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CONTENTS

S. No.	Item	Page No.
1	Note from Chairperson	3
2	All Girls Program for Placement Linked Basic Employability Skills Training	5
3	Himmayat, a Placement Linked Skills Training Program for Kashmiri Youth	9
4	Financial Report	23

Note from the Chairperson

It has been yet another eventful year with a lot to report on.

After years of work with youth skills training across districts and regions that are otherwise referred to as backward or disturbed areas, we decided to move to a more focused state level intervention strategy. This report covers the results of a new strategy to focus heavily on youth at the state level (Uttar Pradesh and Jammu Kashmir) instead of implementing projects across states. Consequently, we have some amazingly encouraging experiences with youth and business in Kashmir focussed on the locations along the Line of Control (LOC), and in Uttar Pradesh with a focus on Bundelkhand.

I always believed that Serendipity has had a hand in everything good that happens at CAP. Our work with Himmayat, a special skills training and placement program for Kashmiri youth is one such recent example. During a vacation in Kashmir the sheer beauty and tranquility of the places was dulled by the many conversations my husband and I had with the youth and women we met to during our treks & walks across villages and the “must see” locales. In all the disturbance that seemed to be affecting Kashmir, the youth seemed to be the worst affected. They barely stayed in their home state longer than the tourist season (when they did odd jobs to earn decent money in the short term) and spent the rest of the year



either moving around in search of work or travelling to other parts of the country for seasonal casual work. Talking to hundreds of youth and women we were convinced they would like to stay back in their states and with their families if they could find jobs. Although they were fairly educated, they often found employers were recruiting persons from outside the valley for jobs in Kashmir.

At the end of the fairly long vacation, my husband (and my most serious critic) challenged me to do something about the status of these youth. Why was CAP not working in Kashmir as we did in so many other geographies?, he asked. I came back and prepared a concept note, took an appointment with the joint secretary of the ministry of rural development and made a presentation to him. That is when Serendipity struck her positive chord again! I was informed the Himmayat project is on and that CAP should send in a proposal for working in Kashmir. A decision was taken to focus only on the most deserving youth across the Line of Control and so a proposal was sent to the ministry to train and place 6200 youth from Sopore, Baramullah, Kupwara, Bandipora, Anantnag and Srinagar. Later we also moved to

cover Leh & Ladakh regions. Of all the projects we have ever undertaken this has been the most exciting and the closest we have come to vulnerability of youth in disturbed areas.

Another intervention this year was continuing the all female skills training program we had initiated with Intel Semiconductors in the rural areas last year. This year we attempted this intervention for urban based female candidates for job linked skills training in Chennai and Delhi. The results have been so encouraging that it is proposed that in the coming years we should attempt at least one all-female program to be included every year.

The emphasis continued on linking learning and livelihoods in the most meaningful ways for the youth who are more difficult to access through our multi-year projects that continue through the child centered community development program at Shapurnagar, Hyderabad, the accelerated learning program for young adults and the job linked Basic Employability Skills Training programs for unemployed youth who are unable to either for higher education or employment.

Once again we must emphasise that none of this would have been possible but for the continued trust and confidence we have been showered with by the young people themselves. We are also thankful to all our partners and donors for their trust, encouragement, support and generous resources

We commit ourselves to continue to learn and work together to facilitate smoother and positive pathways for these youth in transition and from difficult backgrounds.

Dr. Nalini Gangadharan

All Girls Program for Placement Linked Basic Employability Skills Training



Taking off from the enriching experience of an all females employability skills training program over the last year supported by Intel Semiconductors in the remote rural areas identified as backward districts, we had an opportunity to attempt an all girls placement linked employability skills training program for urban young females in and around Delhi through well designed, placement linked skills development program. The vision of the project is to empower disadvantaged

young girls with IT linked/enabled livelihoods and assess the socio-economic impact of the same. It is an innovative partnership to demonstrate a model to address poverty and empower young women from economically disadvantaged families. This project was executed at the CAP – Community Learning Centre in Mahindra World City, Kancheepuram Dist, Chennai in TamilNadu and Dwarka in National Capital Region. Plan India and InterGlobe Solutions Private Limited were the funding partners to this program

The courses offered were:

- Data Entry Operator
- Retail Associate
- Domestic IT Help Desk
- Tally Assistant
- Beauty & Wellness
- Counter Billing Assistant

A total of 2 Employability Training Centres have been initiated.

For a start, 342 female candidates have been enrolled. Life Skills and delivery methods have been tweaked to suit female only classes. Subsequent to the training 272 students were provided placement opportunities (79%).

Some of the reputed companies where the students were provided placements included

- Café Coffee Day
- Shoppers' Stop
- Slice of Italy
- Bikanerwala
- Easy life Insurance



- Nilgiris
- TVS Motors
- HTC Global Services
- Tata Docomo
- Nadella Jewellers

This project has been a very fulfilling experience as many young and married women benefitted from this intervention. Some of the important lessons learnt from the experience are below:

- Mobilising the girls / women for the training programme required not only to convince the potential trainees but the entire family – Father, brother / husband. Hence apart from individual counselling, family counselling was also done
- Married women needed relaxation in the timings of the centres as they were not accustomed to being engaged full time with the center and learning activities. However we had to explain to them that they need to learn to manage the timings as the training programme was a run up to the employment time schedules.
- Women had many preferences to choose the employment options that came their way – distance from home to work was the primary factor in their decision making
- Many employment opportunities, although more lucrative such as in e-commerce and other profiles which needed mobility were not preferred by trainees.
- It was observed that few employers were hesitant when informed about “all women” batch/ training centres. A preference has been showed to have a mix of both the genders. Hence the need for more intense interaction of business mentors and potential employers with the classroom and training sessions and candidates

The salary range of the students in Chennai was Rs. 7000/- to Rs.12500/- and in Dwarka between Rs. 7500/- And Rs.14000/-

The programs have been very successful and impact very well demonstrated. It is expected that CAP will be able to continue in both the centers with support from current and other interested donors even after the funding relationship with the current partners comes to an end.



Charu Rajput, a student of IT help desk course. She lives in Uttam Nagar. Charu has five members in her family which includes two other siblings , a younger brother in 6th class and younger sister in 12th class. Her father Mr. Arvind Kumar works as a mechanic in a manufacturing unit. He installs different parts to assemble the newly manufactured fans. Her family had financial trouble since her childhood; she didn't have money to go for

higher education even though she wanted to. Among 120 students, she is one of the hardworking students. Charu was extremely shy and sensitive with the other students in the beginning. She took induction classes seriously and completed the assignments given by the class trainers; she started taking interest in the classes and started speaking confidently. Now she is very confident and she helps other candidates to understand her subject and

also she wants to help her siblings continue their studies. She is currently working in Shoppers Stop at Janakpuri, New Delhi and is drawing a salary of Rs. 8150/-.



Pritam is a student of Retail course and lives in Dwaraka and has 7 members in her family. Her father is a self employed – runs a mobile fast food outlet. She completed her Xth std but could not continue further education due to the financial problems. She had dropped out after Xth and wanted to take up employment to support her family, but was unable to get a break through. When she joined the BEST programme, she was a shy and nervous candidate. She was not good in communicated but had the aspiration to learn. She was a good observer, obedient and keen learning. Initially, she was not able to have conversations even with her classmates but slowly she gained confidence and today is not scared to talk in front of a large gathering. Her confidence has improved immensely. She liked the communication and

grooming classes the best during the training period. She is currently working in Slice of Italy with a salary of Rs. 6000/- and is happy supporting the family.



