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4 Journey of Self Discovery Course

Purpose: The purpose of this process is to take a new person systematically from the basics of spiritual life, to answering deeper philosophical questions about God, love and happiness based on the sacred teachings of the Bhagavad Gita in a short period of seven days and furthermore training interested people in the practical application of spirituality in their lives culminating in connecting them to the mentor system.

	ACTIVITY GROUP		ACTIVITY
4.1	Journey of Self Discovery Course		
		4.1.1	Preparation for the course
		4.1.2	Conducting the Course
		4.1.3	Concluding activities
4.2	Follow up Program		
		4.2.1	Conducting the follow up course
		4.2.2	Monitoring progress
		4.2.3	Yatras

Process KPIs

	Key Performance Indicator	Measure	Permissible Value
1	No of Journey of self discovery graduates	% increase	>= 10

RASCI Matrix at Activity Group Level

	Activity	Responsible	Accountable	Sponsor	Consult	Inform
4.1.1	Preparation for the course	Incharge	Administrator			Incharge
4.1.2	Conducting the Course	Teacher	Administrator			Incharge
4.1.3	Gifts & Certificates	Incharge	Administrator			Incharge
4.2.1	Conducting the follow up course	Teacher	Administrator			Teacher
4.2.2	Monitoring progress	Mentor, Teacher and incharge	Administrator			Incharge
4.2.3	Yatras	Incharge	Teacher			Incharge

Escalation Matrix

	Level 1	Level 2	Level 3
Role	Assistant	Teacher, Incharge & mentors	Administrator
Resolution Time			

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Activity Group 4.1 Journey of Self Discovery Course

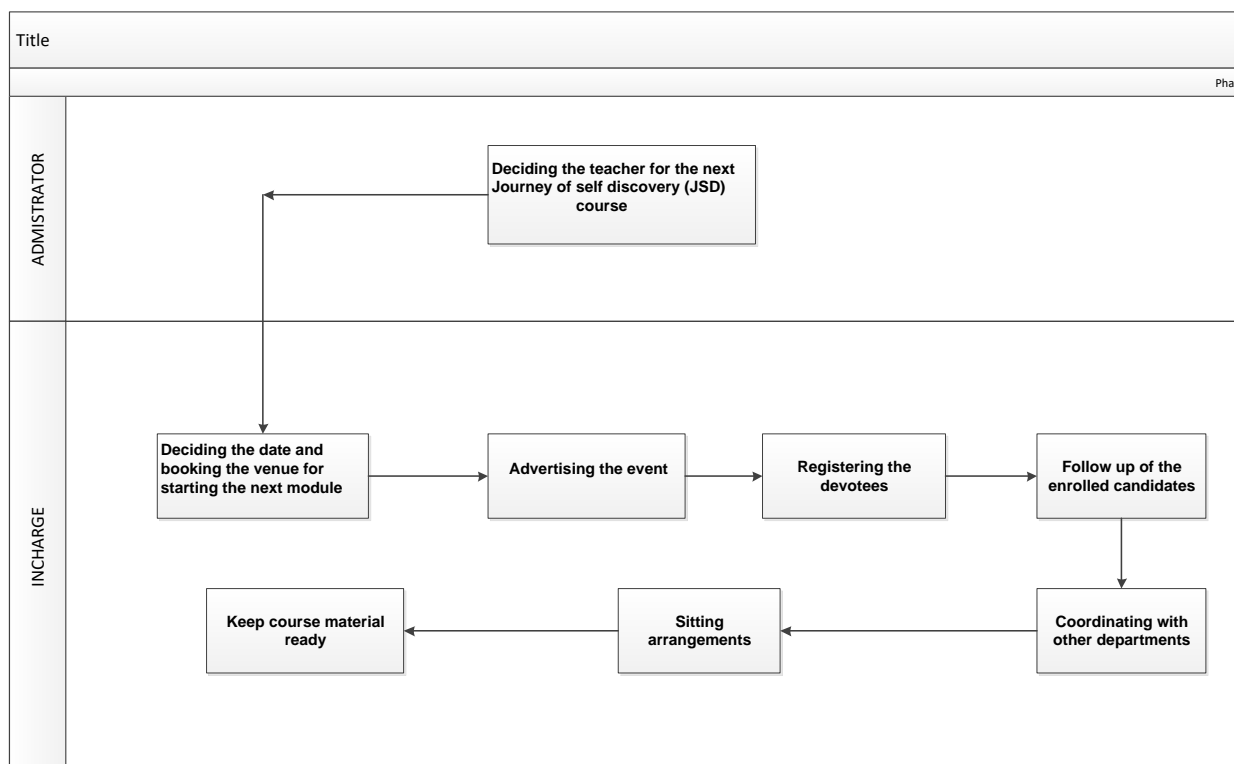
Sr. No	Activity	Owner
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4.1.1	Preparation for the Course	Incharge
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Preparation for the course: The administrator decides the speaker for the next Journey of self discovery course. The dates are then decided depending on the availability of the speaker. After that the event is advertised through various means. Registration process simultaneously starts at the reception counter of the temple. The incharge then books the room, inform the kitchen department about the prasadam requirement and sound system department to arrange for the mike system for all the days. He then follow up with all the participants by reminding them about the event



