

Asha Austin Meeting Minutes (February 08, 2009)

Attendees: Mohit, Bhavna, Ranga, Shweta, Itisha

1. Khushboo Site Visit (Mohit and Bhavna)

- Mohit and Bhavna spent almost one whole working day in Khushboo and we learnt about the activities of the center through the pictures.
- The site visit was done in Dec 2008.
- Khushboo is located in Sector 10, Gurgaon
- It is a place where they try to make mentally challenged children and teens to become as independent as possible.
- They saw 1 van and 2 buses being used. Buses are used to transport children and the van is used for other work.
- The center runs from 9am to 2-3pm.
- There are some volunteers and a few full time employees who work at Khushboo.
- The entire lot has a parking lot, a garden, slides for children in a playground and a 3-floor building. The building also has a ramp for easy accessibility by wheel chair.
- First Floor has:
 - A Multi-sensory Room:* It is used to give different stimuli to children and then gauge their reaction.
 - The Director's Office*
 - Physical and Speech Therapy Room:* This is the place where young children (0-6 years) are identified and treated for early detection and intervention. They try and gauge where the kids' problems lie. This program is called "Sparsh".
 - Pre-Academic Room:* This program is for slightly older kids and for those who have gone through Sparsh. Here they teach kids about things of daily use e.g. names of fruits, vegetables etc. This program is part of "Blessings".
 - Academic-I Room:* Next level for kids who have gone through Pre-Acad. 5-6 children in this class.
 - Academic-II Room:* 10-12 year olds attend this class. There were 8-10 children in this class.
- Second Floor has:
 - Pre-vocational Junior:* Program for teenagers. Also called "Samarth".
 - Senior Stimulation Room:* Also called "Samvedna". This is for severely challenged people. Mostly attended by adult and teenage boys. It's challenging to get parents to send their girls.
 - Performing Arts Room:* practice for dance, music etc.
- Third Floor has:
 - Tailoring Room:* To teach sewing etc. It has sewing machines.
 - Accounts*
 - Unnamed Room:* Candle Making Machine, Spiral Binding equipment, and

donated items kept in this room.

-*Guest Room.*

- Questions:
 - 1) Do teachers accompany children on buses? If yes, then how many?
 - 2) Do children get their own uniforms or Khushboo provides them?
 - 3) Children that come for OPT – do they generally go to some other school or don't go to school at all?
 - 4) If a kid doesn't pass a certain academic level, then what do they do?
 - 5) Do pre-acad and acad kids get activities and/or work as homework?
 - 6) How much are the older children's parents involved?
 - 7) Where and how do they enable children to take care of their own personal needs? At what level – pre-acad or acad or other? Or is it an ongoing process?
 - 8) Can Khushboo get the well-off parents to contribute more towards fees?

Asha Austin Meeting Minutes (May 03, 2009)

Attendees: Vinod, Mohit, Rangakrishnan, Gaurav, Savitha, Latha, ArvindV, Ganesh, Sharanya

1.Khushboo Welfare Society (KWS) - Rangakrishnan

- Ranga presented the 6 monthly update from this project
- [Link](#)
- Students participate in diya-making, tailoring, bead-necklace making, paper-binding, etc.
- They have three school vans - which serves in a 20 km area
- Q. How are classes defined?
A. Depending on the disability of the child, they define activities/therapies for the child
- Q. How do they find the children? A. They have increased awareness by visiting hospitals in the nearby Gurgaon area.
- There are about 110 kids now.
- There are about 50 children who come everyday and 15 for the vocational training. 45 come once in a while or on a periodic basis.
- They have the children participating in buying food, working in the kitchen, creating charts for the kitchen notice board.
- Children are taught to be comfortable in the kitchen. They may not necessarily be taught to cook but they know their way around the kitchen.
- There are 6 people who volunteer their time at KWS
- There were many workshops during the year - one person taught the staff chocolate making
- There was a workshop on Functional Living Skills and Best Practices
- Dealing with sexuality for the children is a very tricky issue