Her name is Gurpreeti and is 18 year old. She lives in Nihal Vihar. She has 5 family members in her family. Her father is a Taxi Driver who hardly earns 14000 per month. Her



family faces lots of financial problems in life so she wants to become a support system for her family. She was uncertain about her future after clearing her 12th class examinations. Then a team from CAP Foundation counselled and talked to her about the basic Employability Skills Training program. The very next day she enrolled herself in IT Enabled Services course. By the time Gurpreeti had completed the skill training program, she improved her basic computer Knowledge, spoken skills, interview skills and some Life skills group activities and these made her more confident. Now she says she is confident to speak in front of a

crowd. After completing her course she got placement in Burger King, as a Customer Sales Executive where she is getting Rs. 9,000 salary per month. Her father feels proud that his daughter is getting a respectable salary at a very reputed outlet at such a younger age.

Simmy is 19 year, a student of IT skill course. She lives in Nangli Vihar Dwarka. Simmy has 8 members in family. She has six brothers and a sister. She is the youngest among the siblings. Her father is physically challenged and mother is working in a factory besides a brother who works as a casual labour . The family struggles to adjust all expenses within the very low income and continuously faces tremendous financial troubles.

Simmy is a very graceful and hardworking girl. She dreamt of higher studies but failed to achieve her dream because of family problems. Simmy always very sensitive towards her mother's struggle and wanted to help her out. So she joined skill training at CAP Foundation. She took induction classes seriously and completed the assignments given by the trainers. She started taking interest in the classes and started speaking confidently. Now she is very confident and by the end of the training, she got an opportunity to work in ADM Solutions as a tele-caller and getting Rs.8500/- per month to start with . Simmy says she is very happy to have become very confident and is now ready to take challenges that come her way. She is happy to help her mother and her siblings with her earnings and is sure her mother is really proud of her.



Himayat, a Placement Linked Skills Training Program for Kashmiri Youth

Genesis

Despite its high economic growth in the last decade, the State of Jammu & Kashmir faces a huge unemployment problem among youth. Almost 6 lakh people are unemployed (From the report produced by the Prime Minister's Expert Group to formulate a job plan for J&K, 2011). An expert group under the chairmanship of Dr. C Rangarajan was set up by the Prime Minister to suggest means for enhancing the employment opportunities in J&K and to formulate a jobs plan involving both the public and private sectors. Various surveys have shown that the number of unemployed is increasing year by year. Registered unemployed youth at various employment exchanges show that about 6 lakh youth are unemployed as on March 2010, as indicated in the Rangarajan report. This necessitated a special scheme to address the needs of the youth to provide options and opportunities to the youth of J&K. The Ministry of Rural Development (MoRD) has a rich experience of implementing placement linked skill development projects across the country under SGSY scheme. MoRD was mandated to formulate a scheme to address the aspirations of youth of J&K. In response MoRD, GoI launched HIMAYAT with a mandate to offer skill development training to 100000 youth from J&K over a 5 year period by implementing custom made short term courses, with a focus on the current requirements of the industry, that would ensure that the youth possess necessary skills to get placed in the job market.

As was mentioned above, the implementation of Himayat demanded a total change in approach from other projects. Unlike in other programmes of MoRD under SGSY (SP) where it is restricted to only rural BPL card holders, this special scheme enabled youth from both rural and urban regardless of their socio economic status to select training program for salaried or self-employment as per their interest. This program follows a bottom-up approach tailored to move J&K youth from being unemployed or engaged in casual work to employment in the organized labour market.

CAP was sanctioned a project under Himayat As part of the effort to ensure quality outcomes of Himayat, several innovative strategies have been tried and demonstrated by the Himayat Mission Management Unit (HMMU) through the Project Implementation Agencies (PIAs) under HIMAYAT. Over a period of time these strategies have developed into good practices worthy of emulation by others engaged in skill development projects across the country.

Project Details:

Before submitting the proposal to the Ministry, CAP conducted a rapid market scan to check the feasibility of the programme in J & K. The market scan revealed that the literacy rates in the state were quite high and so were their aspirations. It was also understood that the youth of Kashmir did not intend to migrate to the rest of the country for the purposes of livelihood.

Based on this feedback, CAP designed a 6 months diploma programme to cater to the young people who had completed 12th std of education and a 3 months certificate programme for the youth who either completed Xth std or failed the same. This difference in

the certificate and diploma programme provided for differentiated job profiles and salary bands.

The project after lot of deliberations on inclusion of 6 months programme, was sanctioned with a mandate that the diploma students should be placed in jobs which pay Rs. 8000/- or above. The project was sanctioned for 6200 youth to be covered in Srinagar, Baramullah, Kupwara, Anantnag and Bandipore. Of the 6200 youth, 2480 youth were to be trained in 3 months certificate programme and 3720 youth in 6 months diploma programme. The programme was proposed to be completely nonresidential. Subsequently, during the implementation of the project, CAP had requested to include youth from Leh and Kargil districts and to conduct the training in residential mode for these youth at Jammu in order to complete the project on time as significant amount of time was lost due to strikes, harsh winters and the unprecedented floods

Project Coverage:

District wise information on target, trained and placed

State	District	Center Location	Trained	Placed	Certificate Program (3 months) Trained	Certificate Program (3 months) Placed	Diploma program (6 months) Trained	Diploma Program (6 months) Placed
	Srinagar	Karan nagar	817	742	360	348	457	394
		Sonwar	768	655	282	262	486	393
		Lal Bazar	426	418	119	114	307	304
	Baramulla	Baramulla	904	835	403	375	501	460
		Sopore-1	639	620	354	337	285	283
		Sopore-2	423	405	207	200	216	205
	Kupwara	Kupwara	651	639	553	543	98	96
	Anantnag	Anantnag	490	435	153	144	337	291
	Ganderbal	Ganderbal	366	328	54	33	312	295
	Budgam	Magam	349	319	0	0	349	319
	Kargil	Jammu-1	89	73	0	0	89	73
	Leh	Jammu-2	108	80	0	0	108	80
	Baramulla	Gurgaon	60	8	0	0	60	8
	Kupwara	Hyderabad	38	38	0	0	38	38
	Anantnag	Delhi	72	31	0	0	72	31
	TOTAL		6200	5626	2485	2356	3715	3270

Project components

The implementation of the project can be divided into 4 parts:

1. Pre-training
2. Training
3. Placement
4. Post Placement

1. Pre Training

This phase starts from the identification of project area, setting up the center, mobilization of trainees, recruitment and training of trainers.

(i) Identification of the project area

The Himayat Program covers all rural and urban districts in the State of J&K. Lot of planning goes in the identification of districts and blocks to be covered in a phased manner starting with the districts which have high incidence of poverty. The HMMU unit in coordination with the state government prioritizes the phasing of implementation and allocates the blocks to the PIAs for mobilization of the trainees.

(ii) Mobilization of Trainees

Mobilization and Selection of trainees is an important step in the success of the training programme. CAP initiates the mobilization in the gram panchayat nearest to the training center. Once the nearest locations are covered, CAP moves to the next corresponding panchayat/block allotted by HMMU. This is referred to as panchayat saturation model. The advantage of this model is, when students from the same panchayat /village are selected the chances of their successfully completing the training increases because of the common bond shared by them. In addition, the parents of the trainees are comfortable with their children travelling to the training center since they are familiar with the peer group.

CAP also prepared mobilization calendar indicating which villages/panchayats they were going to be covered, in advance and displayed it prominently so that all concerned stakeholders were informed in advance to ensure availability during the mobilization. Before the actual mobilization, the team of facilitators continuously interacted with the community, including parents, opinion makers, youth, sarpanch/president and so on.

Information on the mobilization was publicized through road shows, hand bills were distributed, public address systems in the mosques were utilized. In addition the mobilization team made door to door personal visits. The government and private school headmasters were contacted for retrieving the drop out list of youth in the community and they also helped in gathering the youth. Cooperation of the schools, primary health centers and district administration like BDOs and Sarpanches was sought. Mobilization on Friday outside mosques facilitated the availability of maximum number of youth at a single place.

<u>3 months course trainees- 8th to 10th std qualification</u>				
	CRS	Hosp	PSA	Total
4000-6000	377	512	574	1463
6000-8000	86	175	54	315
Above 8000	76	49	0	127
	539	736	628	1905

<u>6 months course trainees- 12th std qualification</u>					
12th Std	CRS	Hosp	PA	BKA	Total
8001-9000	808	951	765	537	3061
9000 & above	62	63	46	38	209
	870	1014	811	575	3270

<u>3 months course trainees- 11th std qualification</u>				
	CRS	Hosp	PSA	
4500-6000	92	20	108	220
6001-7000	17	23		40
7001-8000	57	14	48	119
8001-9000	35	25	12	72
> 9000				
	201	82	168	451

Education	No. of trainees in %
8th - 10th	34
11th	8
12 th	58

Though this is a very good practice there are some challenges that need to be handled tactfully. There were bureaucratic hurdles in getting permission to conduct road shows and mass gatherings because of the local conditions. Some BDOs and Sarpanches were not willing to take this additional responsibility, again due to prevailing local conditions and cooperated after many meetings and persuasion.

(iii) Selection of the Trainees

On the day of mobilization the youth and their parents, other community leaders assembled in the specified place preferably in the center of the village. A brief orientation was provided to the assembled youth and their parents. Prior information is provided on the entitlements and the objectives and advantages of the programme. Any concern, people had were clarified.

First step was to check the eligibility criteria of the assembled youth. The project guidelines require the age of the youth to be between 18 and 35 years age group and that they should be drop outs and not a full time student in any school or college.

After checking their eligibility, the shortlisted candidates were administered an interest inventory to identify their domain of interest. After this there was a one-to-one counseling along with the parents. Interaction with the parents of the candidates is critical to ensure that the parents are aware and approve of their children being placed outside the valley. A Parent Consent Form is signed before selection to avoid any complications or disputes during placements. In most of the cases, the advice of the counselor is accepted by the candidate. In exceptional cases, few are accommodated according to their needs.

CAP has a “community mobiliser” for every center. He / She worked in tandem with the trainers during mobilization and assisted in post placement monitoring and tracking. As subsequent batches got trained from the same training center, the community mobilizer

acted as a link between the community and CAP throughout the year. However, the entire process of selection of trainees is carried out by the team with shared responsibilities.

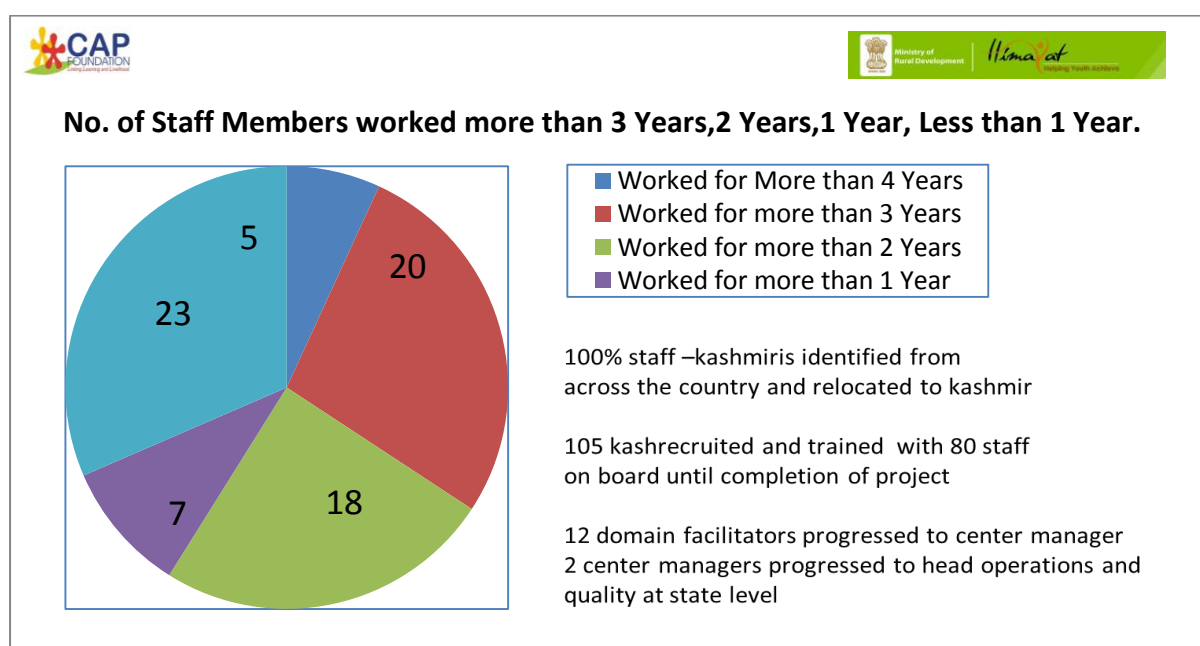
(iv) Setting up the center

The Infrastructure

During the process of implementation of the project, a due diligence of training centre was introduced. As per the guidelines, the PIA was required to fill the due diligence format and submit the same to HMMU. Subsequently, the representatives from the monitoring agency namely NIRD would visit the training centre to verify the checklist. This would ensure that the required infrastructure and learning material is available at the centre before the commencement of the batch. This helps in improving the quality of the programme.

CAP displayed an activity planner with hourly training modules which included 60 hours of IT Training and hands on practice on computer for every trainee. The diligence list also specified the number of trainers required for each center depending on the number of domains in which training was imparted. The equipment required for each domain and some basic necessities like generators for backup are also specified. Broadband connection in computer lab facilitated the trainee's access to internet. Another very significant feature is the display of the Entitlements so that the trainees knew dues to them such as residential facilities, opening of bank accounts provision, study material etc. This helped in dissemination of information and transparency about the entitlements.

