



March 12, 2018



## Memorandum of Understanding

*This document represents an agreement between*

<p><b><u>Asha Zurich</u></b></p> <p>Sachin Mehta c/f Rajesh Vardajan Vrenikerstrasse 12, 8152 Opfikon, Zurich Switzerland</p> <p>asha_zurich@yahoo.com</p> 	<p><b><u>VishwamandalSevashram ,</u></b> <b><u>Dule, Maharashtra</u></b></p> <p>Neelam Lopes Dulhe, Maharashtra neelamlopes@gmail.com</p> 
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The Shirpur Vishwamandal  
Sevashram, Post. Shirpur  
425 405 ,Dist.Dhule, Maharashtra  
Phone No.02563-200501

### 1. Objectives

Imparting formal basic education to children at the VishwamandalSevashram, Dule, Maharashtra.

### 2. Commitments of Asha Zurich

- Asha Zurich has agreed to fund a part of the costs of VishwamandalSevashram for the year 2018.
- The full budget for the year 2018 is highlighted in Appendix 1 which is the agreed expenditure break up for the project for the school year 2018.
- Asha Zurich committee has agreed to fund amount INR 15,28,959.00 for the year 2018 will be sent in two instalments. Details highlighted in Appendix 1.
  - o First Instalment – INR 8,00,000
  - o Second Instalment – INR 7,28,959

### 3. Commitments of VMS

- To prepare children for government school ( 5<sup>th</sup> standard)
- To inculcate the habit of going to school regularly in children.
- To provide a report every five-months to Asha Zurich containing the details of the educational goals achieved, planned educational goals for the near future and expenditure incurred (along with receipts) and the foreseen expenditure for the next six months.
- Keeping Asha Zurich informed about the immediate next destination of children after their studies at VMS.
- Identifying students with scholastic and extra-curricular potential and recommending them to Asha Zurich for scholarships.
- To make sure that the school is running well and the kids get quality education.
- Monitor and maintain the quality of teachers
- Co-ordinate with the school committee, villagers and parents of the kids in the Villages.
- Strong governance to ensure transparency and maintenance of records



March 12, 2018



#### 4. Tentative timelines

- Start of the academic year – January 2018 (After finalization of MoU)
- 5<sup>th</sup> month (May, 2018): Submission of first 5-month report by VMS
  - o Report 1: Education Component (Goals achieved, number of dropout students, number of teachers changed/resigned)
  - o Report 2: Expenditure statement (Expenditure incurred and foreseen along with details, receipts, etc.)
  - o Report 3: Details of students who passed out of VMS and are continuing studies in schools
- 6<sup>th</sup> Month (June, 2018): Review of VMS reports by Asha Zurich followed by release of second instalment.
- 10<sup>th</sup> Month (October, 2018): Submission of second 5-month report by VMS
  - o Report 1: Education Component (Goals achieved, number of dropout students, number of teachers changed/resigned)
  - o Report 2: Expenditure statement (Expenditure incurred and foreseen along with details, receipts, etc. besides the Chartered Accountant's attested copy of the expenditure incurred post year end)

#### 5. Project Site Visits

- VMS shall agree to allow members of Asha for education or other people delegated by Asha Zurich to conduct site visits to visit the project site.

#### 6. Other

- This MoU will be suspended if either of the parties fails to honour any of their above mentioned commitments.
- Any further collaboration between Asha Zurich and VMS will need a new MoU to be signed separately.

We appreciate the noble work being done by VMS and wish to stay updated on their progress and work in future.

Date: 10.03.2018

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12/3/2018

Fr Neelam Lopes

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Project coordinator, VMS



March 12,2018



**Appendix 1 – Budget details for VMS – Dhule District, Maharashtra – 2018**  
Break-up of expenditure for the academic year 2018.

No.	Particulars	Amount
1.	Teachers <b>Salaries</b> @ Rs.1,500 x 11 months x 30 classes Supervisor's <b>salaries</b> @ Rs. 4,500 x 12 months x 3 supervisors Co-ordinators <b>salary</b> @ Rs. 7,000 x 12 months x 1 co-ordinator Teachers, Supervisors & Coordinators <b>Diwali bonus*</b>	4,95,000.00 1,62,000.00 84,000.00 70,500.00
2.	Teachers <b>*Travel</b> @ Rs. 5,000 x 11 months Teachers <b>**Travel</b> @ Rs. 100 x 11 months x 30 teachers Supervisors <b>Travel</b> @ Rs. 1,500 x 12 months x 3 supervisors Co-ordinators <b>Travel</b> @ Rs.7000 x 12 months x 1 co-ordinator Palas Students Study Camp – <b>Travel -</b> @ Rs.100 x 100 Students <small>* For extra time that they spend in walking or cycling to reach their classes. Right now we have such 12 class's rest of the classes have teachers from the same village. This no. differs when teacher's leave or when we start a new class **Travel for monthly training to our centre.</small>	55,000.00 33,000.00 54,000.00 84,000.00 10,000.00
3	Teachers Monthly <b>Trainings</b> - *B&L @ Rs. 125 per day x 20 days x **34 Palas Students <b>Study Camp</b> - B&L @ Rs. 75 x 100 students x 8 days <small>* B &amp; L = Boarding &amp; Lodging      ** 30 teachers + 3 supervisors + 1 coordinator = 34</small>	85,000.00 60,000.00
4.	<b>Honorarium</b> Teachers Monthly Training – Travel & Hono. for the resource persons Study camp – Resource persons Hono.	10,000.00 6,000.00
5.	<b>Stationary</b> <b>Teaching Aids-</b> <b>Administrative Expenses</b>	62,060.00 9,900.00 51,000.00
6.	<b>Boarding Fees</b>	2,44,200.00
	<b>TOTAL</b>	<b>15,75,660.00</b>
	<b>Less :Unutilised funds from 2017 funding</b>	<b>46,701.00</b>
	<b>Total</b>	<b>15,28,959.00</b>

