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This Kārya Sūtra (Handbook for Shakha) provides you with all the resources needed in the Karyakarta Varg and will also serve as a reference for your future sangh work.

\*\*\* Please ensure that you will retain this for future \*\*\*

If the Sangh's organisation is only in words or only attractive from outside, then it is of no use. Such a thing can never succeed. It will always be a hollow mountain. If there is solidity, only then will the work survive. So try to create solidity, spark, and enthusiasm in your work.

: Dr. Hedgewar

The history of the world is the history of a few men who had faith in themselves. That faith calls out the divinity within. You can do anything. You fail only when you do not strive sufficiently to manifest infinite power. As soon as a man or a nation loses faith, death comes.

: Swami Vivekananda

# 1 Introduction

## 1.1 What is shakha?

In Sanskrit, shakha means 'branch'. As a branch of Sangh, each shakha seeks to promote the cause of Hindu Dharma, Sanskriti and Samaj while accommodating the needs of the local community.

Attending shakha is an opportunity to learn about Hindu culture, religion and history through physical and intellectual activities, conducted in a disciplined and structured way thus building a strong character.

Each shakha is managed by a team of Karyakartas such as Karyawaha (Secretary), Mukhya Shikshak (Chief Instructor), Shareerik, Bauddhik, Sampark and Sewa pramukhs.

Regular activities in each shakha include Physical (Shareerik), Intellectual (Bauddhik) activities, Suryanamaskar, Prarthana, occasionally Ghosh and other seva related activities. All these activities provide unique benefit to the participants, helping one to be a better person in all spheres of life.

## 1.2 Why Bhagwa Dhwaj ?

Bhagwa Dhwaj (Saffron Flag) The Bhagwa Dhwaj is the symbol of Hindu Culture and Dharma from times immemorial. It reminds us of our great heritage, it defines our identity and above all it inspires us to remain Hindu. For this purpose, in Sangh, the Bhagwa Dhwaj has been placed before us as the Guru or guide and hence we pay respect to the Bhagwa Dhwaj.

### **1.3 Shareerik Activities**

Shareerik Vishay focuses on development through physical activities and it helps to keep your body fit. It is said that in a healthy body resides a healthy mind. For a strong character strong healthy body is needed.

There are five main limbs of Shareerik activities namely Samata, Yog, Achar, yuddhakala (Self-defense), and Khel (Games).

Samata teaches the participants discipline and team coordination. It is a kind of Military parade activities. Where participants carefully listen and synchronously perform the activities.

Yog includes various yogasan (Bodily and breathing exercises) like Suryanamaskar, Pranayam, and Various difference yogasan poses. It keeps body fit, perfectly in shape and keep the mind peaceful and gives conscience wisdom.

Sangh not only teaches how to keep the body fit but in the case of emergency how to defend self and how to protect the weaker section of the society. There are various types of self-defense fighting skills such as Yuddhakala. Niyuddha (Martial Art), Dandyuddha (Fighting skills with a Bamboo Stick), Padavinyas (coordinated Leg Movement), etc. are taught in Shakha.

Khel (games) develops various skills in participants like strategy building, winning spirit, team spirit, time management, leadership skills, discipline, mental and physical strength, decision making, etc.

## **1.4 Bauddhik Activities**

Bauddhik activities are intellectual activities which are developed to boost the intellectual power of a brain and heart. It involves various activities like Charcha (group discussion), Bauddhik (Presentation / learning session on a specific topic by a learned Scholar), Karyashala (training on some specific Intellectual skill), Geet (patriotic song) and Bauddhik khel (intellectual games) in which various ideas, topics about Hindu Dharma are discussed and presented. Charchas involves group discussion followed by some experienced advice with examples from Hindu Dharma, allowing the participants to think for themselves.

The word “Geet” means a Song in Sanskrit, but the common shakha participant knows the song session as geet. Every geet content based on Hindu Dharma, Samskriti and Sangathan in one way or another, and most of them are in Hindi or Sanskrit. Participants will have a fun filled time singing and learning songs. By actively participating in Geet and singing, the Swayamsevak also develops self-confidence.

## 2 Bauddhik Vibhag

### 2.1 2.1. Dhwajaronpanam Mantra

॥ ध्वजारोपणम् मन्त्र ॥

ओम् नमोस्तुते ध्वजाय  
सकल भुवन जनहिताय ।  
विभव सहित विमल चरित  
बोधकाय मंगलाय ते सततम् ॥

om namostute dhvajāya  
sakala bhuvana janahitāya ।  
vibhava sahita vimala carita  
bodhakāya maṅgalāya te satatam ॥

### 2.2 Ekātmatā Mantra

यं वैदिका मन्त्रदृशः पुराणाः  
इन्द्रं यमं मातरिश्वा नमाहुः ।

वेदान्तिनो निर्वचनीयमेकम्  
यं ब्रह्म शब्देन विनिर्दिशन्ति ॥

शैवायमीशं शिव इत्यवोचन्  
यं वैष्णवा विष्णुरिति स्तुवन्ति ।  
बुद्धस्तथार्हन् इति बौद्ध जैनाः  
सत् श्री अकालेति च सिख्र सन्तः ॥

yaṁ vaidikā mantradṛśaḥ purāṇāḥ  
indraṁ yamaṁ mātariśvā  
namāhuḥ ।

edāntino nirvacanīyamekam yaṁ  
brahma śabdena vinirdiśanti ॥

śaivāyamīśaṁ śiva ityavocan  
yaṁ vaiṣṇavā viṣṇuriti stuvanti ।  
buddhastathārhan iti bauddha  
jaināḥ sat śrī akāleti ca sikhkha  
santaḥ ॥

शास्तेति केचित् प्रकृतिः कुमारः  
स्वामीति मातेति पितेति भक्त्या ।  
यं प्रार्थन्यन्ते जगदीशितारम्  
स एक एव प्रभुरद्वितीयः ॥

śāsteti kecit prakrutih kumārah  
svāmīti māteti piteti bhaktyā ।  
yam prārthanyante jagadīśitāram  
sa eka eva prabhuradvitīyah ॥

## Meaning

Whom (Yam) the Vaidika Mantradrashah (those who have understood the Vedas and to whom the mantras were revealed), the Puranas (stories and history of ancient times) and other sacred scriptures call: Indram (Indra, the God of Gods), Yamam (Yama, the eternal timeless God) and Mātariśvā (present everywhere like air). Whom the Vedāntins (those who follow the philosophy of Vedānta), indicated by the word Brahma as the One (ekam) which cannot be described or explained (Nirvachaniya).

Whom the Śaivas call (Avochan) the Omnipotent (Yamisham) Śiva and Vaishnavas praise (stuvanti) as Vishnu, the Buddhists and Jains (Baudhajainaha) respectively call as Buddha and Arhant (without any end), whom the Sikh sages (Sikh-santaha) call Sat Śrī Akāl (the timeless Truth).

Some (kecit) call Whom as Śāstā, some as nature (Prakriti) or Kumāra, some call It Swāmī (Lord of the Universe and protector of all), some Mātā (divine mother) or Pitā (father). To whom they offer prayers, It (Sa) is the same and the only One (Eka Eva), without a second (advitīyah).



## 2.3 Sangh Prārthanā

॥ प्रार्थना ॥

सर्वमंगल मांगल्यां  
देवीं सर्वार्थ साधिकाम् ।  
शरण्यां सर्वभूतानां  
नमामो भूमिमातरम् ॥

sarva maṅgala māṅgalyāṁ  
devīm sarvārtha sādrikām ।  
śaraṇyāṁ sarva bhūtānām  
namāmo bhūmi mātaram ॥

सच्चिदानन्द रूपाय  
विश्वमंगल हेतवे ।  
विश्वधर्मैक मूलाय  
नमोस्तु परमात्मने ॥

saccidānanda rūpāya  
viśva maṅgala hetave ।  
viśva dharmāika mūlāya  
namo'stu paramātmāne ॥

विश्वधर्मविकासार्थं  
प्रभो संघटिता वयम् ।  
शुभामाशिषमस्मभ्यम्  
देहि तत् परिपूर्तये ॥

Viśva dharmā vikāsārtham  
prabho saṅghaṭitā vayam ।  
śubhāmā-śiṣamasmabhyam  
dehi tat paripūrtaye ॥

अजय्यमात्मसामर्थ्यं  
सुशीलं लोक पूजितम्  
ज्ञानं च देहि विश्वेश  
ध्येयमार्ग प्रकाशकम् ॥

ajayyamātma sāmāthyam  
suśīlama loka pūjitam ।  
jñānam ca dehi viśveśa  
dhyeya mārga prakāśakam ॥

