ISKCON YOUTH SERVICES (IYS)

Process Document

ISKCON CHOWPATTY

1 ISKCON YOUTH SERVICES

Purpose: The purpose of ISKCON Youth Services (IYS) is serving youths and transforming Their hearts. Various range of activities are designed for a youth to help him solve his problems, clarify his doubts about spirituality, making him realize the value of Vedic culture and equipping him with sufficient life style engineering methods based on Bhagavad Gita and Srimad Bhagavatam. This will help him to live a happy life, contribute positively to the society and and finally achieve the goal of human form of life which is love of Godhead.

	ACTIVITY GROUP		ACTIVITY
	D		
1.1	Prerna	4.4.4	
		1.1.1	Festival coordination
1.2	IYS Yatras		
		1.2.1	Yatra arrangements
1.3	BACE		
		1.3.1	BACE programs
1.4	IYS Retreat		
		1.4.1	IYS Retreat set up
1.5	IBM meetings		
		1.5.1	IBM meeting
1.6	Non-BACE Youth programs		
		4 - 4	Outside temple program and inside
		1.6.1	temple program
1.7	Vaisnava Training Academy (VTA)		
		1.7.1	Pre-induction requirements
		1.7.2	Induction process
		1.7.3	Post induction training
1.8	Brahmchari Training (BT)		
	<u> </u>	1.8.1	Pre-induction requirements
		1.8.2	Induction process
		1.8.3	Post-induction training

Process KPIs

			Permissible
	Key Performance Indicator	Measure	Value
1	Total no of 16 rounders	%	>= 10

RASCI Matrix at Activity Level

	Activity	Responsible	Accountable	Sponsor	Consult	Inform
					IYS	IYS
1.1.1	Festival Coordination	IYS HOD	IYS COM		Preachers	Preachers
					IYS	IYS
1.2.1	Yatra Coordination	YC	IYS COM		preachers	preachers
		BACE			IYS	IYS
1.3.1	BACE Programs	Coordinator	IYS COM		Preacher	Preacher
					IYS	IYS
1.4.1	IYS Retreat set up	IYS HOD	IYS COM		HOD	Preachers
					IYS	IYS
1.5.1	IBM Meetings	IYS HOD	IYS COM		HOD	Preachers
	Non – BACE Youth				IYS	IYS
1.6.1	Programs	IYS Preacher	IYS COM		Preacher	Preacher
	Pre-induction					
1.7.1	Requirement	IC	MA		IC	IC
1.7.2	Induction Process	RA	MA		RA	IC
1.7.3	Post Induction training	RA	MA		RA	RA
1.8.1	Pre-induction					
	requirements	IC	BTC Coord.		IC	IC
1.8.2	Induction Process	IC	BTC Coord		AC	IC
1.8.3	Post-induction training	AC	BTC Coord.		AC	AC

Activity Group

1.1

1.1 Prerna

Sr. No Activity

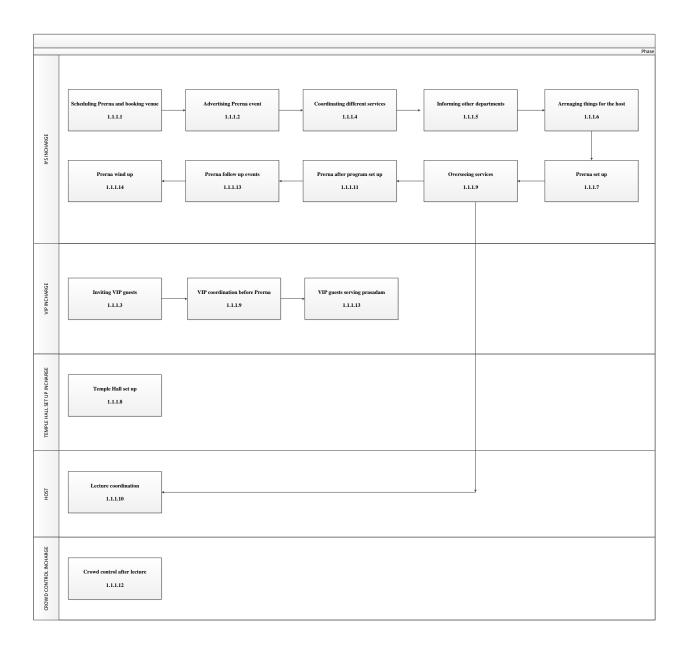
Owner

this consists of scheduling date and speakers for the festival, advertising the event and inviting the VIPs. The IYS HOD informs various IYS preachers about their respective services on the day of Prerna. He also informs the kitchen department and the maintenance department about the festival. On the day of Prerana the host is given the CV of the speaker so that he can introduce hin, a list of announcements to be made after the program and list of VIPs coming along with their credentials. The speaker gives the seminars, answer various queries of the participants and holds kirtana. After the program prasadam is served and gifts are given to the new comers. Follow up programs are also displayed at the counter. At the end, the IYS HOD with the help of other IYS devotees winds up the table and returns the books (which were used as gifts) to the book godown

Festival coordination: The various tasks under

IYS HOD

① Activity flow chart



① Task information

		By When	By Who
1.1.1.1	Scheduling Prerna and booking venue	March of every year	IYS HOD
1.1.1.1.1	Prerna is scheduled to be on Saturday of first week in each month.	March of every year	IYS HOD
1.1.1.1.2	Inquire various speakers about their availability on the Saturday of every month. If they are available then ask them a topic for the seminar	March of every year	IYS HOD
1.1.1.1.3	Depending on that a list of all the preranas with their speakers, dates and topics are emailed to all the iys preachers	March of every year	IYS HOD
1.1.1.1.4	Book Bhaktivedanta hall on the dates of Prerana by going to the booking calendar online on www.radhagopinath.com	March of every year	IYS HOD
1.1.1.2	Advertising Prerna event	With in one Month	IYS HOD
		before	
		Prerna	
1.1.1.2.1	Prerana poster and passes are made for every prerana with the help of devotee designer.	3 weeks before the Prerana	IYS HOD
1.1.1.2.2	The link of prerana poster and passes is emailed to all the iys preachers. SMS is sent to all the iys preachers asking their requirements of passes and posters for distribution	3 weeks before the Prerana	IYS HOD
1.1.1.2.3	After getting the requirements from the preachers, passes and poster are printed	2 weeks before the Prerana	Assistants
1.1.1.2.4	These passes and posters are personally handed over to the preachers or kept at the temple reception so that they can be collected by the preachers	2 weeks before the Prerana	Assistants

1.1.1.2.5	Distribute the passes to the students and professionals in colleges and offices and other places. Put posters in colleges and other places	2 weeks before the Prerana	IYS preachers and other devotees
1.1.1.3	Inviting VIP guests	With in two weeks of Prerna	VIP incharge
1.1.1.3.1	Send VIP invitation letters to the IYS preachers through emails so that they can invite VIPs	2 weeks before the Prerana	VIP Incharge
1.1.1.3.2	Invite VIPS by giving the invitation letters and send the information of the VIP to the VIP incharge	Last two weeks till Prerna	IYS HOD and other devotees
1.1.1.4	Coordinating different services	With in one week before Prerna	IYS HOD
1.1.1.4.1	Put the list of devotees responsible for various services during Prerana festival. (For list of services please see the guidelines in this section)	With in one week before Prerna	IYS HOD
1.1.1.4.2	Inform the devotee who does Hindi translation to be available on the day of Prerana	With in one week before Prerna	IYS HOD
1.1.1.5	Informing other departments	With in one week before Prerna	IYS HOD
1.1.1.5.1	Inform the kitchen, book godown, sound system department and maintenance department about the Prerana festival	With in one week before Prerna	IYS HOD
1.1.1.6	Arrnaging things for the host	On Prerna day before the program	IYS HOD

1.1.1.6.1	Get the CV of the speaker either from net or personally asking him through email	On Prerna day before the program	IYS HOD
1.1.1.6.2	Give the CV to the senior devotee who is going to introduce the speaker	On Prerna day before the program	IYS HOD
1.1.1.6.3	Give the list of announcements to be made after the program to the senior devotee regarding any follow upevents, the topic, date and speaker of next prerana, upcoming festivals, yatras in temple etc.	On Prerna day before the program	IYS HOD
1.1.1.6.4	Give the list of all the VIP guests along with their credentials etc	On Prerna day before the program	VIP incharge
1.1.1.7	Prerna set up	On Prerna	IYS HOD
		day just	
		before the	
		program	
		Programm	
1.1.1.7.1	Put the Prerana banners on the walls and gates of the temple	On Prerna day before the program	IYS HOD
1.1.1.7.2	Set up registration counters along with few chairs outside the Bhakti Vedanta hall porch for registration of new comers	On Prerna day before the program	IYS HOD
1.1.1.7.3	Hand over prasadam coupons to a regular IYS student and instruct him to keep a count of the coupons using a counter while giving it to all the students.	On Prerna day before the program	IYS HOD
1.1.1.7.4	Keep track of the total count of prasadam coupons distributed to make sure that the prasadam quantity cooked is sufficient	On Prerna day before the program	Kitchen manager
1.1.1.7.5	Make one IYS regular student stand before the registration counter so that he can direct the new comers students to the registration counter	On Prerna day before the program	IYS HOD
11176	Hand over the registration shoots IVC has shown and	On Duama	IVC HOD
1.1.1.7.6	Hand over the registration sheets, IYS brochures and	On Prerna	IYS HOD

	any other festival pamphlets to four regular IYS students in order that they register all new comer students and hand over the materials to them at the registration counter. (Any gift coupon?)	day before the program	
1.1.1.7.7	Put a table and a trash can near the staircase of the temple. Make two regular IYS students bring glasses, serving spoon and vessel filled with juice from the kitchen and place on the table. Request them to serve the juice to everyone.	On Prerna day before the program	IYS HOD
1.1.1.7.8	Set up a chair, spread out mats, set up mike system and sound system in the Bhaktivedanta hall for Hindi translation	On Prerna day before the program	IYS HOD
1.1.1.8	Temple Hall set up	On Prerna day before the program	Temple Hall set up incharge
1.1.1.8.1	Arrange all the seats properly in the temple hall for the VIPs	On Prerna day before the program	Temple hall set up incharge
1.1.1.8.2	Request two IYS devotees to help in keeping barricades in the temple hall near the altar so that people can come through Gopalji hall during lecture and take darsana	On Prerna day before the program	Temple hall set up incharge
1.1.1.9	Overseeing services	On Prerna day before the program	IYS HOD
1.1.1.8.1	Move around to make sure that the kirtana in the temple hall started at 6:30 pm, crowd control is taking place, registration is going on, Hindi transaltion set up is done	On Prerna day before the program	IYS HOD
1.1.1.9	VIP coordination before Prerna	Prerna day	VIP Incharge

