

लोक शिक्षण संचालनालय
मध्यप्रदेश

क्रमांक / कंप्यूटर/सा.सू.न./गि.व.रि./2011/ 07

भोपाल, दिनांक 06/01/12

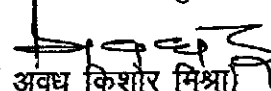
प्रति,

समस्त संयुक्त संचालक
समस्त जिला शिक्षा अधिकारी
मध्यप्रदेश

विषय:- सामूहिक सूर्य नमस्कार के कार्यक्रम को गिनीज बुक्स आफ वर्ल्ड रिकार्ड में शामिल करने हेतु नमूना (sample) फार्म एवं चेक लिस्ट।

संदर्भ:- क्रमांक/कंप्यूटर/सा.सू.न./गि.व.रि./2011/ 03 दिनांक 04/01/2012।

सामूहिक सूर्य नमस्कार के कार्यक्रम को गिनीज बुक्स आफ वर्ल्ड रिकार्ड में शामिल करने के संबंध में विस्तृत दिशा निर्देश उपरोक्त संदर्भित पत्र के माध्यम से जारी किये गये थे। अनेक प्राचार्यों एवं जिला शिक्षा अधिकारियों ने यह आग्रह किया था की यदि नमूना फार्म एवं हिन्दी भाषा में चेक लिस्ट उपलब्ध करा दी जाए तो फार्म भरने में आसानी होगी। तदनुसार नमूना फार्म एवं चेक लिस्ट संलग्न है। संबंधित प्राचार्य अपनी आवश्यकता अनुसार परिवर्तन करते हुए फार्म भरें।

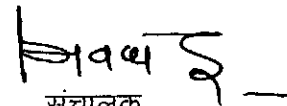

(डॉ अवध किशोर मिश्रा)
संचालक
लोक शिक्षण, मध्यप्रदेश
6/1/12.

पृष्ठा.क्रमांक / कंप्यूटर/सा.सू.न./गि.व.रि./2011/08

भोपाल, दिनांक 06/01/12

प्रतिलिपि:

1. समस्त प्राचार्य हाई स्कूल / हायर सेकण्डरी स्कूल मध्यप्रदेश।


संचालक
लोक शिक्षण, मध्यप्रदेश

Claim ID 366236 - Largest Yoga Class- Multi Venue

सामूहिक सूर्य नमस्कार कार्यक्रम के गिनिज बुक्स आफ वर्ल्ड रिकार्ड में शामिल करने के लिये आवश्यक डाक्यूमेंटेशन हेतु सामान्य निर्देश एवं चेक लिस्ट:

फार्म अनिवार्यतः अंग्रेजी भाषा में भरें।

चेक लिस्ट एवं विस्तृत निर्देश

सरल क्रमांक	आवश्यक साक्ष्य (Evidence Required)	निर्देश												
1	कवल लेटर (Cover Letter)	प्रारूप भर कर संलग्न है।												
2	प्रबंधक/मानिटर का कथन (Steward Statements) 1. सूची 2. सभी स्टूवर्ड के स्टेटमेंट	50 विद्यार्थियों पर एक मानिटर/स्टूवर्ड नियुक्त हो जिनकी सूची निम्नानुसार तैयार कर संलग्न की जाए: <table border="1"><thead><tr><th>Name</th><th>Profession</th><th>Address</th><th>Phone No.</th></tr><tr><td>नाम</td><td>व्यवसाय</td><td>पता</td><td>दूरभाष नंबर</td></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table> <p>सभी मानिटर/स्टूवर्ड संलग्न स्टूवर्ड स्टेटमेंट भरकर हस्ताक्षर करेंगे। (उदाहरण के रूप में 500 विद्यार्थियों पर 10 मानिटर/स्टूवर्ड नियुक्त होंगे और वे सभी उनके द्वारा की गई गणना का उल्लेख स्टूवर्ड स्टेटमेंट फार्म में करेंगे।)</p>	Name	Profession	Address	Phone No.	नाम	व्यवसाय	पता	दूरभाष नंबर				
Name	Profession	Address	Phone No.											
नाम	व्यवसाय	पता	दूरभाष नंबर											
	साक्ष्य का कथन (Witness Statements) 1. साक्ष्य का फार्म	<ul style="list-style-type: none">● गवाह कौन हो सकते हैं : दो स्वतंत्र एवं निष्पक्ष जिन्हें कार्यक्रम की सफलता से किसी प्रकार का लाभ नहीं हो। वे फार्म में कुल संख्या का उल्लेख करेंगे।● साक्ष्य के संबंध में निर्धारित प्रपत्र भरकर संलग्न करेंगे।● कुल सहभागियों की संख्या सभी स्टूवर्ड द्वारा की गणना के योग से अधिक नहीं होनी चाहिये।												
	विडियो साक्ष्य (Video Evidence) 1. विडियो सीडी / डीवीडी	<ul style="list-style-type: none">● गुणवत्ता: उच्च गुणवत्ता की होना चाहिये।● अवधि: कार्यक्रम के प्रारंभ से अंत तक की हो।● यदि कोई विशेष घटना हो तो उसका उल्लेख होना चाहिये।● डी.व्ही.डी. या सी.डी. रोम विन्डोस मिडिया क्विक टाईम या वीएचएस फार्मेट होना चाहिये।● मोबाइल से तैयार की गई विडियो फिल्म मान्य नहीं होगी।												

