



# **VENAD SAHODAYA COMPLEX**

## **KOLLAM**

**VENAD VIRTUAL**

# **KIDS' FEST - 2021**

**MANUAL**

**Date: 15 January, 2022**

**“Only children believe they’re capable of everything “**

A VIRTUAL KIDS’ FEST, organized by Venad Sahodaya Complex, Kollam, is a platform for the kids of Pre-KG, LKG, UKG, Std I & II to display their talent. It is an attempt to build up their confidence early in life, to provide them opportunities to interact and enjoy. More than a competition it is actually envisaged as a festival.

All the participating schools are requested to go through this manual to ensure proper conduct of the programme by the host school. Sahodaya is all about sharing and caring, hence the wholehearted support of every member is of utmost importance.

**Dr. K. K. Shajahan**  
President

**Mrs. Sarala Kumari**  
Secretary

## **General Instructions**

1. Only schools affiliated to CBSE which are members of Venad Sahodaya Complex, Kollam are eligible to take part in the Sahodaya Kids' Fest.
2. The competitions in various items are conducted in the following categories
  - Category 1 – Pre-KG
  - Category 2 – Lower Kindergarten
  - Category 3 – Upper Kindergarten
  - Category 4 – Classes I and II
3. The Principal of the venue school will be the Convenor of the programme. The following Sub Committees shall be constituted at the venue school for the smooth and effective conduct of the Kids' Fest.
  - a. Registration
  - b. Reception
  - c. Prizes & Certificates
  - d. Publicity
  - e. Judges
  - f. Discipline
4. **Appeal Committee**

The Appeal committee shall consist of the following members.

  1. President of Venad Sahodaya Complex, Kollam (President)
  2. General Secretary of Venad Sahodaya Complex, Kollam
  3. General Convenor
  4. Convenor, Judges Committee
  5. Programme Committee.
5. **The Judges Committee** shall appoint judges for the competition.
6. **Finance**

The funds for the Kids' Fest shall be raised through four sources.

  1. Registration Fee from member schools: Rs 3000/-
  2. Individual Participation fee: Rs.50/-
  3. Sponsorship.

## 7. Fee

The payment for the Venad Sahodaya Kids Fest 2022 must be made by all the school to the details given below:

**Bank: Federal Bank, Polayathode, Kollam – 691 021.**

**Account No. 14590100037641,**

**IFSC Code: FDRL0001459**

After making the payment, the counterfoil with the school name must be sent to the Treasurer, Venad Sahodaya.

The Registration Fee Rs.3000/- and Rs.50/- per item for each student must be calculated for making the payment. One student can participate only in three items.

## 8. Registration:

Registration will be done online through the Google form. Once the online registration is over, schools will be given the Participant IDs and Consolidated List of Participants from the same site. Once the IDs and Consolidated Lists are received, they must be verified carefully and corrections, if any, must be incorporated before finalizing the same. **Corrections of no kind shall be incorporated at a later date.**

## 9. Rules & regulations:

- a. A student can take part **only in three individual items.**
- b. Participants are not allowed to perform any item wearing their school uniform.
- c. The participants are instructed to report one hour prior to the stipulated time with the chest numbers.
- d. A grace of 10 seconds will be given for each stage item.
- e. A meeting for the Team Managers of schools participating in Sahodaya Kids' Fest will be held by the venue school.

## 10. General Instructions regarding the competitions:

1. Certificates and prizes will be given only to those students who perform.
2. The qualifications and credentials of the judges shall be announced on the stage, before the commencement of each item.
3. Once a competition is over, the stage managers shall do the tabulation work.
4. The Organizing Committee shall appoint qualified and competent judges to judge the items. There shall be two judges for each item.
5. Identity Card issued by the Sahodaya is compulsory for all participants.

## **ITEMS**

<b>CATEGORY I – PRE - KG</b>		
<b>Sl. No.</b>	<b>Items</b>	<b>Time</b>
1	Action song Malayalam	3 min.
2	Action Song English	3 min.
3	Fancy Dress mythological characters	2 min.
4	Memory Retention	5 min.
5	Baby King	2 min.
6	Baby Queen	2 min.

<b>CATEGORY II – LOWER KINDERGARTEN</b>		
<b>Sl. No.</b>	<b>Items</b>	<b>Time</b>
1	Recitation Malayalam	3 min.
2	Recitation English	3 min.
3	Story Telling Malayalam	3 min.
4	Story Telling English	3 min.
5	Action song Malayalam	3 min.
6	Action Song English	3 min.
7	Fancy Dress mythological characters	2 min.
8	Memory Retention	5 min.
9	Folk Dance (Solo)	5 min.
10	Show & tell	2 min.
11	Baby King	2 min.
12	Baby Queen	2 min.

