



PREPARE DATA BASE OF ENTIRE SAMITHI


A Project as a Course requirement for Sri Sathya Sai National
Leadership Programme for Self-Transformation

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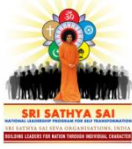
Sri Sathya Sai Seva Organizations, India
In association
with Sri Sathya Sai Institute of Higher Learning
(Deemed to be University)
Vidyagiri, Prashanthi Nilayam Campus

December, 2020



SRI SATHYA SAI
NATIONAL LEADERSHIP PROGRAM FOR SELF TRANSFORMATION
SRI SATHYA SAI SEVA ORGANISATIONS, INDIA
BUILDING LEADERS FOR NATION THROUGH INDIVIDUAL CHARACTER

DEDICATED AT THY LOTUS FEET



BIHAR

SRI SATHYA SAI NATIONAL LEADERSHIP PROGRAMME FOR SELF TRANSFORMATION

CERTIFICATE

This is to certify that this Project titled Prepare Data Base of Entire Samithi completed by the participants for the Sri Sathya Sai National Leadership Programme for Self-Transformation Batch 2020 from the state Bihar, is a bonafide record of the original work done under the supervision of the undersigned as a Course requirement for the completion of the National Leadership Program.

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Sri P.K.Chatterjee
(Project Director - SP)

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Sri Sanjeev Kumar
(Project Guide - SYC)

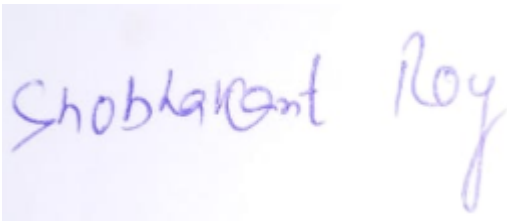
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Sri Pramod P.V
(National Team Member)

Place: BIHAR

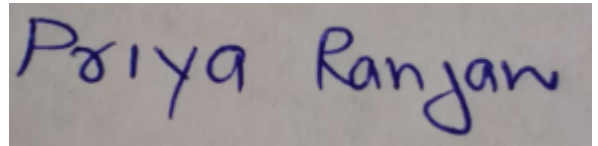
Date: 06 December 2020

DECLARATION

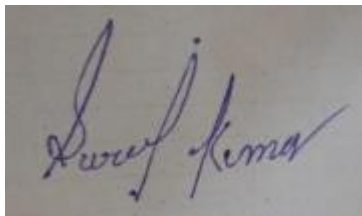
The Project titled “**Prepare Data Base Of Entire Samithi**” was carried out by the team under the supervision of the State President, the National Team Member, State Youth Coordinator for the Certificate Programme as a part of the Course requirement for Completion and has not formed the basis for the award of any degree, diploma or any other such title by this or any other University.



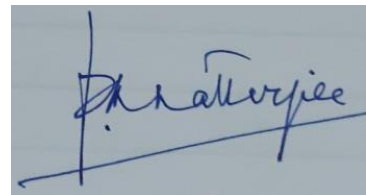
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ACKNOWLEDGEMENTS

We dedicate this project to our Eternal Charioteer, Bhagawan Sri Sathya Sai Baba, who is the guiding force and source of all our endeavors.

We thank the Chairman & the Academic Board members for their complete support and providing this wonderful opportunity.

We thank the Registrar, the Controller of the Examinations, and the team of Experts from Sri Sathya Sai Institute of Higher Learning, for providing focused direction and encouragement to achieve our objectives.

We also thank the National Coordinators for Medical / Services / RVTC/Vidhya Jyothi/Bal Vikas and other National Team Members for spending their time providing support & guidance to the project report and at the same time giving valuable feedback.

A big thanks to the State President Sri P.K Chatterjee for providing us with all the resources and being a pillar around which we could create our project.

We also like to thank the National Team Coordinator Sri Pramod P V for his guidance on this project.

We would like to extend our gratitude to the State Youth Coordinator Sri Sanjeev Kumar for the most valuable support and feedback throughout our work.

We are deeply indebted to our family members, for instilling confidence and positive energy in us when it was most required.

Thanks a lot!

Jai Sairam!



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1 Project Summary

Due to organizational separation of Jharkhand from Bihar a big set up of office bearers changed or replace to others. Presently Organization has manual data of activity and office bearers. In this digital form it help to all without much hassle.

With a view of understanding, suggesting process improvements and analyzing the impact financially and emotionally, we had planned to carry out a Project under the Sri Sathya Sai National Leadership Programme, with the consent of our State President and therefore approved by our respected All India President & the SSSNLPST Academic Board.

