

# *SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM*

*( A rural NGO for women and Children )*

*Member of Ramakrishna Vivakananda Bhab Prachar parishad South 24 Pgs.*

*Advised by : Ramakrishna Math, Belur Math. W.B.*

*( Registered under the Society Act 1961 W.B )*



*Annual Report 2011-2012*

*Sadhvi Suchetanandamoyee*

*General Secretary*

*Vill - Marjada, P.O - Hotar*

*South 24 parganas, West Bengal, India, Pin - 743610*

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**PRELUDE**

Friends ;

Cordial greetings from Sarada Ramakrishna (Shishu-O-Mahila) Sevashram .

We are glad to release Annual Report of our activities and functions for the year 2011-2012. Our rural Women Organization is now in its 44 years of existence. It deserves mentioning of mainstreaming women in the civil society to a great extent .

Our multi-dimensional activities focusing the target groups i.e. Women, Children and poor men are remarkably associated with empowerment process in our geo-specific operational areas.

It is a non-profit making and non-sectarian NGO working in the rural areas of South 24 Parganas District, West Bengal. Since 15<sup>th</sup> August 1968 it has been organizing socio-economic and cultural development activities with the downtrodden.

It maintains good relation with Panchayat & Govt. Departments and resource NGOs with a view to performing its roles effectively.

The self-less dedicated devotees, social workers and committee members of our Organization having skill, experience and motivation are at work to bring about tangible development changes in the locality by keeping in touch with the process - 'act locally and think globally' too.

### GENESIS OF THE ORGANISATION

Our rural women were depressed and oppressed ruthlessly in our operational areas of South 24 Parganas of West Bengal . There was only one primary school with few number of girls and boys. No treatment facilities except quack doctors were available in the locality.

In this dark scenario, Late Br. Tara Rani Chakraborty was moved to pitiful conditions of rural women and children with pain and grievances. She made up her mind to work selflessly for enhancement of the quality of life of local women and children specially. She also resigned the post of Headmistress of local primary school. Later on , she came to contact with Sandhya Das and some other women who gradually become devotees for the noble causes of welfare works. Sri Jagadish Chandra Mondal, a committed and generous soul , joined in the effort after resigning Central Govt. services. After the sad demise of Late Br. Tara Rani Chakraborty (General Secretary) Sadhvi Suchetanandamoyee has been performing the role of General Secretary since last year.

In 1968, **SARADA RAMAKRISHNA (SHISHU & MAHILA) SEVASHRAM** was formed by ten devotees and was also registered under Societies Registration Act , Govt. of West Bengal. The first works were women's Education, Balwadi and children Feeding, which were conducted By collection of alms and small donation. They suffered extremely to work in this yearlong backward areas. The women's organization is based on the ideals of Sri Ramakrishna, Maa Sarada Devi and Srimat Swami Vivekananda. Not only that we observe and celebrate the birth day of Jesus christ, Good Friday, Id Mabarak, Mahamadan ritual. The unity, solidarity and co-existence of all - **religions reveal our message to people.**



**Sadhvi Suchetananda Moyee ( General Secretary )**

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

### AT A GLANCE :

Year of Establishment	: 1968
Date of Registration	: 27 <sup>th</sup> March , 1974 .
Registered under	: i) 27 <sup>th</sup> W.B. Societies Registration Act, 1961 ii) FCRA, Ministry of Home Affairs, Govt. of India . iii) 80 G. 12A iv) PAN CARD
Area Covered	: Blocks of South 24 Parganas district ➤ Magrahat – I ➤ Magrahat – II ➤ Baruipur ➤ Canning
Thrust Area of Activities	: * Empowerment of Women and children. * Sustainable Health Care Service. * Basic Education. * Welfare of poor elderly persons. * Training cum production center * Health Care Clinics (Homeopathic, Allopathic, Dental Treatment & Ophthalmic Operation and Treatment). * Computer Training
Fund Received	: * Children International (USA), through SAHAY, Kolkata. * Directorate of Social Welfare (State & Central Govt.). * Give Foundation * Foreign individuals. * Indian individual donors.
Total People rendered service	: 1.20 Lacs. (directly and indirectly )

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

### LEGAL STATUS :

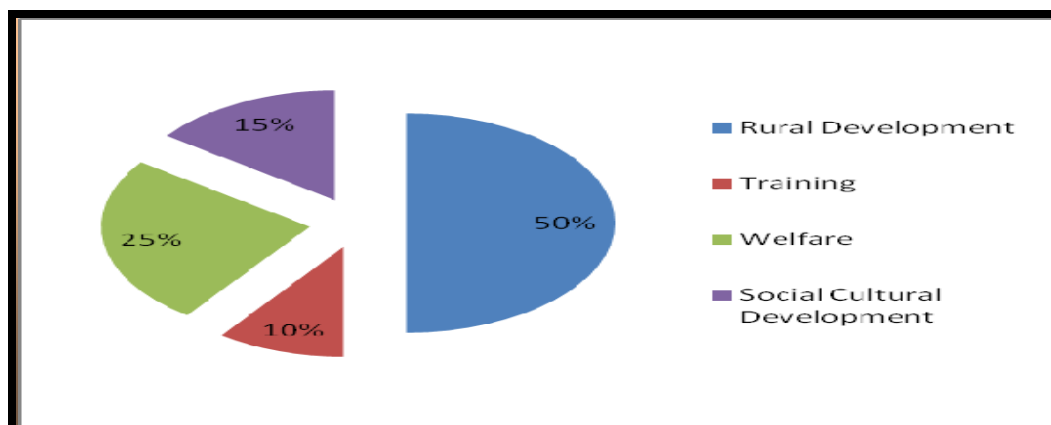
1. Registered on 27<sup>th</sup> March, 1974 under W.B. Societies Registration Act, 1961.
2. Registered by Ministry of Home Affairs, Govt. of India under Foreign Contribution (Regulation) Act, 1976
3. Registered under 80 G.
4. Pan Card
5. 12A.

