



PROJECT REPORT: SCHOOL INFRASTRUCTURE DEVELOPMENT, HEALTHCARE & SKILL DEVELOPMENT

Submitted to: Kadimi Tool Mfg. Co. (P) Ltd.







Implemented by: PHD Rural Development Foundation

CONTENTS

I. HEALTHCARE: MOBILE HEALTH SERVICES (8 Months)	
INTRODUCTION	5
GOAL	6
OBJECTIVE	6
INAUGURATION	6
PROJECT ACTIVITIES UNDERTAKEN	6
Outreach	7
Analysis of the Outreach	7
Success Case Study	9
Details of the Health Camp and Awareness Generation Sessions	9
IMPLEMENTATION TEAM	10
PHOTO GALLERY	11
a. Inauguration Ceremony	11
b. Press Clipping of Inauguration Ceremony	13
c. Promotional Activities	14
PROMOTIONAL BANNERS IN THE COMMUNITY	15
d. Health Camps	17
e. Medicine and Medicine Distribution	19
f. Health Kit	20
g. Awareness Generation Sessions	20
II. SCHOOL INFRASTRUCTURE DEVELOPMENT	23
INTRODUCTION	24
GOAL OF THE PROJECT	24
OBJECTIVES	24
PROJECT ACTIVITIES UNDERTAKEN	24
Project Activity Details: White Washing	25
Project Activity Details: Educational Wall Art	25
Project Activity Details: Construction of Toilet Block	26
INAUGURATION	27
PROJECT TEAM	27
PHOTO GALLERY	

a. White Washing of School Building	28
b. School Pillars	30
c. School Walls	35
d. Photographs of Lehar Room	39
e. Photographs of Inauguration Ceremony	42
III. SKILL DEVELOPMENT (1.5 months)	44
INTRODUCTION	45
GOALS	45
OBJECTIVES	45
PROJECT ACTIVITIES UNDERTAKEN	45
Skill Development Centre	46
Syllabus Covered	47
IMPLEMENTATION TEAM	49
PHOTO GALLERY	50
a. Computer Course	50
b. Beauty Culture Course	52
c. English Speaking Training	53

I. <u>HEALTHCARE: MOBILE HEALTH SERVICES</u>

(8 Months)





INTRODUCTION

Health is one of the core pillars of human development and it is a key indicator for assessing the well-being and capabilities of an individual. It constitutes an essential part of Human Development Index (HDI). Health outcomes can be used as an indicator to measure the impact of developmental policies and interventions in a society. Good health is a cherished goal as it helps in realizing human capabilities and thus contributes to our overall well-being. On the other hand, ill-health hinders many factors like psychological, social and economic capabilities of a person.

Towards determined pursuit of sustainable human development in its peripheral villages, Kadimi Tool Mfg. Co. (P) Ltd. joined hands with PHDRDF to promote healthcare among the community members, under their CSR initiative during the financial year 2015-16.

A Project on *Mobile Health Services* has been initiated in *Dundahera and Kapesera Village in Gurgaon District* near the factory location of Kadimi Tools Mfg Co.

Project Name: Mobile Health Services

Location: Gurgaon District; Dundahera and Kapesera Villages

The project was *initiated on 20th July 2015*, with the above mentioned goals and objectives. The project will provide the following health services to people of Daundehera and Kapesera villages for a year:

• 20 Generic Health Camps

The health camps provide free generic medicines and medical counselling to people. The camps are conducted by a team which includes: 1 qualified MBBS doctors, 1 trained ANM and a project coordinator.

