keywords/State Name

I. Searching Knowledge Resources with Topics

1. Click Topics and the list of topics will be displayed in the portal. The detailed list of the 12 themes is provided [here](#).
2. From the drop-down list, identify and select the topic of your choice. For Example: Select the topic “Community Engagement”

3. It will take you to the search result page which lists the following features:

   i. A brief description of the topic is provided

   ii. The “Select Resource Type” lists various types of resources such as Documents, Videos, and Presentations available. This option helps in narrowing down the search as per the requirements of the User.
iii. The “State” option gives the option to further narrow down the search results by the state.

iv. “Total Resources Available” option lists the number of items available on the portal under that specific Topic.

v. “Download” option helps to see the knowledge resource selected

vi. “Load More” option allows for viewing the remaining resource list

Topics

1. Click Topics to view the complete list of topics available. A total of 12 topics are listed on the portal, along with the respective descriptions for each theme. This is also provided in the box alongside.
### Brief Description of Topics

The knowledge portal has 12 topics under which knowledge resources can be classified and uploaded.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Financial Streamlining</td>
<td>Reducing bureaucratic delays, promoting flexibility. Cutting down delays in incentive payment and increasing transparency and accountability.</td>
</tr>
<tr>
<td>Behaviour Change Communication</td>
<td>Communication to engage communities and facilitate discussion around freedom from open defecation and safe sanitation practices. Triggering tools and inter-personal communication.</td>
</tr>
<tr>
<td>Children and Youth</td>
<td>Role in triggering elders, active participation in ‘NigraniSamitis’. ‘VanarSenas’, writing en mass letters to parents etc., ‘ZiddKaroAbhiyan’. High level energy channelized towards clean village, leading to nation building. Availability and functionality of toilets in schools, anganwadis and other institutions. Maintenance of these toilets.</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Engaging people in discussion about adopting safe sanitation practices and eliminating open defecation. Engaging women, children, youth, marginalized groups, opinion makers. Concerted efforts in sustaining behavioural change. Engagement with village even after achievement of ODF status.</td>
</tr>
<tr>
<td>Hygiene and Hand Washing</td>
<td>Safe storage of drinking water, personal hygiene, hand washing at critical times, after defecation and before meals, to break the fecal - oral transmission route.</td>
</tr>
<tr>
<td>Inclusion (SC/ST/Divyang)</td>
<td>Inclusion of differently abled, women, children, elderly, tribals, SC, adolescent girls, menstrual hygiene by engaging communities as a whole.</td>
</tr>
<tr>
<td>Leadership</td>
<td>District key unit of program, Proactive leadership by DC/CEO Zila panchayat / non</td>
</tr>
</tbody>
</table>

**Note:** The table above provides a brief description of each topic in the knowledge portal. Further details on each topic can be found on the portal itself.
official critical to bring about inter departmental coordination and making program a janandolan by involving all sects of the society. Also includes Natural leaders who emerge through community processes and Panchayats which provide overall leadership at the village level and maintain sanitation goal as a collective outcome.

<table>
<thead>
<tr>
<th>Monitoring and Evaluation</th>
<th>Programmatic IMIS (Integrated Management Information System), process evaluations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODF Strategies</td>
<td>Freedom from open defecation, parameters and processes of open defecation. Rigour of verification of ODF status.</td>
</tr>
<tr>
<td>Solid and Liquid Waste Management</td>
<td>Management of both organic and inorganic wastes, kitchen/bathroom water (grey water) especially through low-cost community managed decentralized solutions.</td>
</tr>
<tr>
<td>Toilet Technology</td>
<td>Ensuring safe disposal of human excreta. Critical design issues of substructure. Specific technologies for difficult areas. Accessibility of water sanitation in households and schools, Anganwadi etc. technological and managerial innovations.</td>
</tr>
<tr>
<td>Women</td>
<td>Role as individual, home maker, natural leader, motivator, administrator, SHG member, or sarpanch. Involvement in all aspects of planning, implementation and monitoring.</td>
</tr>
</tbody>
</table>

**Tips for Narrowing Search**

A search term may generate too many results to make sense of. In such situations, additional filters can be used. Based on the initial search results displayed, for example “Water” referred to in the below screen, the search can be narrowed further by applying four filters:

(i) Resource Type
(ii) States
(iii) Topics
(iv) Languages
1. Click “Resource Type” to view the list. Identify and select the resource type.

2. Click “States” to view list. Identify and select the state.

3. Click “Topics” to view the list. Identify and select the Topics.

4. Click “Languages” to view the list. Identify and select the Language. For viewing resources in Hindi click “Language” button and select “Hindi”.