- They had an Annual Day celebrations on December 14th, 2008. The highlight of the event was a skit based on 'Taare Zameen Par'
- They celebrate Republic Day, Sankranti, Holi, etc.
- During Holi they participated in bouquet making
- Corporate support for the organization varies from year to year.
- Volunteers from one of the software company in Gurgaon spent the day at KWS and participated in the Holi celebrations
- The products are sold under the brand name of "Samarth"
- The building has three floors - first, second floor are for therapy and classrooms. Kitchen and art room in the second floor and the third floor has vocational training.
- They generate about Rs 100,000 through the products of vocational training. Sales of items is about Rs 400,000. Amount spent on material is about Rs. 300,000
- **Q. What do children do after training?**
A. Some of them are employed by Khusboo, one girl was employed by a tailoring firm,
Vinod - Many times it is hard to mainstream. Do they have sheltered workshops where children work with KWS, and KWS works on selling the products?
- Ranga showed a video of KWS, which was very well made. Gives a good insight into the work there. Link to the video is -
- Video shows the various activities at KWS.
- Ranga showed a couple of slides on the fund utilization over the last six months. Austin had sent \$5000 in the first installment.
- Student teacher ratios are 1:8 (juniors) and 1:10 for seniors
- They need to hire - 2 special educators, 2 assistants and one social worker
- They have increased the number of special educators from 4 to 6.
- There are more boys amongst the total number of children and more female teachers than male teachers.
- **Q. Why are there more boys than girls? A. (Mohit) - Parents are hesitant to send the girl children to school.**
- Students, except for nine, pay for Rs 400/ month for the schooling
- They have quarterly newsletters, which they send out to the patrons.
- They have been very prompt in answering questions over email
- Another video from KWS, with the children playing games and participating in an art event - painting and in Holi celebrations.
- **Q. What health insurance scheme does the government offer for people with disabilities?**
- **Q. How much do they generate from sale of products?**
- **Q. Do they have sheltered workshops?**
- **Q. Can assistant teachers be trained to become special educators?**
- **Q. How come most of the teachers are female? Any particular reason.**
- **Q. What is the role of the director?**

- Q. Do they have Provident Fund schemes/ retirement benefits for the teacher?
- Q. How do they manage with the shortfall in the salaries?
- Q. Why have they not hired the special educators - money? or the right staff?
- Q. Repairs and maintenance of buildings and assets - cost was Rs 202,113. What does it entail? Q. What does depreciation mean?
- Q. How secular is the school? Are all the celebrations related to a particular religion - Hindu?
- AI. Check if KWS has a video of the skit on the Annual Day
- AI. Contact Pinky Kaur, one of our runners, about this project, Ranga to send out newsletter
- AI. Remove some of the specific info about children from the presentation before uploading on website

Asha Austin Meeting Minutes (May 31, 2009)

Attendees: Rangakrishnan, Bharat, Ganesh, Savitha, Bhaskar

1.Khushboo Welfare Society (KWS) - Rangakrishnan

- Asha Austin disbursed INR 2,36,050 (24% of total funding requirements for salaries barring other operational expenses)
- Salary increase of 10% from April 2009
- Funding from another NGO (Concern India) slashed by 10%
- 109 students in the school currently. 65 come on a daily basis, rest come on a periodic basis
- Current student teacher ratio 1:8 (juniors)/1:10 (seniors).
- Hiring needs: 2 special educators, 2 assistants, 1 social worker
- Answers to questions from previous presentation uploaded on the [project page](#)
- Estimated total budget for salaries from April 09-March 2010 approx.INR 2,611,117 (accounting for a 10% increase)
- Expenses on salaries from April 09-Sep 09 INR 11,43, 528
- Asha Austin's second disbursement (committed) INR 2,35,586
- Uncovered deficit for Khushboo after accounting for other funding sources INR 1,80,154
- Asha Austin to disburse committed amount
- Q. Who sets the salaries for the director and the rest of the staff?