3	फोटोग्राफ (Photograph)	<ul style="list-style-type: none"> • अलग-अलग कोणों से लिये गये स्पष्ट फोटोग्राफ हो। • जिसमें विद्यार्थियों को सूर्यनमस्कार करते हुए दिखाया गया हो। पास से लिये गये हो। जिससे संख्या की पुष्टि होती हो। अनावश्यक बैकग्राउंड के इमेज नहीं होना चाहिये। • गुणवत्ता: 300 डीपीआई (डाटस पर इंच) • आकार: 15 सेमी X 15 सेमी • फोटोग्राफ को सीडी पर डिजिटल इमेज भी कापी कर जमा की जाना अनिवार्य है
4	विशिष्ट दिशा निर्देश पत्र (Specific Guidelines Evidence)	<ul style="list-style-type: none"> • लागू बुक: जिसमें यह स्पष्ट उल्लेख हो कि कार्यक्रम निर्बाध रूप से आयोजित किया गया हो। जिसमें ब्रेक या कार्यक्रम स्थल पर घटित अन्य बातों का उल्लेख हो। • एक्सपर्ट स्टेटमेंट : समय की गणना हेतु नियुक्त एक्सपर्ट का स्टेटमेंट। • स्टूवर्ड स्टेटमेंट: जैसा उपर उल्लेख किया गया है कि सभी स्टूवर्ड एक फार्म भरकर हस्ताक्षरित करेंगे।
5	ARRA Schedule two and three	शेड्यूल दो एवं तीन।
6 & 7	अन्य महत्वपूर्ण जानकारी	मिडिया कवरेज: समाचार पत्रों की कटिंग (कम से कम चार प्रमुख समाचार पत्रों की कटिंग संलग्न करें जिसमें से दो अंग्रेजी के समाचार पत्र हों)

महत्वपूर्ण नोट:

उपरोक्त निर्देशों को ध्यानपूर्वक पढ़ लें एवं उनका अनुसरण करें। प्रत्येक फार्म में कोई भी कालम खाली नहीं छोड़े।

TO GUINNESS WORLD RECORDS:

Witnesses' statements generated by: Name, Designation and Organisation of the Witness

- Video of the record attempt
 - Photographs of the record attempt
 - Specific evidence as requested in the guidelines for this record attempt
 - ARRA Schedule 2
 - ARRA Schedule 3
 - Media articles / newspaper cuttings / news videos and
 - similar Other material: Log Book, Attendance Register etc.
-
-

COMMENTS

Please remember to include here:

- background of the record attempt
- why you decided to break a record
- description of the event
- description of the record attempt itself
- details of who took part in the record attempt
- description of how the record was measured – for example, with a surveyor's wheel, using turnstiles, with an industrial scale, etc.
 - This programme is being organised by the Department of School Education, Madhya Pradesh since 2006 almost more than 20,000,000 students are already participating each year..
 - The number of students participating in programme were already higher than present record of Largest Yoga Class - 29973 in Gwalior, M.P. The minister of School Education wanted to make this event world wide popular. To create awareness among citizen for health.
 - A detailed minute to minute programme has been prepared & circulated to all locations and broadcasted on 'Akashwani' local radio broadcasting channel & the same CD was made available on official website to synchronise the programme. The Yoga Centre of the state government trained resource persons throughout the year, who further trained other teachers of the government schools and these trained teachers will organise the event in their schools. The detailed time schedule is as follows :

