

1. Introduction to the team: Vong Campus Ambassador Program (VCAP) is a 3 month program designed for identifying

Students as Campus ambassadors to represent The VONG Movement. The CA Team is responsible for designing and executing the program efficiently through which Ambassadors carry out given Tasks in their schools and communities thereby advocating the Voice Of New Generation and spreading awareness about sustainable living.

2. Tasks: 1. Student program manager - Execute the tasks and activities and keep track of work and bottlenecks

2. Nurturer- Keep detailed updates on Ambassadors and motivation

3. Product Owner - Design the tasks for ambassadors

3. Members:

Moksha (TL)

Kesandra

Alka

Raj (PM)

4. Department

Marketing

5. Meetings:

Tuesday 9:30 pm (Internal)

Wednesday 5:00 pm (Review)

Friday 9:00 pm (Internal)

Saturday 7:30 pm

6. Roles and Task division:

TL - (Moksha)

- Delegating and allotting tasks
- Decide and discuss the outline of the program with the team
- Discuss problems and challenges
- Supervising the working of the team
- Updating MOM on Zoho and maintain task board.

Nurturer- (Moksha)

- Understand the motivation and zeal of the ambassadors
- Be updated on ambassadors everyday challenges
- Be in touch with ambassadors about their availability

SPM - (Alka)

- Executing the design of the program
- Follow up on the tasks
- Stay intact with the deadlines
- Analyse the performance and progress

Product Owner (Kesandra)

- Design the 3 month task list

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Define success criterias for the tasks

Identify / create resources for the tasks

## Introduction

VONGster marketing revolves around attracting school-aged VONGster enthusiasts to our organization - VONG. This entails utilizing strategies like email marketing to reach potential enrollees directly and leveraging platforms like Instagram and LinkedIn for retailing through targeted ads. The goal is to engage with the school-going students, drive interest in our organization's vision, and ultimately convert them into VONGsters.

## Tasks

- (A) Email marketing- communicating with schools' principals or administrators for student enrollment.
- (B) Retailing - reaching out to the targeted audience through LinkedIn and Instagram ads and getting them enrolled.
- (C) VONGle/VONGster referral - The referrals that are given by the already enrolled VONGsters or VONGles.

## Members

Rafia Usmani (TL)

Jaskirat Kaur Nanda

Misha Moodliar

Kirti Vardhan Mishra

Shruti Pandey

Raj (PM)

Department: Marketing

## Role of the TL

Team Lead represents the team efforts, and aligns them with organizational objectives. They manage projects, ensuring deadlines and quality standards are met. They, communicate priorities and foster collaboration. Mentoring team members, nurturing professional growth, and resolving conflicts. The Team Lead troubleshoots technical issues, maintains quality, and drives continuous improvement. Essential in fast-paced tech environments, they serve as leaders, strategists, mentors, and problem-solvers, steering the team toward success.

## Meetings

Review meets- Monday - (10 mins)

Thursday- (30 mins)

Internal meets- Tuesday- 10:00 pm

Saturday- 9:00 pm

Work division- Rafia and Kirti - Email Marketing

Jaskirat, Shruti, and Misha - Retailing Marketing

## 1.Introduction to the Team :

As the fundraising arm of VONG, our responsibilities are multifaceted. We develop and implement comprehensive fundraising strategies tailored to the unique needs and goals of our organization. From cultivating relationships with individual sponsors and corporate partners as well as organizing fundraising events.

## 2.Tasks :

1. Top Down Approach - Metrics setting ( overall model suitable for the organization )
2. Bottom Up Approach - KRA KPI (identification of the responsibility areas for all teams )
3. Review of the KRA/KPI
4. Backend work and organizing fundraising events and campaigns

## 3. Members :

Hitakshi Damakia (TL)

Meghna Patnaik

Riya Gupta

Sapna

Mrinalini Nair

Anuj Sharma

Shubham (PM)

## 4. Department :

## 5. Meetings :

Wednesday (Internal Meeting )

Thursday ( 10 min review meeting )

Friday (internal Meeting )

Saturday ( 30 min review meeting )

## 6.Roles and Task division :

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KRA/KPI -Hitakshi

Achieve a specific revenue target through various fundraising initiatives i.e CSR,  
Crowdfunding, Sponsorship

Increase the number of individual sponsors.

