



DAY-NULM

Deendayal Antyodaya Yojana-National
Urban Livelihoods Mission



APSWDP Supports Sustainable Development Goals

A
COMPREHENSIVE
REPORT ON

COMMEMORATING WORLD SOCIAL WORK DAY & INTERNATIONAL DAY OF HAPPINESS 2021

Two Days Workshop on
Community Driven Development through Effective Management of
Area Level Federations / City Level Federations and Sustainable Development Goals

Community
and
Social Workers
for
Sustainable Cities
and
Communities -
Time for
Affirmative Action



हमलोग हैं - इसलिए मैं हूँ
सामाजिक एकजुटता तथा वैश्विक संयुक्तता का सुदृढीकरण



Organized on 16th & 17th March, 2021 at
Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sector 12, Chandigarh

Organized by
Development Cell, Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM),
Ministry of Housing and Urban Affairs, Government of India

Knowledge and Technical Partner
Association of Professional Social Workers and Development Practitioners (APSWDP)

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I Am Because We Are
STRENGTHENING SOCIAL SOLIDARITY & GLOBAL CONNECTEDNESS

हमलोग हैं - इसलिए मैं हूँ
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COMMEMORATING
WORLD SOCIAL
WORK DAY 2021

COMMEMORATING WORLD SOCIAL WORK DAY 2021

HISTORY

World Social Work Day (WSWD) was launched by The International Federation of Social Workers (IFSW) in 1983. Later, other social work organizations such as the International Association of Schools of Social Work (IASSW) have also joined as partners to this event. WSWD has become a focal point in the social work calendar with social workers all over the world celebrating and promoting the contributions of the profession towards individuals, families, communities, and wider society. The day is celebrated every **3rd Tuesday of March**.

On this day, social work organizations throughout the world celebrate WSWD by the way of bringing messages to their governments, communities, and peer professional groups on the unique and significant contributions made by the social work profession. The actions also highlight the approach of the social work profession to facilitate sustainable community outcomes by applying a developmental and capacity building approach coupled with advocating for social justice and human rights.

The themes of WSWD are set for two years according to the goals of the Global Agenda for Social Work and Social Development:

- 2012 - 2014:** Promoting Social and Economic Equality
- 2015 - 2016:** Promoting the Dignity and Worth of Peoples.
- 2017 - 2018:** Promoting Community and Environmental Sustainability
- 2019 - 2020:** Promoting the Importance of Human Relationships
- 2020 - 2021:** **Strengthening Social Solidarity & Global Connectedness**

Every year IFSW produces a poster announcing WSWD which is spontaneously translated into over 45 languages, and presented to governments, political bodies posted on the notice boards of social services and in social work classrooms throughout the world. The event has become so successful in recent years it is now generally considered as a highlight of international solidarity and cooperation of social workers.

COMMEMORATING WORLD SOCIAL WORK DAY 2021

WORLD SOCIAL WORK DAY AT THE UNITED NATIONS

IASSW and IFSW have special consultative status with the United Nations Economic and Social Council (UN-ECOSOC) (IASSW since 1947 and IFSW since 1959). Jointly the representatives of both organizations have annually celebrated WSWD at the UN in New York since 1983 and in Geneva since 2012. Sporadically WSWD at the UN has also been celebrated in Vienna, Nairobi, and Santiago de Chile. In 2017 for the first time, WSWD was celebrated at the UN in Bangkok.

OBJECTIVES OF WSWD AT THE UN

1. To strengthen existing or to establish new contacts, cooperation and partnership with UN organizations and with allied international NGOs.
2. To spread knowledge about social work, its values, principles and methods in practice and theory among UN organizations and allied international NGOs.
3. To highlight social work actions, policies and achievements in the pursuit of common goals.
4. To disseminate the knowledge about UN activities, goals, program and campaigns among social workers and social work organizations and schools.

ABOUT MUNICIPAL CORPORATION, CHANDIGARH

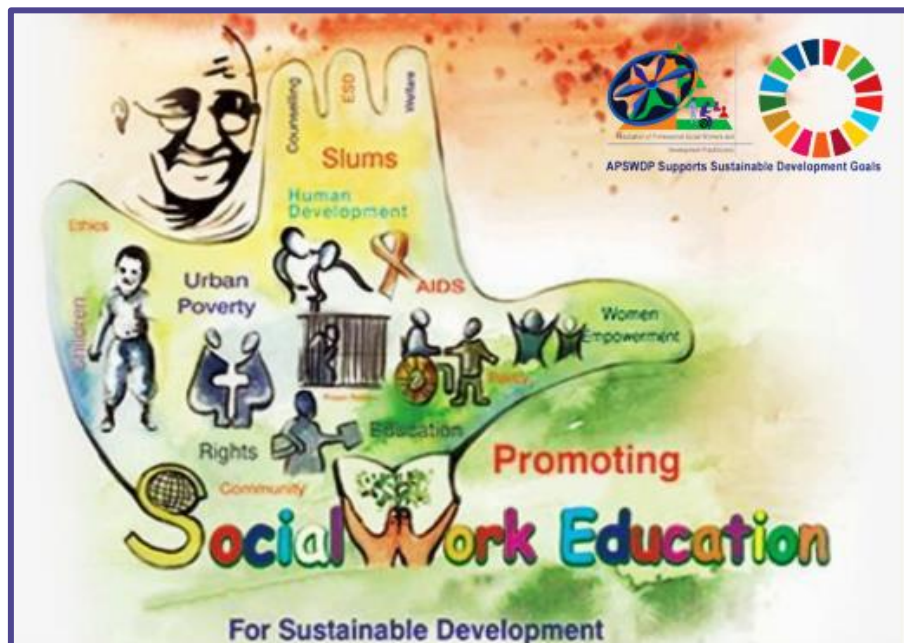
An Ordinance namely the Punjab Municipal Corporation Act, 1976 as extended to Union Territory Chandigarh by the Punjab Municipal Corporation Law (Extension to Chandigarh) Ordinance, 1994 was promulgated by the President of the India with effect from 24th day of May 1994 and the Municipal Corporation of Chandigarh came into being.

Under Section 4 of the aforesaid ordinance, the Govt. of India appointed Shri A.R. Talwar, Finance Secretary, Chandigarh Administration as Special Officer to exercise the powers and discharge the functions of Municipal Corporation, Chandigarh until the day on which the first meeting of the Corporation is held after the commencement of this Ordinance.

COMMEMORATING WORLD SOCIAL WORK DAY 2021

ABOUT ASSOCIATION OF PROFESSIONAL SOCIAL WORKERS AND DEVELOPMENT PRACTITIONERS

Association of Professional Social Workers & Development Practitioners (APSWDP) is a registered not for profit professional membership-based organization of professional social workers and development practitioners working in various social welfare domain across the country. APSWDP has been conferred Special Consultative Status with Economic and Social Council (ECOSOC) and affiliation with the Department of Global Communication (DGC) of United Nations since 2019. Social issues like poverty, livelihood, health, environment, education, water & sanitation, unemployment, disease control program, urbanization, youth issues of de-addiction, and others have covered the whole gamut of government, development agencies, and academic institutions.



Since the influx of specialization and expertise has increased over the current decade in the country among implementation agencies, then the requirement of trained social work professionals and practitioners is indeed a factual requirement. The association focuses on creating a countrywide and global network of dedicated social work professionals and development practitioners from remote geographical rural areas, to discuss, debate, and develop a key framework on evidence & practice-based interventions, methods.

The focus will be to enable social workers and development practitioners all around the globe to share their ideas and work on various development issues. APSWDP also offers a platform to youth leaders, scholars/researchers with striving passion to participate in bringing reformation through correctional measures in existing policies.

COMMEMORATING WORLD SOCIAL WORK DAY 2021

WORLD SOCIAL WORK DAY AT CHANDIGARH

State Urban Poverty Alleviation Cell (now termed as Development Cell), Deendayal Antyodaya Yojana - National Urban Livelihood Mission (DAY-NULM), Municipal Corporation Chandigarh in technical partnership with Association of Professional Social Workers & Development Practitioners (APSWDP), an association with Special Consultative Status under ECOSOC of United Nations planned to mark and observe the global day in Chandigarh in the year 2020 with the theme "Promoting the Importance of Human Relationship" and also organized a Capacity Building & Training Workshop on Community Driven Development & Sustainable Development Goals for Local Actors, Grass Root Women Network and Community Based Organizations (CBOs) following motivation and derive from JITC, UNITAR/CIFAL training on the similar lines.



The first official debut of commemorating World Social Work Day 2015 in the entire northern region was made under the mentorship and invitation from the renowned social worker and the then His Excellency Prof. Kaptain Singh Solanki, Hon'ble Governor, Punjab and Haryana, the Administrator, U.T. Chandigarh at Raj Bhawan, U.T. Chandigarh.

Since then, APSWDP is celebrating consecutively World Social Work Day at Chandigarh by involving leading and premier government and non-government institutions more prominently, State Legal Service Authority, U.T. Chandigarh, District Legal Service Authority, Chandigarh, Rajiv Gandhi National Institute of Youth Development, Regional Centre, Chandigarh, Govt. of India, School of Public Health, PGIMER, Chandigarh, Centre for Social Work, Panjab University, Chandigarh, Punjab Energy Development Agency (PEDA), Punjab Tourism Department, The Climate Reality Project India, Municipal Corporation, Chandigarh, Union Bank of India, RO, Chandigarh etc. in past.





WORLD SOCIAL WORK DAY 2021 AT MUNICIPAL CORPORATION CHANDIGARH

WORLD SOCIAL WORK DAY 2021 AT MUNICIPAL CORPORATION CHANDIGARH (MCC)

BACKGROUND

World Social Work Day is on the 16th of March 2021. It is the key day in the year that social workers worldwide stand together to advance our common message globally. This year, the 2021 World Social Day highlights **Ubuntu: I am Because We Are**. This is the first theme of the 2020 to 2030 Global Agenda for Social Work and Social Development. “**Ubuntu: I am Because We are - Strengthening Social Solidarity and Global Connectedness**”. Ubuntu: ‘I am because we are’ is a concept and philosophy that resonates with the social work perspective of the interconnectedness of all peoples and their environments. It speaks to the need for global solidarity and also highlights indigenous knowledge and wisdom. Silvana Martinez, IFSW President commented. The theme comes from extensive consultation within IFSW and beyond. At a time when global politics has retreated into nationalism, Ubuntu is a powerful message on the need for solidarity at all levels: within communities, societies, and globally. It is a message that all people are interconnected and that our future is dependent on recognizing all people's involvement in co-building a sustainable, fair, and socially just future.