समुत्कर्षोस्तु नो नित्यं  
निःश्रेयस समन्वितः  
तत्साधकं स्फुरत्वन्तः  
सुवीरव्रतमुज्वलम् ॥

samutkarṣostu no nityam  
niḥśreyasa samanvita ।  
tatsādhakam sphuratvantaḥ  
suvīra vratamujvalam ॥

विश्वधर्म प्रकाशेन  
विश्वशांति प्रवर्तके ।  
हिन्दुसंघटना कार्ये  
ध्येयनिष्ठा स्थिरास्तु नः ॥

viśva dharma prakāśena  
viśva śānti pravartake ।  
hindu saṅghaṭanā kārye  
dhyeya niṣṭhā sthirāstu naḥ ॥

संघशक्तिर्विजेत्रीयं  
कृत्वास्मद्धरमरक्षणम् ॥  
परमं वैभवं प्राप्तुं  
समर्थास्तु तवाशिषा ॥

saṅgha śaktir vijetrīyam  
kṛtvāsmaddharma rakṣaṇam ।  
paramam vaibhavam prāptum  
samarthāstu tavāśiṣā ॥

त्वदीय पुण्ये कार्येस्मिन्  
विश्वकल्याणसाधके ।  
त्याग सेवा व्रतस्यायम्  
कायो मे पततु प्रभो ॥

tvadīye puṇya kāryesmin  
viśva kalyāṇa sādhake ।  
tyāga sevā vratasyāyam  
kāyo me patatu prabho ॥

॥ विश्व धर्म की जय ॥

॥ viśva dharma kī jaya ॥

## Meaning

We bow to the goddess Mother Earth, store-house of myriad blessings, the provider of innumerable needs and wants and is the ultimate refuge of all beings.

Then our salutations be to the Supreme self, the summum bonum of existence, consciousness and bliss, who is the very cause of the ultimate wellbeing of the whole world and the fountainhead of the universal Dharma.

O Almighty, we stand united for the upliftment of the universal Dharma. Shower upon us your auspicious blessings to fulfill that noble mission.

Grant us O Lord! Such inner strength which remains invincible; character which earns adoration of all and knowledge which shall illuminate the path leading to our goal.

Eradiate our hearts with the dazzling vow of a hero which always leads an aspirant to attain together this and other worldly welfare and prosperity as also the spiritual bliss.

Let our devotion to the cause be steadfast in organizing the people for the achievement of world peace and tranquility in the light of the universal Dharma.

O Lord, with your blessings, let this victorious organized strength of ours may be protecting the Dharma, be able to attain the pinnacle of eternal glory.

In pursuit of the welfare of mankind which indeed is the holy cause and inspired by the noble virtues of service and sacrifice, let my being O Lord, be offered at your feet. Triumph to Faith Universal.

## 2.4 Geet

रहे हम सभी का यही एक सपना  
बनें कार्यकर्ता , जगे धर्म अपना ॥ ध्रु ॥

न पूर्वाग्रही हो , न हो आत्मभावी  
हृदय मन खुला हो , विवेकी स्वभावी  
विचारों में स्थिरता , वचन में मधुरता  
परायों व अपनों की निंदा से बचना ॥ २ ॥ । ॥ बनें . . ॥

उमंगी रहे हम , उमंगी हो साथी  
गति भी रहे , आपसी मेल खाती  
अकेले न हो हम , यही ध्यान हरदम  
कदम से कदम को , मिलाकर ही चलना ॥ ३ ॥ ॥ बनें . . . ॥

हो चिंतन हमारा , सदा दूरगामी  
मगर कार्यशैली , हो एक - एक कदमी  
सभी काम भारी , हो परिणामकारी  
सफलता मिलेगी , यही भाव भरना ॥ ४ ॥ ॥ बनें . . ॥

वाचन , मनन और अनुभव कथन से  
रखें अद्यतन ज्ञान , बौद्धिक जतन से  
सदा स्वस्थ हो हम , रहे व्यस्त भी हम  
समय - दान - क्षमता , बढ़ाते ही रहना ॥ ५ ॥ ॥ बनें - - ॥

## Geet: Bane Kāryakartā

Rahe ham sabhi kā yahi eka sapanā  
Bane kāryakartā, jage dharma apanā ॥dhru ॥

Na purvāgrahi ho, na ho atmabhāvī  
Hridaya man khulā ho, viveki svabhāvī  
Vicarom me sthīratā, vacana me madhuratā  
Parāyom va apanom ki nindā se bacana ॥ 2 ॥ bane.

Umangi rahe ham, umangi ho sāthī  
Gati bhi rahe, apasī mela khātī  
Akele na ho hama, yahī dhyān haradama  
Kadam se kadam ko, milākara hi chalanā ॥ 3 ॥ bane..

Ho chintan hamārā, sadā dūragāmī  
Magar kāryasāili, ho eka-eka kadamī  
Sabhi kām bharī, ho parināmakārī  
Saphalatā milegī, yahī bhāv bharanā ॥ 4 ॥ bane.

Vacana, manan aur anubhav kathan se  
Rakhe adyatana jñāna, bauddhik jatan se  
Sada svastha ho ham, rahe vyasta bhi ham  
Samay-dāna-kṣamatā, badhāte hī rahanā ॥ 5 ॥ bane

## **Geet : Meaning**

Let it be our only dream, that by becoming a karyakarta, our Dharma will be awakened.

We should neither be prejudiced nor self-centered. We should be open-hearted and judicious natured, have a stable thought process and sweetness of speech. We should avoid the condemnation of our own and of others.

We should be enthusiastic and our friends should be enthusiastic. We should maintain a good pace; however, none should be left behind and this should always be kept in our minds.

We should move forward with others in step with us. Let our thoughts always be far reaching, but our methodology of work should be one step at a time. Let every bit of hard work result in an effective output, while attaining success should be a constant thought.

By reading, contemplation and personal experiences, we should stay updated with intellectual knowledge. Let us always be healthy, but also stay busy with productive work, aiming to continually increase our capability to give time.

## 2.5 Bhojan Mantra

अन्न ग्रहण करने से पहले  
विचार मन मे करना है  
किस हेतु से इस शरीर का  
रक्षण पोषण करना है ॥

anna grahaṇa karane se pahale  
vichāra mana me karanā hai  
kisa hetu se isa śarīra kā  
rakshaṇa poṣaṇa karanā hai ॥

हे परमेश्वर एक प्रार्थना  
नित्य तुम्हारे चरणों में  
लग जाये तन मन धन मेरा  
विश्व धर्म की सेवा में ॥

he parmeśwar ek prārthanā  
nitya tumhāre charṇo meṃ  
laga jāye tan man dhan merā  
viśwa dharmā kī sevā meṃ ॥

Before we take our food, we pause to think, for what purpose should we nurture and protect our body.

O God, grant us this prayer, for which I bow with respect at your feet, that my body, mind and wealth be put to use in the service of Universal Dharma.

ॐ ब्रह्मार्पणं ब्रह्महविर्  
ब्रह्माग्नौ ब्रह्मणाहुतम् ।  
ब्रह्मैव तेन गन्तव्यं  
ब्रह्म कर्म समाधिना ॥

ॐ brahmārpanam brahmahavir  
bhramāgnau brahmanā hutam  
brahmaiva tena gantavyam  
brahmakarma samādhinā ॥

The act of offering is Brahman. The offering itself is Brahman. The offering is done by Brahman in the sacred fire which is Brahman. He alone attains Brahman who, in all actions, is completely absorbed (samadhi) in Brahman.

ॐ सह नावतु

सह नौ भुनक्तु ।

सह वीर्यं करवावहै

तेजस्विनावधीतमस्तु

मा विद्विषावहै ॥

ॐ saha nāvavatu

saha nau bhunaktu

saha vīryaṃ karavāvahai

tejasvināvadhītamastu

mā vidviṣāvahai ॥

Let us protect each other, let us eat together, let us work together, let us study together to be bright and successful and let us not hate each other.

ॐ शान्तिः शान्तिः शान्तिः ॥

ॐ śantiḥ śantiḥ śantiḥ ॥

ॐ Peace Peace Peace



## 2.6 Subhāshita

कृण्वन्तो विश्वमार्यम् ॥

kṛiṇvanto viśwamāryam ॥

Let us make this world noble

एकं सत् विप्राः बहुधा वदन्ति

ekaṃ sat viprāḥ bahudhā vadanti

Truth is one; Wise men call it by different names

अयं निजः परो वेति

ayaṃ nijaḥ paro veti

गणना लघुचेतसाम् ।

gaṇanā laghucetasām ।

उदारचरितानां तु

udāracaritānām tu

वसुधैव कुटुम्बकम् ॥

vasudhaiva kutumbakam ॥

The thought that this is mine and that is somebody else's appear only to those with a narrow mind. For the open minded, however, the entire world is one family

नाभिषेको न संस्कारः

nābhiṣeko na saṃskāraḥ

सिंहस्य क्रियते वने

siṃhasya kriyate vane ।

विक्रमार्जितसत्त्वस्य

vikramārjita-satwasya

स्वयमेव मृगेन्द्रता ॥

swayameva mrgendratā ॥

No rites of enthronement are performed on a lion as the king of the animals in the forest. It earns the kingship of animals by its own might.