Secure a number of major gifts or corporate sponsorships.

Enhance sponsor engagement and satisfaction scores through communication  
strategies.





### 1.Introduction to the Team :

The fundraising film team is responsible for creating different kinds of videos for fundraising. It drafts guidelines and sets vision for all the videos to be created. The team has people from the fundraising team, marketing team and creatives. The fundraising team drafts the guidelines and vision for every video. The marketing adds insights after researching about several trends and similar campaigns and the creatives team develops the video from scratch. Currently the team is working on getting a video ready for a crowdfunding platform and will then start working on the CSR video.

### 2.Tasks :

1. To prepare Crowdfunding Video for fundraising.

### 3. Members :

Meghna (TL)

Mrinalini

Ronak

Jacklin

Shubham(PM)

### 4. Department :

Fundraising Film

### 5. Meetings :

Monday (Internal Meeting )

Tuesday ( 30 min review meeting )

Thursday (internal Meeting )

Friday ( 10 min review meeting )

### 6.Roles and Task division :

Drafting guidelines for Crowdfunding- Meghna

The task involves researching and drafting guidelines for the crowdfunding video. The assigned person is also responsible for describing the expected impact of a particular video. The person also needs to work along with the marketing and creatives team to make sure the video aligns with the expected impact.

Drafting guidelines for CSR- Mrinalini

The goal is the same as above but the focus is on CSR

#### Market Research- Jacklin

The person from the marketing team is supposed to do research about the market trend and requirements and add insights to enhance the video for a larger reach and impact. The assigned person needs to draft a script for the video aligning with guideline and adding the marketing insights.

#### Creatives- Ronak

Based on the research and guidelines drafted by the fundraising team and the insights put in from the marketing team the assigned person has to create the final video.

## 1.Introduction to the Team :

The partnership team focuses on researching, building and strengthening partnerships with various organizations. The team consists of the product owners from all the communities. We conduct primary level research for potential partners and then analyze the strengths of the same. We correlate the partners strengths with VONG's and then brainstorm about possible collaborations. Our team focuses on approaches that would be beneficial for both the partner organization as well as VONG. We also build connections with various organizations. The team drafts and implements engagement activities of the Vongsters and integrates avenues for current partners.

## 2.Tasks :

1. Engagement plan to strengthen the partnership with current partners
2. Plan to integrate new partners
3. Reaching out to the potential partners

## 3. Members :

Riya (TL)

Mrinalini

Hitakhshi

Sapna

Anuj

Meghna

Shubham(PM)

## 4. Department :

Partnership

## 5. Meetings :

Tuesday (Internal Meeting )

Wednesday ( 30 min review meeting )

Friday (internal Meeting )

Saturday ( 10 min review meeting )

## 6.Roles and Task division :



Engagement for Current Partners- Riya, Hitakshi, Mrinalini, Meghna

Every team member based upon the communities has been assigned at least 1 partner.

Their task is to brainstorm for engagement cycles and create avenues for their assigned partner. The goal is to incorporate in the monthly engagement cycles and strengthen the partnership.

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Potential Partners- Mrinalini, Riya, Hitakshi, Meghna, Sapna

Every team member has been assigned at least 2 new potential partners based on the communities. The goal is to research the partner and come up with possible collaboration ideas to build the partnership.

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Reaching out to Partners

Every team member is responsible for reaching out to their assigned partners after the plan is scrutinized and approved by Nitin Sir. The assigned person will have to maintain communication with the contact person from the partner organization.

### 1.Introduction to the Team :

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### 2.Tasks :

1. To prepare Crowdfunding Video for fundraising.

### 3. Members :

Meghna (TL)

Mrinalini

Ronak

Jacklin

Shubham(PM)

### 4. Department :

Fundraising Film

### 5. Meetings :

Monday (Internal Meeting )

Tuesday ( 30 min review meeting )

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Friday ( 10 min review meeting )

### 6.Roles and Task division :

Drafting guidelines for Crowdfunding- Meghna

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Drafting guidelines for CSR- Mrinalini



The goal is the same as above but the focus is on CSR

#### Market Research- Jacklin

The person from the marketing team is supposed to do research about the market trend and requirements and add insights to enhance the video for a larger reach and impact. The assigned person needs to draft a script for the video aligning with guideline and adding the marketing insights.

