### 6 MONTH PROGRESS REPORT

Please send fill out this form and send back to Asha for Education **within 3 weeks** from the time you receive this form. Thank you for your time and patience.

**PLEASE COMPLETE THIS FORM AND MAIL IT TO:**

Ms. Aditi Bhalla

Ms. Namita Gujral

Ms. Rupam Singhla

Ms. Mallika Kumar

**CONTACT INFORMATION**

Name of the organization ETASHA Society

Organization description ETASHA (Enabling and Training Adolescents for Successful and Healthy Adulthood) provides market-oriented employability and vocational skills to disadvantaged Indian youth. ETASHA’s core activities are career guidance, employability skills & vocational training and placement into the organised sector.

Date of establishment 17th January 2006

Contact person(s) Dr. Meenakshi Nayar

## Phone number 91 - 11 - 9810128687

## Email meenakshi@etashasociety.org

Address ETASHA Society

E 48 Greater Kailash Enclave II

New Delhi - 110048

India

Location (village/town) New Delhi

Description of area National Capital - Large Metro

**STATISTICS - Pl. see later part of the report for relevant data**

Number of children currently enrolled in the project

Ages of the children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standards taught \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of boys \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of girls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of teachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of MALE teachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of FEMALE teachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Teacher/student ratio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary of Teachers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School timings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Over all school attendance percentage

Medium of instruction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Economic background of the parents of the children

Is the school in a rural or urban area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is it a residential school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How far away are the homes of the children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do the children get to school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FCRA Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below are some general questions regarding the project. Since your feedback is valuable to us, please make your answers as **detailed as possible**.

Please tell us the progress of the school in the **last 6 months (**usually from April to September of the current year based on typical April 1 – March 31 school year in India)

Asha for Education approved the following two projects for implementation by ETASHA:

1. Vocational Training and Placement of 80 Disadvantaged Youth
2. Creation of Audio Materials to reinforce Learning of Spoken English

The projects were approved in mid 2011 and the funds transmitted in August 2011. As such, this report covers the progress report of both these projects for the period September 2011 to February 2012.

**Project 1 - Vocational Training and Placement of 80 Disadvantaged Youth -**

The project was named Project Prerna. The focus of training under this project was our flagship program titled 'Customer Service & Work Culture'(CSWC).

Brief description of CSWC is as follows:

CSWC is ETASHA’s flagship program. With over 200 hours of inputs, it is designed to develop attitudes & values, develop hard and soft skills and finally place young people into entry level careers in the service sector. The program is divided into 6 components:

* **Spoken English** – over 70 hours of learning time to maximize students’ use of spoken English. English is also the main medium of communication outside the classroom, including field trips, assignments and presentations. Content is context based relating to the service industries which students will later join.
* **Computer Usage** – Facilitated tuition covering basic MS Word and Excel, Internet usage, web-mail and data entry skills focusing on speed and accuracy. Many students take advantage of the computer rooms to increase their skills after class. English is also the medium of communication in Computer Usage classes.
* **Interpersonal Skills** – designed to increase students’ ability to successfully operate within structured business environments. Skills developed include time management, listening skills, conflict management and anger management, while value clarification relates to issues such as respect for self and others, recognizing strengths and areas for improvement and formulating vision and goals for life.
* **Social Confidence** – assignment based field visits to modern service sector environments serve 2 main functions i) to de-mystify environments our students may feel excluded from; ii) to set a context for personal grooming, dependability, etc. Presentations in English further help students to gain confidence.
* **World of Work** – covers the reality of work & workplaces, terminology, structures/hierarchies, roles and responsibilities, understanding of organizational structures, interview techniques and successful CV writing.
* **Selling Skills** – from the 4Ps to the sales cycle, objection handling and customer care, this component of our program helps students understand the ‘science’ that underpins successful selling and customer service. Role plays help students develop selling and customer service skills.

Eligibility: Minimum 10th pass and 18 years of age.

Duration: 13 weeks x 3 hours a day x 6 days a week.

Class Size: Maximum 20

In the last weeks of the program students undergo rigorous study and preparation to ready them for placement into the organised sector, with ETASHA’s placement team managing the procedure of connecting young people with potential employers, arranging interviews and reassuring and supporting them through the process until placement is made.

Two CSWC programs were conducted under Project Prerna

* CSWC 39 - Enrollment of 21 trainees
* CSWC 41 - Enrollment of 20 trainees

Details of trainees, including placement particulars are given

|  |
| --- |
|  **Project Prerna** |
| **Sl.No.** | **EL - Early leaver, C - Completed** | **Name of student** | **Date of Birth**  | **Address**  | **Tel. no.** | **Educational Qualification** | **Placements** |
| **Customer Service & Work Culture - CSWC 39** |  |
| 1 | C | Nadeem Ahmad | 20.07.1992 | FA 14/c Shaheen Bagh | 9818729040 | 12th Pass | Not looking for immediate Placement |
| 2 | **EL** | Masoom Ali | 15.02.1992 | E- 29, old Jasola Village | 9560977198 | 12th Pass | na |
| 3 | **EL** | Noshina Nizam | 04.10.1989 | E 214, Near Bharat Public School, Shaheen bagh, ND | 9555537564 | Graduate | na |
| 4 | C | Nazneen Parveen | 30.06.1976 | F 180, Abul fazal, ND | 9716130178 | 10th Pass | Jamia Milia as a Office Asstt., Salary Rs.15000/- |
| 5 | C | Mohd Imran | 15.05.1985 | E 230, Abul Fazal Encl- II, ND | 9990557477 | 10th Pass | Not looking for immediate Placement |
| 6 | C | Sultan | 06.06.1988 | E 241/3, Abul Fazal Encl- II, ND | 9990068118 | 12th Pass | Not looking for immediate Placement |
| 7 | C | Shahanwaz Ahmed | 05.07.1993 | E/ 136/ 4, Shaheen Bagh, ND | 9899444680, 7838209161 | 12th Pass | Not looking for immediate Placement |
| 8 | C | Chiranjeev Kumar | 10.05.1988 | H.No 1920, J J Colony, Phase-3, MPK, New Delhi | 9818974151 | 10th Pass | Westside as a CSA, salary Rs.4500/- |
| 9 | C | Raju Kumar | 30.11.1989 | D2 /358, , J J Colony MPK | 9718607279, 9910378521 | 10th Pass | Shopper's Stop - GIP as a CSA, Salary Rs. 4500/- |
| 10 | C | Seema Nagar | 26.10.1989 | C 1330 , J J Colony MPK | 9818040613 | Pursuing 12th  | Shopper's Stop - GIP as a CSA - trainee, Salary Rs.2500/- |
| 11 | C | Gaurav Singh | 18yrs | B-26, J J Colony, MDK | 971720125 | 10th Pass | Reliance Retail as a CFA , Salary Rs.7200/- |
| 12 | C | Rekha | 17yrs | B I/797, J J Colony, Madanpur Khadar Ext., ND 9717308201 | 9717308201 | 12th pass | CCD as a Part-time Team Member, Salary Rs.2800/- |
| 13 | C | Santosh Rana | 10.12.1990 | Taimoor Nagar, NFC, ND | 9810866739 | 10 Class | CCD as a Part-time Team Member, Salary Rs.2800/- |
| 14 | **EL** | Rahul | 11.07.1991 | B1-880, J.J.Colony, Madanpur Khadar | 9968212017 | 10th pass | na |
| 15 | **EL** | Arun | 27.08.1993 | B1-880, J.J.Colony, Madanpur Khadar | 9968212027 | 10th pass | na |
| 16 | **EL** | Pinky | 08.12.1992 | A1-725, J.J.Colony, Madanpur Khadar | 9250366942 | 10th pass | na |
| 17 | C | Naval Kajaniya | 09.09.1989 | A 114, MPK, Sarita Vihar,ND | 97169055850 | B.Com 2 yr | Net Ambit as a CSA, salary Rs.8000/- |
| 18 | **EL** | Sunita | 25.06.1990 | A1/909, J.J.Colony, Madanpur Khadar | 9910972723 | 10th pass | na |
| 17 | **EL** | Satya Ranjan | 02.11.1990 | B-2/ 686, Madanpur Khadar Extn, New Delhi | 9873958390 | 12th pass | na |
| 18 | **EL** | Sultana | 14.10.1990 | H.No. 105/ 2, Gali no 18, Madanpur Khadar Extn., New Delhi | 9650135313 | 12th pass | na |
| 19 | C | Mamta II | 21.07.1992 | B1-841, J.J.Colony, Madanpur Khadar | 9911995368 | 10th pass | Not looking for immediate Placement |
| 20 | C | Manju | 15.08.1985 | B45, Kachan Kunj, Part 2,MPK | 9278156604 | BA | Self placed. School in Madanpur Khadar as a Teacher, salary Rs.2000/- |
| 21 | C | Kavita | 14.11.1988 | B45, Kachan Kunj, Part 2,MPK | 9278156605 | BA | Net Ambit as a CSA, salary Rs.8000/- |
| **Customer Service & Work Culture - CSWC 41** |
| 1 | C | Raj Kumari Sharma | 20.03.1987 | B777, MPK extn, ND | 9958217997 | B.A | MTS as a Telesales, salary Rs.6000 + meals + Cab |
| 2 | C | Ashu | 13.10.1984 | B 204, MPK extn, ND | 9868767142 | B.A | Luxor Pens as a Sales, Rs.4000/- |
| 3 | C | Dolly Rathour | 09.01.1985 | B1/17, JJ Colony,MPK Extn,ND | 9910446332 | 12 Class | HDFC as a Data Entry Rs. 6500 |
| 4 | EL | Sunny | 1.1.1992 | Madanpur Khadar, New Delhi-76 | 69501041 | 10th pass | na |
| 5 | EL | Anuj Chauhan | 10.03.1992 | 129, Asgoorpur, Noida |   | Pursuing 12th | na |
| 6 | C | Asif Khan | 30/3/91 | Okhla Village House no-125, Chappar Wali Masjid | 9718201480 | Pursuing BA | Westside as a Customer Service Asstt, Salary Rs.5600 |
| 7 | C | Wakeel | 18/7/90 | House no-109,Baber Street , Batla House,Jamia Nagar  | 1165925241 | Pursuing BA | Westside as a Customer Service Asstt, Salary Rs.5600 |
| 8 | C | Gaurav Pratap | 16yrs | A124, JaithpurExt., Badarpur,ND  | 9958667216, 9015425718 | 10th Pass | Self placed - info. not available |
| 9 | C | Ranjana Kumari | 18yrs | Room no 5, Raja Mohalla, Jasola Vihar, ND | 9871154047 | 10th Pass | ETASHA Society as a Community Mobilizer, Salary Rs.4500/- |
| 10 | C | Meena | 19yrs | J J Colony, MDK, ND | 9312535119 | 12th pass | Call center as a Telecaller, Salary Rs.6500 + incentives |
| 11 | EL | Suman Sharma | 2.04.1990 | Nehru nagar, block no.10, New Delhi | 9990745751 |   | na |
| 12 | EL | Pooja Kumari | 05.07.1991 | Block B 5/18, gali no.3, Madanpur Khadar extn, New delhi | 9818826338 | Graduate | na |
| 13 | EL | Suman Varma | 14.09.1992 | A 1- 28, gali no2, Madanpur Khadar, JJ colony, New delhi | 9211552303, 9717344025 | Pursuing 10th | na |
| 14 | EL | Renu | 20.10.1992 | A 1/ 38, JJ colony, Madanpur Khadar, New delhi | 9971319538 | 10th pass | na |
| 15 | C | Aasma | 10.10.1991 | H.no D2-352, MPK , ND | 9718779574 | 12 class | MTS as a Telesales, Rs.6000 + meals + Cab |
| 16 | C | Ranjeet Sharma | 10.01.1992 | B653,Gali no28, MPK Extn,ND | 9818767556 | Class X | Not looking for immediate Placement |
| 17 | C | Bhawar Singh | 19.02.1992 | B 277, MPK Extn,ND | 9873851216 | Class X | Not looking for immediate Placement |
| 18 | C | Vinod Barwa | 04.07.1991 | B1/845, JJ colony, MPK extn, ND | 9024124766 | Class 11 | KFC as a Team member, Rs.5500 |
| 19 | C | Priyanka Sharma | 30.01.1993 | E-49, Hari Nagar-3, ND | 9871554730 | Class XII | Net Ambit as a CSE, salary Rs.7500/- |
| 20 | C | Jyoti Kumari | 10.03.1992 | B667, MPK,ND | 9210824653 | Class XII | MTS as a Telesales, Rs.6000 + meals + Cab |

A total of 41youth were enrolled in the programs, 27 completed the program and 20 have been placed.,

**Two programs with another 20 students each are planned to start in the next few months.**

**Project 2 - Creation of Audio Materials to reinforce Learning of Spoken English**

This project has been named ' Project Shruti', reminiscent of the Indian tradition of oral teaching and learning of scriptures.

The project involves the following stages:

* Conceptualization of the project and planning of content
* Script Writing for 38 Lessons
* Design of worksheet for each lesson
* Translation - Instructions for listening and practice are in both English and Hindi
* Procuring of equipment for recording and playback instruments
* Recording of audio material
* Field testing
* Finalizing of materials and creation of master files
* Recording on Playback Instruments to be given to trainees
* Launch

The project is in an advanced stage, with conceptualization, script writing, translation and procuring of equipment for recording being completed. Recording of part of the audio material has been completed. Field testing is expected to be conducted over the next 2 weeks, after which the final recording and procurement of playback instruments will be done. Project Shruti is expected to be launched by end April.

How do you think the school has improved in the **last 6 months**?

## What are the problems you have faced in the last 6 months?

How would you rate the overall effectiveness of this project over the **past 6 months**?

Please give examples of activities at the project in the **last 6 months**. Please give details.

Please explain how Asha funds were used in the **last 6 months**.

The funds provided by Asha have been deployed as per the Approved Budget:

1. Project Shruti - on staff salaries, equipment

Detailed line -wise expenses, duly approved by Auditors, will be submitted at the end of the project.

Is there any other feedback you would like to provide to Asha for Education?

This project progress report has been selectively filled, as relevant to the projects at hand, since the format provided is suited to the requirements of Basic Education projects conducted by schools.

Details have been provided for both projects. However, if more details are required, we will be happy to report the same.

Further, we would request that a project-appropriate format be designed for the final report.

Please send fill out this form and send back to Asha for Education **within 3 weeks** from the time you receive this form. Thank you for your time and patience.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Signature**

**DR. MEENAKSHI NAYAR**

**Your Name Printed**

**19.03.2012**

**Date**