APSWDP Supports Sustainable Development Goals

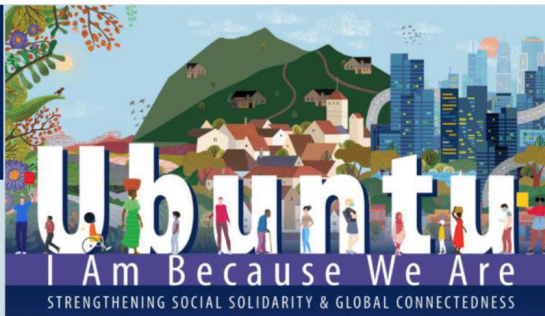
COMMEMORATING WORLD SOCIAL WORK DAY & INTERNATIONAL DAY OF HAPPINESS 2021

Two Days Workshop on
Community Driven Development through Effective Management of Area Level Federation (ALFs)/ City Level Federation (CLF) and Sustainable Development Goals

Date: 16th & 17th March 2021 **Time:** 10:00 am - 04:00 pm
Venue: Rajiv Gandhi National Institute of Youth Development (RGNID),
Sector 12-A, Chandigarh

PROMOTED BY





हमलोग हैं - इसलिए मैं हूँ
सामाजिक एकजुटता तथा वैश्विक संयुक्तता का सुदृढीकरण
Community and Social Workers for
Sustainable Cities and Communities -
Time for Affirmative Action

ORGANISED BY
Development Cell, Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM), Municipal Corporation, Chandigarh

KNOWLEDGE & TECHNICAL PARTNER
Association of Professional Social Workers and Development Practitioners (APSWDP), Chandigarh



WORLD SOCIAL WORK DAY 2021 AT MUNICIPAL CORPORATION CHANDIGARH (MCC)

WSWD 2021

Municipal Corporation Chandigarh and APSWDP jointly conceived a Two Days Training Workshop on Community Driven Development through Effective Management of Area Level Federation/City Level Federations (ALF/CLF) under Social Mobilization and Institutional Development (SM&ID) component of DAY-NULM under the ambit of Sustainable Development Goals (SDGs) coinciding World Social Work Day 2021 in institutional and technical partnership with the Development Cell (DAY-NULM), Municipal Corporation Chandigarh on 16-17 March 2021 for the local community workers, representatives of women based CBOs and CSO partners for fostering local partnership and sustained handholding in localizing and achieving SDGs through community-driven development at grass-root level.

OBJECTIVE OF WSWD AT MCC

The objectives of the capacity building and training workshop for local actors, grass root women network and community based organisations on community driven development were:

- a. Provide a venue for establishing network amongst the participants who are devoted to the method of CDD as well as the pledge behind the 2030 Agenda: “no one will be left behind”.
- b. Promoting Professional Social Work concept, approaches, principles, methods, areas, skills and code of ethics.
- c. Promoting Social Work Education for Sustainable Community Development.
- d. Empowerment and Capacity Building of grass-root women organizations engaged in sustainable agenda 2030 at local level.
- e. Building effective women led advocacy network and partnership to promote sustainable development goals.
- f. Mainstreaming of women network and grass root organizations on linkages and forging partnerships.
- g. Identifying and showcasing best practices among participating organizations.
- h. To encourage community women to be active advocates of SDGs.
- i. Promote information sharing and exchange within the progressing states to work in cohesion effectively with women led network.



WORLD SOCIAL WORK DAY 2021 AT MUNICIPAL CORPORATION CHANDIGARH (MCC)

CONTENT AND STRUCTURE

The capacity building and training workshop contents were composed of the following:

- a. Introduction to Social Work, Principles, Methods of Social Work and Ethics.
- b. Overview of Community Development and Community Driven Development.
- c. Operation and Management of Community Based Organisations.
- d. Legal framework under various acts and NGOs in India.
- e. Overview on Sustainable Development Goals (SDGs).
- f. ICT and IEC strategy using Social Media (FB page/ Twitter).
- g. Resource mapping and mobilization.
- h. Documentation and Reporting.
- i. Effective Management & Administration of Area Level Federation/ City Level Federation.
- j. Conducting meetings, Drafting resolutions & correspondence with Govt. Department.
- k. Managing Bank account and Opening Bank Accounts for Self Help Groups (SHGs), Bank Credit Linkage with forms.

TARGET AUDIENCE

The target group of the capacity building and training programme were:

- a. Functionaries of Area Level Federation (ALF)/ City Level Federation (CLF);
- b. Local Social Development, and Para Legal Volunteers;
- c. Officials and Community Organizer of DAY-NULM;
- d. Academicians, and Researchers;
- e. Local CSO Representatives, Activists, and Change Makers.



WORLD SOCIAL WORK DAY 2021 AT MUNICIPAL CORPORATION CHANDIGARH (MCC)

MODE OF COMMUNICATION

The mode of communication for WSWD 2021 was Hindi. However, the participants were also encouraged to join the conversation in their respective vernacular other than Hindi. APSWDP does not discriminate on the grounds of language. We believe in participation from across the lines. Our volunteers felicitates the participants in case if they are not comfortable with the language.

OUTCOMES

The projected outcomes from the capacity building and training programme were as under:

- a. Greater understanding on professional approaches on Social Work, Social Development, Social Welfare and Community Development.
- b. Increased level of awareness on Sustainable Development Goals (SDGs).
- c. Better understanding about the role of Community Based Organisations (CBOs) in development process.
- d. Evolution of CBOs network for promoting values of NITI Ayog, UNDESA.
- e. Identify key challenges in addressing concerns of grass root organisations engaged in development.
- f. Benefits of regular meetings, drafting resolutions, documentation and reporting for effective functioning of Area Level Federation (ALF)/ City Level Federation (CLF).
- g. Identification of trainers and focal points for promoting community driven development.
- h. Build professional networks, exchange information and knowledge among the participants.



OPENING CEREMONY AND INAUGURAL



OPENING CEREMONY AND INAUGURAL

FLORAL AND FORMAL WELCOME

Chief Guest, Shri Ravi Kant Sharma, Mayor, Municipal Corporation, Chandigarh inaugurated the program of World Social Work and International Happiness Day 2021 in presence of **Guest of Honor**, Shri Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI. A floral welcome was given to the Chief Guest and Guest of Honor by Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation, Chandigarh.



The formal welcome address was given by Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation, Chandigarh wherein he extended heartiest welcome to the Chief Guest, Guest of Honor, Resource Persons/ Speakers in the programme followed by the Women Representatives from Civil Society, Self Help Groups, Area Level Federations of City, Stakeholders and Officers from Government Bodies, NGO, Educational and Research Organisations. He expressed gratitude to the Chief Guest and Guest of Honor for their kind presence.



OPENING CEREMONY AND INAUGURAL

LAMP LIGHTING

The lighting of a lamp removes darkness, ignorance, unhappiness spreading the Almighty's grace and divine energy in the surrounding. Light also symbolizes abundance, prosperity, and knowledge. The lighting of an oil lamp is regarded as to bow down to knowledge. As a tradition, lamp lighting ceremony was completed as a mark of peace, positive brightness and for spreading the divine grace by the Chief Guest, Guest of Honor, Women Representatives from Civil Society, Self Help Groups, Area Level Federations of City, Stakeholders and Officers from Government Bodies.





OPENING CEREMONY AND INAUGURAL

PROGRAM INTRODUCTION

Development Cell, Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM), Municipal Corporation, Chandigarh in association with Association of Professional Social Workers and Development Practitioners (APSWDP) commemorated **World Social Work Day (WSWD)** on **16th and 17th March, 2021** at Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chandigarh, with a theme “**Ubuntu: I am Because We are - Strengthening Social Solidarity and Global Connectedness**” and conducted two Days Workshop on Community Driven Development through Effective Management of Area Level Federation (ALFs)/ City Level Federation (CLF) and Sustainable Development Goals.



At the onset, Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation, Chandigarh welcomed the Chief Guest, Guest of Honor, Resource Persons from various domains, and members from various Area Level Federation (ALF)/ City Level Federation (CLF). World Social Work Day is celebrated worldwide on **third (3rd) Tuesday of every March**. In 1983, **International Federation of Social Workers (IFSW)** United Nations Representatives in New York, led by Jack A. Kamaiko proposed a project to bring social workers of the area into the UN Headquarters in New York. This was the beginning of an **annual** celebration called **Social Work Day** at the United Nations and the objective of the day is to create synergy with governments of different countries worldwide in working on social and community development issues. He has also thrown light on International Day of Happiness (IDH) and shared that the United Nations is celebrating the IDH as a way to recognize the importance of happiness in the lives of people around the world. In 2015, the UN launched the 17 Sustainable Development Goals, which seek to end poverty, reduce inequality, and protect our planet - three key aspects that lead to well-being and happiness.



OPENING CEREMONY AND INAUGURAL

PROGRAM INTRODUCTION

State Urban Poverty Alleviation Cell (now termed as Development Cell) of Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM), Municipal Corporation, Chandigarh was established in the year 2007 and since then the Cell is regularly celebrating the World Social Work Day (WSWD) every year. The mission of the Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) is to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor.

DAY-NULM have the following components:

- Employment through Skills Training and Placement (EST&P)
- Shelter for Urban Homeless (SUH)
- Capacity Building and Training (CB&T)
- Support to Urban Street Vendors (SUSV)
- Social Mobilization & Institutional Development (SM&ID)
- Self Employment Programme (SEP)

Shri Trivedi quoted an example of members of Area Level Federations (ALF) in South India who are professionally trained and running canteen services successfully. We expect and encourage the Area Level Federations (ALF) from North India also to come forward for which the Government is also facilitating through various schemes of loans for running micro-enterprises. He further shared about the PM SVANidhi Yojana, under which DAY-NULM identified 3200 street vendors for disbursing loans, 1700 applicants have been disbursed loans at the rate of Rs. 10,000/- per vendor. He appreciated and expressed gratitude to Shri Hari Singh Gumra, Lead District Manager (LDM), Punjab National Bank, Chandigarh for helping them in disbursing loans and achieving the targets of the department. He concluded with emphasising again on making commitments and further making a roadmap of executing the plan to reach the objectives of the organisation.



OPENING CEREMONY AND INAUGURAL

ADDRESS BY GUEST OF HONOR

Guest of Honor, Shri Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI quoted that Small Industries Development Bank of India (SIDBI) is a financial institution for developing and financing micro, small and medium enterprise sector. He referred to the sharing by Shri Vivek Trivedi on World Social Work Day and emphasised that with the addition of Corporate Social Responsibility (CSR) in social sector, the role of SIDBI is now broadened. In this context, he added that the way DAY-NULM is supporting the Area Level Federation (ALF)/ City Level Federation (CLF), Self Help Groups (SHG's) and Vendors, SIDBI plays a major role in financial assistance to these small and micro enterprises.



Shri Priyadarshi shared about two programs implemented by SIDBI with a purpose to provide financial inclusion, financial literacy and livelihood generation for marginalised communities:

- **SAMRIDHI** (Poorest State Inclusive Growth Programme): Implemented by SIDBI to enhance the income and employment opportunities of poor households in underserved states in India. The purpose of the program is to improve income and reduce vulnerability of poor people and small producers by expanding their access to finance and markets.
- **SWAVALAMBAN** - Small Industries Development Bank of India (SIDBI) with its special scheme on 'Swavalamban' empowers budding entrepreneurs and it also constructs an inter-connected small enterprise ecosystem that includes business aspirants, mentors, experts and experience at all.

He concluded by quoting that Idea Generation, Funding/ Loan, Skill Development and Livelihood Generation all have to go in a synchronized way for which SIDBI and DAY-NULM are always there to support you. He encouraged the participants attending the programs to take maximum advantage of the help being provided to small and micro enterprises under various components of DAY-NULM and SIDBI.



OPENING CEREMONY AND INAUGURAL

INAUGURAL ADDRESS BY CHIEF GUEST

Chief Guest, Shri Ravi Kant Sharma, Mayor, Municipal Corporation, Chandigarh in his inaugural address appreciated the efforts of DAY-NULM and Self Help Groups who are fulfilling the objective of the society under the schemes of DAY-NULM which is for the upliftment of urban poor community to make them self-dependent. He emphasized on the theme of the program “Ubuntu: I am Because We are - Strengthening Social Solidarity and Global Connectedness”. While talking about COVID-19 pandemic, he quoted that every challenge or pandemic always pushes us to follow the protocols laid down by the Government for the protection and betterment of society. Our civilization always encourages us to follow these principles in critical times, which eventually leads to a better future for all.



