

**SUMMARY REPORT  
ON**

**PROJECT “IGL-SHIKSHA” (CSR initiative of IGL, Indraprastha Gas Limited)**

**Phase: Phase-I (Pilot Phase) for six months**

**Timeline: February’19 to August’19**



**SUBMITTED BY**

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## **Acknowledgements**

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We are greatly indebted to the Districts Officials, Tehsildar, Block Officials, other NGO persons, Panchayat members, Minority Officials, Minority people, Nagar Palika Chairman & members and Media persons for their kind cooperation and support extended towards the successful planning and execution of six months long phase-1 of “**IGL-SHIKSHA**” on skill development and vocation computer training for women and children. Our thanks are also due to all local community people representatives and other respondents for helping us with the mobilization, arrangement and execution of kick-off workshop and finally execution of project phase-1.

A special mention is also due to all the faculty members and interns & volunteers of Growth Foundation of India, who have worked hard to conduct this project.

***Mr. Nirmal Pathak***

***Director, GFOI***

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## **Introduction to Project “IGL-SHIKSHA”**

**This is the summary report of the six month training program on skill development through vocational education and training conducted by “Growth Foundation of India” for Women, Children and unemployed youth in town Bawal, district of Haryana (Rewari) under the project “IGL-SHIKSHA” by IGL.**

“IGL-SHIKSHA” project aims to empower and instill confidence among minority women, also including women, children and youth from other communities living in the same village/locality, by providing, tools and techniques for interaction with Government digital systems, banks and other institutions at all level. This will help them to grow their knowledge in digital work as we as provide a ladder to get jobs in related fields.

## **Project “IGL-SHIKSHA” AIM**

The program was primarily designed to improve the skills and knowledge of some of the most vulnerable women, children and youth from backward rural disadvantaged districts by making them aware regarding the various policies, schemes and programs for welfare as well as socio-economic development of these communities.

To empower the women, children & youth, and equip them with basic knowledge of computer course to become self-reliant and become economically empowered. Using this training program, we want to empower marginalized section of society with basic ICT computer knowledge, which will help them to be self-reliant, to avail the government schemes benefits on digital platform and also help them to get employment opportunities in various sectors.

### **Impact on the Society:**

- 1) Increase in Knowledge Exposure
- 2) Enhancing Creativity
- 3) Building the Confidence
- 4) Increasing their knowledge in the world of Digitization
- 5) Increase in employment opportunity

## 6) Good communication skills

These impacts on beneficiaries/students, which includes women, men, children and even senior citizens, are great helping aids and ladder to success. This program will open a new gateway for all such people from marginalized section of our society. As in today's world, digitization or "in simple world awareness on how to use and interact with computer based application" is much needed and helpful to ease anyone livelihood. In very simple terms with this computer training program, there are mainly two default benefits for any age group.

- One will get to learn to operate a computer, smartphone or any computer based system an applications (i.e. ATM, vending machine, metro token system etc.)
  - o Independently book their train, bus tickets etc.
  - o Bank, post-office, LIC etc. related transactions
  - o Can apply for various government schemes i.e. Voter enrolment, Pension, Aadhar, PAN, Passport,
  - o Schemes provided by local and regional offices
  - o Schemes related to agriculture
  - o Other public or private digital interfaces and facilities, which are ICT based
- At next level, once can learn and practice computer skills/application i.e. MS Office, Imaging, scanning, printing, drawing, software related to accounting, invoicing, inventory etc.
  - o All such skilled and vocational training will help students to get decent employment opportunities in various sectors.

## Coverage of the Project

Phase-1 (Pilot)	Name of the State	District covered	Targeted beneficiary
Feb'2019 – Sep'2019 <b>Phase-1 Completed and still running the center for continuous learning</b>	Haryana	Bawal, Rewari	300-500

Phase-2	Name of the State	District covered	Targeted beneficiary
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1 year	Haryana	Bawal, Rewari	2500-3000
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## Mobilization Strategy

- Mobilization and awareness was done at community level. Multiple mobilizers from the local community were identified and their primary responsibility was to network with the community to mobilize the training programme.
- Mobilizers also coordinated with the family members at Rewari Tehsil and ensured that each & every member should avail this opportunity and ensure access to all the vulnerable members of the community to be part of this training program by communicating with the target groups of youth, their parents, community leaders and community representatives in the project areas to optimize penetration and reach of to this initiative in best possible way.
- Further Growth Foundation of India also worked with the existing community structures of the local government like Sarpanch/Pradhan, Block Development Officers and other rural development department officials at the village and block level to seek their support for implementation of this training program.
- Two weeks prior to training schedule, various volunteers of 'Growth Foundation of India) worked along-with local community mobilizers at Rewari Tehsil, visited various wards of city and informed about workshop and government programs/schemes for Minority community by adopting following publicity and awareness mechanisms:
  - o Door to door visit, meet every possible participants and educate them about workshop and training programs
  - o Conducted group discussion to understand the local issue and then educate them how they can get benefit of various schemes of "Ministry of Minority Affairs"
  - o Clarification provided to them that these workshop/training and related government schemes are open to both Male & Female. And not only targeted to Male counterpart. This was most important aspect, as in general Females from Muslim community are very reserved and conservative in nature.