#### Creatives- Ronak

Based on the research and guidelines drafted by the fundraising team and the insights put in from the marketing team the assigned person has to create the final video.

## Product Team

### 1. Introduction to the Team:

As the Product Owner team, our responsibilities span the entire engagement lifecycle from conceptualization and planning to execution and delivery. We work closely with teams, including partnerships, fundraising and gamification to translate vongsters needs and insights into actionable roadmap strategies. Through continuous feedback from our vongsters, we ensure that our engagement cycles evolve to maintain healthy engagement during the sessions.

### 2. Tasks:

- Define and communicate the product vision and roadmap.
- Conduct research and analysis to identify topics of interest.
- Define product goals and scoring criteria along with gamification team.
- Collaborate with partnership team to align product priorities with partner objectives.

### 3. Members:

- Hitakshi Damakia (TL)
- Mrinalini Nair (PO)
- Meghna Patnaik (PO)
- Anuj Sharma (PO)
- Jaskirat Kaur
- Tahnin Tanisha Rahman (PM)

### 4. Department:

Product owner

### 5. Meetings:

Monday (10 min review meeting)

Tuesday (Internal Meeting)

Thursday (Internal Meeting)

### 6. Roles and Task division:

- Meghna - Climate Crisis community
- Sapna- Environmental policy community
- Riya- All SDGs community
- Hitakshi- All SDGs community

- Mrinalini- DEI community
- Anuj- Community to be assigned

## Product Marketing Team

### 1. Introduction to the Team:

As a product marketer the most important task is to market your product internally and externally. Marketing your product internally means marketing your product ( e.g., communities) to the Vongsters. And this can be done through CSC (Community Selection Conclave) and by designing the engagement activities in order to increase Vongsters's participation

Marketing your product externally means marketing your product to our Target audience i.e Potential Donors, Potential partners and Schools. This is also your key role in product marketing.

### 2. Tasks:

- Lead Generation [Partners, Schools and Donors]:

As a product marketer you're responsible to create catchy content for your product that would help in generating qualified leads of Potential Donors, Partners and Schools. This content can be highlights of engagement activities done or sharing vongster's experience on being a part of that community or any other idea that you can think of.

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### Vongster's Participation:

Marketing the 3 different communities of VONG i.e DEI, Climate crisis, All SDG to the VONGsters after gathering feedback and analysing the current status of the communities.

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### Brand Enhancement:

A brand is an identity and goodwill of the company but most importantly it is the promise you're making to your target audience. So you've to make sure that you're keeping up with the promises made.

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#### Feedback Management:

Identify the objectives of that product and develop a feedback mechanism to provide quality feedback to the product owners. So they get an idea about what is lacking or what needs to be changed in that product.

#### 3. Members:

- Swastik
- Kesandra (HR)

- 

(PM)

4. Department:

Marketing

5. Meetings:

Monday (10 min review meeting)

6. Roles and Task division:

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Swastik - Brand Enhancement

??- Community Enhancement

## Vongster Onboarding Document

### 1. Introduction to the Onboarding Team: The Vong Onboarding Team

The Vong Onboarding Team facilitates a seamless integration process for new Vongsters. We handle everything from interview scheduling and data recording to induction and community selection. Our goal is to ensure that every new member feels welcomed, informed, and prepared to contribute to the Vongster community, enhancing their journey from potential recruit to active participant in our mission.

### 2. Task:

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Interview Scheduling

Updating Potential Vongster Sheets

Adding Vongsters to WhatsApp Groups

Sending Interview Details

Recording Interview Data

Announcing Interview Results

Setting Up Induction Meetings

Sending Induction Details



Providing Onboarding Forms

Organizing Community Selection Conclaves

Managing Auctions for Community Placement

Executing Soft Launch Plans

### 3. Members:

1. Jaskirat

2. Liz

### 4. Meetings:

Monday(10 min review meeting )

Tuesday (internal Meeting )

Friday (internal Meeting )

### 5. Roles and Task Division:

#### ROLE OF TL:

Team Leader ensures that every task is organised on Zoho and also mentioned with details and deadlines as well and every internal meeting is happening on its time. TL helps with other members if they are having any kind of doubt related to their task or anything.