Activity Flow



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 Task Information			
		<u>By When</u>	<u>By Whom</u>
4.1.1.1	Deciding the teacher for the next Journey of self discovery (JSD) course	With in 2 weeks after finishing the current JSD course	Administrator
4.1.1.1.1	Approach a few monks in the temple and find out about their availability to teach the next course.	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.1.2	Inform him about his various responsibilities while teaching the course and following up and select accordingly	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.1.3	Finalize the speaker	With in 2 weeks after finishing the current JSD course	Administrator
4.1.1.1.4	Handover the Journey of Self Discovery course material (JSD ppts + Notes of 6 sessions + relevant audio lectures to the teacher) for preparation	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.2	Deciding the date and booking the venue for starting the next module	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.2.1	The incharge then decides the date for the course in consultation with the teacher	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.2.2	Book the Bhaktivedanta hall for those 6 days by going to the online calendar on www.radhagopinath.com website	With in 2 weeks after finishing the current JSD course	Incharge
4.1.1.3	Advertising the event	With in the last one month of the event	Incharge
4.1.1.3.1	Put the Journey of Self Discovery Course poster on the notice board of the temple by updating the dates of the course on it	1 month before the event	Incharge
4.1.1.3.2	Put the Journey of Self Discovery Course poster on the Electronic scroller board outside the temple reception	1 month before the event	Incharge
4.1.1.3.3	Put the Journey of Self Discovery course advertisement on the Radha	1 month before the event	Incharge

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	Gopinath website with the updated dates		
4.1.1.3.4	Inform the devotee who makes announcements in temple through email or sms to make announcements after the Sunday Feast class about the date of upcoming Journey of Self Discovery course and the place for registration	By every Saturday evening for 1 month before the event	Incharge
4.1.1.3.5	Make announcements in the Advance Gita Courses informing the participants about the new Journey of Self Discovery Course and request them to inform and invite their friends	Every week for 1 month before the event	Incharge
4.1.1.3.6	Inform the Prerana event coordinator personally or through sms to include the Journey of Self Discovery course announcement in the list of announcements	On the day of Prerana festival	Incharge
4.1.1.3.7	Keep the pamphlets giving description of the JSD course in Govinda's restaurant reception to be given to the customers	1 month before the event	Incharge
4.1.1.3.8	Write email to the times group requesting them to include the JSD course in the events column. Also email a poster and dares of the upcoming course to Free press journal requesting them to display it in the events column and also advertise it in the newspaper	2 weeks before the event	Incharge
4.1.1.3.9	Print 5000 pamphlets of the JSD course and distribute it to the newspaper vendor so that they can distribute it in the South Bombay areas likes Walkeshvara, Churni Road, Kemps Corner etc. along with the newspaper	2 weeks before the event	Incharge
4.1.1.3.10	SMS and Call all the devotees who have given their names for the previous JSD course but could not attend about the upcoming JSD course and inform them about the date of starting the module and the fees and timings of registration	2 weeks before the event	Incharge
4.1.1.3.11	SMS and call all the devotees who were referred by the participants in previous JSD batches in their feedback forms	2 weeks before the event	Incharge
			Incharge

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4.1.1.3.12	Send emails to all the previous JSD course participants by collecting their data from the database and inform about the new Journey of Self Discovery Course and request them to inform and invite their friends	2 weeks before the event	
4.1.1.4	Registering the devotees	Till the first day of starting the course	Incharge
4.1.1.4.1	Hand over the registration forms and JSD brochures at the temple reception office	1 month before the course	Incharge
4.1.1.4.2	Get the forms filled from the candidates, collect the money, hand over the receipt and JSD brochure informing them about the date and venue	For the whole 1 month before the event	Receptionist
4.1.1.4.3	Inform the participants to bring the Xeroxes degree certificates of college or school during the course to be sent to Nagpur University in order get the certificates	During the time they register	Receptionist
4.1.1.4.4	Collect the forms and money from the receptionist	Once every week for the whole 1 month before the event	Incharge
4.1.1.4.5	Cross check if there are sufficient registrations forms and brochure available with the receptionist. If not then give more to him. Clarify any of the queries of the receptionist	Once every week for the whole 1 month before the event	Incharge
4.1.1.5	Follow up of the enrolled candidates	3 days before the start of the module	Incharge
4.1.1.5.1	Create an excel sheet of all the registered candidates including their contact number and email addresses leaving some space for the new candidates to register on the last few days	3 days before the start of the course	Incharge
4.1.1.5.2	Enter the date of the registered candidates in the Radha Gopinath database	3 days before the start of the course	Incharge
4.1.1.5.3	Call up and sms all the candidates and inform them about the venue and timings of the JSD course and confirm if they are coming	3 days before the start of the course	Assistants
4.1.1.6	Coordinating with other departments		Incharge
4.1.1.6.1	Inform the Kitchen department about	3 days before the event	Incharge

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	the number of candidates registered for the course and their prasadam requirements		
4.1.1.6.2	Inform the sound system department to arrange the sound system on all the days of the course	1 day before the event	Incharge
4.1.1.6.3	Inform the maintenance department about the JSD Course so that they can arrange for cleaning of prasadam plates and trashcans	1 day before the event	Incharge
4.1.1.7	Sitting arrangements	In morning on the day of starting the course	Incharge
4.1.1.7.1	Check if there are sufficient chairs as the no of registered candidates	In morning on the day of starting the course	Incharge
4.1.1.7.2	If not then call up the shop and arrange for extra chairs on rental basis for all the days of the course	In morning on the day of starting the course	Incharge
4.1.1.8	Keep course material ready	In morning on the day of starting the course	Incharge
4.1.1.8.1	Collect notes from the incharge and get Xeroxes of the notes of all the 6 days of the course equal to the number of registered participants	On the day of starting the course	Assistants
4.1.1.8.2	Purchase the note pads and pens few more then the number of the	On the day of starting the course	Assistants



Rules

- The JSD teacher should conduct the course for all the 6 days in the week
- He should be ready to take full responsibilities of follow up for the devotees even after the Journey of self discovery course until they are nicely connected to a mentor system
- The registration fees for the full course is 850 Rs for professionals and 500 Rs for the students
- The receptionist is not supposed to give the brochures without collecting the money
- No registrations are allowed after the second day of the course



Guidelines

- The frequency of Journey of Self discovery is to once every two months
- The same speaker takes the consecutive JSD courses until the total number of candidates registered for his follow up course from the JSD are atleast 40

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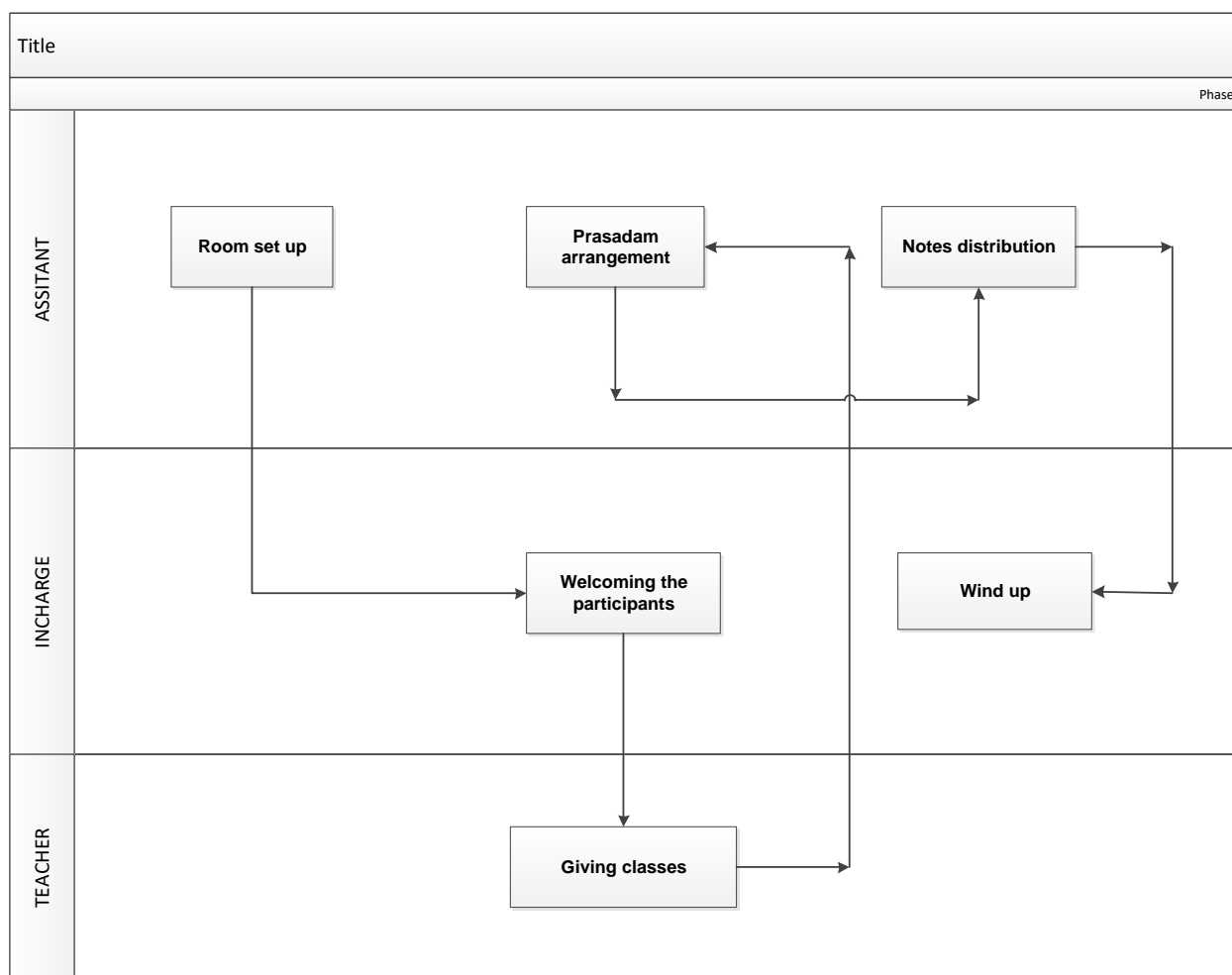
Exceptions – What to do if...