### Certifications :

Type	Registration Number	Registration Date	Valid Until	If expired, reasons for non-renewal
Section 12A	U/S. 12A of the I.T. Act, 1961	08/12/1995	2012-2013	N.A
FCRA*	147110018	21/01/1985	31.07.2013	N.A
80G	R. No- DIT (E)- 162 8E/24/86/87	08/02/2002	28.09.2013	N.A

### ACTIVITIES IN BRIEF :

The activities are divided in four categories :



The activities are performed with a view to enhancing quality of life of marginalized women, children and men also. Child sponsorship programme, Self Help Group, health, education, promoting organization of village wise women organization, the adolescent, issue base awareness camps, socio-cultural programme are being carried out by our skilled, trained and experienced staffs. The integrated development endeavors contributed to a lot to organize the marginalized target group, to development potentialities of them as well as to enhance the qualitative status of life etc.. We are grateful to empathetic persons and benevolent organizations for their whole hearted support. We are also grateful to our donors i.e. SAHAY, Kolkata, Directorate of Social Welfare, West Bengal and Central Govt. ZILLA PARISHAD, South 24 Parganas, , GIVE INDIA, Creditable Allowance, and other domestic and Foreign benevolent individuals. During the year, we enjoyed

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

co-operation and contribution of our staffs, Executive Committee Members, Mahila Samity , SHG leaders, Youth's committee members, student core group members, well-wishers, individuals as well as rural women .Our heart is full of sorrow for sad demise of Late Br. Tara Rani Chakrabarty - Founder General Secretary Life long devotee of Sevashram We remain.

Date :

Yours Sincerely  
**Sadhvi Suchetanandamoyee**  
**General Secretary**

### LIST OF EXECUTIVE COMMITTEE MEMBERS – Details Particulars ( 2011-2012)

No	Name	Designation and Address	Age	Gender	Occupation
1.	Br. Rekha Devi	President	60	Female	Social Worker
2.	Br. Rina Das	Vice President	58	Female	Social Worker
3	Sadhvi Suchetananda Moyee	General Secretary	58	Female	Social Worker
4.	Br. Basanti Devi	Assistant Secretary	31	Female	Social Worker
5.	Sadhvi Purnananda Moyee	Treasurer	49	Female	Social Worker
6.	Sm Tapati Banerjee	Member	48	Female	Social Worker
7.	Smt. Meri Mondal	Member	35	Female	House Wife
8.	Smt. Sikha Dasgupta	Govt. Nominee. Block Welfare officer Magrahat – II	55	Female	Government Service
9.	Sri Gagadish Mondal	Founder Member	76	Male	Social Worker
10	Anju Basu	Member	55	Female	Social Worker
11	Smt. Chabbi Pal	Member	41	Female	House Wife
12	Dr. Anirban Ghose	Member ( M.O)	49	Male	Doctor
13.	Sri. Bishnu Pada Pal	Member	46	Male	Social Worker

### Annual Reports disseminated to key stakeholders (2011-2012) :

Key stakeholders	No. of copies of Annual Reports disseminated	Method of dissemination (courier/post/hand delivery/e-mail)
Beneficiaries	110	Hand delivery
Major Grant Makers	30	Hand delivery & By Post
Public well-wishers and donors	45	Hand delivery & By Post
Staff and volunteers	35	Hand delivery
Others	10	Hand delivery

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

The following Executive Committee Members are not paid any Remuneration /Salary / Allowances or reimbursements from our Organisation.

<b>Sl No</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Remuneration PER ANNUM (Rs.)</b>
1	Br. Rekha Devi	President	"Zero"
2	Br. Rina Devi	Vice President	"Zero"
3	Sadhvi Suchetananda Moyee	General Secretary	"Zero"
4	Br. Basanti Devi	Assistant Secretary	"Zero"
5	Sadhvi Purnananda Moyee	Treasurer	"Zero"
6	Sm Tapati Banerjee	Member	"Zero"
7	Smt. Meri Mondal	Member	"Zero"
8	Smt. Sikha Dasgupta	Govt. Nominee. Block Welfare officer Magrahat – II	"Zero"
9	Sri Gagadish Mondal	Founder Member	"Zero"
10	Anju Basu	Member	"Zero"
11	Smt. Chabbi Pal	Member	"Zero"
12	Dr. Anirban Ghose	Member ( M.O)	"Zero"
13	Sri. Bishnu Pada Pal	Member	"Zero"

**No International and national traveling occurred in the financial year (2011-2012)**

### Governance – Details of Boad Members (As on March 31, 2012)

<b>No</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Sex</b>	<b>Occupation</b>	<b>Area of competency</b>	<b>Meetings attainted</b>
1.	Br. Rekha Devi	President	59	F	Social Worker	IGP Management	4 out of 11 meetings (since formaion of New Committee on 29.09.2011)
2.	Br. Rina Devi	Vice President	57	F	Social Worker	Logistic Management	4 out of 11 meetings (since formaion of New Committee on 29.09.2011)
3	Sadhvi Suchetananda Moyee	General Secretary	57	F	Social Worker	Financial Management	11
4.	Br. Basanti Devi	Assistant Secretary	30	F	Social Worker	Stock Keeping in Girls Home	4 out of 11 meetings (since formaion of New Committee on 29.09.2011)
5.	Sadhvi Purnananda Moyee	Treasurer	48	F	Social Worker	School Management	11
6.	Sm Tapati Banerjee	Member	47	F	Social Worker	Management of Health & Nutrition delivery	4 out of 11 meetings (since formaion of New Committee on 29.09.2011)
7.	Smt. Meri Mondal	Member	34	F	House Wife		11
8.	Smt. Sikha Dasgupta	Govt. Nominee. Block Welfare officer Magrahat – II	54	F	Government Service	Child welfare Management	2
9.	Sri Gagadish Mondal	Founder Member	75	M	Social Worker	Management	11
10	Anju Basu	Member	54	F	Social Worker	Maintenance of Home	11