<i>Date 12 January 2012</i>	
Gathering of participants on their location & introduction of the programme	9.00 AM to 9.15 AM
Chanting National Song 'Vande Matram' , Play of Recorded Chicago Speech of Swami Vivekanand, Chanting Madhya Pradesh Song Play of Recorded Message of Honorable Chief Minister	9.15 AM to 9.40 AM
Start of Surya Namaskar & Pranayam	9.40 AM to 10.15 AM

- The programme is being organized in almost each and every Government Middle, High & Higher Secondary Schools & Colleges of the state. Private schools were also requested to participate in the event at their level.
- Students of government & private schools, government colleges are participating in the event.
- The record was measured as per GWR norms a grid like distribution of all participants has been formed and then measured in numbers.

STEWARD OF A GUINNESS WORLD RECORDS ATTEMPT – STATEMENT

I, Name of the Steward *have acted as a steward of the Guinness World Records™ attempt for the record:*

My current job title/profession is: _____

I work for: Name of organisation / institute / office

My contact details are:

Name: _____

Address: _____

City: _____

Province/State: _____

Country: Telephone _____

number: Email _____

address: _____

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Attempt location:

City: _____

State/Province: _____

Country: _____

When were you present at the record attempt (dates and times)?

12/01/2012 from 9.00 AM to 10.15 AM

What was your role as a steward?

My role was to measure the number of participants.

How did you count the participants?

By grid like distribution of participants.

How many participants did you observe in total?

Total number of participants
for example 50

How many of these participated fully, as per the specific guidelines of the record?

Actual number of active participants
Form example 48

How many participants did you have to disqualify and why?

---- since they were not participating fully.

Are you aware of the specific guidelines of the record attempt?

Yes.

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Signature: _____

Date: _____

WITNESS OF A GUINNESS WORLD RECORDS ATTEMPT – STATEMENT

I, **Name of the Person** declare that I am not associated with, or related to, the record organizers or participants, nor have anything to gain from the final outcome of the attempt. Therefore I have acted as a witness of the Guinness World Records™ attempt for the record:
Largest Yoga Class – Multi Venue

This attempt has the Claim ID number: 366236

My current job title/profession is: for example (Software Engineer)

I work for: xyz company

My contact details are:

Name: _____

Address: _____

City: _____

Province/State: _____

Country: _____

Telephone number: _____

Email address: _____

I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

I acted as a witness in this record attempt because my field of expertise is:

For example I am a sports person.

I am including my business card to this witness statement: YES NO

(Place your business card here)

WHERE the record attempt took place?

Venue: Name of the School or College _____

City: _____

State/Province: _____

Country: _____

WHEN were you present at the record attempt (dates and times)?