<b>CATEGORY III – UPPER KINDERGARTEN</b>		
<b>Sl. No.</b>	<b>Items</b>	<b>Time</b>
1	Recitation Malayalam	3 min.
2	Recitation English	3 min.
3	Story Telling Malayalam	3 min.
4	Story Telling English	3 min.
5	Action song Malayalam	3 min.
6	Action Song English	3 min.
7	Fancy Dress mythological characters	2 min.
8	Memory Retention	5 min.
9	Folk Dance (Solo)	5 min.
10	Show & tell	2 min.
11	Baby King	2 min.
12	Baby Queen	2 min.

CATEGORY IV – STD I & STD II		
Sl. No.	Items	Time
1	Light Music	3 min.
2	Recitation Malayalam	3 min.
3	Recitation English	3 min.
4	Story Telling Malayalam	3 min.
5	Story Telling English	3 min.
6	Action song Malayalam	3 min.
7	Action Song English	3 min.
8	Elocution Malayalam	3 min.
9	Elocution English	3 min.
10	Fancy Dress mythological characters	2 min.
11	Memory Retention	5 min.
12	Folk Dance	5 min.
13	Show & tell	2 min.

## **INSTRUCTIONS AND JUDGEMENT CRITERIA**

**1. Action song**

**Judgment Criteria** - Right pronunciation, clarity, expression & appropriate actions

**2. Story Telling: English & Malayalam**

**Judgment Criteria** - Right Pronunciation, expression, voice modulation, fluency

**3. Fancy Dress (Only Mythological characters)**

**Judgment Criteria** – Dress relevant to the character, Presentation, Expression, Makeup

**Instructions** – Background music is allowed.

Participant should not be covered in full.

Movement is compulsory.

**4. Elocution: English & Malayalam**

**Judgment Criteria** – Ability to speak without fear, Pronunciation, Language Skill, Clarity of content

**Instructions** –Topics shall be given two weeks in advance.

**5. Memory Retention**

**Instructions** –Twenty pictures will be displayed on a table/screen. The child can have a glance at these items for 2 minutes. The child will be asked to recollect the names of the items. The child who recollects the maximum number of items within stipulated time secures 1<sup>st</sup> Position. If more participants recollect within the stipulated time, the one finished in less time will win the First Position.

**6. Show & Tell:**

**Judgment Criteria** – Knowledge of the topic, confidence, spoken language, fluency

**Instructions** – Familiar objects will be shown in screen. Child has to pick one and say a few sentences about that object in English.

7. **Recitation: Malayalam/English**

**Judgment Criteria** – Right pronunciation, spontaneity, Presentation, Expression

**Instructions** – Only poetry pieces will be allowed.

The participant can introduce the poem & peot in one or two sentences.

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8. **Light Music**

**Judgment Criteria** – □□□□□□, □□□□□□□□□□, □□□□□□□□□□, □□□□, □□□□□□□□□□□□□□□

**Instructions** – The song should not be a devotional, choral or film song.

The use of single instrument (excluding organ) by the participant is permitted.

9. **Folk Dance**

**Judgment Criteria** – □□□□□□□□□□□□□□, □□□□□, □□□□□□□□□□□□, □□□□□, □□□□□□□□

**Instructions** –The originality of the art (nadodi thanima) is to be preserved.

10. **Baby King & Baby Queen**

**Judgment Criteria** – Presentation, Dress, Communication, Make up & costume

**Instructions** – No face covering masks are allowed

Sound tracks may be used

Sounds relating to expressions and gestures are allowed

No static postures are allowed

## **AWARDS AND TROPHIES**

1. The participants who secure first, second and third positions with a minimum of 50% marks shall be awarded merit certificates.
2. Participation certificates shall be given to all participants other than the winners of the first, second and third places.
3. No additional points are allotted for securing First, Second or Third Places.
4. Schools securing first, second and third position in total points shall be awarded Overall Champion, Runner Up and Third Place Trophies respectively.
5. Schools securing first position in every category shall be awarded with Trophies.
6. Individual trophies are instituted for the first, second and third positions in every category for every item.