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11	Smt. Chabbi Pal	Member	40	F	House Wife		4 out of 11 meetings (since formaion of New Committee on 29.09.2011)
12	Dr. Anirban Ghose	Member ( M.O)	48	M	Doctor	Child Specialist	3 out of 11 meetings (since formaion of New Committee on 29.09.2011)
13.	Sri. Bishnu Pada Pal	Member	45	M	Social Worker	Computer Operation	4 out of 11 meetings (since formaion of New Committee on 29.09.2011)

The Executive Members approved budget for the year, programmes & Project of our Organisation, Annual Report, Review of Programmes, Audited Statement Accouts & other matters relating to our Organisation activities and functions of 2011-2012.

**General Secretary, head of the organization receives no salary & and any other financial benefit.**  
**Project Accountant receives the highest salary of Rs. 1,14,000.00 per year (Including all benefit) as full time regular staff . (Kishori Mohan Kayel- Accountant Aand Sujun Ganguly – Project Manager of Child Sponsorship Programme, USA)**  
**The diary worker receives the lowest salary of Rs. 6000.00 per year full time regular staff.**

Slab of gross salary month (in Rs ) plus benefits paid to staff	Male staff	Female staff	Total staff
Less than 5,000	15	22	37
5,000-10,000	5	1	6

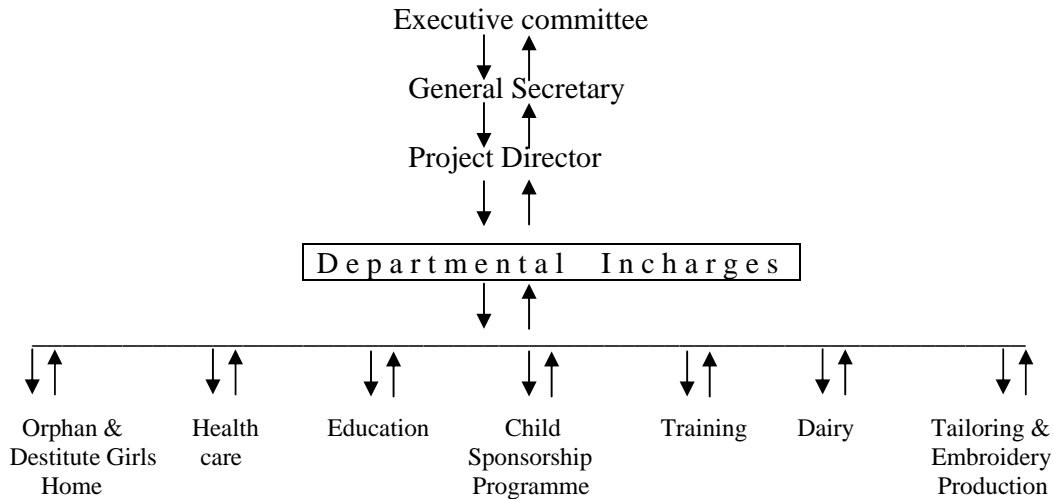
**Volunteer – Female – 5, Male – 5 = 10**

### ORGANISATIONAL STRUCTURE OF S.R.K.(S-O-M) SEVASHRAM

The activities and functions of SRK(S-O-M) Sevashram are administered democratically. The Executive Committee Members are elected / selected in general meeting. General Secretary is the chief functionary. Village representatives, staff representatives, representatives of Social Welfare, West Bengal have been included in the body as decentralized method of operation smooth communication chain is being maintained with feedback mechanism. Project co-ordinator, Manager and Supervisor are the middle level staff and community organizers, field staff i.e. junior level staff are involved in implementation of multi dimensional Programmes. It is to note that the staffs are monitored on the basis described job specified for each staff.



### **Organogram of our Organization**



### **VISION**

People Centered Development of the society where people respective of caste, creed and religion will enjoy all sorts of opportunities and advantages equally with special emphasis on empowerment of the women and children, and echo harmony.

### **MISSION**

The following are main highlights:

- \* To live humane value based an honest life with simple life style.
- \* To promote livelihood of the target groups to be self dependence.
- \* To develop skill and capacity of the rural women.
- \* To undertake social welfare programme with the rural poor.
- \* To facilitate people centered development through people organization with socio cultural activities.
- \* To eradicate illiteracy and promote status of primary education.
- \* To offer health care facilities including ophthalmic and dental treatment.

### **OBJECTIVES**

The following are the objectives of our organization.

- \* To upgrade the socio economic status of poorer families of operational areas
- \* To eradicate illiteracy from the target areas .
- \* To promote health and nutrition status .
- \* To enhance skill and capacity of staff & target group.
- \* To have better humane relationship .
- \* To help the needy students and the aged for healthy life
- \* To mitigate sorrows and suffering of vulnerable people .