On this special day, he expressed gratitude to the social workers and volunteers of various social organisations, who have worked day and night for serving the marginalised communities. He further referred to Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM) and talked about Pandit Deen Dayal Upadhyaya, whose parents were teacher by profession. Pandit ji went to Rajasthan from UP after the demise of his beloved parents. He became a Promoter of a Union there devoted to the cause of social work and gave a slogan termed "ANTYODAYA", which means Rising after the End. In the similar way our Development Cell, is working relentlessly in serving the society by helping various Area Level Federation (ALF), City Level Federation (CLF) and Self Help Groups (SHG's). In his inaugural speech, he also expressed special thanks to Small Industries Development Bank of India, the financial institution working in synchronization with DAY-NULM through financial literacy and livelihood generation for marginalised communities.

Shri Ravi Kant Sharma assured that DAY-NULM and is always there to support you in running your small and micro enterprises under various components of DAY-NULM and also encouraged the participants to attend various skill development and financial literacy programs organised DAY-NULM and SIDBI.



OPENING CEREMONY AND INAUGURAL

FELICITATION OF GUESTS

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation, Chandigarh expressed season's greetings and extended warmest felicitations to Chief Guest, Shri Ravi Kant Sharma, Mayor, Municipal Corporation, Chandigarh and Guest of Honor, Shri Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI, through Mementos and Planters.





OPENING CEREMONY AND INAUGURAL

VOTE OF THANKS

Smt. Ramneek Kaur, Livelihood Officer, DAY-NULM Chandigarh proposed vote of thanks to the Chief Guest and Guest of Honor, other officers/ guests from Chandigarh Administration, delegates/ key speakers, distinguished guests, and participants from Civil Society, Self Help Groups, and City/ Area Level Federations, NGO, Educational and Research Organisations for giving their valuable time to celebrate the achievements as well as to raise awareness and support for the important role that social workers play in the lives of vulnerable families and communities.

She expressed special thanks to the key resource persons/ speakers on the dias on behalf of Municipal Corporation Chandigarh and all the august audience present for the programme, who have come with a motive to share/ gather knowledge in the field and spread it in their own community for broadening their horizon of work in community development.



Smt. Ramneek Kaur quoted that the Development Cell of Municipal Corporation Chandigarh was able to sail smoothly through this entire journey with a wonderful team who have worked relentlessly to complete the program on time. Grand Applause for the entire organising and vibrant Team, comprising of Smt. Maimuna Yasmeen, Smt. Meenakshi Sharma, Smt. Kulvinder Kaur, Shri Balbir Singh, Smt. Geeru Sood and Shri Rajeev Kumar for their outstanding efforts, meticulous planning and judicious implementation of the program.

At the end, Smt. Ramneek conveyed her special thanks to all the participants for showing their keen interest in World Social Work Day 2021 program, without which none of us would have come this far.



TECHNICAL SESSIONS





TECHNICAL SESSIONS

COMMUNITY DRIVEN DEVELOPMENT

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

Shri Vivek Trivedi initiated the technical session on the role of Area/ City Level Federations and Self Help Groups (SHG's) with **Community-Driven Development**. In his session, he first threw few questions on Community, Community Development, and Community-Driven Development. He clarified first that the participants should come up with their understanding of the terms referred by him on community development. Afterward, he shared definition following definition on community and community development as under:

"The person who is independent of his fellow beings and is unable to live in community or society is either Beast or God. Community is the combination of two Latin words i.e. 'cam' means together and 'munis' means serve i.e. .serve together is called the Community." - **Socrates**

"Total organization of social life within a limited area." - **W. Ogburn**

"a process where community members come together to take collective action and generate solutions to common problems." - **United Nations**

He further referred to another definition of Community Development propagated by the **International Association of Community Development (IACD)**, as "a practice-based profession and an academic discipline that promotes participative democracy, sustainable development, rights, economic opportunity, equality, and social justice, through organization, education, and empowerment of people within their communities, whether these be of locality, identity or interest, in urban and rural settings".

Shri. Vivek Trivedi referred to the World Bank and ADB's understanding of community driven development (CDD). He cited another definition of CDD as a development initiative that provides control of the development process, resources, and decision-making authority directly to groups in the community. The underlying assumption of CDD projects is that communities are the best judges of how their lives and livelihoods can be improved and, if provided with adequate resources and information, they can organize themselves to provide for their immediate needs. CDD projects work by providing poor communities with direct funding for development with the communities then deciding how to spend the money. Lastly, the community plans and builds the project and takes responsibility for monitoring its progress.



TECHNICAL SESSIONS

COMMUNITY DRIVEN DEVELOPMENT

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

He further highlighted that Community Driven Development (CDD) approaches aim to empower people in poverty by putting investments and responsibility for decision making in their hands. In so doing, CDD works to build opportunities, strengthen the people's voice to demand greater accountability of the institutions that are relevant to their livelihoods, and to promote sustainable development.



Shri Trivedi in his later half of the technical session highlighted the following principles developed by the Social Development Department, World Bank in a publication on "Community Driven Development: Broadening Community Authority and Control Over Decisions and Resources" to enhance the effectiveness and sustainability of CDD policies, programme design, and implementation:

1. **Make investments responsive to informed demand:** Programme rules should facilitate informed choice so communities can select priority options and enterprises that are within their capacity and that they can afford to operate in the long run.
2. **Build participatory mechanisms for community control and stakeholder involvement:** Involvement of all stakeholders should be sought throughout all phases of the CDD project cycle.
3. **Invest in capacity building of community-based organizations (CBOs):** Building the capacity of CBOs and fostering relationships with formal support institutions are productive investments in themselves, but should include explicit exit strategies.
4. **Facilitate community access to information:** Facilitating flows of information with all groups in a community in terms of programme contents and rules, linkages with government and markets, and good practices of CBOs is an essential component of CDD.



TECHNICAL SESSIONS

COMMUNITY DRIVEN DEVELOPMENT

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

5. **Develop simple rules and strong incentives supported by monitoring and evaluation:** Community access to resources should be governed by simple rules and procedures that are easy for communities to interpret and apply. Participatory monitoring and evaluation is an important tool for community assessment of its own performance.
6. **Establish enabling institutional and policy frameworks:** Fostering an enabling environment includes (i) responsive decentralized local, governments and intergovernmental arrangements; (ii) a conducive legal and regulatory framework that supports community action; and (iii) clear sector, policies with well-defined roles and responsibilities for key players in each sector.
7. **Maintain flexibility in the design of arrangements and innovation:** Programme design should be reviewed and adjusted periodically, as necessary. Procedures should ensure direct feedback from the community on programme performance that can feed into project restructuring.
8. **Ensure social and gender inclusion:** Explicit gender-sensitive approaches are needed to ensure that CBOs incorporate the interests of groups that are often excluded, including women, minority groups, remote communities, and the poorest women and men.
9. **Design for scaling-up:** To have a broader impact on a country's poverty, CDD needs to spread simultaneously in many communities, while respecting the unique features of specific communities.
10. **Invest in an exit strategy:** Exit strategies for external support are vital: Permanent institutional and financial arrangements are required for recurrent services, at a cost that can be supported over the medium and long term.

In the last, he concluded by referring to examples from the Indian context viz. Social Mobilization and Institutional Development (SMID) component of National Urban Livelihood Mission, Targeted Intervention projects under State AIDS Control Societies under NACO.



TECHNICAL SESSIONS

LOCALIZATION OF SUSTAINABLE DEVELOPMENT GOALS

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

Shri Vivek Trivedi shared in his presentation about the Sustainable Development Goals (SDGs) and their localization at the community level. He said that SDGs are also known as the Global Goals, which were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

He highlighted the key feature of the 17 SDGs as their **Integration and Connectedness**. He further said that 17 SDGs are integrated—that is, they recognize that action in one area will affect outcomes in others and that development must balance social, economic, and environmental sustainability.



Shri Trivedi in his deliberation referred that through the pledge to "**Leave No One Behind**", countries have committed to fast-track progress for those furthest behind first. That is why the SDGs are designed to bring the world to several life-changing 'zeros', including zero poverty, hunger, AIDS, and discrimination against women and girls. Further, he elaborated on each of the SDGs one by one using SDG models with participants and discussed in detail about its targets and sub-targets. Later, he also introduced about his involvement in UNITAR/CIFAL Jeju as participants in their workshops on the Localization of SDGs and others on COVID-19 impacts, where he learned about this innovative concept on Community Driven Development and SDGs. He further added that he has taken SDGs awareness at a local level with school children, school drop-outs, college and university youth through Youth Parliaments on SDGs under the aegis of APSWDP since its inception. He also shared that APSWDP will come up with the SDG Literacy concept and SDG Literacy clubs in the educational institutions in the coming future and request participants to volunteer their time for the same.



TECHNICAL SESSIONS

ROLE OF AREA LEVEL FEDERATION (ALF)/ CITY LEVEL FEDERATION (CLF)

Shri Baldeep Singh, Technical Director, Punjab State Urban Livelihood Mission, Punjab, Chandigarh

Shri Baldeep Singh referred to the **operational guidelines** of **DAY-National Urban Livelihood Mission on Social Mobilisation and Institution Development (SM&ID)**. DAY-NULM envisages mobilisation of urban poor households into a three tiered structure with Self-Help Groups (SHGs) at the grass-root level, Area Level Federations (ALFs) at the slum / ward level and City-Level Federations (CLFs) at the city-level. SHG's are a group of 10 to 20 women or men who come together to improve their living conditions by group savings and loans. These groups conduct regular meetings where the savings of the group is collected into a corpus fund, which is used to provide short-term loans to the members. After some time when the credit requirements of the members increase, the SHG may approach to a bank for loan.



He further shared details about **Area Level Federation (ALF)** and **City Level Federation (CLF)**. An Area Level Federation (ALF) is an association of SHGs consisting of representatives from all member SHGs, with the objective of supporting member-SHGs, (guiding and monitor the functioning of SHGs and forming and training new SHGs). The federation of SHGs is essential to deal with larger issues like bank-linkage, inter-group lending, negotiations with higher level structures and to gain greater bargaining power over the rights and privileges of SHGs.

Responsibilities of an Area Level Federation (ALF):

1. Facilitate bank linkages for member SHGs i.e. opening of their accounts and helping them getting loans;
2. Providing hand-holding support in the development of loan proposals by member SHGs;



TECHNICAL SESSIONS

ROLE OF AREA LEVEL FEDERATION (ALF)/ CITY LEVEL FEDERATION (CLF)

Shri Baldeep Singh, Technical Director, Punjab State Urban Livelihood Mission, Punjab, Chandigarh

Responsibilities of an Area Level Federation (ALF):

3. Capacity Building of new SHGs as well as existing member SHGs for their successful functioning;
4. Facilitate member SHGs access to benefits under DAY-NULM as well as access to social assistance benefits under various government programs;
5. Support the formation of new SHGs and monitor and evaluate functioning of its member SHGs;
6. Resolve issues raised by member SHGs in accessing credit from banks;
7. Raise issues of importance at the level of the City Level Federations (CLFs);
8. Regularly report to the ULB about the SHGs functioning.

The ALFs will come together to form a **City Level Federation (CLF)**. It is expected that each city will have at least one CLF. The CLFs should be registered as societies/association under the relevant law of the State. All ALFs in a city should be represented at the CLF. Bigger Cities may have more than 1 CLF based on the size and population. The CLF is expected to work with ALFs, member SHGs, city administration and financial institutions to ensure social and economic empowerment of the urban poor.

Responsibilities of City Level Federation (CLF):

1. To represent the needs of the urban poor at various levels;
2. Advocacy with the ULB and State Government for pro-poor planning, master plans, vendor planning, etc.;
3. To facilitate access of member ALFs' and member SHGs' to banking services;
4. New group formation and support;
5. To identify specific training and capacity building needs of its member ALFs;
6. Work closely with the respective ULB to facilitate identification of beneficiaries for various government programs;
7. Facilitate marketing of SHG produce/products.

In the concluding remarks, he welcomed the members of various Self Help Groups (SHGs), Area/ City Level Federations to visit the SHGs in Punjab and build capacities through mutually interaction and sharing of experiences.