1.1.1.9.1	Open the Vrindavana garden. Make three regular IYS students to bring prasadam from the kitchen and place it there. Request them to serve the prasadam to the guest after the program	Before the prerana program	VIP Prasad serving Incharge
1.1.1.9.2	Make sure that the VIP guests get proper seats in the temple hall	During the Prerana program	VIP Incharge
1.1.1.10	Lecture coordination	Prerna day	Host
1.1.1.10.1	Introduce the speaker. Request the Hindi speaking people to move to Bhaktivedanta hall for Hindi translation	Before the lecture begins	Host
1.1.1.10.2	Begin the lecture at 7:00 pm and ends it by 8:30 pm.	Prerna day	Speaker
1.1.1.10.3	Introduce the guests to the Prerna participants. Welcome all the new students by making them stand up and offering prayers for them. Request them to collect the gift from the gift counter below before leaving. Make the remaining announcements.	After the Prerana lecture	Host
1.1.1.10.4	Question and answer session from 8:30 – 9:00 pm. Kirtan from 9 – 9:30 pm	After the announcements	Speaker
1.1.1.11	Prerna after program set up	During the Prerna lecture	IYS HOD
1.1.1.11.1	Bring the books from the book godown department to be distributed as gift	During the prerana lecture	IYS HOD
1.1.1.11.2	Remove the registration counter tables and juice counter table. Place the gift counter table, follow up events table near the book table adjacent to the diaromas	During the prerna lecture	IYS HOD
1.1.1.11.3	Make four regular IYS students to sit at the gift counter and follow up registration counter along with	During the prerna	IYS HOD

	two IYS preacher.	lecture	
1.1.1.12	Crowd control after lecture	After the Prerna lecture	Crowd control Incharge
1.1.1.12.1	Refer to the Crowd control section of Sunday feast festivals	After the prerana lecture	Crowd control Incharge
1.1.1.13	VIP guests serving prasadam	Prerna day	VIP incharge
1.1.1.13.1	Escort the VIP guests to the Vrindavana garden		VIP Incharge
1.1.1.13.2	Serve them prasadam		VIP Prasad serving incharge
1.1.1.13	Prerna follow up events	Prerna day	IYS HOD
1.1.1.13.1	Distribute gifts to the new comers	After the Prerana lecture	Gift counter incharge
1.1.1.13.2	Enrol people for the follow up courses	After the Prerana lecture	Follow up counter incharge
1.1.1.14	Prerna wind up	After the Prerna lecture	IYS HOD
1.1.1.14.1	Put all the registration and follow up enrolment data back in the IYS office	Prerana day	IYS HOD
1.1.1.14.2	Wind up all the tables and keep them in their respective places	Prerana day	Winding up incharge
1.1.1.14.3	Return the remaining books by the next day to the book godown	Next day of Prerana	IYS HOD

△ Rules

a. Stop the prasadam coupon distribution after 8:00 pm

✓ Guidelines

- a. Make sure that the Prerna dates do not coincide with any temple festival dates In such a case shift the Prerana to the next Saturday of that month
- b. Print more passes and poster in case of requirements with the help of the Assistants
- c. The various services during Prerana festival are:
 - 1. Announcements (Select one senior brahmchari devotee)
 - 2. Kirtan service (Select 1 devotee singer)
 - 3. Hindi Translation service (Select one devotee)
 - 4. Guest reception Temple Hall (Select one IYS preacher)
 - 5. VIP Prasad serving (Select one IYS preacher)
 - 6. Temple Hall set up (Select one IYS preacher)
 - 7. Crowd control downstairs (Select two IYS preachers)
 - 8. Prerna Registration Table set up (One IYS preacher)
 - 9. Prerna tables winding up (Select one IYS preacher)
 - 10. Newcomers gift counter (Select two IYS preachers)
 - 11. Prasadam serving (Select two IYS preachers)
 - 12. Book table (Select one IYS preacher))
 - 13. Follow up program counter (Select one IYS preacher)
- d. Keep the registration sheets carefully so that it can be provided to any preacher who is interested in follow up of the students.
- e. Follow up programs are done sometimes by the IYS preachers for all those candidates who have registered at the follow up counter on the next day of Prerana that is Sunday. These students are then gradually connected to the IYS programs

★ Exceptions – What to do if...

a. If senior devotees are present in the temple... then the Prerna dates are flexible as per their availability

Activity Group 1.2 IYS yatras

1.2.1

Sr. No Activity Owner

Pre yatra arrangements: The venue and dates are

decided by the yatra committee. The YC

members then go on an advance trip and look places of accommodations, make arrangements for prasadam and come up with approximate costing for working and non-working members. Applications forms are made and circulated. IYS preachers then inform their candidates and get the train ticket booked and get the registration forms filled. After the submission of registration forms YC analyzes it and present it to the IYS preachers. Various departments are then allotted to different IYS preachers. Arrangements are made for train travel prasadam. Few IYS preachers leave 2-3 days earlier before the yatra starts to make arrangements for receiving the IYS participants.

Yatra Committee (YC)

① Tas	① Task Information					
		By When	<u>By Who</u>			
1.2.1.1	Deciding the venue and date	January	YC			
1.2.1.1.1	Select one place out of the following in discussion with senior devotees – Tirupati, Mayapur and Ujjain (Please see the guidelines for selecting the places)	January	YC			
1.2.1.1.2	Select the dates of IYS yatra during the vacation in June and July	January	YC			
1.2.1.2	Making the accommodation and prasadam arrangements	Febraury	YC			
1.2.1.2.1	YCs should travel to the selected place and check out for places of accommodation and	Febraury	YC			

	book them in advance.		
1.2.1.2.2	Make arrangments for local prasadam facility for all the participants	Febraury	YC
1.2.1.2.3	Make arrangements for travel to various holy places in the dhama by booking boats or buses etc		
1.2.1.2.4	Get a tentative costing of all the above per individual and appropriately come up with the yatraregistration fee		
1.2.1.3	Informing the IYS and booking tickets	Febraury	YC
1.2.1.3.1	IYS yatra application forms are made mentioning necessary rules and regulations, registration fee details, dates of travel, yatra and train details, along with	February	YC
	procedure and date of registration.	E-1	YC
1.2.1.3.2	Application yatra forms are circulated amongst the IYS preachers and also uploaded online on IYS website, iys.radhagopinath.com	February	
1.2.1.4	Deciding the venue and date	January	YC
1.2.1.4.2	IYS yatra application forms are made mentioning necessary rules and regulations, registration fee details, dates of travel, yatra and train details, along with procedure and date of registration.	February	YC
1.2.1.4.2	Application yatra forms are circulated amongst the IYS preachers and also uploaded online on IYS website, iys.radhagopinath.com	February	YC
1.2.1.5	Informing the candidates and booking train tickets	March	IYS Preachers
1.2.1.5.1	Individual IYS preachers then circulate the details of yatra amongst their counselees	March	IYS Preachers

1.2.1.5.2	Tickets are booked as per the dates of yatra	March	IYS Preachers
1.2.1.6	Submission of Registration forms	June	IYS Preachers
1.2.1.6.1	Forms are filled by all the interested candidates and registration fees is collected	March till June	IYS Preachers
1.2.1.6.2	Forms are then submitted to the Yatra commitee	June	IYS Preachers
1.2.1.7	Analysis of Registration forms and deciding the costs etc	June	YC
1.2.1.7.1	Forms are analyzed and following things are concluded: 1. Total no of IYS candidates registered under each IYS preacher. 2. How many are non-earning and how many are earning? 3. How many individuals are coming in each train? 4. Total fees collected from them 5. Total expenses of prasadam of all the individuals during the yatra and in train 6. Total expenses of accommodation and internal travel for all the individuals 7. Apart from above, other expenses like charges for booking hall in the dhama for seminars, dramas, prasadam etc, charges for sound system, charges for stage, charges for drama, charges for media, charge for donation in various temples is also calculated 8. A contact person is assigned for each group of every IYS preacher by consulting with the IYS preacher. This helps in any communication and coordination	June	YC
1.2.1.7.2	IYS preacher's meeting is then called and the above calculations are presented to them	June	YC