• 8 Health Awareness Camps

People from the community will be educated on basic healthcare, healthy living, prevailing diseases, preventive measures, remedial actions etc. They are all given a health kit, which contains items for improving their health: toothpaste, toothbrush, fruit juice, glucose biscuit and a bar of soap

• 2 Eye Screening Camps

The eye screening camps will provide people with free generic medicines and spectacles

GOAL

To ensure that people irrespective of their gender, class and caste have easy and regular access to healthcare

OBJECTIVE

- To provide regular health care services to the villagers/ low income group through generic health camps
- 2. To conduct eye screening camps to detect and diagnose incidence of eye related ailments.
- 3. To generate awareness programs among the community members on various health related topics

INAUGURATION

The project on Mobile Health Services was inaugurated on 20th July 2015 by Mr. Sahil Nath, Director in presence of Mr.Ashwani Rustagi, Mr. Ashwani Sharma from Kadimi Tool and Mr. Vivek Yadav, Social worker from the community, along with the team from PHDRDF. The ceremony was organised in Hanuman Mandir, Dundahera.

PROJECT ACTIVITIES UNDERTAKEN

- A baseline survey was conducted in the periphery of the factory location of KADIMI and three villages were identified and shortlisted namely; Daundahera, Kapashera and Sirhol. Out of the three, the two villages Daundahera and Kapashera were finalised according to the community needs in consultation with the KADIMI Team.
- Sites were identified in the selected locations in consultation with the community and KADIMI. The community sarpanch and other key stakeholders were consulted before selecting the site to ensure that all people could access it easily without any problems.
- 3. *Monthly schedules* of the medical van was prepared regularly and shared with the KADIMI team for their consent and availability before beginning the camps for each month
- 4. Health camps were conducted as per the finalised schedule and finalised locations
- Promotion/Advertisement of health camps was done 2-3 days prior to inform community members of the where and when the camp would be held. Promotion was done through banners and posters and communication through community mobilisers.
- 6. *Awareness Generation* camp was held on various topics like: breast cancer, HIV/AIDS, health and hygiene etc.

- 7. Provision of a *health ki*t to all participants of the awareness session, which contains items for improving their health: toothpaste, toothbrush, fruit juice, glucose biscuit and a bar of soap. (*Refer to Pg 40 for picture of health kit*)
- 8. Regular *community feedback* was provided to KADIMI representatives and suggestions from KADIMI team were taken into consideration for the implementation of the health services

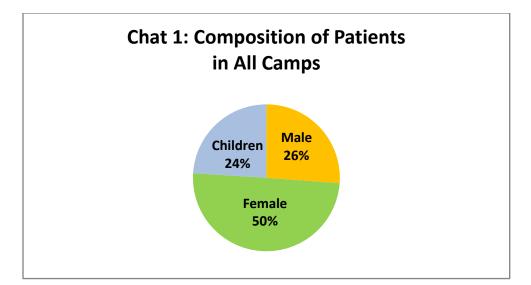
Outreach

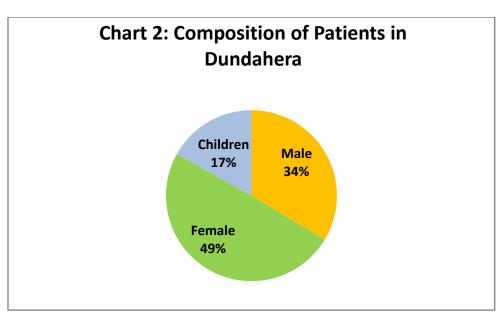
The mobile medical van has been reaching out to the community members of Dundahera and Kapashera villages with regular health care services for 8 months and has had the following outreach:

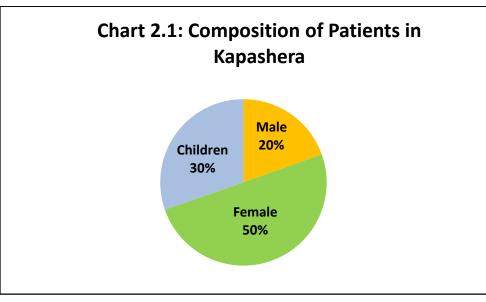
- A total of 18 health camps conducted in both locations
 - o 09 health camps conducted in each location
- 2033 patients were provided with free medical counseling and medicines at the generic health camps
 - o 958 patients were reached out to at Dundahera, and
 - o 1075 patients were reached out to at Kapashera
- 06 health awareness sessions were also organized
 - 03 sessions each were conducted at both locations
- 01 Eye Care Camp was organized at Dundahera village; 172 patients were treated at the camp and distributed spectacles to 91 people