- Formal documented invitation was sent to local authorities, SDM/ADM/DM offices, media houses and local panchayat/nigam members
- Addressed queries and concerns of every person, belongs to different age group (from 14 – 65 yrs.)
- Invited all people we met in that community and also encouraged them to inform others and gather in large numbers to get the benefit of workshop
- Local Mandirs/Masjid/Gurudwara loud speakers were also used to inform about workshop program. This was done with the help of local care-taker of respective Mandirs, Masjid and Gurudwara

## **Participants**

### ***Chief Guests:***

- Nagar Palika Chairman, Rewari

### ***Government Officials & Representatives:***

- Bawal Tehsildar, Block Officials, other NGO persons, Panchayat members, Minority Officials, Minority people, Nagar Palika Chairman & members
- Media persons from various news agencies

### ***Moderator:***

- Mr. Nirmal Pathak, Director (Growth Foundation of India)

### ***Coordinator (Mobilizer):***

- Mr. Hardeep Singh (local villager)
- Mr. Charan Singh, Gram Pradhan, Bawal
- MD. Mobin Khan (Member of Nagar Palika)
- Mr.Arjun Singh chokan(Member of Nagar Palika)

### ***Guest Faculty Members / Speakers:***

- Mr. Ravi Gupta
- Mr. Sharat Chandra Joshi
- Mrs. Aditi Joshi

### ***Participants:***

- The project gathered about more than **500 participants** Bawal area.

### ***GFOI Volunteers & Interns:***

MD. Talib, Apoorva Joshi, Priya Yadav, Prem Pathak, Karan Sharma, Deepti Pathak, Kamal, Saurabh, Rajesh Chauhan, Satheesh Anshu & Mayank Pant.

## **About Implementing Organization (GFOI)**

Growth Foundation of India is a non-profitable organization Registered under Indian trust act 1882 (Certificate No. IN-DL16917256600086L) founded by a group of professionals, who have setup this organization apart from their hectic corporate life to work at the grass-root level with a single-minded focus on 'Empowering Rural and Underprivileged Communities in India' through bringing together the best global practices and corporate thinking. Also, to make and achieve the highest standards of corporate governance and transparency by deriving a model of Sustainable Development, which is now an essential benchmark in the industries to be implemented.

Growth Foundation of India works for the upliftment of the society. The foundation works mainly on three motives that include Education, Environment and Health. The foundation is working since 5 years for the betterment of slums and poor children. The foundation is also working for the women empowerment and its development. In addition, foundation is also maintaining and directing an old age home from last three years.

Further the foundation is working on three major parts of the northern regions, Haryana, Delhi and Uttarakhand. Recently, we started a Self Help Group for the women, where every women of that area can join and boost up their confidence and can become economically independent. The main motive of the foundation is to maintain sustainable development and eradicate illiteracy from the society. With continuous efforts, till date we have already covered population of around 1,28,000, which includes both rural and urban areas.

**Vision Statement:** Working towards building a society in which women, youth and children are empowered to live a life of equality and dignity. To emancipate Women and Child Development as the foundation's prime aim and focus area.



**Mission Statement:** Growth foundation of India aims to enhance the quality of lives of women, youth and children by providing consistent and accessible services to learn & work with the community and contribute as well as facilitate and promote solutions for their problems and providing means for enrichment for all. Targeting all the sections of society, including major and minors of community is the foundation's prime responsibility.

### Major traits/values of our organization (GFOI):

**Genuine:** We are sincere. Trustworthy, and reliable. Operating with integrity, being ethical, and treating others with respect.

**Exceptional:** We are committed in creating exceptional experiences that delight our beneficiaries and communities.

**Innovative:** We are highly creative and strive to connect new ideas with social realities.

### Organization (GFOI) Objectives

- 1) To support, promote and educate about the services that are inaccessible, non-existent or inadequate for women, children and youth of our society.
- 2) To build an active support system for women, youth and children to realize their potential.
- 3) To work towards the social integration of women, youth and children and advocate for inclusive policies and programs.
- 4) To work towards the protection of rights of women, youth and children in all settings – domestic, community, medical, employment, educational, political, religious and legal spheres.
- 5) To provide affirmative action for women and youth in the area of livelihood, employment, vocational trainings and credit inputs.
- 6) To improve access to services in the areas of counselling, treatment and general health care for women, youth and children suffering with critical diseases i.e. HIV/AIDS
- 7) To provide a platform for networking amongst organizations and to provide linkages to support systems which facilitate the rehabilitation of the children, youth and vulnerable section of the society.
- 8) To build the capabilities of associates through seminars, workshops, training and development programs, which will be effective for holistic development of vulnerable sections of the society.

GFOI aims to guide youth to become responsible, self-sufficient and participatory citizens through projects that augment the following:

- 1) Environment Project and Climate Change
- 2) Human Rights: Child and Youth Rights and Gender Equality
- 3) Development: Youth and Women Development and Livelihood
- 4) Health: HIV/AIDS/SRH, Mental Health and Substance Abuse
- 5) Education: ICT and Literacy
- 6) Financial Literacy to Women

## **IGL Skill Development Project: “SHIKSHA”**

### **IGL Skill Development Project: “SHIKSHA”: PURPOSE**

The status of women in the country, particularly those from the disadvantaged background/sections of the society, is unfavorable. A girl child suffers discrimination even before birth and after birth, in the allocation of household basic resources such as food, education, access to health care and at puberty, sometimes coerced into early marriage. Most women in the rural areas suffer from double burden of carrying out less quantifiable work like cooking, fetching water, sending children to school along with agriculture labor, feeding cattle, milking cows etc. While section of men performed defined activities like selling milk and grains produced by the household.