1.2.1.7.3	The information of total count is then given to providers of accommodation, prasadam, internal travels etc in the dham	June	YC
1.2.1.8	Arranging for train prasadam and allotting various services	June-July	YC
1.2.1.8.1	In order to arrange for train prasadam, big train stations are selected where the train stops. Appropriate devotees located in those places are contacted so that they can provide for prasadam for the devotees travelling in those trains. Money is paid to those devotees	June-July	YC
1.2.1.8.2	IYS preachers meeting is called and different devotees are allotted various services	June-July	IYS preachers
1.2.1.8.3	Schedule of the whole yatra is finalized including speakers are given appropriate topics to speak on, drama groups are decided, Quiz coordination etc.	June-July	IYS preachers
1.2.1.8.4	Accomodations are then allotted to various groups of IYS preachers as to who is going to stay where	June-July	IYS preachers
1.2.1.8.5	Coupons for train prasadam, transportation are given to the respective contact persons of every IYS preachers so that it can be given to the individual counselees	June-July	IYS preachers
1.2.1.9	Making arrangements for accommodation and transportation	July	YC
1.2.1.9.1	Few IYS preachers leave few days early to the dham to make appropriate arrangements for accommodations, prasadam, transportation and for receiving the IYS boys	July	YC

- a. The iys yatra is organized exclusively for boys who are in age group of 15-30 years.
- b. Devotees should be chanting at least 4 rounds before announcements of the yatra and then increase it to 8 rounds before the yatra.
- c. They should have an approval from their counsellor.
- d. For those devotees who may not have a counsellor, they need to contact a particular brahmchari devotee who will assess them as to if they can come for the yatra or not.
- e. Devotees below 18 years of age need to get permission from their parents/guardians.
- f. The yatra registration fees is more for the working devotees as for the non-working devotees
- g. The filled yatra forms along with the registration fees needs to be submitted to the yatra committee via the respective IYS preachers and not directly
- f. Applications received after registration due date are considered on case-to-case basis and attract late fee.
- h . Prasadam in trains and transportation are provided for IYS boys who show coupons given to them by their IYS preachers

✓ Guidelines

- a. Following criterions are seen for selecting the places to visit for IYS yatras:
 - 1. It should have good accommodation facility
 - 2. In house prasadam facility should be there in that place
 - 3. Good temple atmosphere for giving nice experience to new devotees
 - 4. Overall cost afforded by every student should not be more then 2000 Rs.
- b. The to and fro train tickets are booked by the participants individually or with in their groups
- c. A team of 3-4 devotees in the Yatra committee (YCs) is given the responsibility of taking care of registration, including collecting the application

forms and registration fees from IYS preachers

- d. The yatra application forms also ask detail of an individual trains etc so as to facilitate prasadam for him in the train
- e. The various department to be coordinated during yatra by IYS preachers includes: Dham Darshak, Transportation, Sound System/Projector-stand, Announcements, Kirtans & Musical instruments, Media, Communications, Prasadam, Cleaning Team, Internal travel, Accomodations, Medical Team, Drama, Schedule, Accounts
- f. Various responsible IYS boys also help the IYS preachers in the above departments

Sr. No	Activity	Owner
1.2.2	Yatra arrangements: The IYS boys board their respective trains and on the way prasadam arrangements are made for them. The buses are arranged to pick the IYS boys from the station to their place of accommodation. The daily schedule of yatra consists of attending the morning, followed by classes, dham darsana and prasadam. In the evening, quizzes and dramas are organized followed by the lecture, arati and prasadam	Yatra Committee (YC)

① Task Information				
		By When	By Who	
1.2.2.1	Travel and prasadam during travel	July	YC	
1.2.2.1.1	Various devotees then board the trains. Prasadam is then collected at appropriate train station on the way and distributed by the prasadam coordinators	July	IYS preachers	
1.2.2.1.2	After reaching the final station, connecting buses are arranged along with prasadam in them for all the IYS groups to take them to their place of accomodation	July	IYS preachers	
1.2.2.2	Daily schedule	Yatra days	YC	
1.2.2.2.1	Few devotees are allotted the service to go everyday in the morning and wake up all the IYS boys early morning at around 3:30 am	3:30 – 4:00 am	IYS boys	
1.2.2.2.2	All the IYS boys attend the morning program in the temple	4:30 am till 8:00 am	IYS boys	
1.2.2.2.3	Prasadam is then served to them	8:00 – 9:00 am	IYS preachers	

1.2.2.2.4	Lecture	9:00 – 10:00 am	IYS preacher
1.2.2.2.5	IYS boys are then taken on a tour to holy places	10:00 – 1:00 pm	IYS preachers
1.2.2.2.6	Dramas, kirtans and lectures takes place	10:00 – 1:00 pm	IYS preacher
1.2.2.2.7	Lunch prasadam distribution	1:00 pm – 2:30 pm	IYS preachers
1.2.2.2.8	Resting time	2:30 – 4:00 pm	IYS preachers
1.2.2.2.9	Quiz	4:00 – 5:00 pm	IYS preachers
1.2.2.2.10	Drama	5:00 – 5:30 pm	IYS preachers
1.2.2.2.11	Lecture	5:30 – 6:30 pm	IYS preacher
1.2.2.2.12	Arati	6:30 – 8:30 pm	IYS boys
1.2.2.2.13	Dinner prasadam	8:30 - 10:00 pm	IYS preachers

a. IYS boys have to wear a yatra band against which all the prasadam and internal travels are allowed

☑ Guidelines

- a. Lectures during the dham darsana are generally given by local devotees
- b. Winners of the quiz are given prizes gift vouchers and free IYS yatra of next year. All the other participants are given constellation prizes

Activity Group 1.3 BACES

Sr. No	Activity	Owner
1.3.1	BACE programs: Weekly meetings take place in every BACE by the IYS preachers. The daily schedule of BACE residents involves morning program	IYS preacher

1.3.1.1	Weekly meetings	With in one week	IYS preacher
1.3.1.1.1	The BACE coordinator inform all the members of their BACE and near by areas about the weekly meeting time.	2-3 days before the program date	BACE coordinator
1.3.1.1.2	Lecture and kirtana	On the day of meeting	IYS preacher
1.3.1.2	Daily Schedule	With in one week	IYS preacher
1.3.1.1.1	Morning arati, Srimad Bhagavatam class and breakfast	6:00 – 8:30 am	BACE residents/ IYS preacher
1.3.1.1.2	Go to work or college	9:00 am – 7:30 pm	BACE residents

☑ Guidelines

- a. Those boys who chant above 8 rounds generally stay in BACES.
- b. In some BACES the morning program time starts from 4:30 am onwards

Activity Group 1.4

1.4 IYS retreats

Sr. No	Activity	Owner
1.4.1	IYS retreat: The theme, schedule, dates and fees for the next IYS retreat are decided and conveyed by the IYS preachers to their counselees. The names and fees are then submitted by the IYS preachers to the respective devotees in IYS body who are handling the registration part. The retreat schedule consists of attending morning programs followed by prasadam, lecture, recreation or rest. The evening schedule comprises of lectures, kirtans and prasadam	IYS preacher

1.4.1.1	Pre-retreat preparation	With in 1.5 month before the retreat	IYS HOD
1.4.1.1.1	IYS preachers' meeting is called and appropriate dates of IYS retreats are decided. Appropriate theme and schedule is also discussed in consultation with senior IYS preachers. Appropriate devotees are given responsibilities of collecting registeration fees, taking care of accommodation and prasadam	1.5 month before the retreat	IYS HOD
1.4.1.1.2	Appropriate fees is decided for the working an d non-working devotees in consultation with Govardhana Eco village managers	1.5 month before the retreat	IYS HOD
1.4.1.1.3	IYS preachers are sent mails about the IYS retreat.	1.5 month before the retreat	IYS HOD
1.4.1.1.4	Retreat information is communicated it to various IYS devotees	1.5 month before the retreat	IYS preacher

1.4.1.1.5	IYS preachers then collect the names and fees and submit to the respective IYS preacher	2 weeks before the retreat	IYS preacher
1.4.1.1.6	Few IYS preachers reach 1-2 days earlier in GEV and make appropriate arrangement for accommodation, prasadam for the IYS retreat	1-2 days before the retreat	IYS preacher
1.4.1.2	Retreat events	During retreat	IYS HOD
		1001000	
1.4.1.2.1	Morning program	4:00 – 8:00	IYS
1.4.1.2.2	Breakfast	8:30 – 9:30 am	preachers IYS preachers
1.4.1.2.3	Lecture	10:00 – 12:30 pm	IYS preachers
1.4.1.2.4	Lunch Prasadam	12:30 – 1:30 pm	IYS preachers
1.4.1.2.5	Rest/recreation	1:30 – 3:30 pm	IYS preachers
1.4.1.2.6	Lecture	4:00 – 6:30 pm	IYS preachers
1.4.1.2.7	Kirtana	7:00 – 8:00 pm	IYS preachers
1.4.1.2.8	Prasadam	8:00 – 9:00 pm	IYS preachers
			<u> </u>

- a. | IYS retreat is meant only for the 16 rounders
- b. IYS retreat registration for each individual devotee has to be done through their counsellor.