(v) Recruitment of trainers/facilitators



The high quality of trainers is a key element for the success of the Himayat project. CAP identified the qualified youth of Kashmir valley who had worked or were working outside the state of J&K as trainers. This helped in understanding the local mind set of the youth as they themselves had gone through the local situations. It also helped the youth as and at the same time helped them understand the demands of the emerging business/corporate world where they have been successful in making a place for themselves. Initially candidates were invited through advertisements. After the initial success in recruitment, through

contacts of those recruited other trainers were recruited. The candidates selected have come back to the state and opted to work for Kashmiri youth as their trainers. There is an innate desire among the Kashmiri youth to get back to their base. These trainers understand the political, cultural, social and economic constraints of the Kashmiri youth and hence the selected youth relate to the local facilitators rather than facilitators from outside. Therefore work environment is highly charged and motivating, with excellent team spirit of camaraderie.

(v) Training of Trainers/facilitators

The high quality of trainers is a key factor for the success of the training programme but they come from very divergent backgrounds, qualifications, work experiences, attitudes, and values and so on. The unique feature of this training programme was the training methodology adopted which was very different from the usual lecture method of imparting knowledge.

Every facilitator was given intensive training of trainers programme. They were exposed to the experiential methods of learning, using case studies, role plays, group discussions, brainstorming and other interactive methods of learning. They were also exposed to various methods of imparting soft skills like understanding self, interacting with others, good communication skills, working in teams, making decisions and so on. The domain specialists also adopted interactive and active learning methods using chart, diagrams, and models and so on. As the batch size was limited to 35 – 40 students, it promoted individual attention. Every batch also had a Personality development trainer and IT Trainer to mold the students into well rounded individuals.

Training

(i) Induction

Having mobilized and selected the trainees, induction of these youth into the training was the next very important step. The induction module was designed keeping in mind the background of these youth. It is also important to keep in mind that they are all school dropouts and have been out of school for various durations and not been doing anything to keep themselves productively occupied. Hence, getting back to a regulated and disciplined life again in a new environment was a very apprehensive experience



As already mentioned they come from diverse backgrounds. Hence creating a common platform and a level playing field was very important. Different techniques were used to achieve this objective. Next, it is important to build rapport with the trainees. Various ice breaking exercises were conducted to get to know each other.

Then the life skills modules were introduced which included 16 different components like team building, motivation, SWOT analysis, decision making and overcoming stage fear and so on. Various audio-visuals, games, simulation exercises and other experiential techniques were used in making this aspect of learning an enjoyable experience.

(ii) Classroom Training and curriculum



CAP offered 3 months and 6 months duration courses. The significant feature of the classroom training is the highly interactive methodology using models, charts, demonstrations, practical sessions and so on. Every student was exposed to the basic ICT skills, basic communication in English and life skills. The core features focusing on the content promoted active learning, observing and being observed. One significant aspect of the curriculum is that it was industry specified and developed with the

cooperation and collaboration of the concerned industry. Representatives from the industry were invited to give guest lectures and interact with the trainees. The curriculum was largely practical based training for skill development.

Day wise lesson plans and the course plans were displayed on the walls of the center. Classes were conducted using charts, models and other learning materials. Internet was used for teaching and learning. Weekly tests were conducted to assess the learning levels of the youth and the same were documented in the center. This was later made as a mandatory requirement and was being verified by the Himayat mission unit. In addition to the classroom training, the trainees were taken on field visits which sensitized the students to (a) market realities and (b) salaries, skills and types of jobs available. Live assignments helped in real time experiences. There were plenty of opportunities for extracurricular activities as well. Periodical meeting with the parents helped in keeping the parents in the loop about their wards progress.

3. Placement

(i) Pre-placement Counseling

Building work readiness is an important component before the actual placement. Here the trainees were introduced to the do's and don'ts at the workplace. The importance of getting to work on time, staying till the work is finished, interacting with the coworkers, using appropriate language, being courteous to the customers, following the work ethics, dress code and so on. These are all new experiences for the school dropouts and for those entering the job market for the first time. The

students were made to face mock interviews to familiarize and build confidence in facing job interviews. They were also taught how to prepare their CVs. The youth were also given



opportunities to interact with youth who were already working after completion of the training in the previous batches with different employers. Listening to youth who had successfully travelled the same path as them and were working built the confidence of the trainees and inspired them to be financially independent.

(ii) On the job training (OJT)

This is another step in the pre-placement phase. Though the trainees received theoretical knowledge and skill training in the classroom, real time experience on the job reinforces the learning and gives an opportunity to try out the skills learnt. The certificate students were put on 1 month training and the diploma trainees were provided 2 months of on the job training.



(iii) Job survey by students

This was to familiarize the trainees to the realities of market conditions. They were made to go to the different organization related to their domain training in which they were being trained and gather the data about the number of positions available, at what level and at what salaries, work timings, work conditions, views of those already working there and so on. This helped them to understand the realities of the market situation and keep their aspirations in tune with the market reality

(iv) Placement

Designation	No. of Trainees Working	Diploma trainees on jobs	Certificate trainees on jobs
Front Office Executive	224	165	59
F&B Executive	617	260	357
Stewards	872	605	267
Customer Care Executive	664	349	315
Marketing Executive	1202	849	353
Data Entry Operator	246	66	180
Billing Executive	129	32	97
Accountant	88	66	22
Medical Representative	1295	745	550
Pharmacy Counter Assistant	289	133	156
Total	5626	3270	2356

The trained candidates were sent for the interview after having been given full pre-placement training. At times, the employers came for campus interview. Those employers who were happy and satisfied with the trainees already working with them, contacted the respective facilitators directly with a request on how many more they required in the future and this facilitated assured placement.

Designation	No. of Trainees Working	Male trainees on jobs	Female trainees on jobs
Front Office Executive	224	134	117
F&B Executive	617	250	393
Stewards	872	415	495
Customer Care Executive	664	315	368
Marketing Executive	1202	517	528
Data Entry Operator	246	63	205
Billing Executive	129	42	106
Accountant	88	35	35
Medical Representative	1295	622	664
Pharmacy Counter Assistant	289	114	208
Total	5626	2507	3119

CAP issued a consequential offer letter to the candidates that clearly stated the salary details, incentive policy, growth in salary in next 6-12 months, conditions of probationary period, implications of taking leave or reaching late for work, possible accommodation detail, company policy to give subsidised food etc. During the implementation of the programme, the definition of placement changed. The student was required to work for 3 continuous months in order to be claimed as placed.

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(v) Post Placement

S.No	Center	Total Placed	% Salary range Rs.4500 - 6000	% Salary range Rs. 6000 - 8000	% Salary range Rs. 8000- 9000	% Salary range above Rs.9000
1	Srinagar	1815	42	31	38	17
2	Baramulla	1868	50	22	36	12
3	Anantnag	466	6	24	7	12
4	Kupwara	677	44	29	8	14
5	Magam	319	0	3	5	6
6	Ganderbal	328	0	6	5	5
7	Kargil	73	0	0	84	6
8	Leh	80	0	0	87	3
	TOTAL	5626				

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Under HIMAYAT there is a mandatory break of one month period between successive batches for training. In this break, the trainers provided support to the newly placed youth by visiting their work place etc., and ensured that the trainees are comfortable at work place. The focus of the programme is on school drop outs

	3 months course	6 months course	Total
No. of students placed	2356	3270	5626
No. of Employers	864	1432	2296
Common Employers	716		
Repeat Employers	589		

and they enter the job market at entry level jobs. These jobs do not often give flexibility to the youth like timing of shift, commutation to work place etc., which often make

these youth quit the job as it is difficult for them to sustain. It is seen that in entry level jobs, the youth gain work experience and get some additional incentive / swap to better jobs in six months. So, supporting these youth for the initial 6 months is extremely important to ensure retention. Rs. 1000/- for 2 months is provided as the post placement support to the youth undergoing 6 months and 9 months courses as these students are required to be placed in jobs paying them Rs.8000/- and 12000/- respectively. For the youth undergoing 3 months of training, Rs. 12000/- (Rs. 2000/- for 6 months) was provided as post placement support. Since the youth were required to submit salary slips to claim post placement support, tracking of working candidates was evidence based and proof of retention available for every working youth.

(v.v) MIS based monitoring with 3 month salary slips

A well devised MIS system exists for tracking the trainees. The PIA was required to track the trainee on a monthly basis and upload the data on the youth besides 3 months' salary slips of the placed youth as evidence of the youth continuing in the job.

Challenges Faced During Project Himayat:

- The lack of trust initially by the youth of the state in the program concept was a challenge. People in the Kashmir valley seemed cynical of government interventions. The Himayat initiative was initially perceived as just another showcase, which would not be effectively implemented.
- There was also a fear that it was an NGO-driven initiative and whether that was a proxy for conversion to other religions
- The opening of bank accounts for trainees was difficult due to the absence of necessary documents.
- Starting of the training centres in the difficult areas like Sopore where no other PIA was interested to start the centre owing to the disturbances and high incidence of conflict.
- During the initial stages of implementation, the dropout rate was as high.
- Cost escalation was a major challenge in the project due to harsh winters and bandhs thereby increasing the time period of the batch leading to high expenses
- Taking trainees out of Kashmir valley for training or placement and ensuring they continue training in the places like Delhi, NCR and Hyderabad was a big challenge.
- In cases where trainees went out of the state alone or in small groups, they were easily demoralized in the new city, and dropped out. This issue was resolved by ensuring that a minimum of eight candidates from each village go out of the state together so that they form a support system for each other, thus enabling better retention.

Lessons Learnt:

- Proper counseling of trainees and their parents at the time of registration
- Assigning domains to the trainees after assessing the interest inventory test thoroughly
- Taking timely feedback from the employers
- Regular visits to the workplace of the trainees
- From the Day 1 of the training the candidates are told about the documents required to for registration and to open a bank account for processing of TA and PPS on time.
- Working under Gram Panchayat Saturation model helped in the mobilizing candidates.
- Involving stake holders like parents and village elders so that the candidate remains present during the entire training program and takes up job properly.
- Constant visits from MORD and NIRD helped to raise the bar of quality of training and placements.

Beneficiary Voices:**Mehraj ud din Bhat, 24, Hospitality, Karan Nagar**

“I was born a weak child. My mother tells me that she used to be very sick when she was carrying me. My father, a vegetable farmer, barely earned anything then and didn’t have the resources to provide good nutrition and health care for her. But then most women and children in our neighbourhood live in similar circumstances. Nothing odd about it! I have 2 brothers and one sister. All of them are younger to me. All of them go to the government school except one brother who is studying B.Ed. I’m able to pay his fee and books all thanks to my stable job at Batra Hotel.

“After I completed my 10th standard, I was jobless. All I would do was eat whatever my parents were able to provide, which was not much as my father hardly made any money selling the vegetables he grew in our backyard. I, along with a few friends of mine, would hang around aimlessly with zero focus and interest in life. It was the bleakest period of my life. But at that time I had no clue that I could better my life. Only now, after being employed for 2 years, I realise what a waste of precious years of my teenage. The realisation dawned only after I joined the Hospitality course at CAP Foundation’s training centre supported by the Government of India. In fact, getting in touch with CAP was the turning point in my life. I am a different person now. From being an aimless drifter to a focussed hospitality professional, my life has undergone a complete transformation. When I look back, it becomes very clear to me that I developed an interest in life and work only because of the training I went through. If CAP hadn’t found me and channelized my energy in building a career, I would have been unemployed and a complete wastrel. I’m lucky.”

“On the first day of the course, I felt nervous and lost. I hadn’t been in touch with a routine for a long time. Honestly, I had no routine. It was a drifting existence. The fact that I am able to express all this is because I learnt everything about life and work at the centre. The facilitators held my hand throughout the three months training program. In fact, I chose Hospitality thanks to the counselling before I joined the centre. When I wrote the entrance exam, I was made to understand my strengths and weaknesses which helped in choosing hospitality as my subject. During the training, we were taught everything thoroughly. Besides

theoretical knowledge, we were given practical lessons in everything. That's what has kept me in good stead at my job."

"Once I completed my course, I was given interview opportunities at 2 hotels by CAP. Also the post placement support we received from the government gave us the confidence to venture into the work world. Thanks to the skills we were equipped with, I was able to make the right decision in picking up the job. I chose Batra Hotel, a 4 star property, to pursue my career. It has been two years now and I have grown from strength to strength. When I joined as a Room Boy in the House Keeping department in 2012, I was a hesitant beginner. But as days passed I realised that I had an edge over the other beginners as I was armed with thorough training. I also realised that what we had learnt other than the subjects, in terms of life skills helped me in a big way. Unlike the nervous beginner at CAP, I started my work from day one as a confident worker. My interpersonal skills and confidence were appreciated in a big way by my employer. Within 1 year of joining, I was given a promotion as the Senior Assistant and a raise on Rs. 1000. That made me more sure of myself and my skills. Nobody else had received a promotion and a raise so quickly in the organisation. This was possible because of the self belief my course had helped me develop. The life skills component which I thought was just an add on, actually helped me connect with people at work right from the beginning.

I learnt how to get people to work with me and enable me to get to the next level. In December 2013, I received another promotion as a Supervisor. That gave me further motivation. My salary was raised to Rs. 8000. It has been a year since my promotion. Now, I am able to support my family and save Rs. 1000 every month. This is also thanks to the money management we were taught during the training. My confidence has gone up manifold. I converse in English with clients comfortably now. I am respected and appreciated at my work place as well as the community. My mother feels very happy that I am able to lend a helping hand to my father in running the house. I feel very good that I earn more than my father. I owe everything to the Government of India and CAP for putting my life in the right track.

My supervisor had told me right in the first week of my joining the hotel that I was different from the other new recruits. I wouldn't like to boast about myself but the fact remains that self belief and the ability to deliver my job requirements were way ahead of others at the entry level. Now, of course, it has improved further. Because of my 2 promotions and raise in the salary, I am super confident of getting better and better at my work. My focus is to eventually head the housekeeping department. Insha allah, I will. I have decided to put away more money for a rainy day. I also want to invest in my own house, save for my siblings and my future. My days of dependence and indifference to my own self are things of remote past. I appreciate every opportunity life has given me and want to make the best of it.

I will focus completely on my work for the next five years. I will also ensure that my younger siblings are taken care of well. Ultimately, I have realised, that the world is a mirror. We project what we see and I will make all the effort to see a better reflection of myself every day by acquiring more skills on my job. What I feel very good about is my ability to connect to people at my work. My interpersonal skills are getting better each passing day and my capabilities are improving at work.

