

Bharat Vikas Parishad

Online GVCA : 2020-21

SOP for Online GVCA Program – Option 1

Preparation at our end:

1. Create a separate Email id exclusively for this purpose.
2. Allot one or two phone numbers with WhatsApp and Data Plan exclusively for this purpose.
3. Identify and Select a few Good Speakers from Branch, Prant or from known persons who can elaborate the philosophy and importance of GVCA program.
4. Select a person from Branch or Prant who will give brief Introduction of BVP – (philosophy and activities).
5. Identify and approach all Schools / Colleges / Educational Institutions / Coaching Classes (herein after referred to as Institutions) in your allotted area who are conducting Online classes.
6. Select and Finalize a list of Institutions interested in conducting our program.
7. Procure their WhatsApp number and Email id.
8. Finalize the Tentative Dates in consultation with the Institutions as to when we can arrange a Session for them. You may also club more than one Institution at a given date and time slot.
9. Prepare different Slot timings date wise keeping in mind the availability of the Speakers.
10. Once Speaker / Dates / Slot Timings are decided, communicate the same to the 'Institution' and let them select one according to their preference.
11. Get the contact details of one-point Coordinator from the Institution/s.

Invitation and Execution:

1. Prepare an e-invite and Agenda of the program.
2. Send the same all selected Institutions through their Email and WhatsApp.
3. Wait for the confirmation from the Institution/s.
4. Find out their communication method of conducting the classes with their students. Generally, it could be either a mobile application (which app.) or by video conferencing.
5. If the Institution is using a particular mobile application, then we need to take their permission to use the same for our program.
6. If not, then you can propose to conduct the session on our selected App.
7. Once mode of communication is decided, create a Meeting id and update the E-invite.

8. Inform, notify and circulate the concerned Institutions and all the persons associated with the program – Branch / Prant / Region and National members. Also inform prospective BVP members.

Program:

1. Join the App Session at least 10 mins before to avoid last minute technical breakups.
2. Ensure Branch, Prant, Region, National members are joining on time to avoid lapse in agenda.
3. Once ready on our side, inform the Institution's coordinator to join in by introducing us to the students.
4. Start the program by singing Vande Matram. This can be done by the students or our members.
5. Welcome address by Institution or BVP member.
6. Brief Introduction of BVP and its activities. This has to be precise and not lengthy.
7. Speaker -
 - a. Propagates about the importance of Guru in our life.
 - b. Explains about Guru / Shishya relationship.
8. Interaction: Teachers / Students may express their opinions / feelings.
9. Ask them to share the same on WhatsApp or the through email. It could be by way of an Article, Poem or Selfie.
10. Ask Teachers to share students' name and contact details for any exceptional achievements any field.
11. Likewise, ask the Principal to name Teachers who have done / achieved something in any field.
12. Ask everyone to take oath prescribed by GVCA, every one hands at heart and recite oath.
13. Students take Blessings from their Parents / Teachers by touching their feet and share their selfie on common WhatsApp or Email Id made for this purpose.
14. Inform that Online Participation Certificate will be sent to the School and also to the selected Teachers and Students.
15. Vote of Thanks.
16. National Anthem.

Post Program Day:

1. Check designated WhatsApp and Email for feedback from Institutions / Teachers / Students.
2. Prepare a list of such reactions received.
3. Prepare Certificates and send them to concerned person through Email / WhatsApp with a cc to the Institution's Coordinator.
4. Send an Appreciation Letter to the Institution/s and Thanking them for their participation.
5. Send a short report of the program to the Prant / Region and to Editor NITI.

SOP for Online GVCA Program – Option 2
Organizing Essay / Elocution Competition Online
Article / Poem Writing and sending it Online

Preparation at our end:

1. Create a separate Email id exclusively for this purpose.
2. Allot one or two phone numbers with WhatsApp and Data Plan exclusively for this purpose.
3. Identify and approach all Schools / Colleges / Educational Institutions / Coaching Classes (herein after referred to as Institutions) in your allotted area who are conducting Online classes.
4. Select and Finalize a list of Institutions interested in conducting our program.
5. Procure their WhatsApp number and Email id.
6. Finalize the Tentative Dates in consultation with the Institutions as to when we can arrange this program for them. You may also club more than one Institution at a given date and time slot.
7. Prepare different Slot timings date wise.
8. Prepare and inform the Institution/s of the Rules of the competition.
9. Make proper arrangements to record the whole program.
10. Appoint 2/3 Judges for evaluation. (Choice of Judges should be carefully made. They should not be connected to the Institution they are going to Judge.)
11. Get the contact details of one-point Coordinator from the Institution/s.

Invitation and Execution:

1. Prepare an e-invite and send the same all selected Institutions through their Email and WhatsApp.
2. Wait for the confirmation from the Institution/s.
3. Find out their communication method of conducting the classes with their students. Generally, it could be either a mobile application (which app.) or by video conferencing.
4. If the Institution is using a particular mobile application, then we need to take their permission to use the same for our program.
5. If not, then you can propose to conduct the session on our selected App.
6. Once mode of communication is decided, create a Meeting id and update the E-invite.
7. Inform, notify and circulate the concerned Institutions and all the persons associated with the program – Branch / Prant / Region and National members. Also inform prospective BVP members.
8. Form two Groups:
 - a. Junior Group – 5th to 7th Standards

- b. Senior Group – 8th to 10th Standards.
9. For Essay / Elocution competitions give the participants specific topics according to age groups.
10. Invite Articles / Poems depicting Guru / Shishya relations or on greatness of Guru / Teacher.

Program for Elocution / Essay Competition:

1. Join the App Session at least 10 mins before to avoid last minute technical breakups.
2. Ensure Branch, Prant, Region, National members are joining on time to avoid lapse in agenda.
3. Once ready on our side, inform the Institution's coordinator to join in by introducing us to the students.
4. Start the program by singing Vande Matram. This can be done by the students or our members.
5. Welcome address by Institution or BVP member.
6. Brief Introduction of BVP and its activities. This has to be precise and not lengthy.
7. One by one the participants start presenting.
8. Articles / Poems or to be sent by the students through Email / WhatsApp.
9. Ask Teachers to share students' name and contact details for any exceptional achievements any field.
10. Likewise, ask the Principal to name Teachers who have done / achieved something in any field.
11. Ask everyone to take oath prescribed by GVCA, every one hands at heart and recite oath.
12. Students take Blessings from their Parents / Teachers by touching their feet and share their selfie on common WhatsApp or Email Id made for this purpose.
13. Inform that Online Participation Certificate will be sent to the School and also to the selected Teachers and Students.
14. Vote of Thanks.
15. National Anthem.

Post Program Day:

1. Get the results from the Judges and inform the Institution.
2. Prepare Certificates and send them to concerned person through Email / WhatsApp with a cc to the Institution's Coordinator.
3. Check designated WhatsApp and Email for feedback from Institutions / Teachers / Students.
4. Prepare a list of such reactions received.
5. Send an Appreciation Letter to the Institution/s and Thanking them for their participation.
6. Send a short report of the program to the Prant / Region and to Editor NITI.