✓ Guidelines

- a. Dates for retreats are selected based on the holidays coming up in the calendar and based on the availability of the senior preachers
- b. IYS retreats generally last for either 2 days or 4 days
- c. IYS retreats generally take place around three times a year

Activity Group

1.5 Inter BACE Meetings (IBM)

Sr. No	Activity	Owner
1.5.1	IBM: The theme, schedule, dates and fees for all the IBM are decided at the beginning of year. The reminders are sent to the IYS preachers one week before every IBM. The preachers then convey to their counselees. The names and fees are then submitted by the IYS preachers to the respective devotees in IYS body who are handling the registration part. The schedule consists of dramas/videos/kirtana and lecture followed by prasadam	IYS preacher

1.4.1.1	IBM retreat schedules	In the beginning of year	IYS HOD
1.4.1.1.1	The date, topic and speaker for the IBM meetings are discussed with the IYS preachers for the whole year	In the beginning of year	IYS HOD
1.4.1.1.2	Mail are then sent to IYS preachers who then forward it to their counselees informing about the IBM meetings	In the beginning of year	IYS preachers
1.4.1.2	Reminding about IBM retreat	With in one week of due date	IYS HOD
1.4.1.2.1	Emails are sent to the IYS preachers reminding about the due date of IBM meeting along with topic, speaker and timings	With in a week of due date	IYS HOD
1.4.1.2.2	Email message is forwarded to all the BACE residents	With in a week of due date	IYS preachers

1.4.1.2.3	Approximate count of prasadam is then	In the	IYS HOD
	given to the kitchen department	beginning of	
		year	

1.4.1.3	Conducting IBM retreat	IBM day	IYS HOD
1.4.1.3.1	Kirtans/Drama/ Videos	6:30 – 7:00	IYS preachers
1.4.1.3.2	Lecture	7:00 – 9:00	IYS preacher
1.4.1.3.3	Prasadam	9 – 9:30 pm	IYS preachers

a. | IYS retreat is meant only for the BACE residents or 16 rounders

✓ Guidelines

- a. The IBM meetings takes place once in every two months
- b. There is no registration fees to attend the IBM meetings
- c. The IBM meetings take place in the temple

Activity Group

1.6 Non BACE Programs

Sr. No	Activity	Owner
1.6.1	Non –BACE Programs: The Non-BACE programs in temple and outside happens once a week. The prasadam for temple program is arranged by the temple. All the counselees of a certain group are reminded by the IYS preacher about the weekly meeting time. Either the counselees come to the temple or the preacher goes to their place and conduct the programs. On other days of the week the IYS preacher follows up with the counselees and help them	IYS preacher

1.6.1.1	Program coordination in temple		IYS Preacher
1.6.1.1.1	All the respective counselees in a specific group are reminded about the meeting through phone call and emails and total count of devotees going to attend is taken	2-3 days before the program	Counselee members in the group
1.6.1.1.2	Prasadam chit is kept in the temple kitchen mentioning the count of devotees going to come	Before 4:00 pm on the day of the program	IYS preacher
1.6.1.1.3	Room is booked	on the day of the program	IYS preacher
1.6.1.1.4	All the devotees arrive in the temple. Lecture is given to them	During the program	IYS preacher
1.6.1.1.5	Prasadam is distributed with the help of IYS devotees	After the program	IYS preacher
1.6.1.1.6	Preacher talks to the devotee, spends time with and help hi to solve his issues	After the program and during the	IYS preacher

week 1.6.1.1 **Program coordination outside temple IYS Preacher** 1.6.1.1.1 All the respective counselees in a specific 2-3 days Counselee group are reminded about the meeting before the members in through phone call and emails and total program the group count of devotees going to attend is taken 1.6.1.1.2 The preacher travels to the place of During the **IYS** devotees. All the other devotees arrive program preacher there. Lecture is given to them 1.6.1.1.3 Prasadam is distributed with the help of After the **IYS** IYS devotees program preacher **IYS** Preacher talks to the devotee, spends time After the 1.6.1.1.4 with and help hi to solve his issues program and preacher during the week

☑ Guidelines

a. Non-BACE meetings in temple and outside generally takes place once in a week

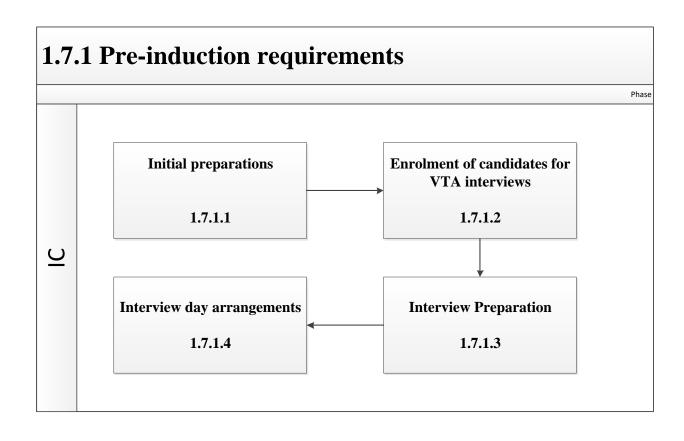
Activity Group 1.7 Vaisnava Training Academy

MA

Sr. No Activity Owner

1.7.1 Pre-induction requirements

Pre-induction requirements: The IC informs all the youth preachers via emails and notices about the date of VTA interviews. IYS preachers send the names of all the candidates along with their contact details to him. The IC then compiles the data in an excel sheet. He also makes a booklet containing the database of all the candidates. The MA appoints three interviewers and the IC assigns each of the candidates to the interviewer. Interviews are taken on a schedules date and the selected candidates are requested to undergo medical test. The selected candidates are asked to shift to VTA premises and informed about the orientation date.



① Task Information			
		By When	By Who
1.7.1.1	Initial preparations	1 st week of March	IC
1.7.1.1.1	Discuss the last date of enrolment for VTA admissions with the MA	1 st week of March	IC
1.7.1.1.2	Designing a new VTA brochure	1st week of March	IC
1.7.1.1.2.1	Collect the current VTA batch photos from the VTA devotees	1 st week of March	IC
1.7.1.1.2.2	Collect the comments from various VTA devotees about their experience in VTA	1 st week of March	IC
1.7.1.1.2.3	Contact the accounts office and the kitchen office for the monthly rental charges and prasadam charges for the upcoming VTA batch	1 st week of March	IC
1.7.1.1.2.4	Contact the MA to get the dates of joining and ending of the upcoming VTA batch	1 st week of March	IC
1.7.1.1.2.5	Send all the above details to the devotee who designs the VTA brochure every year and request him to make it ready	1st week of March	IC
1.7.1.2	Enrolment of candidates for VTA interviews	1 st week of March	IC
1.7.1.2.1	Write an email to all the iys preachers requesting them to send the names and contact details of the prospective VTA candidates by a certain date in the last week of March. Attach the VTA brochure with the email and also request them to update the database of all the candidates	1 st week of March	IC
1.7.1.2.2	Put a notice on the asrama notice board requesting the iys preachers to email the names and contact details of the	1 st week of March	IC

1.7.1.2.3	prospective VTA candidates by a certain date in the last week of March. Also request them to update the database of all the candidates Put a notice on the VTA notice board requesting current VTA batch to email the names and contact details of the prospective VTA candidates by a certain date in the last week of March. Also request them to update the database of all the candidates	1 st week of March	IC
1.7.1.3	Interview Preparation	Last week of March	IC
1.7.1.3.1	Decide the VTA interview dates, timings and venue	Last week of March	MA
1.7.1.3.2	Appoint three interviewers to take the interviews	Last week of March	MA
1.7.1.3.3	Collect the names, phone no. and email addresses of all the VTA candidates from the emails sent by the iys preachers and create an excel sheet out of it.	Last week of March	IC
1.7.1.3.4	Contact all the devotees who were absent last year during interviews or could not get selected and may like to appear again. If they are interested add their names in the above excel sheet. Also mention the reason as to why were they not selected last year	Last week of March	IC
1.7.1.3.5	Assign each candidate to an interviewer	Last week of March	IC
1.7.1.3.6	Inform each candidate through mobile and email about the interview dates, timings and venue	Last week of March	IC
1.7.1.3.7	Book three rooms in BACE for conducting three different VTA interviews at same time and Bhaktivedanta hall for making the	Last week of March	IC

	candidates wait		
1.7.1.3.8	Collect the database of each of the VTA candidates from the Radha Gopinath database website and compile a book out of it	Last week of March	IC
1.7.1.3.9	Make evaluation sheet for each of the three interviewers mentioning the names of the candidates that they are supposed to interview	Last week of March	IC
1.7.1.3.10	Take print outs of the questionnaires to be given to the VTA candidates on the day of the interview	Last week of March	IC
1.7.1.4	Interview day arrangements	On the day	IC
		of the	
		interview	
1.7.1.4.1	Hand over the evaluation sheet, database booklet, small diary and a list of excel sheet of the candidates to the interviewers	On the day of the interview	IC
1.7.1.4.2	Keep a white board outside the Bhaktivedanta hall and write on it that all the VTA candidates are supposed to assemble at Bhaktivedanta hall	On the day of the interview	IC
1.7.1.4.3	Open all the BACE classrooms, switch on AC, keep a glass of water in there	On the day of the interview	IC
1.7.1.4.4	Spread out mats in the Bhaktivedanta hall for the candidates to sit	On the day of the interview	IC
1.7.1.4.5	Take attendance of all the candidates who have assembled, Call the candidates who have not arrived by the scheduled time and confirm if they are coming or not. In case if they are getting late then by what time will they be reaching	On the day of the interview	IC
1.7.1.4.6	Distribute the questionnaires to the participants asking them to fill it without	On the day of the	IC

	showing it to other candidates	interview	
1.7.1.4.7	Keep sending one candidate each to the interviewer for the interview	On the day of the interview	IC

- a. The IYS preachers should send the names of candidates who is:
 - ➤ a bonafide counselee in the Sri Sri Radha Gopinath Bhakta Samaj Counsellor System for at least one year at the time of applying.
 - > chanting 16 rounds
 - > following four regulative principles
 - desiring to get systematic training in Brahmachari Āśram
 - > Strongly recommended by his counsellor for his stay in the temple
 - ➤ Should also have stayed in one of our BACES
 - > Should work in a job

✓ Guidelines

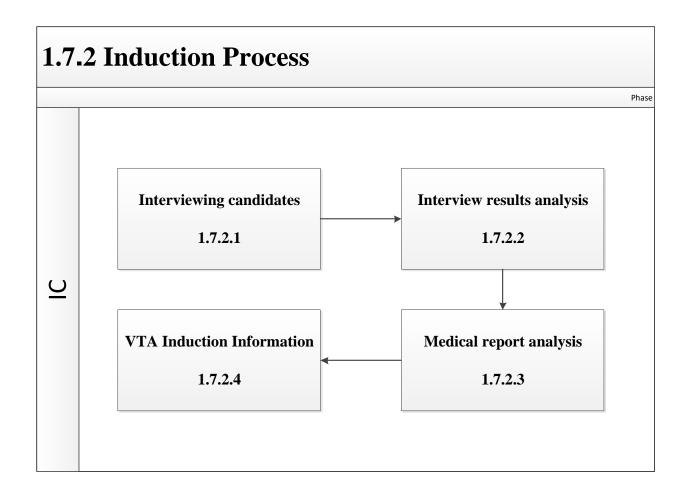
a. The three categories of candidates sent by IYS preachers are: 1) decided to be a brahmchari 2) Decided to become a grhastha 3) Yet to decide the asrama

★ Exceptions – What to do if...

- xa. If the names of the VTA candidates come after the due date ... then include his name in the list. However, while selecting the candidates priority is given to the candidates who had registered before.
- b. If there are VTA candidates who are coming from outside Bombay ... then try to inform them about the VTA interview dates as soon as decided so that they can book their reservations
- c. Try to make the staying arrangements of the above candidates in a BACE.
- d. If the BACE classrooms are not available for interview... then try to discuss with the devotees who have booked the rooms as to if they can have their seminars/ lectures etc held in some other place or postponed. Else try to see if Vrindavana garden in available and if interview can be taken there
- e. If the Bhaktivedanta hall is not available ... then book the Lakshminarayana hall or Gopalji hall so that the candidates can wait there.

f. If the interview candidate could not come on that day due to some genuine reason ... then fix his appointment with an interviewer based on the availability of the interviewer. If physical interview is difficult then take a telephonic interview

Sr. No	Activity	Owner
1.7.2	Induction Process	MA
	Induction Process: The candidates are interviewed based on certain parameters on a certain date and the selected candidates are requested to undergo thorough medical examination according to corporate standards in Bhaktivedanta hospital. Candidates who clears the interview as well as certified medically fit by the Bhaktivedanta hospital are shortlisted. The short listed candidates are asked to shift to VTA premises and informed about the orientation date. Orientation is then done by the RA.	



1.7.2.2.2

(i) Task Information 1.7.2.1 **Interviewing candidates** On the day IC of the interview 1.7.2.1.1 Asked questions based on the various On the day Interviewer of the parameters given in the evaluation sheet like family problems, Career/job, Sadhana, interview Loans, Lack of education, Emotional unsteadiness, Language problems, Lack of exposure to association, Lack of philosophical conviction and health problems 1.7.2.1.2 Evaluate the answers to the questionnaire On the day Interviewer by discussing with them of the interview 1.7.2.1.3 Discuss interview results amongst each After all the Interviewer, other. Based on that some candidates are interviews, RA and IC selected, some candidates are not selected on the day while some candidates are put on hold. of the interview 1.7.2.1.4 Compile a document containing three lists On the day IC - selected candidates, candidates not of the selected and candidates on hold. Mention interview the reason for the candidates not selected and candidates on hold 1.7.2.1.5 Email the above document to the RA and IC On the day of the MA interview 1.7.2.2 With in one IC **Interview results analysis** week after the interview 1.7.2.2.1 Discuss with the MA regarding the status With in one RA of all the candidates on hold and not week after selected the interview

Inform the IC so that he can update the list

RA

With in one

	of the selected candidates	week after the interview	
1.7.2.2.3	Inform the Bhaktivedanta hospital spiritual care department that VTA candidates will be coming for health check up. Collect the mobile number of the contact person in Bhaktivedanta hospital	With in one week after the interview	IC
1.7.2.2.4	Email and sms all the selected candidates to get the medical health check up done at Bhaktivedanta hospital and hand over the reports to RA before the joining date. Send all of them the mobile number of the contact person in the Bhaktivedanta hospital	With in one week after the interview	IC
1.7.2.3	Medical report analysis	With in one week before the joining date	RA
1.7.2.3.1	Collect the health check reports from the VTA candidates and go through them to check if everything is fine	With in one week before the joining date	RA
1.7.2.3.2	In case of doubts clarify from the devotee doctors in the temple	With in one week before the joining date	RA
1.7.2.3.3	If there are any discrepancies in the report inform the respective devotee. If required ask him to go through the tests again	With in one week before the joining date	RA
1.7.2.3.4	In case if there are some serious health issue which may be not suitable for the temple to manage then the candidate is requested to either wait and get it treated or he may not be selected	With in one week before the joining date	RA
1.7.2.4	VTA induction information	With in one week before	IC

		the joining date	
1.7.2.4.1	Make an email group of all those candidates who satisfactorily performed in the interviews and who also were certified from Bhaktivedanta hospital as medically fit	With in one week before the joining date	IC
1.7.2.4.2	Email them and sms them about the VTA orientation date and also the date of shifting to VTA premises with their luggage	With in one week before the joining date	IC

a. The health check up has to be done at Bhaktivedanta hospital only

✓ Guidelines

- a. Do not allow the candidates who have given interviews to discuss the interview with the other candidates
- b. Interview parameter guidelines:
 - ✓ Family problems Check if the parents in the family will allow him to join VTA or not
 - ✓ Career/job Check two factors the candidate should have a job and candidate should not have a hectic job which will not allow him to attend morning program or evening lectures
 - ✓ Sadhana His sadhana in terms of his chanting, reading and coming to temple should be regular
 - ✓ Loans/ Debts Check whether he is having some loan
 - ✓ Lack of Education The person should have completed his degree or diploma before entering VTA
 - ✓ Emotional unsteadiness The person should be emotionally mature and stable in his dealings
 - ✓ Language problem The person should be able to understand English properly
 - ✓ Lack of exposure to association Check whether the person is in contact with the devotees from a long time or not
 - ✓ Lack of philosophical conviction Check the reason for which the person wants to join VTA. The reason should not be sentimental
 - ✓ Health problems The candidate should not have any chronic/complex

physical/mental illness

- c. The interviewer should also check the following parameters in the questionnaire:
 - ✓ Legal issues: The person should not be involved in any legal issues
 - ✓ Childhood experience The person should not be having any serious negative experiences in childhood with parents, relatives or neighbor which created some difficulty or negative emotions

Sr. No	Activity	Owner
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MA

1.7.3 Post-Induction Training

Post-induction Training: All the VTA candidates come on the scheduled date of orientation and the RA explains to them about the various rules and regulations, services, policies etc. The weekday schedule of the VTA candidates consists of attending the morning program, and attending class in the evening and rendering some daily services in the temple. The weekend schedule consists of rendering services and attending classes. Apart from that the VTA devotees also render various services during festival of temple veranda cleaning in the night, Prasad serving, in shoe stall etc. During yatra they do various services in kitchen and sabji purchasing The RA in consultation with SA organizes IYS yatras and GEV retreats. Annually 2-3 times all the VTA candidates are interviewed by SA

① Task Information

1.7.3.1	VTA Orientation	Orientation day	RA
1.7.3.1.1	Send a reminder to all the VTA candidates about the orientation timings and venue	Before orientation	RA
1.7.3.1.2	Get the VTA premises cleaned with the help of IYS devotees	Before orientation	RA
1.7.3.1.3	Address the VTA candidates about the purpose of staying in VTA and get to know about each other	During orientation	MA
1.7.3.1.4	Inform VTA candidates about rules and regulations to be followed during VTA tenure, prasad and accommodation expenses, create various department incharges, allot lockers and discuss any queries in general (Please see the section on guidelines for the various VTA	During orientation	RA

	departments and other policies)		
1.7.3.2	VTA weekday schedule		OC
1.7.3.2.1	Report for cleaning the temple halls using a mop and broom	4:45 am	4 VTA devotees
1.7.3.2.2	Report to the temple deity room for candana seva	4:30 am	2 VTA devotees
1.7.3.2.3	Place the VTA roaster for Mangala arati attendance near Prabhupada's Vyasasana in the temple hall	4:45 am	OC
1.7.3.2.4	VTA devotees come and sign	4:57 am	VTA devotees
1.7.3.2.5	Remove the roaster	4:57 am	OC
1.7.3.2.6	Place the VTA roaster for Japa attendance on the harmonium case in the temple hall	5:50 am	OC
1.7.3.2.7	VTA devotees sign while coming	6:00 am	VTA devotees
1.7.3.2.8	VTA devotees sign while leaving	7:00 am	VTA devotees
1.7.3.2.9	Place the roaster in its required place after marking absent for the defaulters		OC
1.7.3.2.10	Breakfast Prasad serving	7:00 - 7:45 am	2 VTA devotees
1.7.3.2.11	Honor breakfast prasadam in kitchen	7:00 - 7:45 am	VT A devotees
1.7.3.2.12	Bring the vessels containing lunch prasadam and chapatis to VTA for devotees to carry lunch tiffins to offices	7:15 am	VTA devotees
1.7.3.2.13	Cleaning services (Please see the		VTA

