

## ORGANIZATIONAL PREVIEW

1. Name of the Organization:	<b>KASHBA YOUTH</b>								
2. Full Address of the Organization: At-Kasba Egra, P.O.-Egra, Dist-Purba Medinipur, West Bengal. Pin Code-721429.	Key Person's Name: <b>Dr. Ambikesh Manna</b> Mobile : <b>09647140141</b> . E-Mail : 1) kyam678@gmail.com 2) apcrvti@gmail.com								
<b>3. Status of the Organization: (Non Government Organization)</b>									
<p>The Organization(<b>KASHBA YOUTH</b>) is registered under West Bengal Societies Registration Act XXVI of 1961</p> <p>The Organization is registered under Foreign Contribution (Regulation) Act, 1976 with Ministry of Home Affairs, Government of India bearing <b>F.C.R.A. No. - 147040528</b>.</p> <p>The Organization is registered Under Section <b>35(1)(iii),12A &amp; 80G</b> of Income Tax Act,1961.</p>									
4. Registration No. Date: <b>S/67859 of 1991-92</b> , dated-06-06-1991	Place: <b>Kolkata</b>								
<b>5. Key Person of the Organization and the Proposed Project</b>									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Position</th> <th style="width: 25%;">Project Key Person</th> <th style="width: 25%;">Mobile Nos.</th> </tr> </thead> <tbody> <tr> <td>Dr. Ambikesh Manna</td> <td>Secretary</td> <td>✓</td> <td>09647140141</td> </tr> </tbody> </table>		Name	Position	Project Key Person	Mobile Nos.	Dr. Ambikesh Manna	Secretary	✓	09647140141
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<b>6. Organization Vision and Objectives:</b>									
<p>The mission of KASHBA YOUTH is to empower poor and weaker sections of the society through Education, enlightenment, participation and organization building for the establishment of a self reliant, self sufficient and just society.</p> <p>The vision of KASHBA YOUTH is:</p> <ul style="list-style-type: none"> <li>• Enlightenment through knowledge, information, awareness</li> <li>• Empowerment through knowledge, consciousness about rights and grassroots actions</li> <li>• Development through participation, local level planning and shared responsibility</li> <li>• Growth by realizing the inherent potentials of individual and communities</li> <li>• And finally to sustain the development process with transparency, accountability</li> </ul> <p>• The objectives of KASHBA YOUTH are as follows(as per byelaw)</p> <ul style="list-style-type: none"> <li>• A To acquire, establish, start, aid, run, maintain or manage schools, colleges, libraries, hospitals for the benefit of the public.</li> <li>• B To arrange and organize lectures, debates, discussions, seminars and execution for the diffusion of knowledge.</li> <li>• C To publish or cause to be published useful literatures, papers, magazines, books etc.</li> <li>• D To study, cultivate and demonstrate the art of music and dancing.</li> <li>• E To promote and encourage advancement of literary, cultural, political, religious, scientific and technical education,</li> <li>• F To help the needy students of all communities for the prosecution of studies;</li> <li>• G To collect and preserve manuscripts, painting, sculptures, works of art, antiquities, natural history specimens, mechanical &amp; scientific instruments and designs;</li> <li>• H To help the aged, sick, helpless and indigent persons;</li> </ul>									

- I To alleviate the sufferings of animals;
  - J To engage and assist in such other philanthropic activities as may be decided appropriate by the Governing body of the Society;
  - K To collect donation and subscriptions for the purpose of the Society;
  - L To construct, maintain, improve, develop and alter any buildings, houses or other works necessary or convenient for the purpose of the Society.
  - M To do all such things as may be deemed incidental or conducive to the attainment of the foregoing objects.
- N. To do all social welfare activities in the localities for their welfare of the people.
- O. To work for the happiness of the needy people for their primary need such as food, cloth, education etc.
- P. To maintain the library for the welfare of the poor people provided any Government empowered/will empower the society to undertake such activities.
- Q. To aware the people about health and to arrange for free medical treatment to the needy patients by the qualified doctors
- R. To help to form self-help group for the development of the poor people and to the extent applicable under section 4 (2) of the West Bengal Societies Registration Act. 1961.
- S. To establish and maintain basic training centre to give training to the interested persons by the qualified and experienced trainers for their self dependence in life.
- T. To organize different types of programme for poor masses of different categories including S.C.,S.T. ,Minorities, specially for Muslim communities and other backward classes and other disadvantages population both men and women for their upliftment through socially, economically and educationally.
- U. To give necessary relief to the affected in times of flood, famine, pestilence and other calamities caused by nature.
- V. To establish and maintain basic and education centre to remove the illiteracy.
- W. To impart and develop social awareness among the illiterate women and men by organizing awareness camps from time to time.
- X. To organize an ambulance for free rendering service to the needy patients.
- Y. To establish and maintain a Library for the benefit of the public and to help the needy student of all communities for their studies.
- Z. To conduct training programmes of livestock, agriculture, pisi-culture, floriculture, etc. for rural and urban development.
- ZI. To arrange for education on computer in different primary school, with the help of the local bodies and different sectors of Government and non -government.
- ZII. To help the needy people in marriage, funeral and cremation of the dead.

