# Memorandum of Understanding

## This document represents an agreement between

|  |  |
| --- | --- |
| **Asha Zurich****Sachin Mehta****c/f Rajesh Vardajan**Vrenikerstrasse 12,8152 Opfikon, ZurichSwitzerlandasha\_zurich@yahoo.com | **Vishwamandal Sevashram ,****Dule, Maharashtra****Neelam LopesDulhe, Maharashtraneelamlopes@gmail.com** |

### Objectives

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

### Commitments of Asha Zurich

* Asha Zurich has agreed to fund a part of the costs of Vishwamandal Sevashram 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.

* + First Instalment – INR 8,00,000
	+ Second Instalment – INR 7,28,959

### Commitments of VMS

* To prepare children for government school ( 5th 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

### Tentative timelines

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

### 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.

### 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

Sachin Mehta Fr Neelam Lopes

Project Co-ordinator, Asha Zurich Project coordinator, VMS

Sachinrm22@gmail.com

***Appendix 1*** – Budget details for VMS – Dhule District, Maharashtra – 2018

 Break-up of expenditure for the academic year 2018.

|  |  |  |
| --- | --- | --- |
| **No.** | **Particulars** | **Amount** |
| **1.** | Teachers **Salaries** @ Rs.1,500 x 11 months x 30 classes Supervisor’s **salaries** @ Rs. 4,500 x 12 months x 3 supervisors Co-ordinators **salary** @ Rs. 7,000 x 12 months x 1 co-ordinator Teachers, Supervisors & Coordinators **Diwali bonus\***  | 4,95,000.00 1,62,000.0084,000.0070,500.00 |
| **2.** | Teachers **\*Travel** @ Rs. 5,000 x 11 months Teachers **\*\*Travel** @ Rs. 100 x 11 months x 30 teachers Supervisors **Travel** @ Rs. 1,500 x 12 months x 3 supervisors Co-ordinators **Travel** @ Rs.7000 x 12 months x 1 co-ordinator Palas Students Study Camp – **Travel** - @ Rs.100 x 100 Students**\*** 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.**\*\***Travelfor monthly training to our centre.  | 55,000.0033,000.00 54, 000.0084,000.0010,000.00 |
|  **3** | Teachers Monthly **Trainings** - \*B&L@ Rs. 125 per day x 20 days x \*\*34 Palas Students **Study Camp -** B&L @ Rs. 75 x 100 students x 8 days \***B & L** = Boarding & Lodging \*\*30 teachers + 3 supervisors + 1 coordinator = 34  | 85,000.0060,000.00 |
| **4.**  | **Honorarium** Teachers Monthly Training – Travel & Hono. for the resource persons Study camp – Resource persons Hono.  | 10,000.006,000.00 |
| **5.** | **Stationary****Teaching Aids-** **Administrative Expenses**  | 62,060.009,900.0051,000.00 |
| **6.** | **Boarding Fees**  | 2,44,200.00 |
|  | **TOTAL** | **15,75,660.00** |
|  | **Less :Unutilised funds from 2017 funding** | **46,701.00** |
|  | **Total** | **15,28,959.00** |
|  |  |  |

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

**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 comingfrom 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 isnoincrease 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 Vth. 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 10th 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.

**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)***1st & 2nd standard students only.*** | 3,500.00 |
| Notebooks (Small)(6 each) | @ Rs. 30 x 600 students ***3rd and 4th standard students only.*** | 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 classesPer 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 |
|  |  **TOTAL**  | **62,060.00** |

**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 |
|  | **TOTAL**  | **9,900.00** |

**Administrative Expenses**

|  |  |  |
| --- | --- | --- |
| **Administrative Expenses**(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** |
| **TOTAL**  | **3,500.00** |  |
|  | **@ Rs 3,500.00 per month x 12 months** |  | **42,000.00** |
| **\*Bike Repair and Maintenance** | @ Rs. 3,000 x 3 supervisor’s bikes\* | **9,000.00** |
|  | **TOTAL** | **51,000.00** |

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

**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 |
|  | **TOTAL** | **13,200.00** |

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** |
|  | **BOYS** |  |  |
| 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 |
|  |  |  |  |
|  | **GIRLS** |  |  |
| 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 | Kalpana 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | **Boys = 25, Girls = 12** |  |  |
|  | **@ Rs. 6,600× 37** |  | **Rs. 2,44,200.00** |

**Students** – This year we have 9 new entries from Palas classes.

6 Palas boys & girls passed 10th Exam and now they are doing college studies.