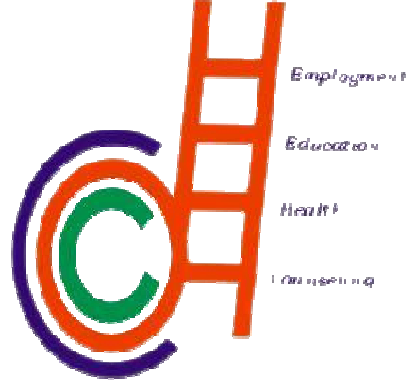


# CITIZEN DEVELOPMENT CENTRE (CDC)



## Annual (Activity) & Audit Report

April 2018 to March 2019

 சிட்டிசன் டெவலப்மெண்ட் சென்டர் (சிட்சி)  
**CITIZEN DEVELOPMENT CENTRE (CDC)**  
(For Leprosy Persons, Handicapped & Women Welfare )  
Regd No : 9 of 1997, Registered under TN Societies Regd. Act 27 of 1975

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### Skill Training Centre

சுயதிறன் மேம்பாட்டு பயிற்சி மையம்  
Computer, Tailoring, Fashion Designing, Internet, email & Beautician Training Centre  
கம்ப்யூட்டர், தையல், ஃபேஷன் டிசைனிங், இணையதளம், இ.மெயில் & அழகு கலை பயிற்சி மையம்

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**INTRODUCTION:**

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 2018 – 2019.



## CDC General Body:



During this financial year 2018-2019 CDC has conducted four general body meetings.

- On 24.06.2017 New Vice President, joint Secretary & Honorable Advisor have been appointed 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
- 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.

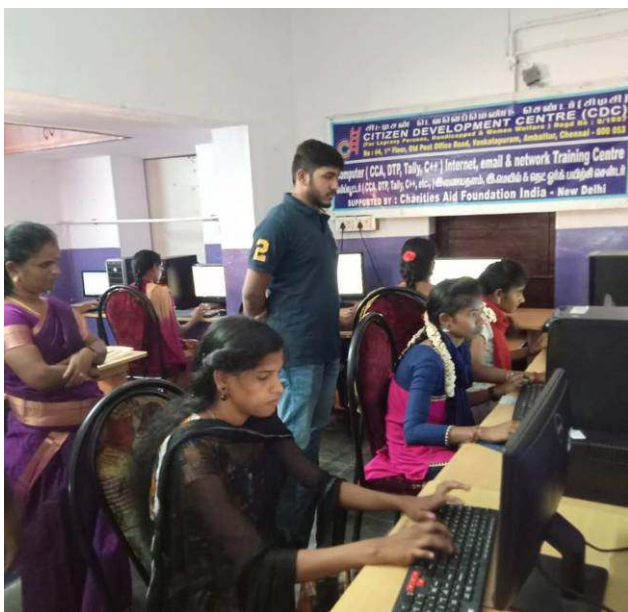
## Our Mission

1. CDC is a 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 physically handicapped, widows. Poor, downtrodden through Skill Training in Tailoring & Computer.
4. Disseminating information about employment opportunities to the unemployed youth especially women, physically handicapped and helpless widows.
5. Enable the beneficiaries especially women to be self-reliant and enjoy a healthy, dignified and sustainable quality of life.



## TRAINING ON COMPUTER COURSES:

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 ON TAILORING COURSES

We are stepping in to our 17th successful year of Tailoring-training. 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 and girls 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.



## **Special Session on Domestic & Industrial Tailoring Machine Demonstration**

Tailoring machine mechanism class was held at CDC on 23<sup>rd</sup> February 2019. About 50 trainees attended the session. Sewing machines generally require the basic maintenance of cleaning, oiling, and lubricating. When you have trouble with your sewing machine, a good rule to follow is "Clean it first." Trainees were taught to attend minor repairs and maintenance Mechanism for home sewing machine by professional Mechanic. This session enable the trainees to understand uses of Various Tailoring Tools, Safety measures and work place Skills.

Garment Export Companies and apparel manufacturing units use Electrical Sewing Machine. Hence Demonstration has been organized for the trainees to understand the electrical tailoring machines operation.

Students were taught how to handle and maintain Electrical operated Sewing Machine. Students were also taught about Needle Movement, Stitch formation, Fabric Control and Thread Control.