### 1. Salaries

- Teachers Salaries – 20% increment was done for two years, therefore this year there is no increment in their salary
- **Supervisors salaries** – Can we increase supervisor salary by 10% (4,950.00) compared to last year. Last year it was 4,500.00
- Co-ordinator salary – 7,000.00



March 12, 2018



#### Diwali bonus –

- ❖ Teachers @ Rs. 1500 x 1 month x 30 classes = 45,000.00
- ❖ Teachers Travel to class also added into their salary = 5,000.00
- ❖ Supervisors - @ Rs. 4,500 x 1 month x 3 supervisors = 13,500.00
- ❖ Coordinator - @ Rs. 7000.00 x 1 month x 1 co-ordinator = 7,000.00

### 2. Travel

- **Teachers \*Travel** – Last year we had 12 classes where teachers were coming from other villages. Therefore we were paying them more for the time that they were putting in to reach class walking or on cycle. This year also we have 12 such classes.
- **Teachers \*\*Travel** – There is no increase in bus/Jeep fair.
- **Supervisors Travel** – We have 3 supervisors (ratio 1 supervisor per 10 classes). All of them are using their own bike. Last year we were paying them for the fuel @ Rs. 2.00 per km. This year also we will pay them same. This amount comes to approx. between 1,400 to 1,500 per month.

### Palas Student's Study camps

These study camps help our students to get admission under RTE in class V<sup>th</sup>. These enable them to make transition from Non Formal Education (NFE) to Formal Education. We are expecting a total of 100+ students for this camp. These students will be brought to the Centre (Vishwa Mandal Sevashram) and given coaching in ENGLISH & MATHS under the guidance of expert teachers coming from Mumbai.

#### Activities planned: - During the day classes and every evening there will be activities.

- Competitions – drawing, skits, sing-song, daily evening different games, some environment friendly competitions.
- Have daily Yoga & Personality development sessions to discover themselves & to build their self esteem.
- An evening of FUN: – (crazy games/ festive meal/ housie and lots of spot prizes & movie on the big screen)
- Last day each group will be taken to RECREATION PARK in the evening. There they will enjoy some games, joy and boat rides.

### 3. Boarding & Lodging

- **Teachers Monthly Trainings B&L** – As per the last year this year also the B & L will be @ Rs. 125 per day.
- **Monthly Trainings** – this has been our strength. Most of our teachers are 10<sup>th</sup> failed. Here we give them tools and make them strong in imparting knowledge to the students assigned to them. Every month we try to get professional in the field of non formal education as resource persons to give these trainings. These trainings are held every month for 2 days.
- **Palas Students Study Camp – B&L** – As per the last year this year also the B & L will be @ Rs.75 per student per day.

### 4. Honorarium

Every month for teachers training we get different experts to guide our teachers. This has been a great advantage.

Our teachers who leave their entire field work during study camp & stay here full time to help out. We need to compensate them for this.



March 12,2018



## 5. Stationary

(For 700 + students)

Text books		
Kid's primer (English)	@ Rs. 20 x 700 students	14,000.00
Sachitra balmitra (Marathi)	@ Rs.10 x 800 students	8,000.00
Slates	@ Rs. 35 x 200 students = 7,000.00 (Parents will contribute 50% of the amount) <i>1<sup>st</sup> &amp; 2<sup>nd</sup> standard students only.</i>	3,500.00
Notebooks (Small)(6 each)	@ Rs. 30 x 600 students <i>3<sup>rd</sup> and 4<sup>th</sup> standard students only.</i>	18,000.00
Pens and & Lead Pencils (2 each)	@ Rs. 20 x 800 students = 16,000.00 (Parents will contribute 50% of the amount)	8,000.00
Slate Pencils	@ 8 Rs. X 4 small boxes = @ Rs. 32 x 11 months x 30 classes Per week per class we need one box of slate pencils for students. This comes to 4 boxes per month per class. This is Rs 32 per class per month.	10,560.00
<b>TOTAL</b>		<b>62,060.00</b>

## Teaching Aids

Rope (to tie charts)	@ Rs.80 x 30classes	2,400.00
Binder clips (3/4" – 19mm)	@ Rs. 25 x 30 classes	750.00
Whistles	@ Rs.15 x 30	450.00
Attendance registers	@ Rs.120 x 30 classes	3600.00
Dusters	@ Rs.30 x 30 classes	900.00
Paint black boards	@ Rs. 60 x 30 classes	1,800.00
<b>TOTAL</b>		<b>9,900.00</b>

## Administrative Expenses

<b>Administrative Expenses</b> (Contribution towards expenses incurred on telephone, internet, Accountant cum clerk's honorarium)		
	(a)Tel. Exp of Coordinator (Per month)	750.00
	(b)Internet per month (Per month) (50% of the total bill amount)	750.00
	(c)*Acc. Cum clerk' salary actual salary is 10,000.00 per month but contribution from Palas project is Rs. 2,000 only).	2,000
	<b>TOTAL</b>	<b>3,500.00</b>
	@ Rs 3,500.00 per month x 12 months	42,000.00
<b>*Bike Repair and Maintenance</b>	@ Rs. 3,000 x 3 supervisor's bikes*	9,000.00
<b>TOTAL</b>		<b>51,000.00</b>

\*Supervisor's bike repair - These bikes run on rough roads we have lots of expenses on their repairs and maintenance



March 12,2018



## 6. Boarding Fees

### PALAS PHASE TWO – BUDGET

Since last four years we have started admitting Palas boys in our (VMS) & girls in (Anand Sadan) boarding. It has been a long jump for them from non formal to formal education. This is possible only because of the initiatives of Asha for Education. Let us help them to fly high & have a common dream, dream that will set them free.

#### **Boarding fees for the year – 2018**

Per day per boy/girl	Per month per boy/girl	Per year (10 months)
@ Rs. 40.00 (includes 3 meals per day)	@ Rs. 1,200 – Boarding & lodging	@ Rs. 12,000.00
Computer fees	@ Rs. 60.00	@ Rs. 600.00
Special coaching classes fees	@ Rs. 60.00	@ Rs. 600.00
<b>TOTAL</b>		<b>13,200.00</b>

Out of this 25% amount will be contributed from VMS and another 25% from their parents.

Other 50% { @ Rs. 6,600 × 37 (Palas students) = 2,44,200.00 }

#### **Palas Boys and Girls in our boarding in year (2018)**

No.	NAME	CLASS	VILLAGE
	<b>BOYS</b>		
1	Kiran Jirban	10th	Tohanyapada
2	Rajesh Saya	10th	Tohanyapada
3	Umesh Sakharam	10th	Tohanyapada
4	Madras Lasha	10th	Rupsingpada
5	Saisingh Bhayala	10th	Rupsinghpada
6	Sunil Aarashya	10th	Kovapatpada
7	Rangilal Ratan	9th	Rupsingpada
8	Royal Rajesh Pawara	9th	Chhatipani
9	Ashilal Taklya	8th	Bomlyapada
10	Ganesh Namdeo	8th	Higaon
11	Sunil Fucsing	7th	Sakryapada
12	Suresh Karamsing	7th	Kalapani
13	Rupchand Kirta	7th	Kalapani
14	Champalal Vikram	7th	Nimbari
15	Sanjay Tukaram	6th	Rupsingpada
16	Narpat Amasha	6th	Rupsingpada
17	Ritesh Prakash	6th	Rohini
18	Samir Yuvaraj	6th	Bomlyapada
19	Dharamsing Gelsing Pawara	6th	Junapani
20	Kiran Rohidas Pawara	5th	Dondwadi
21	Sudam Malsha Pawara	5th	Nimbari
22	Vishwas Kalsing Pawara	5th	Umarpada
23	Sagar Gulabsing Pawara	5th	Umarpada
24	Mangalsing Mitharam Pawara	5th	Junapani
25	Roshan Talathya Pawara	5th	Junapani



March 12, 2018



	<b>GIRLS</b>		
1	Raina Bhikala Pawara	10th	Rupsinghpada
2	Moyadi Gildar	10th	Rupsinghpada
3	Ramila Sikram	10th	Rupsinghpada
4	Pramila Rumalsingh	10th	Rupsinghpada
5	Diwani Imlal	10th	Bhoiti
6	Pritibala (New)	8th	Shemlya
7	Kalpna Punamchand (New)	7th	Bomlyapada
8	Varsha Vishal Pawara	8th	Joyada (Lalmati)
9	Manjil Darasing	6th	Khairkhuty
10	Shanti Loharya	6th	Joyada
11	Shital Ratilal Pawara	5th	New Boradi
12	Pramila Nanuram Pawara	5th	Vahnyapani
<b>Total</b>	<b>Boys = 25, Girls = 12</b>		
	<b>@ Rs. 6,600 × 37</b>		<b>Rs. 2,44,200.00</b>

**Students –** This year we have 9 new entries from Palas classes.  
6 Palas boys & girls passed 10<sup>th</sup> Exam and now they are doing college studies.