TECHNICAL SESSIONS

EFFECTIVE MANAGEMENT & ADMINISTRATION OF AREA LEVEL FEDERATION (ALF)/ CITY LEVEL FEDERATION (CLF)

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

Shri Vivek Trivedi at the onset quoted that Area Level Federation (ALF)/ City Level Federation (CLF) should be considered to be functional when the services are rolled out. Each CLF should develop its business plan, identify the product/ service and their fee structure as per market requirement, affordability and viability. In order to manage the day-to-day operations at CLF, staff should be hired depending on the nature and type of the services provided by the CLFs.



In case of contracts/ bids, CLFs will assign tasks among the members and pay them as per the standard rates applicable. In case of individual service calls attended by members (e.g. plumbers, electricians, carpenters, etc.), these will be noted, consolidated and accounted for no later than the end of every month.

A separate bank account should be opened in the name of ALF/ CLF and should be operated as joint signatory. All the required books of accounts viz., membership details, share capital, business transactions etc., should be maintained properly at the CLF level.

In the concluding remarks, Shri Trivedi mentioned that for effective management & administration of Area Level Federation (ALF)/ City Level Federation (CLF), it is very important to lay down the federation goals and align it with the day-to-day operational plans of the ALF/ CLF.



TECHNICAL SESSIONS

CONDUCTING MEETINGS, DRAFTING RESOLUTIONS & CORRESPONDENCE WITH GOVT. DEPARTMENT - GROUP ACTIVITY

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

Shri Vivek Trivedi at the onset emphasised on having regular periodic meetings and drafting resolutions, which will eventually help in effective functioning of the Area/ City Level Federations and also help in complying with the laid down rules by Government.

Regular **periodic meetings** (viz. monthly, quarterly, half-yearly and Annual General Meeting) will result in increased Engagement and collaboration. When directed well, meetings offer each individual an opportunity to evaluate, participate and offer inputs to fulfill the objectives of the entity. It will also increase Accountability and inculcate the Sense of Ownership. The members will have a shared sense of purpose, with an aim to complete the task/ project on time finally resulting in opportunities for Personal and Federation Growth.



A **board resolution** is a formal document that creates a statement about a matter that is important for the board to have a record of it. A resolution is a document which stands as a record if compliance comes in to question. A resolution can be made by a governing and executive body of the ALF/ CLF.

The board can decide to write up a resolution for most any reason as mentioned below:

1. Recording a decision made at a board meeting;
2. Documenting a decision made by the board of ALF/ CLF;
3. When ALF/ CLF wants to hire office staff;
4. When ALF/ CLF want to delegate funds to a certain project;
5. When ALF/ CLF wants to honor someone, etc.



TECHNICAL SESSIONS

CONDUCTING MEETINGS, DRAFTING RESOLUTIONS & CORRESPONDENCE WITH GOVT. DEPARTMENT - GROUP ACTIVITY

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

The **resolutions should be stored** with other books and important documents and a backup copy of the same should be stored in another location. Resolutions should be kept with the minutes of meeting, because they are legally binding documents. While **writing the resolution**, the below mentioned steps should be followed:

1. Position the date and resolution number at the top. If it's the board's first resolution, it can be numbered like 001 and then consecutive numbers should be given to all future resolutions.
2. Create a Title of the resolution that speaks about the issue to document, viz., "Resolution to Designate Funds of the 2020 Gala Fundraiser to the Capacity Building Fund."
3. Formal language should be used in the body of the resolution and each new paragraph should begin with the word, whereas. The first sentence should refer the board's responsibility. Example, "Whereas it is the responsibility of the Board to allocate funds for a specific purpose."
4. Continue writing whereas in each important statement of the resolution and beginning of each paragraph.
5. The concluding statement of the resolution should state the action that the board took. Example, "Now, therefore be it resolved to allocate the funds of the 2020 Gala Fundraiser to the Capacity Building Fund."
6. At the end of the resolution, list down the names of the board members voting on the resolution and spaces in front of their names where they can specify a "yes" or "no" vote. The resolution will be approved when the majority of the board members will vote "yes."
7. A designated place should be there for the board president to sign and date the resolution.

Most importantly, with properly documented Meeting Minutes and Resolutions, we as a Group become more transparent and a trusted entity in the community and liaison with the government also becomes easier due to the good documentation and transparent systems followed by the group, which finally helps in getting aid from government sponsored schemes for various projects being run by ALF/ CLF.



TECHNICAL SESSIONS

BOOK KEEPING, ACCOUNTING AND AUDIT (PAN 12A & 80G)

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

Shri Vivek Trivedi quoted that effective book keeping, accounting and auditing helps in systematic compilation of financial data with detailed records, compliance with law, instant reporting/ faster financial analysis, better tax prediction and easier audits.



The recording system of NGO's financial transactions allows to monitor bank balances, status of funds receipts and expenditures, and a comparative statement of budget vs. actual expenditure on a regular basis. NGO should maintain records of fixed assets, petty cash disbursements, supplies, inventory, the use and maintenance of office equipment.

Following are listed the various types of **books and documents (bookkeeping)** to be maintained by NGOs for proper and systematic accounting: Cash Payment/Receipt Vouchers & Book, Bank Payment/Receipt Vouchers & Book, Summary/Daily Petty Cash Book, Journal Vouchers and Journal, General Ledger, Fixed Assets Register, Contract/Registration Documents, Attendance Register, Budget Copies of various grants, Utilization Certificates, FCRA and other relevant Registration papers, Copies of Consultancy agreements, Capital assets approvals, File of original bills of assets purchased, Copies of all Contracts and agreements, Stationery Register, File containing Bank Mandate and authorized signatories, Quotation file for all purchases, Advance Payment Register (Advance to third parties & Staff Advances), Cheque issue register Cancelled Cheque register, and Donation receipt issue register.

Source/ Reference:

<https://www.fundsforngos.org/financial-management-for-ngos/types-books-documents-maintained-accounts-management-ngos-ngo-financial-management-policy/>
<https://www.fundsforngos.org/ngo-operational-policies/policy-for-book-keeping-and-record-maintenance-in-ngos/>
<https://blog.ipleaders.in/how-can-a-nonprofit-entity-secure-tax-exemption-for-its-donors/>



TECHNICAL SESSIONS

BOOK KEEPING, ACCOUNTING AND AUDIT (PAN 12A & 80G)

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

ACCOUNTING

The following sets of financial reports should be prepared by NGO:

- A. Quarterly financial reports should be prepared for review by each individual project manager of NGO's specific projects as well as of its core activities. This quarterly report should be reviewed by the Board of NGO. Financial reports to donors should be submitted as prescribed in the agreement between donors and NGO.
- B. Annual Balance Sheet and Statement of Income and Expenditures should be prepared for each fiscal year.

AUDITING

Books of Accounts of NGO shall be audited annually by an independent auditor appointed by the General Assembly. NGO may hire internal auditor in order to streamline its accounting systems and procedures.

In the last part, Shri Trivedi talked about how can a nonprofit entity secure tax exemptions for itself. The basic objective of any nonprofit would be to mobilize funds towards the society building or problem-solving purposes it has been set up to achieve. It clearly needs funds for this and if there is a tax benefit attached to the funding, it acts as a great incentive. Therefore, if a non-profit entity were to secure tax benefits both for itself and its donors, it would greatly aid its growth.

NGOs enjoy tax exemptions conditional to fulfilling basic statutory requirements under the income tax Act, 1961. Registration u/s 12A of Income-tax Act, 1961 is mandatory to avail this benefit. First & foremost, an NGO desirous of registration u/s 12A of the Act must get itself a PAN number. A PAN card is a basic document required for the purpose of identification of the assessee. Thereafter an application is made to the commissioner of Income tax in form 10A prescribed under rule 17A of income tax rules, 1962. Filling the form is an easy process. It can be done online. The following points must be borne in mind:

1. An NGO can either be set up in the form of either public or private charitable trust under the trust Act, 1882 or applicable state acts if any, A trust can further be formed as a religious institution or a partly religious & partly charitable character.

Source/ Reference:

<https://www.fundsforngos.org/financial-management-for-ngos/types-books-documents-maintained-accounts-management-ngos-ngo-financial-management-policy/>
<https://www.fundsforngos.org/ngo-operational-policies/policy-for-book-keeping-and-record-maintenance-in-ngos/>
<https://blog.ipleaders.in/how-can-a-nonprofit-entity-secure-tax-exemption-for-its-donors/>



TECHNICAL SESSIONS

BOOK KEEPING, ACCOUNTING AND AUDIT (PAN 12A & 80G)

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

2. The personal details & addresses of the founding members along with their PAN card details are also required in the form as a proof of identity verification of the owners.
3. The purpose for which the trust/ institution is formed requires disclosure in the form. Charitable purpose forms the basis for seeking registration. Exemptions are available only when the objective of an NGO involves charitable activities.
4. FCRA number is also supposed to be specified in case the trust receives donations from foreign sources.

The following documents are required along with the form. These documents help in evidencing the charitable character of the NGO along with proof of the creation of an institution under the respective Act.

1. Trust Deed or Memorandum of Association as the case may be.
2. Bye-laws for internal management of the organization.
3. Proof of ownership of premises of the registered office of the society. An affidavit bearing the registered number is sufficient in this regard. In case, the premises are rented or leased, Notarised copy of the NOC obtained from the landlord is sufficient enough.
4. An affidavit stating the fact that the members coming together to form an NGO are not related and there does not exist any conflict of interest among them.
5. Copy of audited accounts of the NGO since its inception or last 3 years whichever is less. This requirement serves as a proof evidencing that income is calculated on the correct value for which the exemption is sought by the assessee.
6. An activity report detailing the activities of the NGO since its inception or last three years whichever is less. It lends credibility to the NGO showcasing the work done by the NGO on a voluntary basis.
7. Electricity Bill, a copy of Water Bill or a copy of house registration document for address verification of the owners.
8. Copy of Aadhaar card of owners for identity verification.

Source/ Reference:

<https://www.fundsforngos.org/financial-management-for-ngos/types-books-documents-maintained-accounts-management-ngos-ngo-financial-management-policy/>
<https://www.fundsforngos.org/ngo-operational-policies/policy-for-book-keeping-and-record-maintenance-in-ngos/>
<https://blog.ipleaders.in/how-can-a-nonprofit-entity-secure-tax-exemption-for-its-donors/>



TECHNICAL SESSIONS

BOOK KEEPING, ACCOUNTING AND AUDIT (PAN 12A & 80G)

Shri Vivek Trivedi, Social Development Officer, DAY-NULM,
Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

9. Income tax return and books of account for existing NGOs. it shows proper record keeping and compliance necessary to claim basic statutory benefits.
10. An affidavit in support of the fact that the chosen name of the NGO has no resemblance or similarity with the name of NGOs which are already in existence.

Statutory Time Limit: The time limit for examining the application and granting the registration u/s 12A is 6 months from the date of application. Registration will be deemed granted at the end of 6 months if the income tax department lapses in taking timely action in this regard.

Registration u/s 12A is a prerequisite for obtaining registration u/s 80G. However, Registration under 80G is not mandatory, for example, a privately managed trust having its own funds might not need external funds to finance the operations of the trust or institution. In such a scenario, the founders might not require registration u/s 80G. However registration u/s 80G acts as an incentive to the donor towards making partially exempt donations to a compliant organization. In a few cases, the donors can claim 100 % exemption for their charitable contribution too. Thus, It acts as a security measure for ensuring tax savings for the donor.