हिन्दवः सोदराः सर्वे  
न हिन्दु पतितो भवेत् ।  
मम दीक्षा हिन्दुरक्षा  
मम मंत्रः समानता ॥

hindavaḥ sodarāḥ sarve  
na hindu patito bhavet ।  
mama dīkshā hindurakshā  
mama maṁtraḥ samānatā ॥

All Hindus are brothers and no Hindu ever ceases to be a Hindu. My vow is the protection of Hindus and my motto is equality.

यत्र सर्वे नेतारः  
सर्वे पण्डित-मानिनः ।  
सर्वे महत्त्वमिच्छन्ति  
तत्र कार्यं विनश्यति ॥

yatra sarve netāraḥ  
sarve paṇḍita-māninaḥ ।  
sarve mahatva-micchanti  
tatra kāryaṁ vinaśyati ॥

Where everyone is a leader, where everybody thinks he knows best and where everybody desires a place of importance, the work to be done gets spoiled.

गच्छन् पिपीलिको याति  
योजनानां शतैरपि ।  
अगच्छन् वैनतेयोऽपि  
पदमेकं न गच्छति ॥

gacchan pipīliko yāti  
yojanānāṁ śatairapi ।  
agacchan vainateyo'pi  
padamekaṁ na gacchati ॥

An ant which keeps moving covers hundreds of miles while the Garuda which does not move can't cover even a step.

विद्या ददाति विनयं  
विनयाद्याति पात्रताम् ।  
पात्रत्वाद्धनमाप्नोति  
धनाद्धर्मं ततः सुखम् ॥

vidyā dadāti vinayam  
vinayād yāti pātratām ।  
pātratvāt dhanamāpnoti  
dhanāt dharmah tataḥ sukham ॥

Education creates discipline. Discipline leads to making full use of your capabilities. Capabilities bring many riches. Riches enable us to lead a virtuous life, which is the ultimate source of happiness and contentment.

उपकारः परो धर्मः  
प्रयत्नो दैवतं परम् ।  
सुशीलता परा नीतिः  
कार्यं संघात्मकं परम् ॥

upakārah paro dharmah  
prayatno daivataṃ param ।  
suśīlatā parā nītiḥ  
kāryaṃ saṅghātmakaṃ param ॥

Service is the greatest virtue. Effort is the highest fortune. Noble character is the ultimate wisdom and the greatest work is of organisation (sanghathan) of the society.

परस्परोपग्रहो जीवानाम् ॥

Parasparōpagrahō jīvānām ॥

All life is bound together by mutual support and interdependence.

सच्चो उरै सबको ऊपर  
सच आचार ॥

saccho urai sabko upar  
sach aachaar ॥

Character is the ultimate behavior.

सेवा करे होय निह कामी  
ताकौ होई प्राप्त स्वामी ॥

sewa kare hoy nih kaamee  
taakau hoi prapta swaami ॥

One who serves attains the Ishwar.

## 2.7 Amrut Vachan

Use of Amrut Vachan: Amrut Vachan are quotable quotes by great persons. These portray aspects of philosophy, personality development and action. Each quote can be recited by one swayamsevak over a month in shakha. Thereafter a charcha or a Bauddhik can be framed around the subject.

Whatever you think, that you will be. If you think yourself weak, weak you will be; if you think yourself strong, strong you will be.

: Swami Vivekananda

Take up one idea. Make that one idea your life - think of it, dream of it, and live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success; that is the way great spiritual giants are produced.

: Swami Vivekananda

The ultimate vision of our work, which has been a living inspiration for all our organizational efforts, is a perfectly organized state of our society wherein each individual has been molded into a model of ideal Hindu manhood and made into a living limb of the corporate personality of society.

: P. Shri Guruji

Sangh gives considerable importance to samskaras. A person's actions are guided by his thoughts, and a gathering of those who have similarity of thought and action contribute to a creative environment. Let us build throughout this country a pure and respectable, devoted to the cause, hopeful, inspiring and refreshing environment. Wherever Swayamsewaks go they should carry the spirit of such an environment.

: P. Dr. Hedgewar

Discipline is the foundation of our organization. It is on this foundation only that we have to raise this massive building. If, by no matter whose fault, the foundation remains weak on any side, then that side of the building crumbles and separates from the main building and as a result, becomes the cause of the destruction of the whole building.

: P. Dr. Hedgewar

## 2.8 Janmdin Geet (Birthday Song)

जन्म दिनमिदम् अयि प्रिय सखे	Janma-dinam-idam ayi priya sakhē
शन्तनोतु ते सर्वदा मुदम् ॥	śaṁ tanōtu tē sarvadā mudam ॥1 ॥
प्रार्थयामहे भव शतायुषी	Prārtha-yāmahē bhava śatāyuṣī
ईश्वर सदा त्वां च रक्षतु ॥	Íśvaraḥ sadā tvāṁ ca rakṣatu ॥2 ॥
पुण्यकर्मणाकीर्तिमर्जय	Puṇya-karmaṇā kīrtim-arjaya
जीवनम् तव भवतु सार्थकं ॥	Jīvanam tava bhavatu sārthakam ॥3 ॥

O Dear friend! May this birthday bring auspiciousness and joy to you forever Indeed, we all pray for your long life. May the Lord always protect you By noble deeds, may you attain fame and my your life be fulfilled.

सुदिनं सुदिनं जन्मदिनं तव ।	Sudinam Sudina Janmadinam Tav ।
भवतु मंगलं जन्मदिनम् ॥	Bhavatu Mangalam Janmadinam ॥
चिरंजीव कुरु किर्तीवर्धनं ।	Chiranjiv kuru kirthivardhanam ।
चिरंजीव कुरु पुण्यवर्धनं ॥	Chiranjiv kuru Punyavardhanam ॥
विजयी भवतु सर्वत्र सर्वदा ।	Vijayi bhavatu sarvatra sarvada ।
जगति भवतु तव सुयशगानं ॥	Jagati bhavatu tav suyash ganam ॥

Wishing you a wonderful day on your birthday. Let this be sacred and auspicious day for you. Wish you long live with a good fame and wish you long live with your good deeds. Wish you always make ever great achievements and let the world praise you for your success.

## 3 Shareerik Vibhag

### 3.1 Aachar Paddhati – The method of conducting shakha

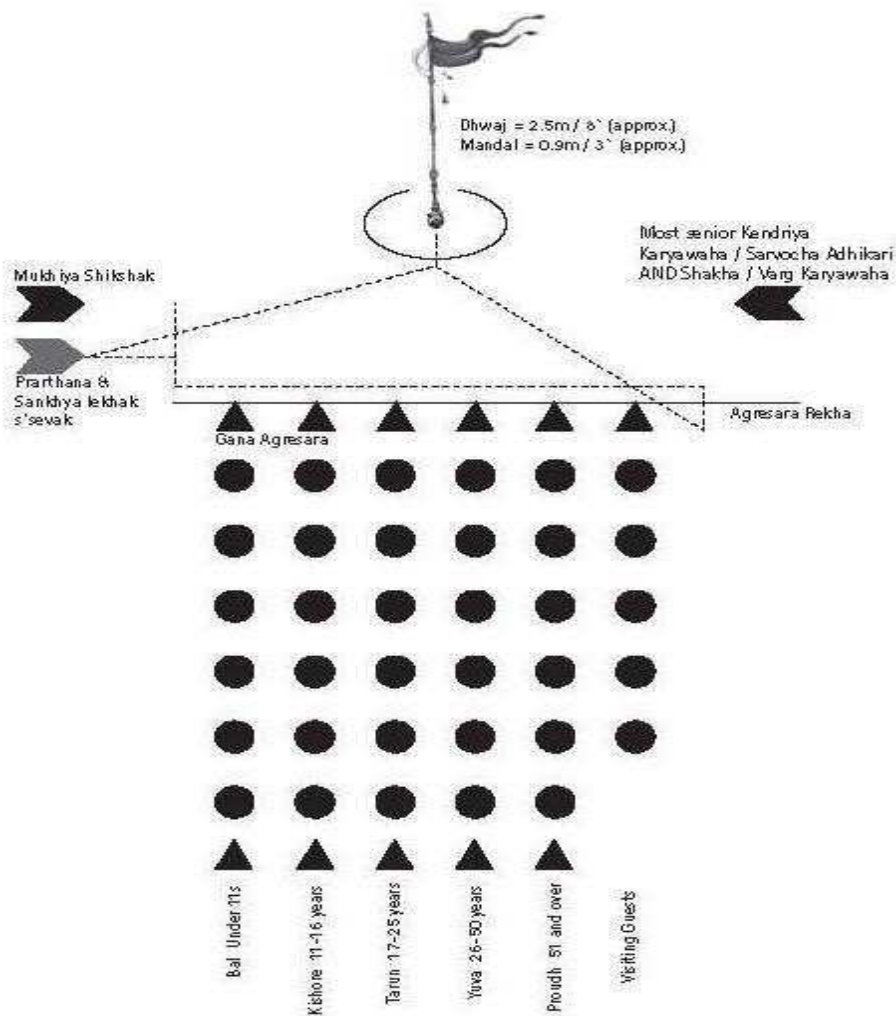
Aachar paddhati or the method of conducting shakha includes commands or “Agya” given during the shakha session, position and responsibilities of each swayamsevak and other adhikaris.