Women in the minority communities fares badly too. They are not just a minority, but the ‘marginalized minority’ and are sidelined in decision making in the family. Usually, these women are not involved in the working of the community and unable to form an equal share in the rewards from social institutions.

Empowerment of women per se is not only essential for equality, but also constitutes a critical element in our fight for poverty reduction, economic growth and strengthening of civil society. Women and children are always the worst sufferers in a poverty-stricken family and need support. Empowering women, especially mothers, is even most important as she is the one who nourishes, nurture and molds the character of her offspring.

In today’s world, where technology has moved ahead rapidly, we still leave out our women and don’t allow them to move ahead. In a nation like ours, women are generally treated as second-class citizens and seen as someone, to just look after the home and bear children.

They get excluded from receiving higher education and entirely dependent on their male counterparts. Due to such practices, they have to bear the brunt of most of the evils like dowry, domestic violence etc. Being a patriarchal society, women and girls are not allowed to step out of their houses, which led to lower educational status and low confidence to face the world. On the contrary, they should be given equal opportunity for education and most important should be trained to use the digital/computer based interfaces to avail benefits from various government institutions.

Computer education therefore becomes essential so that they can not only keep abreast with the current affairs, gets benefits of government schemes, but also learn, earn and fulfill their dreams independently.

With the help of project: SHIKSHA, which is the CSR initiative of IGL, we have set up a vocational skill development center to provide Computer trainings, for Women, Adolescent girls, children and unemployed youth. Under this training program, we are providing basic computer courses and related job oriented computer courses. All such trainings are instructors led classroom-training program at their neighboring locality at Bawal. These trainings are meant to enhance skill levels of students to prepare them to avail government schemes under digital programs and for employment in the ICT domain, Retail sector, Manufacturing sector, back-office, front-office, BPO and other related industries.

### **IGL Skill Development Project: "SHIKSHA": TARGETED RURAL AREA: BAWAL**

Rewari being in the interiors of Haryana, the literacy power has dropped down to extreme low level and thus the foundation targeted that area to improve the standard of education and change their knowledge towards digitization awareness. Digitization has conquered the world thus, we have decided to reach out such areas for improving computer literacy and enhancing education power of the people of Bawal, Rewari district, Haryana.

While the foundation was working in all the sectors, came up with the idea to solve the problem faced by the people of Bawal in Rewari district. It is one of the 22 districts of Haryana state. Women and children are so active to learn but they do not have easy mode of learning at their local areas. The foundation thought to transform the place by creating better mode for education and computer literacy among children and women. So, finally in collaboration with IGL, GFOI have started a Computer training center at Bawal village, to promote and provide digital training and basic computer courses to the needy people of neighboring areas.

In Bawal, there is nearby industrial area and there are total eight villages having approx. population of around 15,500. Before conceptualizing and executing the training center and program, we have organized multiple camps to spread awareness among all people. All such camps were very supported by gram Pradhan's and other local representatives. As per detailed study and analysis, we have decided to execute the training program project "SHIKSHA" in two phases:

- First Phase (Pilot project) 200-500 students, from Feb'19 to Sep'19
- Second Phase: 2000-3000 students, dates are yet to proposed and finalized
- Even after first phase completion. Our training center is still operational and providing continuous learning experience to needy people.

### **IGL Skill Development Project: "SHIKSHA": BAWAL DEMOGRAPHICS**

In last 4-5 years, Bawal has grown as an industrial hub for all sector companies, provide massive employment opportunities at all levels. There is lot of scope and employment opportunity, especially basic computer skilled labors are needed at all front. Be it on operation level, manufacturing level, back-office, front-office, data entry, accounts, retails, managing inventory etc.

However, people of Bawal and neighboring villages do not have required exposure, knowledge and direction about these opportunities. This is the reason we have decided to kick-start IGL-SHIKSHA program here, to empower all such people with required computer knowledge and awareness. Which will help them to get employment opportunity around their local industrial area.

Bawal is a city in Rewari district in the state of Haryana, India. It is located on national highway NH 48(formally called NH 8), about 14 kilometers from Rewari main city, 60 kilometers from the Delhi. Bawal Tehsil is a part of Ahirwal region. It was one of the three districts of the erstwhile Nabha State under British Raj.

In recent times, Bawal has been evolved as a mega industrial growth hub where HSIIDC has allotted 78 Industrial manufacturing plots to 78 medium and large scale projects multi-national companies here with capital investment of around US\$1.18 billion. Companies includes, Harley-Davison, Asahi India, Musashi Auto Parts India, POSCO steel, Kansai Nerolac Paints, YKK, Euothern Hema, Keihin Corporation, Atlas Copco, Ahresty Wilmington Corporation, Caparo Maruti and Haco Group along with many other Indian companies such as Omax Corporation, Rico Auto Corporation, Minda Auto Group, Rubyco Modular Furniture International, Tenneco Automotive India, Continental Equipment and Multicolor Steels, Caparo power plant etc.

## IGL Skill Development Project: "SHIKSHA": OBJECTIVE

Under the "IGL-SHIKSHA" project, GFOI has designed the complete project based on below 15 major points. Henceforth, we also refer this project as "IGL-SHIKSHA 15 POINTS PROGRAM".

The main aim of this project is to sensitize the community towards the dangers of unemployment leading to poverty and the neglect of education to girls. The aim is also to solicit their support to lower these levels as much as possible. In achieving this, we hope to create opportunities for all affected people, especially girl child, to use their potential successfully by getting vocational education on various computer courses. It supports career development and social protection of individuals, maintains competitiveness of employed and supports self-employment and entrepreneurship.

