Sai Technology - I to We to Him

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

Ankush Garg	Prashant Garg	Varun Verma
SSSNLPST-2020-M013	SSSNLPST-2020-M057	SSSNLPST-2020-M105

Sri Sathya Sai Seva Organisations, India

In association

with Sri Sathya Sai Institute of Higher Learning

(Deemed to be University)

Vidyagiri, Prashanthi Nilayam Campus

December, 2020

DEDICATED AT THY LOTUS FEET

HARYANA & CHANDIGARH

SRI SATHYA SAI NATIONAL LEADERSHIP PROGRAMME FOR SELF TRANSFORMATION

CERTIFICATE

This is to certify that this Project titled **Sai Technology - I to We to Him** completed by the participants for the Sri Sathya Sai National Leadership Programme for Self-Transformation Batch 2020 from the STATE Haryana & Chandigarh, 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.

………..………………
Dr. R.B Kharb
(Project Director - SP)

………..………………
Mr. Chinmay Pati
(National Team Member)

………..………………
Mr. Prabhat Gupta
(Project Guide - SYC)

Place: Haryana & Chandigarh
Date: December 06, 2020

DECLARATION

The Project titled "**Sai Technology - I to We to Him**" 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.

………..…………………   ………..…………………
Ankush Garg   Prashant Garg
SSSNLPST-2020-M013   SSSNLPST-2020-M057

………..…………………
Varun Verma
SSSNLPST-2020-M105

ACKNOWLEDGEMENTS

✧ We dedicate this project to our Eternal Charioteer, Loving *Swami*, 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 Services 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 Dr. R.B Kharb, 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 Mr. Chinmay Pati for his guidance on this project.

✧ We would like to extend our gratitude to the State Youth Coordinator Mr. Prabhat Gupta for the valuable support and visioning us in initiating the project.

✧ We thank to the resource persons who accepted to be part of our project and provided sessions on each weekend.

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

Thanks a lot!

Loving Sai Ram!

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1. ABSTRACT

Sai Technology - I to We to HIM

The purpose of this programme was to enhance the skills of youth having knowledge in Information Technology with the aim that their services can be taken in *Sri Sathya Sai Seva Organisations.* Apart from this, we aim to spread the message of SWAMI to more and more youth of Haryana & Chandigarh, so that they follow good path and keep themselves away from existing evils in the society.

The present system of reporting of SSSSO in our State as per our observation required to be improved by involving more youth who can be trained by imparting information & technology inputs through this programme.

In this project, 78 youth participated from 14 districts of Haryana & Chandigarh state. They have been given intervention of information & Technology for two months by experts of MS Office, Content writing skills, Digital Photography, Audio recording & Editing, Video Editing and graphics creation. A great enthusiasm was seen in all participants during training. They seem to be confident after training to handle the areas of IT particularly the reporting part of SSSSO.

We still wish to continue the project in future to add on more in terms of IT knowledge.

2. PROJECT SUMMARY

Twenty first century is an era of digitalization. Further, the Covid-19 pandemic has added to the importance of technology in day-to-day life.

Although, a large number of youth is associated with SSSSO, Haryana & Chandigarh. But the big contingent is from rural area, who have their own limitations in the information technology area. This effects adversely the scope of expansion of SSSSO in more and more region of the state. Keeping in view all these parameters the present project has been designed and an intervention in terms of virtual training by experts was given. The basics of following areas were covered with in a period of 2 months.

a) MS Office

b) Content Writing Skills

c) Digital Photography

d) Audio Recording & Editing

e) Video Editing

f) Graphics Creation

The primary focus was on youth of SSSSO, Haryana & Chandigarh. But after accessing the interest of youth outside the organisation, we also included them in the training. As per the guidelines of this project, we concluded the whole project up-to October 31, 2020.

After this training, all the participants seemed to be more confident in terms of handling the information & technology areas and particularly the reporting system Sri Sathya Sai Seva Organisations, Haryana & Chandigarh. They are more active on all official social media platform of the State Organisations.

