



# Suraj Foundation

(Designing Future)

## A. General

<b>Name:</b>	Suraj Foundation
<b>Established (year):</b>	2001
<b>Registration Details: (Act and reg. number)</b>	Registered with Charity Commissioner E3414
<b>Date of Registration:</b>	4/12/2001
<b>Type of Organisation</b>	NGO
<b>Exemption-I.T/S-11</b>	80 G

## Contact Information:

<b>Registered Office Address:</b>	55/56, Koregaon Park, Pune Pin Code:411 001
<b>Phone Nos:</b>	(0233)2644714/15
<b>Fax</b>	(0233)2644266
<b>E-mail</b>	<a href="mailto:info@surajfoundation.org.in">info@surajfoundation.org.in</a> <a href="mailto:engee@surajfoundation.org.in">engee@surajfoundation.org.in</a>
<b>Website</b>	<a href="http://www.surajfoundation.org.in">www.surajfoundation.org.in</a>
<b>Head Office Address:</b>	Suraj Foundation,P-61,Krishna Valley Complex, MIDC, Kupwad Tal: Miraj Dist.: Sangli State: Maharashtra Pin Code:416436
<b>Phone Nos:</b>	(0233)2644714
<b>Fax</b>	(0233)2644266

## **Vision/Mission Statement:**

### **Our Vision**

The Suraj Foundation envisions that every child is empowered to achieve academic, physiological and artistic excellence, through independent thought, creative outlook and a balanced point of view, in a multi-cultural environment that is stimulating, challenging and grounded in values.

### **Our Mission**

Every student's needs are met effectively, through a challenging curriculum and an atmosphere that enhances experiential learning- through a spirit of discovery and the application of an acquired knowledge by a student.

## **Geographical working area(s):**

We are working in 2 states. (Maharashtra and Karnataka) In Maharashtra we are working in Sangli, Kolhapur, Solapur, Pune, Nagpur, Jalgaon, Sindhudurg, Nashik, Thane, Osmanabad Districts and In Karnataka Bengaluru, Belgaum and Dharwad District.

In line with target areas?

yes

√

no

## **Key thematic sectors of operations:**

We are working in 5 sectors

1. Education
2. Agriculture
3. Woman empowerment
4. Skillings
5. Sports

## **Target Population:**

We are targeting youth, SHG groups, underprivileged sections

## **We seek philanthropic donations for our work**

Suraj Foundation is working in education and launched a prep school program to start 50 schools in villages to put children on sound foundation for learning and inculcating a desire to pursue future education and have already started such schools in Baner (Pune), Uttur (Kolhapur), Kupwad (Sangli), Vijaynagar (Sangli), Kalanagar (Sangli). Each school operating at Rs.10-12 lakhs apart from the operation cost of Rs. 3.00 lacs a year. The project needs around 600 lakhs and around 1500 children will get pre-primary education in the proposed schools.

Skilling program for underprivileged to deliver skill inputs for employment enhancement and possibly for development of entrepreneurs. This program is residential and runs for 8 weeks. The cost estimates Rs.580 per head, per day. We are running this type of program for Ministry of Agriculture, Ministry of Micro, Small and Medium Enterprise, GOI, Science and Research Dept GOI and Ministry of Food processing Industry. After the training, handholding is provided to the candidates to either get an employment and/or start a small business of his own.

Knowledge on Wheels is a unique program with mobile computer laboratory moving around the nearby villages and going to ZP Schools teaching computer, speaking English and simple maths. We are already running this program in 7 near by schools and around 834 students are getting benefitted by this. Books are needed to be printed. We want to expand this program and each such bus costs Rs.35 lacs for each bus and Rs. 8.5 lacs as operating cost.

We teach around 2000 students in our institute of which 20% are provided freeships, amount being sponsored, donated and/or reimbursement by fellow industries, philanthropic citizens, donors etc. The scholarships are awarded as merit cum means basis. Applications are invited in the beginning of year and a committee constituted with Principal of the institute, class teacher and parents representative. The progress of the student is notified regularly to the donor with the due information to the recipient family regarding the Donor.

Sports as essential part in the education process is the ethos here to keep the students fit and fine. We are extended arm of SAI (Sports Authority of India) and operate SAI Extension center in our campus. Selection of budding sports talent is being done by competent authority here from in and around Sangli Dist. and put them on rigorous training to excel in the selected sport talent.

Care program for students is our ambitious step to cover every student enrolled in our institute with a insurance of Rs.75000 towards medical care against accident with a PA cover

of Rs.1.00 lac to the family in the event of his/her death. Equally the parent is covered for Rs.2.00 lac PA cover to the student to pursue his education.