### 3.2 Shakha Starting and Concluding Agyas (Commands)

Shakha Starting	Shakha concluding
Whistle (one long - one short; one long - one short)	Whistle (one long three short) / Agresara
Sangh Daksha	Agresara Samyak
Arama	Arama
Agresara	Whistle (one long two short) / Sangh Sampata
Agresara Samyak	Sangh Daksha
Arama	Sangh Samyak
Sangh Sampata	Agresara Ardha Vruta
Sangh Daksha	Sankhya
Sangh Samyak	Arama
Agresara Ardha Vruta	Sangh Daksha
Sangh Arama	Arama

Sangh Daksha	Sangh Daksha
Dhwaja Pranam-Ek, Do, Teen	Whistle (one short) / Prarthana
Sankhya	Dhwaja Pranam-Ek, Do, Teen
Arama	Sangh Vikira
Sangh Daksha	
Arama	
Sangh Daksha, swasthan	

### 3.3 Position of Swayamsevaks in Shakha





### 3.4 A typical 2 Hour shakha.

The following is a two hours typical shakha program. This may vary from size of group to average age of group. Generally, the Bauddhik aspects of the shakha must be a regular and routine feature. Section 1 of this book lists all of these types of activities.

<b>Shakha Program</b>	<b>Duration in Min</b>
Dhwajarohan	5
Warm-up	5
Short Khel (games)	15
Shareerik Vishay Niyudha, Dand or Yogasana etc.	15
Soorya Namaskar	5
Long Khel (games) Kabbadi, Football, Ring, Kho-Kho	30
Meditation Pranayam , Subhashitas/ Amrut Vachan	10
Geet (A selected geet sung over 3 months)	5
Bauddhik	15
Parichay (Introductions) if needed	5
Ekātmatā Mantra, (Unity prayer) Vishwa Prārthanā, (Universal Prayer)	10
Vikir (Last order signifying end of the session)	120

At least 15 minutes after the end of shakha must be available for swayamsevaks to interact, for karyakartas to hold gat and Vishay meeting

### 3.5 BalaGokulam

Bala-Gokulam is a forum for children to discover and manifest the divine spark which exists in them. Bala-Gokulam enables Hindu children especially outside Bharat, to appreciate their cultural roots, learn Hindu Values in an enjoyable manner. Bala-Gokulam helps them to also develop a sense of Sewa, service to Mankind.

### 3.6 Activities in Bala-Gokulam

Activities in Bala-Gokulam are planned for the kids physical, intellectual, social and spiritual development. The activities Include Games, Yoga, Arts, shlokas, Crafts and Stories. Bala-Gokulam also conducts special events such as Celebration of Hindu festivals and Sewa activities.

### 3.7 A typical 90 minutes Bala-Gokulam schedule

<b>Bala-Gokulam Program</b>	<b>Duration in Min</b>
Assembly and dhwajrohan	5
Warm-up exercises	5
Khel (games)	30
Surya Namaskar	5
Shlokas/Bhajans	20
Stories/Discussions/ workshops	20
Prarthana	5
<b>Total</b>	<b>90</b>

Visit [www.balagokulam.org](http://www.balagokulam.org) and [www.balagokulam.net](http://www.balagokulam.net) which have good resources

### 3.8 Ajnya (orders) Explained

These commands are useful to bring all swayamsevaks and sevikas together efficiently in the least time possible and implement the activities in a disciplined fashion.

**Saavadhan:** When it is time for the shakha to start, or whenever the shikshak wants the attentions of everyone the command Saavadhan is used. It means:- Be attentive, please listen for the next command or set of instructions.

**Sangha Daksha:** This command brings the entire organization to attention. The word Daksha means attention.

**Agresara:** When mukhyashikshak will decide on the number of Agresaras required and will call upon them. An Agresara is a person who stands in the front of the line to be formed.

**Agresara Samyak:** The agressars looks to the right to check his placing. The right most agressar does not move. The word samyak in this case, means equal placement.

**Arama:** This command is given when the shikshak wants us to stand relaxed but attentive, with hands holding at the back of your body loosely held, chest and chin at normal position. We receive all soochana in Arama.

**Sangh Sampada:** The rest should fall in line behind the agressars swiftly without talking or making any other distracting sounds or actions. The word Sampada means to join.

**Sangh Samyak:** The Agresara turns around to check if the line is straight. It is important for all in line to be attentive and notice what the Agresara directs you to do. If someone is not in line the agresara should say so by using hands only. There should be no talking or whispering when in line.

**Agresara Ardha Vrita:** The Agresara should turn around 180 degrees. Turn from the right side.

**Prarthana:** This is the command to start the prarthana.

**Dhwaja Pranam:** This is the command to join your hands and offer salutations to the Bhagwa Dhwaj (The saffron flag). Do this on the count of three.

**Vikira:** This is the command to disperse. Turn to the right, do pranaam to the Karyavaha and disperse.

### **3.9 Commands used for Samata Explanation**

**Daksha:** This command is given when the shikshak wants you to pay attention and stand in Daksha with feet in v shape, knee tight, chest expanded, shoulder back, hands straight with fist and looking Straight. Daksha helps us to control the mind and to become self-alert.

**Mandala:** This command is given when the shikshak wants to form a circle. The word mandala means circle. This is used mostly while playing games, doing yoga and exercises.

**Uthishtha:** This command is given when the shikshak wants us to stand up. The word uthishta, means to stand.

**Upavisha:** This command is given when the shikshak wants us to sit down. The word upavisha means to sit.

**Kuru:** This command is given when the shikshak wants us to start some activity. The word Kuru means begin or start.

**Stabha:** This command is given when the shikshak wants us to stop any activity. The words Stabha, means stop.

**Vrita:** The word vrutha means to turn. There are various ways of turning:

**Ardha Vrita:** Turn around 180 degrees. Turn from the right side.

**Vama Vrita:** Turn around by 90 degrees. Turn to your left.

**Dakshina Vrita:** Turn around by 90 degrees. Turn to your right.

**Ek Shaha Sampada:** This command is given when the shikshak requires all to come together in a line preferably by order of height. As soon as the command is given first person stands in front of the shikshak. The rest follow by standing to the left of the first t person in accordance with hight). Each SwayamSevak stand 75 CM distance between each other. Following this the shikshak might give a command to divide the entire gana into divisions.

**Gana Vibhag:** If the shikkshak wants to divide the gana in two groups, a command Gana Vibhag will be given

**dwi-tati:** When the shikshak wants to divide the grana into two lines above command will be given.

Similarly following orders can be given for three and four lines respectively

Ansha Bhag - Tri Tati and Gana Bhag - Chatush tati

### **3.10 Samata Sancha**

- Ek Pada Puras-sar 1-2
- Ek Pada Prati-sar 1-2
- Ek Pada Dakshina-sar 1-2
- Ek Pada Vaama-sar 1-2
- Dakshna-Vrita 1-1-2
- Vaama-Vrita 1-1-2
- Ardha-Vrita 1-1-2
- Ardha-Vrita 1-1-2
- Mita-Kaal 1- 2 -1- 2- Pause - Gana - Pause - Stabha - 1- 2

### **3.11 Khel (Games) in Shakha**

There are numerous games played in shakhas. Games include the traditional Indian games of Kabaddi, Kho-Kho, and other games such as Telephone, Basketball, and more. These games provide a variety of benefits as well as lots of fun!