Keeping in view, their interest and direction of State President we wish to continue this project in the coming days.

3. OBJECTIVES

Reporting of any event is as important as the happening of an event and to have its record for an organisation in the archives is crucial part while looking back for an entire year activities. There are multiple events taking place in the each district of Haryana & Chandigarh, but due to inappropriate & missing report (textual or presentational) the state is unable to send it to the national team. So, to overcome this situation and also considering the hidden potential in the state youth we designed this short term course where one can learn and have hands-on basics of multimedia. The following are the points which were considered to accomplish this programme:

1. Creating and enabling a team of multimedia in each district consists of at least 3 persons. By this, we can have an IT coordinator in each district (one male and one female) in our state organisation.

2. To provide training of multimedia basic tools to youth from state organisation (approx 1000 youth are registered in our data).

3. To channelize the trained youth within our state organisation for IT work and It will enhance our learning skills along with the people management.

4. It will be a value addition in their current professional life.

5. To enhance the reporting quality for the organisation as well as a digital platform which will give a creativity to the state activities

4. SCOPE

4.1 <u>Within Scope</u> (area, beneficiaries, timeline, others)

1. Participants from 14 districts with a focus on rural youth.

2. Participants from age group of 16-35 years were enrolled with availability of computer/laptop.

3. Participants were taken from each district with 1 or 2 female and 3 males were considered.

4. Interest of the participants were mapped and considered

5. This programme was designed for 2 months with the basics of multimedia involving the following areas of information & Technology:

   a) MS Office - Word, Excel & Power-point basics

   b) Video Editing - conjunction, transition, text addition, etc

   c) Digital Photography - Exposure to the camera functions, how to choose?, what is the purpose?, pro settings (ISO mode, aperture mode, shutter mode & manual mode)

   d) Graphics Creation - Basics of the photoshop tool

   e) Content Writing - Reading, writing & speaking skills. Special attention provided on the letter writing & article writing.

   f) Audio recording

4.2 <u>Out of Scope</u> (tasks not included in the Project Charter)

1. Certificates to each participant and appreciation letter to the resource persons who supported this project.

2. An alternate resource person in-case the key person is not available to conduct the session.

3. Explore the interest of all 1000 participants who are registered with state youth wing.

4. To manage the expenses, if resource person of particular topic is to be hired from out of the organisation.

5. ROLES & RESPONSIBILITIES
(Of Team Members)

We were three core members in the team and the main charioteer is Swami in all the doings. Following are members and coordinators along with their roles & responsibilities as well as their guidance to us in whole programme:

1. Our Loving *Swami*: Provided each and everything to drive this programme from start to end

2. Respected State President, who encouraged us and provided support in each way wherever required. His humbleness and direction at right time made it possible to complete this vast project well in time.

3. Respected State Vice President, provided creative ideas to make this project more efficient and helped in building this programme towards right path.

4. SYC, lead us to connect with the rural youth and the practical approach appeared to be effective for us to find right participants.

5. National team member, Mr. Chinmay, helped a lot to contain the objective and limitations of this project with a focus on positive outcome and provided us a new insight to go ahead with more number of participants and more areas to be explored in future.

6. Core team in the project:

   a)   *Ankush Garg*:

      i. Identification of all the resource persons who are expert of their respective fields w.r.t programme

      ii.   Identification of resource persons who offered their services voluntarily.

      iii.   Coordinated with the resource persons and fixed the sessions as per their possible availability and convenience of all participants.

      iv.   Took the MS Office session.

      v.   Took all queries of participants, handled all their problems and resolved all these issues well in time.

      vi.   Performed the introduction part of each resource person.

   b)   *Prashant Garg:*

      i. Creation of database of all the participants enrolled in this project.

      ii.   Participated and managed actively in all the sessions.