Analysis of the Outreach

- It was observed that more women patients came to the camp at both places than male patients. In total 50% of the patients were women while the children and male patients were almost an equal with 24% and 26% respectively (*Refer to chart 1. below*)
- In Daundahera and Kapashera also more women constituted the patient population with 49% and 50% of the total patients being women at respective places (*Refer to chart 2 and 2.1 below*)
- 3. At Kapashera village the number of children were more than the number of male patients with 30% of the patients being children and only 20% being men (*Refer to chart 2.1 below*)







Success Case Study

Mr. Virendra (47 years old), a resident of Rewari district has been a regular visitor of the health camps being conducted at Daundahera, Gurgaon District. He heard about the health camps being conducted by Kadimi Tools through PHD Rural Development Foundation, from his relative who stays in Daundahera and benefitted from the treatment. Mr. Virendra visited the camp in September 2015.

He was suffering from acute acidity and indigestion; after regular visits to doctors at the local government hospital at Rewari did not help him, he decided to come to the 'Kadimi health camp', as his relative had praised the diagnosis and treatment being given at the health camp. Dr. Pritee Bhanja at the health camp started medication for Mr. Virendra after diagnosing his problem and advised him to regularly follow the prescribed medication. Mr. Virendra regularly inquired about the camp schedules and visited it every month.

In February 2016, he announced to the doctor that the medication had worked and he no longer suffered from indigestion and acidity. He was very happy about his recovery and was greatly thankful to the doctor and Kadimi Tools for organizing the health camp, as it benefitted him and helped him get relief from a long term ailment.

Details of the Health Camp and Awareness Generation Sessions

Details of the Health camps and awareness sessions organized during July 2015 to February 2016 are given below:-

Health Camps Organized from July'15 to January'16						
S.No	Location	Date	Male	Female	Children	Total
1	Dhundahera	20.07.2015	55	31	5	91
2	Kapasera	23.07.2015	25	61	42	128
3	Dhundahera	12.08.2015	36	35	21	92
4	Kapasera	19.08.2015	23	51	51	125
5	Dhundahera	09.09.2015	31	64	25	120
6	Kapasera	16.09.2015	30	61	42	133
7	Kapasera	07.10.2015	22	67	37	126
8	Dhundahera	14.10.2015	33	71	21	125
9	Kapasera	04.11.2015	26	65	25	116
10	Dhundahera	05.11.2015	40	54	27	121
11	Kapasera	16.12.2015	27	46	33	106
12	Dhundahera	23.12.2015	32	60	20	112
13	Dhundahera	06.01.2016	19	67	24	110
14	Kapasera	20.01.2016	21	61	33	115
15	Dhundahera	22.01.2016	42	51	9	102

Health Camps

16	Kapasera	03.02.2016	26	60	30	116
17	Dhundahera	10.02.2016	34	41	10	85
18	Kapasera	17.02.2016	10	67	33	110
	Grand Total		532	1013	488	2033

Awareness Generation Sessions

Report of Health Awareness camp					
S.No	Village	Date	Location	Торіс	No. of People
1	Dhundahera	20.08.2015	Anganwadi Center	Women & Child Care	35
2	Kapasera	16.09.2015	Harijan Chopal	Women & Child Care	45
3	Dhundahera	14.10.2015	Bangla Mohalla	Health and Hygiene	37
4	Kapasera	20.01.2016	Harijan Chopal	Health and Hygiene	42
5	Dhundahera	10.02.2016	Hanuman Mandir	Breast Cancer	46
6	Kapasera	17.02.2016	Harijan Chopal	HIV AIDS	50