## Fashion Designing Course

We started Fashion Designing Course in the year 2015-2016. This course inspires the students to be imaginative and excellent in the technical perspective so that the trainees get job opportunity in Fashion industry. The course also focuses on developing an entrepreneurship spirit in students.



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



## Training Course On Functional English

Functional English provide the essential knowledge, skills and understanding that will enable the user to operate confidently, effectively and independently in life and at work. 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 on E-Mail and Internet

Email is fast , reliable and preferred form of communication. 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 Hard ware 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 Hard ware was conducted by CDC. 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.



## Personality Development and Career Guidance

Personality Development is important tool for developing overall skills with in a person. Hence 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 the trainees.



## Student Assessment and Evaluation

Student Assessment and Evaluation for Job placement was conducted at CDC on 08.12.2018. 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.



## Our Special Thanks to CA.Narasimma Ragavan and his team, Kanchipuram district branch of SIRC and ICAI for One Day Work Shop on 26.01.2019

Most of the students attending Tally and Computer classes were College students. To motivate them to undergo CA course and also to create awareness about importance of GST , CA.Narasimma Ragavan has conducted One day work shop on “Motivation and Career Counseling For CA Course and Tally”. Nearly 100 students participated and benefitted from the program .



## Free Educational Materials Distribution To Students

On 28<sup>th</sup> July 2018 free essential education materials were distributed to the students and children of CDC trainees and students in the CDC located service area . This year around 65 children were benefited. This program was organized by CDC in collaboration with **Shri Banaskandha Palanpur Jain Association Kilpauk ,Govinda Seva Sangam Ambattur , M/S Inexo Cast Metal Solution Pvt Ltd,Ravi kumar &Other Public donars.**



## Certificate Distribution to Trainees

On 18<sup>th</sup> April 2018 & 24<sup>th</sup> Nov 2018 certificates were distributed in CDC training campus for those who successfully completed courses such as Tailoring, Fashion Design, Beautician, Aari Embroidery, and Computer courses like Basic Computers, DTP and TALLY.



## Samathuva Pongal Celebration

Displaying religious amity, students of diverse faiths celebrated Samathuva Pongal at Citizen Development Centre on 11.01.2019. 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 'Pongalo Pongal'



## Special Event

On 29<sup>th</sup> Sep 2018 a summer camp was conducted at CDC training centre. Trainees of computer class, Tailoring class, Fashion designing course, Beautician course and other students from various program participated. 90-students participated in the camp. Winners were given prizes.



## Gandhi Jayanthi Day Celebration

**GANDHI JAYANTHI DAY** was celebrated at CDC On 27<sup>th</sup> **OCTOBER 2018**.

From Balaramapuram Leprosy patients Rehabilitation society , Chennai more than 25 leprosy cured patients attended the function. Mr.Michael Raj, Lions Club and Mr.Srinivasan , Govinda Seva sangam 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, Accenture Solution Pvt Ltd (Sakthi Program), Mother Krishnabai Rural Development Trust & Other local donors.**



## Children's Day

On 14<sup>th</sup> NOV 2018 Children Day was celebrated CDC. Children spoke about Children day. We conducted Sports program and distributed the prize for children. Around 75 students were benefited by this program



## World Anti-Leprosy Day

On 16.02.2019 World Anti – Leprosy Day were conducted in Citizen Development Centre. This function was Sponsored by Govinda Seva Sangam Ambattur and also supported by Mrs. Balamani, Chennai and Mr. Krishnasamy Chennai. Mr. Umapathy . Health Inspector is a special invitee and he created awareness among the participants about Leprosy. 35 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





## International Women’s Day Program

International Womens day was celebrated at CDC On 09.03.2019. Moer than 60 women participated the celebration. This program was presided over by Mr. Seshu Hari Rao and his Accenture Volunteer tram, CMT ,Mrs.Padmini Pattabiraman, Sasha School , Ambattur. 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. This program was supported by Accenture Volunteer team Chennai, Mrs. Shyamala Gopal Chennai, Road Thrill team, Chennai and Miss. D.Yasodhara.



## **Future Plans**

- 👍 Development of Corpus fund for the society.
- 👍 Improve organizational infrastructure
- 👍 Income generation for continuing the existing projects.
- 👍 Website 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**

CDC 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 ,Volunteers Team from Accenture, Govinda Seva Sangam Ambattur, Anandashram Kerala and Mother Krishnabai Rural Development Trust 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.