

# NATIONAL HO YOUTH MEET (NHYM) INDIA

## EVENT MANAGEMENT MANUAL

*Final V1.0*

This manual is the practical operating guide for Annual NHYM, Mini-NHYM, workshops, seminars, training programmes and other programmes organised or authorised by NHYM India. The Governance Guidelines & By-laws remain the highest authority. If there is a conflict, the By-laws prevail.

Aim: a person taking charge of a department should be able to understand the job, reporting line, basic do's and don'ts without needing prior event-management experience.

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### 1. HOW TO USE THIS MANUAL

- Use the relevant department section as the basic duty guide. Do not assume responsibility for another department unless it is clearly assigned.
- Use the Annexure Formats & Document Control Guide for forms, live records, approvals, sharing and archiving.
- Every important task should have one named owner, a deadline and a clear reporting person.
- Routine work follows the reporting line. Emergency safety matters may be escalated directly to the appropriate responsible authority.
- Chat groups help coordination; they do not replace formal approval or recorded decisions.

## 2. AUTHORITY AND ORDER

NHYM India follows different working structures for the Annual NHYM and other events or programmes. The structure depends on the type and size of the event.

### A. Annual NHYM — Host Team Structure

#### Flow of responsibility

##### Governing Body (GB)

↕

##### Host Team/ Local Organizing Committee (LOC)

↕

##### Department Head

↕

##### Team Leader (where required)

↕

##### Volunteer/ Team Member

#### How it works:

- **GB:** Provides overall direction, oversight and approvals for matters reserved for it under the By-laws.
- **Host Team/ LOC:** Organises and manages the Annual NHYM locally within the approved plan and authority.
- **Department Head:** Manages the work of the assigned department.
- **Team Leader:** Guides a team when additional team-level coordination is needed.
- **Volunteer/ Team Member:** Carries out assigned tasks and reports to the designated team lead or Department head.

The Host Team may appoint an **Event/LOC Coordinator** to coordinate departments, monitor progress and communicate with the GB/GB Coordinator. This is a coordination role, not a separate governing level.

### B. Other NHYM Events and Programmes

Examples included workshops, seminars, training programmes, campaigns, trips, Mini-NHYM and other approved activities.

#### Flow of responsibility

##### Governing Body (GB)

↕

##### Project/ Event Committee (if formed or required)

↕

##### Event/ Project Coordinator (if appointed)

↕

##### Department/ Activity Lead (where required)

↕

##### Volunteer/ Team Member

#### How it works:

- **GB:** Approves or directs the programme and retains authority over matters reserved for it.
- **Project/ Event Committee:** Plans and manages the programme within its approved responsibilities.
- **Event/ Project Coordinator:** Coordinates the programme's activities and follows up on the progress.
- **Department/ Activity Lead:** Manages a specific activity or area of work.
- **Volunteer/ Team Member:** Carries out assigned tasks.

For smaller programmes, the GB may manage the activity directly or combine some roles. Not every programme requires a separate committee, coordinator, department or team leader.

### C. Rules That Apply to Both Structures

1. **GB authority:** The GB is NHYM India's highest internal governing authority. Decisions reserved for the GB cannot be made independently for a Host Team, LOC, committee, department or individual member.
2. **Work within assigned authority:** Every team and individual must follow the approved plan, responsibilities and applicable guidelines.
3. **GB Coordinator:** The GB-appointed Coordinator serves as a coordination, oversight and communication link between the GB and the relevant Host Team/LOC or Project/Event Committee. This role does not create a separate governing level or replace the GB's authority.
4. **Official decisions:** Unofficial WhatsApp, Telegram, Facebook groups, polls or chats cannot replace the recognised decision-making process or be treated as an alternative decision-making authority.
5. **Keep the structure practical:** Roles and levels may be combined or added according to the size and needs of the event, provided the required approvals, responsibilities and reporting arrangements remain clear.

