



## **CITIZEN DEVELOPMENT CENTRE (CDC)**

**ANNUAL (ACTIVITY) REPORT**

**APRIL 2015 – TO MARCH 2016**



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**Citizen Development Centre (CDC)** has completed its 19<sup>th</sup> successful year. During this journey, services and support were given to people who are in real need. This report gives a glimpse of activities carried out in the financial year 2015 – 2016.

### **GENERAL BODY MEETINGS:**



During this year, 4 general body meetings were held.

- It was declared in the meetings to undertake more programs for the leprosy cured persons, differently abled youths, poor, destitute women and down

trodden people.

- Plans & strategies was sorted to improve the quality of the training provided and to provide Govt. recognized certificates to the trainees.

### **Other major points discussed in the general body meetings:**

- For the society development, more resources should be mobilized; current programs and activities have to be streamlined in an organized manner & many more points were discussed along with this.
- The skill training program should be conducted at a larger scale, benefiting many unemployed youths & women and link them with necessary job placement.
- Counseling & awareness programs like communication skills development, personality development and skills to ace the job interview trainings etc. to be provided to women by trained professionals
- Land has to be purchased in a rural area in the name of CDC for the conduct of trainings, other medical and welfare activities.

## TRAININGS

### COMPUTER TRAINING UNIT

We started the computer training unit in the year 2004 and since then it has been functioning in a very efficient way. We are currently conducting training on CCA, DTP and TALLY. Customized syllabus for these trainings have been printed and distributed to our trainees.

At present we have infrastructure of

- ☑ 15 Pentium IV Computers with original licensed multi user Windows XP software, Tally, Adobe PageMaker 7.0.2, Corel Draw 13, Adobe Photoshop 9.0 CS 2
- ☑ 1 HP Laptop,
- ☑ 1 LCD Projector, and
- ☑ 1 online UPS (1 Hour Backup)



### TRAINING ON BASIC COMPUTER OPERATIONS:



During Jan 2015- Dec 2015, we have trained 183 trainees and all of them completed the training successfully. Certificates and placement services was provided to them. The Last batch (Jan 2016 – April 2016) consisted of 63 trainees undertaking training in CCA, DTP, TALLY, and Internet along with Basic Spoken English

training.

## SPECIAL SESSION ON INTERNET & E-MAIL TRAINING



Internet has become a routine in every one's part of life these days. One hardly sees a postman carrying mail letter these days. It's Email World we are living. Computer literacy is essential to

survive in this technology era. Hence to build capacity of women on internet & email weekend classes were conducted. . Trainees were trained on how to use internet, send/receive email, basic etiquette of email communication.

## SPECIAL SESSION ON COMPUTER HARDWARE TRAINING

Trouble shooting is an important skill. Managing the basic issues in computer hardware not only save a penny but also boosts the confidence of the computer user. We are conducting computer hardware training classes to all the trainees. Trainees were taught on handling the basic computer hardware and attending few minor computer faults. Each and every computer trainee batch was taught on the basics.



## APPAREL TRAINING UNIT

### TAILORING COURSE:

We are stepping in our 14<sup>th</sup> successful year of Tailoring-training unit. Our unit is functioning with the guidance of 3 experienced faculties. During the period of Jan 2015 – Dec 2015, a total of **178** trainees have completed the 4 month tailoring course. Certificates and necessary job placements were arranged to them.



The present batch (Jan 2016 – April.2016) consists of 61 trainees undertaking tailoring training in our organization. They were taught over lock, Embroidery machines which are available in our centre.



## SPECIAL SESSION ON TAILORING MECHANICS SESSION

Trouble shooting is very essential in tailoring. The basic issues in trouble shooting tailor machine not only saves time of the tailor but also saves every penny. We are conducting basic troubleshooting mechanism in sewing machine to all the



trainees. Trainees were taught on how to oil the machine, do's and don'ts when the machine is not in use and many more.

## SPECIAL SESSION ON TAILORING MACHINE DEMONSTRATION



Tailoring Machine Demonstration has been organized for the trainees to understand the electrical machines operation.

Since it is a recent trend of using modernized machines, we gear up our students by exposing them to such demonstration sessions wherein the company representatives come and deliver session on the basic operations of the tailoring machine

## FASHION DESIGNING COURSE

We started the Fashion Designing Course in the year 2015-2016 and since then it has been functioning in a very efficient way.

Duration of the course is of 6 months. This year 42 trainees have completed their training during the reporting period



## BEAUTICIAN COURSE

We started the 4 months Beautician training Course in the year 2014-2015 and since then it has been functioning in a very efficient way.



This year **28** trainees have completed their training in the period of Jan 2015 – Dec 2015. Certificates and placement services was provided to them accordingly.



**SKILL DEVELOPMENT & CARRIER GUIDANCE PROGRAMS 201516**

**SPECIAL SESSION ON MOBILE AWARENESS & SERVICING TRAINING**

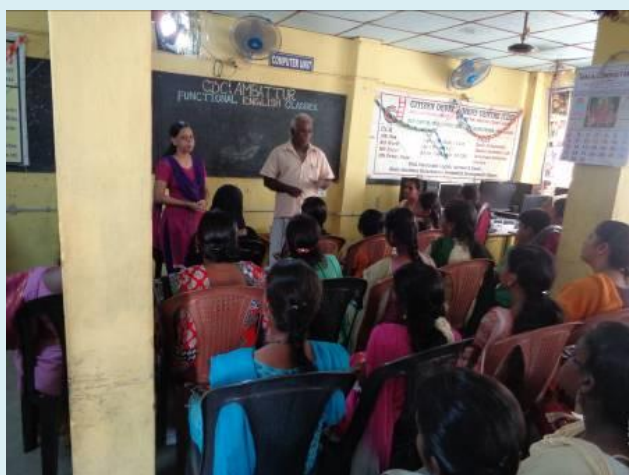
Cellphone is essential device in every one's life. Once upon a time it was a rich man's device. Nowadays, it has become a basic necessity in every man's life. To create awareness about the



merits & demerits of cellphone we have conducted training sessions to all the trainees. Maintenance and servicing a product builds a lifelong relationship with the customer and also a livelihood opportunity. To teach the basics of cellphone servicing, we have conducted training sessions during 2015-16.

**BASIC ENGLISH TRAINING COURSE**

English is very essential communication language these days. We started the basic functional English class in the year 2010 in CDC campus & since then it has been functioning in a very efficient way.



All the 350 trainees from computer & tailoring training class made use of this basic English training session & gained confidence in facing the external world.

## SEPCIAL SESSION ON POWER POINT USING LCD PROJECTOR

We conducted training sessions on power point presentation & how to make effective presentation using LCD projector.

Trainees benefitted from this session and gained confidence in delivering PowerPoint presentations.



## SPECIAL SESSIONS FOR PERSONALITY DEVELOPMENT

Personality Development Program was conducted at CDC training campus. Every 2 months around 350 trainees participate in this training session. Mr.S. Arputhanesan, Psychology Counsellor conducts this training program. Trainees were given guidance on Interview skills, Self-confidence, approaching exams without fear etc.,



## SPECIAL EVENTS:

Special events like summer camp, distribution of educational materials, certificates, medical camp etc., were organized during the reporting year

### SUMMER CAMP-1

On 18<sup>th</sup> April 2015, a summer camp was conducted at CDC training campus. Trainees of computer class, Tailoring class, Fashion designing course, Beautician course and other students from various program participated. A total of 280 students participated in the camp and various performances were given by them. Winners were given prizes.



### SUMMER CAMP-2



On 9<sup>th</sup> May 2015, a summer camp was conducted for school going children in t CDC training campus. A total of 185 children participated in it. Various program were conducted prizes were distributed for their performances.



## CERTIFICATE DISTRIBUTION

On 4<sup>th</sup> April 2015 & 2<sup>nd</sup> Oct 2015 certificates were distributed in CDC training campus for those who successfully completed their tailoring and computer courses from CDC. A total of 228 trainees received their course completion certificates.



## FREE EDUCATIONAL MATERIALS DISTRIBUTION

On 18<sup>th</sup> July 2015, we distributed free notebooks & Educational materials for poor, destitute children in and around Ambattur at CDC training campus. In this year around 150 children were benefited by this program.



## AWARENESS & MEDICAL CAMP

On 15<sup>th</sup> Aug 2015, Kidney Awareness & Checkup camp was conducted at CDC training campus, through The Kidney Foundation team from T. Nagar, Chennai. Around 110 beneficiaries utilized this medical camp.



## GANDHI JAYANTHI DAY CELEBRATION

On 10<sup>th</sup> OCTOBER 2015, GANDHI JAYANTHI DAY celebrated in Balaramapuram Leprosy Colony at Villivakkam, We distributed free MCR Foot Wears, Rice Bags and Bed Sheets for 63 Leprosy affected people.



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### CHILDREN'S DAY

On 14<sup>th</sup> NOV 2015 Children Day were celebrated in Shree Mahaganesha Vidyasala. We conducted Sports programme and distributed the prize for children. Also, we conducted the Personality evelopment programme for chidren. Around 200 students were benefited by this program.



### WORLD ANTI – LEPORSY DAY

On 30.01.2016 WORLD ANTI – LEPORSY DAY were conducted in Balaramapuram Leprosy Colony at Villiwakkam, Mr. B. Ravikumar, Jain Assn. Kilpauk, Anandashram Kerala, Alfa



Resources and Ambattur Govinda Seva Sangam participated in the function and gave Plastic buckets ,Kodam, MCR Chappals, Rice & Variety Meals were to 90 leprosy affected persons from Different

colonies.

## INTERNATIONAL WOMEN'S DAY PROGRAM

On 19.03.2016 we celebrated International Women's Day program in CDC Training Campus. Cultural, games & dances were conducted to encourage women and motivational speech on Women Rights were delivered to empower them. Prizes were distributed to all the participated women attractive gifts were given. Around 160 women got benefited by this program



## **WAY FORWARD AND FUTURE PLANS**

- 👍 To focus more on Women and Child empowerment through various initiatives.
- 👍 We are planning to transform our tailoring training machines from manual operated machines to the electrical unit. We are planning to approach donors to provide electrical tailoring machines.
- 👍 We are planning to extend our skill training in a more diversified way in order to reach the needs of the trainees and also to improve their competency. And also to introduce new courses like Software languages, Animation technologies, to benefit more trainees and we are looking forward to initiate the same as soon as possible.
- 👍 We are planning to construct a residential training centre for the differently abled and poor downtrodden people, where the trainees will be provided with Skill training along with Boarding & lodging. This training centre will serve the rural people who are in need to skill training.

## **CONCLUSION**

We express our sincere thanks to all the Donors, Institutions, NGOs, Faculties and trainees who have helped us throughout the year for the successful progress. We express our heartfelt thanks to Charities Aid Foundation India & Volunteers Team from Accenture for their valuable support and guidance for the skill training project.

We are looking forward for a better year and would like to continue this valuable relationship with all of you for the better growth of our Organization and empower below poverty line people thereby fulfill our main aim “Making Disabled as Aabled”, through proper technical training and guidance.