

# CITIZEN DEVELOPMENT CENTRE (CDC)



## Annual (Activity) & Audit Report April 2019 to March 2020



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## Citizen Development Center – Annual Report 2019-2020

### INRODUCTION:

Citizen Development Centre, a registered society, is operational since 1997 to enable the socially and economically marginalized, to become self-reliant through skill development. This skill development program equips the target group with information, Skills, and access to opportunities to get employment. We also conduct career awareness workshops, short term modules in English, communication skills, and career guidance. The main aim is to empower and equip individuals with the skills and knowledge to speak out, make choices, and take an active role in decisions that affect their lives.

It is observed general education cannot imbibe employable skills. Therefore the youth is needed to undertake the courses which would enable them to become employable. The route for bridging the gap is vocational training and skill development. This report gives a glimpse of activities carried out in the financial year 2019– 2020.





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### CDC General Body:

During this financial year 2019-2020, CDC has conducted 4 general body meetings

- On 23.06.2019, New Treasurer A.Gunasekaran&Honorary Advisor B.RaviKumar
- was nominated for CDC.
- In the General body meeting the services of Auditors Mythili.A. and Associates were appreciated and has decided to continue with them during 2019-2020
- To make the skill training effective, plans and strategies were discussed to introduce new skill training and improve the training quality in rural areas
- For the development of the society, more resources should be mobilized; current programs and activities have to be streamlined in an organized way.
- The skill training program should be conducted at a larger scale, benefiting many unemployed youths & women and link them with suitable job placements.
- Communication ability, skill development, personality development and skills to face the job interviews have to be provided to women by trained professionals.



**Our Vision**

Our vision is to promote human development by imparting necessary skills and providing sustainable livelihood.

**Our Mission**

1. CDC is secular non-profitable and non-political with social service as motto.
2. CDC is committed to Empower and equip target group with the skills and knowledge, as well as the opportunity to experience and be challenged by new activities.
3. Providing self-employment to the Differently abled, widows. Poor destitute women and downtrodden people through Skill Training in Tailoring & Computer.
4. Disseminating information about employment opportunities to the unemployed youth especially women, physically challenged and helpless widows.
5. Enable the beneficiaries especially women to be self-reliant and enjoy a healthy, dignified and sustainable quality of life.





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### Training - Computer Courses:

From April 2019- March 2020, we had trained 57 Males and 209 Females to a total of 266 in computer training. We plan to increase the number of students this year. Today Computer literacy is a magic key which can open many doors for learning and employment. First it is vital for job applicants to obtain computer training to make themselves more valuable to potential employers and to obtain higher- paying jobs. To enable the students to get sustainable job, we are currently conducting skill training on Basic and advanced computer Applications, CCA, DTP and TALLY ERP9. Customized syllabus for these trainings have been printed and distributed to our trainees.



### Training - Tailoring Courses:

We are stepping into our 18th successful year of Tailoring-training. From April -2019 to March-2020, we had trained 178 students in tailoring courses. The project was aimed at encouraging women and girls from the village to enroll for skill training course in tailoring and sewing to help them to have a dignified and independent livelihood. This was to provide a sustainable source of income to families, along with empowering women with a useful skill set. Most of the women who completed their courses have found jobs at tailoring shops and garment manufacturing factories, or have begun working from home. There are many who have joined the program after getting inspired from the success stories of the women who have now become independent, confident and able to merit a secure and dignified livelihood.

### Fashion Designing Course

We started Fashion Designing Course in the year 2015-2016. During 2019-2020 we had trained 7 students. This course inspires the students to be imaginative and excellent in the

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technical perspective so that the trainees get job opportunity in Fashion industry. The course also focuses on developing an entrepreneurship spirit in students.

### **Aari-Embroidery Courses**

We conduct course on Aari-Embroidery to enable the students to meet the market need. In this course about 6 students had been trained and skilled to get employment.



### **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. During 2019-2020 we had trained 11 students. We started the course to educate aspiring individuals in the art of beauty. We train the students in Waxing, Threading, pedicure, Manicure, facial, Bridal Make-up and Mehendi. It helps trainees to accelerate on their Career path.

### **Training - Functional English**

Functional English provides the essential knowledge, skills and understanding that will enable the user to operate confidently, effectively and independently in life and at work. During April-2019 to March-2020 we had trained 178 students on Functional English. Individuals who possess these skills will be able to secure the broader range of aptitude, attitude and behavior that will enable them to make a positive contribution to the communities in which they live and work. Hence all the trainees in computer, Tailoring and Beautician courses were given training in Functional English.



**Training - E-Mail and Internet**

Email is fast, reliable and preferred form of communication. During 2019-to2020 about 185 students are being trained on E-Mail and internet. Internet is a gigantic library to get information about almost every subject. We conduct Special sessions to students on Internet and E-mail. Students were taught about E-mail Account opening, sending and receiving messages. They were also taught about online shopping, on line Banking and online Business.



**Basic Hardware Maintenance**

One of the most important aspects of computer training is Computer maintenance and Repair. To facilitate the Trainees to handle Computer with ease Training Program on Computer Hardware was conducted by CDC on 6-4-2019 and 7-10-2020. Understanding LAN, Wan, Networking concepts and security, Operating MS Windows will help the trainees to get placed in jobs such as Computer repair Technician, Desktop and Help desk support etc.