Source/ Reference:

<https://www.fundsforngos.org/financial-management-for-ngos/types-books-documents-maintained-accounts-management-ngos-ngo-financial-management-policy/>
<https://www.fundsforngos.org/ngo-operational-policies/policy-for-book-keeping-and-record-maintenance-in-ngos/>
<https://blog.ipleaders.in/how-can-a-nonprofit-entity-secure-tax-exemption-for-its-donors/>



TECHNICAL SESSIONS

ORGANIZING COMMUNITY CAMPAIGN, EVENTS & PROGRAMS

Dr. Sarita Godwani, State Consultant, Capacity Building & Behavior Change, POSHAN Abhiyaan, Department of Social Welfare, Women & Child Development

Dr. Sarita Godwani, State Consultant CB & BCC, POSHAN Abhiyaan Department of Social Welfare, Women & Child Development, delivered a lecture on 5 themes of POSHAN Abhiyaan i.e Importance of **First Golden 1000 Days, Prevention of Anemia, Diarrhoea Management, Hand wash & Sanitation and Poshtik Ahaar** to aware Area level Federation Members of U. T Chandigarh. **POSHAN Abhiyaan (National Nutrition Mission) is India's flagship program** to improve nutritional outcomes for children, pregnant women, lactating mothers and it is important to **sensitize the community** on all 5 themes of POSHAN Abhiyaan through **community campaigns, events and programs** on regular basis. She told that POSHAN Abhiyaan was successfully launched on 8th March 2018 with the target to reduce level of under-nutrition by ensuring convergence of various nutrition related schemes with the **aims to reduce mal-nourishment** from the country in a phased manner, through the life cycle concept, by adopting a synergized and result oriented approach in its First Phase.



The Mission aims to reduce mal-nourishment from the Country in a phased manner, through the life cycle concept, by adopting a synergised and result-oriented approach. The Mission is ensuring mechanisms for timely service delivery and a robust monitoring as well as intervention infrastructure. Target of Mission is to bring down stunting of the children in the age group of 0-6 years from 38.4% to 25% by the year 2022.

Dr. Godwani explained that all age groups, including children from 6 months of age need to consume a variety of nutritious food in adequate quantities. These include various types of foods like roti/rice and yellow and black pulses, green leafy vegetables such as spinach, fenugreek, amaranthus and mustard, beets, carrots, yellow/orange fruits such as mango and ripe papaya.



TECHNICAL SESSIONS

ORGANIZING COMMUNITY CAMPAIGN, EVENTS & PROGRAMS

Dr. Sarita Godwani, State Consultant, Capacity Building & Behavior Change, POSHAN Abhiyaan, Department of Social Welfare, Women & Child Development

She motivated area level federation members to add one spoon of ghee/oil/butter to the child's food. She told to give the child food with less salt, sugar and spices. Introduce one food item at a time and gradually increase the diversity of food. Include different flavours, textures and colours to make the child's food more enjoyable. Do not give food such as biscuits, chips, savoury snacks and juices to the child, as these do not give adequate nutrients to them.

The federation can learn to make low cost millets recipes from the Anganwadi Workers and they can sell out the recipes in their respective areas at lowest price. There are enough scientific evidence supporting the old aged traditional practices on use of millets towards better nutrition and malnutrition prevention. Millets are easy to grow crop that requires lesser water and contains high nutrients due to which they are also called "Nutri-Cereals". Millets are known to be repository of protein, fibre, vitamins and minerals. The Government of India has also approached the UN Food and Agriculture Organization to observe proposals and declared 2023 as an Internal Year of Millets. Further, to make millets more attractive to the palate, especially of children, different ways can be devised like popped millets, or in the form of biscuits, or some savory snack. As such, use of millets can go a long way in helping India fight against malnutrition.

She concluded her session by calling members of Area/ City Level Federation to come forward in designing local community campaigns, events and diverse programs addressing social issues following the learnings from POSHAN Abhiyaan.



TECHNICAL SESSIONS

MANAGING BANK ACCOUNT AND OPENING BANK ACCOUNTS FOR SELF HELP GROUPS (SHGS), BANK CREDIT LINKAGE WITH FORMS

Shri Hari Singh Gumra, Lead District Manager (LDM), Punjab National Bank, Chandigarh

Shri Hari Singh Gumra, started his session with a question to all the participants - “What do you understand by banking?”. He explained that **Banking** means accepting for the purpose of lending or investment, of deposits of money from the public, repayable on demand or otherwise, and withdrawal by cheque, draft, order or otherwise. As banks accept deposit from those people who have surplus with them and lend to those who are in need of it. As per RBI regulation, bank will lend on 60% of its deposit fund. Banks lend the public money for commercial purpose and earn profit so that interest on deposit can be paid to depositor.



After nationalization of banks in 1969, purpose of banking was changed from class banking to mass banking and bank branches were opened in rural areas also so that banking facilities be reached to every citizen of India and various priority sector schemes were formed to help the general public to avail the benefits of the schemes. He also discussed some of the schemes running presently for helping the general public:

1. **DRI Scheme:** Poor people living below the poverty line can avail the benefit. From this scheme. Rs. 15,000/- is financed at the rate of 4% per annum presently for the individual having annual income of Rs. 24,000/- in the urban area and Rs. 18,000/- in the rural area are eligible to raise loan under DRI.



TECHNICAL SESSIONS

MANAGING BANK ACCOUNT AND OPENING BANK ACCOUNTS FOR SELF HELP GROUPS (SHGS), BANK CREDIT LINKAGE WITH FORMS

Shri Hari Singh Gumra, Lead District Manager (LDM), Punjab National Bank, Chandigarh

- 2. MUDRA Loan:** Under this scheme, maximum loan upto Rs. 10 Lacs is financed for business purpose without any guarantee and collateral security. It has three variants - Shishu Loan upto Rs. 50 thousand, Kishore Loan above 50 thousand to Rs. 5 Lacs and Tarun Loan above Rs. 5 Lacs to 10 Lacs.
- 3. Self Help Group:** Under this scheme, women can form a group of 10 to 20 women to start any common/ different business activity and can get the financial assistance from the banks. Government also help the groups by providing financial assistance by way of revolving fund. Self Help Group (SHG) can open the saving account with any bank and after 6 months they can approach the bank for financial assistance.
- 4. Prime Ministers Employment Generation Programme (PMEGP):** Under this scheme, eligible applicants can apply for loan upto 10 Lacs for service sector and Rs. 25 Lacs for manufacturing sector. Margin money/ subsidy is payable to the beneficiaries from 15% to 35% depending on the caste, gender and locations of the unit.

Shri Gumra while concluding the session mentioned that similarly there are various schemes for self employment run by the Deen Dayal Upadhyaya Antyodaya Yojana (DAY) - National Rural Livelihoods Mission (NRLM) and National Urban Livelihoods Mission (NULM), where one can apply for loan upto Rs. 2 Lacs and can get the benefits of interest subvention. Pradhan Mantri Awas Yojana (PMAY) scheme is also running to provide housing loan to the people who do not have their pucca house and can get the interest subsidy ranging from 3% to 6%. The Mission addresses urban housing shortage among the Economically Weaker Section (EWS)/ Low Income Group (LIG) and Middle Income Group (MIG) categories including the slum dwellers by ensuring a pucca house to all eligible urban households by the year 2022, when Nation completes 75 years of its Independence.



TECHNICAL SESSIONS

DOCUMENTATION & REPORTING

(Designing of Information, Education and Communication)

Shri Hitesh Kumar Gulati, Organization Development Consultant, DiversityAce Business Consulting

Shri Hitesh Kumar Gulati at the onset talked about what is a **Document**, principles of **documentation** (including design, content, review and proper distribution) and the purpose of **Good Documentation Practices (GDP)** for creating a fully developed quality system. He further shared the type of documents including Batch Records, Validation & Qualification Records, Standard Operating Procedures (SOP's), Reports, Processes, Policies, Machine Logs, Product & Services, Legal Documents and Manufacturing Procedures, etc. and the minimum retention period of these documents.



During the second half of his session on Reporting, he shared about the type of reports ranging from - Business, Research, Program, Conference Proceedings to Annual Reports, etc. It was a brainstorming session where he involved the participants to co-design a report on World Social Work Day 2021 celebrated by Municipal Corporation Chandigarh by following the **SSC (Structure-Style-Content) Approach** while designing and compiling any report.

STRUCTURE

- Step 1:** Decide on the different sections of the report
- Step 2:** Decide on the process and flow
- Step 3:** Find/ Collect the information
- Step 4:** Decide on the structure



TECHNICAL SESSIONS

DOCUMENTATION & REPORTING

(Designing of Information, Education and Communication)

Shri Hitesh Kumar Gulati, Organization Development Consultant, DiversityAce Business Consulting

STYLE

Step 5: Design the main coverpage, backpage and sub-section coverpages

Step 6: Decide the style/ format and draft the first part of your report

CONTENT

Step 7: Develop Content, Analyze your findings and draw conclusions

Step 8: Make recommendations

Step 9: Draft the executive summary and table of contents

Step 10: Compile a reference list

Step 11: Revise your draft report

Shri Gulati in the concluding remarks quoted “Imagination coupled with effective Implementation brings innovative solutions”. In other words, it is easy to think about ideas, however developing a knack of capturing those ideas in written aligned with the implementation plan will give effective results”. Fostering creativity and innovation together with a flair of reading and writing will eventually help in developing the habit of maintaining good documentation practices and report writing.



GROUP WORK SESSIONS & PRESENTATIONS



GROUP WORK SESSIONS AND PRESENTATIONS

GROUP WORK SESSIONS AND PRESENTATIONS

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea and Dr. Sarita Godwani, State Consultant, Capacity Building & Behavior Change, POSHAN Abhiyaan, Department of Social Welfare, Women & Child Development divided the participants in four (4) different groups and gave them different topics to brainstorm and to come up with effective solutions of the same. The key objective of the group exercise and the presentation was to develop skills in group discussion, identifying problems, reasons and corresponding solutions. The group work was based on themes of POSHAN Abhiyaan as under:

GROUP I: CARE OF NEW BORN BABY (0 TO 1 YEARS)

Leader: Avneep Kaur

Team: Monika, Vandana, Karma Devi, Shabnam, Pramila, Rama Devi, Kiran, Sunita Shrivastava, Memshri Kalyan

GROUP II: HEALTHY FOOD AND CARE DURING ADOLESCENT AGE

Leader: Amandeep Kaur

Team: Kamlesh, Sunita, Manjeet Kaur, Bhumika, Asha, Phool Kumari, Shivani, Savita, Purna

GROUP III: CARE OF PREGNANT WOMEN IN TERMS OF HEALTH AND NUTRITION

Leader: Rajninder Kaur

Team: Neelam, Seema, Chanda, Shama, Rubi, Anuradha, Komal, Sita, Poonam

GROUP IV: CARE OF CHILDREN (1 TO 5 YEARS)

Leader: Abhilasha Nadda

Team: Shaista, Darshan Kaur, Malti Devi, Kusum Lata, Jagdamba, Saroj, Jyoti, Sabra, Suman, Anita



GROUP WORK SESSIONS AND PRESENTATIONS

BRAINSTORMING AMONG GROUP MEMBERS





GROUP WORK SESSIONS AND PRESENTATIONS

GROUP I

Topic :- Care of New Born Baby (0 to 1 years)

1. Only Six Month Breast feeding.
2. Baby Massage
3. Tika Karan
4. No Water Before 6 Months.

4. After 6 Months :-

1. Cerelax
2. Banana shake (liquid)
3. Boil Egg
4. Khichdi, Dalia, Daal (liquid)
5. Juice and Shake
6. After 6 months Give water

7. Checkup :-
1. Dispensary
 2. Hospital
 3. Aaganvadi





GROUP WORK SESSIONS AND PRESENTATIONS

GROUP II

Healthy Food And Care During Adolescent Age.