	guidelines for that)		devotees
1.7.3.2.14	Bring Dinner prasadam and honor 7:15 pm		VTA devotees
1.7.3.2.15	, I I		Sound system incharge
1.7.3.2.16	VTA classes (Please see the guidelines for details about the classes) 7:30 – 9:30 pm thrice a week		MA
1.7.3.3	VTA weekend schedule	Weekend	OC
1.7.3.3.1	Report for cleaning the temple halls using a mop and broom	4:20 am	VTA devotees
1.7.3.3.2	Report to the temple deity room for candana seva	4:30 am	VTA devotees
1.7.3.3.3	Report to kitchen for prasadam serving (Please read the guidelines)	12:45 pm on Saturday	VTA devotees
1.7.3.3.4	Report in batches for shoe stall service on Sunday from 4:30 am – 12:30 pm and from 3:00 pm – 4:30 pm (Please read the guidelines)	Sunday	VTA devotees
1.7.3.3.5	MTEASækses from 1.7.3.2.1 - 1.7.3.2.9 and 1.7.3.3.4	Sunday	MA
1.7.3.4 .2	Testiplalpervices: leaning service	Festival 10 days	QT A devotees
1.7.3.4.3	Bhoga collection and distribution services.	3:00 pm –	VTA

		10:00 pm on Janamastami & Radhastami days	devotees
1.7.3.5	Yatra services		OC
1.7.3.5.1	Vegetable purchasing (For details please see the section 6 on dham yatras)		3 devotees
1.7.3.4.2	Vegetable cutting and other kitchen services (For details please see the section 6 on dham yatras)	Everyday from 4 pm till 10 pm	Remaining VTA devotees
1.7.3.6	VTA Yatras		RA
1.7.3.6.1	Decide the venue and dates in consultation with the SA	Three months before the	RA
1.7.3.6.2	Announce the dates and venue to the VTA devotees with approximate expense	Three months before the yatra	OC
1.7.3.6.3	Collect the names and money of train travel of devotees willing to come	Three months before the yatra	OC
1.7.3.6.4	Book the tickets for all the devotees, RA and SA	Three months before the yatra	OC
1.7.3.6.5	Go to the place (or call) and fix the place of accommodation, prasadam arrangements, internal travels, place for congregating for lectures, kirtans and prasadam	One month before the yatra	OC
1.7.3.6.6	Inform the devotees about the train details, staying facility and prasadam	One month before the	OC

	arrangements. Hand over the tickets to them	yatra	
1.7.3.6.7	Collect the remaining amount from them for prasadam, staying and internal travels		
1.7.3.6.8	Take sound system, mridanga, kartala and harmonium to the yatra	On the day of leaving for yatra	VTA devotees
1.7.3.6.9	Organize a schedule after discussion with the RA and SA	Before the yatra	OC
1.7.3.7	VTA Retreats - GEV		RA
	ı	I	I
1.7.3.7.1	Decide the dates in consultation with the SA	2 months in advance	RA
1.7.3.7.2	Announce the dates to the VTA devotees	2 months in advance	OC
1.7.3.7.3	Collect the names and money for registration from devotees willing to come	1 month in advance	OC
1.7.3.7.4	Give the names to RA	1 month in advance	OC
1.7.3.7.5	Inform the GEV authorities about the event and number of VTA devotees visiting	1 month in advance	RA
1.7.3.7.6	Make a schedule for lectures, kirtans and outdoor activities in consultation with SA	Before the retreat	RA
1.7.3.8	VTA interviews		MA
1.7.3.8.1	Decide 3-4 days for interviews		MA
1.7.3.8.2	Make a schedule of all VTA devotees giving each devotee a slot of half an hour for interview as per their availability		OC
1.7.3.8.3	Ask questions regarding their background,		MA

	future decisions, VTA feedbacks or any issues	
1.7.3.8.4	Get the results of feedbacks documented and implemented if valid	MA

- a. Morning program rules:
 - ➤ Be present from 4:57 am onwards, failing which one has to pay a fine of 75 Rs.
 - ➤ Be present for japa from 6 am till atleast 6:50 am, failing which one has to pay a fine of 50 Rs.
- b. Rules in VTA premises:
 - ➤ Keep VTA premises clean
 - ➤ Must not treat this facility as a lodge or hostel
 - ➤ Avoid unnecessary materialistic discussions
 - ➤ Wash his clothes himself and dry them at the allotted place.
 - ➤ Keep their belongings in the allotted locker
 - ➤ Clothes and articles placed outside will be confiscated and if not claimed by next Sunday, the articles will be auctioned or disposed off.
 - Must not steal other's property like clothes, sleeper, money etc
 - Must not borrow or lend money from the other residents
 - Must not invite his friends in the prasadam or asrama area.
- c. Temple rules
 - Ready to render any kind of service in the temple subject to his schedule constraints
 - ➤ Become familiar with temple rules and regulations and follow them.
 - ➤ Must not request use of temple email/ computers/ fax/ telephone etc.
- d. Job rules
 - Must not work with a job which does not allow him to attend morning program
- e. The dress code of VTA devotees is as follows:
 - > Dhoti, kurta, tilak
 - No mixed pant/shirt combination with dhoti/kurta.
 - No mustache, beard, long hair, etc.
- f. Tenure of VTA devotees:
 - A VT must agree to stay for a period of 1 year continuously
 - ➤ A VT may stay for a maximum of one year

- g. Taking leave:
 - One should get prior permission from the RA for leave even if it is for only one day
- h. Prasadam and accommodation rules for VTA devotee:
 - Tiffin services should be paid on or before 5th of every month. Late payee will have to pay a fine of Rs 75/- per week
 - Tiffin services for carrying lunch tiffin are made available at 7 am in the morning.
 - Accommodation charges have to be paid for the whole year in two instalments in the beginning of VTA itself
- i. Evening class rules:
 - ➤ All the VTA devotees must attend all the VTA classes
- j. Temple service rules
 - ➤ Temple hall cleaning: Every day 4 VTA devotees should report for Temple hall cleaning by 4:20 am
 - ➤ Candana seva and Tulasi seva: Every day 2 VTA devotees should report to back up room by 4:30 am in clean clothes.
 - ➤ Breakfast serving: Every day 2 VTA devotees should report for breakfast Prasad serving at 7:00 am in the temple kitchen

✓ Guidelines

- a. The various department incharges selected by the RA are as follows:
 - 1. Cleanliness incharge He has to monitor everyday morning and evening cleaning and weekly mahacleaning. The daily cleaning requires:
 - ✓ 5 devotees for cleaning toilet once a day in morning or evening
 - ✓ 2 devotees for cleaning passage
 - ✓ 4 devotees for cleaning floor
 - ✓ 1 devotee for cleaning veranda
 - ✓ 1 devotee for cleaning dustbin
 - ✓ 1 devotee for cleaning all the lockers from outside

So the cleanliness incharge make a roaster listing who will do which service on what day on the VTA notice board

2. Confiscation incharge – His duty is to confiscate things lying outside the lockers. No confiscation is done in between evening till next day 8 am. In order to claim the things back, the VTA candidates pay some fine to him.

- 3. Maintenance incharge His duty is to purchase brooms, mops, soaps, scrubbers, phenyls, toilet brushes, ropes, knobs broken, lights etc.
- 4. Account incharge His duty is to collect monthly prasadam charges + milk charges and deposit in the accounts. He also keeps a track of whether accommodation cost has been paid or not.
- 5. Overall coordinator
 - ✓ His duty is to take care of attendance for japa and Mangala Arati.
 - ✓ He has to collect monthly fine from defaulters and hand over the money to RA. Part of the money is used by maintenance incharge for purchasing
 - ✓ He is the coordinator for all services allotting prasadam serving in morning, making roaster for weekly services like shoe stands service and prasadam service during festivals, making roaster for daily services like candana seva and temple hall cleaning seva, miscellaneous services like flower bringing in the morning during marathons and yatras
 - ✓ He coordinates classroom booking for evening classes and informs all the VTA devotees about the classes(Sometimes the classes takes place in VTA premises itself)
- 6. Sound system incharge His duty is to set up mike system in the class, place a glass of water, bring a garland for the speaker and recharge the speaker battery.
- 7. Chapati incharge His responsibility is to coordinate with the vendor bringing chapatti regarding the count of chapattis, informing him in case of any holidays of VTA devotees and paying him his monthly charges.
- b. In case of any discrepancies the department heads inform RA
- c. About the VTA classes:
 - ✓ Timings: On any three weekdays, preferable Monday, Tuesday and Friday from 7:30 9:00 pm and on Sunday 4:00 5:30 pm.
 - ✓ Speaker MA gives most of the classes. Occasionally guest speakers are also invited to speak. Guest speakers are chosen on the sole discretion of MA and are invited by RA.
 - ✓ Topic: Topics of discussion are broadly classified into four categories sadhana, skills, sadachar and sastra.
 - ✓ Venue: BACE classrooms or VTA premises
- d. VTA devotees can take holidays on two days a week from the morning program.