ZIII. To improve the social cultural life of the people by organizing various social and cultural functions from time to time.

ZIV. To arrange and organize blood donation camp form time to time.

ZV. To give training to the farmers in cultivating their agricultural land through Scientific methods for their development.

ZVI. To affiliate itself with such other recognized organizations, bodies, societies whose objects are fully or partly similar.

ZVII. To encourage the unemployed youth in various small scale industries schemes for their self-dependent in life.

ZVIII. To run vocational training centre for the women for attaining experience and / or skillness in the trades.

ZIX. To establish and maintain old aged home, orphanage, etc. for the shelter of old aged people, orphans without any profit making motive.

ZX. To Establish and maintain the vocational training centre by qualified and experienced trainers for their self dependence and employment in life.

ZXI. To organize programme and activity related to persons with disability for their up-liftment through socially economically and educationally.

#### 7. Organizational Infrastructure (*Staff strength, Facilities etc.*)

Kashba Youth has its well equipped registered office at Kasba Egra in the Egra Sub-divisional Town with two field offices at Block HQ town of Balighai and Patashpur. As far as its educational program is concerned it has been running one vocational training centre namely A.P.C. Roy Vocational Training Institute for providing quality technical education. The A.P.C. Roy Vocational Training Institute has the provision of accommodation of 5000 sq. ft and 12 qualified and well trained faculty members. The present student strength of the institute is 1100 in 6 technical disciplines with very high potential for growth for the future.

KASHBA YOUTH has a committed workforce of 24 youth and women workers along with more than 40 field level grassroot volunteers. We continuously strive for the development of our human resource. Series of trainings, learning workshops and seminars are organized regularly for the youth workers and volunteers for their capacity building and skill development.

It has a professional core team comprises of experts from different fields such as administration, agriculture, horticulture and health services. They have long standing experience and developed positive attitude to serve the poor. The core team is assisted by field level workers and village level volunteers who look after field level programs.

KASHBA YOUTH has a professional training institute named as APC Roy Vocational Training Institute. The institute has its own building of 5000sq.ft with class rooms, computer lab, lab for health and hygiene and workshop for electrical and electronics courses. It has a well equipped library facility for 100 students at a time.

8. Details of Major activities undertaken in the last 3 years: (Separately for each project). a) project activities b) beneficiaries c) location d) date of commencement e) current status f) total funds employed/to be employed g) funding agency and h) significant achievements)

(a) Project Activities	(b) Beneficiaries	(c) Location	(d) Date of commencement	(e) Current status	(f) Total funds employed / to be employed	(g) Funding agency	(h) Significant achievements
Vocational Training for Women and Youths on computer	Unemployed youth and women	Egra	12-10-2006	Continuing	87,500.00	Ministry of Youth Affairs and Sports, Govt. Of India, New Delhi	2100 Unemployed youth and women become literate in computer and employed
Short term Vocational Training on computer Courses	Unemployed youth and women	Egra	04-08-2007	Continuing	2,00,000.00	Grant from Dept. of Technical Education & Training, Govt. of West Bengal	120 Unemployed youth and women become computer professional and employed
Short term Vocational Training on health and hygiene care Courses	Unemployed youth and women	Egra	11-01-2007	Continuing	2,40,000.00	Deptt. of Employment, Govt. of West Bengal	120 youth and women become professional in health and hygiene
Residential School for Deprived Tribal Children	Child Labour and school dropout	Sarrang	25-04-2007	Completed	50,000.00	All Bengal Teachers Association, Medinipur	350 student become literate and mainstreamed to for school education
RCH care for Mother & Children	Mother and children	Purosottampur	01-08-2009	Continuing	50,000.00	PRAYOG Healthcare, Balasore	250 mother and child got RCH care support
SHPI for Promotion of women SHG in Rural areas of Egra Block	Rural women	15 villages in Egra –I block	05-05-2009	Continuing	15,000.00	National Bank for Rural Development, NABARD, Kolkata	Rural women got capacited and avail credit for rural enterprise development
Rural Sanitation Program	Rural households	5GPs of Egra-I block	28-07-2006	Completed	42,000.00	Satmile Vivekananda Yuba Sangha, Satmile, Medinipur and UNICEF	Household latrines constructed in 675 BPL households
Rural Homeopathic Clinic for Free distribution of homeopathic medicine	Slum dwellers	Purosottampur	05-05-2007	Completed	50,000.00	All Bengal Primary Teachers Association, Medinipur	1800 slum dwellers got healthcare in 3 years.
Entrepreneurship Development Training Programme for Food Processing Industries	Rural Women	10 villages in Egra-II & Patashpur-II Blocks	17-07-2010	Continuing	1,75,000.00	Deptt. Of Food Processing Industries & Horticulture, Govt. of West Bengal.	Rural women were trained and avail credit for setting up Food Processing Industries.

9. Annual grant receipts and grant expenditure for the last 4 years as per audited financial statements :

Year	Total Gross Receipt	Total Gross Expenditure		
		Project Related Expenses	Administrative Expenses	Total
2010-11	1,10,12,490.00	1,06,76,212.00	2,61,523.00	1,09,37,735.00
2011-12	1,15,07,785.00	1,12,06,532.00	2,47,888.00	1,14,54,420.00
2012-13	1,14,54,725.00	97,10,728.00	16,98,629.00	1,14,09,357.00
2013-14	1,24,36,261.00	1,05,74,410.00	18,13,124.00	1,23,87,534.00

10. The Organization is registered **u/s 35(1)(III), 35AC, 80G(5)(VI) & 12A of the Income Tax Act .**

11. Details of any other Registration/Exemptions.:

The Organization is registered under Foreign Contribution Registration Act of 1976 with Ministry of Home Affairs, Government of India bearing Registration No.- **F.C.R. No. - 147040528.**

12. The accounts are duly audited by a Chartered Accountant:

The name and address of auditors are as follows:

P.P. Mukhopadhyay & Co.

Chartered Accountants,

Bahagram, Panskura R.S.

Purba Medinipur, Pin-721152, West Bengal.

13. Other information related to the organization :

KASHBA YOUTH is an organization of spirited youths, academicians and social activists who believe in the liberation of poor and weaker sections from the age-old traditions of socio-cultural discrimination and exploitation. A group of young and energetic youths and academicians formed the organization in the year 1991 which was subsequently registered in the same year under the West Bengal Societies Registration Act XXVI of 1961. The objective of KASHBA YOUTH is to promote social and youth development in all spheres i.e. social, cultural, economic and political scenario of the society. Particularly the organization is committed for the cause of youth, women and children.

Over a period, the core members of KASHBA YOUTH realized that promotion of education, consciousness and capacity building is key to empowerment. It would help people to be self-reliant, self-sufficient and involve in gainful employment, which is very important for socio-economic development.

It has been working for promotion of awareness, functional education as well as economic development of the people at the grass root level, especially for those are remaining in poverty and backwardness. It has been extending priority in the field of education, training, capacity building, employment generation, agriculture, health, sanitation, immunization etc. Further, it looks forward partnership with all such organizations and association with similar mission as of KASHBA YOUTH.

The mission of KASHBA YOUTH is to empower poor and weaker sections of the society through Education, enlightenment, participation and organization building for the establishment of a self reliant, self sufficient and just society.

In last five years it has undertaken a variety of development projects covering wide areas such as education, healthcare and immunization, women empowerment and vocational training. It has focused at development of the downtrodden specifically SC, ST, marginal farmers and urban poor. Brief illustration of programs undertaken by KASHBA YOUTH with support from different agencies during the last 5 years are as follows:

Sl.	Program	Donor/Partner Agencies
i)	Training on Computer Operator & Programming Assistant (COPA)	Recognized by National Council for Vocational Training (NCVT), Govt. of India
ii)	Training on Health Sanitary Inspector (HSI)	Recognized by National Council for Vocational Training (NCVT), Govt. of India
iii)	Training on Computer Software & Information and Technology	Affiliated to WBSCTET and Deptt. Of Youth Services, Govt. of West Bengal
iv)	Training on Computer Hardware	Affiliated to WBSCTET and DYS, Govt. of West Bengal
v)	Floriculture & Horticulture Training for Youths	Supported by National Horticulture Mission through Horticulture Department West Bengal
vi)	Dairy Development Training for Rural Women	Supported by National Bank for Agriculture and Rural Development (NABARD), Kolkata
vii)	Training on Organic Farming for Rural Women	Supported by District Agriculture Dept, Purba Medinipur
viii)	Training on Mushroom Cultivation by Rural Youth and Women	Supported by UDYOG VIKASH, Bhubaneswar
ix)	Appliqué Craft and Tent House Material Production	Supported by PRAYOG Development Services, Balasore
x)	Agarbati Making by Muslim Women	Supported by Bansidhari Industries, Midnapur
xi)	Vocational Training for Women and Youths on Computer Application	Ministry of Youth Affairs and Sports, Govt. Of India, New Delhi
xii)	Short term Vocational Training on Paramedical and technical Courses	Dept. of Technical Education, Govt. Of West Bengal, Kolkata

xiii)	Skill Development Training Program on Computer Education for Rural Women	Deptt. of Employment, Govt. of West Bengal
xiv)	Rural Sanitation Program	Satmile Vivekananda Yuba Sangha, Satmile, Medinipur
xv)	Rural Homeopathic Clinic for Free distribution of homeopathic medicine	Ramakrisna Mission Ashram, Egra, Medinipur

Besides, KASHBA YOUTH has been taking up various local, provincial and national issues by involving local people, youth and women. It has organized local NGOs, CBOs and SHGs to participate and raise their voice on such issues. KASHBA YOUTH is playing its role in the advocacy and lobbying in association with other like minded NGOs and CBOs. In this process KASHBA YOUTH is part of the following forums and networks which are working actively in their concerned field:

#### **14.INFRASTRUCTURE, HUMAN RESOURCE & MANAGEMENT SYSTEMS**

Kashba Youth has its well equipped registered office at Kasba Egra in the Egra Sub-divisional Town with two field offices at Block HQ town of Balighai and Pataspur. As far as its educational program is concerned it is running two basic education schools, one vocational training centre for women and the A.P.C. Roy Vocational Training Institute for providing quality technical education. The A.P.C. Roy Vocational Training Institute has the provision of accommodation of 5000 sq. ft and 12 qualified and well trained faculty members. The present student strength of the institute is 1100 in 6 technical disciplines with very high potential for growth for the future.

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## **15. MANAGEMENT SYSTEMS (ADMINISTRATION AND FINANCE)**

Kashba Youth is managed by its Executive Committee which meets once in every month. The President is the constitutional whereas the Secretary is the chief executive supported by Asst. Secretary and Treasurer. Program activities are managed by professional staff headed by 4 Project Coordinators (PC) in different sectors such as Education and Training, Women Empowerment, Health and Sanitation and Livelihood Promotion.

All PC will meet once in every month (preferably last Sunday of each month) at the Administrative Office to submit and discuss monthly progress reports, monthly expenditure statement / monthly bill along with date wise-monthly plans / monthly budget requirements. President, Vice President, Secretary and any interested Executive Body member may present in that meeting. Minutes of the meeting will be maintained in PC Meeting Register. All coordinators will submit a staff performance report for every month (in prescribed format) along with their attendance, leave, deductions, expenses, allowances and settlement against advances which will be approved by him and accordingly salary / payment will be disbursed to each staff

All coordinators will give a remark on each staff every month regarding their performances against planned activities – accordingly staff performance will be appraised in every six months and reward / punishment / increment will be awarded to each staff. In every six month there will be a staff appraisal meeting attended by all Executive Body members. They will analyze the performance of each staff i.e. ability, discipline, commitment, honesty, rapport with community, non-involvement in politicking etc. Accordingly with a joint decision each staff will be either awarded or punished whatsoever the case may be.

Accounts will be maintained at the administrative office of KASHBA YOUTH under direct supervision of Executive Secretary and Secretary cum Treasurer. There shall be a full time accountant to execute day to day transactions and maintain the daily book of accounts.

There shall be monthly expenditure plan for all projects in the PC meeting at Adm. Office (last Sunday of every month) attended by President, Secretary and any of the interested member of the Executive Body. Monthly expenditure plan will be prepared, approved and signed in that meeting.

Bank withdrawals will be made as per the signed and approved plan of expenditure of that monthly meeting. (approved and signed by President, Executive Secretary, Secretary cum Treasurer and other EC member present in that meeting). In case no approved and signed plan of expenditure no bank withdrawals will be made. Monthly expenditure plan will be sub-divided in to weekly expenditure plan and withdrawals plan will be on weekly basis. For purchase of all capital goods at least three quotations will be called for, price will be compared in presence of President, ES, SCT and final decision regarding from which party and what cost will be approved with seal and signature of President, ES and SCT. All purchase of capital assets above Rs. 5000/- will be on cheque. All purchase will be in the name of the organization. Wherever giving a specific name is mandatory for purchasing a capital asset the name of Secretary will be given on behalf of the organization and accordingly the registration will be made.