I value my work and every single colleague and client tremendously as I realise that my life is getting better and better thanks to their cooperation and faith in me.”

Khalida Akhtar, 20, CRS, Baramullah

“My father passed away in 2007. Since then my mother is struggling to keep us going. I have 2 elder sisters who are married and 2 younger sisters who are in school. Well, I put them back in school two years ago after I received my first salary. My childhood memories are not very pleasant. Though everybody around were somehow more accepting of our circumstances, I was always questioning and looking for a way out of poverty. I guess that’s why Allah brought CAP into my life.

“I would say I discovered my potential soon after I joined CAP training centre. When Javed sir came to our doorstep and explained the details of the course, I was even more thrilled when I came to know that it was free. So was my mother as she was getting disturbed by my despondency. Just to get me out of my depression, she goaded me to enrol for vocational training. I didn’t know which course to choose but the counsellors helped me understand my interest and I chose Customer Relations and Sales (CRS). Initially, I considered nursing but during the counselling I realised that CRS has more potential for career growth. I completed the 3 months course with flying colours and I am proud of that.”

“Because of staying at home after completing my 10th, I had become very withdrawn and under confident of facing people. My hands would start shivering whenever the attention was on me or if somebody asked me a question. Even something very basic like what my name is. Gently, the facilitators at the centre brought me out of my shell with kind and encouraging words. At the same time, they were very firm when it came to learning. I made sure I learnt everything I was taught during my classes because I knew that if I missed this opportunity, I wouldn’t get another. But all credit to every single teacher who had the patience to hold my hand and comfort me during the times of self doubt.

I learnt how to manage my time, keep a track of money, save etc besides the subjects. Today, after 2 years of employment, if I am able to lead a secure life, it is all because of the training I received. I’m so so fortunate to have had access to the best training programme. I thank our government for considering us worthy of the opportunity. I will always value it.

At first, I wasn’t sure if I will able to face an interview. But we were prepared with mock sessions and given exercises on how to conquer fear. I must say post placement support was exemplary. They didn’t just leave us to our own devices, they fixed up interviews with various companies. And then also guided us to make our choices. I attended a couple of interviews and zeroed in on Mother Care clinic as my nursing dreams could be combined with CRS skills. Overcoming the fear came in handy when I joined work. On the first day it felt very strange as I was used to seeing only familiar faces for a long time after I discontinued my studies. But within a week, I developed a rapport with my seniors by applying what I had learnt from Javed sir who had taken special classes for me on interpersonal skills. Everybody started noticing me because I would complete my work promptly and ask for more work. One of my seniors commented, “Most people try to avoid

their work. You're the first person I met who completed work and asks for more." I told him because I value my work and want the organisation to be proud of me.

After completing 1 year, I was given a promotion from housekeeping to front office as a receptionist. Customer relation component I had learnt during my course was my biggest ally throughout the first year. I am sure I will excel at my work with all the life skill components as well. Especially the money management classes helped me understand where my hard earned money should be spent. Earlier I never had money so I wouldn't have been able to cope if I hadn't learnt how money should be saved. Now I am earning Rs. 8000 a month and I save Rs. 2000 a month without fail. Slowly, my savings get consolidated, I plan to invest on buying a two wheeler.

I wake up at 5 AM, finish cooking and pack my lunch. I reach office by 8 AM. Sometimes my shift is from 10 AM. On such days, I try to improve my English. I am planning to buy television soon so that I can watch English news and learn the pronunciation.

I intend to grow consistently in my work I plan to work here for another 3 years. After I complete 5 years, if I don't get growth opportunity, I will look for another employer where I can learn more and grow. I am ambitious and I want to excel at my work. If I am financially independent, not only will I be able to look after my family's needs but also save for the future including my marriage as my mother has no income or money to do anything for us. I will not consider marriage till I have enough savings and am mentally prepared for the responsibility. Moreover, an educated and earning woman gets a lot of respect from husband, in laws and society. Nobody can mess with her. I am grateful to the Ministry and CAP for help me shape my life the way I wanted to. May they enlighten many more lives like ours!"

Asifa Mehraj, 19, Hospitality, Sonwar

"We are a family of 7. My parents, my 2 brothers and sisters. My sisters are elder to me and married and brothers are younger. My father, who works for a petty trader, fell into a lot of debts after getting my sisters married off. My mother is a housewife and would often say that she's waiting for my brothers to grow up to share my father's financial burdens. I had to drop out of school after the finals as we had severe financial crisis. It wasn't considered safe for girls to venture out to work. Moreover, with my 10th standard who would give me a job? Unless I worked as domestic help! But my mother was not willing to let me work in households. That's how I got confined to home and housework for quite a few years. I would bemoan my fate for being born poor and a girl at that."

My brain was on the verge of rusting when the mobilisation team came to our locality. That was the beginning of change. And what a wonderful change! God sent! May Allah bless the Government of India and CAP for looking at people like us! I grabbed the opportunity and landed up at the centre the very next day. I couldn't afford to waste any more time. Especially because I was assured a job and post placement support till I got one. Can it get any better than that?

I was asked to write an exam after which I chose to join the Hospitality course as I am a people's person. It was tailor made for me. I knew it within me that the best phase of my life had just begun.

Yes, I loved talking and interacting with people. But only when I joined the course I realised that I would get tongue tied in the presence of strangers and well educated people. Obviously, I had zero exposure to the outside world. I had always been in the company of classmates, school mates, neighbours other than my family members. In other words, I was chatty in familiar surroundings and people.

At the centre, everybody was new. That's when the facilitators stepped in and made me comfortable. The introduction session when we were asked to speak about ourselves was a great exercise in self awareness and confidence building. And then the subjects were taught so thoroughly that you couldn't go wrong anywhere. Practical lesson followed every theory. That's what gave me an edge when I started working. Also the time management lessons were outstanding. They will stand by me forever regardless of what I do or where I go. CAP curriculum is one of the best in the world I am sure though I don't know much about what they teach at other institutes.

I still can't believe my luck for having got an opportunity to learn and excel at no cost. I don't think even the paid courses can teach us in such a wholesome way. We were also taught how to manage our earnings. I know a few friends of mine who paid and studied and yet don't know many of the things I learnt. That's what keeps me ahead at my workplace.

When I completed the three month certificate course, I was offered job opportunities. We were prepared for the interview as well. I attended one interview at Batra hotel and decided to take it up as 2 of my batch-mates had also joined. I thought I would be able to take their support in case I didn't know something. On the first day of work, I was very nervous and scared. Everything was new. At home, we never saw much and here I was at a 4 star hotel in the back office. I was determined to make a good impression so I followed everything my supervisor told me to do.

Luckily for me, I have a very kind boss. He didn't let me down ever. I slowly got used to the work environment putting the theories I learnt during our training to action. Everything I am and have achieved, I owe to CAP Facilitators and their teaching. They are phenomenal people who take care of every student with personalised coaching and attention. Whenever I felt overwhelmed or under confident, they pepped me up with their motivational talk.

I started off as the junior most assistant in the front office. They assigned me the reservation department which involved a lot of paperwork. My starting salary in 2012 was Rs. 4,500. I learnt everything very quickly. That's what my seniors said. Within a year, I was promoted to senior assistant's position and my salary was hiked to 5,500. I was very motivated with this success. Even though I did my best, I hadn't expected to be rewarded within a year.