IMPLEMENTATION TEAM

	Healthcare Team					
F	Front Line Team					
1	Dr. Pritee Bhanja	Doctor				
2	Mr. Avanish	Coordinator				
3	Ms. Shashi	ANM				
S	Support Team					
4	Dr. Kadambari,	Overall Project Management				
4	(Chief Executive)	Overall Project Management				
5	Ms. Anjana, Sr.	Day –to-Day Implementation				
5	(Project Officer)	and Coordination/Monitoring				
6	Mr. M.N Lal, Rural	Community Mobilization				
0	(Development Officer)					
7	Shreya Verma	Documentation and Reporting				
′	(Manager)	Documentation and Reporting				

PHOTO GALLERY

a. Inauguration Ceremony









b. Press Clipping of Inauguration Ceremony

पीएचडी रूरल डैवलेपमेंट फॉऊंडेशन व कादिमि टूल मैन्युफेक्वरिंग कंपनी ने लगाया निःशुल्क स्वास्थ्य शिविर त्रांत, ३० जुलाई : पोएयडी वैपलेपमेंट कॉलंडेशन ज वाहिति दूस मैन्युफेकारिण कंपनी के सीजन्म जाव गाँभ पुरुवातेला तपुरुवन गाँदर के प्रायम भे ति हाम्क सताम्बर निर्मित का आस्थ्रीजन किया गया (इस अवस्थ पर ज्यावादेवा गांव के प्रमुख सम्पालमंत्री विमेश वादन मुख्य सरिति के तीर पर उपविधा से। यह बोपनी हर यह बीच व्यवंधित करने के साथ-साथ राजकीय स्कृत्यों में विद्यार्थियों को स्वत्रकृता के प्रति जागरूक भी करणी।

में कता कि कार्रिमि दूश के कि स्वस्थ स्त्रीर में तो स्त्राज्य सा निःशुल्का स्वतस्या शिविर का के शिखर तक ले प्राप्ते में मारावार रींची रेखा से शोधों कींधन साधन विशेष आगर हे रहे हैं क्योंजि जाएंगे।

काने जाना प्रेलेक प्रतित जिला वियोक बादय में अपने संक्रीपन लगभ उठा लगते हैं : तन्होंने बहा - ये नाम है : स्वर्णि बता कि इस रतेजन्य में हर मात इस तरह के का बास होगा है जे देश की प्रस्ती पिसेय प्रायदा विशेश, के स्वांध लयोजन किया जाएगा। उन्होंने होता है। हमारे देश के प्रधानमंत्री जो कि पहन ही जरूरी है। किये and an and a future for the second a career of the range for the former and

के म से सामित्र में देवे सोनों को हरम के प्रमुद्ध हैव जीवनी भारती, देशित पा T for more a form 25 with it uses stirrer tin drass note the method and g

टेवास्ट रक इक्रीडी कॉस एडडरावर हार्साडास्ट रक इक्रीडी कॉस एडडरावर रवित्र सामन करने करना प्रत्ये एक (एकस) व स्वास्त्र स्वास 77 नाथ कार्यको रेड अधिकती सामी AND DES BOOK STATE PERSON 100 \$ 100 \$ 100 \$ 100 \$ 2001 र्मम काल्य मानावार शोपाल डपरिस्त से।





c. Promotional Activities







PROMOTIONAL BANNERS IN THE COMMUNITY



PROMOTIONAL PAMPHLETS



STICKING PAMPHLETS IN THE COMMUNITY

d. Health Camps





e. Medicine and Medicine Distribution





f. Health Kit



g. Awareness Generation Sessions





h. Eye Care Camp Photographs







II.SCHOOL INFRASTRUCTURE DEVELOPMENT





INTRODUCTION

Schools in most rural districts of India are often neglected with the central/state government aid not reaching these schools, resulting in poor infrastructure and learning environment for the children. Kadimi Tools Mfg. Co. (P) Ltd, as a part of their CSR initiative visited the Government Girls School in Behror, Rajasthan along with PHD Rural Development Foundation and observed that the school infrastructure needed to be improved for promoting quality education for the students of that school. Therefore, to improve the overall performance of the Government Girls Shools an integrated school development project, under the **Swachh Bharat – Swachh Vidyalaya School Program,** was undertaken by Kadimi Tool Mfg. Co. (P) Ltd as a part of their CSR activities in partnership with PHD Rural Development Foundation – the implementing agency.