      iii.   Prepared quizzes for the participants.

c) *Varun Verma:*

    i. Organized the induction session and introduced whole project with all the participants, resource persons and Worthy State President, State Vice President and State Youth Coordinator.

    ii.   Session management:

        1.   Emails and communication for the session schedule

        2.   Communicated with all participants for updates of the sessions

        3.   Session introduction and summarize

        4.   Performed the introduction part of each resource person

    iii.   Prepared and conducted quiz as per the session delivered

    iv.   Collection of assignments submitted by students and provided them to resource persons for evaluation

6. PROJECT FLOW

(Phase-Wise Details, Using Project Checklist Pointers Provided Earlier)

All the three of us were fully excited when we have to start the project. Regarding choice about the selection of this project, we have different ideas and areas like Bal vikas, Vidya Jyoti, RVTC, etc. But we were thinking of doing something different which should be practical. At first, the idea was to make a compilation of experiences of veteran devotees, so that in coming days the future generations can enjoy Swami's *leelas*.

As soon as we discussed this with national team of NLP, we got to know that this themed project was already in process by SSSMC then Radio Sai.

Finally, we decided to create a multimedia team of youth, who will support the organisation in the coming days. All the three of us were agreed on this and we designed this project titled **'I to We to Him'** with Swami's blessings.

Project was divided into following 5 phases:

6.1 Phase 1 - Conception and Initiation

We prepared the project charter with objectives and its outcome in consultation with our project director, NLP member, State Vice President and State Youth Coordinator which was then sent to NLP team for its approval.

6.2 Phase 2 - Definition & Planning

In this phase, we have planned about the a) Contents b) Methodology and c) Resource Person. To search out the resource person was a big challenge, but ultimately seven experts of these areas agreed to provide training voluntarily which was a miracle in itself.

After this we focused on participants identification. We structured a google form and circulated it in the SSSSO groups of Haryana & Chandigarh. So that we have a choice to select the participants from our devotees only. But, Swami's planning was different and many participants from outside the organisation also got enrolled.

We have asked all the participants to choose only two skills out of total five skills enlisted under training project. But, most of them have opted more than two or all the five skills. The segregation was done according to the two skills per participant and to achieve this we personally called them to have their focus on two skills for now. Moreover, we have kept the Digital Photography skill sessions open for all and the strength in class was excellent.

6.3 Phase 3 - Launch & Execution

In the 3rd phase, it was time to accomplish main step. The classes were conducted online and we decided to use the Microsoft team app. We started project with an induction session of the course where along with all the participants, the Project leader (State Youth coordinator), Project director (State President), State vice president were present.

There were two separate one-way groups for the communications created on whatsapp for both girls & boys which included the information of timings, classes as well as assignments. Each session was conducted after taking prior appointment from Resource Persons. Initially, we faced difficulties in teams application as we did not have any official account to use it and much settings were not available for individual account in Microsoft team. But, later we found solutions to these obstacles with much efforts from our team member brother Varun. He did a great job in this area.

The participants were given quiz and assignments after each session. While this phase was going on, the outcome was not up-to expectations due to the academic examinations of participants got started in-between. The attendance in some of the sessions were not up-to the mark. Yet, it was learning phase and first time for participants and for us also.

All the sessions designed as per the timeline got completed except the audio recording & editing topic. The resource person identified for audio recording & editing was unable to provide sessions due to some unavoidable circumstances. And, in the short duration we were unable to find right resource person as the replacement who can provide session. So, this part is still pending.

6.4 Phase 4 - Performance Control

In the 4th phase, it was decided to give the final assignment to all the participants. But due to time restraints, it was not done. We have decided to continue the classes after Swami's birthday program. We will give it one or two months more and after that we would give the final assignment to participants. We will also have spiritual talk to be delivered as in the pipeline. We pray to Swami to give us the guidance and strength to complete this project so that we can justify with the opted title (I to We to HIM).