We have shifts and initially, my mother would grumble about the timings but after she saw how well I was doing, she stopped complaining. After the raise I got this year again, she's being very encouraging. I earn Rs. 6,500 now and feel so good about it. Now, I believe in the

saying that God helps those who help themselves. But I couldn't have done it if I didn't chance upon CAP. I pray that every girl in my situation should find organisations like CAP.

I am focussed on getting a promotion this year. I have many dreams. With my financial independence, I feel confident I can realise them one by one. I have repaid a part of my father's debt and will continue to do so. After that, I will try to save for my future. The best part is, I am only 19 and have my entire life ahead of me. I am sure I will get many opportunities to earn more and save. Last night I overheard my father telling my mother that I'm more responsible than most sons he knows. And that for me is the biggest compliment. I intend to make my parents and employer proud of me."



Financial Report



S. Sahoo & Co.

Chartered Accountants

Auditors' Report

To
The Board of Trustees
CAP FOUNDATION
Plot No.60, Ext Road No.36,
Survey No 41&42, Kaurvi Hills
Jubilee Hills, Hyderabad-500033
Telangana State

Report on the Financial Statements

We have audited the accompanying financial statements of "CAP FOUNDATION" (PAN: **AAATC5728R**) which comprises the Balance Sheet as at 31st March 2016, Income & Expenditure Account, Receipt and Payment Account for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position, financial performance of the Organization in accordance with the accounting principles generally accepted in India. This responsibility also includes the maintenance of adequate accounting records in accordance with the provision of the laws for the time being in force, for safe guarding of the assets of the organization and for preventing and detecting the frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of internal controls, that were operating electively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We have taken into account the provisions of the laws for the time being in force, the accounting and auditing standards and matters which are required to be included in the audit report.

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H.O.: 583-585, SAHEED NAGAR, BHUBANESWAR- 751 007, PH.: 0674-2340081, 0674-254 4464
Website: www.ssahoo.com, E-mail: s.sahoo.co@gmail.com, Blog: <http://sahooshares.blogspot.in>

We conducted our audit in accordance with the Standards on Auditing prescribed by the ICAI. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material mis-statement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material mis statement of the financial statements, whether due to fraud or error. In making those risk assessments, the audit or consider internal financial control relevant to the organization's preparation of the financial statements that give true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by organization's management, as well as evaluating the over all presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the afore said financial statements, give the information required by the applicable laws in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India;

- a) In the case of the Balance Sheet, of the state of affairs of the "CAP FOUNDATION" as at March 31st, 2016.
- b) In the case of Income & Expenditure Accounts, result of operation for the year ended on that date.

For S. Sahoo & Co
Chartered Accountants
FRN NO.: 322952E

CA. Subhajit Sahoo, FCA
Partner
M.M.No: - 057426

Date: 01.08.2016
Place: New Delhi



CAP FOUNDATION

PLOT NO 60, EXT. ROAD NO. 36, SURVEY NO 41&42, KAUVRI HILLS
 JUBILEE HILLS, HYDERABAD - 500033, TELENGANA STATE



BALANCE SHEET AS AT 31ST,MARCH,2016			
		AMOUNT IN INR	
	SCHEDULE	F.Y.2015-16	F.Y.2014-15
SOURCES OF FUND			
I.FUND BALANCES:			
a.General Fund	[01]	95,443,024	75,828,287
b.Corporus Fund		1,001	1,001
c.Asset Fund	[02]	27,226,113	18,953,899
		<u>122,670,138</u>	<u>94,783,187</u>
II.LOAN FUNDS:			
a.Secured Loans		-	-
b.Unsecured Loans		-	-
		<u>-</u>	<u>-</u>
TOTAL Rs.	[I + II]	<u>122,670,138</u>	<u>94,783,187</u>
APPLICATION OF FUND			
I.FIXED ASSETS			
Gross Block	[03]	84,357,619	67,623,474
Less: Accumulated Depreciation		35,467,017	24,292,255
Net Block		<u>48,890,602</u>	<u>43,331,219</u>
II.INVESTMENTS			
	[04]	50,267,030	21,067,031
III.CURRENT ASSETS, LOANS & ADVANCES:			
a.Loans & Advances	[05]	28,833,231	14,096,616
b.Other Current assets	[06]	99,825,149	103,265,144
c.Cash & Bank Balance	[07]	186,114,801	254,751,030
	A	<u>314,773,181</u>	<u>372,112,790</u>
Less:CURRENT LIABILITIES & PROVISIONS:			
a.Other Current Liabilities	[08]	93,485,978	96,085,835
b.Unspent Grant Balance	[09]	197,774,697	245,642,018
	B	<u>291,260,675</u>	<u>341,727,853</u>
NET CURRENT ASSETS	[A - B]	<u>23,512,506</u>	<u>30,384,937</u>
TOTAL Rs.	[I+II+III]	<u>122,670,138</u>	<u>94,783,187</u>
Significant Accounting Policies and Notes to Accounts		[25]	-

The schedules referred to above form an
 Integral part of the Balance Sheet.

For & on behalf of :

S.SAHOO & CO.

Chartered Accountants

[CA.Subhjit Sahoo, FCA,LLB]

Partner

M No. 057426

FR No. - 322952E

Place : New Delhi

Date : 01.08.2016

For & on behalf of :

CAP FOUNDATION




[Dr. Nalini Gangadharan]

Chairperson

CAP FOUNDATION

PLOT NO 60, EXT. ROAD NO. 36, SURVEY NO 41&42, KAUVRI HILLS
JUBILEE HILLS, HYDERABAD - 500033, TELENGANA STATE

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/03/2016			
		AMOUNT IN INR	
	SCHEDULE	F.Y.2015-16	F.Y.2014-15
I. INCOME			
Grants	[10]	314,235,429	286,006,993
Contribution Towards CSR Activities	[11]	4,479,745	1,182,500
Other Contribution	[12]	252,900	1,091,340
Interest Income	[13]	5,682,073	554,160
Donation		2,033,520	3,507,500
Other Income	[14]	20,515,660	21,957,607
TOTAL Rs.		347,199,328	314,300,100
II. EXPENDITURE			
Programme Related Expenses : -			
Employability Skill Training Programme	[15]	302,658,566	271,627,114
Vocational Training Expenses		890,904	2,931,801
Other Programme Expenses	[16]	11,944,894	14,379,879
Corporate CSR Program Expenses		4,317,245	-
Office & Administrative Expenses		425,710	3,613,727
Loss on Sale of Fixed Assets		195,386	-
Assets Written Off		5,125,706	-
Depreciation	[03]	11,636,829	4,525,942
Less: Depreciation transferred to Asset Fund	[03]	9,610,650	2,677,917
		2,026,179	1,848,025
TOTAL Rs.		327,584,591	294,400,546
III. EXCESS OF INCOME OVER EXPENDITURE	[I - II]	19,614,737	19,899,554
IV. EXCESS OF INCOME OVER EXPENDITURE TRANSFERRED TO GENERAL FUND		19,614,737	19,899,554
Significant Accounting Policies and Notes to Accounts	[25]		

The schedules referred to above form an Integral part of the Income & Expenditure Account.

