

Schools SOP

Being Lawful Workshop – Schools Standard Operating Procedure (SOP)

1. Purpose:

This document sets forth the Standard Operating Procedure (SOP) for CBSE schools in Maharashtra participating in the ***Being Lawful Workshop***. The objective is to provide clear, structured guidelines to ensure effective planning, preparation, and execution of the workshop. It aims to foster civic and constitutional awareness among students in alignment with the **Constitution@75 initiative**.

2. Scope:

This SOP aims to guide all CBSE schools within the jurisdiction of Maharashtra participating in the *Being Lawful Workshop*, including **principals, coordinators, teachers, administrative staff, and students**.

3. Participation Procedure:

3.1 School Registration

- Schools must register through the official portal: <https://beinglawful.in/>
- After registration, the Being Lawful Team shall establish communication with the school to coordinate the subsequent steps in the process..

3.2 Confirmation of Participation

- Upon successful verification, schools must formally confirm their participation by agreeing to the **contents and responsibilities** outlined in this SOP.
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4. Student Selection Process:

4.1 Pre-Workshop MCQ test

- After student registration on the Being Lawful portal, the pre-workshop MCQ test will be made available. Schools must conduct the test in their computer lab, ensuring proper internet connectivity and infrastructure.
- The purpose of the test is to shortlist the **top 50 students** eligible to participate in the workshop.

4.2 Certification & Recognition

- All students will be able to download a **certificate of participation** for the pre-workshop MCQ test.
 - **Only top 50 students** will be permitted to participate in the workshop sessions.
 - Participation certificates will not be issued without completion of this test.
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5. Workshop Execution:

5.1 Format & Modules

The workshop is conducted in an interactive format consisting of **three structured** modules.

Module	Topic	Duration	Methods Used
1	Icebreaker, Background & Preamble	1 hr 30 min	Games, videos, interactive discussion
2	Fundamental Rights & Duties	1 hr	Picture quiz, case studies
3	Institutional Frameworks & Being Lawful Activity	1 hr	Slides, action cards, group discussion

- The “Being Lawful Activity” is an important component designed to enhance students civic knowledge and engagement.
 - Breaks and refreshments of **10 minutes** are scheduled between each module.
 - Schools shall provide access to the computer lab for conducting **online civic games**.
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6. Logistics & Infrastructure:

6.1 Financial Requirements

Schools shall provide the following logistical and financial support:

- **Remuneration** for two trainers
- **Reimbursement** for travel, local transportation, and meals (if applicable)
- **Accommodation** for trainers (if required)
- Workshop **kit charges**: ₹5,000
(includes student booklets, badges, library copy of the Being Lawful book, and gifts)

6.2 Venue Setup

Schools are expected to arrange the following infrastructure:

- Clean and decorated classroom seating 50 students
- **Projector** with HDMI or a **Smartboard** with USB support
- **Microphone**, amplifier, and **speaker** system
- Stable **Wi-Fi** or **internet** connection
- **Computer lab access** for tests and games

- **Power backup** for uninterrupted session
- Two volunteer teachers (preferably one from the **Civics** department)
- **Photo** and **video** coverage for documentation

Note: All preparations must be completed **one day prior** to the workshop date.

7. State-Level Felicitation:

Schools and students demonstrating exceptional participation and enthusiasm may be recognized with:

- Certificates of Excellence
 - Mementos and public acknowledgment
 - Media recognition during state-level felicitation events
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8. Roles & Responsibilities:

Stakeholder	Responsibility
Principal/Coordinator	Confirm participation, coordinate logistics, and assign support staff
Civics Teacher(s)	Facilitate student participation and support training sessions
Being Lawful Team	Deliver training, provide materials, and manage execution and feedback
Students	Participate in test, games, discussions, and workshop activities

9. Contact & Support:

For queries and coordination:

- **Email:** info@beinglawful.in
 - **Website:** <https://beinglawful.in/>
 - **Contact Person:** Adv. Pranav Joshi – 7588421375, 9158602526
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10. Review & Amendments

This SOP is subject to periodic review and updates. Participating schools will be informed of any changes in a timely manner.

Thank You !!