**Some of the concrete plans that Suraj Foundation wishes to undertake with funding from the philanthropic sector:**

Knowledge on Wheels : In this project we train rural ZP school students from 3rd to 7th standard in ICT and English language. We have a mobile van with 32 laptops, LCD, UPS and along with audio visual facility. Would like to replicate the facility to cover entire and the survey indicates requirements of 6 buses to cover 4200 students in the first phase and same is estimated to cost Rs. 210.00 lacs.

Skill trainings: For youth, SHG group, underprivileged sections in different skill development areas. The day boarding training costs Rs.60 per hour per candidate which covers faculty charges, study material, catering cost, involved for exposure visits, hands on experience cost, hand holding charges and certification cost. We have estimated to conduct trainings for 2520 candidates for 4 hours day 1080 hours. Requirements of funds is estimated Rs.3.36 cr.

50 prep schools in villages surrounding Sangli and Pune Dist.is on agenda to provide activity based education for children of age group of 2-5 years. Requirements of fund is estimated to be Rs.600 lacs to cover a student population of 1500.

Provide free ships for under privileged students to peruse their education under “right to education”. Every year around 350 students are provided with free ships ( to cover tuition fees ) and estimated funding requirement is Rs.34.65 lacs.

**Strengths of Suraj Foundation: (top 3 strengths)**

- 1.Organising expertise
- 2.Promotional expertise
- 3.Teaching expertise




**Weaknesses of Suraj Foundation: (top 3 weaknesses)**

1. Shortage of funds
2. Acceptance by rural masses in the beginning
3. Availability of trained staffs

## **B. ORGANISATIONAL ELEMENTS (Related to Governance)**

Does the Organisation have an Independent Board?	Yes	√	No	
Frequency of Board Meetings –date of last meeting	1 <sup>st</sup> March 2015			
In last 2 years what was the shortest gap between meetings?( In months)	One and a half month			
In the last 2 years what was the longest gap between meetings? (In months)	3 month			

### **Board Members:**

<b>Sr. No.</b>	<b>Name</b>	<b>Email ID</b>	<b>DOB</b>	<b>Contact no.</b>	<b>Photo ID</b>
1	Miss.Shruti Pravin Lunkad <b>Chairperson (Trust)</b>	shrutilunkad@pranavgroup.com	22.08.1984	9823024477	
2	Mr. Yashvant S. Toro <b>Chairman</b>	ystoro45@yahoo.com	03.12.1945	9890045796	
3	Mr. Narayan Gopalkrishna Kamath <b>Secretary</b>	engee@surajfoundation.org.in	26.12.1948	7768003838	

4	Mr.Krishnamurthi TN <b>Director(Academics)</b>	krishna@surajfoundation.org.in	01.01.1964	7768800800	
5	Mr.Haribhau B. Salunkhe <b>Director(Gurukul)</b>	director_gurukul@surajfoundation.org.in	01.06.1962	8275030750	




**Secretary/Chief Executive/Functionary:**

Name:	Mr. Narayan Gopalkrishna Kamath			
Date of Appointment:	1 <sup>st</sup> June 1996			
Is Chief Executive the Founder of the Organization?	yes		no	√
Does Chief Executive work full time with the org	yes	√	no	
If No, then what is the other occupation; provide details				
Is s/he member of any network-Govt. or otherwise; if yes, names	No			
Chief Executive's Contact Details:	7768003838			
Phone Nos:	2332644715			
Email:	engee@surajfoundation.org.in			

### Succession Plans:

Does the Organization have a succession plan?	yes	√	No	
Details:	Mr. Sameer Chotai spouse of Ms. Shruti Lunkad is being considered to take over as Chairman of the Trust.			

### Names and Positions of Governing Council:

Sr. No.	Name	Current position	Appointed since	Photo ID
1	Mr. N. G. Kamath	Secretary of Suraj Foundation and Chairman of GC	20 years	
2	Mr. Krishnamurthy TN	Academic Director	Last 3 years	
3	Mr. Haribhau Salunkhe	Gurukul Director	Last 8 years	
4	Mr. Shrishail Motagi	OSD	Last 18 years	

5	Mr. Anant Lokapure	Out Reach Program Head	Last 6 years	
6	Mrs. Sangeeta Pagnis	Principal (EM)	Last 2 years	
7	Mr. Sakharam Lokhande	Principal (Gurukul)	Last 8 years	
8	Mr. Adhikrao Pawar	Principal (MM)	Last 17 years	
9	Mr. Vinayak Joshi	HOD (Sports)	Last 13 years	
10	Mr. Abdulvahab Devarshi	HOD (Skill Training)	Last 5 years	