See below some of the widely used games in a shakha / Balagokulam

## List of Outdoor Games

<b>Mandala (Circular/ rectangular)</b>	<b>Games between two teams</b>	<b>Individual Games</b>
Kriti Kho-kho	Ram Ravan	Mai Shivaji
Mandal Kabaddi	Damru (English 8)	Dand Kood
Chandan	Kukkut Jhunj	Janjir (Chain)
Brahma Vishnu Mahesh	Shakha me Chalo	Vish-Amrit
Agni Kund	Avhan	Kashmir kisaka hai
Bagh-Bakri	Avhan 2 – Rumal Bandhan	Hanuman Jump
Sudarshan Chakra	Akhand Lambi Kood	Jhul-Jhul-Jhanda Jhul
Ram Ram / Om	Dand / Rassi Khech	Bhai Bhai Kitna Kitna Pani
Hawai Jahaj	Darma Guru	Chor Sipahi
Tandav Nritya	Nauka Yuddha	Hathi ki sund
Basmasur	Abhedya Deewar	Kath Ghar
Hathi ki Sund	Kabaddi	Mendhak
Bicchu Dank	Langdi (hopping on one leg)	Murti
Sone Ka stambh	Passing a Ball / Dand	Oii / Ouch
Clock (Ghadi)	Ring Goal	Vaare Singh

Paisa Paisa		Fooooos –Phat
		Thali
		Langdi Race
		Naak Pakado
		Shwas Rodh
		Ghoda Panee
		Teen Payi race

## List of Indoor Games

1-20 maximum jump of 3 / shatau	Sandesh vahan (decoding)
Ramayana / Mahabharata Characters	Dumb Charades
Remembering the names of Mahapurush	Pictionary
Mahapurush pahechanana	Mirror
Ram-Krishna (multiples of 3 and 5)	Aum
Radhe-Sham Taali	



### 3.12 Surya Namaskar

Surya Namaskar which literally means salutation to the Sun, was developed as an exercise since generations to be practiced by everyone as an integral part of their life. Surya Namaskar brings about general flexibility of the body preparing it for further Asanas and Pranayama. This is usually done at both Sunset and Sunrise facing the sun.

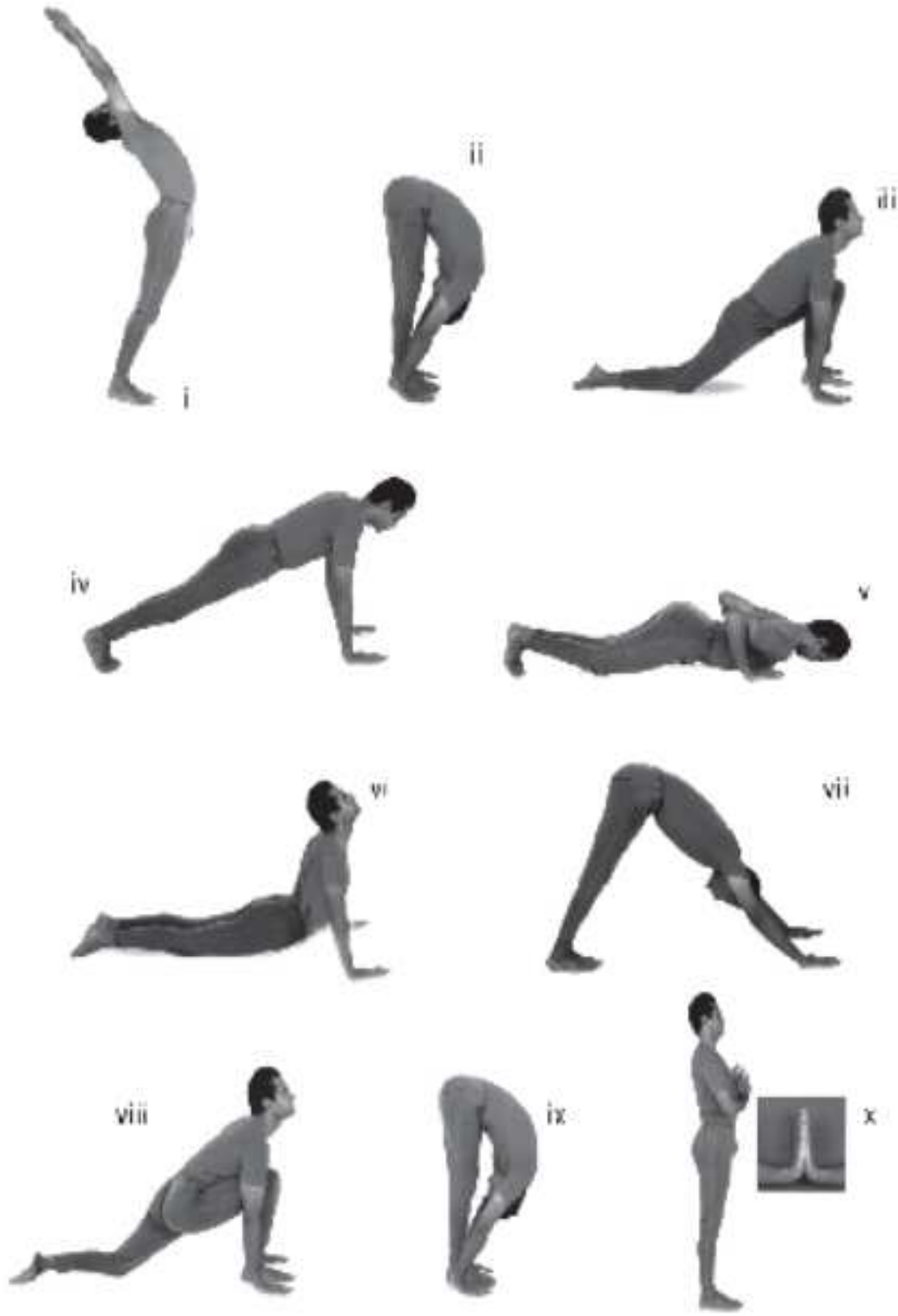
ध्येय सदा सवितृ मण्डलमध्यवर्ती      dheyah sada savitr mandala  
madhyawarti

नारायणः सरसिजासनसन्निविष्टः ।      nārayanaḥ sarasijāsana  
sannivishtaha ।

केयूरवान् मकरकुण्डलवान् किरीटी      keyurawān makara  
kundalawān kirītī

हारी हिरण्मयवपुर् धृतशंखचक्रः ॥      hāri hiran-maya-vapur-dhrta  
shankha chakraḥ ॥

Surya Narayana! You are the crown glory, carrying shankha chakra in your hands. You are the creator of joy and destroyer of sorrows. You cover the entire universe with the golden twilight. You are the Master, the Provider of the entire universe. O Sun God! Make all my efforts as bright and brilliant as the sun in the solar system.



ॐ मित्राय नमः ।	ॐ Mitraaya Namaḥ
ॐ रवये नमः ।	ॐ Ravaye Nama
ॐ सूर्यार्य नमः ।	ॐ Suryāya Namaḥ
ॐ भानवे नमः ।	ॐ Bhānave Namaḥ
ॐ खगाय नमः ।	ॐ Khagāya Namaḥ
ॐ पूष्णे नमः ।	ॐ Pūshne Namaḥ
ॐ हिरण्यगर्भाय नमः ।	ॐ Hiranyagarbhāya Namaḥ
ॐ मरीचये नमः ।	ॐ Marīchaye Namaḥ
ॐ आदित्याय नमः ।	ॐ Aadityāya Namaḥ
ॐ सवित्रे नमः ।	ॐ Savitre Namaḥ
ॐ अर्काय नमः ।	ॐ Arkāya Namaḥ
ॐ भास्कराय नमः ।	ॐ Bhāskarāya Namaḥ
ॐ श्रीसवितृसूर्यनारायणाय नमः ।	ॐ Shrī Savitru Sūrya Nārāyanāya Namaḥ

आदित्यस्य नमस्कारान,  
ये कुर्वन्ति दिने दिने ।  
आयुः प्रज्ञा बलं वीर्यं,  
तेजस् तेषां च ज्ञायते ॥

aadityasya namaskārān  
ye kurvanti dine dine ।  
Ayuh pragnya balam veeryam  
tejas teshan ch jayate ॥

Those who regularly perform Suryanamaskaras attain healthy long life. They possess brightened personalities. They become strong, knowledgeable and have courage to fight with valour.

### **3.13 Yogasans**

See below the list of most common yogasans practiced in shakhas/Balagokulams.