Name of the School: Government Girls School Location: Behror, Rajasthan

GOAL OF THE PROJECT

To ensure that children irrespective of their gender, class and caste have access to quality education and meaningful learning environment in schools

OBJECTIVES

- Improve basic infrastructure facilities within the school premises to provide a quality learning environment for the school students, through:
 - Whitewashing of the school building
 - o Painting educational wall art on the school walls to promote easy learning, and
 - o Construction of a toilet block for the girls

PROJECT ACTIVITIES UNDERTAKEN

The following activities were implemented in Government Girls School at Behror, Rajasthan, under

the School Infrastructure Development project:

- 1. Whitewashing of the entire school
- 2. Painting of educational wall art on the school walls
- 3. Construction of girls toilet block

Project Activity Details: White Washing

The entire school building needed whitewashing and minor repair work. Therefore, the first part of the project was to whitewash the entire school including the classrooms.

In total **14** *classrooms and 6 corridors* were whitewashed with minor repair work on the walls of the classrooms and corridors. (*Refer to Photo Gallery for pictures*)

Project Activity Details: Educational Wall Art

To meet our objective of improving the educational quality and providing a healthy learning environment to the students of the school it was decided to paint educational wall art on the pillars and walls of the school. The wall art includes painting educational materials which the students learn in their daily classes' e.g: names of fruits, vegetables, counting numbers and alphabets, name of the birds, health and hygiene related messages etc.

A total of **50 pillars and 11 walls** were painted with the educational wall material as follows:

- 4 x 1.5 feet picture each on 50 pillars
- 6 x 15 feet picture on 1 wall
- 8 x 8 feet picture on 1 wall
- 4 x 4 feet pictures each on 2 walls
- 12 x 2 feet pictures each on 3 walls

'Leher' Rooms Walls

- 20 x 12 feet pictures each on 2 walls
- 14 x 12 feet pictures each on 2 walls

The *educational wall art promotes easy learning and better retention* as the students read the material on the walls regularly while walking in the school; therefore creating an environment that is conducive to learning in the school promoting easier and effective methods of imparting education to the children. Pictures on the following topics were painted on the walls:

- Name of various flowers
- Name of various birds
- Name of water animals, wild animal and domestic animals
- Solar System with names of planets
- Name of fruits and vegetables

- Various sports
- National motto, flag, currency, language, tree, flower, emblem, animal and bird
- Messaging on health and hygiene (using the toilets)
- Names of various Indian dance forms and the state dance
- Alphabets and Numbers
- National Anthem
- State and National Maps
- Parts of the body
- Geometrical Designs

(Refer to Photo Gallery for pictures)

One special room called **"Lehar"** was also renovated and painted with educational wall art. The 'Leher' room is being promoted in government schools as 'Learning Enhancement Activity' to promote attendance of students and better retention of the educational syllabus of the students. The room is colorfully painted with pictures of the things required to be learnt by the students:

- Human body parts
- Days of the week
- Months of the year
- Name of birds
- Name of animals
- Alphabets in Hindi and English with pictures
- Numbers
- Mathematical formulae and tables
- Name of various colors in English
- Name of fruits and vegetables
- Hindi Grammar
- Geometrical shapes
- Short moral science stories

(Refer to Photo Gallery for pictures)

Project Activity Details: Construction of Toilet Block

The school did not have a toilet for the girl students making it very uncomfortable for them as they had to go out in the open to defecate. Absence of toilets for girls is also a major reason for falling attendance and enrolment of girl students in most of the rural schools.