- \* To utilize village resources
- \* To build up relationship with Govt. Depts. And NGOs for development mission.
- \* To conserve eco harmony in the field of agricultural operation, Piscatorial and ground water resources.
- \* To create socio cultural awareness among the village people .
- \* To build up human relationship & solidarity among the people

The activities at present are divided into 4 categories :

- \* **RURAL DEVELOPMENT.**
- \* **TRAINING.**
- \* **WELFARE.**
- \* **SOCIO-CULTURAL DEVELOPMENT.**

### **Rural Development**

- Objectives
- \* To eradicate illiteracy from the target areas .
  - \* To promote health status .
  - \* To augment economic status of Target group .
  - \* To enhance quality of life of all age groups .

#### **i) Education Programme - Sarada Siksha Mandir**

##### **Balwadi to Primary**

In our poverty stricken area , the literacy rate among the rural poor families is very low . Despite they are beset with socio-cultural problem. In order to bring about a change in their socio - eco- cultural life , early child education with nurturing is felt urgent . Different methods are followed for joyful learning of 260 students. Education – status is excellent .



### ii) Child Sponsorship Programme :

Since 1990, this programme is being implemented with the financial assistance of **SAHAY**, Kolkata. 449 nos. of poor family - Children of 6 villages are enjoying the facilities of education, medical treatment, family assistance, community assistance, value formation, Nutritional food, sponsor gift, various awareness programme. Despite that some other programmes benefiting the sponsored children families and community people are on income generation, adult education, family latrines, house repairing, tube well sinking for getting pure drinking water. This package programme well designed and well devised are contributing to the qualitative growth of targeted children and their families.



### iii) Organization of village women ( Mahila Mondal) :

Our Sevashram has had special thrust on organizing women group towards active participation in rural development . In our male dominated society , there are so man men's club, association etc. in the community but women's association , samity etc. are almost nil. To initiate empowering process among the women, the women organization is very powerful tool.

With active efforts , 23 village Mahila Mondals have been organized and started 'Small saving and credit scheme' . They are in constant orientation process.

Apart from that 'Kishori Bikash' (Development of teen-age girls) has been started with programmes of socio-cultural development i.e. Bratachari, Dance, Song, Drama, Drawing, Recreation etc. are matched with imparting education.

### iv) Kishore & Kishori Vikash (Development of Adolescent Boys & Girls)

350 nos. adolescent boys & girls been formed recently with a view to developing their quality and motivating them towards small social action.

Twice a week, they meet together and has attend a class on social awareness. Sevashram has started this programme under child sponsorship programme.

### v) Small Saving and Credit Programme :

It is a common fact that village women in the patriarchic society depend on men for livelihood. On the other hand, women are blamed when economic initiative is taken up by them through SHGs.

Our women organization took efforts to start with small savings and credit programme with the rural women.



So far 455 rural women of 45 SHGs have been assisted with loan from the fund to carry on the activities like rice making, puffed rice making, vegetable vendor, paper packet making, fish selling etc.. They are earning minimum Rs.20/- daily.

### vi) Child core group programme :

23 nos. of child core groups i.e. selected children are playing different types of roles relating to village development. They are participating awareness programmes on health care for all, education, socio cultural programmes all through the year.

### vii) Awareness Camp :

Reproductive child health, Early marriage, Dental care, women empowerment, prevention of AIDS, Pisciculture, life stoke keeping, trafficking, sustainable agriculture, Anti - parasite, Nutrition, School – drop out, Talent development camps are organized with children (5-12 years), youths parents.

## **TRAINING PROGRAMME**

According to the need of village people and others, trainings in different nature are being organized and conducted in our residential training centre. Broadly 2 types of trainings i.e. concept building and vocational trainings have been found essential in order to enhance skill development and capacity building of staff and village women and men folk.

The objectives of training are mentioned below :-

- \* To enhance skill and capacity of staff & target group .
- \* To increase moral of staff .
- \* To have better humane relationship .



The following subjects includes concept and skill development training :

- \* Nutrition care
- \* Dental Care
- \* Bratachari .
- \* Leadership Training for child & Youths.
- \* TOT for Youths and Youth leadership training.
- \* Adolescent Sexual Health Training .
- \* Dance.
- \* Youth health crop.
- \* Hope scholarship - students career building.

### **Training organized by outside Institutions :**

- \* SAHAY, kolkata conducted trainings on youth leadership, health crops and management of volunteer works.

### **Vocational skill development trainings cum Poduction :**

- \* Batik Print.
- \* Fruit processing .

A group of SHG women & Sevashram girls underwent the training and their engaged in production units. The goods of batic print & Fruit processed Products are being sold locally. Sometimes they attend exhibition of Cognizant. The Cognizant donated capital money and instruments for running the business.

### **WELFARE ACTIVITIES**

Sevashram feels the sorrows and sufferings of the people living in lowest strata of the society. On humanitarian ground , Sevashram is implementing some programmes to alleviate the sufferings of them and to promote their qualitative growth .

The main objectives are as follows :

- \* To help the needy students and villagers .
- \* To mitigate sorrows and suffering of vulnerable people .
- \* To render free services to the poor as and when required .

### i) Destitute / Orphan girls' welfare home :

It is very tangible fact that the Girl child of the poor families, even richer families are being neglected, deprived and depressed in education, health care consumption, social mobility etc..

Sevashram is very sympathetic and responsive to them from the very inception , Sevashram initiated destitute /orphan residential girls' home with 25 rural poor girls. Later on it was sanctioned by the Social Welfare Department of both Central & State Government. At present 62 inmates out of 150 inmates under (**COTTAGE & CAPITATION SCHEME**) are being natured and cared with the facilities of food, education, medical treatment, recreation, cultural programme etc.. Apart from that a 30 of girls of poor families paying nominal charges are given facilities of fooding, lodging & education.



