

# Chinmaya Pradeep

## Teams to serve

### CP Parichay Kaksh Team:

1. Receiving & welcoming the visitors
2. Registration formalities for the visitors
3. Brief to the Visitors about Pradeep along with dos and donts
4. Explaining and connecting them to the webapp
5. Handing over the headphones & entry slip to the visitors. Ensuring that these are returned. (one volunteer required at the entrance and one at the exit)
6. Distributing any pamphlets of upcoming events to the visitors
7. Giving the donation appeal and clarifying any queries about it
8. Collecting donations
9. Q n A from visitors
10. Visitor book & Feedback can be collected
11. Inspiring them to contribute a donation or become a member of chinmaya mission mumbai, or subscribe to our international magazines etc.
12. Maintaining and checking attendance register of housekeeping staff
13. medicine and first aid box and administering first aid

### CP Escorts

1. Go through the entire CP audio guide for all 11 verses and be familiar with:  
the content in the app,  
what is displayed and its design significance, vedantic significance  
what is the material with which it is made
2. Taking up specific positions depending on number of volunteers available and the need
3. 1 volunteer required at the entrance to check the entry slip  
1 at the exit in Gratitude room to take back the headphones.  
2 in the Kutia.  
2-3 near the decline panel till mahavakyas.  
1 in Mahavakya Temples.  
1 in Hinduism area  
1 in Om Dhyanaagar.  
1 in Sandeepany/Grassroot activities  
1 in a day in the life of Swami Chinmayananda.  
1 in Sthitaprajna Lakshana  
1 in Gratitude Room
4. Explaining the exhibits to visitors and clarifying any doubts they have
5. Proactively speak about the exhibits. Dont wait for the visitor to ask.
6. Giving the donation appeal and clarifying any queries about it. Speak about donations required at the end of Pradeep in Gratitude Room and be familiar with various categories and what they mean.
7. Inspiring them to contribute a donation or become a member of chinmaya mission mumbai, or subscribe to our international magazines etc.
8. Visitor book & Feedback can be collected in Gratitude room

9. Take a few pictures/video bytes of the visitors and document them properly in folders on the CP Laptop.
10. Encourage visitors to post pics on Google maps and put reviews on it
11. Ensure the safety of the exhibits and no one touches anything.

### **CP Gurudev's Kutia**

1. Get the kutia cleaned
2. The lamps and other metal items to be clean and shining
3. Ensure that the things in Kutia are safe and protected. Especially during peak hours or days
4. Decoration of Kutia during important occasions and clearing it up
5. Silence in the Kutia
6. Watch over the hundi
7. If anyone wants to speak or ask anything, take them out of kutia and talk

### **CP Publicity & Social Media Team**

1. Project CP as a place of knowledge, powerful place to meditate and be peaceful
2. Create maximum awareness about Chinmaya Pradeep in various medias - print, social media, TV channels, Travel programmes/sites etc. Get reporters to cover CP.
3. Creating Awareness: Putting Chinmaya Pradeep and Powai Ashram on Mumbai's Tourist Map, approaching channels like EPIC Channel, Travel & Tourism channels etc. to cover Chinmaya Pradeep
4. Creating awareness in the Chinmaya Mission centres, Acharyas and any visitors/guests to the ashram. Inviting various grassroot activities' groups to visit CP
5. Contact educational institutions/lions and rotaries and any such clubs/societies/associations/professionals etc. to visit CP
6. Invite celebrities/VIPs/Govt. Officials etc. to CP
7. Social Media: Publicity on social media through regular updates about Chinmaya Pradeep and new initiatives being taken there on special occasions to attract the visitors, comments of visitors etc. Digital marketing of Chinmaya Pradeep.
8. Use content of Pradeep and post inspiring pics, quotes, anecdotes, letters, videos etc. of Poojya Gurudev on Social Media
9. Taking & upload the video bytes of Chinmaya Mission Acharyas, important people visiting chinmaya pradeep
10. Tie up with Renaissance and inspire the guests to come to Jagadisvara temple and CP
11. Add on Google maps - posts and reviews and photos