## TASKS:

### 1. Interview Scheduling - SPM (Jaskirat)

Get updates from the Vongster Marketing Team on scheduled interviews.

Set up interview links using the Vong Zoom account.

### 2. Updating Potential Vongster Sheets - Panel member ( Any mentor or anybody fom CB)

Check and update the Potential Vongster Sheet with interview schedules and outcomes.

Record all data during interviews in the Auction Data Sheet.

### 3. Adding Vongsters to WhatsApp Groups - Panel member

Add Vongsters whose interviews are scheduled to the Potential Vongster WhatsApp group.

Move selected Vongsters to the Selected Vongster Group after interviews.

### 4. Sending Interview Details - Panel member

Send interview details (date, time, and link) to each Potential Vongster via the WhatsApp group at least 4-5 hours before the interview.

### 5. Recording Interview Data - Panel member

Ensure all credential data is recorded in the Auction Data Sheet during interviews.

Update the Potential Vongster Sheet with this information.

### 6. Announcing Interview Results - Panel member

Announce the results in the Potential Vongster WhatsApp group.

Add successful candidates to the Selected Vongster Group.

### 7. Setting Up Induction Meetings - SPM

Set up links for induction meetings via Vong Zoom account.

Send induction details (date, time, and link) to selected Vongsters at least 4-5 hours before the meeting.

### 8. .Sending Induction Details - SPM

Provide selected Vongsters with the policy document, Vong Hub link, and onboarding induction form.

Ensure forms are filled and submitted before the induction meeting.

9. Organizing Community Selection Conclaves - SPM & Team member & Product Team

Set up the link for community selection via Vong Zoom account.

Send details (date, time, and link) to selected Vongsters at least 4-5 hours before the meeting.

10. Managing Auctions for Community Placement - Team member

Set up the link for the auction via Vong Zoom account.

Ensure mentors are present and prepare house slides PPT.

Update the Google Sheet "Ready\_For\_CSC\_Auction" with Vcoins totals.

## VONGLES Film

### 1. Introduction

At VONG, we understand that showcasing our work culture is just as important as highlighting our achievements. This is where the VONGLES Film Team comes in. The VONGLES Film Team is a dedicated group within our NGO focused on creating engaging and insightful video clips that capture the essence of life at VONG. Our aim is to provide a behind-the-scenes look at our organisation, illustrating our values, work environment, and the passion that drives our team.

The primary mission of the VONGLES Film Team is to create a compelling narrative about VONG that resonates with our target audience, which includes potential funders, donors, partners, youngsters, and, to a lesser extent, prospective interns. By showcasing our work culture through these videos, we aim to build our brand and foster a deeper connection with those who support or wish to support our cause.

By highlighting the human side of our organisation, the VONGLES Film Team plays a crucial role in building trust and transparency. Our videos help potential funders, donors, and partners understand not just what we do, but how we do it and why it matters. This deeper connection can lead to stronger support and collaboration, ultimately advancing our mission and expanding our reach.

### 2. Tasks

- Provide guidelines from HR perspective
- Ideation for portrayal of values
- Choosing the right platforms and appropriate nature of the videos
- Providing specifications to the video designer

### 3. Members

- Aditi (TL)
- Aastha (PM)
- Mimansha
- Mrinalini
- Ronak

#### 4. Department : Enablers

#### 5. Meetings

- Internal meetings : Tuesday and Friday
- Review meetings : Monday and thursday

## 6. Roles and task division

Aditi: The HR serves as the product owner, guiding the vision and direction of the content created. Ensures that the videos align with our organisational values and strategic goals.

Mimansha and Mrinalini : Responsible for promoting the videos across various social media platforms. Their expertise helps in crafting messages that engage and attract our target audience, maximising the reach and impact of our content.

Ronak : The creative force behind the camera, the video designer is responsible for capturing and editing footage to create visually appealing and emotionally resonant videos. Their skills ensure that each video is polished and professional.