#### **List of Standing yogasans**

1. Ardhatichakrasana
2. Padahasthasana
3. Parivrittatrikonasana
4. Parshvakonasana
5. Trikonasana
6. Vrukshyasana

#### **List of Sitting yogasans**

1. Janu sirsasana
2. Shashankasana
3. Vajrasana
4. Paschimottanasan

#### **List of prone & supine yogasans**

1. Bhujangasana
2. Dhanurasana
3. Halasana
4. Chakrasana

Please visit <https://sites.google.com/site/yogahss/> for the complete list of asans.

### 3.14 EML Karyakarta Varg Shareerik Abhyaskram

	<b>Samata</b>	<b>Dand</b>	<b>Aachar</b>
<b>Shakha 1</b>	Daksha, Aarama, Swastha Ekshah Sampata, Samyak Ek / Dwi / Tri / Chatush Pada Puras / Pratisara / Dakshina / Vamasara / Sankhya, Ganavibhag, Anshabhag, Ganabhag Ek Tati --> Dwi / Tri / Chatushtati Dwi / Tri / Chatushtati --> Ek Tati	Daksha Arama, Bhujadanda, Shirmar Sidhha, Shirmar, Adhomar	Activities of a swayamsevak Sampata, Sankhya, Sangha Sanmyak, Dwaja Pranam, Sangha Vikira
<b>Shakha 2</b>	Dakshina / Vama / Ardha Vruta Dakshinardha / Vamardha Vruta Mitakal Vibhagshah / Vartan Stabha Sanchalan Abhyas	Kramika Sidhha, Dwimukhi Sthira Prakar 1 -2	Activities of a Prarthana Pramukh, Sankhya Pramukha
<b>Shakha 3</b>	Mitakal me Vruta Dakshina / Vama / Dakshinardha / Vamardha / Ardha Vruta	Shirmar Kramika 1, 2, 3	Activities of a Mukhya Shikshak, Karyawah
<b>Shakha 4</b>	Review and Sanchalan Abhyas (Prachalan) Sanchalan me Stabha Sanchalan me Vruta	Shirmar Kramika 2 - 3, Prahar Siddha, Prahar Prakrama	Review, Other Aachar Vibhag activities like Mandala, Vishram etc.

	<b>Yogasan</b>	<b>Khel</b>
<b>Shakha 1</b>	Suryanamaskar 1 2 3 Sthithi, Samasthiti 2 - Tadasan, Ardhachakrasan	Refer Khel in Shakha section
<b>Shakha 2</b>	SN 4-5-6 Sthiti, Ardhakatichakrasan, Uttanasan, Utkatasan, Virbhadrasan Prakar 1, Trikonasan, Parshvakonasan	Refer Khel in Shakha section
<b>Shakha 3</b>	SN 7, Mantronka Abhyas, Shwas utshavas, Samatala Sthiti 3 asan Shashankasan, ushtrasan, janushirasan, Pashchimottanasan, Pranayam Bhastrika KapalBhati	Refer Khel in Shakha section
<b>Shakha 4</b>	SN 1-10, Unmukha sthiti, Bhujangasan, Shalabhasan, Dhanurasan, Naukasan, Urdhwamukhasthiti: Jatharparivartanasan, sarvangasan, Bhramari, Anulom Vilom, Udbhid	Refer Khel in Shakha section

## 4 Sangh Karya Paddhati

Sangh method of work is called Karya Paddhati which is like a refinery which takes crude oil and turns it into finished products. Ours is a man-making process with a Capital M. Every individual should be fully dedicated, confident and convinced of our work to achieve our aims and objectives.

In spiritual and cultural ideology, the Hindu Samaj is united. But in action, we lack that instinctive united approach to our common heritage. The aim of the Sangh is to create this united Shakti or strength in action. The method is very unique and is incomparable with other organizations. We want engines and not carriages.

Our work and method involve family/personal relations and regular contact. We respect elders and every human being, irrespective of race, colour or religion.

No doubt it is a long method, building brick-by-brick; person to person; heart to heart and begins at the very childhood. *“Ek deep dusara jalawe, aise prakash hoven”* -one torch kindling the other thus making countless lights. It produces leaders.

The main root of our work is a shakha. It is where individual swayamsevaks are trained through shareerik and bauddhik programs. New swayamsevaks enter and get trained.

The speciality of our work is that it is more practical than theoretical; man-making process. ‘Once a swayamsevaks always a swayamsevak.’

Spotless, ideal character and discipline is needed for achieving the aims. ‘If wealth is lost nothing is lost; If health is lost something is lost; But if character is lost everything is lost.’

## 5 Gat Paddhati

Gat paddhati is the backbone of the Shakha. This is the foundation stone of all our shakha set up and on which our Sangh is sustained. The necessity for gat paddhati lies in our primary objective to unite Hindus on the basis of the oneness of our culture. It is not possible in one go. It will be achieved step by step, by the process after process. The gat system also forms the first line of sampark work for the shakha, namely between swayamsevaks and families.

In our work from start to end we deal with only human factor. Initial resource or raw material is man. Finished product is also man, and material needed for the whole process is nothing else but man only.

Gat means group. It is the group of potential and regular swayamsevaks who are naturally 'close'. Closeness is defined in this instance as: -

- Living near each other,
- Classmates or colleagues of similar age,
- Relatives or friends by any reason.
- Common interest (as per shakha requirement)

Relationship between gat members and their parivar should be: -

- Regular (niyamit),
- Informal (anaupcharik) - contacts with family members as a part of their family,
- Friendly (maitripoorvak) - being part in their cheerful and anguish moments.

Thus, our gat will become an experience of live and divine friendship. The number of swayamsevaks in each gat should be manageable, i.e. 6 or 7. Therefore we need to appoint one gatnayak, of the gat. He will initiate gat activity.



## Role of Gatnayak

- Ensure his gat swayamsevaks come to shakha regularly and punctually.
- Ensure they receive soochanas of utsav, shibir, varg etc.
- Check if anyone has any difficulties in coming to shakha?
- Can we help in resolving the same?
- Add new swayamsevaks to the gat.
- Develop close relations with families.

Shakhas often adopted innovative techniques to promote gat paddhati. Some are listed below: -

- Name gat with deity or great persons of Hindu dharma
- Arrange trip, outing or evening get-together.
- Arrange regular meetings with adhikaris and at swayamsevaks homes
- To do gatwise sampat in shakha
- To have gatwise quick (5 min.) baithak after every shakha
- Gatwise sharing the responsibility of utsav or shibir
- Networking via email of swayamsevaks for the instant soochana
- Organise gat-wise competitions in shakha (e.g. games, quiz etc.

## 6 Abhyas Vargs

Abhyas vargs are regular (possibly at monthly intervals) vargs of selected swayamsevaks and karyakartas aimed at a deeper understanding of Sangh work. Each varg shall be of finite time (say 1hour) and on a very specific topic. The objectives are to increase in Swayamsevaks, the conviction in Sangh philosophy, commitment to Sangh activity and discipline for progress for our stated aims as laid out in our prarthanaa.

A sample of topics for 1 year is given below with a brief summary. These could be repeated annually or new topics can be introduced further. This handbook provide numerous other ideas and topics for developing further abhyas vargs.

The shikshak in charge of these vargs must plan and allocate these topics to a well versed facilitator. The facilitator should make the varg interesting and interactive. Printed notes can be supplied during or after the varg.

### **History of Hindus**

Explain how Hindu Dharma has evolved from the Vedic times, the nature of our continuous struggles from aggressive force, the growth of Hindu renaissance in the last century and the Hindu world.

### **Vishwa Dharma - Universal Dharma**

What make Hindu Dharma universal? How do we practice it?

### **Hindu Sanghathan - Our Goal**

Why do we need unity? How do we practice it?

## **Qualities needed in a Swayamsevak**

What are the qualities which swayamsevaks should have and how to develop them? Refer to the prarthanaa.

## **Karma Yogi - Selfless Action**

Why are swayamsevaks asked to be karma yogis? How is this to be practised? Give examples from lives of pracharaks.

## **Ek Nishtha Sevak - Single minded Devotion**

Why should swayamsevaks devote more time and energy to Sangh work and make it their mission in life, overriding all other desires and glorious temptations.

## **Punyakaryesmin - Holy work**

How is our work a holy mission?

## **Sangh Shakha - Crucible for development**

How is good character cultivated in our shakhas?

## **Sanskaras through Shareerik**

How do we impart sanskaras through our physical and sporting activities?

## **Sanskaras through Bauddhik**

How do we impart sanskaras through our intellectual development program?

## **Sangh Karya Padhati - Methods & Systems**

How is our work organised and implemented?

## **Our Role within Samaj**

We are within Samaj and samaj is within us, how we make this happen in reality?

