

DISTRICT ORGANIZER BRIEF

Mahatma Gandhi Ji 157th Birth Anniversary Quiz Competition

1. PROGRAMME AT A GLANCE

Occasion: 157th Birth Anniversary of Mahatma Gandhi Ji

Theme: *Life History of Shri Mahatma Gandhi Ji*

Participants: Students & Youth

Quiz: 50 Multiple Choice Questions (MCQs)

Mode: OMR Based

Time: 60 Minutes

Prizes: 150 Prizes — TV, Cycle, Smart Watches, T-Shirts, etc.

Certificate: Participation Certificate for every participant

Result: Same day, approximately 1–2 hours after the examination, subject to evaluation and verification

During Result Preparation: Cultural programmes, speeches and activities related to Mahatma Gandhi Ji

2. WHAT THE DISTRICT ORGANIZER HAS TO DO

STEP 1 — MAKE YOUR TEAM

Create a small, active Seva Dal volunteer team and give everyone a clear responsibility.

Main teams:

- School/College Outreach
- Registration
- Publicity & Branding
- Venue & Logistics
- Examination Management
- Cultural Programme
- Result, Prizes & Certificates

Important: Every volunteer should know **what to do, where to go and whom to report to.**

STEP 2 — PRESS CONFERENCE & PUBLIC LAUNCH

Organize a press conference to officially launch the programme.

Announce/display:

- Quiz poster

- Date & time
- Venue
- Eligibility
- 50 MCQs / OMR / 60 minutes
- Prize details
- Participation certificate
- Registration process
- QR code/Google Form
- Offline registration option

Use the press conference to create **maximum local awareness**.

STEP 3 — REACH SCHOOLS, COLLEGES & INSTITUTIONS

This is one of the most important responsibilities.

Divide the district into areas and assign volunteers.

Volunteers should:

1. Visit schools, colleges and educational institutions.
2. Meet the concerned person/teacher/management.
3. Explain the quiz briefly.
4. Share the official poster and registration details.
5. Help students register.
6. Follow up regularly.

Goal: Maximum participation from every area of the district.

STEP 4 — REGISTRATION & PUBLICITY

Registration should be available through:

Online: Google Form through QR Code

Offline: Printed registration form

Maintain **one master participant list** containing online and offline registrations.

Regularly check:

- Total registrations
- Institution-wise registrations

- Area-wise registrations
- Pending/follow-up institutions
- Final confirmed participants

Use banners, posters, pamphlets and other approved publicity material around educational areas and important public locations.

3. EXAMINATION DAY

BEFORE THE EXAM

Ensure that:

- Venue is ready
- Seating plan is prepared
- Question papers and OMR sheets are secured
- Volunteers are assigned duties
- Attendance/registration list is ready
- Drinking water and basic arrangements are available
- Prize and certificate arrangements are ready
- Result team is prepared
- Get media coverage by local reporters

DURING THE EXAM

50 MCQs | OMR | 60 Minutes

Volunteers must:

- Guide participants to their seats.
- Distribute question papers and OMR sheets properly.
- Maintain discipline.
- Follow examination instructions.
- Collect and count OMR sheets carefully.
- Keep completed OMR sheets secure.

Examination fairness and confidentiality must be maintained.

4. RESULT, CULTURAL PROGRAMME & PRIZES

After the examination:

OMR Collection → Counting → Evaluation → Verification → Final Result

While the result is being prepared, organize:

- Gandhi Ji-related cultural programmes
- Speeches
- Quiz-related/educational activities
- Student/youth participation

After verification:

- Announce the result.
 - Distribute the **150 prizes**.
 - Give participation certificates to participants.
 - Take photographs and maintain proper records.
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5. SIMPLE DISTRICT WORKFLOW

TEAM → LAUNCH → REACH → REGISTER → PROMOTE → PREPARE → EXAM → CULTURAL PROGRAMME → RESULT → PRIZES → CERTIFICATES → REPORT

6. DISTRICT ORGANIZER'S FINAL CHECKLIST

Before Event

- ☐ Team formed
- ☐ Volunteer duties assigned
- ☐ Press conference completed
- ☐ Poster/QR launched
- ☐ Schools & colleges contacted
- ☐ Registration monitored
- ☐ Publicity completed
- ☐ Venue confirmed
- ☐ Examination material ready
- ☐ Prize/certificate arrangements ready

On Event Day

- ☐ Volunteers present
- ☐ Seating arranged
- ☐ Examination conducted properly
- ☐ OMR sheets collected & secured
- ☐ Cultural programme conducted
- ☐ Result verified
- ☐ Prizes distributed

- ☐ Certificates distributed
- ☐ Photographs/documentation completed

After Event

- ☐ Final participant data prepared
- ☐ Result/prize records maintained
- ☐ Photos/videos collected
- ☐ District report submitted

ONE SIMPLE RULE

**Build the team → Reach every institution → Maximize registration → Conduct a fair examination
→ Give proper recognition → Submit the report.**

For any other query,

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