5. Click “Clear all filters” to clear all applied filters.
II. Searching Knowledge Resource by Keywords/State Name

i. Enter keywords to search the information available in the portal and click the search icon

For example, in this case, the user wants to search for Nigrani Committee.

ii. This takes the user to the search result page which lists the following features:
1. This shows the keyword for which the user has searched (in this case Nigrani Committee)

2. Details of knowledge resources matching the keyword are reflected. To view details of the knowledge resources, the user needs to click the topic of knowledge resource. Details such as comments, ratings, date of resource upload and resource type are also shown.

For commenting and rating the knowledge resource, the user needs to register in the portal through a simple registration process that is provided on page 22.

In searching by keyword, the search can be further refined and narrowed down by state, type of resource topic and language. Please refer to page 12 for detailed description.

Section B: Sharing Resources

The Knowledge Portal facilitates the sharing of various knowledge resources. The user can share these knowledge resources available on the Knowledge Portal with others.
To share knowledge resources

1. User must click “Share”. This option allows the user to share the Knowledge Resources via mail or download for later use, or via social networking sites like facebook and twitter.

2. Knowledge Resources can also be saved and used later, even when the user is offline (no connected to the internet to access or share a document). The user needs to click “Download” to save the file for offline use.

Section C: Connect with Resource Person

This functionality allows users to connect with the person who is operationalizing a particular practice, for example on solid and liquid waste management.

By clicking “Connect with Resource Person” the below screen is displayed.
To connect with a resource person, the user needs to follow the steps given below:

1. Click “States” to view list. Identify and select the state to filter
2. Click “Topics” to view the list. Identify and select the topics to filter
3. Click “Connect” to view the profile of the Resource Person

Section D: Popular Resources and Statistics

Popular Resources

The user can also view the most popular knowledge resources.

Different options available to users in this section are given below.

1. Most Viewed (This month) – This functionality lists the knowledge resources that have been viewed frequently by a large number of users in the current month
2. **Most Bookmarked** – This functionality lists the resources that have been bookmarked for the maximum number of times since the inception of the portal

3. **Most Downloaded** – This functionality lists the resources that have been downloaded for the maximum number of times since the inception of the portal

4. **Most Viewed** – This functionality lists the knowledge resources that have been viewed by a large number of users since the inception of the portal

**Statistics**

The user can view the statistics of the portal.
1. **State wise statistics** – This functionality shows number of knowledge resources uploaded by different states from the inception of the portal.

2. **Topic wise statistics** – This functionality shows the number of knowledge resources that have been uploaded Topic wise from the inception of the portal.

3. **Resource wise statistics** – This functionality shows the number of knowledge resources that have been uploaded by the registered users from the inception of the portal.

**C. Functionalities related to manage your user account**

**Registration**

In order to comment on a knowledge resource or rate it, the user has to register on the portal, by following the steps given below.
**Step 1:** User needs to click “Register”. A simple registration form appears as shown

**Step 2:** In the respective fields the user needs to enter details such as First Name, Last Name, contact details Email ID & Mobile Number. The user must select state and district details from the list. The user needs to enter user name and password and re-confirm credentials and needs to enter the text displayed as is in the text field provided

**Step 3:** The user needs to press Enter or click “Register Now”

**Step 4:** On successful registration, a thank you message is displayed on the screen

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**Step 5:** Communication is sent to the email ID provided while registering

**Step 6:** The user needs to click “Activate Your Account” for account activation and to log in.
Change Password

The user needs to click on “User name” and select Change Password option. This will take the user to the Change Password page.

To change the existing password, users need to:
Step 1: User needs to enter the existing password, in the “Current Password” field

Step 2: User needs to enter the new password, in the “New Password” field

Step 3: To confirm the new password, new password in the New Password field needs to be re-entered by the user

Step 4: To save the changes, user needs to click “Update Password”

Forgot Password

In case users forget their password, they can create a new password by following the steps given below:

1. Click “Login”
2. Click “Forgot Password”
3. Enter user name in the "Username" field
4. Click "Reset Password" to reset the password
5. An email is sent with instructions to reset the password

Hello Adhithya Kumar,

We have recently received a request for changing the password for your account in portal Swachh Sangraha. If this was you, you can set a new password by clicking on below Reset Your Password button if you don’t want to change your password or didn’t request this, just ignore and delete this message.

Regards,
Swachh Sangraha
6. Click “Reset Password”

7. User needs to enter password in the “New Password” field

8. User needs to re-enter same password in the “Confirm New Password” field

9. User needs to click “Reset Password” to reset the password

10. On successful completion, a thank you message is displayed
5. Contact Details

For any further information regarding this mission or the Swachh Sangraha portal, an email can be sent on: swachhsangraha@gmail.com