## 3. WHO DOES WHAT?

| Role                  | Main responsibility                                                                          | Must not                                                                                           |
|-----------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| GB                    | Approve host, major decisions, fees, major public positions, oversight and required changes. | Delegate away matters reserved for GB or allow unofficial groups to become decision-making bodies. |
| GB Coordinator        | Connect GB with Host Team/LOC; monitor progress, risks, reporting and compliance.            | Act as a replacement for GB approval where GB approval is required.                                |
| Host Team             | Carry the hosting responsibility and constitute the LOC as required.                         | Present unapproved major decisions as final NHYM decisions.                                        |
| LOC / Event Committee | Run the event locally, coordinate departments, volunteers, records and approved spending.    | Override GB authority or make material decisions outside delegated authority.                      |
| LOC/Event Coordinator | Coordinate day-to-day work across departments and resolve operational clashes.               | Give a department authority over another department's volunteers without coordination.             |
| Department Head       | Plan the department, assign tasks, supervise, maintain records and report.                   | Hide problems, spend outside approved authority or independently command another department.       |
| Team Leader           | Manage a defined task, place, shift or sub-team and report to the Department Head.           | Change major plans or commitments without approval.                                                |
| Volunteer             | Carry out assigned work and report problems through the assigned line.                       | Normally assign work to other volunteers/teams unless specifically authorised.                     |

## 4. LOC AND DEPARTMENTS

- Annual NHYM LOC: minimum 9 members; no fixed maximum.
- Each Annual NHYM department should normally have at least 3 members/volunteers; smaller programmes may combine functions.
- The Host Team/LOC should keep the department structure clear, with one named Head for each function.

- After host confirmation, GB and LOC should normally hold a weekly coordination meeting.
- Each department should maintain its live record and send required records to Documentation/official archive.
- If a department finishes its work, it may be temporarily deactivated or merged and its volunteers redeployed. Critical functions must remain covered.

## 5. SIMPLE PLANNING CYCLE

1. Proposal and GB approval
2. Host Team / LOC formation
3. Department and responsibility plan
4. Budget and funding plan
5. Venue, permissions and safety planning
6. Programme and registration planning
7. Procurement, fundraising and logistics
8. Event execution and daily coordination
9. Financial closure, final report, review and archive

Annual NHYM programme rule: about 70% awareness, learning, discussion and community-building; about 30% entertainment/recreation.

Schedule rule: tentative programme at least 2 weeks before the announced event date; final programme approved at least 5 days before the event, without fail.

## 6. MEETINGS, REPORTING AND RECORDS

- Every official meeting should record date, attendees, agenda, key discussion, decisions, task owners and deadlines.
- Minutes should normally be prepared/shared within 24 hours.
- Progress reporting should answer: What was planned? What is complete? What is pending? What problem exists? What support/decision is needed?
- Important decisions should not live only in disappearing chat messages.
- Final approved records belong in the official archive.

## 7. REGISTRATION & PARTICIPANT COORDINATION

- Registration is separate from NHYM membership.
- Maintain participant data in the authorised central/live system.
- Keep participant and visitor/spectator status clear. Visitors do not automatically receive participant facilities.
- Use controlled passes/IDs/QR codes where needed.
- Protect personal data; give access only to people who need it.

Registration fees: Finance + Registration prepare the calculation; GB approval is required before fees/category rates are publicly announced or registration opens. Expected donations, sponsorship and CSR support should be considered before fixing the amount to be recovered through registration.

## 8. FINANCE, PROCUREMENT & FUNDRAISING

- Finance maintains the master budget, income and expense records.
- Every department works within its approved budget. Available cash is not automatic spending authority.
- Record all income and submit bills/receipts promptly.

- Major expenses should follow the approved finance procedure; supporting proof is required for every expense.
- Procurement should consider quality, safety, suitability, quantity, delivery, value and transparency. Significant purchases should have quotations/comparisons where practical.
- Where suitable Ho community suppliers are available, reasonable preference may be given, but this must not override safety, quality, capacity, availability or fair value.
- Fundraising and sponsorship must be recorded and must not compromise NHYM's independence, dignity, safety or programme integrity.

**Do not:** hide financial information, privately promise sponsorship benefits, approve your own conflicted transaction, or spend outside authority.

## 9. PROGRAMME & CULTURAL

- Prepare the programme schedule and coordinate speakers/resource persons, moderators/anchors, cultural activities, workshops, performances and rehearsals.
- Keep affected departments informed of programme changes.
- Follow the 70:30 Annual NHYM balance.
- Prepare the tentative schedule by T-14 and final approved schedule by T-5.
- Do not make a late major programme change without informing the authorised chain and affected departments.

## 10. MEDIA, SOCIAL MEDIA & WEBSITE

- Official NHYM India social-media pages, handles and website are administered only by GB-authorised persons, normally from within GB.
- Host Team/LOC does not normally receive direct access to official NHYM India handles or website backend.
- Host Team/LOC should prepare and regularly send event photos, videos, captions, programme updates and suitable local content to the NHYM Media & Communication/Social Media Team.
- The Media & Communication/Social Media Team coordinates, formats, schedules and publishes approved content through official NHYM channels.
- Official posters, announcements, press releases and other NHYM-branded public content require GB or GB-authorised approval where required.
- Host Team/LOC may give routine media bytes and local event information within approved information.
- Major decisions/changes—host status, major dates/venue, registration/fees, major programme changes, official positions and other GB-reserved matters—must not be publicly announced without the required GB/GB Coordinator approval.
- Technical website access does not itself give authority to publish NHYM decisions.
- Important publications should be recorded in the Website/Social Media Content Approval Log.

**Do not:** independently post on official NHYM India channels, announce unapproved decisions, alter official identity/logo, or treat a local media byte as authority to speak for NHYM India on institutional matters.

## 11. DOCUMENTATION

- Maintain the official record: approvals, team lists, minutes, participant records, budgets, procurement, sponsorship/donation records, programme schedules, permissions, media, incidents, final accounts and reports.
- Department Heads are responsible for sending their department's required records to the Documentation/authorised archive.
- Use organisational/shared storage where possible. A live editable link alone is not a final archive.

## 12. OPERATIONS DEPARTMENTS — QUICK DUTY GUIDE

For every department: plan → assign → check → report. Do not take over another department's function without coordination.

| Department                  | Main job                                                                                                        | Do                                                                                                                                                                  | Don't                                                                                                                            | Works with                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Food & Catering             | Meals, quantity, menu, cooking, water, hygiene, serving and waste.                                              | Use safe/hygienic local materials where practical; volunteers normally serve.                                                                                       | Do not compromise hygiene/safety for tradition or convenience.                                                                   | Registration, Finance, Logistics, Venue.                                     |
| Finance                     | Budget, income, expenses, payments, bill and financial record.                                                  | Keep every transaction recorded; check bills and approvals; maintain budget vs actual; keep financial documents safely.                                             | Do not spend without approval; do not hide income/expenses; do not approve your own conflicting transaction.                     | GB, Host Team/LOC, Fundraising & Sponsorship, Procurement, all departments.  |
| Accommodation & Hospitality | Room/camp allocation, cleanliness, bedding, water, toilets, guests and help points.                             | Keep allocation current and emergency contacts available.                                                                                                           | Do not promise accommodation without confirmation.                                                                               | Registration, Transport, Security.                                           |
| Transportation              | Routes, vehicles, pickup/drop points, drivers and movement.                                                     | Check vehicle suitability/documents where applicable.                                                                                                               | Do not change movement plans without informing affected teams.                                                                   | Accommodation, Security, Programme.                                          |
| Venue                       | Venue readiness, layout, seating, stage area, counters, signage, sanitation, water and movement.                | Check readiness before participant entry.                                                                                                                           | Do not change approved layout in a way that affects other teams without coordination.                                            | Programme, Logistics, Security, Technical.                                   |
| Programme & Culture         | Plans programmes, cultural activities, sessions, performances and overall event flow.                           | Prepare the programme schedule; coordinate speakers/performers; ensure cultural activities are appropriate and organised; coordinate timing with other departments. | Do not change the approved programme without proper approval; do not ignore cultural sensitivity, timing or safety requirements. | GB, Host Team/LOC, Media, Venue, Logistics, Registration, Security & Safety. |
| Logistics                   | Move/arrange furniture, counters, signs, barriers, materials, storage and physical facilities.                  | Follow approved Venue and Programme requirements.                                                                                                                   | Do not install/move items that create technical or safety conflicts.                                                             | Venue, Tent, Technical.                                                      |
| Tent                        | Temporary structures, supplier, installation, anchoring, partitions, shade, weather protection and dismantling. | Check stability and safety before use.                                                                                                                              | Do not allow an unsafe structure to be used.                                                                                     | Venue, Logistics, Technical, Security.                                       |
| Electricity & Technical     | Sound, lighting, electrical supply, wiring, projector/screen, backup and operators.                             | Test systems and route cables safely.                                                                                                                               | Do not make unsafe/unapproved electrical changes.                                                                                | Venue, Logistics, Tent, Programme, Security.                                 |

|                                      |                                                                                                                        |                                                                        |                                                                          |                                         |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------|
| Security & Safety                    | Entry/exit, crowd movement, restricted areas, emergency routes, property, night security and anti-harassment response. | Escalate serious risks immediately.                                    | Do not use force or make unsafe decisions outside authority.             | Medical, Venue, LOC.                    |
| Medical & Emergency                  | First aid, medical support, emergency contacts and response coordination.                                              | Know nearest hospital, police, ambulance and fire services.            | Do not delay escalation of serious incidents.                            | Security, LOC, GB Coordinator.          |
| Volunteer Coordination               | Roster, duty allocation, backups and redeployment.                                                                     | Ensure every volunteer knows department, leader, time, place and duty. | Do not allow contradictory instructions or unauthorised task assignment. | All departments, LOC.                   |
| Guest/Speaker & Public Access        | Invitation, confirmation, arrival, programme timing, departure and controlled public access.                           | Respect capacity and approved access arrangements.                     | Do not promise facilities or access not approved.                        | Programme, Registration, Accommodation. |
| Permissions, Environment & Community | Required permissions, cleanliness, responsible resource use and respect for local community/environment.               | Keep proof of permissions and encourage responsible materials.         | Do not assume permission is unnecessary.                                 | LOC, Venue, Security, Food.             |

### 13. GUESTS, SPECTATORS AND PUBLIC ACCESS

- Guest/speaker arrangements should cover invitation, confirmation, travel, accommodation where approved, arrival, programme timing and departure.
- Public cultural/evening sessions may use controlled spectator access.
- Spectators do not automatically become participants or receive participant facilities.
- Entry must respect venue capacity and safety.

### 14. SAFETY, PERMISSIONS AND EMERGENCY ACTION

- Obtain applicable venue, police, fire, sound, food, traffic, electrical and other permissions/clearances where required.
- Reduce avoidable waste and use water, energy and materials responsibly.
- In an immediate emergency, a responsible person may take reasonable action to protect life, safety, property, participants or NHYM's legal position and must report it as soon as possible.
- Serious medical, safety, fraud, harassment or other critical matters may be escalated directly to the appropriate higher authority.

### 15. TRANSPARENCY, CONFLICTS AND COMPLAINTS

- Important decisions, money, purchases, commitments and outputs must be capable of verification.
- Disclose relevant actual, potential or perceived conflicts. A conflicted person should not independently approve a transaction that benefits them.
- Normal complaint route: Volunteer → Team Leader → Department Head → LOC/Event Coordinator → GB Coordinator → GB/Review & Complaints Committee.

- Serious fraud, harassment, violence, safety violations, unauthorised fundraising, misuse of NHYM identity or deliberate concealment may be reported directly to the appropriate higher authority.

## 16. EVENT-DAY COMMAND

- LOC/Event Coordinator coordinates cross-department operational issues.
- Department Heads manage their departments; Team Leaders manage their assigned shifts/tasks.
- Volunteer Coordination normally handles redeployment with the concerned Department Head and LOC/Event Coordinator.
- Critical functions such as Security, Medical, Finance and Technical Safety must remain covered.
- Emergency safety action may bypass normal levels when necessary, with prompt reporting afterwards.

## 17. CLOSURE, HANDOVER AND ARCHIVE

- Finance reconciles bills, income, sponsorship/donation records and expenses; final accounts identify surplus/deficit according to the By-laws.
- Every programme produces a final report covering activities, participants, outputs, media/documentation, financial summary, problems, solutions, lessons and recommendations.
- Departments complete their final report/handover and send records to Documentation.
- GB and Host Team/LOC review what worked, what failed and what should improve.
- Final approved records are archived. Keep editable working files where useful and an approved final copy.

## 18. NON-COMPLIANCE

- Routine failure: clarify → remind → written corrective instruction → additional supervision.
- Repeated/serious failure may lead to replacement, suspension of responsibility or escalation under the By-laws.
- Financial fraud, deliberate concealment, serious safety violations or misuse of NHYM identity may require immediate action.

## 19. ANNEXURES AND DOCUMENT CONTROL

The separate NHYM India EMM Annexure Formats & Document Control Guide is part of this operating system. It tells teams what record to use, who maintains it, what must be filled, who reviews/approves it, what is shared and where it is archived.

| Record type                                 | Normal format                | Live owner                                   | Final/approval                        |
|---------------------------------------------|------------------------------|----------------------------------------------|---------------------------------------|
| Repeated data collection                    | Google/Microsoft Form        | Relevant department                          | Export/archive; approval as required  |
| Live list/calculation                       | Google Sheet/Excel           | Named department owner                       | Final export/archive                  |
| Proposal/minutes/report                     | Google Docs/Word             | Named preparer                               | Approved PDF/final copy               |
| On-site signatures/bills                    | Paper + scan                 | Responsible department/Finance               | Scanned archive                       |
| Public registration/membership/theme voting | NHYM Website where available | Authorised functional team + website team    | GB/authorised approval                |
| Official public content                     | Social Media/Website         | NHYM Media & Communication/Social Media Team | GB/authorised approval where required |

## 20. REQUIRED STANDARD ANNEXURES

Annexure 1: Event/Programme Proposal

Annexure 2: Event Approval & Authority

Annexure 3: LOC / Project Team Formation

Annexure 4: Department Formation & Responsibility

Annexure 5: Volunteer Roster & Duty Allocation

Annexure 6: Participant Registration / Master Data

Annexure 7: Master Event Plan & Timeline

Annexure 8: Department Work Plan / Progress

Annexure 9: Event Master Budget

Annexure 10: Department Budget Request

Annexure 11: Purchase / Quotation Comparison & Approval

Annexure 12: Expense / Bill Submission

Annexure 13: Donation & Sponsorship Register

Annexure 14: Meeting Minutes

Annexure 15: Daily Coordination / Situation Report

Annexure 16: Incident / Complaint Report

Annexure 17: Emergency Contact & Response

Annexure 18: Guest / Speaker Information

Annexure 19: Accommodation Allocation

Annexure 20: Transportation Movement Plan

Annexure 21: Food Planning, Cooking & Volunteer Serving

Annexure 22: Programme Schedule / Run Sheet

Annexure 23: Media & Communication Plan

Annexure 24: Permission / Compliance Checklist

Annexure 25: Asset / Material Issue & Return

Annexure 26: Final Financial Statement

Annexure 27: Post-Event Report

Annexure 28: Department Final Report & Handover

Annexure 29: Event Evaluation

Supplementary records: Community Stall Allocation Register; Media Coverage & Deliverables Sheet; Volunteer Redeployment Record; Website/Social Media Content Approval Log.