- 1) To empower and instill confidence among all people from marginalized communities, especially women, children, un-employed youth, including their neighbors from other such communities living in the same or adjoining villages/localities, by providing basic knowledge, computer based vocational trainings, tools and techniques for interacting with ICT based Government schemes, systems, banks, regional/local authorities and other institutions at various segment of society and system.
- 2) Special Empowerment of women and emboldening them to move out of the confines of their home and community and assume leadership roles and assert their individual rights, dignity, collectively or individually, in accessing services, facilities, skills and opportunities besides claiming their deserved due shares of development benefits of the Government for improving their livelihood. This also includes economic empowerment of the trainee women so that they ultimately become independent and confident member of the society.
- 3) To promote employment oriented skill, up gradation training to adolescent children and unemployed youth from the society
- 4) To use these groups as a platform for generating awareness on social issues and encouraging self-employment by acting support agency for providing necessary help and much needed infrastructure. To fulfill goals of development and the removal of unemployment and poverty.

- 5) To impart education relevant to increased population and productivity, economic development and individual prosperity.
- 6) To make available skilled work force at all levels to alleviate the rural unemployment thereby helping the development of targeted society.
- 7) To develop environmental awareness to ensure sustainable development.
- 8) To develop vocational aptitude, work culture, values and attitudes of the learners to enrich the productivity of the nation.
- 9) To develop entrepreneurial competencies and skills of learners for self-reliance and to undertake self-employment.
- 10) To develop vocational competencies, creative thinking in the related areas and facilitate training.
- 11) To spread awareness about different job areas and to provide backgrounds for acquiring higher level training in subjects concerned.
- 12) To develop personal and humanitarian consciousness as this would help to draw out the best of their inherent abilities.
- 13) To provide with vocational and job-oriented courses like Basic Computer Training and other related courses.
- 14) To equip the students with the knowledge required to function as professionals in the industry.
- 15) To enhance the skills level of students to prepare them for employment in various ICT and BPO based industries.

### **IGL Skill Development Project: "SHIKSHA": METHODOLOGY**

Overall project execution has been developed and based on following focus areas.

**Need base assessment:** Being areas is in border area of Haryana and Rajasthan, women requires more empowerment and thus to given a path to mainstream digital literacy is require. We received this major feedback while doing need base assessment.

**Mobilization:** Reach out to the potential beneficiaries through mobilization and outreach initiatives encouraging women, children, and youth to enhance their skills by enrolling computer literacy course.

**Exposure Trips:** Skill enhancing exposure trips for the beneficiaries to improve their selling and negotiation skills.

**Recognition:** Post successful completion of the course, certificates disbursed to the beneficiaries. Also the best student shall be used as trainer for next phase, this will give motivation and economic empowerment.

**Project Target Group:**

- Initial Target: Women and Girls from the community of Bawal of Rewari district
- Revised Target: Open for all (Women, Children, and Youth), as both Men and Women face problems and everyone want a chance to uplift their livelihood by enhancing their skills in ICT/Computer/Digitization field.

**IGL Skill Development Project: "SHIKSHA": EXECUTION of Phase-1**

Under the "IGL-SHIKSHA" project (Phase-1), Growth foundation of India had setup a Computer training center, with a sitting capacity of 30 students at Bawal. Training was inaugurated by area Tehsildar in month of Feb'19, along with many other representatives of the society i.e. Block officer, Nagar Panchayat chairman, members, Pradhan's, media persons and NGO volunteers. Inauguration was attended by around 300-400 people. With the commencement of training center, registration and enrollment process started for all age-groups.

GFOI have hired expert visiting guest trainers as well as classroom trainers for this vocational computer skill training to the people of the Bawal, Rewari, Haryana. Since Feb'19, Growth Foundation of India is trying their level best to merge the ideas of IGL-SHIKHA project and delivering much needed trainings to all students from various sections of adjoining villages.

Computer training programs mainly targets on teaching basics that includes: Operating Computer or computer based systems, HTML, MS OFFICE, E-Mail, Internet, paint, applications related to back-office operations, front-office operations, inventory

management, accounting, billing, invoicing, creative arts, designing etc. Complete training program in Phase-1 was executed for continuous six months (from Feb'19 to Sep'19). Still, we have operational training center and providing continuous learning opportunities for all. In the training center, we have dedicated trainer. In addition, some of our guest trainers also visited and provided detailed computer courses as per student's needs.

The entire training program of six month was properly planned, scheduled and tracked. Classroom training was provided regularly in multiple batches, which were segregated on the basis of age group of students. Apart from instructor led classes, various other helping aids were used to make it more practical. i.e. dedicated internet connections, PPTs, training via video streaming, projectors and using smart phones.

In addition to computer classes & training, training center is also equipped with basic necessary facilities i.e. water, sanitation, first aid etc. Students were also provided aids in terms of related subject books, stationary items and bags.

Apart from regular faculty and trainers from our organization, we have also hired from local population itself, this way we want to promote and encourage local people with equal employment opportunity.

Growth Foundation of India has initiated this project as on from February 2019 without any prior conformation of allocating funds from any external sources, and thus with the motive of upholding the rural society of Bawal district, Rewari of Haryana, a state which has set back in providing education to women, as we wanted to make stand out through providing the basic computer education program in this era of smartphones as enhancing their knowledge, in order to get out from the conventional and traditional way of doing things and so to bring the ease and happiness in lives of women.