Many suggestions were given by some devotees that the course to be held for old age and bal vikas students also. So, we are thinking over it to have planing & discussion with our State President.

6.5 Phase 5 - Project Closure

In final phase, the project report is prepared mentioning all the success and failure points as per the demand of course.

We have planned to extend the project as per demand of participants and direction of our State President.

7. RESOURCES AND TOOLS USED

(Finance, Manpower, Hardware, Software, Technology, Etc.)

To accomplish the programme, basic need was to have a computer system. If not, then mobile device at least. As the sessions conducted online each weekend with having attendees from multiple age group youth. The segregation is as follows:

1. **Finance:** <mark>Nil</mark>

   a) As the expenditure cost of internet was to be borne by each candidate separately.

   b) Participants selection was filtered out on the basis of system availability if opted for the Graphics creation and video editing. For digital photography, we gathered data that students having the smart-phones and can use the pro-mode in it.

   c) Resource persons were identified with-in the organisation. Most of them were ex-bal vikas students.

   d) Software used in the learning were freeware versions.

2. **Manpower:**

   a) Identification of resource person of each topic

   b) Identification of right targeted learners (participants)

   c) Reaching out to SYC and DPs to have participants from each district

3. **Hardware:**

   a) Availability of personal system (computer or laptop) to attend sessions or to practice the topics delivered

   b) Mobile device

      i.   To attend sessions, borne by participants only

      ii. To learn digital pro-mode photography

   c) System availability with resource person to have seamless session

   d) Digital camera with the resource person used to demonstrate its functions

4. **Software:**

   a) MS Teams - Used to conduct online sessions

   b) Gmail & Whatsapp - Used as communication channels

   c) Google form - Used to conduct tests

   d) Google drive - Used to store the submission of practical assignments (Photography & video editing)

e) Personal Photoshop paid version was used by the resource person

f) Personal MS office's purchased software used by the resource person

g) Freeware video editing software used - HitFlim Express

8. PROJECT FINDINGS AND RECOMMENDATIONS

8.1   Findings and Recommendations implemented in the current project

1. To prepare the better reporting while sending it out to the national team, this was the measure we took to have improvement in it.

2. Youth is eager to learn and adopt new technologies if they get opportunity.

3. The data collected will be helpful for organisation also in the event reporting and Prashanti Seva in coming days.

4. We can impart knowledge through virtual meetings / sessions. However, the practical part was limited up-to trainers only.

5. The prevailing Covid-19 situation seemed to be favorable in terms of numbers.

8.2   Recommendations parked for future implementation/scale-up

1. Technology in today's world has gone to heights but in rural areas to explore is still a dream especially for female youth. The IT knowledge of female as compared to male youth is lesser in number.

2. Conveners of SSSSO, Haryana & Chandigarh, were seemed to be reluctant to learn the new skills, so a proper package should be designed for them in terms of information technology (IT).

3. Once the Covid-19 Pandemic comes to an end, steps should be taken to train more youth.

4. Participants who have undergone this training should be given the responsibility of reporting to the organisation.

5. In the upcoming years, a congregation should be done for all trained youth for further planning.

9. LESSONS LEARNT
(Success & Failure Stories)

9.1   Collective learning (Project)

It is natural that each individual's mind does the same kind of task in its own way. However, when the vision is set and the goal is same then different ideas come & conflict but the best idea always opts. So, we three brainstormed the things to accomplish the goal in the initial phase and took guidance from our State President in a practical way to visualize the things.

Time played a vital role to have mutual meetings due to different locations and connecting over mobile to take things forward was a bit challenging. However, the availability of all members was not possible each time but still, we learned, how to manage and conduct sessions so that we can achieve what was planned to achieve. Each hurdle may be in the form of manpower, time management, or anything else, we always faced it jointly and worked towards the set vision.