### 1. Introduction to the Team: The Vong Creatives Team

The Creatives team designs Graphics, Posters, Templates, Banners, Brochures and Videos for different social media platforms like Youtube, LinkedIn and Instagram with the purpose of reaching out to more and more people and spreading our mission to the world with Visuals and graphics.

### 2. Task:

Poster for instagram ads

Brand package and Wireframe for landing page

Vong website designing

### 3. Members:

Ronak Parmar (TL)

Sai Silivya

Jacklin Sibiyal

Vardhan Soni

Astha Agarwal(PM)

### 4. Meetings:

Monday(Internal Meeting )

Tuesday (10 min review meeting )

Thursday (internal Meeting )

Friday (30 min review meeting )

### 5. Roles and Task Division:

#### ROLE OF TL:

Team Leader ensures that every task is organised on Zoho and also mentioned with details and deadlines as well and every internal meeting is happening on its time. TL helps with other members if they are having any kind of doubt related to their task or anything.

#### TASKS:

- Poster for instagram ads: We need to create Instagram Ads to promote VONG.
- Brand package and Wireframe for landing page: Wireframe for landing page means the website which opens after clicking an ad. The layout for that website, like what all

sections it must contain. Wireframe for home page means the layout for the official Vong page.

- Vong website designing:



## 1. Introduction to the Team:

The VLM IT team ensures seamless tech operations and innovative solutions for the Vongsters within Vong. In VLM we aim to create a seamless and efficient technology for all the Vongsters in Vonghub to get a user-friendly technology to interact with and also make robust techniques for Vongles to manage the tasks in Vonghub.

## 2. Task:

1. Implement journal Plugin
2. House Leaderboard
3. Video tutorials for Hub
4. Installing Socioboard
5. Social media plugin

## 3. Members:

1. Syed Afaan Hussain (TL)
2. Jaswanth Polishetty
3. Shivani Madhav
4. Harish Vishnu
5. Alka Kumari (PM)

## 4. Department:

Enablers

## 5. Meetings:

Tuesday (Internal Meeting )

Wednesday( 30 min review meeting )

Friday (internal Meeting )

Saturday( 10 min review meeting )

## 6. Roles and Task Division:

### ROLE OF TL:

Team Lead orchestrates team efforts, aligning them with organizational objectives. They manage projects, ensuring deadlines and quality standards are met. Acting as a liaison, they communicate priorities and foster collaboration. Mentoring

team members, nurturing professional growth, and resolving conflicts. The Team Lead troubleshoots technical issues, maintains quality, and drives continuous improvement. Essential in fast-paced tech environments, they serve as leaders, strategists, mentors, and problem-solvers, steering the team toward success.

## TASKS:

### 1. Implement journal Plugin - Jaswanth:

- Plugin in the hub to automate the reflective journal process
- Learning about the Moodle plugin and its architecture to work on it

### 2. House Leaderboard - Shivani :

- Implementing the design template and making front-end changes
- Deploying it in the server

### 3. Video tutorials for Hub - Afaan:

- Creating tutorial for Vongsters for creating an account in the hub, checking profiles, and checking grades

### 4. Installing Socioboard - Jaswanth:

- Running the code in the server to change the access token and resolving the errors

### 5. Social media plugin - Shivani:

- Trying to implement a plugin that connects a social media account of the Vongsters with their Vonghub account

## 1. Introduction to the Team: The Vong Creatives Team

The Creatives team designs Graphics, Posters, Templates, Banners, Brochures and Videos for different social media platforms like Youtube, LinkedIn and Instagram with the purpose of reaching out to more and more people and spreading our mission to the world with Visuals and graphics.

## 2. Task:

1. Poster for instagram ads
2. Wire frame for landing page
3. Video tutorials for Hub
4. Installing Socioboard
5. Social media plugin

## 3. Members:

6. Ronak (TL)

7. Sai

8. Jacklin

9. Vardhan

10. Astha (PM)

4. Meetings:

Monday(Internal Meeting )

Tuesday (10 min review meeting )

Thursday (internal Meeting )

Friday (30 min review meeting )

6. Roles and Task Division:

ROLE OF TL:

Team Leader ensures that every task is organized on Zoho and also mentioned with details and deadlines as well and every internal meeting is happening on its time. TL helps with other members if they are having any kind of doubt related to their task or anything.