The very thing to be mentioned which was a major challenge as in the initial stage of these 2 months was to attract and gather women and children for computer classes, making them aware and bringing the confidence that how effective and skilled they would get by learning computer, as communicating out that there is no age barrier and sparing time for computer classes would also help them in learning many things, apart from getting the knowledge of computer, as we also provide help i.e. doing with their school education by giving free tuitions to children of elementary school.

Therefore, we have been this much successful to gather women and other people who seek an interest in learning computer, as at present there are more than 300 participants in SHIKSHA. It is our aim and goal not just to provide mere education but a quality education, thus procurement of funds from IGL has made us fortunate to recognize as one good social group.



## Conclusion

1. With execution of Phase-1 of “**IGL-SHIKSHA**” project, Participants have gained a common understanding regarding the various benefits that has been provided by the government.
2. They were now aware of various schemes and polices and how it will be beneficial for them and their families. Most of these students have learned to use various ICT interfaces.
3. Some students, who got interested on hardware side, got to learn about various hardware components of Computer and their individual operations.
4. Students have quickly gained the basic operation and working knowledge in MS Office tools: MSWord, MS Excel and MS PowerPoint
5. Some students got to learn about paint and drawing
6. Student had rapid gain in typing on computer and able to enhance their typing skills
7. Women have learned that how to operate email in Hindi
8. Children and young ladies have learned MS Word in typing and using various features related to fonts, margins, formatting and insertion
9. Developed understanding of basics of MS Excel
10. They have also gained the knowledge on how to create and generate artistic work using MS Paint and other related paint software's.
11. Children have also overcome their issues related to studies. Now, they also get to learn and clarifies their regular subject doubts at training center.

## Suggestions & Testimonials

**Following were the main suggestions that were focused by the people after workshop:**

- Since most of the families belong to the backward community and some of them who cannot afford their schooling, over which 60% of whom are girls. These children tend to drop out of school so they requested our organization to seek help from the government provide more scholarship program or training on this and provide financial assistance for completion of their children studies.
- Further women face there are very much talented but due multitude of barriers in accessing skills and productive employment they urge our organization to start a Women's Vocational Training Programme in their area and providing training

facilities exclusively for women, so that they can obtain skills with high wage and self-employment potential will be greatly expanded.

- Secondly most of the youth who were part of the workshop stated the necessary requirement for the construction of training centers for student/trainee and in particular for the vulnerable out of the school youth. The promotion of holistic education and livelihood combined with life skills, English and Computer literacy education with Vocational training skill development training, Job placement and career exploration opportunities, through an experiential mode aimed at developing confident individuals capable of self-directed growth.

# Annexure 1

## Bio-Data of Guest Faculties:

### Mr. Ravi Gupta:

#### **RAVI GUPTA**

A-61, Chander Vihar, IP  
Extension, Delhi – 110092  
9871213721 |  
[skillmantra@gmail.com](mailto:skillmantra@gmail.com)

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#### **Mentor & Growth Coach - Entrepreneurship & Business Development (Freelancer)**

Motivational Trainer on Entrepreneurship | Skill & Livelihood Development | Personality Development Trainings | Strategic Project Planning | Implementation & Monitoring | Business Incubation Setup & Growth Mentor | Marketing Management, Networking & Resource Mobilization

#### **KEY ATTAINMENTS ACROSS CAREER PATH**

- ✦ Facilitation of more than 200 Self Help Groups & Joint Liability Groups around the country
- ✦ Facilitation of many hundreds of Budding Entrepreneurs to start Small Business in and around the country ✦ Entrepreneurship cum Livelihood Development Trainings and orientations to 55000+ youth of the country.
- ✦ Facilitation of Bank Loan for SHG Members & Potential Entrepreneurs from SIDBI, Bank of India, State Bank of India, Punjab National Bank, Canara Bank, Syndicate Bank, KVIC through PMEGP and NABARD schemes.
- ✦ Facilitation of many hundred Youth's Job Placement in NCR Region.

#### **EMPLOYMENT SPAN**

Currently associated and working for:

✦ **NIESBUD, Min. of Skill Development & Entrepreneurship, NSIC (MSME), NIPCCD (Min. of Women & Child Dev.) & NYKS (Min. of Youth & Sports).**

- ✦ Regular visiting faculty and consultant with colleges/universities/NGOS and industry.
- ✦ Presently I am performing as Master Trainer to train the NSDC's PMKVY scheme training partner trainers through TOT on "Life Skills, Employability & Entrepreneurship" and already trained more than 1500 trainers out of 50 programs across the country.
- ✦ I am also business incubation expert through this model he guide and support educational institute to build up network at college/university level to promote and facilitate entrepreneurship culture among the students.

#### **Key Projects:**

- ✚ Angaja Foundation – Working for Women & Education
- ✚ Chetnalaya – Working for Community women & youth
- ✚ Don Bosco – Semi Urban & Rural Development, SHGs & Employment Development
- ✚ Plan International – Community Development Through Education & Livelihood
- ✚ Public Policy Research Centre – for Social-Economic Policy Design
- ✚ NTPC – Worked for Industrial Health

### HIGHLIGHTS

#### Project

- ✚ Trained more than 55 thousand people (including youth, women, corporate & government officers etc.) in and around country. Under my guidance and mentoring services many hundred youth/people has already been setup their successful venture with handholding support or get way of success.
- ✚ As a national mentor/trainer - travel across the country and facilitates and motivates youth, women and marginalized sections to become self-employed or empowered with government

### WORKING WITH

handholding support.