Therefore, to promote a healthy learning environment in school and reduce absenteeism, construction of a toilet block was initiated under this project and completed. The toilet block has one toilet and three urinals for the girls. (*Refer to Photo Gallery for pictures*)

INAUGURATION

The School Infrastructure Development project was duly completed in January 2016 and the toilet was inaugurated on **12th February 2016** by Mr.Ashwani Rustagi, Financial Controller in presence of Mrs. Sarita Yadav, Principal of Govt. Girls School, Behror, Mr. Subesingh Yadav, Headmaster Govt. Boys School, Behror, Mr. Sunil Bhardwaj, Sarpanch, Mr. Tilak Raj from ADPC (Ramsa), teachers from school and the PHDRDF Team.

PROJECT TEAM

School Infrastructure Development Project Team					
1	Dr. Kadambari (Chief Executive)	Overall Project Management			
2	Ms. Anjana	Day –to-Day Implementation and			
	(Sr. Project Officer)	Coordination/Monitoring			
2	Mr. M.N Lal	Community Mabilization			
3	(Rural Development Officer)	Community Mobilization			
4	Mr. Banwari Lal Chaturvedi	Day- to- Day Project Supervisor			
F	Ms. Shreya Verma	Decumentation and Reporting			
5	(Manager)	Documentation and Reporting			

PHOTO GALLERY

a. White Washing of School Building



BEFORE



AFTER





BEFORE

AFTER

b. School Pillars



BEFORE



AFTER





AFTER







AFTER



SOLAR SYSTEM



c. School Walls



BEFORE



AFTER







BEFORE



AFTER

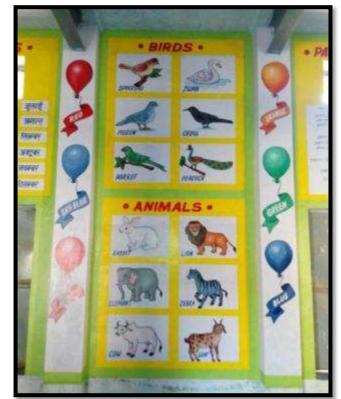


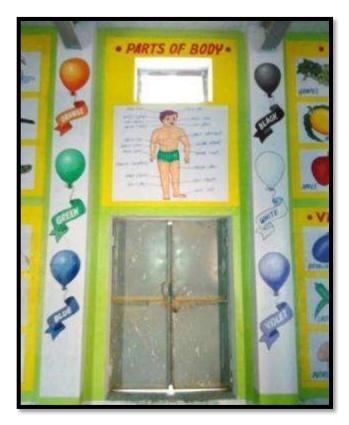
d. Photographs of Lehar Room















e. Photographs of Inauguration Ceremony









III. <u>SKILL DEVELOPMENT</u> (1.5 months)





INTRODUCTION

One of the biggest challenges India faces today is the large number of unemployed youth. Though it's a challenge for youth in general to get gainful employment, it is particularly difficult for the youth from below-poverty-line families, who due to various socio-economic conditions are unable to access higher education or skill development training for gainful employment. Youth between 18 and 25 years are highly vulnerable and it is important to work towards enhancing their life skills so that they can access better livelihood opportunities.

Keeping the current situation in mind, Kadimi Tool Mfg. Co. (P) Ltd. in partnership with PHDRDF has undertaken *a project on skill development* in its peripheral village of *Dundahera, Gurgaon* as a part of their CSR initiative. The project will train the unemployed youth to assist them in finding gainful employment. The need of the community was to train them in applicable computer literacy and beauty culture. Therefore the skill development project offers these two course for training the youth.

Name of the Project: Skill Development Training Location: Gurgaon District, Dundahera Village

GOALS

To empower the less privileged young girls and youth residing in low income group inhabitants in Dundahera Village, Gurgaon through market driven skill enhancement

OBJECTIVES

- To provide training and capacity building of youth in basic/functional computer course and Beauty Culture
- To promote confidence and presentation skills by incorporating aspects of spoken English and Personality Development/Soft Skill
- To promote employment by identification and placement of these students in the respective corporate/organisations.