We believe every process after specific frequency needs to be analyzed, revised and necessary actions are made to be implemented in order to maintain standards with the changing times and modernization. With this mindset, we started our Project 3 months ago and faced various foreseen as well as unforeseen circumstances throughout this journey.

To our surprise, the Programme was so well planned and executed that we had possibly been guided and trained well enough beforehand to face these situations and how to deal with them virtually for 9 months straight helping us in a great manner.

We used the Work Breakdown Structure and the Gantt Chart to plan, monitor and execute every phase and task of the program which helped us to increase our efficiency.

Asking Swami's will to flow through us, we have tried our best offering every of our task to our Lord and Master and with his guidance, if he wills, it may have positive impact on the Data Base and the society at large. After all it his work, and we are nothing but mere instruments in his Divine Mission.

Lastly, we would like to shed light on the most important aspect that we consider ourselves fortunate to be here offering our Gratitude, this Project and our entire Programme to the Lotus Feet of Swami who has been throughout and gave us this wonderful opportunity to be a part of such a Programme. For we firmly believe that "Without Him we cannot succeed and with Him we cannot fail."

2 Objectives

To Do Impact Analysis of the existing Data base of Samithi in Bihar on society, suggest process improvements and also do research on how technology can be used to take Medical Seva to the doorsteps of the needy and poor in these trying times of the global pandemic at a reasonable cost.

3 Scope

3.1 Within Scope (area, beneficiaries, timeline, others)

- Only the Data for the previous 2 years were available to us and henceforth we proceeded with that Data itself.
- **Calculation of the financial impact and also the social and emotional quotient associated.**

Necessary calculations successfully carried out and mentioned in



•Interview of Patients utilizing/experienced this Seva

Successfully carried out the Interview

•Interview of Relatives of Patients

Successfully carried out the Interview

•Interview with the skilled and unskilled Sevadals participating in this Seva

Successfully carried out the Interview

•Involvement of the Team members in the Seva at least twice within the project timelines

Could not accomplish this due to the Corona Pandemic, however, we will be attempting to carry forward this activity post the submission.

3.2 Out of Scope (tasks not included in the Project Charter)

Going forward with the Project, we realized it’s significant and verily linked with the Sai Rehabilitation Program (SRP).

Tried to get our hands on the MIS Database via our State Office but due to lack of time and unavoidable circumstances couldn’t get our hands on it.

4 Roles & Responsibilities (of team members)

Organizing Committee – Sri Sathya Sai National Leadership Program for Self-Transformation (under SSSSO & SSSIHL)

Project Director – Sri P.K Chatterjee (State President, Bihar)

Project Leader – Sri Sanjeev Kumar (State Youth Coordinator, West Bengal)

Organizing Committee Member Assigned – Brother Pramod PV

Assistance, Aid & Necessary Permissions – Respected State President, State Team of Bihar, All the District President, All Samithi Convener

5 Project Flow (phase-wise details, using project checklist pointers provided earlier)

5.1 Phase 1: Conception & Initiation

All the tasks were carried out by the entire Team

Identification of a Project idea	Yes
Discussion with State team about the Project feasibility	Yes
Sign off from the State team about the Project	Yes
Sign off from NLP Academic board to Go-ahead	Yes



5.2 Phase 2: Definition & Planning

All the tasks were carried out by the entire Team

Creation of a Detailed Project plan (Work Break down structure)	Yes
Creation of a Budget plan for the Possible costs to be incurred in the Project	Yes
Clear responsibility mapping of who does what in the project	Yes
Adherence to the Process for sending across regular updates about Project to responsible people in State/NLP Team	Yes

5.3 Phase 3 & Phase 4: Launch/Execution & Performance/Control

Start of the actual Project (Study project / Impact analysis/ Module development as Stated in Project Charter)	Yes
Continuous evaluation of the (Undertaken) Project activities for adherence to Quality	Yes
Is there a deviation of the Project output from the (Initial) Stated Objectives & Course correction (If applicable)	No
Is the Project timelines being adhered to?	Partially
Is the Project Scope being adhered to?	Yes
Is the Project cost being adhered to?	NA
Is their Clear documentation being done in connection with the Project updates & Monitoring?	Yes

5.4 Phase 5: Project Closure & Evaluation

Is there a significant impact this Project has created for the State?	NA
Identification of the Lessons Learnt during the Project	Yes
Will the Project continue & Help the State Organisation, even after you/your team has moved onto another role?	Yes
Was there any Personal Transformation within yourself because of this Project?	Yes

6 Resources and Tools Used (finance, manpower, hardware, software, technology, etc.)

Manpower :

Skilled Sevadals of Bal Vikas

Software :

Zoom & Google Meet for effective Video Conferencing

MS Office for Editing, Desktop Publishing.

