Annexure I – Process to be followed

If accessed on a PC or Laptop
1. Go to the website www.sambandhhealth.org
2. Click on the tab Tobacco Control
3. You will see Pledge for Life – Assam Schools Program is displayed. Click on 'Register'
4. Enter your mobile number and click 'Send OTP' button. Check the OTP you receive on your mobile and enter it. Click on "Verify OTP"
5. Select your school either by giving your UDISE number or by selecting your District / Block / Village and click 'Search'. All schools in the village will be listed. Scroll down and select your school. Click the 'Register' button.
6. Select whether it is a Primary, Upper Primary or Secondary School from the Dropdown menu. Enter your name, Designation and Email ID to complete registration.
7. You can now download the video in English and/or Hindi by clicking on "Download PFL Video English" / "Download PFL Video Hindi" and instructions for the activity by clicking on "Download Instructions".
8. Complete the activity.
   a. The film should be shown to students to make them aware of the ill-effects of tobacco usage.
   b. Provide them some facts about tobacco:
      i. Tobacco kills over 13.5 lakh people each year in India
      ii. Assam and north-east states have the highest prevalence of tobacco usage – nearly half of all adults over 15 years use tobacco, compared with 28.7% All India.
      iii. In Assam, 85% of users are chewing tobacco, mostly in the form of Tambul.
      iv. Once addicted, it is close to impossible to quit
      v. So as children, you must not initiate the use of tobacco
   c. All students then need to raise their hands, make a forward-facing fist (at face level) and repeat the following pledge: "I pledge not to use tambul or tobacco in any form including smoking cigarettes, bidis etc. or chewing tobacco or as gutkha etc. for the rest of my life and also encourage my family and friends not to do so."
   d. Take a few pictures of the event showing students taking the pledge.
9. Log back into the site as per steps 1 and 2 above. Click on 'Upload/Download'
10. Enter your mobile number and click 'Send OTP' button. Check the OTP you receive on your phone and enter it. Click the 'Verify Mobile' Button
11. Enter Date of activity, # of students taking the pledge and upload 1 or 2 pictures (lower than 3 MB each). Files need to be in jpg or jpeg format. You can "View File" or "Remove File", as required. Check the box to confirm information is true.
12. Click 'Submit' button

If accessed on an Android Smart Phone

1. Download the App 'PFL' from Google Play
2. Enter your mobile number and click 'Generate OTP'. Enter your OTP.
3. Click the 'Register' button.
4. Select your school either by giving your UDISE number or by Clicking 'Find UDISE Code' and selecting your District / Block / Village and select your school. System gives the UDISE No. Click 'Submit'
5. Enter your name, Email ID, and designation. Select whether it is a Primary, Upper Primary or Secondary School from the Dropdown menu and click 'Submit' to complete registration.
6. Click 'Download'. You can now download the video in English and/or Hindi and instructions for the activity.
7. Complete the activity.
   a. The film should be shown to students to make them aware of the ill-effects of tobacco usage.
   b. Provide them some facts about tobacco:
      i. Tobacco kills over 13.5 lakh people each year in India
      ii. Assam and north-east states have the highest prevalence of tobacco usage – nearly half of all adults over 15 years use tobacco.
      iii. In Assam, 85% of users are chewing tobacco, mostly in the form of Tambul.
      iv. Once addicted, it is close to impossible to quit
      v. So as children, you must not initiate the use of tobacco
   c. All students then need to raise their hands, make a forward-facing fist (at face level) and repeat the following pledge: "I pledge not to use tambul or tobacco in any form including smoking cigarettes, bidis etc. or chewing tobacco or as gutkha etc. for the rest of my life and also encourage my family and friends not to do so."
   d. Take a few pictures of the event showing students taking the pledge.
8. Open the App.
9. Enter your mobile number and click 'Generate OTP'. Enter your OTP.
10. Click the 'Login' button.
11. Click 'Upload' button
12. Upload 1 or 2 low resolution pictures (lower than 3 MB each). Click "Choose File", select a file to upload, and click "Upload Image 1". If another picture to upload, Again, "Choose File", select a file to upload, and click "Upload Image 2". Choose Date of activity, Enter # of students taking the pledge.
13. Click 'Upload Data' button.

Annexure II – Manual Report to DEOs

1. A report in the following format needs to be submitted to the district education officers.
2. DEOs need to consolidate and send to the directorate.

Summary Report by School	
1	School Name	
2	School UDISE No	
3	Whether Primary, Upper Primary or Secondary or both	
4	District	
5	Contact Person	
6	Contact Mobile No	
7	Date of activity	
8	No of Students who took the Pledge for Life	

Signature:
Name:
Designation of person: