



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
कृषि शिक्षा संभाग/Agricultural Education Division

मानव संसाधन प्रबंधन एकक/HRMUNIT
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Dated: 01.04.2026

CIRCULAR

Subject: Online link for joining the Webinar on 6th April 2026 under Mission Karmayogi SADHANA Saptah (2nd - 8th April, 2026) – reg.

It is informed that as a part of Mission Karmayogi SADHANA Saptah (2nd -8th April, 2026), a webinar entitled "Lecture on Reforms in Governance @ICAR" will be delivered by Secretary, DARE & DG, ICAR at **12:30 PM to 02:00 PM on 06.04.2026**. All employees of DARE/ICAR Institutes/ICAR HQs and ASRB are requested to join the webinar. The link of the webinar is as follows:

<https://zoom.us/j/98405038972?pwd=q2X7KWAobJUC7ZNVWbkEpkOnw7exz5.1>
Webinar ID: 98405038972 & Passcode:724946

It is further brought to your notice that as per the instruction of Capacity Building Commission, this Webinar delivered by Secretary, DARE & DG, ICAR will be uploaded on the iGOT Karmayogi platform. All employees should enroll in the webinar after its uploading on the iGOT platform and earn the 1 hour of learning for which a certificate will also be generated and will be counted in the total hours of learning of the employees. For webinar and Samahik Charcha, MDOs of the DARE, ICAR Institutes, ICAR HQs and ASRB are requested to go through the attached SOP (Annexure-I).

All the officers are requested to circulate it to all employees of the Units/Institutes and ensure their participation in webinar and enrolment in the same at iGOT Karmayogi Portal.

(S.K. Sharma)
ADG (HRM)

Distribution:-

1. Chairman, ASRB, New Delhi.
2. All DDGs, ICAR, HQs., New Delhi.
3. All Directors, ICAR Institutes.
4. Director (DARE), Krishi Bhawan, New Delhi.
5. Head of the Divisions/Sections ICAR HQ, New Delhi.

Copy to:-

1. PPS to Secretary, DARE & DG, ICAR, Krishi Bhawan.
2. PPS to Additional Secretary (DARE) & Secretary (ICAR).
3. PPS to AS & FA, ICAR HQ, Krishi Bhawan.
4. PPS to DDG (Ag. Education), ICAR HQs.
5. Guard File



कर्मयोगी भारत
— लोकहितं मम करणीयम् —

Department of Agricultural Research and Education
Indian Council of Agricultural Research

Mission Karmayogi - Sadhana Saptah

(Strengthening Adaptive Development and Human Aptitude for National Advancement)

— **April 2 - 8, 2026** —

Webinar

Reforms in Governance @ ICAR

6th
April

Start at
12:15 p.m.



Dr. M. L. Jat

Secretary, DARE and DG, ICAR

Link : https://zoom.us/j/98405038972_pwd=q2X7KWAobJUC7ZNVWbkEpkOnw7cxz5.1

Webinar ID : **984 0503 8972**

Passcode : **724946**

Annexure 1 : Samuhik Charcha Thumbnail Image



Annexure 2

Example of Competency is added here for reference. The actual NLW Webinar linked competencies to be added in a separate annexure based on the schedule of Webinars.

Sample Competency

Sr No	Competency Area	Competency Theme	Competency Sub-Theme
1	Behavioral	Self-Awareness	Self-Analysis
2	Behavioral	Self-Awareness	Self Confidence

HOW CAN STATES AND CENTRAL BODIES CREATE A SAMUHIK CHARCHA ON THE iGOT KARMAYOGI PLATFORM

This step-by-step guide explains how authorised officers in State Departments and Central Ministries/Departments can create a Samuhik Charcha event on the iGOT Karmayogi platform using the MDO portal. It follows the same structure as the standard event-creation guide, with improved, action-focused annotations for each screen.

Governance Model and Roles

Samuhik Charcha functionality is defined to ensure quality, relevance and proper documentation of every discussion held on the iGOT Karmayogi platform.

- **MDO Admin / MDO Leader:** Creates and configures Samuhik Charcha events, links them to webinars or recordings, uploads optional pre-event materials, and later updates post-event documentation (key takeaways, summary notes).
- **SPV Publisher:** Reviews each submitted Samuhik Charcha, verifies completeness (description, video/link, timing, competencies) and publishes approved events so that they become visible in Events Hub and relevant course pages.
- **Learners:** Enrol in Samuhik Charchas, join sessions using the configured link or recording, actively participate in discussion, and access post-event documentation and certificates where applicable.

Every Samuhik Charcha is expected to be linked to a clear primary learning artefact such as a webinar, uploaded recording, or VC-based session (outside iGOT Platform), and shall follow the approval flow wherein the SPV Publisher validation is mandatory before it becomes visible to all learners.

Homepage:

1. Visit <https://igotkarmayogi.gov.in> in your web browser



2. Click the "Login" button at the top-right corner of the homepage to sign in to iGOT Karmayogi.



Login page:

3. On the Login screen, enter your registered Email ID or Phone Number and your Password or OTP, then click "Login".

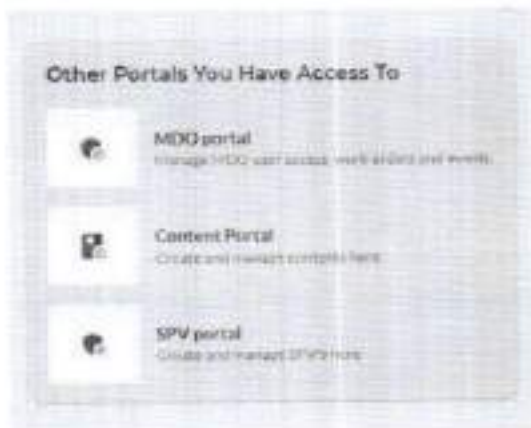
- Type your registered email ID or mobile number in the first field.
- Enter your password or OTP in the second field.
- Click "Login" to access your dashboard.



Dashboard and other portals:

4. Once logged in, on the left side below your profile, go to "Other Portals" and click on the "MDO Portal" (or relevant State/Department portal).

- Use "Other Portals" to access the MDO/State administrative portal.
- Click "MDO Portal" to configure Samuhik Charcha events.



5. You will be redirected to the MDO portal home page.

6. In the MDO Portal, locate the "Events" section in the left navigation (typically towards the bottom) and click on it.



Events list:

- Use tabs (Upcoming / Draft / Pending Approval / Past / Cancelled / Rejected) to filter events.
- Use the search bar to find an existing Samuhik Charcha by name.
- Click "Create New Event" to start a new Samuhik Charcha.

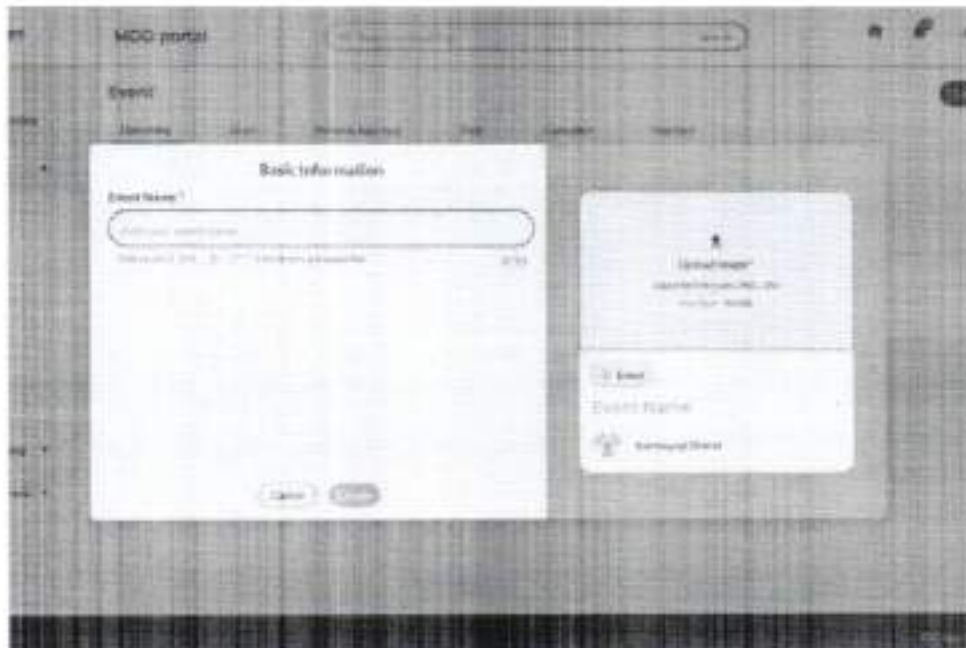
7. On the Events page, click the "Create New Event" button at the top-right corner to start configuring a new Samuhik Charcha event.



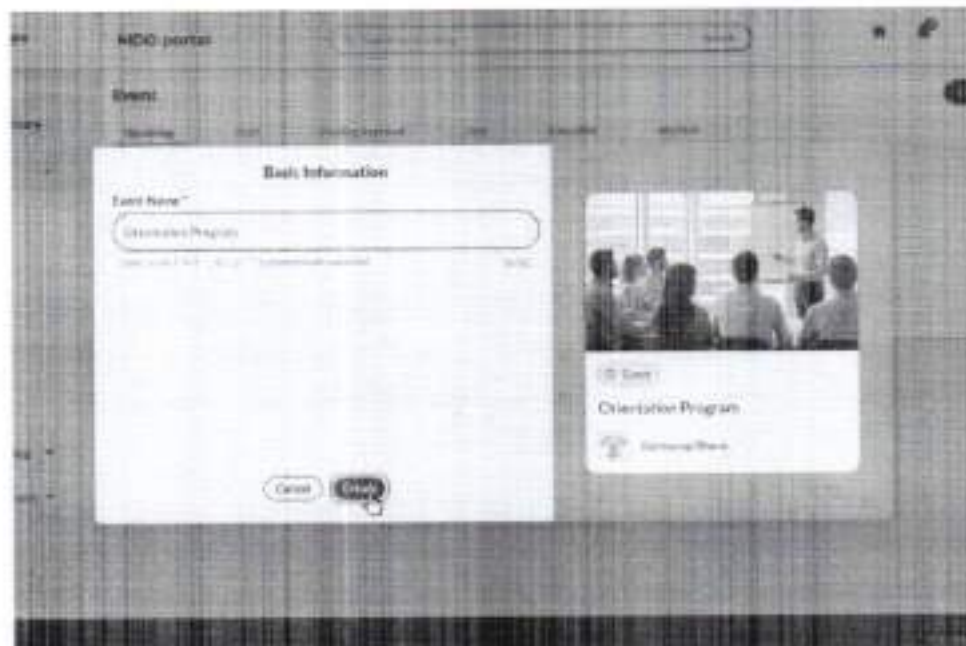
Basic Samuhik Charcha Information:

- Enter a clear, searchable Samuhik Charcha title eg., GoI_DoPT_SC1_Cybersecurity_06.04.2026_FN
- Upload the Samuhik Charcha hanner/logo (PNG/JPG, within specified size limits).
- Click "Create" to open the full Event Builder.

8. In the basic event information popup, add the Name of the Samuhik Charcha event and upload the Samuhik Charcha banner/logo. The image must be in PNG or JPG format and within the specified size limit. Both the Name and the Image are mandatory.



9. Example: Mention the Samuhik Charcha event name (e.g., "Samuhik Charcha – AI Webinar – Dept. of Revenue"), upload the Samuhik Charcha or campaign logo (for example, Sadhna Saptah logo), and then click the "Create" button to continue.

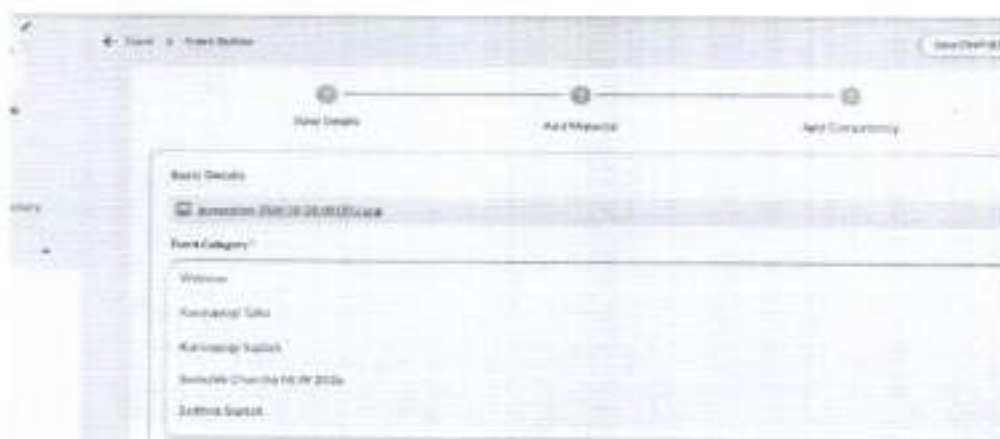


Event details, description and schedule

- Select the appropriate Event Category from the dropdown.
- Describe the purpose, agenda and reference webinar clearly in the Description box.
- Upload or paste the video/recording that anchors the Samuhik Charcha.

- Configure Date, Start Time and End Time for the Samuhik Charcha.
- Click "Next" to continue once all mandatory fields are valid.

10. On the Event Builder screen, fill in the basic details related to the Samuhik Charcha event. Select the Event Category from the dropdown (for example, Samuhik Charcha NLW 2026 / Sadhna Saptah campaign category) as per current configuration.



11. Add a detailed Description for the Samuhik Charcha (respecting the minimum and maximum character limits). In the description, clearly mention the webinar or video this charcha is based on, the agenda, and any instructions for participants. Upload the event video (webinar recording or charcha recording) within the allowed size, or paste the video link (for example, [YouTube](#) URL).



12. Select the Event Date, Start Time, and End Time. Ensure that the event duration meets or exceeds the minimum duration enforced by the platform.



The screenshot shows the 'MDO portal' interface. On the left is a sidebar with 'Community' and 'Reports'. The main area is titled 'or Upload from URL' and contains a 'From URL' input field. Below this is the 'Event Category' dropdown menu, currently set to 'Webinar'. The 'Date' field is set to '02/28/2024'. The 'Start Time' field is set to '09:00 AM' and the 'End Time' field is set to '02:00 PM'. A note at the bottom states: 'Note: This event will be visible to the learners 2 minutes after the 15th published for pdfs.html'. A 'Next' button is visible at the top right of the form area.

13. After completing these details, click "Next" at the top-right to move to the materials step.



The screenshot shows the 'MDO portal' interface at the 'Add Material' step. A progress bar at the top indicates the current step. The main area is titled 'Event Details' and contains a 'From URL' input field. Below this is the 'Event Name' field, currently set to 'Test Event'. The 'Date' field is set to '02/28/2024' and the 'Time' field is set to '09:00 AM'. A 'Description' field is also present. A 'Next' button is visible at the top right of the form area.

14. On the "Add Material" step, upload additional materials such as PDFs, DOCs or PPTs that act as pre-reads or reference documents for the Samuhik Charcha. This step is optional but recommended for richer discussions.

Add Material:

- Click "Add File" to upload pre-reads or reference documents.
- Use the list to review all uploaded materials for this Samuhik Charcha.
- Click "Next" to proceed even if you choose not to add materials.



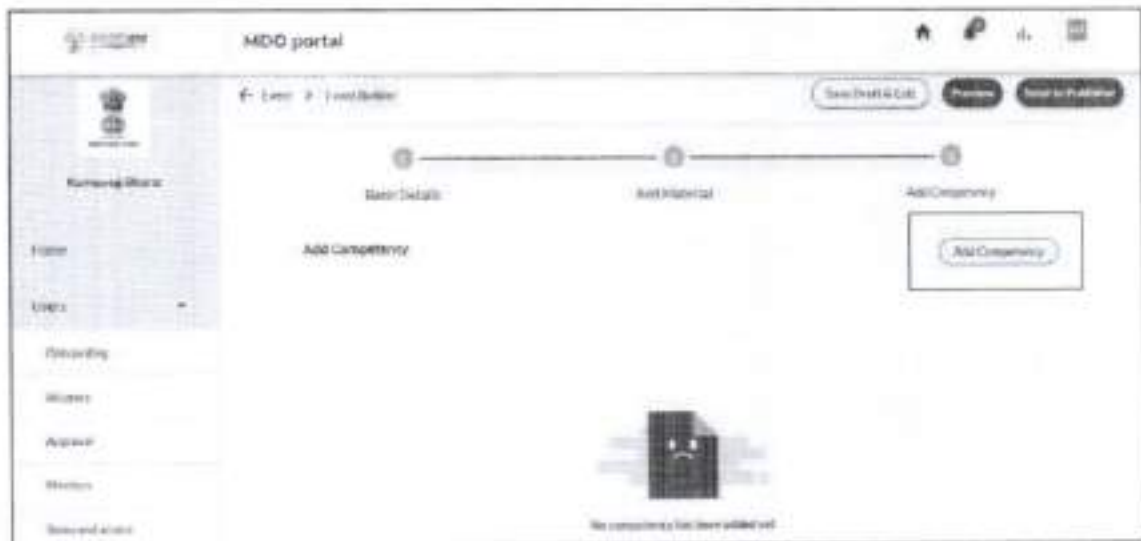
Add Competency:

- Click "Add Competency" to start tagging learning outcomes.
- Use the search bar to quickly find the right theme.
- Select themes and sub-themes that match the topic of the Samuhik Charcha.
- Click "Add" to confirm and attach selected competencies.

15. Next, add the competencies that learners will acquire from the Samuhik Charcha. This ensures alignment with the Mission Karmayogi competency framework.



16. Click "Add Competency" to open the themes and sub-themes selector.



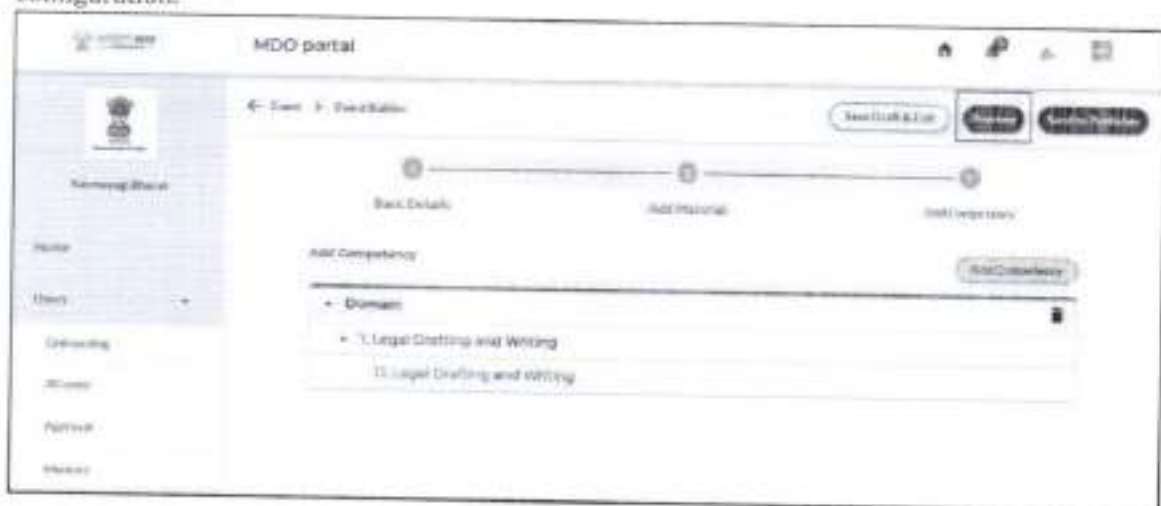
17. Search for and select relevant Themes (for example, Communication, Data Analytics, Climate Change and Environmental Sustainability) by typing in the search bar or choosing from the displayed options. Then select one or more corresponding Sub Themes that best describe the focus of the charcha and click "Add" to attach them.



Preview and draft actions:

- Review all Samuhik Charcha details exactly as learners will see them.
- Click "Save Draft & Exit" to save an incomplete configuration.
- Access drafts later from the Draft tab in the Events list.

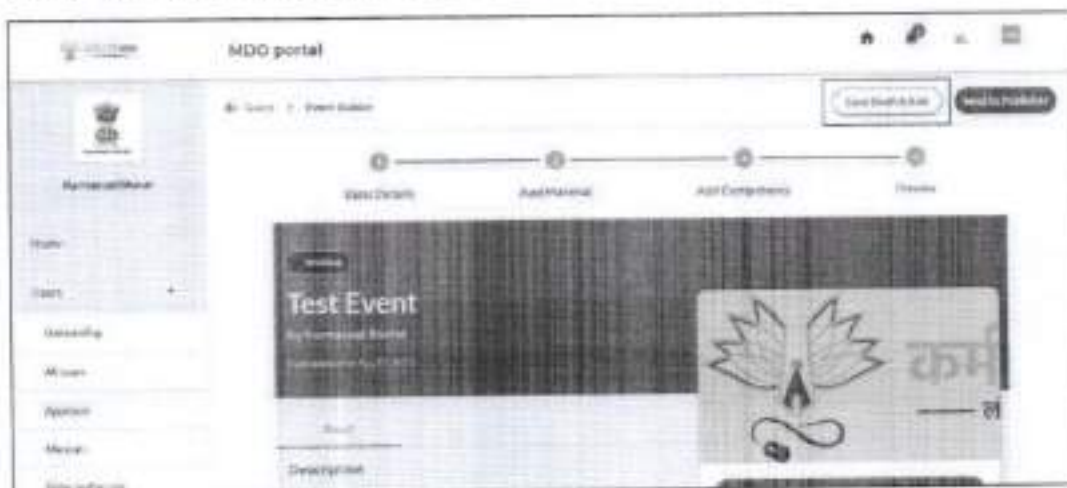
18. After adding competencies, click "Preview" at the top-right to review the complete event configuration.



19. In the Preview view, carefully check the Samuhik Charcha name, description, video/link, date and time, competencies, and any uploaded materials:



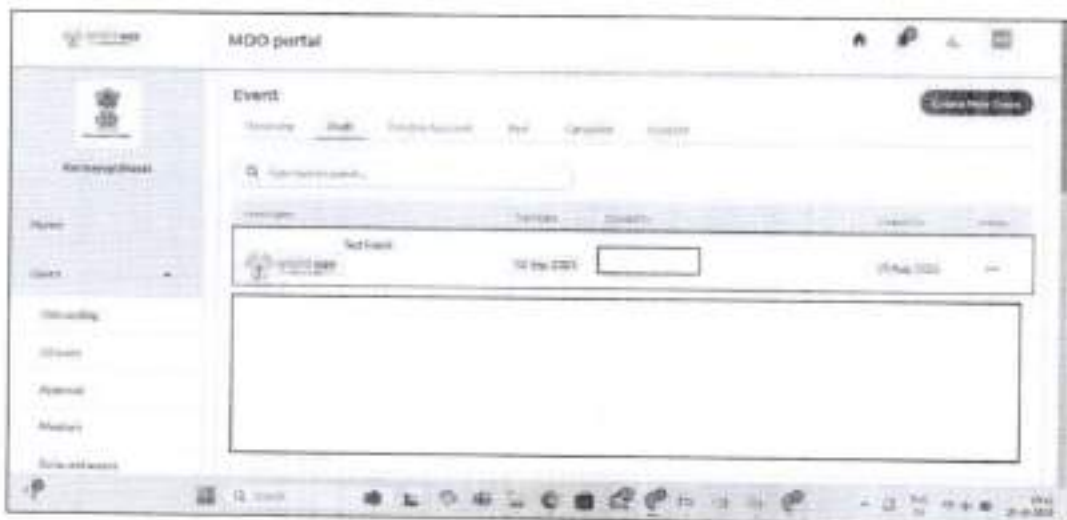
20. If you want to finish configuration later, click "Save Draft & Exit". The Samuhik Charcha event will be saved as a draft and can be edited from the Drafts tab in the Events list.



Drafts and three-dots menu:

- Switch to the "Draft" tab to see unpublished Samuhik Charchas.
- Use the search box to quickly find a specific draft.
- Open the three-dots menu to view, edit or cancel a draft event.

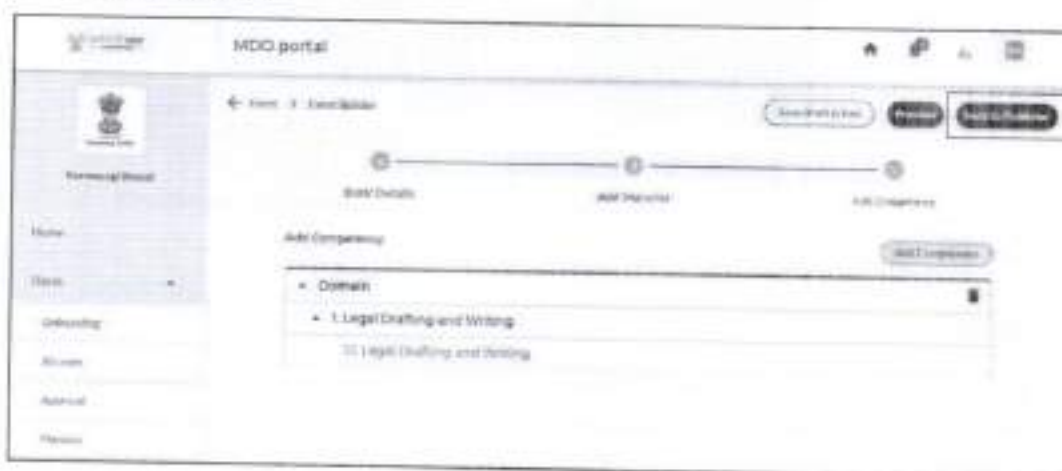
21. From the Events list, open the "Draft" tab to view all draft events. Use the three-dots menu against a draft Samuhik Charcha to view, edit or cancel it as required.



Send to Publisher and status:

- Click "Send to Publisher" when you are satisfied with all details.
- Monitor event status (Draft / Pending Approval / Published / Rejected) in the Events list.
- If rejected, edit as per feedback and resubmit for publishing.

22. Once the Samuhik Charcha configuration is final and reviewed, click "Send to Publisher" at the top-right. This submits the event to the SPV Publisher (or authorised publisher) for review and publishing.



23. After review, the SPV Publisher either approves the Samuhik Charcha (making it visible in Events Hub and relevant course TOC pages) or returns it for correction. Publishing may take some time, as the content is reviewed for quality and compliance before it becomes visible to learners.

Scenarios, Questionnaires and FAQ for Samuhik Charcha

Scenario Library and Use Cases

Scenario 1: Centrally Conducted, Multi-MDO Samuhik Charcha on NLW Webinar

- SPV conducts a flagship webinar under a campaign (for example, NLW Sadhna Saptah) and shares the webinar link, banner and suggested naming convention with all MDOs.
- Each MDO Admin/Leader creates a Samuhik Charcha using the same webinar link but customises description, timing and competencies to match its own context.
- Learners across MDOs can discover these events under the relevant Samuhik Charcha section in Events Hub and on linked course pages.

Scenario 2: Single-MDO Offline Charcha Documented Later on iGOT

- A department has already conducted an offline discussion in a meeting room and now wants to track participation and issue certificates digitally.
- The MDO Admin/Leader creates a Samuhik Charcha event on iGOT anchored on the original webinar or an uploaded recording of the offline session.
- Participants are instructed to enrol in the event so that their participation is recorded and certificates can be issued as per configuration.
- Post-event, a key-takeaways document is uploaded summarising the main discussion points and decisions.

Scenario 3: Re-using a Webinar Link for Many Samuhik Charchas

- A high-impact webinar (for example, an AI Daksh session) is relevant across different MDOs and roles.
- Multiple Samuhik Charchas are created on the same webinar link, each targeting a specific audience segment, language or level of seniority.
- Each MDO chooses suitable competencies and timings while still reusing the same base content.

Scenario 4: Live VC-based Samuhik Charcha (G-Meet / Webex / Zoom)

- The organiser schedules a live VC meeting and copies the meeting link.
- During event creation, this link is **clearly mentioned in the Description** and optionally the recording video is added later.
- Learners enrol on iGOT and click "Join Now" at the scheduled time to move to the VC session.

Scenario 5: Charcha Based on Recording of an Earlier Charcha

- A previous Samuhik Charcha was recorded and is to be used as a learning artefact for new cohorts.

- The recording is uploaded as the main video resource for a new Samuhik Charcha, accompanied by a shorter, follow-up discussion or reflection.
- New insights from the second cohort are captured in an updated key-takeaways document.

Pre-Event Design Questionnaire (for MDO Admin / Leader)

1. Purpose and Linkage: What specific webinar, recording or policy theme is this Samuhik Charcha anchored on, and why is it relevant now?
2. Target Audience: Which cadres/grades, locations and MDOs should be invited? Is cross-MDO participation desirable?
3. Learning Outcomes: After the session, what three to five concrete changes in knowledge, attitude or behaviour should participants demonstrate?
4. Format: Will the Samuhik Charcha be fully live (VC), recording-based with discussion, or a blended format?
5. Timing: What is the most suitable date and time (ideally 45–60 minutes) that maximises participation
6. without disrupting critical operations?
7. Competencies: Which Mission Karmayogi themes and sub-themes best reflect the focus of this charcha?
8. Pre-reads: Are there slide decks, case studies or policy notes that participants should read in advance?
9. Documentation: Who will draft and upload the post-event key-takeaways document, and within what timeframe (for example, within two working days)?

Post-Event Reflection Checklist (for MDO Admin / Leader)

- Has overall participation been reviewed (enrolments, attendees, cross-MDO learners where applicable)?
- Were the stated objectives and learning outcomes actually discussed and reached?
- Has a concise key-takeaways PDF been drafted, reviewed internally and uploaded?
- Are follow-up actions (further trainings, process changes, policy clarifications) clearly recorded and assigned?
- Does participant feedback suggest the need for repeat or advanced Samuhik Charchas on this topic?
- Have important insights been shared with the SPV or central team where they are useful for wider campaigns such as NLW, AI Daksh or other flagship programmes?

Facilitator Question Bank (During Samuhik Charcha)

Ice-breaker Questions

- What is one idea from the webinar or material that felt immediately relevant to your work?

- Did anything you heard today challenge a belief or assumption you previously held? If yes, what and why?

Application-focused Questions

- Which specific practice or tool from today's content can we realistically adopt in our department in the next month?
- What obstacles do you foresee in applying this idea, and how might we remove or reduce them?
- Can anyone share a case from their work where this approach could have changed the outcome?

Learner Self-Reflection Questions (Post-Session)

10. What are the top three insights you are taking away from this Samuhik Charcha?
11. Which part of the discussion felt most directly useful for your current role or responsibilities?
12. What is one small change you will try in your work as a result of this discussion?
13. How will you know that this change has been successful or helpful?
14. Is there a related topic that should be the focus of a future Samuhik Charcha in your organisation?

Help Centre FAQ for Samuhik Charcha

Q: What is a Samuhik Charcha and how is it different from a webinar?

A: A Samuhik Charcha is a structured group discussion anchored around a webinar, recording or live session. The webinar delivers core content, while the charcha helps participants contextualise it, share experiences and agree on concrete actions.

Q: Who can create a Samuhik Charcha on iGOT Karmayogi?

A: Designated MDO Admins and MDO Leaders with access to the MDO or State portal and the Events section can create Samuhik Charchas. They configure the event, link it to a webinar or VC link, and handle pre- and post-event documentation.

Q: Can learners from other MDOs see and join my Samuhik Charcha?

A: Yes. Visibility and enrolment are not restricted to the creator MDO. Learners from other MDOs can search for the event name or browse by campaign sections (such as Samuhik Charcha NLW) and enrol where appropriate. However, since Samuhik Charchas are normally held within the same MDO, employees from other MDOs are not normally expected to cross-enroll.

Q: What minimum details are required to create a Samuhik Charcha event?

A: An event name, banner image within specified limits, a description within the allowed length, a valid video or URL, a schedule with at least the minimum duration, and at least one competency (theme and sub-theme).

Q: Can I use G-Meet, Webex or Zoom for my Samuhik Charcha?

A: Yes. You can host the live discussion on a VC platform and clearly paste the meeting link in the event Description. Learners enrol on iGOT Karmayogi and then use the "Join Now" button to move to the VC session.

Q: What happens if I submit an event without a video URL or uploaded video?

A: Events without a valid video URL or uploaded video cannot be submitted for publishing. Please configure at least one before clicking "Send to Publisher".

Q: Which fields can I edit after the event has been published?

A: Non-critical fields such as post-event key-takeaways documents can typically be updated, while core details like title, dates and video link may be locked as per governance rules. For significant corrections, contact the SPV Publisher or follow the escalation process defined for your organisation.

Q: How do learners earn a Certificate of Participation for Samuhik Charcha?

A: Learners must enrol in the Samuhik Charcha event and complete the participation requirements (such as joining the live session or viewing the recording). After the configured End Time and once progress is recorded, the Certificate of Participation becomes available.

Q: Can learners receive certificates for both the webinar and the Samuhik Charcha?

A: Yes. Typically, the base webinar or course certificate is separate from the Samuhik Charcha Certificate of Participation, provided the learner meets the conditions for each.

Q: What if the Samuhik Charcha was done offline without enrolment on iGOT?

A: You can still create a Samuhik Charcha event afterwards, anchor it to the relevant webinar or an uploaded recording, and encourage participants to enrol and record their participation. This helps track learning and issue certificates where appropriate.

Q: What is the recommended duration for a Samuhik Charcha?

A: While the platform enforces a minimum duration (for example, 15 minutes), most effective Samuhik Charchas are scheduled for 45-60 minutes to allow introductions, discussion and wrap-up.

Q: How can we increase participation in Samuhik Charchas?

A: Use multiple communication channels (official email, messaging groups, office circulars), clearly explain the benefits and certificate criteria, align topics with ongoing campaigns or departmental priorities, and choose time slots that minimise operational disruption.

Q: Can multiple Samuhik Charchas be created on the same webinar?

A: Yes. Many different MDOs, and even the same MDO, can create several Samuhik Charchas anchored on a single webinar, tailored for different audiences, languages or levels of depth.

Q: Who is responsible for uploading post-event key-takeaways?

A: The MDO Admin or Leader who created the event is responsible for ensuring that the post-event summary PDF is uploaded.

Q: Where can learners find Samuhik Charcha events on the platform?

A: Learners can discover Samuhik Charchas via the Events Hub using filters (for organisation)