Tools :

Gantt Chart

Work Breakdown Structure



7 Project Recommendations

7.1 Recommendations implemented in the current project

Findings :

- About to 80 Samithi is not full fill with all required post to full .
- Bal Vikas center in our State is not in good position and about to 90 Samithi is not conducting regular Bal Vikas classes.
- Sri Sathya Sai Vidya Jyoti Programme is conducting in only 8 District.

7.2 Recommendations parked for future implementation/scale-up

- Trained minimum 5 new Bal Vikas Guru from Every Samithi of entire Samithi
- Full fill all the vacant post in all 80 Samithi where there is vacancy.
- Arrange Disaster Awareness Programme to attract new youth from college and university.
- Try motivating and involving Youths, SSS Balvikas Alumni & Pre-Sevadals of neighboring Samithis & District to take part in this Activity.

8 Lessons Learnt (success & failure stories)

8.1 Collective learning (Project)

- Work Breakdown Structure helped us a lot in carrying out our respective tasks without hindrances and lack of communication.
- Sessions on Communication Skills helped us understand how and why communication is one of the key pillars for can only function well when everyone carries out their designated tasks perfectly even with or without a leader carrying forth a Project with a team.
- A team

8.2 Individual learning (Self Transformation)

Name	Self-Transformation <i>(Learning/Experiences during the Project Lifecycle)</i>
Shobhakant Roy	Start first not only suggest to others
Priya Ranjan	Punctuality
Suraj Kumar	How to manage the work in priority basis
Vishwajeet Kr. Singh	How to communicate to others in proper way



9 References (documents, links, etc.)

[Divine Message for Sri Sathya Sai Samithi](#)

Discourse of All India Conference 1,2,3,4,5,6

[Guidelines for Sri Sathya Sai Seva organization](#)

10 Annexure

10.1 Detailed Project plan

Phase 1 : Conception & Initiation - Team

Phase 2 :Definition& Planning – Team

Phase 3 : Execution

Task 1 : Data Analytics – Led by Shobhakant Roy Assist by The Team

Task 2 : Preparation of Questionnaires for Data – Priya Ranjan

Task 3 : Fieldwork –Suraj Kumar

Interview of Skilled Sevadals – Vishwajeet kr.Singh

Interview of Unskilled Sevadals – Priya Ranjan

Interview of Relatives Bal Vikas Student- –Priya Ranjan

Task 4: Impact Analysis – Shobhakant Roy

Task 5 : Finances & Viabilities – Shobhakant Roy & Suraj Kumar

Task 6 : Research on using technology in this trying times –Shobhakant Roy

Task 7 : Statistical Data Report Preparations - Shobhakant Roy

Phase 4 : Project Preparation & Closure

Task 1 : Conclusion & Way Forward – Led by ShobhakantRoy by The Team

Task 2 : Project Preparation & Closure – Team Project Flow (phase-wise details, using project checklist pointers provided earlier)

Project Tracking Formats Used

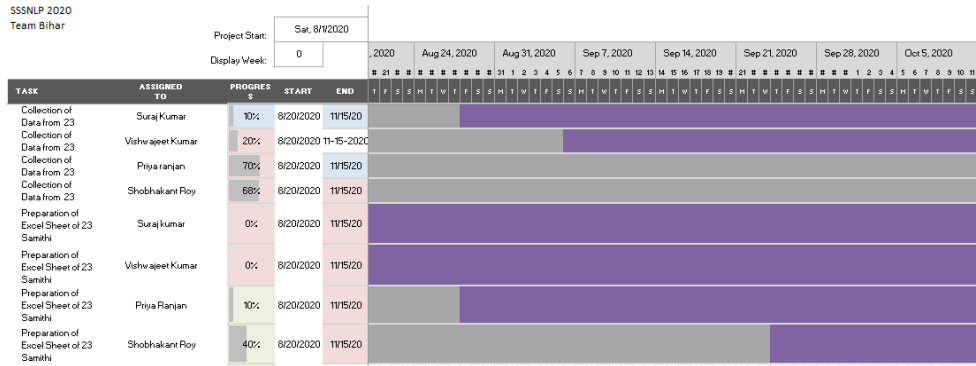
Gantt Chart (Format as provided by the SSSNLPST Team)

Others (as needed by each project team!)