12/01/2012 9.00 AM to 10.15 AM

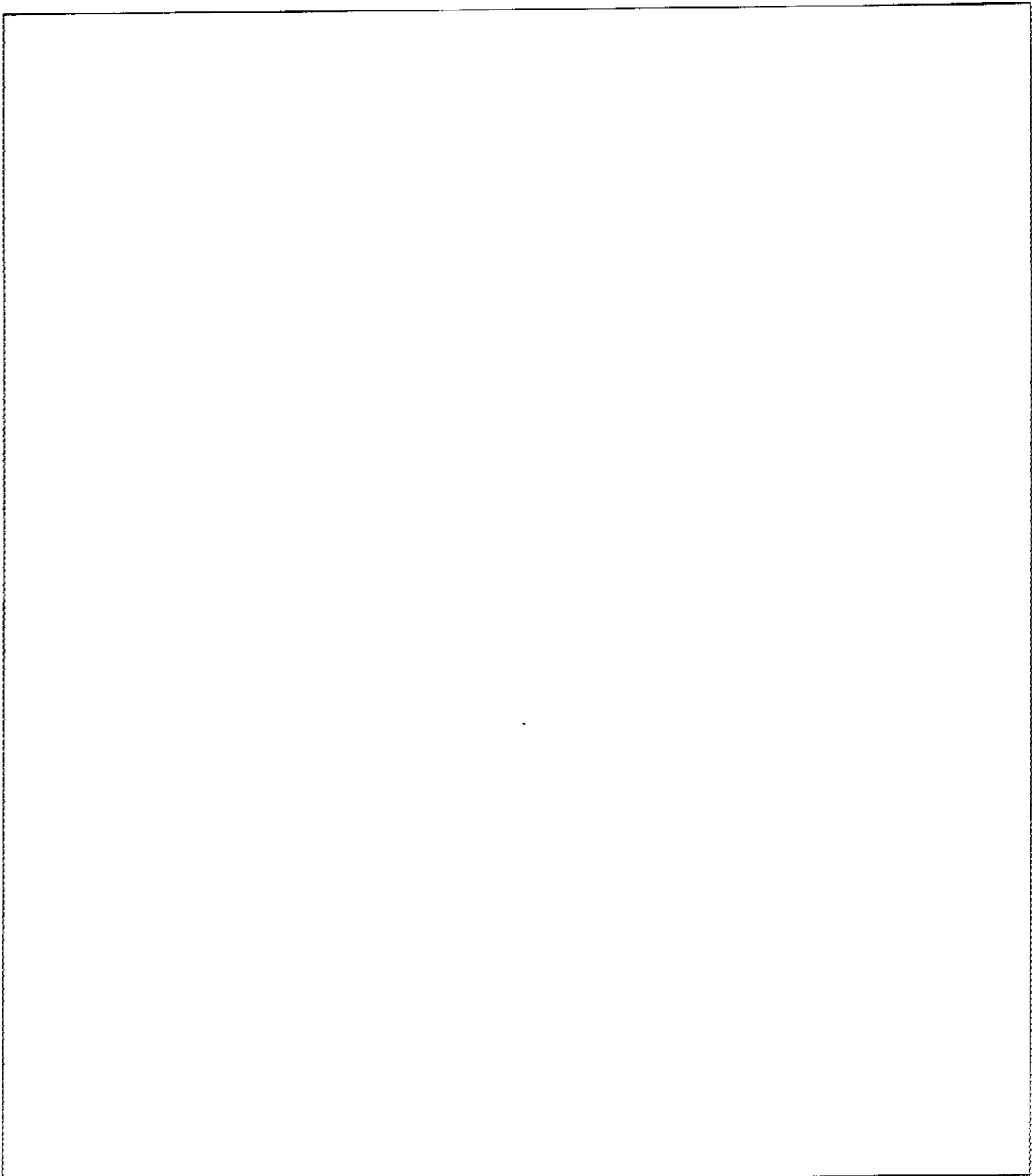
Final measurement:

number of participants -----
for example 48

WHAT DID YOU SEE / MEASURE / EVALUATE AS A WITNESS?

I saw that the event was organised as per schedule and almost each & every student participated enthusiastically. I counted them by grid like distribution of participants. The whole event was up to the mark. All supervisors/ stewards acted well. Some of the participants left the event in between their number were deducted from the total measurement

(कार्यक्रम का अतिरिक्त विवरण जिसका आप उल्लेख करना चाहें)



I am willing to be contacted by Guinness World Records to discuss any details regarding this record claim.

Signature: _____

Date: _____

SCHEDULE ONE

GUIDANCE ON SUPPORTING MATERIALS & EVIDENCE

PLEASE READ IN FULL THESE IMPORTANT NOTES ON THE PROCEDURE OF SUBMISSION OF MATERIALS & EVIDENCE:

If you are submitting materials and evidence AFTER your Record Attempt has taken place, to accompany the submission of Materials, please ALWAYS sign and return the "RECORD CLAIMANTS EVIDENCE SUBMISSION RELEASE" attached as Page 4.

If you are submitting materials and evidence (which does not belong to you) AFTER your Record Attempt has taken place, to accompanying the submission of Materials, please ensure that the 'SUPPORTING MATERIAL RELEASE(S)' attached as Page 5 is/ are ALWAYS signed and returned.

Please note that without the submission of these signed releases, we will be unable to process your Record Claim.