### ii) Vivekananda Arogya Niketan (Charitable dispensary) :

To render medical treatment facilities to the poorest of the poor, the dispensaries – 1 allopathic, 2 homeopathic & 1 Bio-chemic are running on with a minimum charges being received from the patients.

Eye and Dental treatment facilities are also available here. Experienced and qualified doctors and health workers are at work. 2500 nos. women, children and men of said operational areas irrespective of caste, religion and sex are receiving treatment benefit from Sevashram.



### iii) Assistance to orphan destitute children & elderly person :

80 (53 girls students supported for educational help whereas 27 girls students supported maintenance facilities) children of orphan and destitute families and 345 elderly persons who are absolutely helpless have been provided facilities for better future life. The children are provided with Fooding, Medical Health Care, Nutrition, Education etc and elderly persons are provided with food & medical care by **GIVE INDIA**, Mumbai. India.



### **iv) Assistance to orphan children :**

Ms. Sean Garvey – Ireland, Stefan Bokler & Rajib Maitra also provided assistance to 9 nos. of destitute children for their education & others facilities. The children are enjoying the facilities to get academic education.

### **v) Eye treatment and Cataract operation :**

Since 1985, we have been offering treatment facilities to 90 nos. of poor villagers p.m. with nominal cost. Micro-surgery is also being done in our O.T. twice a week .

### **vi) Dental Treatment :**

Our organization has been providing dental treatment facilities to 85 nos. of village people p.m. with minimum cost. Once a week our clinic facilities are available with dental specialist.

### **vii) Medical Treatment/ Care in the infirmary of our Sevashram :**

40 destitute/orphan girl children and 15 other woman staff including devotees were assisted with medical care in the infirmary. The support is being provided by Sevashram it self.

### **viii) Durga-Ma Pathagar :**

Sevashram has a small library consisting of 1800 books of different types i.e. story of famous writers , books of Holy men and women , books suitable for children and of rural development . Daily News papers , journals , literatures , news-letters on development perspectives and voluntary organizations are also kept for reading of home-girls, workers , staff and village women and youths . This library has been set up with our own resource.

The following are the programmes :



## **SOCIO-CULTURAL PROGRAMME**

### **i) Cultural Programme :**

Prevailing self-centered value based culture has had dominated impact in our life . The communication media is propagating constantly to influence people towards unhealthy competition. Under this context, we are striving for creating alternative culture of solidarity, unity, cooperation, fellow feelings, feminist value, honesty, love each other, equality etc.. Apart from some important occasions, we organized 5 days annual cultural programme like dance, drama, recitation, Brotochari, audiovisual show , sports and discussion on value formation . About 4000 nos. of village people enjoyed it very much with the cultural programme.



The objectives of the socio-cultural programme .

- \* To develop humane value
- \* To promote cultural talent of youths .
- \* To create socio cultural awareness among the village people .
- \* To build up human relationship & solidarity .

### **ii) Celebration of functions , festivals , national and international days , birth-day of great men :**

Sevashram is interested in celebrating important functions, festivals, national and international days, birthdays of great men with due attention .

About 5000 nos. of Village women, home girls, staff of our organization, participate actively in those program. We think that information, knowledge and experience related to those items could be exchanged among us by holding the programme.

To enrich and broaden idea , such cultural functions have its immense benefit . With our limited resources we organize every year those programme..



**Board Rotation Policy :**

The performance of each and every member of the Board of Management is reviewed every year. The new Board of Management formed with the members with the basis of previous performance by adopting resolution through election/selection procedure.

## **Personnel Policy**

### **SRK(S-O-M)S**

Staff means all those who are on the pay role of our Organization.

The employment of staff is project based & the continuation of the service of a staffs is contingent on the continuation of project.

#### **Recruitment of Staff :**

In case of vacancy or appointment of new staffs, our Organization will recruit staff/s by following process.

1. Advertisement in daily News Papers in brief notes (in case of higher level staff)
2. Leaflet distribution in short description to local clubs of near blocks of south 24 Parganas (for middle & lower level staff)
3. A board for interview to be formed for interviewing the candidate by written and oral test.
4. The candidate is selected as per requirement will be in replacement as a probationary period.

#### **Age :**

1. A staff not bellow 18 years will be eligible for applying for any post.
2. A child bellow 14 years will not appointed in any kinds of job.
3. No age limit to be followed for retirement, if he/she will fulfill the job assignment.

#### **Facilities :**

1. Actual travelling to be paid to a staff in case of local journey / visit.
2. Salary/ remuneration of a staff to be mentioned in appointment letter.
3. Additional increment may be paid to a staff, if he or she fulfills performs appraisal process satisfactory. (if the fund available/ permitted).

#### **Leave :**

1. As per scheduled leave of our Organization, a staff will enjoy leave. (Annual Leave, Special Leave, Medical Leave & Festival Leave).

#### **Working Hour :**

1. 8 hour job including 30 min Tiffin. In case of emergency he/she has to spare more time.

#### **Job Description :**

1. Roles and responsibility of the staffs are mentioned in agreement paper. Besides that each staff has to undergo monitoring & evaluation process along with training & other event.
2. Every staff will put his signature in attendance register.

### **Gender policy :**

1. Maternity leave of 3 months for conceived mother is granted excluding scheduled leave.
2. NGO gives importance to include or facilitate staff in management role.
3. Our NGO gives scope to women staffs in leading Socio Cultural Event & Organizing any kind of training work shop, seminar etc.

### **Performance Appraisal (P.A) :**

Yearly review of activities and function is done in coming years and stressed on the following aspects.

1. Role and responsibilities.
2. Skill
3. Work relationship with other staffs
4. Soft skill
5. Obedience to norms, rules regulation of Sevashram.
6. Performance in implementing for the concerned project.

### **Departure :**

If any staff fails to carry out his/her job remarkably in given suitable working condition, he/she will be facilitated to discharge on basic of P.A. after 2 times caution. Despites that, he/she if found unable to carry his/her job satisfactorily, he/she will be discharged from job against one month notice. If any staff behaves or acts against the norms, rules and regulation & image of Sevashram, he/she will be discharged from job against 2 times warning.

### **Notes :**

Contract form is filled up by a employee for newly appointed and existing staffs of the running project every year. The form includes the following :

1. Post
2. Tenure
3. Remuneration or salary or contingency
4. Working hour
5. Travelling Allowance
6. Total working days
7. Total leave
8. Job assignment
9. Participation in capacity building
10. Obedience to Sevashram for abiding rules and regulation and norms.

# SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

## STAFF LIST WITH PARTICULERS 2011 to 2012

### Staff of Child Sponsorship Programme

Sl. No	Name	Designation	M	F	SALARY [Rs. / PM]	Qualification	Role and Responsibility
1	Sujan Gangopadhyaya	Project Manager (SAHAY)	X		8825.00	M.Sc	Management of the program and planning
2	Kishari Ranjan Kayal	Accountant (SAHAY)	X		8825.00	B.Com	Accounts keeping & preparation report for Audit
3	Tapati Banerjee	Health & Nutrition Social Worker (SAHAY)		X	5010.00	Madhyamic	Management of Health & Nutrition delivery
4	Biva Das	Youth Social Worker (SAHAY)		X	4019.00	H.S	Organizing & conducting youth program's activities
5	Dipali Mondal	Education Social Worker (SAHAY)		X	4019.00	B.A	Management of educational affairs
6	Srabani Maity	Requirement Social Worker (SAHAY)		X	4019.00	B.Com	Management of material supply and letter communication with sponsor
	Total				36,067.00		

### Destitute & Orphan Girls Home

Sl. No	Name	Designation	M	F	SALARY [Rs. / PM]	Qualification	Role and Responsibility
1	Anju Bose	Superintendant of Orphan & Destitute Home		X	2500.00	B.Sc	Management Affairs
2	Ahed Gayen	Part Time Accountant (Home)	X		2000.00	B.Com	Account keeping & preparation accounts report
3	Br. Rina Das	House Mother (Home)		X	Honorary	S.F	Management of fooding of home inmates
4	Sabitri Das	Cook helper (Home)		X	500.00	Madhyamic appearing	Assisting cooking
5	Br. Basanti Devi	Care Taker (Home)		X	Honorary	H.S	All sorts of care taking of home inmates
6	Sabita Natua	Care Taker (Home)		X	300.00	H.S	All sorts of care taking of home inmates
7	Kabita Sardar	House Mother (Home)		X	800.00	Madhyamic appearing	Management of fooding, lodging of home inmates
8	Tapan Das	Cook (Home)	X		2500.00	IV	Making cook for home inmates
	Total				8,600.00		

### Pre-Primary School

Sl. No	Name	Designation	M	F	SALARY / ALLOWANCE [Rs. / PM]	Qualification	Role and Responsibility
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## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

1	Swapan Pathak	Teacher In charge (Primary)	X		770.00	B.A	Teaching in specific subjects
2	Ashish Das	Teacher, Primary	X		800.00	B.A	Management and various activities & functions of school
3	Rekha Mondal	Teacher (Pre-Primary)		X	660.00	M.A	Teaching in specific subjects
4	Rumpa Bayen	Teacher (Pre-Primary)		X	740.00	B.A	Teaching in specific subjects
5	Barnali Jana	Teacher (Pre-Primary)		X	400.00	Madhyamic appearing	Teaching in specific subjects
6	Utpal Bayen	Teacher (Primary)	X		710.00	B.A	Teaching in Bengali & Geography
7	Rumki Das	Teacher (Primary)		X	710.00	B.A	Teaching in History, Bengali & English
8	Amitave Purkait	Teacher (Primary)	X		625.00	H.S	Teaching in Math & Physical Exercise
9	Tamal Saha	Teacher (Primary)	X		625.00	H.S	Teaching in Geography & Math
10	Rupali Das	Teacher (Primary)		X	650.00	Madhyamic	Teaching in English & Bengali
11	Ananda Chakraborty	Drawing Teacher (Primary)	X		350.00	VIII	Teaching in drawing Teacher
12	Debashree Mondal	Teacher (Primary)		X	500.00	B.A	Teaching in specific subjects
13	Runu Bayen	Teacher (Pre-Primary)		X	600.00	Madhyamic	Teaching in specific subjects
14	Sobha Rani Roy	Care Taker		X	500.00	VIII	Care taker of school students
15	Jayanti Bayen	Care Taker		X	500.00	VIII	Care taker of school students
16	Chandana Saha	Clerk		X	710.0	Madhyamic Appearing	Accounts keeping of school and clerical jobs
17	Champa Khara	Computer Trainer		X	670.00	B.A	Teaching in computer
	Total				10,520.00		