For & on behalf of :

S.SAHOO & CO.

Chartered Accountants

[CA. Subjit Sahoo, FCA, LLB]

Partner

M No. 057426

FR No. - 322952E

Place : New Delhi

Date : 01.08.2016

For & on behalf of :

CAP FOUNDATION

[Dr. Nalini Gangadharan]

Chairperson

CAP FOUNDATION

PLOT NO 60, EXT. ROAD NO. 36, SURVEY NO 41&42, KAUVRI HILLS
JUBILEE HILLS, HYDERABAD - 500033, TELENGANA STATE

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31/03/2016			
		AMOUNT IN INR	
	SCHEDULE	F.Y.2015-16	F.Y.2014-15
RECEIPTS			
Opening Balance			
Cash in Hand		548,323	149,382
Cash at Bank		254,202,707	122,791,851
Fixed Deposits With Bank		22,754,249	13,804,249
TDS Receivable		10,754,373	4,486,874
		<u>288,259,652</u>	<u>141,232,356</u>
Grant in Aid Received	[17]	254,944,805	354,166,648
Contribution Towards CSR Activities		4,282,500	1,182,500
Other Contribution	[18]	252,900	1,091,340
Interest Income	[19]	10,468,200	8,643,613
Donation		2,033,520	3,507,500
Other Receipts	[20]	<u>21,794,660</u>	<u>21,957,607</u>
		293,776,586	390,549,208
Loans & advances	[21]	4,699,361	2,516,360
TOTAL Rs.		<u>586,735,598</u>	<u>534,297,924</u>
PAYMENT			
Employability Skill Training Programme	[22]	302,724,312	208,050,068
Vocational Training Expenses		176,395	1,908,938
Other Programme Expenses	[23]	16,235,589	14,379,879
Office & Administrative Expenses		400,565	3,613,727
Loans & Advances Paid	[24]	16,683,203	9,743,092
Non Recurring Expenses		787,734	8,342,568
		<u>337,007,799</u>	<u>246,038,272</u>
Cash & Bank Balance c/d			
Cash in Hand		324,950	548,323
Cash at Bank		185,789,851	254,202,707
Fixed Deposits with Banks		51,954,249	22,754,249
TDS Receivable		11,658,750	10,754,373
		<u>249,727,800</u>	<u>288,259,652</u>
TOTAL Rs.		<u>586,735,598</u>	<u>534,297,924</u>

Significant Accounting Policies and Notes to Accounts [25]

The schedules referred to above form an
Integral part of the Receipts & Payment Account.

For & on behalf of :

S.SAHOO & CO.
Chartered Accountants

[CA. Subhjit Sahoo, FCA, LLB]
Partner

M No. 057426
FR No. - 322952E

Place : New Delhi
Date : 01.08.2016

For & on behalf of :

CAP FOUNDATION

[Dr. Nalini Gangadharan]
Chairperson

Schedule-25

CAP FOUNDATION

PLOT NO 60, EXT. ROAD NO. 36, SURVEY NO 41&42, KAUVRI HILLS
JUBILEE HILLS, HYDERABAD - 500033, TELENGANA STATE

SIGNIFICANT ACCOUNTING POLICIES AND NOTES FORMING PART OF ACCOUNTS FOR THE YEAR ENDED ON 31st MARCH 2016.

A. SIGNIFICANT NOTES ON ACTIVITIES

CAP Foundation is a registered trust and an innovative workforce development initiative demonstrating end-to-end solutions to link learning and livelihood for disadvantaged young people and women. CAP Foundation facilitates exchange of resources, opportunities and competencies between businesses, communities through public-private partnerships that contribute to long term sustainable livelihood development benefiting the difficult-to-reach sections of young people.

B. SIGNIFICANT ACCOUNTING POLICIES

1. *Basis of Accounting:* The Accounting Standards issued by the Institute of Chartered Accountants of India are applicable to non-profit entities, only if any part of the activities of the entity is considered to be commercial, industrial or business in nature.

The Trust is not carrying on any activity in nature of commercial, industrial or business therefore the Accounting Standards are not mandatory and have been followed to the extent practicable or relevant.

The financial statements have been prepared under the historical cost convention and on accrual basis except stated otherwise. The accounting policies have been consistently applied by the society except stated otherwise.



2. **Fixed Assets:** Assets are stated at cost of acquisition including taxes, duties and other incidental expenses relating to acquisition and installation.

- Assets purchased out of grant received are charged to Income & Expenditure Account under the concerned project expenses head. Simultaneously Asset Fund is created against the value of the Fixed Assets charged to the Income & Expenditure Account.
- In case of Assets created out of own fund is shown under the head Fixed Assets.
- Fixed Assets are shown at cost less accumulated depreciation in the Balance Sheet
- No revaluation of fixed assets was made during the year.

3. **Depreciation:** Depreciation on the depreciable assets is charged on written down value method as per the rates and manner prescribed under Appendix 1 to the Income Tax Rule 1962.

<u>Item</u>	<u>Rate of Depreciation</u>
Computer Equipment & Accessories	60%
Building	05%
Office & electrical Equipment	15%
Furniture & Fixture	10%
Vehicle	15%

As the total value of the Assets acquired out of the Grant fund is charged to revenue during the year of purchase, depreciation on such assets is adjusted against the Assets Fund for disclosure purpose in the Balance Sheet.

- Investment:** All the investment are in fixed deposits of schedule of bank in compliance with section 11(5) of the Income Tax Act ,1961 and are stated at face value of the amount invested.
- Retirements Benefits:** Contribution to provident fund is made in accordance with provision of the Employees Provident Fund and Miscellaneous Provision Act, 1962.
- Unspent Grant Balance:** The unutilized portion of the restricted grants are retained as part of Program Balances, for utilization as per the funders direction while sanctioning the grant. These balances were disclosed under the head Unspent Grant Balance vide schedule No.-09 in the Balance Sheet.



7. Salaries were paid to the trustee as required under various projects and the same was disclosed under the annexure to the auditor's report in form no. 10B.
8. Previous year figures to the extent possible has been regrouped and rearranged wherever required.
9. **Pending Legal Case/Contingent Liabilities:** As informed to us by the management no case legal/criminal/ other are pending against the trust.
10. **The Organization is registered under :**

- a) Indian Trust Act vide registration No. 299 dated 19.11.2003 at Hyderabad.
- b) Section 12A of the Income Tax Act 1961 vide registration no. HYD/69(10)/12A/04-05 dated 19.11.2003. The organization has complied with the provisions of the act by timely filing of form ITR-7 with the Income Tax Authorities for the year 2014-15.
- c) FCRA, 2010 with the Ministry of Home Affairs vide registration no. 010230592, dated 01.03.2004. The organization has complied with the provision of the Act by submitting the Form FC-6 with the MHA for the financial year 2014-15 within the due dates.
- d) PAN of the Trust is AAATC5728R.
- e) TAN of the Trust is HYDC01543D.

For & on behalf:
S. SAHOO & CO.
Chartered Accountants

[CA Subhajit Sahoo, FCA, CCE]
Partner
M No. 057426
FR No: 322952E

Place: New Delhi
Date: 01.08.2016



For & on behalf:
CAP FOUNDATION

Dr. Nalini Gangadharan
Chairperson





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