## **Organisational Structure:**

Suraj Foundation

A. Secretary and Project Implementation Authority.

( Reports to Board of Trustees)

B. Head (Project conceiving and planning.).

C. Project coordinator

C-1 Head(Project) Location Supervisor

C-1-2 Head(Programs) Deputies (Location wise)

C-3 Incharge (Handholding)

D. Admin and planning office (at HO)

E. Accounts office (at HO)

## **C. FINANCE AND ADMINISTRATION ELEMENTS**

### **Foreign Currency Receipts:**

Can the Organization receive Foreign Currency?	yes	√	no	
Registration Details: (Act and reg. number)	083930644			
Date of Registration:	16.09.2014			
Has latest FCRA return been filed? Period and date of filing	31 <sup>st</sup> March 2016			

### **Details of Past Budgets: (Details of last 3 years)**

<b>Financial Years</b>	<b>Total Income (Rs in Lakhs)</b>	<b>Total Expenditure (Rs. In Lakhs)</b>
2013-14	454.83	421.38
2014-15	585.24	537.25
2015-16	624.12	551.10

### **Details of Past and Present Institutional Donors: (For 3 years)**

<b>Financial Year</b>	<b>Foreign /Indian</b>	<b>Total Contribution (Rs in Lakhs)</b>	<b>% of Income</b>	<b>Purpose of Grant/ Donation</b>
2013-14	Indian	31.64	6.96	For creating Infrastructure and Educational/Skilling Activities
2014-15		97.61	16.67	
2015-16		41.25	6.6	

**Details of Major Assets:**

<b>Sr.No</b> .	<b>Asset</b>	<b>Value (Rs in Lakhs)</b>	<b>Source of Funds</b>
1.	Books	0.17	Fees and Donation
2.	Building	76.90	
3.	Computer Accessories	3.99	
4.	Electrical and Electronic Equipment	2.95	
5.	Furniture and Fixture	10.39	
6.	Land	5.27	
7.	Vehicle	3.01	

## Audits:

Does the organisation have a regular internal audit system? In-house / external-Name and address	Yes	√	No	
Period for which last internal audit report is available	2015-16			
Does the organisation have a statutory auditor?	Yes	√	No	
Name and address of the statutory auditor	Mr.Sagar D. Dale Opp Rasoi Hotel, Virachi Talim, Pune Mob No:-09423036075			
Year since when the above firm has been the organisation's statutory auditor	2012-13			
Does the organisation publish/bring into public domain, the annual accounts?	Yes		No	√
What form in which the annual accounts has been brought to public domain?	Balance sheet is provided as request			
Latest year for which accounts published	2012-13			
Does the organisation share its financial statements with the target communities? If yes, how? <b>(Copies of statements are being sent to them)</b>				√

## Procedures:

Set of administration instructions/procedures available?	yes	√	No	
Policy on segregation of duties?	yes	√	No	
Policy on fraud, theft, malfeasance and misappropriation?	yes	√	No	
Purchasing process ensures best value?	yes	√	No	
Appropriate cash disbursement system?	yes	√	No	
Payments supported with original bills etc	yes	√	no	
Regular bank statements available?	yes	√	no	
Periodic reconciliation of accounts?	yes	√	no	
Fixed assets records maintained?	yes	√	no	
Inventory records maintained?	yes	√	no	
Accounts - manually maintained or computerised?	man		comp	√
Cash/bank book- manual or computerised	man		comp	√
Rough cash book maintained?	yes		no	√
Integrated (joint) books of accounts maintained for all funders with separate funder wise ledgers?	yes	√	no	
Is cash in the physical control of the person who authorises payments?	yes	√	no	
Are salaries above Rs 1000/- pm paid by a/c payee cheque/ direct account transfer?	yes	√	No	

## Information Systems and Technology:

Does the organisation use up-to-date computers?	yes	√	No	
Is there a system of internal and external backups of data in place?	yes	√	No	
Is there a system of passwords in place?	yes	√	No	
Are all machines adequately protected with anti - virus software	yes	√	No	
What are the computers used for? Explain briefly	<ol style="list-style-type: none"> <li>1. For Official Purpose</li> <li>2. To Train students in ICT</li> </ol>			
Are these computers also used by the target community?	Yes	√	No	

## **D. HUMAN RESOURCES ELEMENTS**

**Number of Staff:** 151

<b>Contract type:</b>	<b>Number of staff:</b>
Full time	135
Part time	16
Volunteers (unpaid)	0
Trainees	0
Other	0
Female staff as % of total staff	50%
Staff with disabilities as % to total staff	1 %

### **Policies and Procedures:**

Does the organisation have an organogram?	Yes	√	No	
Does the organisation have a recruitment policy?	yes	√	No	
Does the organisation have a published salary scale?	yes	√	No	
Are appropriate job descriptions in place?	yes	√	No	
Does the organisation have a staff appraisal system?	yes	√	No	
Is the organisation committed to staff development?	yes	√	No	
Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.	yes	√	No	

### **The Organisation have systems of periodic internal review for monitoring**

Yes we have internal review. The Core committee conducts such reviews every six months.