- ✚ Budding Entrepreneurs/Start-ups
- ✚ Rural & Urban Youth/Women
- ✚ Indian Armed Forces and Sr. Level Government Officials
- ✚ Migrant and J J Clusters Population
- ✚ Sexually & Physical Harassed
- ✚ HIV Positives, Commercial Sex Workers, MSM & Drug Users
- ✚ Mental Retarded, Slow Learner, School Going & Non School Goers

### ACADEMIC

MSW | DSSW (University of Delhi)

Mr. Sharat Chandra Joshi:

**Dr Sharat Chandra Joshi, Project Director**

Name: Dr S.C. Joshi	Phone : +91-9654793646, 9873799901, 971725733
	E-mails: <a href="mailto:sdck17@gmail.com">sdck17@gmail.com</a>

	<a href="mailto:drjoshi129@gmail.com">drjoshi129@gmail.com</a>
<b>Educational Qualifications</b>	M.A. (Sociology), Ph. D
<b>Key Skills and main tasks</b>	<ul style="list-style-type: none"> <li>*Preparation of Project Proposal</li> <li>*Examination of project proposals</li> <li>*Teaching/ Training (Sociology especially SHG concept, Community participation; Gender issues, women empowerment, Project formulation and issues related to women and children</li> <li>*Monitoring and evaluation of various proposals at field</li> <li>*Guidance to NGOs regarding making proposals</li> <li>*Trainer for NGO representatives/ Government officials specially related to women/ children;</li> <li>*Research in Social Science;</li> <li>*Monitoring and Evaluation of projects;</li> <li>*Preparation of Project proposals;</li> <li>*Preparation of documents such as annual reports/MPR/QPR/ manuals;</li> <li>*Preparation of Annual Training Calendar, Annual Report, Manual, Modules</li> <li>*Field works related to NGOs;</li> <li>*Organization of Seminars/ Workshops/ Training etc.</li> </ul>
	I want to be a part of a team of the best growing professionals in the education/ social welfare/ voluntary sectors where I can showcase my talent and achieve challenging tasks through my experience in field.
<b>Professional Experience</b>	<p>Research and Training experience of about 30 years in New Delhi and North Eastern Region</p> <hr/> <p>Worked as a Project Director in many research studies related to Social Science</p> <hr/> <p>Worked as a Project Officer (NCF) under Department of Women and Child Development, GOI for about 3 year</p>
	Worked about 31 years in National Institute for Public Cooperation and Child Development (NIPCCD), New Delhi:110016 and three years as Project Officer (NCF) under MWCD, GOI

<b>Designation</b>	<b>Project Director (Research) under MWCD, GOI</b>
<b>Last salary Drawn in NIPCCD:</b>	<b>Rs.1,25,000/pm</b>
<b>Current Job Profile</b>	<b>Presently also Working as VICE President in an organization named SAWUTHAN that is a joint venture of Sea Hawk and JDS group. (Tasks under the organization are as under)</b>
	<b>To conduct research/evaluation studies pertaining to social sciences</b>
	<b>To provide skill specific training like Participatory Learning and Action (PLA), Formation of Self Help Groups, Growth Monitoring, Health and Nutrition education and alike to representatives of voluntary organizations</b>
	<b>□ To provide help to poor person in remote part of the country</b>
	<b>□ To prepare various documents like training module and training manual for representatives of NGOs</b>
	<b>□ To develop training programs designed to build individual skills while increasing team work and cohesion amongst the team members</b>
	<b>□ To monitor large scale projects funded by various departments</b>
	<b>□ Supervise, guide the team and provide the adequate training to achieve the preset goals within time lines.</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>• <b>Worked as a Team Leader in a National Study Conducted by WCD, Government of India entitled "Evaluation of ICDS- A National Survey" in Orissa</b></li> <li>• <b>Acted as a Project Director in ICSSR Sponsored Research Study on Kinship Network, Cultural Identity and Problems of Adjustment in an Urban setting: A sociological study of Kumaoni Migrants in Delhi</b></li> </ul>

- *Acted as a Junior Consultant (Sociology) in a project "Effectiveness of Investment Financed from WEP generated funds for the development of project area in Rajasthan" funded by World Food Program*
- *Worked as a Project Director in "Concurrent Evaluation of STEP Project" in Nagaland and Manipur for four organizations, under the Department of Women and Child Development in the year 2002-03*
- *Worked as a Project Director in "Concurrent Evaluation of STEP Project" in Nagaland and Manipur for eight organizations, under the Department of Women and Child Development in the year 2003-04*
- *Worked as a Project Director in "Case Studies of Anganwadi Workers of ICDS Project, Balipara, District- Sonitpur (Assam) in 2002-03*
- *Worked as a Project Director in "Training Need Assessment of Swayamsidha in Assam in 2002-03*
- *Worked as a Project Director in "Concurrent Evaluation of STEP project under ARTFED, Assam" in 2005-06*
- *Worked as a Team Leader in the study "Three Decades of ICDS: An Appraisal, in the North East Region of our country" in 2005*

