

THRISSUR CENTRAL SAHODAYA



KIDS FEST 2024-'25: Manual

Date:January, 2025
For:	Kinder - garten & Classes I & II
Venue:	Peace Public School, Mathilakam
Registration:	Through Website
Reg starts at :	
Reg. ends at:	
Contact No.	
Contact ICE:	

The essence of Sahodaya is rooted in unity and collaboration, and the active engagement and support of each member are essential to the success of this festival. This event is not only a platform for showcasing individual talent but also a celebration of our collective community spirit. Each school's dedication is crucial in making KIDS' FEST a memorable and enriching experience for our young participants. By adhering to these guidelines and contributing wholeheartedly, we can create a positive and inspiring environment that embodies the true spirit of Sahodaya, instilling confidence and fostering joy through participation.

All participating schools are encouraged to review this manual thoroughly to ensure the smooth and successful execution of the program by the host school. TCS embodies a spirit of collaboration and mutual support, so the enthusiastic participation and cooperation of every member is essential.



General Instructions

- 1) Only schools affiliated to CBSE which are members of Thrissur Central Sahodaya are eligible to take part in the Sahodaya Kids' Fest.
 - 2) The competitions in various items are conducted in two categories.
 Category 1 – Kinder-garten (LKG & UKG)
 Category 2 – Classes I and II
 - 3) Following program will head key position for the conduct of Kids Fest
 - 1 Gn. co-ordinator - TCS Gn. Secretary
 2. Gn. Convenor - Principle Host School
 3. Convenor (Finance) - Treasurer TCS
- A) Duties of Gn. co-ordinator
 He will be in charge of conducting the programs. He has to make arrangements to appoint Judges. Stage Managers, Time keepers , IT cell etc..drawn from the efficient and experienced teachers of different schools to conduct the festival.
 Asst. Manager for each stage will be from host school. Appeals will be received by Gn. Co-ordinator.
- B) Duties of Gn. Convenor
 Arrange the facilities at the venue. 1) Arrangements for food 2) Registration
 3) Reception 4) Stage, Panthal, Light & Sound 5) Dressing rooms 6) Food and its distribution
 7) Punctuality 8) Discipline 9) Transportation etc...
- C) Convener Finance - Treasurer TCS - He is in charge of all the income and expenditure –
 He will be assisted by one teacher preferred by the host principle for keeping the venue expenses.
4. Following sub committees shall be constituted at the venue school for smooth and effective conduct of the Kids Fest.

1. Registration	7. Prizes & Certificates
2. Reception	8. Publicity
3. Stage, Panthal, Light & Sound	9. Discipline
4. Finance	10. Transport
5. Food	
6. Accomodation	
 - 5) Appeal committee
 The Appeal committee shall consist of the following members.
 - a. Chief patron TCS
 - b. President of TCS
 - c. General Secretary of TCS
 - d. General Convenor TCS / Host Principal
 - e. Treasurer TCS

- 6) Finance :The funds for the Kids’ Fest shall be raised through four sources.
- a. Registration Fee from member schools
 - b. Individual Participation fee
 - c. Sale of food coupons
 - d. Sponsorship
- 7) Fee: The Fee (School Reg. Fee + Individual Participation Fee) shall be remitted only as DD drawn in favor of “Thrissur Central Sahodaya”. Payable at Chalakudy in Federal Bank Branch North Chalakudy.

School Participation Fee – Rs. 3000/-

Individual child – Rs. 500/-

- 8) Registration: Registration will be done online through the TCS official website www.thrissurcentralsahodaya.com. Once the online registration is over, schools can generate the Participant IDs and Consolidated List of Participants from the same site. Once the IDs and Consolidated Lists are generated, they must be verified carefully and corrections, if any, must be incorporated before finalizing the same. Corrections of any kinds shall be incorporated at a later date given by Gn. Convenor.

9) Rules & regulations:

- a. A student can take part only in one individual item and in any one of the group items.
- b. Participants are not allowed to perform any item wearing their school uniform or ID card. They should be in color dress only in the campus and should wear the festival ID card always.
- c. The participants are instructed to report one hour prior to the stipulated time to collect the chest numbers.
- d. A grace of 15 seconds will be given for each stage item.
- e. Chest numbers should be returned to the stage volunteer as soon as the competition is over.
- f. A meeting for the Team Managers of schools participating in Sahodaya Kids' Fest will be held at the venue school. The Team Manager has to submit the ID cards along with the Consolidated List of Participants during this meeting.

10) General Instructions regarding the competitions:

- a. For each group item, two standbys can be registered in order to substitute the performers in the event of an emergency. However, substitution while performing on the stage will not be allowed.
- b. Certificates and prizes will be given only to those students who perform on the stage.
- c. Students registered as standbys need not pay any registration fee. They will not be issued any Participation Certificate, if they have not performed on stage.
- d. The qualifications and credentials of the judges shall be announced on the stage, before the commencement of each item.
- e. Once a competition is over, the stage managers shall do the tabulation work.
- f. The secretary TCS shall appoint qualified and competent judges to judge the items. There shall be three judges for each item.
- g. Identity Card issued by the Sahodaya is compulsory for all participants, Escorting Teachers and Makeup Artists.
- h. There will be three lights on the stage – Red, Green and Yellow. Green indicates the start- ing of an item. Yellow indicates there is only one minute left. Red indicates the time limit is over. A grace of 15 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.
- I. 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.
- J. 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.



LIST OF ITEMS

Category 1: Kinder-garten (LKG & UKG)

Item Code	Item	Time
101	Abstract Reasoning	5 min.
102	Show & Tell	2 min.
103	Pencil Drawing	1 H.
104	Colouring	30 Min
105	Clay Modelling	45 Min(3 colors of 100g. each)
106	Action Song - English	3 min.
107	Action Song - Malayalam	3 min.
108	Story Telling - English	3 min.
109	Story Telling - Malayalam	3 min.
110	Group Action Song -English	5 min. (8 participants)
111	Group Action Song Malayalam	5 min. (8 participants)

More Info: Category 1: Kinder-garten (LKG &UKG)

Item	Time	Judgement criteria	Instructions
Abstract Reasoning	5 min		<ul style="list-style-type: none"> • The Participants will be given jigsaw puzzle of 15 pieces. • The final picture will be shown for a minute before the children start working on the puzzle. • Parts of a picture will be scattered. • The child has to rearrange it as per the Original picture. • The child who finishes first within the given time with perfection secures First Position.
Show & Tell	2 min	<ul style="list-style-type: none"> • Knowledge of the topic • confidence • Spoken language • Fluency 	<ul style="list-style-type: none"> • Object is common to all participants
Pencil Drawing	1hr	<ul style="list-style-type: none"> • Creativity • Neatness • composition 	<ul style="list-style-type: none"> • A4 size paper will be provided. • Topic will be given one week earlier. • Shading is not allowed
Colouring	30 min	<ul style="list-style-type: none"> • Colour combination • Neatness • Skill 	<ul style="list-style-type: none"> • A given picture is to be coloured using appropriate wax crayons. • Oil pastels or plastic crayons are not allowed.
Clay Modelling	45 min	<ul style="list-style-type: none"> • Creativity • Originality • Neatness • Perfection 	<ul style="list-style-type: none"> • Clay of three colours of 100gms each can be used. • The child has to make a model out of synthetic clay. • Extra fittings of materials are not allowed. • No mould should be used. • The child can make only one object. • If it is a theme the objects should be connected and presented as one. • Participant will be disqualified, if the weight of the clay exceeds the specified limit.

Item	Time	Judgement criteria	Instructions
Action Song - English	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Clarity • Expression • Appropriatev Actions 	<ul style="list-style-type: none"> • No Introduction should be given in the action song
Action Song - Mala-yalam	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Clarity • Expression • Appropriatev Actions 	<ul style="list-style-type: none"> • No Introduction should be given in the action song
Story Telling - Eng-lish	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Expression • Moral Value 	<ul style="list-style-type: none"> • Appropriate gestures/actions are allowed • The moral should be stated by the partici-pant • No costume related to or or supportive of the story may be worn by theparticiapant
Story Telling - Mala-yalam	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Expression • Moral Value 	<ul style="list-style-type: none"> • Appropriate gestures/actions are allowed • The moral should be stated by the partici-pant • No costume related to or or supportive of the story may be worn by theparticiapant
Group Action Song - English	5 min	<ul style="list-style-type: none"> • Pronunciation • Clarity • Synchronization 	<ul style="list-style-type: none"> • 8 Participants • Based on Sruthy, Raga, Bhava & Thala . • There should be uniformity in dress and actions. • No introduction should be given • Movement during performance is al- lowed. Physical movement in addition to action, i.e., they are allowed to change order/ places but it cannot be a dance per- formance. • Part singing is allowed.
Group Action Song - Malayalam	5 min	<ul style="list-style-type: none"> • Pronunciation • Clarity • Synchronization 	<ul style="list-style-type: none"> • 8 Participants • Based on Sruthy, Raga, Bhava & Thala . • There should be uniformity in dress and actions. • No introduction should be given • Movement during performance is al- lowed. Physical movement in addition to action, i.e., they are allowed to change order/ places but it cannot be a dance per- formance. • Part singing is allowed.

LIST OF ITEMS
Category 2: classes I and II

Item Code	Item	Time
201	Abstract Reasoning	5 min.
202	Show & Tell	2 min.
203	Pencil Drawing	1 H
204	Colouring	30 min.
205	Clay Modelling	45 min. 3 colours. 2 hundred gms each.
206	Light Music - Malayalam	3 min.
207	Folk Dance (Common)	5 min.
208	Recitation - English	3 min.
209	Recitation - Malayalam	3 min.
210	Recitation - Hindi	3 min.
211	Story Telling - English	3 min.
212	Story Telling -Malayalam	3 min.
213	Group Recitation - English	5 min. Maximum 8 participants
214	Group Recitation - Malayalam	5 min.
215	Group Dance	5min. 7/8 participants

More Info: Category 2: Classes I and II

Item Code	Item	Time	Judgement criteria	Instructions
201	Abstract Reasoning	5 min		<ul style="list-style-type: none"> • The Participants will be given jigsaw puzzle of 20 pieces. • The final picture will be shown for a minute before the children start working on the puzzle. • Parts of a picture will be scattered. • The child has to rearrange it as per the original picture. • The child who finishes first within the given time with perfection secures First Position.
202	Show & Tell	2 min	<ul style="list-style-type: none"> • Knowledge of the topic • Confidence • Clarity 	<ul style="list-style-type: none"> • Object is common to all participants
203	Pencil Drawing	1hr	<ul style="list-style-type: none"> • Creativity • Neatness • composition 	<ul style="list-style-type: none"> • A4 size paper will be provided. • Topic will be given one week earlier. • Shading is not allowed
204	Colouring	30 min	<ul style="list-style-type: none"> • Colour combination • Neatness • Skill 	<ul style="list-style-type: none"> • A given picture is to be coloured using appropriate wax crayons.
205	Clay Modelling	45 min	<ul style="list-style-type: none"> • Creativity • Originality • Neatness • Perfection 	<ul style="list-style-type: none"> • Clay of three colours of 200gms each can be used. • The child has to make a model out of synthetic clay. • Extra fittings of materials are not allowed. • No mould should be used. • The child can make one or more than one object. • If it is a theme the objects should be connected and presented as one. • Participant will be disqualified, if the weight of the clay exceeds the specified
206	Light Music - Malayalam	3 min	<ul style="list-style-type: none"> • Sruthy • Raga • Bhava • Thala 	<ul style="list-style-type: none"> • Film, album and devotional songs are not allowed. • The participants are allowed to have expressions, nod or shrug. • Hand movements are not allowed.
207	Folk Dance	5 min	<ul style="list-style-type: none"> • Thalam • Abhinayam • Vesha vidhanam • Chuvadu vaipu • Aakara sushama 	<ul style="list-style-type: none"> • Individual participation • Common category • Music recorded on a CD shall only be used

208	Recitation - English	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Clarity 	
209	Recitation - Malayalam	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Clarity 	
210	Recitation - Hindi	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Clarity 	
211	Story Telling - English	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Expression • Moral Value 	<ul style="list-style-type: none"> • Appropriate gestures/actions are allowed • The moral should be stated by the participant
212	Story Telling - Malayalam	3 min	<ul style="list-style-type: none"> • Right Pronunciation • Voice Modulation • Expression • Moral Value 	<ul style="list-style-type: none"> • Appropriate gestures/actions are allowed • The moral should be stated by the participant
213	Group Recitation - English	4 min	<ul style="list-style-type: none"> • Pronunciation • Clarity • Synchronization • Modulation 	<ul style="list-style-type: none"> • 8 Participants • Introduction may be given either by the whole group or by a single participant • Part recitation is not allowed. • All the participant shall recite the poem together throughout the programme.
214	Group Recitation - Malayalam	4 min	<ul style="list-style-type: none"> • Pronunciation • Clarity • Synchronization • Modulation 	<ul style="list-style-type: none"> • 8 Participants • Introduction may be given either by the whole group or by a single participant • Part recitation is not allowed. • All the participant shall recite he the poem together throughout the programme
215	Group Dance	5 min	<ul style="list-style-type: none"> • Harmony • Aptness of costume • Choreography • Music & Rhythm • presentation 	<ul style="list-style-type: none"> • 7 or 8 participants • The group may have boys/girls or both • Film, album and devotional songs are not allowed. • Music recorded on a CD shall only be used • Properties may be used • The CD shall be handed over to the Stage Manager at least 15 minutes before the performance. • The CD must bear the name of the school at its labelling side. • There shall be no other song/ recording on the CD. • Separate CDs shall be given for folk dance and group dance.

AWARDS AND TROPHIES

1. The participants who secure first, second and third positions with a minimum of 50% marks shall be awarded merit certificates in both individual and group items.
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. Fixing of Grades and Points for Individual Items.

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

5. Fixing of Grades and Points for Group Items

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

6. No grade/points for 49% marks and below.
7. Schools securing first, second and third position in total points shall be awarded Overall Champion, Runner Up and Third Place Trophies respectively.
8. Schools securing first, second and third position in every category shall be awarded with Trophies.
9. Individual trophies are instituted for the first, second and third positions in every category for every item.
10. For Group Items, the school winning any place(First, Second or third) will be awarded with a trophy and the participants are awarded with individual trophies and Merit Certificates.

Grading criteria for Abstract Reasoning

Category	No. of blocks arranged in a pattern by the child	Grade
I	11-15	A
	9-10	B
	7-8	C
II	14-20	A
	12-13	B
	10-11	C



APPEAL

1. In case of disputes, if any, an appeal shall be filed in the specified Pro forma, along with an appeal fee of Rs.2000/- within one hour of the announcement of the result.
2. Appeal shall be filed only by the Principal/Team Manager of the schoolconcerned.
3. If the decision taken by the Appeal Committee is favourable to the applicant, the appeal fee shall be returned,. If it is not favourable, the same shall be forfeited.
4. 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.
5. The appeal Committee shall take a decision on the appeal, on the same day of receiving the appeal.
6. The appeal committee shall have the right to accept or reject an appeal after scrutiny.
7. The decision of the appeal committee shall be final and bindingall.

FOOD & ACCOMODATION

1. Food and refreshments shall be arranged free of cost at the venue for the participants, one Escorting Teacher for every ten students per day, and the officials.
2. Any request for additional snacks and lunch for teachers/staff or parents has to be made in advance. The charge for additional snacks and lunch will be payable as per the instruction of the Gn. Convenor.
3. Detailed Menu will be distributed among the participating schools well in advance.
4. Classroom accommodation shall be provided to the participants for make up.

KIDS' FEST 2024-2025

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 :
6. Code No :
7. Place in the competition :
8. Date and time of competition :
9. Date and time of declaring result :
10. Reason for filing appeal :
11. Signature of the participant :
12. Name and Signature of the Principal/Team Manager :
(with Phone No)
13. Date and time of filing appeal :

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For office use only

Appeal No:

Fee receipt :

Date and time of appeal received:

Time of hearing of the appeal :

Remarks:

Signature of the Chairman/Convenor, Appeal

Committee: Date:

T.C.S KIDS YOUTH FESTIVAL

PROGRAMME CO-ORDINATION RULES

FOR T.C.S AND VENUE SCHOOL

Annexture - 1

1. TCS 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 TCS.
3. The Registration fee will be channeled through the TCS. The expenditure on judges shall be met from this amount. The remaining amount shall be handed over to the venue school.
4. Banners, posters, arches and other hoardings for the publicity of the Kids' Fest shall bear the name of the TCS prominently.
5. All the stages shall display banners with the name of TCS.
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 TCS 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 sameday.
9. Care also must be taken to get all the programmes completed before 5.00 pm .
10. Chief Petron/ The President of the TCS shall preside over all the meetings. The details of the programme with regard to the Kids' Fest shall be fixed in consultation with the TCS officials.
11. The Office bearers of TCS 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 Secretary along with the photographs/CDs of the function as well as the account statement.
13. Proper communication shall be maintained with the TCS 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 T.C.S. Hence, every attempt shall be made to make it grand, colorful and successful.
15. TCS 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.
16. As the main advantage of the fest is the publicity received for the school; T.C.S will be providing the minimum expenses to conduct the fest . The allotments of funds will be done by treasurer T.C.S. All other expenses like bringing celebrities, decoration, publicity etc.. should borne by the school. The host convenor will submit a budget to the treasurer; who in turn will place it before T.C.S for approvals. No extra funds will be given by treasurer for any other extra purpose.



T.C.S KIDS YOUTH FESTIVAL

INFORMATION TO THE JUDGES

Annexure - 2

1. Every judge shall sign a declaration in the prescribed Pro forma 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. Judgement 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 start- ing 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 restart- ed; but if it happens after half time, that item can be performed again at the end of that particular cluster.
9. All the non-stage items are to be valued at the venue itself.
10. 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
11. Fixing of Grade and Points for Individual group items.

Grade A	70% and above
Grade B	60% to 69%
Grade C	50% to 59%

12. No grade/points for 49% marks and below.

NB: Judgement criteria also should be given to judges