PROJECT ACTIVITIES UNDERTAKEN

1. **Baseline survey** was conducted in the periphery of the factory location of KADIMI and two villages were identified and shortlisted namely; Daundahera and Kapashera . Out of the

two villages, Daundahera was finalized according to the need in the community and in consultation with the KADIMI Team.

- 2. The *location for Centre* was finalised in consultation and feedback from the community, village Sarpanch and discussion with KADIMI team. The village key stakeholders were instrumental in helping the PHDRDF team in identifying the location for the project which would be easy and comfortable for the students to come.
- 3. **Establish the KADIMI Skill Development Centre** at the selected location within the community. The centre was equipped with the necessary equipments required for the two courses to commence, including 5 computers. Two rooms were assigned to the project, one for computer training and the other for beauty culture.
- 4. **Enrolment Forms** was designed with the consultation and feedback from KADIMI and students were enrolled thereafter
- 5. *Monthly Time table* and *syllabus* for each course was prepared and finalised with mutual consent of the KADIMI team
- 6. *Syllabus prepared for Soft Skill Training and Spoken English Language* to be taught for preparing the students to get employment in office jobs
- 7. **Promotion** was done through banners and posters and communication through community representatives. This was done one-two week before starting the training centre
- 8. **Regular community feedback** was provided to KADIMI representatives and suggestions from KADIMI team were taken into consideration in the implementation of the Skill Development Program.

Skill Development Centre

The project was initiated w.e.f 7th January, 2016 at Hanuman Mandir, Daundehera for the financial year 15-16.

- Total 47 students have been enrolled for both Computer and Beauty Care Training
 - o 23 girls enrolled in Computer Training
 - o 24 girls enrolled in Beauty Culture
- Total 34 classes each have been conducted for computer training and beauty culture
- Along with the above mentioned computer classes, the girls in the computer course have also had 4 classes on basic English speaking

Syllabus Covered

The students are following a fixed syllabus during their classes which was prepared in mutual consent with KADIMI tools. The syllabus is defined month wise and class wise to ensure that there is a steady rate of progress in the learning by the students. However the trainer also matches the learning pace of the students and therefore accordingly covers the syllabus for each class to ensure maximum retention and learning by the student.

MODULE –A (1 st MONTH) THEORY	MODULE –A (1 st MONTH) Practical	
1. History of Computer	A. Practice of keys	
2. Introduction of Computer	B. Practice of mouse handling	
3. Generation of Computer	C. MS Paint	
4. Introduction of keys	D. Use of paint tools	
5. Attributes of computer	E. Notepad	
6. Function of computer	F. Introduction of shortcut keys	
7. Basic concept of computer	G. Function of Microsoft word	
a. Input	i. Home	
b. Storage	ii. Insert	
c. Processing	iii. Page layout	
d. Output	iv. Reference	
e. Control	v. Mailings	
f. Troubleshooting	vi. View	
8. Hardware and Software	H. Word Pad	
9. Types of software	I. Cut, Copy, and Paste	
10. Criteria of computer usages	J. Microsoft word Introduction	
11. A short introduction of application	K. Letter drafting and editing	
12. Basic classification by functionality	L. Use of short cut keys	
13. CPU and Memory (Prelim and Secondary)	M. Revision of learnt contents	
14. Introduction of input and output tools		
15. Revision of learnt contents		
MODULE –B (2 nd MONTH) THEORY	MODULE –B (2 nd MONTH) Practical	
1. Window		
a. Start Button		
b. Task Bar	Command on taskbar	
c. Status Indicators		
d. Desktop Shortcuts		
e. Short Keys		
2. My Computer	Practice of short cut keys	
3. My Documents	Creating new files and folders	
4. Recycle Bin	Deleting and restoring data	
4. Recycle Bin 5. Accessories	Deleting and restoring data Use of System tools	

<u>Computer</u> Syllabus of for the month of January and February

	MS-Excel Getting started with excel Entering data into cells	
7. Applications	Creating and rename new sheets Math metical function and	
	operators	
	Input forms and data validation	
	Web integration and extras	
8. Text Editing	Documents formatting	
9. Microsoft Word	Standard toolbar	
10. Difference between pirated and licensed software	Revision of learnt contents	