TASKS:

1. Implement journal Plugin - Jaswanth:

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4. Installing Socioboard - Jaswanth:

- Running the code in the server to change the access token and resolving the errors

5. Social media plugin - Shivani:

- Trying to implement a plugin that connects a social media account of the Vongsters with their Vonghub account

## 1. Introduction to the Team:

The VWM IT team ensures seamless tech operations and innovative solutions within Vong, crafting and optimizing software solutions tailored to our needs. The main aim of VWM is to create a seamless and efficient technology for all the Vongles to make it easier to use and automate some tasks to increase productivity.

## 2. Task:

1. Google Drive Automation
2. HRMS Appraisal system
3. Leave Automation
4. Change access token of Zoho API
5. LMS in WordPress
6. Backup Automation
7. TO-DO App troubleshooting

## 3. Members:

1. Syed Afaan Hussain (TL)
2. Jaswanth Polishetty
3. Shivani Madhav
4. Harish Vishnu
5. Alka Kumari (PM)

## 4. Department:

Enablers

## 5. Meetings:

Monday (Internal Meeting )

Tuesday ( 10 min review meeting )

Thursday (internal Meeting )

Friday ( 30 min review meeting )

## 6. Roles and Task Division:

### ROLE OF TL:

Team Lead orchestrates team efforts, aligning them with organizational

objectives. They manage projects, ensuring deadlines and quality standards are met. Acting as a liaison, they communicate priorities and foster collaboration. Mentoring team members, nurturing professional growth, and resolving conflicts. The Team Lead troubleshoots technical issues, maintains quality, and drives continuous improvement. Essential in fast-paced tech environments, they serve as leaders, strategists, mentors, and problem-solvers, steering the team toward success.

## TASKS:

### 1. Google Drive Automation - Afaan & Shivani:

- Create an application i.e. available to all the Vongles for creating a Google Drive folder in the Vongfiles account if it does not exist for a particular group in Zoho Connect.
- Setting up systems for the Vongles to create web tab in the particular group
- Creating another application for Vongles to give Google Drive access to all the group members

### 2. HRMS Appraisal system - Afaan & Jaswanth :

- Working on the recommendations of HR
- Fetching the scores of KPIs in the KRA table itself

### 3. Leave Automation - Jaswanth & Shivani:

- Resolving previous errors
- Having separate interfaces for admins and users.

### 4. Change the access token of Zoho API - Afaan:

- Running the code in the server to change the access token and resolving the errors

### 5. LMS in WordPress - Jaswanth:

- Working with the LearnPress plugin to create a course for Vongles on the main website

### 6. TO-DO App troubleshooting - Shivani:

- Needs to shift the TO-DO app to the production server
- Needs to work on the problems faced by the HR

### 7. Backup Automation - Afaan & Jaswanth:

- Working to make the task fully automated so that it works in the background of the AWS Windows server without any hassle



## 1.Introduction to the Team :

The Organization Performance Analysis team is a team made for setting up the 2 year and 5 year goals of the organization to which the individual and organization growth can be measured

The OPA team also handles the overall responsibilities of loophole tracking and setting new achievable target (metrics) which can be further assessed and results can be narrowed based on what are the shortcomings and where can the work be done better

## 2.Tasks :

1. Top Down Approach - Metrics setting ( overall model suitable for the organization )
2. Bottom Up Approach - KRA KPI (identification of the responsibility areas for all teams )
3. Review of the KRA/KPI
4. Backend work and organizing the Townhall
5. Handbook for the Vongles

## 3. Members :

Vidhee Shetty (TL)

Liz Mathews

Alka (PM)

## 4. Department :

Enablers

## 5. Meetings :

Tuesday (Internal Meeting )

Wednesday ( 30 min review meeting )

Thursday (internal Meeting )

Saturday ( 10 min review meeting )

## 6.Roles and Task division :

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KRA/KPI -Vidhee

- The Framing and identification of the responsibility areas , appropriate Progress

indicators and metrics on the scale of 5 is set

- The sheets are then rolled out to the individual Teams

- The metrics are set for individual growth in the team
- The roll outs are done - sheets are sent to the hr who send it to the individual members of the team and the access is given to all hrs and the members

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Top Down Approach -liz

Using the balanced Score card method where the individual aspect of the organization is thought through and strategic planning is done to achieve better results



## 1.Introduction to the Team :

Welcome to the Vongster Mentoring Team! We are dedicated to supporting Vongsters (students in grades 8-12) in their Vong journey, ensuring it's smooth sailing all the way. Our mentors are committed

to keeping Vongsters motivated, tracking their activity, and orchestrating engaging house-building activities..