### General Department

Sl. No	Name	Designation	M	F	SALARY/ ALLOWANCE [Rs. / PM]	Qualification	Role and Responsibility
1	Br. Uma Devi	Asst. Accountant		X	1000	H.S	She is assisting in account keeping
2	Chhanda Sinha	In charge of training and Production Unit (Part time)		X	500	H.S	She is managing the skill training and producing center
3	Krishna Pada Mondal	Electrician	X		1000	VIII	An Electrician looking after the building of Sevashram
4	Mohan Das	Marketing	X		1200	VIII	Marketing of destitute girls home and others residents
5	Nukul Das	Diary care taker	X		1000	IV	Looking after diary
	Total				4,700.00		

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

### Central Staffs (Full Timer)

Sl. No	Name	Designation	M	F	SALARY / ALLOWANCE [Rs. / PM]	Qualification	Role and Responsibility
1	Akshy Sinha	Project Manager	X		5300	B.A	He is performing the activities & functions regarding planning monitoring & evaluation
2	Debabrata Das	Computer Operator	X		2000	B.A. LLB	His job is to carrying activities of Projects
	<b>Total</b>				<b>7,300.00</b>		

### Central Staffs (Part Timer)

Sl. No	Name	Designation	M	F	SALARY / ALLOWANCE [Rs. / PM]	Qualification	Role and Responsibility
1	Dr. Anirban Ghosh	Doctor	X		8000 (from SAHAY)	(M.B.B.S)	General Physician specially for women and children
2	Bishnu Pada Pal	Coordinator cum Computer Operator	X		1500	B.A	Looking after activities and function of projects.
3	Kanchan Sarkar	Dentist	X		6300	(M.B.B.S)	Dental Treatment
4	Pulak Pal	Homeopathic	X		600	B.A. (D.H.M.S)	Homeopathic Treatment
5	Hemanta Naskar	Homeopathic	X		800	Madhyamic (D.H.M.S)	Homeopathic Treatments
	<b>Total</b>				<b>17,200.00</b>		

Total Salary / Allowance : 77,087.00

Total Staff : 43

Average salary : 1,793.00

List of Volunteers :

#### Male staff

1. Anil Chandra Pal
2. Shama Pada Baric
3. Samiron Purkait
4. Swarup Das
5. Chib Charan Pal

#### Female Staff

1. Samoli Sardar
2. Chaina Baidha
3. Jatirmoyee Saha
4. Jatshna Das
5. Barnali Jana

**Review of the progress of activities**

In order to have achievement of our programmes as well as the back drop of programs also, Sevashram conducted review of all activities being implemented at target 15 nos. of villages under Magrahat – II.

**The flowing steps for the purpose are taken up**

1. Staff meet
2. Executive Committee meet
3. Study of reports of the activities
4. Interview with the beneficiaries
5. Groups meetings with the target groups

**The objectives of the meets are as follows**

1. To take account of the objectives of running programmes.
2. To identify the process and method of implementation.
3. To study the reports of staffs documented during monitoring.
4. To offer suggestions to over come the problems and gaps to be identified of the running activities.
5. To examine the accounts of the activities of the on going projects.
6. To facilitate Transparency in accounting & activity level.
7. To facilitate good governance.
8. To maintain cooperation and relationship with Govt. Neighbor NGOs & donors.

The socio economic and cultural activities being implemented in the target villages are reviewed as a system of management mandate.

The Departmental In-charges as pointed out in Organogram of Sevashram facilitated the review process staff meet.

**Rural development**

The programmes  
Balwadi to Primary  
Vivekananda Arogya Niketan (Charitable dispensary)  
Orphan Child Food  
Assistance to orphan destitute children & elderly person  
Assistance to orphan children  
Medical Treatment/ Care in the infirmary of our Sevashram  
Child Sponsorship Programme  
Self Help Groups ( S.H.G )  
Pisci culture programme  
Organization of village women ( Mahila Mondal)  
Issue base Awareness Camp  
Awareness Camp on Swami Vivekananda Moral Teaching

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

### **Out come :-**

As per objectives of those programmes, 90% have been achieved by benefiting the target groups. It is not that the 92% of the target groups are women and children whose quality of life i.e. economic progress, preventive, primitive & curative health care, academic education, general understanding of socio economic issues, role performance in advancement of community etc, as analyzed have been upgraded explicitly.

### **Training**

Training programmes on concept and skill development training & Vocational skill development trainings on batic print & fruit processing. The production units of batic print & fruit product are running profitable with involvement of aid women .

### **Out come :-**

The staffs of Sevashram have been skilled and experienced enough as resource/facilitator to conduct the training on health care, S.H.G, Brotochari, Youth leadership training, kitchen gardening, education of children, tailoring, embroidery, batic print, wool knitting, weaving, food processing, dance, drams, recitation. After achieving the skill and quality, they have been offering qualitative services to the target groups in order to achieve the stated the objectives of the programmes.

### **Welfare Progrmme**

Destitute / orphan girls' welfare home,  
Vivekananda Arogya Niketan (Charitable dispensary),  
Assistance to orphan destitute children & elderly person,  
Assistance to orphan children,  
Eye treatment and Cataract operation,  
Dental Treatment,  
Medical Treatment/ Care in the infirmary of our Sevashram,  
Durga-Ma Pathagar

### **Out come :-**

62 girls of Home out of 150 (Sanction under Scheme) are getting education including fooding & lodging facilities. They are being benefited socially, educationally & culturally to a considerably extent in case of general health care, eye & dental treatment 95% of patients have got come round from different types of diseases. Apart from that 80 nos. (53 children for educational help and 27 children for maintenance support) of school children provided with food, lodging, educational facilities, coaching facilities etc are also getting education satisfactorily in schools of our operational areas & 345 nos. of poor & helpless elderly persons provided & medical care have been able to mitigate their sufferings & troubles. These programmes are being carried out effectively and efficiently. The girls of the home are enjoying the benefit and facilities of education, health, lodging, fooding, training etc. while the 1800 books for students are being used by the students of schools stated earlier.