### **Fixing of Grades and Points for Individual Items:**

Grade	A: 70% and above	-	5 points
	B: 60% to 69%	-	3 points
	C: 50% to 59%	-	1 point

### **Fixing of Grades and Points for Individual Items:**

Grade	A: 70% and above	-	10 points
	B: 60% to 69%	-	6 points
	C: 50% to 59%	-	2 point

### **No grade/points for 49% marks and below**

## **APPEAL**

1. In case of disputes, if any, an appeal shall be filed in the specified Pro forma, given as Annexure B along with an appeal fee of Rs.2000/- within one hour of the announcement of the result. Appeal shall be filed only by the Principal/Team Manager of the school concerned. If the decision taken by the Appeal Committee is favorable to the applicant, the appeal fee shall be returned. If it is not favorable, the same shall be forfeited.
2. The Appeal Committee shall scrutinize the matter in detail, considering the legal and technical aspects of the issue. A detailed order shall be passed by the Appeal committee in the prescribed form (Annexure C).
3. The appeal Committee shall take a decision on the appeal, on the same day of receiving the appeal.
4. The appeal committee shall have the right to accept or reject an appeal after scrutiny.
5. The decision of the appeal committee shall be final and binding all.

## **PROGRAMME COORDINATION RULES**

1. Venad Sahodaya Complex, Kollam shall be the only official body to decide up on all matters regarding the Kids' Fest.
2. The venue school shall abide by the rules and regulations of the VSC, Kollam.
3. The Registration fee will be channeled through the SSCT. The expenditure on judges shall be met from this amount.
4. Banners, posters, arches and other hoardings for the publicity of the Kids' Fest shall bear the name of the Venad Sahodaya Complex, Kollam prominently.
5. All the stages shall display banners with the name of Venad Sahodaya Complex, Kollam
6. An Office room shall be provided for the officials at the venue schools(s). They shall have the provision to use the facilities available in the school with the permission of the authorities concerned.
7. Food and accommodation of the VSC Officials, Convenors, Joint Convenors and the judges shall be arranged by the Venue School(s).
8. As it involves kids of kindergarten and primary classes, effort must be made to get the programmes of one category completed on the very same day.
9. Care also must be taken to get all the programmes completed before 4.00 pm on both the days.
10. The President of the VSC shall preside over all the meetings. The details of the programme with regard to the Kids' Fest shall be fixed in consultation with the VSC officials.
11. The Office bearers of VSC shall be accorded prominence in the functions.
12. A separate file shall be maintained for all the paper works regarding the Kids' Fest. On completion of the Kids' Fest, this shall be submitted to the General Convener along with the photographs/CDs of the function.
13. Proper communication shall be maintained with the VSC Officials with regard to the progress and proceedings, before, during and after the Kids' Fest.
14. The Kids' Fest is a prestigious programme involving all the CBSE Schools in Kollam District. Hence, every attempt shall be made to make it grand, colorful and successful.
12. VSC shall extend all possible help, support and guidance to ensure that the Venue School gets all the publicity, popularity and fame of hosting this mega event.



## **INFORMATION TO THE JUDGES**

1. Every judge shall sign a declaration in the prescribed Pro forma (Annexure A) to the effect that none of his/her pupil/learner of relative is participating in that particular item.
2. A separate room is arranged for the judges when they are not involved in the judgment.
3. Before going to the judgment seat, every judge shall deposit his/her cell phone with the Judges in Charge and get a slip against it.
4. In no case there shall be any public contact. Even talking to the people in the premises is to be avoided.
5. Judgment of an item in a particular category will take place at a stretch inclusive of all clusters.
6. There is no separate lunch break. As and when one particular category competition is over, the judges shall be escorted to the mess hall for lunch by the judges in charge. If the item prolongs, Tiffin will be served at the judgment seat which they shall consume when a particular cluster in a category gets over.
7. There will be three lights on the stage – Red, Green and Yellow. Green indicates the starting of an item. Yellow indicates there is only one minute left. Red indicates the time limit is over. A grace of 10 seconds is provided for every stage item. If a participant exceeds this time limit, he/she is not eligible for any prize. In the stage where light indicator is not provided, bell system will be followed.
8. In case, a technical fault occurs before half the time of an item, that event will be restarted; but if it happens after half time, that item can be performed again at the end of that particular cluster.
9. Before starting the judgment, the Stage Manager will announce the profile of the judges in each stage. So the profiles of the judges are to be given early enough to make necessary arrangements.