### **CP Dataentry and Mailing:**

1. Entering the data collected in registration forms
2. Using the data collected in soft copy using the CP Webapp
3. Sorting and maintaining the database of visitors and segregating them age-wise, profession-wise etc. and informing them of various programmes of Chinmaya Mission
4. Protection and safety of the database.
5. Back up of the database
6. Sending regular mails to the database of visitors

### **CP Creative Team:**

1. We will have regular shows of - “On A Quest”, Chinmaya Mission Film made by CCMT, Upanishad Ganga on a daily/weekly basis, video on Tapovanji & his life,
2. Yagnatarium animation shows for Children
3. Group Meditation Sessions regularly - morning & evening - Indoors as well as outdoors
4. Gurudev’s guided meditation sessions
5. Special clippings of Poojya Gurudev on festive occasions
6. Workshops on various aspects like BMI Chart, Sthitaprajna Lakshan, Swami Chinmayanandaji’s Vision etc.
7. Request Acharyas to take sessions/workshops/camp on CP
8. Think of creative programmes and ideas to celebrate festivals and important occasions
9. Translation of CP Audio guide content into Hindi and other languages and getting it recorded at added into the CP webapp
10. Work on a child friendly narrative in CP Webapp in English and Hindi
11. Pradeep FB posts can be about:
  - Did You Know facts from various exhibits. cull out from app and panel text
  - Photos & Videos of visitors
  - Quotations and vision statements of Gurudev in Pradeep contents. Take from the panels and app text.
  - Anecdotes of Poojya Gurudev. Take it from the text of the app.
  - Photos of nature, Gurudev etc, special decorations on festivals, change of clothes of Gurudev
  - Online quiz based on Pradeep.
12. Create a QUIZ / Treasure hunt in Pradeep.

### **CP Pratima**

1. Getting the clothes stiched for Poojya Gurudev. Get another style of spectacle made and create an entire wardrobe for HIM.
2. Changing the clothes of Poojya Gurudev, Tapovanji regularly  
Special decorations on special occasions
3. Combing the hair, cleaning the statue etc. once a week  
Regular aarti in the morning and evening to Poojya Gurudev, Gangaji, Swami Tapovanji Maharaj

### **CP Maintenance:**

1. Co-ordinating with various agencies like Printers, artists, ceramic tile artists, FRP artists, silicon artists, horticulturists etc. for maintenance of Pradeep
2. Daily cleaning and maintenance schedule implementation for the gardeners and cleaners
3. Maintenance of the exhibits, especially the lights, speakers etc.
4. Gardening and river maintenance.
5. Poojya Gurudev’s Kutia maintenance
6. Electricity and water requirements
7. Daily opening and closing of Chinmaya Pradeep with all its audio, video, lights controls. Locking and unlocking all the gates and entrances.
8. Ensuring that Pradeep landscaping is good. Weeds to be removed periodically. Watering to be done regularly. Beautifying its landscape. Especially after monsoons.

**CP Technical AV:**

1. Wifi and app synchronisation
2. Lights and sound throughout the park must be working and maintained well
3. computer server in the intro kiosk and its maintenance.
4. Tablets, headphones to be maintained. headphone sponge to be changed after every visitor uses it.
5. Updating the app regularly with text, photos, audio, video content. Also add the hindi narrative in the App
6. CC TV camera working and checking footage regularly
7. Taking videos/photos of visitors and storing them
8. Maintaining the speaker systems for giving talks
9. Projector use and maintenance

**CP Finance:**

Receipting the donations by visitors.

Payment of salaries of employees

Bills to be settled for any expenses

Tracking Online donations

Tracking what comes through abroad to CCMT.

Annual maintenance contracts to be made and renewed

Payment to TCT for electricity and water usage

Co-ordinating with Chinmaya Sagar or CST and presenting monthly accounts of expenses and donations.

Follow up with CST for payments of Vendors

Filing of donation forms & updating records of donation received and sending the same to top management.

Approaching visitors for donation

Preparing & maintaining report of monthly expenses

Filing of Bills

FUND RAISING - Approach sponsors/devotees/visitors. Raise a corpus of Rs.5 crore for maintenance