MAJOR ROLE PLAY SCHOOL AND PARENTS

Medical monthly checkup

CARE

- Regular Pad change
- Undergarment change
- Use daily deodorant
- Regular healthy diet
- Warm water consume.
- Hand wash regularly.
- Nails cut properly / Baths.
- Stress free
- Parents should be friendly

Hygiene

- Nails, Bath.
- Under garments
- Pyjama handles
- Playing activities
- Time with parents (friendly)
- Avoids phones, limit, T.V watch.

menstrual hygiene + GH

- Regular Pad change
- Undergarment change
- Use daily deodorant
- Regular healthy diet
- Warm water consume.
- Hand wash regularly.
- Nails cut properly / Baths.
- Stress free
- Parents should be friendly

Physical Activities (Self Defence)

- Swimming, Dancing, Cricket
- Taekwondo, Boxing
- Talent build

Hygiene

- Nails, Bath.
- Under garments
- Pyjama handles
- Playing activities
- Time with parents (friendly)
- Avoids phones, limit, T.V watch.

Awakeness about sexual abuse and good touch

Physical Activities (Self Defence)

- Swimming, Dancing, Cricket
- Taekwondo, Boxing
- Talent build

Give knowledge about religion.

check company of the child.

Spent time with elders and tried to share problems with them.

Counselling of the child.

Limited time for phone.

Motivate them towards their career and thoughts.

Parents just their child and give time to them

SCHOOL

- Tiffin Inspection.
- Tiffin party (healthy/home made food) (week)
- PT in the morning → (antebreakfast) [healthy food] NO other option.
- Mother check tiffin.

Diary

3 meals a day.

Iron and Calcium.

Dry fruits.

Fibre → Oats

No junk food.

Avoid to skip meals.

Water Intake - 8-12 glasses.

Food Pyramid: Fruits, Grains, Vegetables, Proteins.





GROUP WORK SESSIONS AND PRESENTATIONS

GROUP III

गर्भवती महिलाओं की देखभाल

पोषण + सैहत

पोषण

1. शर-पेट खाना

जल्दही खाना

Iron

- हरी पत्तेदार सब्जियाँ
- Seasonal Vegetables.

Calcium

- दूध
- पनीर
- दही
- अंडा

Protein

- दाने
- अनाज
- मूछी
- दूध
- सोह-अंडा

Fats/oils - मखन, Nuts

Vitamins

- फल
- जूस (ताजा)

सैहत

- मेडीकल जांच
- पंजीकरण (आंगनवाड़ी + PHC)

ANC - Visits

- पहली - गर्भती बंद होने के 1-2 हफ्ते में (3 महीने)
- दूसरी - चौथे से छठे महीने के अंदर
- तीसरी - साठे से आठवें महीने के अंदर
- चौथी - अखरी चौथे महीने में

→ टीकाकरण :- TT dose - टेढनक (2 dose)

→ Ultrasond (2 बार)

→ जल्दही चीजें

- कुखार होना
- पेशाब में खून आना
- पेशाब में खून आना
- पेशाब में खून आना

→ शारीरिक

- शारीरिक
- शारीरिक
- शारीरिक

→ शारीरिक सक्रियता (अपने-आपको साथ रखें)

2. पानी पीना (3 ली. प्रतिदिन)

3. बाहरी खाना (कास्ट-मूड न खाना)

4. गर्म-ठंडा वाली चीजें जैसे अननास, पपीता, दुआड़े, खजूर, कर्ला, न खाना ज्यादा न खाना

5. व्यसन, शराब का सेवन बच्चे से न होने देना हातकारक है।

6. आँवने का सुरक्षा, सेव का सुरक्षा खाना।

7. पारम्परिक तकत्व वृत्ति, चीजे खाना, जैसे घर पेठली पानी, खाना, बच्चे के कमरे में खाना।

8. खाना पेट न रहे, समय-समय पर खाने खाने रहे।

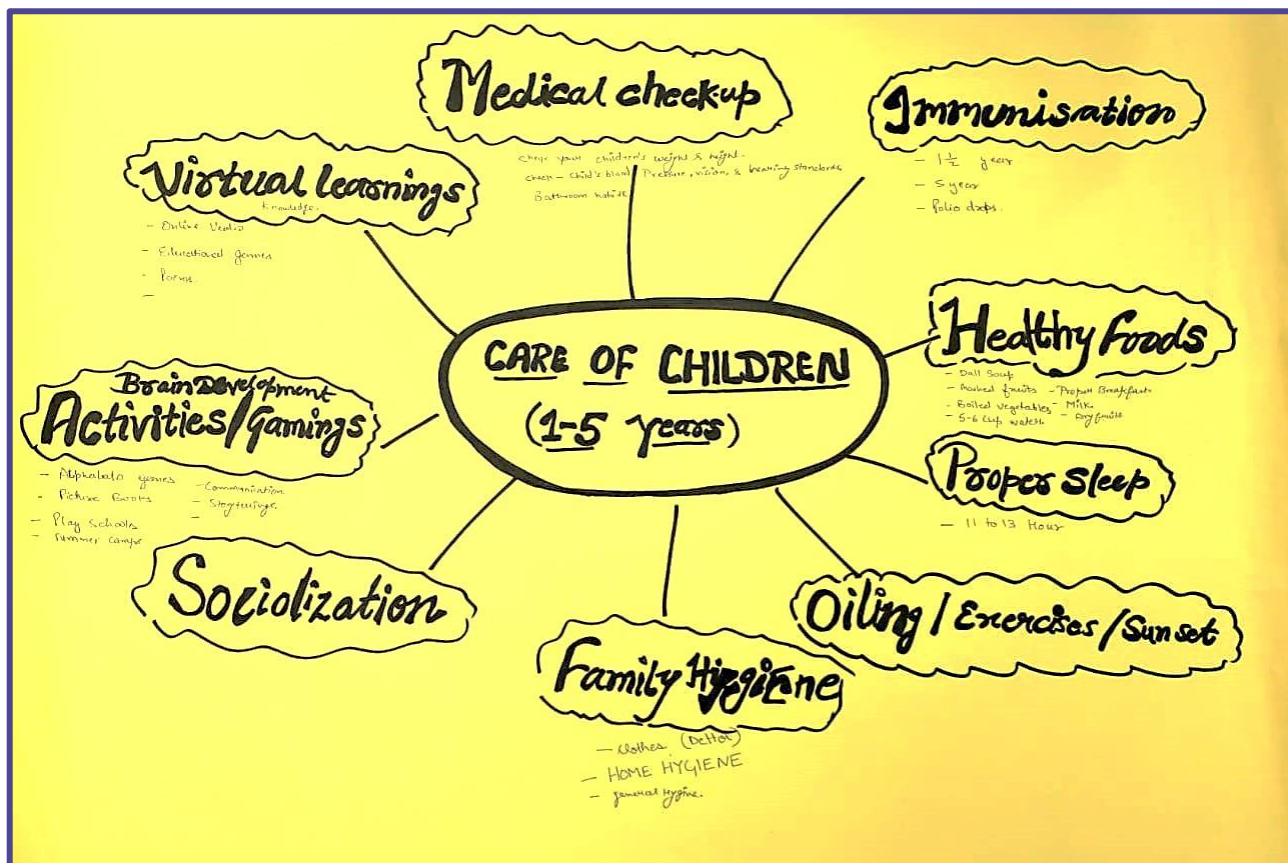
9. Iron folic Acid Tablets आंगनवाड़ी में ले।





GROUP WORK SESSIONS AND PRESENTATIONS

GROUP IV





idea → plan → action

ACTION PLAN

ACTION PLAN

ACTION PLAN

Development Cell, Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM), Municipal Corporation, Chandigarh, aligned with the objectives of the capacity building and training workshop for local actors, grass root women network and community based organisations on community driven development **discussed and planned following action points:**

1. Developing City Livelihood Centre, Sector 25, Chandigarh as a vibrant focal point for Area Level Federations/City Level Federation and community based organizations.
2. Developing & initiating weekly community development programmes with Area Level Federations/City Level Federation at City Livelihood Centre, Sector 25 Chandigarh by involving national programmes.
3. Identification of new CBOs in various fields and converging with CLC under DAY NULM.
4. Awareness on IGNOU study programs among Area Level Federation/City Level Federation members, who want to study further from distance mode for enhancing their education.
5. Organizing cultural events by involving members of Area Level Federations/City Level Federation on various occasions for developing cultural bonding and faith building.
6. Organizing Fashion Shows in collaboration with VLCC Health Care Limited along with products prepared by SHGs/ NGO.
7. Handmade gifts/souvenirs made by members of Self Help Groups (SHGs) to be given to Speakers/Resource Persons in every programme every year by way of procurements.
8. Organising capacity building and trainings from by involving credible institutions to strengthen the functioning and capacity of Area Level Federations/City Level Federation.
9. Organising training on report writing and letter writing (in Hindi and English) for the members of Area Level Federations/City Level Federation to make them capable to submit memorandum, reports etc. to government offices
10. Visit of Area Level Federations/City Level Federation members to various associations/organizations vis-à-vis other states including Punjab/Himachal/Haryana and other areas for developing understanding on the working of Self Help Groups and developing them with commercial point of view.
11. Full day workshop on banking system for opening account of Self Help Groups (SHGS); Area Level Federations accounts; inter lending and other banking mechanisms.
12. Organising trainings from SIDBI regarding setting up of micro-enterprises by the Individual/Group enterprises under DAY-NULM.



INTEGRAL CONVERGENCE

INTEGRAL CONVERGENCE

CREATING SYNERGY WITH INTEGRAL CONVERGENCE

Development Cell of the Municipal Corporation, Chandigarh established integral convergence with **Small Industries Development Bank of India (SIDBI)** and **Punjab National Bank (PNB)**, Chandigarh for creating the synergy and awareness to masses in sharing the importance of World Social Work Day and devising initiatives for empowering marginalized communities.



The dignitaries, Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI and Shri Sudhir Kumar, Circle Head, Punjab National Bank, Chandigarh, Shri Hari Singh Gumra, Lead District Manager (LDM), Punjab National Bank, Chandigarh, Shri Prabhjot Singh, CSR Head, Punjab National Bank, Chandigarh graced the program with their auspicious presence.

Shri Sudhir Kumar, Shri Hari Singh Gumra and Shri Prabhjot Singh on behalf of PNB congratulated all the members from different Self Help Groups (SHG's) and City/ Area Level Federations present in the program, who have achieved greater heights in setting up and establishing their own micro-enterprises, taking it to the next level and at the same time they are also guiding other people in the community in diverse areas of work. Punjab National Bank (PNB) Circle Office Chandigarh extended support to World Social Work Day 2021 by way of providing Community Organization Kit to each participant from ALF/CLF.

The dignitaries emphasized that it is the time to **re-align and re-define ways of community development**. COVID-19 pandemic has given us an opportunity to pause for a moment from our routine life, synergize and explore to work more on development, which encourages us to develop an altruistic thinking, cultivating the ecosystem and humanity. Let's re-create or change the way we live, we think and commit ourselves to build a better future for all.

INTEGRAL CONVERGENCE

CREATING SYNERGY WITH INTEGRAL CONVERGENCE



INTEGRAL CONVERGENCE

CREATING SYNERGY WITH INTEGRAL CONVERGENCE





VALEDICTORY SESSION



VALEDICTORY SESSION

VALEDICTORY SESSION

Shri Vivek Trivedi, Social Development Officer, DAY-NULM, Municipal Corporation, Chandigarh, on behalf of Municipal Corporation Chandigarh expressed heartfelt gratitude to the Chief Guest, Shri Ravi Kant Sharma, Mayor, Municipal Corporation, Chandigarh for motivating members from various SHG's and City/Area Level Federations to learn from the success stories, become a role models, help uplifting others and lead the way; and Guest of Honor, Shri Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI for encouraging the participants attending the workshop to take maximum advantage of the help being provided under various components of DAY-NULM and loan schemes of SIDBI.