	<ul style="list-style-type: none"> <li>• Worked as a Project Director in a research study entitled <i>"Impact of Self Help Groups on the status of Women in the North Eastern Region"</i></li> </ul>
Books Published	<ol style="list-style-type: none"> <li>1. "Migration to Metropolis" published in 1994 by RBSA publishers, Jaipur</li> <li>2. "Sociology of Migration and Kinship" in 1999 by Anmol Publishers, New Delhi</li> <li>3. "Manipur: The Jewel of India" in 2002 by Akansha Publishing House, New Delhi</li> <li>4. "Dynamics of Non-Formal Education" in 2002 by Akansha Publishing House, New Delhi</li> <li>5. "Women Empowerment: Myth and Reality" in 2004 by Akansha Publishing House, New Delhi</li> <li>6. "Handbook of Social Work" in 2004 by Akansha Publishing House, New Delhi</li> <li>7. "Social Problems" Genesis, Cause and Magnitude" in 2005 by Akansha Publishing House</li> <li>8. "Child Labour: Issues, Challenges and Laws in 2006 by Akansha Publishing House, New Delhi</li> <li>9. "Human Rights: Concepts, Issues and Laws" in 2006 by Akansha Publishing House, New Delhi</li> <li>10. "Fundamentals of Sociology" in 2006 by Akansha Publishing House, New Delhi</li> <li>11. "Gandhian Social Work" in 2008 by Akansha Publishing House, New Delhi</li> <li>12. "Human Rights in Cultural and Religious Perspective" by Akansha Publishing House, New Delhi, 2010.</li> <li>13. "Human Rights in Environmental Perspective" by Akansha Publishing House, New Delhi, 2010.</li> <li>14. "Splendid North East: Tourism Perspectives &amp; Prospects" (Four parts) by Akansha Publishing House, New Delhi, 2011.</li> <li>15. "Protecting Human Rights of Refugees: Issues and International Intervention" by Forward Books, New Delhi, 2011</li> </ol>



	<ol style="list-style-type: none"> <li>16. "Doctrine of Martial Races: Myth and Reality" by Forward Books, New Delhi, 2013</li> <li>17. "Self Help Groups (SHGs) and Status of Women in North Eastern India" by Akansha Publishing House, New Delhi, 2013</li> <li>18. "Emerging Women Entrepreneurship" by Supriya Books, New Delhi, 2015</li> <li>19. "Inside Bodoland: Land, People, Culture and Society" by Supriya Books, New Delhi, 2015</li> <li>20. "Research Methodology in Social Sciences" by Kunal Books, New Delhi, 2016</li> <li>21. "North East India: An Unexplored Paradise" by Cyber Tech Publication, New Delhi, 2016</li> <li>22. "Swachh Bharat Mission: An Assessment" by Kunal Books, New Delhi, 2017</li> <li>23. "Social Change and Development Among Tribal Women" by Supriya Books, New Delhi, 2019</li> </ol>
<p>Articles Published</p>	<ul style="list-style-type: none"> <li>• "Developing Human Resources" published in NIPCCD Newsletter, Oct-Dec 1993</li> <li>• "Panchayat Raj: Power to rural folks" published in NIPCCD Newsletter, April- June 1994</li> <li>• "Jawahar Rojgar Yojana: Developing Goals" in the magazine Social Welfare, 1995</li> <li>• "Indira Mahila Yojana: Empowerment of Women" published in the magazine Krukshetra, 1996</li> <li>• "ICDS: Community based monitoring" published in the magazine Social Welfare, 1996</li> <li>• "ICDS: Coverage of Adolescent Girls" published in the magazine Social Welfare, 1998</li> <li>• "Changing Family Trends" published in the magazine Social Welfare, 2001</li> <li>• "Child Care Services in India: A Review" published in the newspaper Sentinel, Nov 2001</li> <li>• "Status of Women" published in the North East Frontier magazine, Jan 2002</li> <li>• "Overview of Children in North Eastern Region" presented at ICCW Zonal Workshop, Feb 2002</li> <li>• "Micro Credit: Not Charity" published in the</li> </ul>

	<p>magazine <b>Social Welfare</b> , Feb 2002</p> <ul style="list-style-type: none"> <li>• "Status of Girl Child" published in the magazine <b>Sishu Kalyan</b>, Nov 2002</li> <li>• "Status of Children with special reference to North East" published in the newspaper <b>The Sentinel</b>, Feb 2005</li> </ul>
Ph. D Guide	<ul style="list-style-type: none"> <li>• Acted as a Co-Guide for two Ph. D Scholars from <b>Assam University, Silchar</b></li> </ul>

Mrs. Aditi Joshi:

E-mail: joshiadi173@gmail.com

Mobile: 91-8588827362

**CAREER OBJECTIVE:** To express Creative Energies, Enthusiastic Verve and Innovative Ideas in the field of Education that provides me with ample opportunities to develop my professional competence to the fullest, where I can apply my existing knowledge and creativity, acquire new skills, and contribute effectively. With my tenacity and commitment, I intend to nurture a long-term relationship with a fast emerging and leading Educational Institution.

**TRAINING & WORKSHOP SKILLS:**

- Delivered behavioral training and workshop for various skilled working groups (i.e. Taxi Drivers, Auto Drivers, Coolies, Hotel Vendors, Artisans, Craftsman's, Delhi-Haat vendors, Street Vendors) under the program of Ministry of Tourism, India.
- Delivered behavioral training and workshop for Delhi Police, ITBP, CISF & CRPF personals under the program of Ministry of Tourism, India.
- Delivered informal education programs and classes for under [privileged children and ladies at various camps across Delhi, Uttarakhand, Uttar Pradesh and Haryana.
- Delivered various training and workshop on personal hygiene in various schools of NCR, Uttar Pradesh and Uttarakhand.