- NA –



10.2 Project Gantt Chart



10.3 Form sent out for Data Collection

1. Rampur Samithi

SAMITHI DATABASE								
DISTRICT	MUNGER			Samithi	Rampur Bhikhi Samithi			
	Gents				Ladies			
Name of Samithi	Arbind Keshri 9122461804				Geeta Keshri			
Spiritual	Gautam Kumar				Anupam Kumari			
Name of Samithi Service	Gautam Kumar				Purnima Kumari			
Name of Samithi Youth	vacant							
Name of Samithi Bal Vikas	Duration	Frequency	No. of Participants Ladies	No. of Participants Gents	No. of Youth Participants-Male	No. of Youth Participants-Female	Total Youth	
Samithi Bhajan	1.5 Hrs	weekly	20	10	6		4	10
Nagar Sankirtan	Not Perform							
Veda Training	Not Perform							
Festival	Birthday	Annual	50	30	15	15		30
Study Circle	1.00 Hr	weekly	20	20	6		4	10
Sadhna Camp	Not Perform							
Bal Vikas	1.5 hrs	weekly	4	2	1		3	4
Medical Camp	No							
Blood Donation Camp	No							
Narayan Seva	3Hrs	Half Yearly	10	5	4		6	10
Gram Seva	2 Hrs	Monthly	2	8	3	3		6
SSS Vidya Jyothi								
RVTC	No							
Prasanthi Seva	Yes	Yearly	10	10	4		4	8
Remarks	There are two patient Smt bhuluya Devi and Sri satrudhan Chaudhary whose treatment is going on with SSSIHMS Whitefield Bangalore.							

2. Ghorghat Samithi

SAMITHI DATABASE								
DISTRICT	Munger			Samithi	Ghorghat			
	Gents				Ladies			
Name of Samithi	Yashpal Kumar				Rekha Kumari			
Spiritual coordinator	Fakir Paswan				Sunita Kumari			
Name of Samithi Service Coordinator	Kamal Mandal				Kanchan Kumari			
Name of Samithi Youth coordinator & Mahila	Gyan shankar				Priya Kumari			
Name of Samithi Bal Vikas Coordinator &	Duration	Frequency	No. of Participants Ladies	No. of Participants Gents	No. of Youth Participants-Male	No. of Youth Participants-Female	Total Youth	
Samithi Bhajan	1 Hrs	Weekly	10	15	5		5	10
Nagar Sankirtan	1	Weely	10	10	3		3	6
Veda Training	no							
Festival Celebration	yes	Yearly	30	40	15	5		20
Study Circle	No							
Sadhna Camp	No							
Bal Vikas	Yes	Weekly	3	1	1		1	2
Medical Camp	Yes	Half Yearly	1	3	2	0		2
Blood Donation Camp	No							
Narayan Seva	Yes	Quarterly	5	10	6		2	8
Gram Seva	Yes	Monthly	5	10	10	2		12
SSS Vidya Jyothi	No							
RVTC	No							
Prasanthi Seva	Yes	yearly	5	5	2		2	4
Remarks	Rural Vocational Center will be very useful for this samithi. District President is also agreed with our plan we have discussed with some trained and ITI passed youth and they are ready to trained the youth of this village free electrification work.							



Prepare Database of Entire Samithi of Bihar

Aim:- To gets database of all existing Samithi

Name of the Guide (State President name) : Sri P.K.Chatterjee

Name of the Organizing committee member:-

(1) Sri Prof. Arvind Kumar, SVP, Bihar

(2) Sanjeev kumar, SYC, Bihar

Student Names:- (1) Suraj kumar, (2) Vishwajeet kr.singh, (3) Priya Ranjan, (4) Sobhakant Roy

Background of the project:- Due to organizational separation of Bihar -Jharkhand ,a big set up of office bearers changed or replaced to others. Currently organization has manual data of activity .in this digital form it will help to all without much hassle.

Objectives of the project:

- 1.To help office bearers to connect and communicate with everyone easily.
- 2.Sometimes office bearers change but their details has not updated .Ensure all data updated if any change.
- 3.To help organization ,which activity is in good position & which is not improve and which is not in good position.
- 4.Report to State President about vacant post of office bearers in samithi.

Methodology of the project:

- 1.Prepare an Excel sheet in which carry all required information and activity of samithi.
- 2.Divided all 92 Samithi in four groups and one participant will responsible for 23 samithi.
3. Since there will be no physical movement due to lockdown in the state, we will move physically after when will unlocking our area if needed.
4. All the required data ,we will get through over the mobile or email or WhatsApp as per convenience of office bearers.

Duration of the project: (Please note the completed project should reach the convener on or before 15 November 2020. Project will start on 16 July 2020).