## **E. PROGRAM ELEMENTS**

### **Approach to Development:**

Community based specific projects are only selected for implementation. Funds are raised beforehand for projects so that the projects do not suffer once they are rolled out for want of funds, from philanthropic donations, soft loans, deposits. All stake holders viz. Beneficiaries, people's representatives, concerned Govt. dept. officers and community volunteers are involved in the process to give them a feeling of ownership of the project are some of our main approach towards the development.				
Development strategy of the organization or equivalent in place?	Yes	√	no	
Development strategy or equivalent regularly updated?	Yes	√	no	
Phase-out strategy planned?	Yes	√	no	

### **Broad features of our organisation's approach/strategy in field intervention :**

<p>1) Call for information from operating consultants and network organisations on the requirement of community to make it more prosperous during July Sept. quarter.</p> <p>2) Internal consultations to short list the projects and draw project plans with budget requirement during Oct.</p> <p>3) Communication round involving all stake holders including people representatives and beneficiaries in Nov.</p> <p>4) Management approval round where all pros and cons are discussed, fund raising and allotments are planned, schedules are fixed in Dec.</p> <p>5) Pre implementation round takes care of informing the process of implementation and it's outcome to all stake holders and forming the committee to over look the process and selecting the project leader to supervise the project under the guidance of Project Director.</p> <p>6) Execution round is directed by Project Director with the help from over looking committee.</p>
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### **Program Activities:**

<p>Type of Activity (Education, Health, Nutrition of Women and Children, Water, Sanitation, Agriculture, Food Security, Skill development for employability enhancement; Civic services, environment protection etc.)</p> <p>Linkage with flagship programs – MGNREGA, NRLM, NRHM, SSA, welfare provisions for aged, differentially abled</p>		<p>Funding Support from: Specify name of agency – State / Central Government; INGOs; bilateral / multilateral agencies; any other (specify)</p>
1	Education	Parents, Local Industrialist, Philanthropic persons in the community
2	Agriculture	MANAGE-Hyderabad
3	Woman empowerment	Parents, Local Industrialist, Philanthropic persons in the community
4	Skillings	Ni-msme- Hyderabad
5	Sports	Sports Authority Of India

### **Evidence of Development Impact in Core Areas :**

Education: We are in education since 1993 and over the period we have produced many intellectuals and it is a huge contribution to our country. We can see lots of doctors in hospitals, Sachi Lokur who stood 1st on all India selection in Masters in Medicine. Lots of engineers in the mega projects all over the world such as Sharvil Patil Maharashtra Board topper in XII and got direct admission in BITS Pilani, construction companies, Shushant Khade running his top notch construction Company, highly renowned educational institute, Shrenik Ghodawat head of Sanjay Ghodawat Educational hub, in financial services ,Rakhi Bhafna has the distinction of being youngest CA in the country, agriculture support sector Rajesh and Tejas Dandekar in running Rexpoly Industries Ltd, high tech space industry, Harshad Lalan a team leader in NASA academia wise and Equally we are a leading

institute in sports, Sayyad Toufic and Rajendra Pawar played foot ball for India in China under 17, Sunita Patil played Judo individual in Moscow, Abhishek Gadve played fencing for India in Switzerland the list is unending. All have had their education in this educational Institute which boasts of 100% results in SSLC and HSC.

Skilling Endeavours: We are one of the top 5 training Institutes as listed by Ministry of Agriculture (MANAGE) in skilling Agri graduates and Diploma holders in management for them to initiate a small business and through which provide extension to marginal farmers. More than 2000 participants have been trained and 1400 of them have started their business investing roughly Rs.700 million, employing around 3260 people in addition thousands of farmers getting benefits of their knowledge.

Under our ICT program the students from Govt .run school children get computer operation knowledge which makes them at par with any privately run school students, in addition acquiring confidence to face the world.

Under the SEAL program run jointly with Sujaya Foundation, Mumbai enables students to speak fluent English making them capable to compete with urban students.