### **Sewing machines mechanism**

Tailoring machine mechanism class was held at CDC .About 60 trainees attended the session. Mechanism for home sewing machine was taught to Tailoring students. Trainees were taught on how to maintain the machine, This session enable the students to attend minor faults themselves

### **Personality Development and Career Guidance**

Personality Development is important tool for developing overall skills with in a person. We had this activity on 27-7-2019 and 26-1-2020. Personality Development and career guidance program was conducted by Accenture Volunteers. Trainees were given guidance on Interview skills, Self-confidence, and tips to face the exams .This program aimed to develop the positive thought pattern, gain confidence, improve communication skills of thetrainees.



### **Student Assessment and Evaluation**

Student Assessment and Evaluation for Job placement was conducted at CDC on 15<sup>th</sup> Aug.2019. Each candidate was advised to take decision for vocational planning. High light of assessment and evaluation program is to do Self-Assessment before choosing the job. Students were told to select the jobs suitable for their personality type, interests, Values and Skills. Students were given employers details and Employers were also informed about candidate's availability for jobs.

### Free Educational Materials Distribution to Students

On 27th July 2019 and 7<sup>th</sup> February 2020 free essential education materials were distributed to the students and children of CDC trainees and also to students in the CDC located service area. This year around 160 children were benefited. This program was organized by CDC in collaboration with **Shri Banaskandha Palanpur Jain Association Kilpauk, Govinda Seva Sangam Ambattur, Ravi Kumar & Other Public donars.**



### Certificate Distribution to Trainees

On 27<sup>th</sup> June 2019 & 26<sup>th</sup> Jan 2020 certificates were distributed to 270 students of CDC who have successfully completed courses such as Tailoring, Fashion Design, Beautician, Aari Embroidery, and Computer courses like Basic Computers, DTP and TALLY.



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### Skill Development and Career Guidance Program

On 4<sup>th</sup> May 2019 and 12<sup>th</sup> October 2019 a Skill Development and career Guidance program was conducted at CDC training centre. About 185 Trainees of computer class, Tailoring class, Fashion designing course, Beautician course and other students from various program participated.. Winners were given prizes.



### Gandhi Jayanthi Day Celebration

Gandhi Jayanthi Day was celebrated at CDC on 12<sup>th</sup> Oct 2019. More than 85 Leprosy cured patients from Balaramapuram Leprosy patients rehabilitation society and also people in and around Ambathur, Chennai, attended the function. Mr. Michael Raj, Lions Club of Anna Nagar West and Mr. Srinivasan, Govinda Seva sangam Ambathur, Mr. Aa. Nandha Kumar, Accenture Chennai Voluntary Team presided over the function. We distributed free MCR Foot Wears, Rice Bags, provisions & Bed Sheets to all the Leprosy affected people. This program was supported by **Anandashram Kerala, Govinda Seva Sangam, Lion M.D. Micheal Raj and other public Donors**





### **Children's Day**

On 14<sup>th</sup> Nov 2019, **Children's Day** was celebrated in CDC. Children spoke about Children day. We conducted Sports program and distributed the prize to children. Around 90 children attended this program



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### Samathuva Pongal Celebration

Displaying religious amity, students of diverse faiths celebrated Samathuva pongal at Citizen Development Centre on **10<sup>th</sup> Jan 2020**. The centre wore a festive look as the Staff and Students turned up in Traditional Dresses. Staffs, Students and friends, cooked Pongal and distributed it to all, while others gathered hailed ‘PongaloPongal’. All our students had attended the program



### World Anti-Leprosy Day

On **7<sup>th</sup> Feb 2020**, **World Anti – Leprosy Day** was conducted in Citizen Development Centre. This function was sponsored by **Govinda Seva Sangam Ambathur, Shri.P. Balamani, Mr.V.S..Krishnasamy ,Mr.M.S .Ramachandran , Lions Club of Anna nagar West and other Public Donars**. Mr.N.Shanmugavel, Mr.Suresh HR Managers, and Aa.Nandhakumar Accenture Voluntary Team were special invitees and they created awareness among the participants about Leprosy. 40 Leprosy cured patients attended the program and each one of them were given a Bag containing Rice, Oil, Dhal, Sugar, Coconut Oil and Bath Soap. Meals were arranged for all those attended the program



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### International Women's Day Program

International Women's day was celebrated at CDC On 08<sup>th</sup> March 2020. More than 120 women participated the celebration. This program was presided over by Comcast Voluntary Team and Accenture Voluntary team. The focus of the day is to encourage and appreciate women. Many women spoke about women's day. Participants were given Prizes. CDC gave memento to all the women who attended the celebration.





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### Future Plans

- 👍 Development of Corpus fund for the society.
- 👍 Improve organizational infrastructure,
- 👍 Planning to open Rural skill training center's
- 👍 Income generation for continuing the existing projects.
- 👍 Website for on line Donation appeal
- 👍 Introduction of new courses like Software languages, Animation technologies, to benefit more trainees as soon as possible.
- 👍 Capacity building for employment Generation

### Volunteering

Our Volunteers spend their valuable time and also support all the program conducted by CDC. they are with varied skills and resources, share their experiences and attract more volunteers

**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, Nasscom Foundation New Delhi, Volunteers Team from Comcast & Accenture, Manav Jagriti Foundation Bangalore, Govinda Seva Sangam Ambattur , Anandashram Kerala and other public donors 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 Abled”, through proper technical training and guidance.