<u>Spoken English</u> Syllabus for the first Four Classes

Class 1	Learning Basic Everyday Introduction and Greetings	
	a. Basic greetings used when meeting people	
	b. Introduction of oneself and family	
	c. Asking for basic introduction from people	
	d. Expressing gratitude and apology	
	e. Correct pronunciation of words	
Class 2	Learn the names of Days in a Week, Telling Time and Tenses of English Language	
	a. The need to know the days of week and time corre	ectly in English for basic
	conversation	
	b. Familiarization and Pronunciation of - Days of the	Week
	c. Correctly Communicating Time in English	
	d. Understanding the Tense – Past, Present and Future	re
	e. Sentence formation using the above – day, time ar	nd tense
Class 3	(I) Learning How to Converse within an Office Setting – with Bosses and Colleagues	
	a. Importance of conversing fluently and correctly w	vith office staff for effective
	implementation of working	
	b. Asking for Information	
	c. Communicate/Provide Correct Information Requi	red by Colleague/Boss
	d. Asking guest to fill in the guest register	
	e. Giving/Asking for Business Card	
	f. Etiquettes and manners during conversation	
Class 4	(II) Learning How to Converse within an Office Setting – with Bosses and Colleagues	
	g. Asking for permission to leave for the day	
	h. Communicating Problems correctly	
	i. Applying for leave	
	j. Expressing ideas	
	k. Listen effectively and answer accordingly	

<u>Beauty Culture</u> Syllabus for Two Months

	MODULE –A (1ST Month)		
1.	Threading	1 st Week	
2.	Pedicure Manicure)	2 nd Week	
3.	Saree and Hair Style	3 rd Week	
4.	Bleach and Body wax	4 th Week	
	MODULE –B (2 nd Month)		
1.	Facial	1 st Week	
2.	Mehandi (Head and Hands)	2 nd Week	
3.	Hair Cutting	3 rd Week	
4.	Bridal Make-up	4 th Week	

IMPLEMENTATION TEAM

Skill Development Team				
Front Line Team				
1	Ms. Meenakshi	Trainer Computer		
2	Ms. Renu	Trainer Beauty Care		
Support Team				
3	Dr. Kadambari (Chief Executive)	Overall Project Management		
4	Ms. Anjana (Sr. Project Officer)	Day –to-Day Implementation and Coordination/Monitoring		
5	Mr. M.N Lal (Rural Development Officer)	Community Mobilization		
6	Ms. Shreya Verma (Manager)	Documentation and Reporting		
7	Mr. Avneesh	Special trainer for English Speaking and Soft Skills		

PHOTO GALLERY

a. Computer Course







खुश खबरी <u>महत्वपूर्ण सूचना</u> खुश खबरी	
आप सभी को सूचित किया जाता है कि कादमी टूल मैनुफेक्चरींग कम्पनी प्रा लिमिटेड के	
आर्थिक सौजन्य से पी एच डी रुरल डेवलेपमेंट	
फाउंडेशन निःशुल्क कम्प्यूटर एवम्र व्युटीशियन का प्रशिक्षण	
जनवरी 2016 से हनुमान मन्दिर, डुन्डाहेडा पर	
प्रारम्भ करने जा रहा है।	
इच्छुक लडके एवम् लडकियां जिनकी उम्र 18 वर्ष	
से अधिक हो, पंजीकरण करा सकते हैं।	
योग्यता: कम्प्यूटर के लिए दसंवी पास	
ब्युटीशियन के लिए आठवीं पास	
पंजीकरण पहले आओ पहले पाओ के	
आधार पर होगा	
पंजीकरण करवाने के लिए सम्पर्क करें।	
फोन :- 8430031786 8765040084	
, manual and a second sec	Promotional Pamphlet

b. Beauty Culture Course



c. English Speaking Training