## **GENERAL RULES GOVERNING VENAD VIRTUAL KIDS' FEST -2022**

1. Only students from schools having membership in Venad Sahodaya Complex shall participate in Venad Kids Fest 2022. The list of participants for the Venad Fest is to be registered by the respective member schools.
2. The school can register **only one student** for each item.
3. One student shall participate in a maximum of **three items**.
4. A student from a lower category cannot compete in a higher category and vice versa.
5. **Passport size photo** of the participant is mandatory for registration.
6. Schools can register through online. The link will be opened from 20<sup>th</sup> **December 2021**
7. There will not be **any group** events in virtual Kids Fest.
8. Even if there is only one entry for an item, the competition shall be conducted and grade, prize and points will be awarded as per precedence. (If A Grade First place, If B Grade Second Place and if only C grade Third Place)
9. Virtual Kids Fest registration will be conducted by a **coordinating school**, but events will be scheduled and conducted through multiple venues.
10. All Judges will be arranged by a core committee selected by the Sahodaya Executive
11. During the progress of an event, if any participant fails to complete due to bandwidth issues, the participant has to record it with time and date mentioned and send it to the coordinating school before the conclusion of the event. **Clarity in recorded items will be the primary responsibility of the participant.** However, for all recorded items sent, overshooting of time by even one second **will lead to disqualification.**
12. During online event time should be within the time allocated to the particular event. Time use will also be a criterion for judging online events in which under use and over use of the allocated time will attract negative points
13. For Elocution, topics shall be given in advance. For all category 1 and 2 topics will be given two weeks in advance.
14. The **Chest No.** issued by the Organizing School of the Venad Fest is compulsory for participating in any event.
15. Principal of the organizing school who is the coordinator must ensure the participants are provided with the chest no. and the link of the competition.
16. A WhatsApp group of the participant should be created for communication of time and link of the items that the school is conducting.
17. The time slot for each participant must be prepared by the coordinator and send to the participants.

18. The Last Date of online Registration for Venad Kids Fest 2022 will be on **4<sup>th</sup> January 2022**
19. No students will be allowed to participate without registration on time.
20. The Mark sheet, Tabulation sheet and Result Sheet shall be sent by mail  
(kkshahjahan@hotmail.com) to the General Convener of Venad Virtual Kids' Fest 2022 and it must be kept in the safe custody of the school coordinator.
21. All decisions pertaining to the conduct of Venad Sahodaya shall be taken by the Core Committee.
22. Each school coordinator will form a committee with the teachers for the smooth and effective conduct of the Venad Kids Fest 2022.

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## **PROCEDURE TO BE FOLLOWED FOR PARTICIPATING IN AN EVENT**

[Event wise finalized SOPs is published. In case of any clash the final SOPs published by Sahodaya should be followed]

- I. Participant should join the respective link at least 10 minutes before the commencement of the competition. If he/she fails to report on time, he/she may be disqualified without further enquiry.
- II. Perform as and when the chest number is called out
- III. After the performance, the participant can either wait to watch others performance or leave the meeting and mute the mike and video
- IV. All dance items and other recorded items will follow the given procedure
  - a) Event will be recorded during the schedule given by Sahodaya
  - b) All participants should wear the unique chest number given by the venue in such a way that it should be visible for the judges.
  - c) The recordings due to bandwidth problem should either be uploaded and share in the link with the venue school with Chest Number and category information for easy identification
  - d) No editing will be allowed in the records which, if done, will lead to disqualification
  - e) Warning: If the recorded item crossed even by 1 second that entry will be disqualified.

***Important: Quality of the net connection is the responsibility of the participant. Sahodaya or Venue school will not be responsible for the issues related poor net connectivity of the participants.***

**VENAD SAHODAYA COMPLEX, KOLLAM  
KIDS' FEST, 2022**

**Declaration**

(To be executed by the judges)

I, \_\_\_\_\_ hereby declare that none of my wards, pupils/learners or relatives is taking part in the item for which I am appointed as a judge/appeal committee member in the KIDS' FEST, 2022.

I shall be responsible if anything occurs contrary to this declaration.

Signature:

Name:

Place:

Date:

**VENAD SAHODAYA COMPLEX, KOLLAM  
KIDS' FEST, 2022**

**Pro forma for Appeal**

(to be filed in within one hour of the declaration of result)

1. Name of the student :
2. Name of the school :
3. Participated item :
4. Stage No :
5. Register No :
1. Code No :
2. Place in the competition:
3. Date and time of competition:
4. Date and time of declaring result:
5. Reason for filing appeal:
6. Signature of the participant:
7. Name and Signature of the Principal/Team Manager:
8. Name and Signature of the Sahodaya President/Secretary :
9. Date and time of filing appeal:

**For office use only**

1. Appeal No:
2. No. of appeal fee receipt :
3. Date and time of appeal received :
4. Time of hearing of the appeal :

**Remarks**

Signature of the Chairman, Appeal Committee:

Date:

**VENAD SAHODAYA COMPLEX, KOLLAM  
KIDS' FEST, 2022**

**Order on Appeal**

Sub:

Ref:

Order No. and date:

Name and details of the participant:

Details of complaint:

Detailed Report:

Decision on appeal:

Place:

Date:

**Chairman  
Appeal committee**