# 7 Bauddhik Activity Planning

## 7.1 For Sishu / Bal Gana

(Learning Hindu Values)

Age group 6-11 years

### Objectives

By the age of eleven, a swayamsevak should be accustomed to basic Hindu values. Basic knowledge of some great Hindu heroes. An interest should have been created in Doctrorji's and Guruji's life and Sangh work. Sangh prarthanaa should be learnt. Parents should be very familiar and at home with Sangh work and even encouraged to join a shakha for active participation.

This age group in shakha requires a subtle and gentle approach to bauddhik karyakrams.

### Characteristics to remember when planning bauddhik activity are: -

- Attention span between 5-10 minutes,
- They enjoy participatory activities such as simple question and answers,
- Repetition in terms of frequency of delivery on the same subject and also same points is often a good way of imparting knowledge,
- Stories with a lot of animation are often the best approach.
- Role plays with costumes are attractive,
- Parental participation for short homework and regular activities (i.e. festivals) together,
- Competitions (i.e. art and making Diwali cards)

- Handouts to take home which helps to reinforce activity.
- Testing only when swayamsevak is ready and be assured to pass.
- 80% shareerik to 20% bauddhik (in short bursts) ratio is suitable.

Particular care and attention must be given to young swayamsevaks, who may be shy, reserved and apprehensive in taking part. Make a special friendship with them and subsequently encourage them slowly and surely to open up to becoming active in the shakha. Parents have a major role to play in the swayamsevaks development. Once or twice a year, meeting with parents is very beneficial.

### **The following topics may help in planning: -**

Ramayana	Eklavya
Hanuman	Bhakta Dhruv
Mahabharata	Bhakta Prahlad
Life of Bal Krishna	Luv & Kush
Krishna Sudama	Festivals (i.e. Holi & Diwali)
Veer Abhimanyu	Hindu Scriptures
Shalivahana	Living as a Hindu
Chhatrapati Shivaji	Greetings/Welcoming
Joravar & Fateh Singh	Good Habits
Guru Gobind Singh	Sangh Prarthanaa
Veer Hakikat	Hindu Symbols
Young Doctorji	Mantras (i.e. Gayatri mantra)

## 7.2 For Kishore Gana

(To mould a Swayamsevak)

Age group 11-15 years

### Objectives

Interest should have been created in Doctrorji's and Guruji's life and Sangh work. Through the Sangh prarthanaa the essence of being a swayamsevak should be taught. The swayamsevak should at least understand Sangh karya paddhati. Activities in the shakha should be based on building friendship and brotherhood. Extensive shibirs, engaging workshops such as team building, challenging activity events, competitions over a period should be planned. Parents should be involved wherever appropriate.

This age group in shakha requires culture shock by removing that spoon feed approach. Characteristics to remember when planning bauddhik activity are:-

- Attention span between 10-15 minutes,
- They also enjoy participatory activity such as simple question and answers,
- Historical narratives i.e. stories of our great heroes.
- Competitions on intellectual level to stimulate the mind
- Focus on individual responsibilities
- Good habits such as 'Living as a Hindu' could be set easily
- 75% shareerik to 25% bauddhik ratio is suitable.

Each swayamsevak must be developed with one to one attention. Make a special friendship with them and subsequently encourage them slowly and surely to open up to becoming active in the shakha. It is important that they feel as to what a swayamsevak should be through the shikshak and other karyakartas. The following topics may help in planning: -

Hindu Dharma  
Unity is Strength  
Doctorji's Life  
History of Bharat  
Our Inspirers  
Sangh Shakha  
Our Pracharaks  
Sangh Mission  
Qualities in an ideal Swayamsevak  
Organising Utsavs

Planning a shibir  
Gat System  
Improving my shakha  
Sangh Utsavs  
Sangh Prarthanaa  
Communication skills  
Team building  
My Responsibility  
Living as a Hindu

### **7.3 For Tarun Gana**

(Sangh & Sanghathan at Heart)  
Age group 16-25 years

#### **Objectives**

This age group should be exposed to very physical, intellectual and information power. Physical activity which releases excessive energy should be followed by calming activity such as a few yogasanas. Then only will a very enlivening bauddhik session take place. With a background of knowledge on Hindu Dharma/Values (at shishu/bal age) and basic groundwork of the Sangh (during kishore age), it is now time to activate the mind into putting everything relating to Sangh work into practice.

Conviction in core Sangh values and practices should be nurtured. Practical sessions should be more prominent in pursuing these objectives, such as discussions, debates, question/answers and vichar manthan type karyakrams.

Becoming active in Hindu student forums, taking up roles in shakha and as vistaarak should be the core objectives.

This age group faces a very turbulent times in their life. The swayamsevaks have much strength but also face many distractions which can cause great uncertainties in their life.

Actual starting of new shakhas or running a shakha should be the ultimate goal.

### **Characteristics to remember when planning bauddhik activity are: -**

- Swayamsevaks possess Vigour, strength and energy,
- Have lots of spare time with limited responsibility,
- Suffer cultural and material onslaught,
- Peer and parental pressures apply,
- Understanding, judging or deciding medium- or long-term priorities is a problem
- Developing inquisitive attitude and needing an opportunity to express themselves and
- be heard.
- 75% shareerik to 25% bauddhik (prepared in depth) ratio is suitable.



## **The following topics may help in planning: -**

Brief History of Bharat	Vistaar & Prachaarak Paddhati
Our Inspirers Life in Depth	Opening new shakhas
Shakti Nirman	Sangh Projects.
P.P. Doctorji & Guruji's Life	Letter Writing
Sangh Utsavs, Why?	Public Speaching
Testing Times for Sangh	Understanding Life Priorities
Assertive/ Pro-active Hindu	New shakha Project Planning

Sangh 1925 - The Need of the Hour.  
Hindutva as Global Ethical System.  
Problems facing Hindu Students  
Planning Bauddhik / Shareerik Karyakrams  
Hindus and Environmental Issues.  
Sangh work is Lifelong work.  
One day Shakha - Six days Sangh  
Problems concerning local Hindu community.

## **7.4 For Yuva Gana**

(Expansion - Way Forward)

Age group 25-50 years

This age group will experience a more settling environment even though profession, marital life and family responsibility will put more pressure on them. Priorities will change but are also well managed. Swayamsevaks will find this period to be most physically and inspirationally active in Sangh and Samaj.

## **Objectives**

This age group should be exposed to basic physical, intellectual and information power. With a background of knowledge on Hindu Dharma/Values (at shishu/bal age) and on strong groundwork of the

Sangh (during kishore and tarun age), it is now time to be totally practical. Expansion of Sangh work and issues facing Samaj should be at the forefront of every bauddhik activity. Practical sessions should be more prominent in pursuing these objectives, such as discussions, debates, questions/answers and vichaar manthan type karyakrama.

Interlinking with other active workers in Sangh and Samaj will strengthen a swayamsevaks resolve for life.

### **Characteristics to remember when planning bauddhik activity are:-**

- Swayamsevaks possess energy, resources and knowledge.
- Are able to take up responsibility.
- Should be able to manage priorities.
- Many would possess leadership qualities.
- 60% shareerik to 40% bauddhik ratio is suitable.

### **The following topics may help in planning: -**

- Ours is the Most Ancient Civilization
- True Concepts of Dharma
- Brief History of Bharat
- Life of Swami Vivekananda
- Sangh 1925 - The need of the Hour.
- P.P. Doctorji's Life
- Testing Times for Sangh
- Informal Relationship -Key to our work
- Speciality of Shareerik in Sangh
- Sangh work is Lifelong work.
- Problems faced by Hindus
- Hindutva & Other faiths

- Hindu Samaj in the Europe.
- Integrity and Homogeneity in the local scene (Europe)
- P.P. Guruji's Life
- Shakti Nirman
- Sangh for all and all in Sangh
- Shraddhaa in our work
- Anushasan / Swayam Anushasan
- Tyaaga - Samarpan - Samay Daan
- One day Shakha - Six days Sangh
- Family Shakha
- Sangh Utsavs
- The Bhagwa Dhwaj
- Role of Karyakartas
- Starting and running a new shakha
- Vistaarak and Prachaarak Padhati

## **7.5 For Prouddh Gana**

(Sewa - Vanaprasthi Karyakarta)

Age group 50 + years

This age group will have experienced many trials and tribulations of being a youth, active worker in middle life for our Hindu samaj, raising a family. Though physically less able, a proudh swayamsevak is no less mentally or spiritually retired. With a wealth of experience and stability of mind and thoughts, he is able to provide guidance, confidence and motivation through examples of his personal experiences to other up-coming swayamsevaks.