## **SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM**

### **Cultural Programme**

Cultural Programme & Celebration of national and international days, birth-day of great men functions, festivals are held through the year. About 1000 villagers including Children, youths, women and men irrespective of caste and creed participate joyfully.

### **Out come :-**

The socio cultural programmes are being held with participation of more than 3 thousand women, children the adolescent and youths of surrounding villages of Sevashram. The alternative value base programmes contribute to communal harmony, solidarity building and talent show.

### **Financial Aspect :**

As per sanctioned amount towards different items of projects & programmes, the programmes were organized with target groups. There is transparency in accounts, activities & functions. The budget control mechanism is there as found by discussion with the management and staffs.

### **Suggestions**

Staff meets need to be held in regular interval.

Detailed documentation of activities should be kept for future reference.

Staffs should be oriented to understand the indicators of achievement against objectives of the programmes.

Case study of women and children need to be prepared as a success story.

Sufficient medicines and instrument for medical treatment are found necessary for proper care of patients.

The inbuilt monitoring system has been promoted also. Thus our organization gives importance to refine the on going activities of the programme constantly. It is the vital part of modus operandi of Sevashram.

### **SWOT ANALYSIS WITH THE STAFF AND MANAGEMENT TEAM**

Our organization gives importance on SWOT analysis. The technique comprises Strength, weakness, Opportunity and Threats to the organizational operation. This strengths and weakness are internal factors while the opportunity and Threats are external factors. The SWOT analysis comprises of strategic planning inputs. 20 nos. of staffs –management, middle level and lower level staffs participated and gave their opinions to the said factors.

The point wise / aspect wise opinions are noted below –

1. A staff selected for the documentation
2. Staffs training
3. Network with NGO and local clubs

4. Area of operation extended to some areas of Canning, Gosaba and Baruipur.
5. Relationship building with donors agencies and individual donors.
6. Local Market capturing for food and garment production.

We strive for minimizing our weakness and maximizing our strength

**Strength**

- Infrastructure facilities (training room, computer room, building for home, production unit, school building, diary shed, clinics rooms, Bank of India- Building etc).
- Skill staffs (development concept, planning management, evaluation and vocational training.
- Corporate relation with staff and Executive Committee Members.
- Cooperation with local, district and state level Govt. official.
- Sharing responsibilities with local people and target groups.
- Donation from individuals donors.
- Residential committee members and staffs for hour long working.

**Weakness**

- Dearth of professionals / lack of insufficient skill.
- Lack of documentation.
- Lack of resources to provide sufficient remuneration to staffs.
- Lack vehicle facilities

**Opportunity**

- Facilities available for various training to strengthen organizational capacity.
- Scope of partnership building with Govt. department and women NGOs.
- Give India, Mumbai resources.
- Credibility Allowance support for good governance of NGOs.

**Threat**

- Non-sponsored family
- Non-supported individuals (school students and older persons).
- SGSY groups.

**Our Future Plan :**

- ❖ Hospital for Safe-Delivery and Ambulance.
- ❖ Woman Trafficking .
- ❖ Handicraft for Rural Poor Woman .
- ❖ Ambulance for Community Service .
- ❖ Cultivation of Herbal Medicinal Plants .
- ❖ Child Labor Development & Education of the Poor Children.
- ❖ Environment Issue base Net work with Rural small clubs, 24 Pgs(s).

We are grateful to the following organizations and persons who have contributed a lot to support multi-dimensional activities.

**Name of the Organization :**

01. Government of West Bengal and Central Government through the directorate of Social Welfare , West Bengal .
02. Ramakrishna Math Belur.
03. SAHAY , Kolkata .
04. Lily Foundation, Kolkata.
05. Emami Foundation, Kolkata
06. Dibayan, Jogo Centre
07. Zilla Parishad , Panchayet Samity and Gram Panchayet , 24 Parganas (S)
08. Mata Sarbani Trust
09. Give India Mumbai
10. Economic Rural Development Society, Boral 24 pgs.(S)
11. Loreto Day School, Sealdaha
12. Credibility Alliance New Delhi/ Kolkata
13. Sean Garvey Ireland
14. Bharat Sevashram Sangha, Baligange
15. Cognizant Technology Solution India Pvt
16. Uma Amal Samity & Charitable Religious Trust
17. Lokokalyan Paridas, Kolkata
18. B.D.O Magrahat – II
19. Hotar - Marjada Gram Panchayet

**Our Appeal :**

I announce with great pleasure that the cooperation and contribution of people, staff, GOs and NGOs' indicate partnership with our future development initiatives.

With thanks

**Sadhvi Suchetananda Moyee**  
**(General Secretary)**

## SARADA RAMAKRISHNA (SISHU-O-MAHILA) SEVASHRAM

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### **\* ROUTE DIRECTION \***

**By Car :** From Netaji Subhas (Dum Dum) Aairport through Eastern By-pass via, Bagha Jatin , Garia , then follow bus route No. 6 towards Bapuli Bazar via Baruipur Rly. Level crossing along Kulpi Road at Kumarhat bus stoppage ,then follow Western road leading to Hotar Rly Stn. Near Bank of India , Hotar Branch .

**By Train :** Take Sealdah - Diamond Harbour local train from Sealdah South Section (Kolkata) and get down at Hotar Rly. Stn. Crossing South Rly. Gate, walk two minutes on Eastern Road to reach our Sevashram.