New things we learned in the project as collective:

a) Handling with remote locations challenge

b) Maintaining decorum amongst team,

 Also helped us managing our household works as well as professional work. Last but not least, mutual understanding and dedication is the key to achieve any goal which a group of people is trying to achieve.

9.2   Individual learning (Self Transformation)

❖   ANKUSH GARG (SSSNLPST-2020-M013)

First of all, I am grateful to our Beloved SWAMI for making my dream true of becoming a Sai Student. One thing, I've learned through this whole journey is the true meaning of Sai Student. The duty of a Sai Student is to be a person of values. One, who is following his teachings, is his student. I have learned through SSSNLP to keep patience and that SWAMI is the only friend. Now I discuss everything only with SWAMI. Because he is the only one who listens to us. I have started using the values in my business too. I try to help customers as we do in seva. To do everything keeping in mind how SWAMI will be happy with my work. My life has changed to some extent throughout this journey. Our way of thinking has changed. Our whole effort should be of spreading love to society. What is Satyanveshana, I learned during the SSSNLP. I always try to treat the relations keeping the ego aside. The project we were given taught us to plan, coordinating, and handle all types of situations whatever it may be.

While sharing this, I promise to SWAMI I will always follow HIS teachings. So that he can be proud of me.

It is true SWAMI is the only doer yet I am really much thankful to the whole team for such a wonderful platform they have been created to spread SWAMI's message

❖ **PRASHANT GARG (SSSNLPST-2020-M057)**

This journey of SSSNLPST was really a great learning experience for me which not only helped me to be a good human being with values but also gave me a way to live life happily. One important habit which I added to my daily routine is APPRECIATION to others which makes them feel good for even their small achievement or progress. Skills which I learned during this journey and put into practice, have changed my behavior and attitude. I become soft-hearted to the people in my relation, stopped giving quick emotional responses to them and talking to them lovingly. If I tell about inner change, I have started feeling good about myself, giving credit and respect to myself as I am giving to others, forgiving myself for small mistakes and I am able to make stable relationships with myself which keep inner stability within me. As the purpose of this programme is SELF TRANSFORMATION, this is really a transformational journey for me from which I am able to know and understand about the SELF that who really I am?

❖ **VARUN VERMA (SSSNLPST-2020-M105)**

The programme was a super duper roller coaster ride which still gives goosebumps when I recall the life changing experiences of the speakers and teachers they have shared with us in past divine-9 months pilgrimage of Self Transformation. The gist I'd say from this course for me is to have smile on face every-time and no frown on forehead. This mantra, I applied in my professional life also and found out the equation with family, friends & colleagues getting better day by day.

All the speakers in each session included **Love** as the "Bramhastra" and no doubt it is in reality also. Practically, the day which I started with love for myself from inside and love for outer world is the day passed in divine proximity.

I'm having short tempered kind of nature when I feel things are not falling at right places (may it be personal, spiritual, family or professional). But while taking up this project, there were many times when things were gone astray and each time I tried my best to stay calm & speak obligingly which obviously is a result of SSSNLPST course. This course have changed many other things in me which are hard to express in words like, habits, thinking, perspective, etc. And, I'm deeply thankful from core of my heart.

10. REFERENCES
(Documents, Links, Etc.)

❖ Following are the resource persons who said **Yes** without any second thought to conduct sessions:

1. MS Office

    a)   Mrs. Robhika Chauhan | Email: robhika24@gmail.com

    b)   Mr. Ankush Garg | Email: saiankush123@gmail.com

2. Video Editing

    a)   Vibhor Sharma | Email: vibfilmsofficial@gmail.com

3. Digital Photography

    a)   Mr. Saurav Bakshi | Email: sauravbk9@gmail.com

    b)   Mr. Satyapal Singh | Email: satyapal676@gmail.com

    c)   Mr. Vibhor Sharma | Email: vibfilmsofficial@gmail.com

4. Graphics Creation

    a)   Mr. Akshat Gupta | Email: guptaakshatp07@gmail.com

    b)   Mr. Gajendra Singh | Email: coolgajendra@gmail.com

5. Content Writing

    a)   Ms. Aradhna Bajaj | Email: aradhna.bajaj@gmail.com

❖ Gantt Chart:
Link - Click here

❖ Induction PPT for the multimedia course - I to We to him
Link- Click here

❖ Photography assignment submitted by participants:
Link - Click here

❖ Best edited video as selected by resource person:
Link - Click here

❖ Master link to all the above links
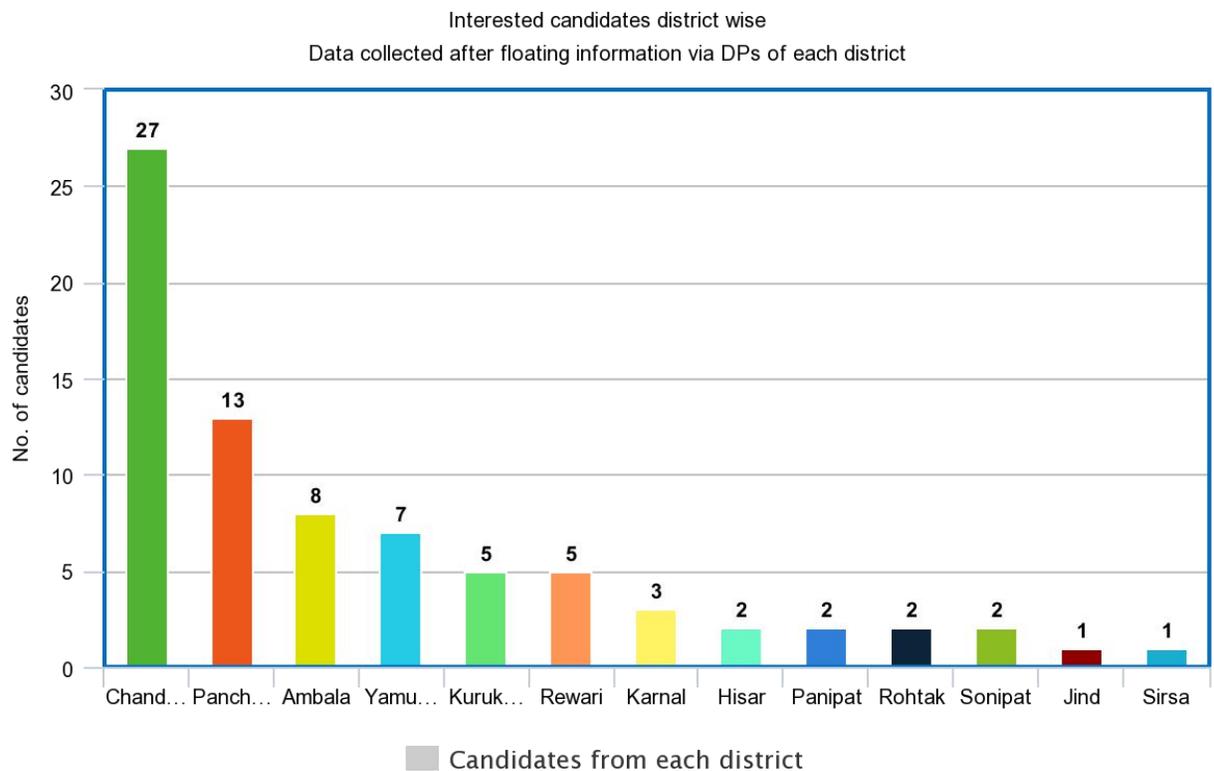Hyperlink: Click here
Expand Link:
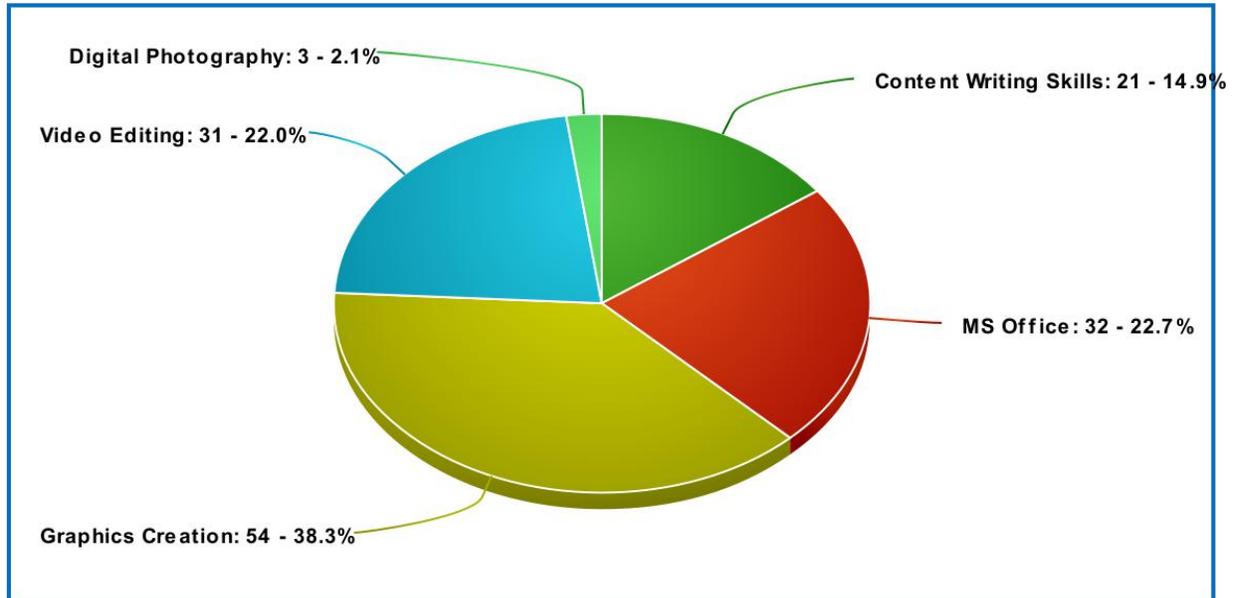https://drive.google.com/drive/folders/1JAkYAw1KNgr0p_nxbWrG9Z9qrKHCw0_H?usp=sharing