Under our SAI Extension program every year 20 rural athletes are trained in athletics, fencing, swimming, many of them participated in national events.

Teli Medicine and rural medi care program ensures hundreds of villagers get medical care and generic medicines. Our joint efforts with Nab Hospital in eye care has provided hundreds of men and women getting their eye sight.

Women empowerment program has impacted many SHG formations, their livelihood Trainings and placement of under privileged women earning their lively hood. Girl students are encouraged to pursue education and extensive awareness programs to save girl child.

Knowledge centre program run jointly with NASCOM Foundation has provided required information to farmers, students, youth, and SHG members of the area.

### **Community interventions in environment, assets creation and change efforts:**

All above mentioned programs have community involvement. Before any program gets initiated a survey is mapped to see the requirement and once it is noted all stake holders viz. Beneficiaries, people's representatives, concerned Govt. dept. officers and community volunteers are invited for a discussion where the idea was put forward before them. Only after thorough inter action, the programs are finalised. A committee is formed out of all stake holders to over see the implementation of the program. Time to time a review is made and if warranted the plans are restructured. On successful and sustainable implementation the project will be handed over to local resident (selected on his/her eligibility) who will run the program under the guidance of our Project Director.

### **Organization's development plan for next 5 years:**

All the above programs will be expanded in coming years. More faculty diploma and graduation programs from State and Open universities will be added to existing learning. Skilling operations will be made more strong and expanded to more centres in Maharashtra and rest of the country. 50 prep school initiatives will be done in rural Maharashtra around Sangli and Pune to make the Education more interesting for children and provide a strong learning base for them to pursue their education anywhere. Add 5 more buses for mobile computer labs to computer literate more students from Govt. run schools. Tie up with more hospitals and expert private medical practitioners to provide teli medicine to more people.

### **Key milestones/turning points in organizational approach:**

- 1) Joining **Kreeda Prabodhani (Govt of Maharashtra)** in 2000-2001 has enhanced sports skills and developed talents among students in various games.
- 2) Joining **NASSCOM Foundation** in 2001-02 added skilling portfolio to the organisation and opening of more than 20 knowledge centres in Maharashtra and Karnataka.
- 3) Being selected by **MANAGE Hyderabad** as nodal institute in 2002-2003 made us leader in skilling endeavours. We are proud to have produced thousands of Agripreneur and contributed a lot to make State of Maharashtra a leader in this program.
- 4) Affiliation with **Directorate of Arts in Mumbai** in 2003-04 made us deliver fine arts knowledge to needy and interested youth in the society to make them stand on their feet.
- 5) Joining **SAI New Delhi** to establish SAI Extension centre in 2004-05 created a sports complex in Sangli supporting many youths to show their sporting skills in games as well get employment in Military and Police forces.
- 6) Partnered with **NIMSME Hyderabad** in 2006-08 gave us an opportunity to work in under privileged sector to convert it into highly skilled to enhance their employability.
- 7) Partnering with **Educomp** in 2011-12 to help us to simplify the learning process among students with the use of e-learning.
- 8) Joining **Sujaya Foundation** in 2011-12 gave us SEAL program to be delivered to rural students to empower them in English speaking.
- 9) Partnering with **Karnataka State Open University** in 2011-12 made us deliver graduation and Diploma programs in Food technology and Management, animation

and applied arts.

10) Being associated with **Element Life Lab** in 2013-14 has enhanced the logical understanding of scientific experiments and has increased the knowledge among students.

11) In collaborating with **Kreedo (Bengaluru)** in 2014-15 has enabled our preschools to develop the cognitive ability at the early life of children.

12) In association with **Central Board of Secondary Education, Delhi** has helped us to revitalise our education system and focus on the excellence in every sphere of students endeavour.

### **Recent External Evaluations/Research/Publications:**

<b>Program</b>	<b>Evaluator (name etc. and commissioned by)</b>	<b>Date/Period</b>	<b>Comments</b>
Knowledge On Wheels	School Principle	April 2014	Computer and English Teaching and other services are effective
Ni-msme	P Udayshankar, Director, Mi-msme & Debendra Choudhary, Faculty, Ni-msme	Annual	Satisfactory
AB&ABC	Jointly evaluation by MANAGE Rep, NABARD Rep, Bank Rep, ATMA Rep & State Agri Dept Rep	Annual	Committee members that the Agri-ventures visited are functioning & delivering required Extension services

### **Awards/Recognitions received from Government and other organizations:**

Agriculture Mobilization Volunteer by Sheti Pragati a leading magazine management of Maharashtra