- e. During festivals sometimes depending on the requirement, adhoc services are allotted to VTA candidates.
- f. Istagosthi meetings are taken occasionally by RA to clarify any queries or discussing various issues
- g. VTA yatras
 - ✓ Every year one yatra is taken to Mayapur in the month of February. Occasionally another yatra is taken during the month of October-November
 - ✓ For seeing various aspects of the yatra in detail please refer to process manual number 6 on dham yatras
- h. VTA retreats
 - ✓ Venue Govardhana Eco village (GEV)
 - ✓ 3-4 trips to GEV in a year
- i. VTA interviews Taken twice or thrice a year one in the beginning and another in the end. Sometime one more interview is taken in the middle of the VTA tenure.

✗ Exceptions − What to do if...

- a. If the MA is not available in the evening on certain days ... then the classes are taken in the morning
- b. If there is a change in the schedule of class ... then the OC informs all the VTA devotees about that

Activity Group 1.8 Brahmchari Training

BTC Coordinator

Sr. No Activity Owner

1.8.1 Pre-induction requirements

interview date and venue.

Selection: The IC gets the list of all the candidates who are interested in joining BT from the OC of VTA. He also contacts devotees who had passed from VTA last year and have not joined grhastha asrama and may like to join BT this year. The BTC Coordinator selects three interviewers and fixes a date. The IC hands over to the interviewers a booklet containing the database of all the candidates to be interviewed and also an evaluation sheet for each of the interviewers. Candidates are informed about the

1.8.1 Pre-induction requirements Interview preparations 1.8.1 Interview day arrangements 1.8.2

① To	isk Information		
		By When	<u>By Who</u>
1.8.1	Interview preparations	1st week of March	IC
1.8.1.1	Get the list of all the VTA candidates who are interested in joining BT from the VTA coordinator along with their email addresses and mobile numbers	1 st week of March	IC
1.8.1.2	Contact all the VTA passed out candidates from last few years who have not yet decided to join grhastha asrama as to if they would like to join BT this year. Include the names of interested candidates in the above list	1 st week of March	IC
1.8.1.3	Decide the date, timings and venue of interview	1 st week of March	BTC Coordinator
1.8.1.4	Appoint three interviewers to take panel interview for each candidate	1 st week of March	BTC Coordinator
1.8.1.5	Inform each of the candidates about the date of interview through call and email	1 st week of March	IC
1.8.1.6	Collect the database of each of the BT candidates from the Radha Gopinath database website and compile a book out of it	1 st week of March	IC
1.8.1.7	Make evaluation sheet for each of the three interviewers mentioning the names of all the BT candidates in it	1 st week of March	IC
1.8.1.8	Take print outs of the questionnaires to be given to the BT candidates on the day of the interview	1 st week of March	IC
1.8.2	Interview day arrangements	On the day of interview	IC
1.8.2.1	Hand over the evaluation sheet, database	On the day	IC

	booklet, small diary and a list of excel sheet of the candidates to the interviewers	of interview	
1.8.2.2	Make all the BT candidates sit in VTA premises	On the day of interview	IC
1.8.2.3	Take attendance of all the candidates who have assembled, Call the candidates who have not arrived by the scheduled time and confirm if they are coming or not. In case if they are getting late then by what time will they be reaching	On the day of interview	IC
1.8.2.4	Distribute the questionnaires to the participants asking them to fill it without showing it to other candidates	On the day of interview	IC
1.8.2.5	Keep sending one candidate each to the interviewer for the interview	On the day of interview	IC

a. The BT interview candidate must have done one year training in VTA and is desirous of doing BT

✗ Exceptions − What to do if...

a. If the interview candidate could not come on that day due to some genuine reason ... then fix his appointment with an interviewer based on the availability of the interviewer. If physical interview is difficult then take a telephonic interview

Sr. No	Activity	Owner

1.8.1 Induction Process

BTC Coordinator

Induction process: The candidates are interviewed based on certain parameters on a certain date. The short listed candidates are asked to shift to BT premises

1	premises		
1.8.3	Interview results analysis	With in one week after the interview	IC
1.8.2.1	Asked questions based on the various parameters given in the evaluation sheet like Family background, Cultural background, Social skills, Comminication skills, Previous conditionings, emotional stability, Preaching spirit, Consistency in sadhana and seva, Submission and humility, Dealings with opposite sex	On the day of interview	Interviewers
1.8.2.2	Evaluate the answers to the questionnaire by discussing with them.	On the day of interview	Interviewers
1.8.2.3	Compile a document containing the names of selected candidates, candidates not selected and candidates on hold. Mention the reason for the candidates not selected and candidates on hold	On the day of interview	Interviewers
1.8.2.4	Email the above document to the AC and BTC Coordinator	On the day of interview	IC
1.8.3	Interview results analysis	With in one week after the interview	IC
1.8.3.1	Discuss with the BTC Coordinator regarding the status of all the candidates on	With in one week after	AC

	hold and not selected	the interview	
1.8.3.2	Inform the IC so that he can update the selected candidates list	With in one week after the interview	AC
1.8.3.3	Decide the date of starting BT and ask the IC to find out how many candidates can join the BT full time by that date and by what date others will join. Also ask the IC to tell all the selected BT candidates that irrespective of whether they can join full time or not, they should move with their luggage to BT by the starting date of BT and continue working from there	With in one week after the interview	BTC Coordinator
1.8.3.4	Call all the BT candidates and inform them about the joining date and tell them as above mentioned. Make an excel sheet mentioning the date of joining full time for each candidate. Also mention the reason as to why they are delaying	With in one week after the interview	IC
1.8.3.5	Email the excel sheet to the AC and the BTC Coordinator	With in one week after the interview	IC

✓ Guidelines

- a. The interviews for the BT candidates can take place in Ivory tower
- b. Do not allow the candidates who have given interviews to discuss the interview with the other candidates
- c. The interviews are taken based on considering following parameters:
 - ✓ Family problems Check if the parents in the family will allow him to join BT or not. Check if they are in very influential position where they can create problem for the temple.
 - ✓ Cultural background check his background
 - ✓ Social skills -
 - ✓ Communication skills Check his ability to communicate with others
 - ✓ Previous conditioning –
 - ✓ Emotional stability—The person should be emotionally mature and stable in his dealings
 - ✓ Preaching spirit
 - ✓ Consistency in sadhana and seva
 - ✓ Submission and humility
 - ✓ Dealings with opposite sex

★ Exceptions – What to do if...

a. If the interview candidate could not come on that day due to some genuine reason ... then fix his appointment with an interviewer based on the availability of the interviewer. If physical interview is difficult then take a telephonic interview

Sr. No	Activity	Owner
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1.7.3 Post-Induction Training

BTC Coordinator

Post-induction Training: The whole BT schedule and teachers are finalized by the Assistant coordinators with the help of BTC Coordinators. An orientation is then conducted for all the BT devotees by the Assistant coordinators. The BT schedule consists of attending the morning program, classes, afternoon services and evening classes and arati. Attendance is compulsory for all these programs. The BT weekend schedule is similar to the weekday schedule except that there are no classes. The BTs also render specific services during festivals, Karthik yatras and during December marathon. Every year BTs goes on a tour to a holy place and also visit near by villages and share Krishna Consciousness

① Task Information

1.8.3.1	BT planning	Before starting BT	BTC Coordinator
1.8.3.1.1	Discuss with the BTC Coordinator about the BT schedule and fine tune it.	Before starting BT	AC
1.8.3.1.2	Decide the teachers who will teach Bhakti sastri classes	Before starting BT	BTC Coordinator
1.8.3.1.3	Approach the respective teachers and ask if they can take the bhakti sastri classes	Before starting BT	AC
1.8.3.1.4	Propose and finalize a list of topics to be taken for sadacara classes with BTC Coordinator	Before starting BT	AC
1.8.3.1.5	Decide a list of teachers who can take classes on sadacara and sloka memorization	Before starting BT	AC
1.8.3.1.6	Make an excel sheet containing the list of sadacara class topics with class timings and days and share it online with all the	Before starting BT	AC

	selected teacher so that they can fill it online as per their availability		
1.8.3.2	BT Orientation		AC
1.8.3.2.1	Send a reminder to all the BT candidates about the orientation timings and venue	During orientation	AC
1.8.3.2.2	Address the BT candidates as to what is expected from them, describe to them about the schedule. Clarify them that it is just a one year training and after the training the BT candidate may discontinue staying in the temple (Please see the section on guidelines for the schedule)	During orientation	AC
1.8.3.2.3	Inform BT candidates about rules and regulations to be followed during BT tenure, create various department incharges, allot lockers and discuss any queries in general (Please see the section on guidelines for the various BT departments and other policies)	During orientation	AC
1.8.3.3	BT weekday schedule		AC
1.8.3.3.1	Place the BT roaster for Mangala arati attendance on locker no. 1 of the temple corridor	By 4:15 am	AC
1.8.3.3.2	BT devotees come and sign	By 4:20 am	BT devotees
1.8.3.3.3	Remove the roaster	By 4:20 am	AC
1.8.3.3.4	Report for cleaning the temple halls using a mop and broom	By 4:20 am	2 BT devotees
1.8.3.3.5	Place the BT roaster for Japa attendance near BT Japa circle in the temple hall	By 6:00 am	AC
1.8.3.3.6	BT devotees sign while coming	By 6:00 am	BT devotees