He conveyed his special thanks to Resource Persons - Shri Baldeep Singh, Dr. Sarita Godwani, Shri Hari Singh Gumra and Shri Hitesh Kumar Gulati, for their valuable time in enhancing the knowledge and competencies of the participants in various spheres ranging from Effective Management & Administration of Area Level Federation (ALF)/City Level Federation; Conducting meetings, Drafting resolutions & correspondence with Govt. Department - Group Activity; Book Keeping, Accounting and Audit (PAN 12A & 80G); Organizing Community Campaign, Events & Programs; Managing and Opening Bank Accounts of SHG's; Documentation and Reporting. He also expressed gratitude to Small Industries Development Bank of India (SIDBI) in establishing integral convergence for creating the synergy and awareness to masses in sharing the importance of World Social Work Day and devising initiatives for empowering the marginalized community through various schemes of SIDBI.

Grand Applause for the entire organising and vibrant Team, comprising of Smt. Ramneek Kaur, Smt. Maimuna Yasmeen, Smt. Meenakshi Sharma, Smt. Kulvinder Kaur, Shri Balbir Singh, Smt. Geeru Sood and Shri Rajeev Kumar for their outstanding efforts, planning and judicious implementation of the program.



ANNEXURE

PROGRAM FLOW,
LIST OF PARTICIPANTS
&
FEEDBACK AND ANALYSIS

ANNEXURE

PROGRAM FLOW



DAY-NULM
Deendayal Antyodaya Yojana-National
Urban Livelihoods Mission



APSWDP Supports Sustainable Development Goals

Celebrating World Social Work Day & International Day of Happiness 2021

Community Driven Development through Effective Management of Area Level Federation (ALFs)/ City Level Federation (CLF) and Sustainable Development Goals

on 16th & 17th March, 2021 in the premises of

Rajiv Gandhi National Institute of Youth Development (RGNIID), Sector 12-A, Chandigarh

DAY 1 - 16th March, 2021 (Tuesday)

Schedule	Program Flow	Concerned/ Resource Person
10:30 am to 11:00 am	Registration of Participants	Development Cell Team
Opening Ceremony and Inaugural		
11:00 am to 11:30 am	Floral & Formal Welcome of Chief Guest - Shri Ravi Kant Sharma, Mayor, Municipal Corporation, Chandigarh	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea
	Guest of Honor - Shri Rahul Priyadarshi, General Manager & Regional Incharge, SIDBI	
	Lamp Lighting by Chief Guest and Guest of Honor	
	Program Introduction	
	Address by Guest of Honor	
	Inaugural Address by Chief Guest	
	Vote of Thanks	Smt. Ramneek Kaur Livelihood Officer, DAY-NULM, Municipal Corporation Chandigarh
11:30 am to 12 Noon	TEA BREAK	
12 Noon to 12:30 pm	Community Driven Development	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea
12:30 pm to 01:00 pm	Localization of Sustainable Development Goals	Shri Baldeep Singh Technical Director, Punjab State Urban Livelihood Mission, Punjab, Chandigarh
01:00 pm to 01:30 pm	Role of Area Level Federation (ALF)/ City Level Federation (CLF)	
01:30 pm to 02:30 pm	LUNCH BREAK	
02:30 pm to 03:00 pm	Effective Management & Administration of Area Level Federation (ALF)/City Level Federation (CLF)	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea

ANNEXURE

PROGRAM FLOW



DAY-NULM
Deendayal Antyodaya Yojana-National
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DAY 2 - 17th March, 2021 (Wednesday)

Schedule	Program Flow	Concerned/ Resource Person
11:00 am to 11:30 am	Conducting meetings, Drafting resolutions & correspondence with Govt. Department - Group Activity	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea
11:30 am to 12 Noon	TEA BREAK	
12 Noon to 12:30 pm	Book Keeping, Accounting and Audit (PAN 12A & 80G)	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea
12:30 pm to 01:00 pm	Organizing Community Campaign, Events & Programs	Dr. Sarita Godwani State Consultant, Capacity Building & Behavior Change, POSHAN Abhiyaan, Department of Social Welfare, Women & Child Development
01:00 pm to 01:30 pm	Managing Bank account and Opening Bank Accounts for Self Help Groups (SHGs), Bank Credit Linkage with forms	Shri Hari Singh Gumra Lead District Manager (LDM), Punjab National Bank, Chandigarh
01:30 pm to 02:30 pm	LUNCH BREAK	
02:30 pm to 03:00 pm	Documentation & Reporting (Designing of Information, Education and Communication)	Shri Hitesh Kumar Gulati Change & Organization Development Consultant, DiversityAce Business Consulting
03:00 pm to 03:30 pm	Valedictory Session and Feedback from Participants	Shri Vivek Trivedi Social Development Officer, DAY-NULM, Municipal Corporation Chandigarh & Alumnus UNITAR/ CIFAL JEJU, South Korea
03:30 pm to 04:00 pm	TEA BREAK & END OF THE WORKSHOP	

ANNEXURE

LIST OF PARTICIPANTS



DAY-NULM
Deendayal Antyodaya Yojana-National
Urban Livelihoods Mission



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Celebrating World Social Work Day & International Day of Happiness 2021

Community Driven Development through Effective Management of Area Level Federation (ALFs)/ City Level Federation (CLF) and Sustainable Development Goals

on 16th & 17th March, 2021 in the premises of

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sector 12-A, Chandigarh

S. No.	Name of the Participant	Designation	Organisation
1.	Moniika	General Secretary	Area Level Federation Indira Colony
2.	Purna Gurung	Cashier	Area Level Federation Indira Colony
3.	Memshri	President	Area Level Federation, Vikas Nagar
4.	Rajinder Kaur	Project Assistant	PGIMER
5.	Sabra	President	Area Level Federation, Maloya
6.	Saista	Member	Area Level Federation, Maloya
7.	Chanda	General Secretary	Area Level Federation, Maloya
8.	Sunita	Member	Area Level Federation, Maloya
9.	Manjit Kaur	President	Area Level Federation, Maloya
10.	Abhilasha Nadda	Community Mobilizer	PGIMER
11.	Tajinder	Community Mobilizer	PGIMER
12.	Harsimran	Intern	Municipal Corporation, Chandigarh
13.	Rama Devi	Member	Area Level Federation, Mauli Jagran
14.	Darshan Kaur	President	Area Level Federation, Palsora
15.	Malti Devi	Member	Area Level Federation, Palsora
16.	Avneep Kaur	Community Mobilizer	PGIMER
17.	Amandeep Kaur	Community Mobilizer	PGIMER
18.	Sita Rani	General Secretary	Area Level Federation, Hallomajra
19.	Kusum Lata	President	Area Level Federation, Hallomajra
20.	Jagtamba Devi	Cashier	Area Level Federation, Hallomajra
21.	Ruby	President	Area Level Federation, Small Flats-I, Dhanas
22.	Savita	Member	Area Level Federation, Dhanas
23.	Komal	Member	Area Level Federation, Dhanas
24.	Pramila	President	Area Level Federation, Mauli Jagran
25.	Poonam	Member	Area Level Federation, Mauli Jagran

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S. No.	Name of the Participant	Designation	Organisation
26.	Phula Kumari	Member	Area Level Federation, Mauli Jagran
27.	Neelam	President	Area Level Federation, Kaimbwala
28.	Suman Devi	General Secretary	Area Level Federation, Kaimbwala
29.	Bhumika	President	Area Level Federation, Daddumajra
30.	Anita	General Secretary	Area Level Federation, Daddumajra
31.	Shabnam	Member	Area Level Federation, Daddumajra
32.	Kamlesh	President	Area Level Federation, Sector 25
33.	Shyama Devi	President	Area Level Federation, Bapudham
34.	Kavita	Member	Area Level Federation, Bapudham
35.	Kiran	Member	Area Level Federation, Mauli Village
36.	Vandana	Member	Area Level Federation, Daddumajra
37.	Jyoti	Member	Area Level Federation, Daddumajra
38.	Seema Rani	Member	Area Level Federation, Kajheri
39.	Sunita	Member	Area Level Federation, Kajheri
40.	Shivani	Member	Area Level Federation, Kajheri
41.	Anuradha	Member	Area Level Federation, Dhanas
42.	Asha	President	Area Level Federation, Small Flats-II, Dhanas
43.	Reema	President	Area Level Federation, Mauli Village
44.	Saroj	Member	Area Level Federation, Vikas Nagar
45.	Nisha	Member	Area Level Federation, Vikas Nagar
46.	Savita	Member	Area Level Federation, Sector 25
47.	Ritu	Member	Area Level Federation, Sector 25
48.	Ramnik Kaur	Livelihood Officer	Municipal Corporation, Chandigarh
49.	Geeru Sood	Community Organizer	Municipal Corporation, Chandigarh
50.	Maimuna Yasmeen	Community Organizer	Municipal Corporation, Chandigarh
51.	Balbir Singh	Assistant Community Organizer	Municipal Corporation, Chandigarh



ANNEXURE

E-FEEDBACK AND ANALYSIS



**COMMEMORATING
WORLD SOCIAL WORK DAY 2021**

Two Days Training Workshop on
Community Driven Development through
Effective Management of ALF/CLF under Social Mobilization and
Institutional Development component of DAY-NULM under the ambit
of Sustainable Development Goals (SDGs)

ON 16-17 MARCH 2021 (Saturday), 10.00 A.M. - 4.00 P.M.
At Conference Hall, RGNIID, PEC Campus, Chandigarh (U.T.)

e-Feedback and Analysis

TOTAL RESPONSES RECEIVED: 30

Your feedback will be utilized by Association of Professional Social Workers & Development Practitioners (APSWDP), Chandigarh team to determine and improve future programs.

Please select the rating for the each section based on the following criteria:
5=excellent 4=good 3=average 2=fair 1=poor

EXPERT/ RESOURCE PERSON (S) FEEDBACK					
Rating of the Expert/ Resource Persons (s) on the following:	5	4	3	2	1
1.Knowledge of the subject matter.	66.70%	33.30%	0.00%	0.00%	0.00%
2.Explained and illustrated the topic.	50.00%	36.70%	13.30%	0.00%	0.00%
3.Completed the training workshop within the timeframe.	36.70%	63.30%	0.00%	0.00%	0.00%
4.The Resource Persons answered questions completely.	66.70%	26.60%	6.70%	0.00%	0.00%
AVERAGE SCORE	55.03%	39.98%	5.00%	0.00%	0.00%

95% of the participants feel *happy with the knowledge and talk/ session by the Expert/ Resource Person (s)

FEEDBACK ON CONTENT AND STRUCTURE OF THE TRAINING WORKSHOP					
Rating on the content and structure of the training workshop:	5	4	3	2	1
5.The usefulness of the information received in the training workshop.	46.70%	40.00%	13.30%	0.00%	0.00%
6.The structure of the training workshop.	20.00%	73.30%	6.70%	0.00%	0.00%
7.The pace of the training workshop.	40.00%	60.00%	0.00%	0.00%	0.00%
8.The convenience of the training workshop.	80.00%	16.70%	3.30%	0.00%	0.00%
AVERAGE SCORE	46.68%	47.50%	5.83%	0.00%	0.00%

94.18% of the participants feel *happy with the Content and Structure of the Training Workshop.

*Happy - %age sum of excellent (5) and good (4) responses



ANNEXURE

E-FEEDBACK AND ANALYSIS

e feedback

COMMEMORATING
WORLD SOCIAL WORK DAY 2021

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e-Feedback and Analysis

OVERALL FEEDBACK

	Yes	No
9. Was this training workshop appropriate for your level of experience?	100.0%	0.0%





ANNEXURE

E-FEEDBACK AND ANALYSIS

e feedback

COMMEMORATING
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e-Feedback and Analysis

OVERALL FEEDBACK

10. What did you most like about the training workshop?

10. What did you most like about the training workshop?

30 responses

Baldeep Sir session was good because he shared about Punjab State Work on Self Help Groups (SHG)

I liked the session taken by PNB Resource Person.

Session of Vivek Sir.

Session of Hitesh Sir.

I liked the session of Vivek Sir very much. He shared details about working of Area Level Federations (ALF)

Presentation and Report Writing Session

What all works Society/ Associations can do

Hitesh Sir shared good details on Report Writing.

How Society/ Association runs effectively. This was good.

I liked the banking session in which working of banking system was shared.

I liked the session on Report Writing.

I liked the session on Report Writing by Shri Hitesh Gulati, because I face a lot of problem in designing report. The content for report writing was very informative.

This session was very knowledgeable for us. We came to know about various dimensions of Social Work.

Session of Hitesh Sir

Session of Hitesh Sir on Report Writing

I liked the session of Vivek Sir in which he shared about how government is helping SHG's.

I liked the session of Hitesh Sir. He shared simple tips on writing reports.

I liked the session of Baldeep Sir in which he shared about SHG's



ANNEXURE

E-FEEDBACK AND ANALYSIS

e feedback

COMMEMORATING
WORLD SOCIAL WORK DAY 2021

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e-Feedback and Analysis

OVERALL FEEDBACK

10. What did you most like about the training workshop?

30 responses

I liked the session of SIDBI in which information about small scale industries was shared. Thank you for keeping knowledgeable sessions for ALF's.

Session of Hitesh Sir with simple explanations of different sections in the report.

The lecture of Vivek Sir, in which he shared information about the benefits of PAN Card and Section 12-A.

Vivek Sir session was good. We came to know about the way of smooth running of the society and ALF.

Hitesh Sir's session was good. He gave us the confidence to write.

1. LDM Sir's lecture was good in which he explained why KYC is important.
2. If we get a full day workshop on Banking System in future, it will be good.

From SIDBI Speaker, for the first time I came to know that small loans/ industries are available in SIDBI for the poor.

How report can be made, Hitesh Sir gave the information in easy words.

Very informative session of Vivek Sir, in which he made us aware of the schemes offered by the government.

I liked Hitesh Sir lecture. I liked the structure in which he showed the report writing in general discussion.

Easy and Nice lecture of SIDBI. We were able to know for the first time that the government is giving us so many schemes and plans.

Every year this day is to be celebrated. Lecture delivered by LDM Sir was good. He heard our problems and solved them.



ANNEXURE

E-FEEDBACK AND ANALYSIS

e feedback

COMMEMORATING WORLD SOCIAL WORK DAY 2021

Two Days Training Workshop on
Community Driven Development through
Effective Management of ALF/CLF under Social Mobilization and
Institutional Development component of DAY-NULM under the ambit
of Sustainable Development Goals (SDGs)

ON 16-17 MARCH 2021 (Saturday), 10.00 A.M. - 4.00 P.M.
At Conference Hall, RGNIID, PEC Campus, Chandigarh (U.T.)

e-Feedback and Analysis

OVERALL FEEDBACK

11. Any other Feedback

11. Any other Feedback

14 responses

Thank you for inviting us.

Request to plan a visit to Punjab SHG's to understand their working.

We need also get more sessions on letter writing.

We want to build small entrepreneurial ventures by learning from successful persons and their key ideas.

We should get more knowledge about social work

We want ALF to be connected with more activities by government departments.

We need some visits in Native State also to see the working of SHG's.

More sessions on banking should be organised from time to time.

Some competition and presentation events should be included.

All sessions were enlightening for us.

Apart from the lectures, we need a lot of handholding support.

Very good, we get inspiration to do something further in future by listening to these lectures.

Workshop for report writing and samples should continue from time to time.

The session by Vivek Sir was good.



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e-Feedback and Analysis

GRAPHICAL PRESENTATION OF

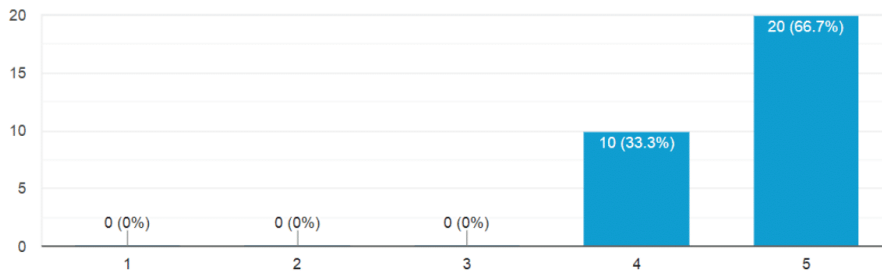
Q.1 to Q.4 - Expert/ Resource Person (s) Feedback

Q.5 to Q.8 - Feedback on Content and Structure of the Training Workshop

EXPERT/ RESOURCE PERSON (S) FEEDBACK

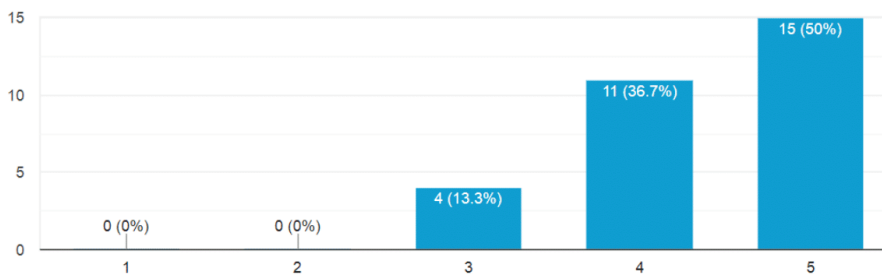
1. Knowledge of the subject matter.

30 responses



2. Explained and illustrated the topic.

30 responses





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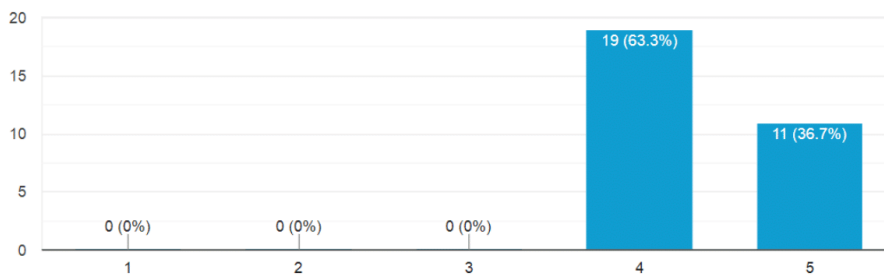
GRAPHICAL PRESENTATION OF

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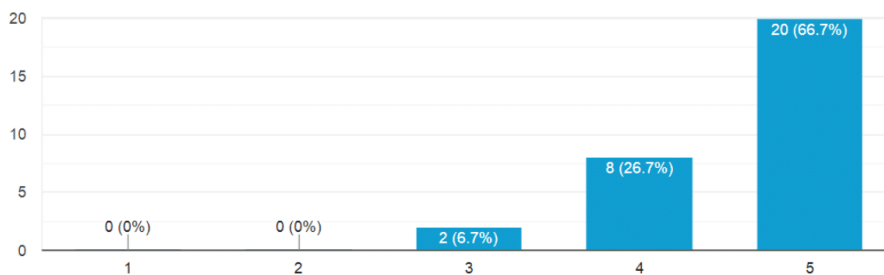
3. Completed the training workshop within the timeframe.

30 responses



4. The Resource Persons answered questions completely.

30 responses





ANNEXURE

E-FEEDBACK AND ANALYSIS

e

feedback

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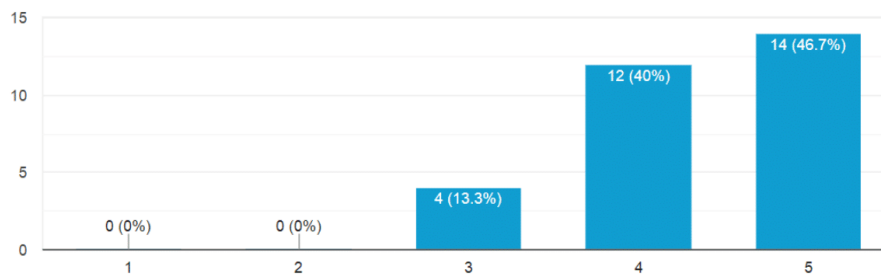
GRAPHICAL PRESENTATION OF

Q.1 to Q.4 - Expert/ Resource Person (s) Feedback
Q.5 to Q.8 - Feedback on Content and Structure of the Training Workshop

FEEDBACK ON CONTENT AND STRUCTURE OF THE TRAINING WORKSHOP

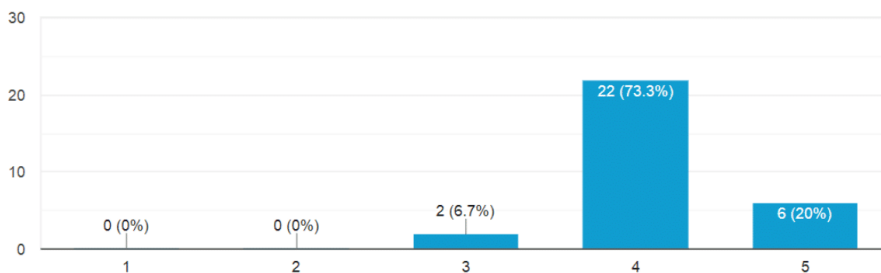
5. The usefulness of the information received in the training workshop.

30 responses



6. The structure of the training workshop.

30 responses





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feedback

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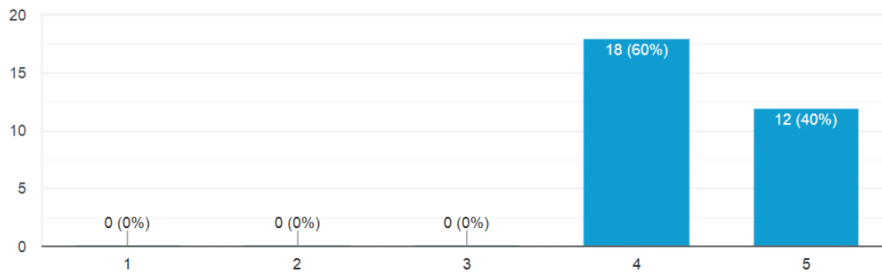
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FEEDBACK ON CONTENT AND STRUCTURE OF THE TRAINING WORKSHOP

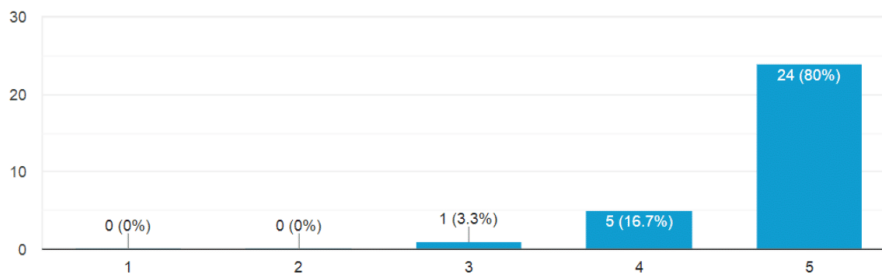
7. The pace of the training workshop.

30 responses



8. The convenience and sequence of the training workshop.

30 responses



ORGANISING TEAM



"Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work."

-Vince Lombardi



**“Do what you can to show
you care about other people,
and you will make our world a better place.”**
- Rosalynn Carter



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