PROCEDURE TO SUBMIT MATERIALS & EVIDENCE:

- ❑ The below Materials should be sent, for the attention of the Records Management Department with the Claim ID Number clearly marked to Guinness World Records Limited, 184-192 Drummond Street, London, NW1 3HP, United Kingdom. All Materials should be in English (with translations where necessary) and clearly marked with your name, address and Claim ID Number.
- ❑ GWR will be under no obligation to return any Materials to you in any circumstances.
- ❑ If the documentation you provide is not sufficient we may reject your claim for insufficient evidence and destroy the Materials you sent in within one month. It is your responsibility to make sure we receive a full claim.
- ❑ All Material submitted for Records that cannot be accepted is kept only for one month and then it is destroyed.
- ❑ You should note that we may be unable to confirm your status as a Guinness World Records® Record Holder until satisfied that we can use the Materials you have submitted in support of your Record Attempt in any media without further reference to you or any third party. This not only includes our world famous publications, but all manner of uses (by us or others) such as on television, radio, videocassettes, DVDs, licensed merchandise, and the internet.

- ❑ Therefore in advance of your record attempt you should consider carefully the type of Materials you intend to submit. This may be more difficult to do after the event if you lose contact with any of those involved. In many ways it is as important as the Record Attempt itself.
- ❑ It is for you to decide what to submit. We receive all forms of Materials including photographs, videotapes, audio cassettes, newspaper clippings and printed reports. Whatever you do, please try to keep your Materials as simple as possible to ensure that you control what you submit. If you include any photographs or video in your submission ensure that the photographer or camera operator has signed this form as he or she may own rights in those photographs or images. This should all be relatively easy to organise and describes most of the Material we receive. However as soon as you start adding other materials such as music, film clips and recordings from television broadcasts you may encounter rights difficulties. Depending upon the nature of your record attempt this may be impossible to avoid. But unless this further material is essential to your submission you should try not to include it.
- ❑ Please consider the Materials & Evidence list below (1-6) carefully including the details of Material which is owned by you (or others who have signed the appropriate form) as well as other Materials which you have included but may not own.
- ❑ Copies of video, photographs, official certificates and most other evidence are suitable, although original witness statements and log books must be sent in – photocopies of these will not be acceptable.

MATERIALS & EVIDENCE

1. Signed statements of authentication ("Statements"): by two independent persons ("Witnesses") who have attended the Record Attempt and can confirm all details of the claim:

- where applicable, at least one of the Witnesses should be qualified (or an official) in the subject area of the Record Attempt;
- the Witnesses must have "standing" in the local community, meaning that they must be prominent and respected. Examples of such persons include public notaries, justices of the peace, police officers, judges, mayors or town councillors and newspaper editors. The job or position of each Witness must be clearly stated on his or her witness statement;
- except where both the Witnesses are members of the same professional body, or are officials of a national sporting organisation (or equivalent body), the Witnesses must be independent of (i.e. not normally associated with or related to) each other as well as independent of you. Witnesses may not take part in the organisation or planning of the Record Attempt nor be a participant in it;
- You can replace the requirement for two witness statements, with ONE statement by a notary public, or a statement authenticated by a notary public;
- the Statements may not take the form of pre-prepared printed statements that are simply signed by the Witness. Each Statement must be compiled by the Witnesses themselves (on their

own headed notepaper where possible) and include the Witnesses' signature and full contact information (including name, address, telephone number and/or email address);

- the Statements should confirm (with detail where necessary) that you have abided by the Guidelines;
- all statements must be in English Language or professionally translated;
- for record attempts that take place over several hours or days, or cover a large area and several locations it is possible for more than two Witnesses to be present in "shifts". In this case GWR expects to see log books signed by the witnesses on duty, but two overall statements covering the event as a whole and indicating place, date, time, names of participants, record details, and confirming that the overall witnesses have spoken with all parties involved and have sufficient elements to attest to the authenticity of the claim.

2. Independent corroboration in the form of media coverage:

This may include cuttings from local or national newspapers, specialist or general interest magazines, and recordings of television or radio news reports.

3. Video footage of the Record Attempt on VHS (PAL or NTSC), DVD or CD-Rom:

Where possible, the original footage should also be supplied on DV or Mini DV.

4. High quality colour photographs:

Photographs may be submitted in digital format on CD-Rom or DVD (taken at 300dpi in a 15cm x 15cm size), or in traditional photographic print or slide format. Colour photocopies are not acceptable. Print-outs of digital images are only acceptable if the photograph is also provided in digital format.

5. Where appropriate to the event, a signed and dated logbook showing that the attempt has been the subject of unremitting surveillance:

Time and duration of rest breaks taken, where relevant, should be shown.

6. Measurements (where applicable) should be made by suitably qualified individuals and witnessed by the Witnesses:

Accurate professional equipment should be used for measuring and all relevant measures must be given.

SCHEDULE TWO

RECORD CLAIMANT'S EVIDENCE SUBMISSION RELEASE

Name of Record Claimant: *Mr Arun Kochar, Commissioner, Public Instruction, Madhya Pradesh*

Claim ID: 366236

In respect of GWR considering my Record Attempt and submitted Materials:

1) I grant to GWR the right to use the Materials I am sending to GWR in connection with my Record Attempt for use by GWR in connection with the business of GWR, which includes use in any GWR publication, encyclopaedia, production, website or any other media;

2) I acknowledge that I have read and understood Schedule One, including the 'Important Notes' section which accompanies this Agreement and confirm that no parts of the Materials referred to in paragraph 1 above have been copied from materials owned by third parties;

3) I agree that I do not and will not require GWR to identify me as the author or creator of any of the Materials I am sending to GWR in connection with the Record Attempts, and that I do not and will not object to the manner in which GWR treats those Materials;

4) I acknowledge that so far as I am aware the information and facts I am providing are true;

5) I agree that the personal information I am providing, including my name and photograph, may be held and used by GWR and its agents or affiliates for all and any purposes connected with the publication and commercialisation of Guinness World Records®, and to the transfer of that personal information to countries outside the European Economic Area for these purposes;

6) I acknowledge that the words "GUINNESS WORLD RECORDS" and the star and column logo are trademarks of GWR, protected by trade mark registrations or applications for registrations throughout the world. I understand that if GWR confirms my record, GWR will license me to use the words "GUINNESS WORLD RECORDS" in referring to myself as a "Guinness World Records® Record Holder" for personal, non-commercial purposes only. I may not use the star and column logo or any other trade mark or logo used by GWR without GWR's further consent.

7) This Agreement shall be governed and construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

(If you created any of the Materials for submission to GWR in connection with the Record Attempt, you must sign this Agreement below or get a parent/ guardian to sign if you are under 18 years of age).

Signature:..... Parent/ Guardian (if applicable):

SCHEDULE THREE

SUPPORTING MATERIAL RELEASE

To: GUINNESS WORLD RECORDS LIMITED ("Guinness World Records")

3rd Floor, 184-192 Drummond Street, London NW1 3HP

From: Name of Owner of Material (the "Owner") : Mr Arun Kochar

Name of the Principal

Address:

Dated:

Dear Sirs

"RECORD ATTEMPT – CLAIM ID: [366236]"

In consideration of the sum of One Pound (£1) (receipt of which and the adequacy of which is acknowledged), I assign to Guinness World Records Limited absolutely with full title guarantee free from all third party rights (where relevant, by way of present assignment of future copyright) the entire copyright and all other intellectual property rights of whatsoever nature (whether vested, future or contingent) in all Material (as outlined below) submitted by me or the Record Claimant in connection with the Record Attempt throughout the world for the full period of copyright and all renewals, revivals, reversions, reinstatements and extensions of the same and after that, so far as possible, in perpetuity. In addition, I hereby waive my entitlement to all so-called "moral rights" in the Work as provided for by the Copyright, Designs and Patents Act 1988 and any other such similar rights in any other country throughout the world.

I warrant that I am the sole author of the Work, that I am entitled to enter into this Assignment and that I have not disposed of or encumbered the rights in the Work in any way which would derogate from the assignment of rights under this Assignment.

THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF ENGLAND AND THE PARTIES AGREES TO SUBMIT TO THE EXCLUSIVE JURISDICTION OF THE ENGLISH COURTS. YOU AGREE TO WAIVE ANY AND ALL OBJECTIONS YOU MIGHT OTHERWISE HAVE TO VENUE, OR TO THE PERSONAL JURISDICTION OF THE ENGLISH COURTS.

I agree that I shall do all such acts and execute such documents as Guinness World Records may require to vest in or confirm to Guinness World Records or its successors in title and licensees the said rights.

Signed:

Print Name:

Description of Material:

Date Material was created:

Guinness World Records Limited, 3rd Floor, 184-192 Drummond Street, London, NW1 3HP, 5
Telephone No. +44 207 891 4500