## 2.Tasks :

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Vongster Engagement: Ensuring active involvement and participation.

Facilitating Vongster Participation in Product Activities: Guiding Vongsters in product-related tasks.

Motivation Tracking: Monitoring and boosting Vongster motivation levels.

Culture and Community Building: Fostering a strong sense of community and belonging.

Feedback Generation and Surveys: Collecting valuable feedback to improve our mentoring approach.

## Members:

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Nikita (Team Lead)

Jaskirat

Naina

- Tanya
- Sadya

- Aastha (PM)

Department:

Community Building

5. Meetings :

Monday (Review meeting )

Tuesday (Internal Meeting )

Friday (internal Meeting )

6.Roles and Task division :

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Nikita (Team Lead): Oversees team operations, ensures goals are met, and acts as the primary liaison.

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Mentors: Vongster engagement , motivation tracking and community building.

Raj (Project Manager): Manages overall project and supports team members as needed.

Task Division:

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Vongster Engagement: Jaskirat

Motivation Tracking: Jaskirat

Culture and Community Building: Liz, Jaskirat

Feedback Generation and Surveys: Mentors

Monthly events: Nikita

Document Improvement: Liz

## 1.Introduction to the Team :

SMM, the heart and soul behind VONG's digital presence and brand charisma. We're not just a team; we're strategists who pour our passion into every pixel and word to make VONG shine. Crafting content that speaks to the hearts and minds of our audience. From heartfelt narratives to eye-catching visuals, we infuse personality into every post, fostering genuine connections and sparking conversations. So, if you ever wonder who's behind VONG's online allure, know that it's us—SMM—infusing a human touch into every click, like, and share.

## 2.Tasks :

1. Set up Social Media Platforms, Instagram, LinkedIn and Twitter
2. Get Content Calendars Approved
3. Get the Content and Creatives ready and scheduled to be posted on each platform
4. Gain Leads on Social Media Platforms
5. Establish Brand Identity
6. Create Animated Shorts + Reels to gain reach

## 3. Members :

Sushree Shailani Suman

Mrinalini Moodliar (TL - Acting)

Shubam Kure (PM)

## 4. Department :

Marketing

## 5. Meetings :

Tuesday (Internal Meeting )

Monday( 10 min review meeting )

Friday (internal Meeting )

Thursday( 30 min review meeting )

## 6.Roles and Task division :

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Mrinalini Moodliar: Handling of the Instagram Platform (and all tasks related)

Sushree Shailani: Handling of LinkedIn Platform (and all tasks related)





## 1. Introduction to the Team:

The Website team develops the main website of Vong works the errors and maintains the website. We use AI to improve things and make a better website for the organization

## 2. Task:

1. Creating a new website using AI
2. Resolving errors regarding the website

## 3. Members:

1. Syed Afaan Hussain (TL)
2. Raj (PM)
3. Sidak (PO)

## 4. Department:

Marketing

## 5. Meetings:

Monday(Internal Meeting )

Tuesday( 30 min review meeting )

Thursday(internal Meeting )

Friday( 10 min review meeting )

## 6. Roles and Task Division:

### ROLE OF TL:

Team Lead orchestrates team efforts, aligning them with organizational objectives. They manage projects, ensuring deadlines and quality standards are met. Acting as a liaison, they communicate priorities and foster collaboration. Mentoring team members, nurturing professional growth, and resolving conflicts. The Team Lead troubleshoots technical issues, maintains quality, and drives continuous improvement. Essential in fast-paced tech environments, they serve as leaders, strategists, mentors, and problem-solvers, steering the team toward success.