11. APPENDIX

❖ This below figure represents the students got enrolled from each district. There are total 13-districts in the state Haryana & Chandigarh.

Interested candidates district wise

Data collected after floating information via DPs of each district

❖ This below figure represents the interest of the youth received on given topics list.

Enrolled Candidates

Digital Photography: 3 - 2.1%

Video Editing: 31 - 22.0%

Content Writing Skills: 21 - 14.9%

MS Office: 32 - 22.7%

Graphics Creation: 54 - 38.3%

- Content Writing Skills
- MS Office
- Graphics Creation
- Video Editing
- Digital Photography

12. BIBLIOGRAPHY

- ❖ Swami, lovingly called by students, devotees to our [Bhagwaan Sri Sathya Sai Baba](#)
- ❖ Microsoft office, *p* - https://www.office.com/
- ❖ WPS as an alternative to MS Office, *p* - https://www.wps.com/
- ❖ Adobe Photoshop, *p* - https://www.adobe.com/in/products/photoshop.html
- ❖ Hit Film Express, *p* - https://fxhome.com/hitfilm-express
- ❖ MS Teams, *p* - https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software
- ❖ Gmail, *p* - https://www.gmail.com
- ❖ Google forms, *p* - https://www.google.com/intl/en-GB/forms/
- ❖ Abbreviations used:
  - ■ SSSSO - Sri Sathya Sai Seva Organisations
  - ■ SSSNLPST - Sri Sathya Sai National Leadership Programme for Self Transformation
  - ■ IT - Information Technology