1.8.3.3.7	BT devotees sign while leaving	By 7:15 am	BT devotees
1.8.3.3.8	Place the BT roaster for Darsana Arati attendance on the harmonium case in the temple hall	By7:45 am	AC
1.8.3.3.9	BT devotees sign while coming	By7:45 am	BT devotees
1.8.3.3.10	Place the roaster in its required place after marking absent for the defaulters		AC
1.8.3.3.11	Attend srngara darsana, Guru puja and Srimad Bhagavatam class	7:45 am – 915 am	BT devotees
1.8.3.3.12	Open the BACE class room, set up the mike system, arrange for a glass of water (Please read the guidelines)	10:30 am	Sound system incharge
1.8.3.3.13	Sloka/ Vaisnava bhajan class (Please see the guidelines for details about the classes)	10:30 – 11:00	Teacher
1.8.3.3.14	BT Class (Please see the guidelines for details about the classes)	11:00 – 12:00	Teacher
1.8.3.3.15	Lunch Prasad serving	12:30 – 1:30 pm	BT devotees
1.8.3.3.16	Book Distribution/ Temple Cleaning services (Please refer to the guidelines)	2:00 – 4:30 pm	BT devotees
1.8.3.3.17	Open the BACE class room, set up the mike system, arrange for a glass of water (Please read the guidelines)	5:00 pm	Sound system incharge
1.8.3.3.18	BT Class (Please see the guidelines for details about the classes)	5 -6 pm	Teacher
1.8.3.3.19	Place the BT roaster for Sandhya Arati attendance on the harmonium case in the temple hall	7:00 pm	AC
1.8.3.3.20	Attend Sandhya Arati	7 – 7:30 pm	BT devotees
1.8.3.3.21	Reading from Krishna book	8:00 – 8:30 pm	AC

1.8.3.4	BT weekend schedule		AC
1.8.3.4.1	Morning program (See 1.8.3.3.1 – 1.8.3.3.10 above)	4:15 am – 9:15 am	
1.8.3.4.2	Lunch Prasad serving	12:30 – 1:30 pm on	BT devotees
1.8.3.4.3	Plate cleaning services (Please refer to the guidelines)	Saturday 2:30 – 4:30 pm on Sunday	8 BT devotees
1.8.3.4.4	Place the BT roaster for Sandhya Arati attendance on the harmonium case in the temple hall	7:00 pm	AC
1.8.3.4.5	Attend Sandhya Arati	7 – 7:30 pm	BT devotees
1.8.3.4.6	Reading from Krishna book	8:00 – 8:30 pm on Saturday	AC
1.8.3.4.7	Istagosthi	8:00 – 8:30 pm on Sunday	AC
1.8.3.5	BT daily Services		AC
1.8.3.5.1	Report in Back up room for Back up services	4:20 am – 6:00 am	One BT devotee
1.8.3.5.2	Report in the back up room for back up services	7:00 – 9:30 am	Two BT devotees
1.8.3.5.3	Report in the kitchen for sabji cutting services	8:15 am – 9:15 am	Vegetable cutting coordinator & 8 BT devotees
1.8.3.5.4	Report in the back up room for back up services	10:00 – 11:00 am	One BT devotee
1.8.3.5.5	Report in the back up room for back up	12:15 – 2:00	Two BT

	services	pm	devotees
1.8.3.5.6	Report in the back up room for back up services	3:00 – 5:00 pm	Two BT devotees
1.8.3.5.7	Report in the back up room for back up services	7:00 – 8:30 pm	One BT devotee
1.8.3.5.8	Report in the back up room for back up services	9:00 – 10:30 pm	Two BT devotees
1.8.3.6	BT Festival day Services		AC
1.8.3.6.1	Morning program (See 1.8.3.3.1 – 1.8.3.3.10 above)	4:20 am – 9:15 am	All BT devotees
1.8.3.6.2	Kitchen Services	On Festival day and a day previous to that	All BT devotees & AC
1.8.3.7	Karthik yatra Services		AC
1.8.3.7.1	Sweet Making Services		BT devotees depending on requirement
1.8.3.7.2	Kitchen Services	4:30 am – 2:00 am on all days	Remaining BT devotees & AC
1.8.3.8	Marathon Services		AC
1.8.3.8.1	Book godown services (Please refer to Book Distribution process manual for details of the operations)		4 BT devotees
1.8.3.8.2	Bus party Book distribution (Please refer to Book Distribution process manual for details of the operations)		Remaining BT devotees
1.8.3.9	BT Yatra		AC
1.8.3.9.1	Make a list of few places to visit and propose to BTC coordinator	Before BT Orientation	AC
1.8.3.9.2	Select the place to visit – a village and a	Before BT	BTC

	holy place	Orientation	Coordinator
1.8.3.9.3	Book the tickets	June	AC
1.8.3.9.4	Talk to the ISKCON center or devotees in the holy place to make arrangements for prasadam and staying	June	AC
1.8.3.9.5	Do a program in village, request them for a place to stay.	First day in the village during yatra	BT devotees
1.8.3.9.6	Beg food from them and request for facility for cooking	Every day in the village during yatra	BT devotees
1.8.3.9.7	Do programs every day	Every day in the village during yatra	BT devotees
1.8.3.9.8	Visit the holy place	Last three days of the BT yatra	BT devotees

- a. Morning program rules:
 - > Compulsary attendance in the morning programs everyday of the week
 - ➤ Be present from 4:20 am onwards, failing which one to write the Mahamantra 54 times on a sheet of paper that day and submit before 11 am.
 - ➤ Chanting ONLY in Temple hall, NOT in PASSAGE. For sitting Japa Temple hall. For Walking Gaur Nitai hall
- b. No overnight stay outside the Temple in Mumbai
- c. No visits outside Mumbai except for Temple Yatras/IYS Yatras
- d. Throughout one year BTC course the candidates will be evaluated for the following:

- (a) BTC classless attendance
- (b) BTC Tests
- (c) Book Distribution records
- (d) Service performances attitude, consistency and efficiency
- (e) Sadhana
- (f) Behavior and dealings

✓ Guidelines

- a. The various department incharges selected by the RA are as follows:
 - 1. Procurement incharge Any BT devotee who needs anything can inform him. He then makes a list of items, gets it approved from the AC, takes money from them and purchases. Expensive things are purchased by AC
 - 2. Sound system incharge His duty is to set up mike system in the class, place a glass of water, bring a garland for the speaker and recharge the speaker battery.
 - 3. Health incharge He is a bridge between seva-sthana and BT. If any BT devotee gets sick then he does the service of coordinating between sevva-sthana and sick devotee. Prasadam arrangements and Medical insurance of devotees in BT is co-ordinated by him.
 - 4. Vegetable cutting coordinator He coordinates the vegetable cutting service with the BTs
- b. In case of any discrepancies the department heads inform AC
- c. About the BT classes: Three types of classes takes place in BT Classes on bhakti sastri, Sadachara and Sloka memorization
 - ✓ Timings: Till the month of December, two classes are conducted every day except on weekends on Bhakti sastri course from 11 12 pm and 5-6 am. Goal is to complete Bhakti sastri course by December
 - ✓ Speakers Bhakti sastri teachers and sloka/ bhajan class teacher are predecided by the BTC Coordinator. The teachers for sadacara classes are selected from a list of teacher given by BTC Coordinator based on their availability.
 - ✓ Topic: Topic of discussion for the Bhakti sastri classes are the 4 books
 Bhagavad Gita, Isopanisad, Nectar of Instruction and Nectar of Devotion. Topics of discussion for sadacara classes are decided by AC in consultation with BTC Coordinators
 - ✓ Venue: BACE classrooms
 - ✓ Attendance is taken for all the classes in the beginning by the AC
- d. Istagosthi meetings are taken every Sunday by ACs to clarify any queries or discussing various issues

- e. AC keeps account of the attendance and imposes punishment on the defaulters
- f. AC allot BT services like back up services, sabji cutting, prasadam serving and plate cleaning to different BT devotees on a monthly basis.

g. Services:

- ✓ The BT devotee who are not in back up goes for book distribution from 2-4:30 pm. They have the freedom to go anywhere for book distribution.
- ✓ The BT devotees who are in back up do the temple cleaning services from 2 4:30 pm which includes cleaning temple hall chandeliers, cleaning wooden carvings with cloth, temp maintenance services etc.
- ✓ Plate washing on Sunday from 2:15 pm 4:30 pm is done by 8 devotees in BT who are involved in every day back up services on the weekdays
- ✓ Mahacleaning of BT premises is done by the BT devotees who are not involved with weekdays back up services
- ✓ BT devotees go out for Harinama on the Saturday evenings
- ✓ Each BT devotees does lecture transcription service on Saturday for around 2 hours
- ✓ During festivals and yatra sometimes depending on the requirement, adhoc services are allotted to BT candidates.
- ✓ Sabji cutting services is done by devotees who are not involved in back up services

h. BT yatra:

- ✓ The dates of BT yatra are generally between Janmastami and Radhastami
- ✓ Around one week is spent in villages and 3 days in holy place
- ✓ During the village tour, devotees do various types of programs like kirtans, lectures, distribute books.
- ✓ In the holy places, devotees visit temples, holy spots, have kirtans, lectures.
- ✓ Senior devotees also join for this yatra depending on their availability.

★ Exceptions – What to do if...

a. The devotees doing night back up at 9:00 pm are allowed to sign on the attendance register till 5:00 am for morning program.