

Title: SOP (Standard Operating Procedure) for Marathi Shala, an independent initiative of BMM (Bruhan Maharashtra Mandal).

A. Purpose:

"To provide a structured guide for Marathi Shala, an independent BMM initiative, garnering support from local mandals."

B. Background:

- BMM shall promote Marathi Language to the 2nd/future generations of Marathi American children and youth in primary and secondary education in North America.
- BMM shall promote 2nd/future generations of Marathi American children and youth to visit the state of Maharashtra to connect with their Marathi heritage and roots and further their Marathi Language skills by direct interaction with historians, expert tour guides, etc.
- Pursuant to initiatives of Maharashtra Mandal was formed with the purpose of providing Marathi language education for children in NA land area. Initiative of Bruhan Maharashtra Mandal (BMM) whereby BMM has entered into an agreement with Maharashtra Shasan from Maharashtra Board to provide accreditation and curriculum for five levels.

C. Governing Responsibilities.

a. Local Maharashtra/Marathi Mandal.

- Marathi Shala is a BMM initiative under the auspices of Local Maharashtra Mandal and is separately operated and led by the shala coordinator and his/her team (where applicable).
- When a mandal community member wants to start a BMM shala, he/she will find dedicated teacher volunteers and

formulate a team for a first year pilot project. Marathi Shala has a Separate operating Structure.

- The inception and start of a new shala to be published to the local mandal community through local mandal newsletter/ website/ general body meetings.
- Local mandal to provide visibility and platform to Marathi Shala to showcase its progress through its website, social media, email communications and public events.
- Local mandal provides support in IRS tax filing, insurance, and other administrative matters if required by the shala team from time to time.
- Local mandal webmaster and Treasurer to provide help to Shala when needed.

b. **BMM: Bruhan Maharashtra Mandal.**

- Provide initial assistance in setting up a Marathi Shala in North America.
- Provide documentation with code of conduct for teachers and students.
- BMM provides Maharashtra Shasan teacher training and certificates.
- BMM provides Marathi Shala with a curriculum from Maharashtra Shasan from Balmandir to Level 5.
- BMM provides standardized written and oral Exam papers with model answer papers from Level 1 to level 5.
- BMM and Maharashtra shasan to provide Exam result upload process to all shala in North america.
- BMM and Maharashtra Shasan to provide certificates to all students from NA.

C. **Responsibilities of Marathi Shala.**

- Conduct the day-to-day operations with a shala coordinator and a team of volunteers.
- Appoint a liaison between local Mandal and Marathi Shala.
- Establish a separate operational structure for the Marathi Shala.
- Carry out day to day operations according to this SOP.
- Implement BMM curriculum, conduct exams, organize cultural events and social activities. For example, performance of students at mandal events, Independence Day celebration, Ganesh Utsav, etc.
- Implement other cultural experiences as learning opportunities (ex. Dhol-Taasha , Lezim Pathak, art, Ganesh Murti Making event, etc).
- Create supportive education material such as textbooks, visual aids, audio learning material etc.

D. **Structure of Marathi Shala:**

1. Marathi Shala Team: Marathi Shala will have a Shala coordinator, Treasurer, Web/social media/Technology Engineer.
2. As per availability of volunteers and the school size, 1 person can assume responsibilities of multiple roles.
3. When multiple volunteers are available, the Shala Coordinator can appoint a separate person for each role.

Operational Structure : Marathi Shala volunteer roles:

- Must be Mandal members in good standing during the year of appointment.
- Shala volunteers (Shala coordinator, Treasurer, Web/Social media coordinator/Teachers) **have a 2 year term coinciding with a BMM term (convention to convention)**. A person may continue the same role (coordinator)if there is NO candidate

to take office and other school admin and teaching volunteers approve this by majority. "Transitioning leadership is crucial to provide other community members with an opportunity, fostering the infusion of fresh, innovative ideas that can benefit the shala."

- **Responsibilities :**

- **1. Marathi Shala Committee:**

- Marathi Shala Committee shall consist of Shala Coordinator (Lead), Shala Treasurer, Webmaster/social media/technology Engineer and two Shala volunteers
- Making sure the operations of Marathi Shala are consistent with this SOP.
- Conduct regular (monthly/ad-hoc-before events/ before exam) meetings among the shala team, teachers,, parents, etc.
- Provide communication to Mandal on a need basis (by email once in 6 months), provide a school progress report annually.
- The Shala Committee shall be responsible for ensuring the proper handling and dissemination of BMM study-related materials, including textbooks, workbooks to families and teachers.
- Responding to emails, phone calls, addressing issues and concerns pertaining to Marathi Shala activities in a timely manner.
- Maintain shala website.
- Publish on social media about shala activities, events, open house, Exams, etc.
- Send email communication to the Shala community.
- Prepare marketing material for websites, social media or emails in a timely manner.

- Inform mandal to talk to mandal insurance agent that there is a new shala. Insurance agent will make a note in the mandal insurance policy.
- Maintain a separate Shala bank account or open a sub account with Mandal bank account or maintain a separate cost-center. Prepare a year-end financial report.

2. Teachers:

- Must be a Shala member in good standing.
- Must be familiar with Marathi culture.
- Must have a sincere desire and enthusiasm to teach Marathi language and culture.
- Must give minimum 1 academic year commitment.
- Must follow curriculum leads in their routine shala duties.
- Implement curriculum as established by BMM.
- Start and end class on time.
- Ensure complete cultural growth of each student.

3. Assistant teachers/Parent Volunteers// substitute teachers/event volunteers:

- Must be a Shala member in good standing.
- Assist teachers in the class such as checking homework.
- Distribute teaching material.
- Address physical needs of students during the class.
- Help in developing cultural programs, Volunteer during events.

E: Admission Criteria:

- Students must be min 5 years old.
- A proper social behavior is expected from each student.
- Physical attendance is highly recommended.

- Student will comply with instructional and behavioral expectations established by Shala
- Regardless of the attendance, fees are due for the entire year.
- Students attend local marathi shala for 72 hours which include online and in person class plus 108 hours of self study/mandal events/homework/shala events participation and practice. each year to appear for the BMM exam at the end of the academic year.
- Students appear in personal all shala exams and all BMM exams.

F: General Operating Procedures:

- Academic year of Marathi Shala will begin in September and will end in the month of May/June of the following year.
- Marathi Shala will have a summer and winter break as per their local school district.
- Marathi Shala will receive funding from Fees only. Fee structure should be based on the anticipated financial need for that academic year plus any inflation and 10% extra cushion money.
- All funds will be utilized to carry out activities for Shala only and may support cultural activities for education purposes as per the shala policies.
- If shala receives donations, this donation money should be consumed during the same shala academic year.
- Marathi Shala SOP, for internal record keeping, follows Fund accounting principles whereby for internal record keeping assets, liabilities, and fund balances for certain programs/events are segregated and treated as separate accounting entities associated with specific activities. So that the fiduciary responsible to use assets is tracked separately.

Accordingly separate record keeping for Shala will be maintained.

- Marathi Shala shall follow the main SOP for pre-approvals, team formation and undertaking in the event any investment in fixed assets (example Land buildings, equipment etc), Programmatic investment (example grants), investment funds (example mutual funds bonds etc) is initiated.