### TASKS:

1. Creating a new website: Syed Afaan Hussain

Creating it in WordPress using AI features and tools

2. Maintaining the Website: Syed Afaan Hussain

Resolving day-to-day tasks and making sure that the website works seamlessly



#### Values of VONG:

At VONG, we are a values-based organization committed to fostering a culture guided by clear principles that shape our decisions, actions, and community spirit. We encourage VONGles to align their personal values with those of our organization, creating a synergistic work environment.

Our core values are:

#### Innovation:

At VONG, we are committed to finding innovative and resourceful ways to address pressing issues such as climate change, global warming, wildlife protection, and other Sustainable Development Goals (SDGs). We encourage creative problem-solving and thinking outside the box to drive continuous improvement and impactful results.

#### Integrity:

Integrity is at the heart of everything we do. We uphold strong ethical principles, demonstrating honesty, dependability, and accountability in our actions and decisions. We take responsibility for our mistakes and welcome constructive feedback as part of our commitment to maintaining the highest standards of integrity.

#### Ownership:

We empower our VONGles to take ownership of their work and outcomes. Taking initiative and accountability for delivering high-quality results in a timely manner are key aspects of embodying ownership at VONG. We encourage a proactive approach that reflects a deep sense of commitment and responsibility.

#### Acceptance & Respect:

Diversity and inclusion are fundamental values at VONG. We value and respect individuals from diverse backgrounds, cultures, and communities. Embracing different perspectives and fostering an environment of mutual respect and acceptance enables us to leverage the unique strengths of each individual toward achieving our collective goals.

In embracing these values, we cultivate a culture of innovation, integrity, ownership, acceptance, and respect that drives our organization forward and strengthens our impact in the communities we serve.

## Enablers Department:

The Enablers Department at VONG plays a pivotal role in supporting the organization's overall operations and strategic initiatives. Comprising several key functions including HR, IT, Vongles Workflow Management, Vongles Lifecycle Management, Business Analytics, Organizational Performance Analytics Team, and the Prompt AI Engineering Team, this department serves as the backbone of our operational efficiency and effectiveness.

The Enablers Department serves as a critical support system for all other departments and functions within VONG. By optimizing workflows, providing essential technology and analytics capabilities, managing talent effectively, and leveraging AI technologies, this department enables VONG to operate efficiently, make data-driven decisions, and achieve its strategic goals effectively.

Through collaboration and innovation, the Enablers Department empowers VONG to navigate challenges, seize opportunities, and deliver impactful results in line with our mission to drive positive change in the areas of climate change, global warming, wildlife protection, and other Sustainable Development Goals (SDGs).

HR department:

1. Introduction to the HR Department:

The Human Resources (HR) Department at VONG is dedicated to fostering a positive and productive work environment that supports the VONG's mission and values. We are committed to managing talent effectively and ensuring the well-being and growth of our VONGles.

2. Tasks:

- Talent Acquisition and Onboarding: Responsible for attracting, selecting, and onboarding talented individuals who align with VONG's values and goals.
- Employee Relations and Engagement: Fostering positive relationships and promoting a culture of inclusivity, respect, and collaboration among team members.
- Performance Management: Overseeing the performance evaluation process, setting goals, providing feedback, and facilitating professional development.
- Training and Development: Planning and implementing training programs to enhance skills and capabilities aligned with organizational needs.
- Policy Development and Compliance: Developing, updating, and enforcing HR policies

3. Members:

- a.
- b.
- c.
- d.
- e.
- f.

Kesandra - TL

Aditi

Sadya

Varsha

Moksha

Alka - PM

4. Department:

Enablers

5. Meetings:

Review meetings:

Monday 6:00 PM (10 mins)

Friday 6:00 PM (30 mins)

Internal meetings:

Tuesday

Thursday

## 6. Roles and Task Division:

Departments:

Community building - Sadya

Kriya - Sadya

Enablers - Varsha, Moksha (Prompt Engineering)

Fundraising - Aditi

Product - Aditi

Partnerships - Aditi

Marketing - Kesandra

Other projects:

Leave automation - Aditi

Learning Management System - Kesandra

Sabbatical Leave Policy - Varsha