**TEACHING SKILLS:**

- Worked with Delhi Public School, Gautam Buddha Nagar, India as Nursery teacher for one and half years (2013-2015)
- Worked with ABM School, Haldwani, Uttarakhand, India as Geography teacher (for class 8<sup>th</sup> to 12<sup>th</sup>) for three years (2009-2013)
- A very talented, skilled, patient and children-loving Teacher whose main goal is to convey knowledge to young learners with various teaching methodologies that would help children uplift their self-esteem and maintain interest and enthusiasm.
- Have excellent interpersonal & communication skill to deliver and present learning effectively.
- Can create an enthusiastic environment and make learning a happy journey among children.
- Have creative and imaginative blend, which helps in delivering lessons in a practical and interesting manner among children.
- Have a caring attitude to attend to children's needs and concerns in time.
- Have a strong desire to work with children.
- Get involve with the children easily.
- Being mother of two children, good knowledge of children's psychology.
- Confident, Polite and kind in nature.

**ADDITIONAL SKILLS (YOGA):**

- An experienced Yoga instructor committed to make a difference in the educational field by applying wide knowledge of Yogic philosophy & Psychology.
- Working as a Freelance Yoga Instructor from past ten years.

- Excellent knowledge in Restorative Yoga, Kid's Yoga, Chair Yoga, Pre-natal & Post-natal Yoga, Vinyasa Yoga and Meditation.
- Served many people to realize the importance of yoga to maintain a sound body and a sound mind.
- Worked with NGO's and conducted camps for children to enhance their creativity and concentration through mix of both yoga and innovative games.

### **ACADEMIC QUALIFICATION:**

<b>Examination</b>	<b>Name of Board/University</b>	<b>Year of Passing</b>	<b>%</b>	<b>Major Subjects</b>
Pursuing M.A. in Yoga	Uttarakhand Open University			
Diploma	Uttarakhand Open University	2012	79%	Yoga & Naturopathy
P.G. Diploma in Geo-Informatics	GIS Institute Salzburg University, Austria	2007	Distinction	
M.A.	Kumaun University, Nainital (Uttarakhand)	2007	64%	Remote Sensing & Photogrammetry, Urban Geography
B.A.	Kumaun University, Nainital (Uttarakhand)	2005	58.6%	Geomorphology, Climatology
Intermediate	Shri GTB Senior Secondary School, Haldwani (Uttarakhand) C.B.S.E. Board	2002	73.6%	Hindi, English, Physical Education, Psychology, Political Science
High School	A.B.M. Higher Secondary School, Haldwani (Uttarakhand) C.B.S.E. Board	1999	62%	Hindi, English, Maths, Science, Social Science

### **Specialization in M.A.: "Urban Geography"**

**Dissertation in M.A.:** "Urban Morphology of Haldwani/Kathgodam, Uttarakhand (INDIA) town" under the guidance of Mr. O. P. Singh (HOD of Geography Department and X-VC of Kumaun University, Nainital, Uttarakhand, INDIA)

**Relevant exposure to GIS/Remote Sensing:**

- June 2004: Attended workshop on “Application of Remote Sensing and Geographic Information systems” conducted by NNRMS, ISRO, Dehradun, Uttarakhand (INDIA)
- February 2006: Attended seminar on “Aerial Imageries” at NRSA, Hyderabad(INDIA)
- February 2007: Field survey at NNRMS(IRSO) and USAC, Dehradun, Uttarakhand (INDIA), learned “Process of planning and development in various fields using Remote sensing techniques”

**Other Academic field surveys:**

- January 2005: Socio-Economic survey of Baradia village, Dwarka, Gujarat(INDIA)
- February 2006: Socio-Economic survey of Kunja-grant village, Dehradun, Uttarakhand (INDIA)

**Academic/Extra-curricular Achievements:**

- Certificate of Merit in Intermediate (2002)
- Actively participated in Yoga competition at National/University/College level
- Won Yoga championship award at University level, Kumaun university, Nainital (2005-06)
- Member of winning yoga team at University level, Kumaun university, Nainital (2004-05)

**PERSONAL DETAILS:**

Name : Aditi Joshi

Husband Name : Prem Prakash Pathak

Date of Birth : 17<sup>th</sup> March 1985

Sex : Female

Nationality : Indian

Contact Address : H-406,Prateek Laurel,Sector-120,Noida (U.P.), INDIA

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## BAWAL COMPUTER TRAINING CLASS SYLLABUS

S.NO	CHAPTERS	CONTENTS
1.	Fundamental OF COMPUTER	Review & brief history of the computer, Basic components of the computer, language of computer, software definition and its types, computer Memory, Different types of printer
2.	Word processing (MS Word)	Header and footer, formatting of the paragraph, mail merge ,envelop and labels, page column, Hyperlink, Drop cap
3.	Spreadsheet (MS EXCEL)	Table creating in MS Excel and implementation various charts, cell reference in MS EXCEL, Sorting of data in MS EXCEL, Conditional Formatting, workbook and worksheet, protection of workbook and worksheet
4.	Advance Features of MS Powerpoint	Inserting different object (i.e. images word Arts, audio & video etc.) Transition's in the slide. Custom Animation with Text
5.	HTML	Introduction to HTML, Uses of HTML, TAGS, HEAD, TITLE, BODY, Empty and container tags.
6.	Use of the Internet	Overview of the internet, intranet, different types of websites, Web Browser, opening of web pages and web sites, use of a search engine creation of an Email and using it, advantages & disadvantages of Social Media sites, Networking

## Student Details:

As per annexure list of student





# Bawal Computer Center Inauguration

