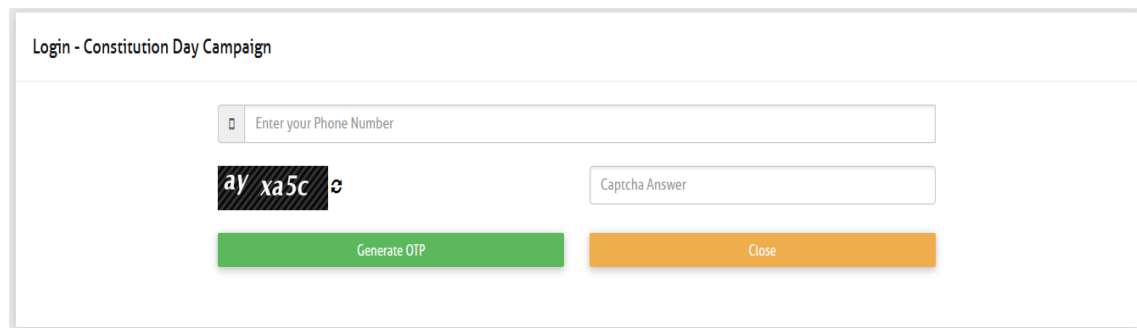# Standard Operating Procedure (SOP) for content upload by citizen under 11 fundamental duties
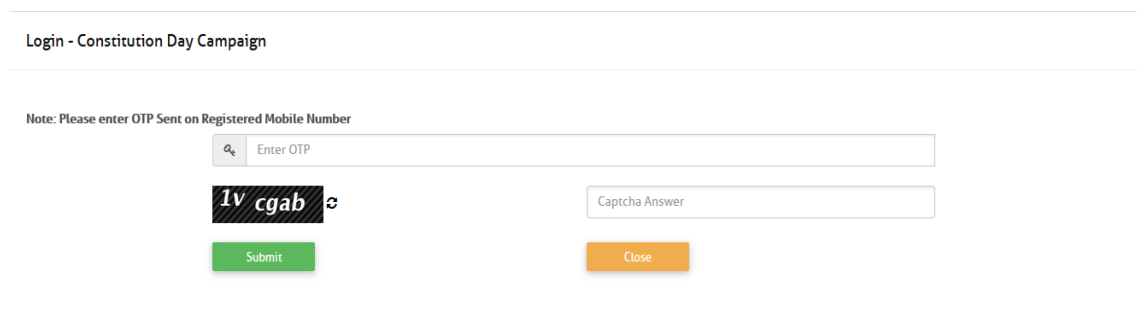
Uploading of Content:

1. A link is available to the citizen foruploading the video on 11 fundamental duties for constitution day campaign on homepage of MoPR website under the citizen section.

2. After clicking on the link,citizen will be redirected to the page where the citizen has to enter the Mobile number and captcha and click on the Generate OTP button.An OTP will be received on entered mobile to further login into the portal.

Figure 1: Input Mobile number

3. After entering the received OTP and captcha details, Citizen will be allowed to upload the content against the 11 fundamental duties by selecting the hierarchy of the respective Gram Panchayat as existed in the state

Figure2: Inputreceived OTP

4. Citizen will be redirected to page for uploading the video during constitution day campaign related to the 11 fundamental duties of a citizen as per the constitution.

Figure3: Inputdetails and upload Video

5. Citizen will enter the details like Name, Address, State, District Panchayat, Block Panchayat and Gram Panchayat and after selecting the fundamental duties from the drop down, a citizen can upload the video against the selected fundamental duty.

6. Validations applied on the video upload are:

   a. Allowed video formats are .mp4, .mpg, .mpeg and .avi only.

   b. The file size should be between 100 KB to 200 MB.

   c. The duration of video should be between 10 seconds and 60 seconds.

   d. One mobile number can upload only 1 video under each fundamental duties against a particular GP.

7. Against every video the citizen has to provide the "Video Title (100 Characters)" And Video Write-up (500 Characters)

8. After uploading the video, if user clicks on the Submit button, the video will be uploaded and details will get saved in the database.

9. At any time,citizen can click on CLEAR button to clear all the entries in the form.

10. If the citizen logins second time for uploading of a video against the remaining fundamental duties, then the fields like Name, Address, State, District Panchayat, Block Panchayat and Gram Panchayat will be auto filled. User cannot edit/update the mentioned fields.

List of the 11 fundamental duties of a citizen:

1. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;

2. To cherish and follow the noble ideas which inspired our national struggle for freedom;

3. To uphold and protect the sovereignty, unity and integrity of India;

4. To defend the country and render national service when called upon to do so;

5. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious

6. To value and preserve the rich heritage of our composite culture;

7. To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;

8. To develop the scientific temper, humanism and the spirit of inquiry and reform;

9. To safeguard public property and to abjure violence;

10. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

11. Who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.