- Q. Can they clarify what they mean by "Primarily for financial reasons" in response to the question as to why most of the teachers are female teachers?
- Q. Is the insurance provided to the children a Central or State government scheme?
- Q. Who covers the insurance premium for the students who cannot afford it?
- Q. In what form are the corpus funds maintained (savings account, mutual funds, etc) and what is the interest that they can potentially earn from it?
- Q. What is the background / experience of the director?
- Q. What assets are covered under depreciation?
- Action Item: Ranga to check with Khushboo on any additional amount that may be needed (to account for salary increase)

Asha Austin Meeting Minutes (June 07, 2009)

Attendees: Ganesh, Ranga, Murali, Savitha, Bhaskar, Gaurav

1.Khushboo Welfare Society (KWS) - Rangakrishnan

- Brief Introduction of last meetings discussion
- April 2009 onwards, it is possible to direct deposit in the bank
- Who decides the salary of the director : The board members
- Geeta, the director has been involved in the psychiatry/medical social work since 1985.
- She used to work for the Spastics society. She was the Principal of KWS from 1998-2005.
- Took a break since 2005 since she worked in the MNC from 2005 to 2008. She returned to KWS in Sept 2008.
- Now, also leads the CBR initiative. So far, been instrumental in setting up two such initiatives in Riwadi (near Gurgaon) and Tehsil (Haryana).
- Last 2 yrs, 100 to 150 children have been coming and they want to increase the number of kids supported.
- 65 kids come full-time, 10 of these kids do not pay tuition, support-a-child (18k a year) program supports some of the kids
- Sparsh is for early intervention program
- 12k for senior special educator, 8k for a special educator, Range of salaries from 8k to 15k. Men are willing to put in more work hours for higher salary.
- 6 months back, the society has been understaffed.
- Due to Asha's funding, more teachers have been hired.
- Lot of local folks and relatives are ready to give one time donations and donate specifically towards the corpus funds.

- The corpus fund is a separate account that needs to be audited every year. Only the interest from the corpus can be used for operational expenses.
 - Currently, corpus funds is at 15 lakhs. Initially started of at 3 lakhs at the beginning of April 2008 - March 2009 cycle.
 - So far an effort is being made to avoid giving bribes to government officials.
 - Recently, some of the expenses were made towards revamping the building. 5 year old building got its recent paint coat.
 - Salary is set by the board (chairperson, founders : Sonali, Gupta, and ??) of the society. She is responsible for running the school.
 - Khusbhoo is one of the biggest effort in the neighborhood on special education
 - Corpus Funds will help them with not worrying about day to day expenses. Hence, the driver towards corpus funds mobilization.
 - Their main sources of funding apart from Asha-Austin, are, the government's grant-in-aid program (which is a weaning program for 10 years. This is their 9th year in that program), BASAID, Concern India Foundation.
 - Plans to hire a social worker (14k) and 2 special educators (8k-10k each). One special educator has been hired from July 2009.
 - The idea is to become self-reliant as much as possible and work on expanding the school.
 - The vision is to use their knowledge and experience to lead the CBR initiatives in Haryana, help other like-minded NGOs, and gradually grow beyond the institution, while maintaining their care, compassion and concern for their students.
 - Student : Teacher ratio is 8:1.
 - At any point in time, we should focus on enabling the project.
 - 10% increase in salaries. 10% increase due to new hires. Potential 10-20% increase due to recruitment for Apr 09- Mar 10.
 - A 25% increase in funding for Apr 09-Mar 10 was considered and deliberated keeping the chapter financials in mind. We wouldn't be able to support a higher increase, at this point in time. 25% is do-able.
 - Switch the funding cycle to Apr-Mar, to be in sync with KWS. This would help them to plan ahead for each academic year.
 - Next steps : Shortfall of Rs.10,80,000 (approximately) after considering the grant of 3 lakhs of fund that is expected in March 2010. What Austin needs to consider is what percentage of Rs.6,00,000 we want to support.
- Vote**
- Asha Austin supports Rs. 5,90,000 towards April 2009 to March 2010. Ranga to update the chapter about what amount needs to be sent as the first and second disbursal. **Yes : 6 No: 0 Abstain: 0**