- a. If the Bhaktivedanta hall is not available on a particular day of the course ... then shift the course in Laxminarayana hall. If Laxminarayana hall is also not available ... then shift the course in Gopalji hall or if the group of candidates registered are less than 40 ... then check the availability of Room 7 and shift the course in BACE classroom number 7
- b. If the Bhaktivedanta hall is not available on more than three days of the course ... then cancel those dates and request the speaker to suggest some other dates for conducting the course

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Sr. No	Activity	Owner
4.1.2	Conducting the Course Conducting the course: The assistants help in setting up the room. All the participants are then welcomed. The teacher gives the class. Prasadam and notes are distributed at the end of the class. Wind up is then done by the assistants	Incharge

Activity Flow



 Task Information			
		<u>By When</u>	<u>By Whom</u>
4.1.2.1	Room set up	6:30 pm every day	Assistants

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4.1.2.1.1	Open the Bhaktivedanta hall, roll out the mats, place the chairs properly	6:30 pm	Assistants
4.1.2.1.2	Play nice kirtana by connecting a mp3 player with the sound system	6:30 pm	Assistants
4.1.2.1.3	Bring two tables and a trash can and set it up in the BV hall. Bring the container of juice, serving spoon and glasses from the kitchen and place it on the table. Also bring a container of drinking water and place it on the table. One devotee should stand there to serve the juice.	6:30 pm	Assistants
4.1.2.2	Welcoming the participants	7:30 pm every day	Incharge
4.1.2.2.1	Place a table covered with a cloth and a chair outside the BV hall. Keep all the notepads and pens on the table. Collect the excel sheet containing the list of registered candidates from the incharge and sit there.	7:30 pm	One assistant
4.1.2.2.2	Mark attendance of all the candidates in the excel sheet who come for the course. Collect Xeroxes of degree certificates brought by the candidates. Remind them to bring the Xeroxes in the next session if in case they didn't bring	7:30 pm	One assistant
4.1.2.2.3	Register new candidates by adding their names in the excel sheet, collect money from them and hand over the brochure to them. Also inform them to bring the Xerox of the degree certificates of their school or college	7:30 pm (For the first two days of the course)	One assistant
4.1.2.2.4	Hand over the note pads and pens to all the candidates	7:30 pm	One assistant
4.1.2.2.5	Serve them juice as they are entering the hall	7:30 pm	One assistant
4.1.2.2.6	Keep the empty juice container back in the kitchen. Empty the trash can and keep it near the plate cleaning area	7:30 pm	Two assistants
4.1.2.2.7	Hand over the excel sheet and money of all the newly registered candidates to the incharge	7:30 pm	One assistant
4.1.2.2.8	Carefully keep the excel sheet and the money back in iys office	7:30 pm	Incharge

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4.1.2.3	Giving classes	7:00 pm – 9:00 pm every day	Teacher
4.1.2.3.1	Provide necessary demonstration paraphernalia on the fourth and fifth day to the teacher to be used as an example by him to explain certain concept	7:00 pm	Incharge
4.1.2.3.2	Introduce the speaker to the participants	7:15 pm (Only on the first day of the course)	Incharge
4.1.2.3.3	Give the presentation to the participants using the slide show	7:15 pm – 9:00 pm	Teacher
4.1.2.3.4	Question and Answer session	9:00 pm onwards	Teacher
4.1.2.4	Prasadam arrangement	8:45 pm every day	Assistants
4.1.2.4.1	Keep an extra trash can near the plate cleaning area	8:45 pm	Two assistants
4.1.2.4.2	Go to the kitchen and place all the prasadam containers on the prasadam trolley. Collect the respective serving spoons and place them on the prasadam containers. Also place sufficient number of serving plates, spoons on the trolley equal to the number of registered participants	8:45 pm	Two assistants
4.1.2.4.3	Bring the trolley carefully and slowly without hitting any one or spilling any Prasad.	8:45 pm	Two assistants
4.1.2.4.4	Quietly bring the trolley inside the Bhaktivedanta hall and place the prasadam containers, serving spoon and plates without making noise	8:45 pm	Two assistants
4.1.2.4.5	Carefully distribute prasadam depending on the need of the individual	9:00 pm	Two assistants
4.1.2.5	Notes distribution	8:45 pm every day	Assistant
4.1.2.5.1	Collect the notes to be distributed for each session from the incharge and distribute it every day at the prasadam counter	8:45 pm	One assistant

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4.1.2.6	Wind up	10:30 pm every day	Incharge
4.1.2.6.1	Assemble all the chairs and keep them back in the store room of the Bhaktivedanta hall	10:30 pm every day	Assistant
4.1.2.6.2	Roll in all the mats and keep them back in the store room of the Bhaktivedanta hall	10:30 pm every day	Assistant
4.1.2.6.3	Keep all the empty prasadam containers, plates, serving spoons back in the kitchen	10:30 pm every day	Assistant
4.1.2.6.4	Keep the tables back in their places	10:30 pm every day	Assistant
4.1.2.6.5	Take back all the demonstration paraphernalia given to the speaker and keep it back in the iys office	10:30 pm on 4 th and 5 th day	Incharge



Guidelines

- While bringing the prasadam containers, make sure that they are covered with lids
- Do not distribute the prasadam outside the Bhaktivedanta hall else the people who have not registered also comes and it creates a confusion
- Some of the demonstration paraphernalia used are as follows – Russia doll to illustrate the principle of gross body and subtle soul, Surgeon gloves, cricket gloves and boxing gloves to illustrate the principle of three modes of nature and Grain store equipment to illustrate the principle of karma. Make sure that they are in place and are in working condition



Exceptions – What to do if...

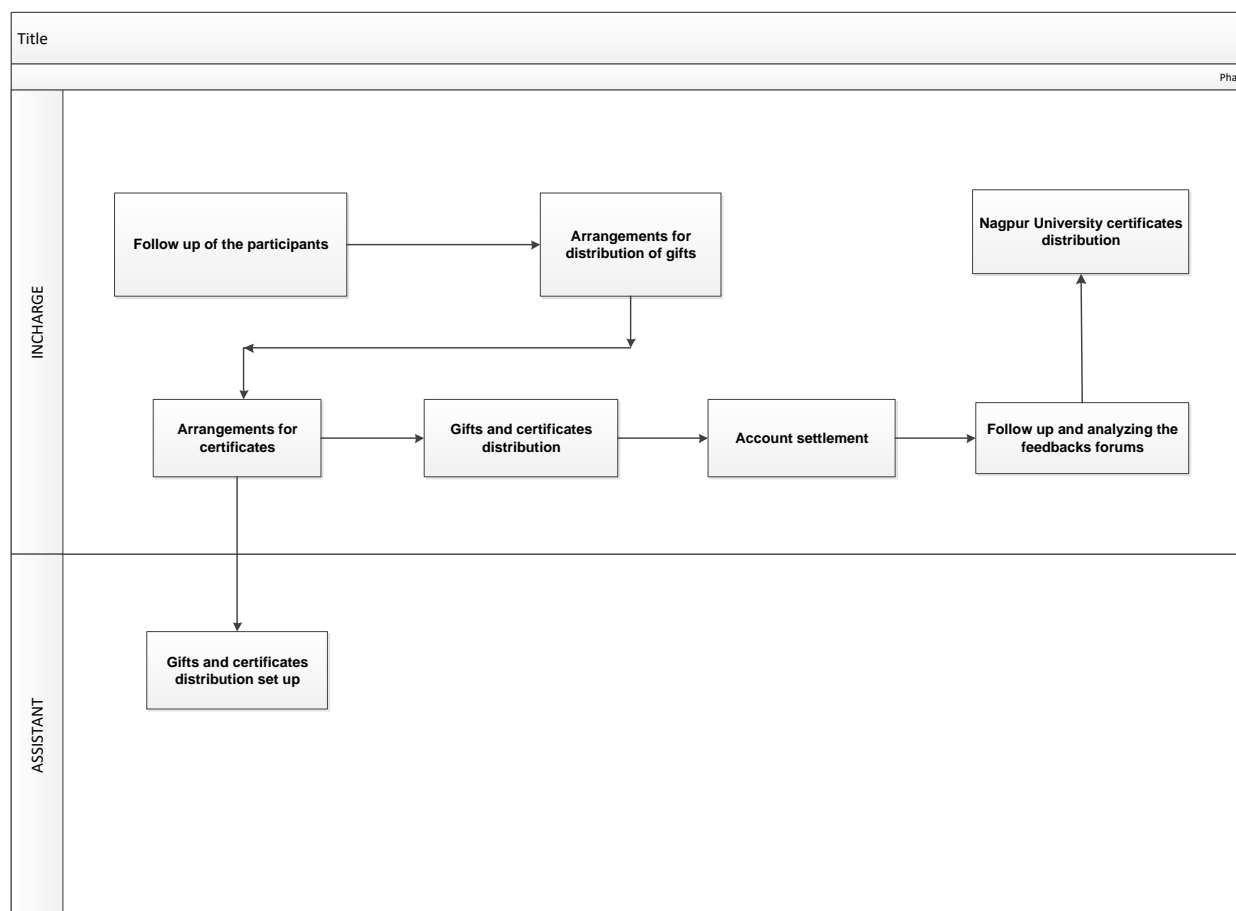
- If due to some emergencies the course is cancelled on a certain day ... then inform all the participants through phone and sms and inform the kitchen department to cancel the prasadam cooking
- If the juice is not ready by 6:30 pm... then immediately inform the kitchen incharge personally or by calling him and request him to get it made
- If the sound system department didn't set up their mikes and projector by 6:45 pm ... then call up the sound system department devotees and inform them to set it up
- If significant amount of prasadam is left in the vessels ... then the assistants need to take it out and distribute amongst the other people or beggars

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Sr. No	Activity	Owner
4.1.3	Concluding activities Concluding activities: Make preparations for the gifts and certificate distribution ceremony. Connect people to future follow up events. Settle the accounts with various departments. Hand over the Nagpur university certificates to all the participants	Incharge



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
4.1.3.1	Follow up of the participants	On the 5th and 6th day of the course	Incharge
4.1.3.1.1	Discuss the particular day every week on which the follow up course can take place with the speaker. Book the Bhaktivedanta hall for that date by	On the 5 th and 6 th day of the course	Incharge

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	going to www.radhagopinath.com		
4.1.3.1.2	Announce the follow up course dates in the class and ask the interested candidates to register after the class	On the 5 th and 6 th day of the course	Incharge
4.1.3.1.3	Collect the names of the candidates along with the fees of all interested in follow up course	On the 5 th and 6 th day of the course	Assistants
4.1.3.1.4	Hand over the money collected along with the names to the incharge	On the 5 th and 6 th day of the course	Assistants
4.1.3.1.5	Update the names of all the interested participants in an excel sheet and keep the money back in the iys office	On the 5 th and 6 th day of the course	Incharge
4.1.3.1	Arrangements for distribution of gifts	6 pm on the last day	Incharge
4.1.3.1.1	Inform the book godown department about the number of SSR books required to be given to JSD participants	6 pm on the last day	Incharge
4.1.3.1.2	Inform the Tulasi books department about the number of Journey Home books required to be given to JSD participants	6 pm on the last day	Incharge
4.1.3.1.3	Collect the printed photos of Radha Gopinath from the deity department equal to the number of the participants	6 pm on the last day	Incharge
4.1.3.1.4	Collect japa beads from the Matchless gift stall equal to the number of participants registered.	6 pm on the last day	Incharge
4.1.3.1.5	Take print out of feedback forms equal in number to the registered participants	6 pm on the last day	Incharge
4.1.3.2	Arrangements for certificates	9 pm on the last day	Incharge
4.1.3.2.1	Courier the Xeroxes of degree certificates of the participants to the Kavi Kulguru Kalidas Sanskrit University in Nagpur so that they can issue certificates for all the participants	9 pm on the last day	Incharge
4.1.3.2.2	Collect JSD certificates from the iys office equal to the number of	9 pm on the last day	Incharge

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	registered participants		
4.1.3.2.3	Get the names of all those participants written on the JSD certificates who have attended atleast 5 sessions with the help of a devotee who knows calligraphy	9 pm on the last day	Incharge
4.1.3.2.4	Get all the certificates signed by one of the temple presidents	9 pm on the last day	Incharge
4.1.3.3	Gifts and certificates distribution set up	9 pm on the last day	Assistants
4.1.3.3.1	Bring two tables, cover them with a cloth and place them outside the Bhaktivedanta hall	9 pm on the last day	Two Assistants
4.1.3.3.2	Bring the feedback forms, few pens, certificates, Journey Home, SSR, Radha Gopinath photos and place them on the table	9 pm on the last day	Two Assistants
4.1.3.3.3	Make sets of Books, photos plus certificates for each of the candidates. Do not include the Journey Home book for students	9 pm on the last day	Two Assistants
4.1.3.4	Gifts and certificates distribution	On the last day after the prasadam	Incharge
4.1.3.4.1	Give the feedback forms and the pens to all the participants as they come out of the hall after honouring the prasadam	9:15 pm on the last day	Assistants
4.1.3.4.2	Collect the filled forms and hand over the gifts and certificates to them	10:00 pm on the last day	Assistants
4.1.3.4.3	Collect the gifts and certificates of all the participants who could not come and keep in the iys office	10:30 pm on the last day	Incharge
4.1.3.5	Account settlement	1 day after the completion of the course	Incharge
4.1.3.5.1	Submit the money to Matchless gift stall for the beads. Return the remaining beads	1 day after the completion of the course	Incharge
4.1.3.5.2	Submit the money to the book godown department for the SSR distribution to the participants. Return the remaining book to the godown	1 day after the completion of the course	Incharge

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4.1.3.5.3	Submit the money in the Tulasi book department for the Journey Home books. Return the remaining books	1 day after the completion of the course	Incharge
4.1.3.5.4	Pay the money to the shops from where chairs were brought. Return the chairs back to them	1 day after the completion of the course	Incharge
4.1.3.5.5	Submit the money to the deity department for the photos of Sri Sri Radha Gopinath	1 day after the completion of the course	Incharge
4.1.3.5.6	Submit the remaining money in the accounts office. Inform them about the certificates ordered from the Nagpur University so that they can deposit the equivalent money for the certificates in the account of Nagpur University	1 day after the completion of the course	Incharge
4.1.3.5.7	Hand over the money of the follow up course as well to the Accounts office	1 day after the completion of the course	Incharge
4.1.3.6	Follow up and analyzing the feedbacks forums	1 day after the completion of the course	Incharge
4.1.3.6.1	Analyze feedback of the participants in regards to presentation and inform it to the teacher	1 day after the completion of the course	Incharge
4.1.3.6.2	Analyze feedback of the participants in regards to prasadam and inform it to the kitchen incharge	1 day after the completion of the course	Incharge
4.1.3.6.3	Analyze feedback of the participants in regards to follow up course and add the names of the interested candidates in the excel sheet	1 day after the completion of the course	Incharge
4.1.3.6.4	Collect all the names and contact details of the people referred in the feedback form by the participants and compile an excel sheet to be used for the next JSD course	1 day after the completion of the course	Incharge
4.1.3.6.5	Check if there are any other feedbacks given by the participants	1 day after the completion of the course	Incharge
4.1.3.6.6	Call up all those participants who could not come up for the last day and request them to come to temple to collect gifts and certificates	1 day after the completion of the course	Incharge
4.1.3.7	Nagpur University certificates distribution	After the certificate arrives	Incharge
4.1.3.7.1	After the certificates arrive at the	After the certificate arrives	Incharge

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	temple, collect them and crosscheck if there are certificates for each of the participant.		
4.1.3.7.2	Call each of the participants and request them to come to temple to collect the certificates	After the certificate arrives	Assistant
4.1.3.7.3	For those candidates who cannot come to temple, courier them the certificates	After the certificate arrives	Incharge



Rules

- Course certificate is given only to those participants who have attended atleast 5 out of 6 sessions
- Gifts for students who pay 500 Rs for the course exclude The Journey Home book
- Cost of registering for follow up course is 300 Rs for a month



Exceptions – What to do if...

- If a participant has missed any of the six sessions ... then a separate one on one session is facilitated for him by the incharge on a particular day of the week when he is available. That session is taught either by a specific teacher or by the incharge depending on their availability. After completing that session certificates are given to such a candidate



Guidelines

- The follow up course takes place on a particular weekday every week
- In case of temple festivals, book the Bhaktivedanta hall on any other day of the week and inform all the participants about that

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Activity Group 4.2 Follow up program

Sr. No **Activity**

Owner

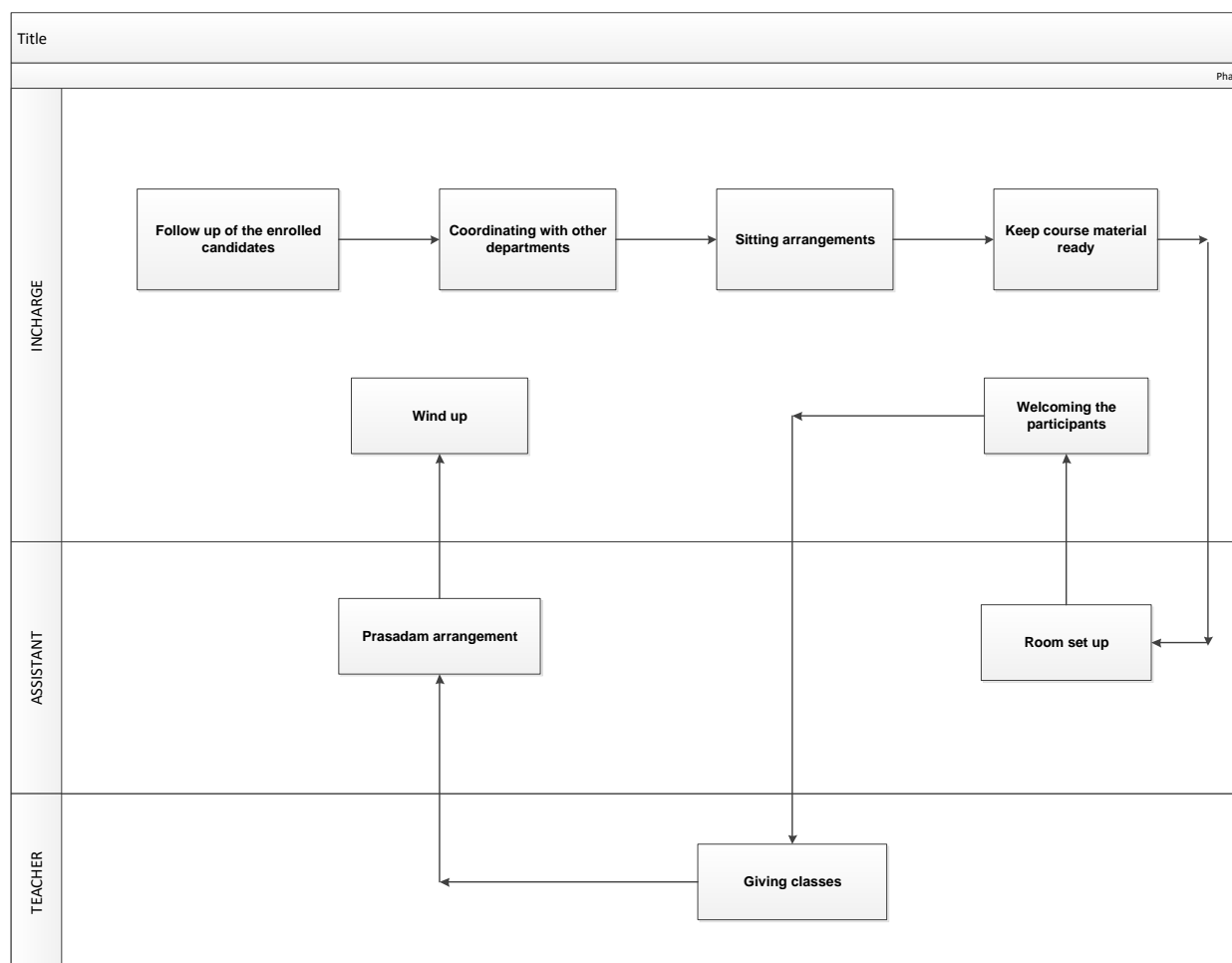
4.2.1 **Conducting the follow up Course**

Incharge


Preparation for the course: The incharge books the room, inform the kitchen department about the prasadam requirement and sound system department to arrange for the mike system for the follow up course. He then follow up with all the participants by reminding them about the event. The participants are then welcomed, class is conducted. Prasadam is distributed and at the end wind up is done



Activity Flow



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 Task Information			
		<u>By When</u>	<u>By Whom</u>
4.2.1.1	Follow up of the enrolled candidates	3 days before the first day of the follow up course	Incharge
4.2.1.1.1	Call up and sms all the candidates and inform them about the venue and timings of the follow up course and confirm if they are coming	3 days before the first day of the follow up course	Assistants
4.2.1.2	Coordinating with other departments		Incharge
	Please refer to 4.1.1.6		
4.2.1.3	Sitting arrangements		Incharge
	Please refer to 4.1.1.7		
4.2.1.4	Keep course material ready	In morning on the day of starting the course	Incharge
4.2.1.4.1	Collect notes from the incharge and get Xeroxes of the notes of all the 6 days of the course equal to the number of registered participants	On the day of starting the course	Assistants
4.2.1.5	Room set up		Assistants
	Please refer to 4.1.2.1		
4.2.1.6	Welcoming the participants	7:30 pm on the day of course	Incharge
4.2.1.6.1	Place a table covered with a cloth and a chair outside the BV hall. Collect the excel sheet containing the list of registered candidates from the incharge and sit there.	7:30 pm	One assistant
4.2.1.6.2	Mark attendance of all the candidates in the excel sheet who come for the course.	7:30 pm	One assistant
4.2.1.6.3	Register new candidates by adding their names in the excel sheet, collect money from them.	7:30 pm (For the first 5-6 sessions of the course)	One assistant

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4.2.1.6.4	Serve them juice as they are entering the hall	7:30 pm	One assistant
4.2.1.6.5	Keep the empty juice container back in the kitchen. Empty the trash can and keep it near the plate cleaning area	7:30 pm	One assistant
4.2.1.6.6	Hand over the excel sheet and money of all the newly registered candidates to the incharge	7:30 pm	One assistant
4.2.1.6.7	Carefully keep the excel sheet and the money back in iys office	8:00 pm	Incharge
4.2.1.7	Giving classes	7:00 pm – 9:00 pm every day	Teacher
	Please refer to 4.1.2.3 (please refer to the guidelines for the pattern of classes)		
4.2.1.8	Prasadam arrangement	8:45 pm every day	Assistants
	Please refer to 4.1.2.4		
4.2.1.9	Wind up	10:30 pm every day	Incharge
	Please refer to 4.1.2.6		



Guidelines

- The first few classes taken by the speaker are on general topics like stress management, time management etc. After sufficient number of candidates have enrolled in the follow course, the speaker gives systematic theme wise classes based on Bhagavad Gita.
- For anyone who misses any class and wants to make up for that, recordings of the audio are given to them on request by the incharge
- While bringing the prasadam containers, make sure that they are covered with lids
- Do not distribute the prasadam outside the Bhaktivedanta hall else the people who have not registered also comes and it creates a confusion



Exceptions – What to do if...

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- a. If the Bhaktivedanta hall is not available on a particular day of the course ... then check the availability of BACE classrooms and shift the course there
- b. If the juice is not ready by 6:30 pm... then immediately inform the kitchen incharge personally or by calling him and request him to get it made
- c. If the sound system department didn't set up their mikes and projector by 6:45 pm ... then call up the sound system department devotees and inform them to set it up
- d. If significant amount of prasadam is left in the vessels ... then the assistants need to take it out and distribute amongst the other people or beggars
- e. If due to some emergencies the course is cancelled on a certain day ... then inform all the participants through phone and sms and inform the kitchen department to cancel the prasadam cooking


[Type text]

Sr. No	Activity	Owner
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4.2.2 Monitoring Progress

Administrator

Monitoring progress: The administrator appoints two devotee couple to help in cultivating the participants. The devotee couples, incharge and the teacher interact with the participants after the follow up class or during the week through phone calls, invites them for temple programs. Depending on their level of advancement they are connected to a suitable mentor system.

 Task Information			
		<u>By When</u>	<u>By Whom</u>
4.2.2.1	Cultivating people		Administrator
4.2.2.1.1	Contact two devotee couples in South Bombay area who are mentors and who can help in cultivating the participants	Before starting the follow up course	Administrator
4.2.2.1.2	Talk to the participants at the end of the every class	After class	Teacher, Incharge and mentors
4.2.2.1.3	Invite the participants for various temple programs by calling them and help them in their Krishna Consciousness	Other times in the week	Teacher, Incharge and mentors

 Guidelines


- a. Every devotee couple takes care of around 10 families
- b. If there are any boys registered in the course then they are cultivated by the brahmcharis
- c. In order for a participant to be recommended for any mentor system, following criterions are generally seen:
 1. His/her regularity in the follow up course is seen.
 2. The mentor or brahmchari who is cultivating sees his level of progress and recommends his name to the administrator
 3. The administrator in consultation with the mentor or brahmchari connects him to a suitable mentor program as per his location

[Type text]

Sr. No	Activity	Owner
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4.2.3 Conducting yatras Teacher

Conducting yatras: The incharge in consultation with the teacher fixes up dates and venue for the yatras. The participants are informed and registration is done and money is collected. The incharge goes on an advanced trip to the place around a month ago and fixes up for the accommodation, prasadam and internal travels. Participants and mentors are then informed about the travel details. After reaching the place, programs are conducted and at the end feedbacks are taken from the participants.

 Task Information			
		<u>By When</u>	<u>By Whom</u>
4.2.3.1	Yatra arrangements		Teacher
4.2.3.1.1	Decide the venue and dates in consultation with the incharge	Three months before the yatra	Teacher
4.2.3.1.2	Announce the dates and venue to the participants with approximate expense	Three months before the yatra	Teacher
4.2.3.1.3	Register the participants and collect the train travel money from them	Three months before the yatra	Incharge
4.2.3.1.4	Book the tickets for all the participants, mentors and teacher	Three months before the yatra	Assistants
4.2.3.1.5	Go to the place and fix the place of accommodation, prasadam arrangements, internal travels, place for congregating for lectures, kirtans and prasadam	One month before the yatra	Incharge
4.2.3.1.6	Inform the participants about the train details, staying facility and prasadam arrangements. Hand over the tickets to them	One month before the yatra	Incharge
4.2.3.1.7	Collect the remaining amount from them for prasadam, staying and internal travels	Two weeks before the yatra	Incharge
4.2.3.1.8	Take sound system, mridanga, kartala and harmonium to the yatra	On the day of leaving for yatra	Assistant
4.2.3.1.9	Organize a schedule after discussion with the teacher	During yatra	Incharge

[Type text]

4.2.3.1.10	Take feedbacks of the participants at the end of the yatra	At the end of yatra	Incharge
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Guidelines

- a. The yatras are taken thrice a year – one around Febraury or March, another during the summer vacations and the third one before the Karthik yatra
- b. For seeing various aspects of the yatra in detail please refer to process manual number 6 on dham yatras