### **Objectives**

This age group should be exposed to physical activity mainly based on Yogasanas / exercises. Bauddhiks should relate to all issues such as Swayamsevaks, Sangh & Samaj. Consolidation of Sangh work and

guidance to young karyakartas. Activities based on Sewa and Sanghathan of our samaj should be promoted. Characteristics to remember when planning bauddhik activity are: -

- Swayamsevaks will enjoy more spare time to spend away from family and monetary attachments
- More spiritual approach to bauddhiks is acceptable
- Encouragement given to devote more time for Sangh work - Vanaprasthi karyakarta
- 50% shareerik (mainly yogasanas) to 50% bauddhik ratio is suitable.

**The following categories may help in planning: -**

- Sangh 1925 - The need of the Hour.
- Param Poojaneeya Doctorji
- Param Poojaneeya Guruji
- Shakti Nirman
- Sangh for all and all is in Sangh
- Shraddha in our work
- Tyaaga - Samarpan - Samay Daan
- Pracharak Paddhati
- Informal Relationship A key to our Work.
- Solution to Universal Present Day
- Problems- Hindutva?
- Hindu Samaj in the Europe.
- Integrity and Homogeneity in the local scene Europe.
- Four Stages of Life in Sangh
- Sewa and Service projects
- Reading from The Geeta
- Bunch of Thoughts
- Vanaprasthi Karyakarta.
- Local Issues concerning Hindus.

## 8 Karyakarta Gana

Managing a shakha (its activities and growth) is essentially a team work. Therefore, every shakha should have core team (gana) of karyakartas. The team functions like a family. It meets regularly to review and plan shakha activities. It also addresses any issues that are faced by the shakha and swayamsevaks.

A Karyakarta is defined as an active swayamsevak with some specific responsibilities. He devotes more time and has a clear understanding of Sangh's mission, objectives and activities. He has deep faith in Sangh work and is able to express this in his role. A karyakarta must understand his responsibility clearly and try to fulfil it to the best of his ability. If in doubt he should consult with senior karyakartas in his shakha or vibhaag.

Below is a brief description of some areas of responsibilities.

### **Sanghchalak (President)**

- Head of family, Friend, Philosopher and guide to swayamsevaks and karyakartas.
- Essentially an advisory role.
- Encourages and oversees progress of shakha and swayamsevaks.
- His decision is final (after full consultation with other karyakartas).
- In the Europe, this position is at national and vibhaag level only.

## **Karyawaha (Secretary)**

- Executive role (Oversee to fruition, action on all decisions taken by karyakarta team through delegation, persuasion and encouragement).
- Ensure smooth running of shakha and all vishay activities.
- Conducts karyakarta baithaks.
- Fosters close relations with karyakartas, swayamsevaks and their families.
- Constantly think about how to make shakha enjoyable, attractive and educational.
- Guides swayamsevaks in transition from being a swayamsevak to a karyakarta.
- Become a liaison person between shakha and vibhaag karyakarni mandal and also between shakha and important persons in the community.

## **Mukhiya Shishak (Chief Instructor)**

- Plans, conduct and guides the whole of shakha activities (from start to finish).
- Ensures disciplined, friendly and enjoyable atmosphere in the shakha
- Ensures all equipment (Dhwaj, whistle, games equipment, etc) are present.
- Shakha health and safety protocols are maintained.
- Organises abhyaas vargs (for developing swayamsevaks into karyakartas).
- Ensures shakha takes place regularly, on time and with a spirit of collective living and working.

## **Shishak (Instructor)**

- Plans and conducts gana (group) activity of the shakha (such as exercises, games recital of prarthanaa, geet, storytelling, Amrut Vachan, quiz , Hindi Bol-chal, etc.)
- Conducts games, shareerik and other group activities in an exciting and joyful atmosphere while encouraging strenuous pursuit of skilled activity.
- Maintains discipline and friendly atmosphere in the group.

## **Bauddhik Pramukh (Educational Instructor)**

- Plans, Prepare and conducts educational and intellectual activities in the shakha (e.g. talks, discourses, recitals of prarthanaa and geet, short plays, quiz etc.)
- Through these activities, develops faith, dedication and devotion in Sangh work.
- Plan activity according to age groups
- He should plan for at least one third of the shakha time on this type of activity.

## **Shareerik Pramukh (PE Instructor)**

- Plan, prepare and conduct physical activity in the shakha (e.g. warm-ups, games, yogasanas, competitions, shareerik vishays such as ni-yudh, dand etc.)
- Activities planned according to age group.
- Promote Hindi speaking through khel.
- Promote physical, individual and collection fitness of swayamsevaks. (In many shakhas, shikshak and shareerik pramukh are the same person)

## **Vyavastha / Nidhi Pramukh (Treasurer)**

- Looks after financial accounts of the Shakha
- Prepares Swayamsevaks, throughout the year, with a clear understanding of Guru- Dakshina,
- through personal interaction.
- Follows up with the Ganga-jali system (Monthly contribution towards Guru Dakshina).
- Ensures that Guru Puja Utsav is planned and conducted according to the requirements of Kendra, giving it due importance, performing it with humility and providing spiritual inspiration to all present.
- Keeps track of all the purchases of Sangh equipment (Ghosh, PA system, banners, books, etc.).
- Keeps track of expenses and reimbursements for all events such as Utsavs, Shibirs, Sangh Shiksha Varg, etc

## **Sampark Pramukh (Public Relations Officer)**

- Develops relations with the public (e.g. community organizations, youth groups, police / council depts. media, MP's, councilors, interfaith groups, etc.).
- Projects the correct image of Sangh in the public.
- Represents Sangh/Shakha at various public meetings.
- Enlarges the network of Sangh well-wishers and brings them closer to Sangh.
- Develops promotion literature.
- Invites dignitaries and prominent persons to shakhas and Sangh functions.



## **Sewa Pramukh (Service Activity officer)**

- Develops a spirit of Sewa (charitable work for the sake of needy) in swayamsevaks.
- Plans and conducts activities such as fundraising, giving time for serving the needy in the community.

## **Gat Nayak (Leader of a Group)**

- Leads a Gat (group that is formed according to age, area or profession) that operates outside of shakha period.
- Maintains good and intimate relation with swayamsevaks and their families,
- Gives exposure of Sangh work to swayamsevaks pariwar (family) through regular baithaks (at their homes), gat activity with families (i.e. picnics, outings).

## 9 Recommended Reading

### Hindu Dharma

Explaining Hindu Dharma: A Guide for Teachers

- Dr. Navalkant Prinja [VHP (UK)] (A comprehensive guide to teaching Hinduism in schools published by Vishwa Hindu Parishad)

Shrimad Bhagawad Gita

Basic teachings of Hinduism - Veda Niketan publication.

Elementary teachings of Hinduism - Veda Niketan publication.

Essential teachings of Hinduism - Veda Niketan publication.

The Hindu Culture Course Series - Chinmaya Mission

Our Festivals H.V.Seshadri

Why Do We? Chinmaya Mission

Ramayana and Mahabharata - C.Rajagopalachari

### Bharat History

Amar Chitra Katha books on (a) Shivaji (b) Rana Pratap (c) Guru Gobind Singh (d) Dr Hedgewar (e) Vivekananda (f) Arjuna (g) Abhimanyu.

Bharat Bharati series on great heroes (for Children).

The Tragic Story of Partition - H V Sheshadri

### Sangh

Inspiration Dr.K.B.Hedgewar

Bunch of Thoughts M.S.Golwalker

Nationalist Pursuits - Dattopant Thengadi.

RSS: A Vision in action. - H.V.Seshadri

Dr Hedgewar - The Epoch Maker

Shri Guruji - Pioneer of a New Era - C.Bhisikar

I am an Ordinary Swayamsevak - M.S.Golwalker.

Sanghathan Mantra (Voice of Unity) [Collection of Sangh Geets]

Sangh Karyakarta - Sureshrao Ketkar

## **Others**

Saadhanaa of Service - Shri Eknath Ranade

My India, The India Eternal - Swami Vivekananda

A Rousing call to the Hindu Nation - Swami Vivekananda

Learn Hindi in 30 days

Arise Arjuna - Dr David Frawley

How I became a Hindu David Frawley

India - Mother of Us All - Chaman Lal

## **Publications**

Sangh Sandesh

Hum

Organiser (English Weekly)

Panch Janya (Hindi Weekly)

Sadhanaa (Gujarati Weekly)

Yuva Bharati (English Monthly)

Vishwa Hindu Samachar (Gujarati Monthly)

## **Useful Links**

<https://www.hssus.org>

<https://www.hssuk.org>

<https://sites.google.com/site/yogahss/>

<http://www.balagokulam.org/>

<http://rss.org/default.aspx>

<https://hssnorway.org/>

<https://hssgermany.org/>

<https://hssnl.org/>

Notes: