

A Karma Student is required to prepare a Project Book in order to earn Karma Award.

You may keep the project book in one of the two formats:

- ❖ Electronic File.
- ❖ Hard Copy - Follow the same format as for Electronic File except where noted.

Privacy & Use of Submission:

Your project book is used only for the express purpose of determining your suitability to earn Karma Award. We reserve the right to select any portion from the Project Book submitted to be on our website as an example for other students to see. There are many Karmas in the Karma Award program that requires you to observe other people and reflect on your own behavior. Please do not identify any people - and if you must - you can use A, B, C, etc. You need not write any aspect of your own behavior you wish to keep confidential.

General Guidelines:

Size: 8.5 x 11, 1" margins all around, 1.15 line space minimum.
If using a Hard Copy - please use narrow rule lined paper.

Format: MS Word file or pdf file.

Font: If you used Fancy Fonts or fonts which are not common to MS Word document, you MUST submit file in pdf format - otherwise we cannot read it.

Header: Each page - including the Title Page must have the following header.

Your ID number assigned, Your First Name & Last Name **Page Number**

Inserts: You can use any clip art/ graphics/ pictures you like. B&W or Color - does not matter. If the file size is too large, you may have to send it in a CD.

Tables: Several Karmas require you to prepare a table. You may use spreadsheet program such as Excel and cut and paste at the proper place. **Please DO NOT send Tables as attachments.** Please follow the general format we suggest for the Tables.

Bottom of each Page:

Approx. Time taken to complete this Karma: in minutes or hours Date of Completion: mm/dd/yy

No of days since completion of last Karma: xx

Please read pages 1 & 2 of the Karma Student Workbook before setting up the Project Book.

First Page Must be a Title Page.

You can use your imagination in creating a pious Title Page. It must state the following.

Karma Student Project Book

Student Name: xxx

Email: xxx@xxx.xxx

Saathi Name & relationship: xxx

Email: xxx@xxx.xxx

Bhakta Name & relationship: xxx

Email: xxx@xxx.xxx

Date Project Started: xxx

Date of Project Book Submission: xxx

BEST KARMA STUDENT OF THE YEAR

*Each Project Book is automatically entered for the **Best Karma Student Award for the Year.***

Each Project Book is evaluated on:

Completeness: Every Karma in each Adhyay must be stated in the Project Book.

Clarity: For example: Adhyay 1 - Karma 7 c.

"I know of various people in society who fail by not conquering their Karma" is not a good answer with clarity.

Presentation: Do aim your presentation to be first class. Pay attention to tidiness, margins, spacing, illustrations or photos, tables, etc.

Content: For example: Adhyay 2 - Karma 5 b.

"I did so." is an answer without any content.

For every Answer for every Karma, you should be able to write a short paragraph (at least 3 to 10 lines) that answers applicable What, Where, When, Why, and How.

Winners are notified in the first quarter of the following year for awards presented during the previous year. Our best wishes for you to win the Best Karma Student Award.

Second Page Must be a Program Planner:

Suggested Format: Scheduled Dates should be at least one week apart from each other.

Adhyay	Karma	Scheduled date of Completion	Actual Date of Completion
Set up Project Book			
1	1		
1	2		
1	3		
1	4		
1	5		
1	6		
1	7		
1	8		
2	1		
2	2		
2	3		
2	4		
2	5		
2	6		
2	7		
2	8		
3	1		
3	2		
3	3		
3	4		
3	5		
3	6		
3	7		
3	8		
4	1		
4	2		
4	3		
4	4		
4	5		
4	6		
4	7		
4	8		

About Yourself

Introduce yourself in the best possible way. Use one page only.

State the following and **if applicable**:

- ❖ **You** - name, age, anything else you wish to say.
- ❖ **Your immediate family** - father, mother, siblings, other family members who live in the same house, their occupation.
- ❖ **Your school** - name, grade, anything else you wish to say.
- ❖ **Your interests and hobbies.**

Congratulations for beginning this program.


Karmas:

Start each Karma on a new page.

First line of each page; Left Hand Side: Write the Adhyay number and Karma number.

Each Karma page must contain the following two items:

1. Karma write-up. See our notes for First Page for Best Karma Student of the Year

- ❖ Be brief
- ❖ As much as possible limit to 1 page per Karma.
- ❖ If you have taken any pictures, paste them.
- ❖ Say something about each item after  icon in the Student Workbook.
- ❖ *For every Answer for every Karma, you should be able to write a short paragraph (at least 3 to 10 lines) that answers applicable What, Where, When, Why, and How.*

2. Bottom of each Page:

Approx. Time taken to complete this Karma: in minutes or hours

Date of Completion: mm/dd/yy

No of days since completion of last Karma: xx

AT THE END OF EACH ADHYAY

Tell us how you feel at the end of each Adhyay and any changes you have felt in your life because of the Karmas you have completed.

TABLES

Following are the suggested formats for each of the required tables in the Workbook.

You may make your own or copy and use ours.

Adhyay 1 - Karma 2

Table 1: Good Karmas and Bad Karmas

At the end of		Good Karmas	Bad Karmas
Adhyay	Karma		
1	2		
1	3		
1	4		
1	5		
1	6		
1	7		
1	8		
2	8		
3	8		
4	8		

Scale: More, Same, Less, or None

Goal: Good Karmas - More; Bad Karmas - None

Adhyay 1 - Karma 7
 Table 2: State of Kama

Adhyay 1 - Karma 7					Adhyay 3 - Karma 2	
At the end of		Destructive Kamas		Senses Involved	Constructive Kamas	
Adhyay	Karma	in Self	in Surroundings		in Self	in Surroundings
1	7				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
1	8				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	1				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	2				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	3				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	4				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	5				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	6				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	7				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
2	8				xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
3	2					
3	8					
4	7					

Scale: High, Same, Low, or None

Goal: Destructive Kama - in self: none
 - in surroundings: none

Constructive Kama - in self: High
 - in surroundings: High

Adhyay 2 - Karma 2

Table 3: State of Tann, Mann, and Dhan and their surroundings: Suddha/Asuddha

At the end of		Tann	Mann	Dhan
Adhyay	Karma	in self/surroundings	in self/surroundings	in self/surroundings
2	2			
2	3			
2	4			
2	5			
2	6			
2	7			
2	8			
3	8			
4	8			

Scale: A - Zero pollutants
 B - Occasional common pollutants
 C - Common pollutants
 D - Serious pollutants
 F - Dangerous pollutants

	Tann	Mann	Dhan
Goal	A/A	A/A	A/A

State at least one thing you did to improve each of Tann, Mann, and Dhan.

Adhyay 2 - Karma 2

Table 4: State of Tann, Mann, and Dhan: Strength

At the end of		Tann	Mann	Dhan
Adhyay	Karma	in self/surroundings	in self/surroundings	in self/surroundings
2	2			
2	3			
2	4			
2	5			
2	6			
2	7			
2	8			
3	8			
4	8			

Scale	Tann	Mann	Dhan
A	Top physical form	Steady Mind	Very Rich
B	Can be better	Can be better	Can be better
C	Average	Average	Average
D	Lots of room for improvement	Lots of room for improvement	Lots of room for improvement
F	Out of shape	Weak/unstable mind	Very poor
Goal	A/A	A/A	A/A

State at least one thing you did to improve each of Tann, Mann, and Dhan.

Adhyay 2 - Karma 2

Table 5: Accepting Responsibility

At the end of		Accepting Responsibility
Adhyay	Karma	Number of Times
2	2	
2	3	
2	4	
2	5	
2	6	
2	7	
2	8	
3	8	
4	8	

Scale: Number or
All the time, High, Same, Low, or None

Goal: All the time.

Adhyay 2 - Karma 2

Table 6: Material Objects

	Adhyay 2 - Karma 2	Adhyay 3 - Karma 4	Adhyay 4 - Karma 8
Number of Items	Item (MO-T1)	Guna (MO-T2)	Level of Attachment (MO-T3)
1			
2			
3			
4			
5			
>5			

Scale	for MO-T1 List item	for MO-T2 Saatvic Raajsic Taamsic	for MO-T3 more/same/less/none
Goal:	No items	saatvic	none

Adhyay 2 - Karma 7

Table 7: State of Krodha

At the end of		Krodha	
Adhyay	Karma	in Self	in Surroundings
2	7		
2	8		
3	1		
3	2		
3	3		
3	4		
3	5		
3	6		
3	7		
4	7		

Scale: More, Same, Less, or None

Goal: None

Adhyay 3 - Karma 4

Table 8: Examples of Three Gunas of Material Things

Category	Saatvic	Raajsic	Taamsic
Food			
Drinks			
Colors			
Clothing			
Books			
Movies			
Housing			

You can add more categories:

Example for the first category could be: Saatvic - Prasad
 Raajsic - Daily Food
 Taamsic - Foul and Spoiled Food

Adhyay 3 - Karma 4

Table 8: Usage of Material Things

At the end of		Saatvic	Raajsic	Taamsic
Adhyay	Karma	in self/surroundings	in self/surroundings	in self/surroundings
3	3			
3	4			
3	5			
3	6			
3	7			
3	8			
4	8			

Scale: High, Moderate, Low, None

Goal:	Saatvic	Raajsic	Taamsic
	High/High	Moderate/Moderate	Low/Low

Adhyay 3 - Karma 5

Table 10: Examples of Three Gunas of Non-Material Things

Category	Saatvic	Raajsic	Taamsic
Seeing			
Sound			
Touch			
Smell			
Speech			
Eating			
Drinking			

You can add more categories:

Example for the first category could be: Saatvic - Visions of the Divine as in the temple
 Raajsic - What we see in daily living
 Taamsic - Sights of Violence, suffering.

Adhyay 3 - Karma 5

Table 11: Usage of Non-Material Things

At the end of		Saatvic	Raajsic	Taamsic
Adhyay	Karma	in self/surroundings	in self/surroundings	in self/surroundings
3	3			
3	4			
3	5			
3	6			
3	7			
3	8			
4	8			

Scale: High, Moderate, Low, None

Goal:	Saatvic	Raajsic	Taamsic
	High/High	Moderate/Moderate	Low/Low

Adhyay 3 - Karma 6

Table 12: Giving Compliments for a week

Day	Number of Suddha Compliments
1	
2	
3	
4	
5	
6	
7	

Scale: Use the actual number

Goal: As high as you can go

Adhyay 3 - Karma 7

Table 13: State of Lobha

At the end of		Lobha	
Adhyay	Karma	in Self	in Surroundings
3	7		
3	8		
4	7		

Scale: More, Same, Less, or None

Goal: None

If you have any questions, Please send us an email at: info@naha.us
 We wish you all the best in successful completion of this program.