

## Indira Gandhi Computer Saksharta Mission( IGCSM)

Educate , Engage, Empower



Address:

36b/1, Second floor, Govindpuri, Kalkaji

New Delhi- 110019

Tel: +91 11 26282165 ,26285613

Fax: 011 26285614

[www.igtiindia.org](http://www.igtiindia.org)

Contact Person: Mr Sourabh Singal

List of Contents

Introduction	3
A. Background	3
B. Address of Head office and Branches	6
C. Management	7
D. Organizational Objective	9
E. Our Initiatives	11
F. Our Presence	13
G. Affiliations	14
H. Legal Details	14
I. Summary	15

## INTRODUCTION

Indira Gandhi Computer Saksharta Mission( IGCSM) is an Indian not for profit organization, working at the national level , engaged in uplifting and empowering the poor through education , skill development and microfinance programmes. With its Head office in Delhi, it is operational in more than 15 states of India through its development initiatives. Driven by the strong belief that education and training in market oriented skills and trades can remarkably change lives, it engages with like -minded individuals, organization, corporate and government to build a sustainable institution. Through its various interventions, it has reached out to more than 50,000 people in last 6 years including children, youth and women.

### A) Background

IGCSM was registered as a Trust under Indian Trust Act, 1882, on 17<sup>th</sup> Sep 2008, with its Head office in Delhi. In the same year, it initiated five IT education centers for poor youths in Delhi and UP. With the corpus from Trustees and donations from well-wishers, it managed to train about 200 beneficiaries in less than 6 months. The acceptance from the beneficiaries motivated the team to expand the activities. And to expand the programme, it entered in to partnership with like-minded individual and organisations, who are referred as Training Partners(TPs)and set up IGCSM centres in different states. To enable a smooth process and ensure quality, it also obtained ISO9001:2008 certification.

In the year 2009-10, 70 centers were functional in states like Rajasthan, Haryana, Uttar Pradesh and National Capital Region (NCR). The year was remarkable in terms of refining the curriculum, arranging for stationaries as well as certification for the beneficiaries. An Online Management Information System(MIS) was also created for efficiently monitoring and managing the training programmes and beneficiaries. A total of 2,500 students completed training during this year.

In the year 2010-11, IGCSM had 200 training partners in 8 states of India, now expanding its presence to West Bengal, Himachal Pradesh and Madhya Pradesh also . Many new courses were introduced which included Certificate programme, Diplomas, Advanced diplomas etc. The year saw more than 8500 students benefitting from the programme. The results beamed the confidence of the team as well as the stakeholders of the programme. The year also saw the new affiliations from Vinayaka Mission University for those students who wished to obtain degree and diploma course through open university programmes. The same year, it also got accreditation from KDK software, which is a specialized accounting software developed and used by the Rajasthan Government departments. They provided the curriculum, Training Of Trainer (TOT) as well as certification for students trained in the software in IGCSM centres of Rajasthan. This also helped students to find jobs sooner. The organization also assisted needy youth with educational scholarships for higher education during this year

The year 2011-12 was notable with more centres coming up in states like Maharashtra, Odisha , Assam, Bihar and erstwhile Andhra Pradesh, taking the number of TPs to 380 . This year, more than 10,000

beneficiaries obtained training, with more than 75% of the youths finding jobs and rest continuing their higher studies.

The year 2012-13 was significant for IGCSM, as it witnessed more support and affiliations coming its way. The Organization was chosen by The Ministry of Labour and Employment, Delhi Govt., as a lead Vocational Training Provider ( VTP) in Delhi. A vocational training centre was set up where courses in the area of ICT , Soft skills, Banking , Business& Commerce were delivered as per the Govt. programme guidelines . On completion of course, the students were certified by National Council for Vocational Training( NCVT). Under this programme 180 youths were benefitted.

Around the same time, IGCSM, was also awarded a project from Ministry of Small and Medium Enterprises ( MSME) . This involved establishment of 24 Self- Help Groups (SHGs) involving 240 women in different parts of the country. The programmes involved promotion of saving habits among women and also training them on microenterprises and helping some of them to start group enterprises. The programme was successful and it continued for 2 years with the specified activities. The groups are still active and continue with their SHG functions.

Also the same year, the Department of Women and Child Development, Govt of Delhi, chose the organization to train girls who are school drop outs, in alternate trades so that they can engage in meaningful livelihoods. Under this programme called Sabla scheme, 30 girls each were chosen from 5 Anganwadis of Delhi , and these 150 girls were trained in new like Cutting, tailoring, garment manufacturing etc. The programme was successfully concluded by IGCSM.

The IT training programmes felt an impetus when IGCSM was successful in ensuring Microsoft certification for students after their specific trainings .The certificates are issued online directly by Microsoft Ltd, after an assessment . The training programme also got affiliation from DOECC society for three of their courses . These affiliations and certifications enhanced the employability of students immensely. With 500 Training Partners, more than 12,000 students undertook training during this year . The operations extended to Chattisgarh and Gujrat also during this period.

The organization also undertook some activities in the areas of health awareness camps and tree plantation drives during this year.

The year 2013-14 also witnessed development of the organization with more support and associations. The Ministry of Labour and Employment, impressed with the success of its programme in Delhi, expanded the initiative to 13 new centres in three states which included 5 centres in Delhi, 1 in Himachal Pradesh and 7 centres in West Bengal. The programme successfully trained 7,000 beneficiaries during this period .

The very year, good words and good work attracted Jharkand Government to IGCSM, which was asked to set up , train and provide placements to youths from slums areas of Jharkand under the National Urban Livelihood Mission(NULM), earlier called as Swarnajayanti Shahri Rozgar Yojana. The beneficiaries were trained in four sectors viz, Media and Entertainment;Construction; Travel and tourism and Retail. More

than 920 beneficiaries benefitted from this programme. Due to its success, the programmes was renewed and is operational in the current financial year as well.

The same year, IGCSM was also chosen by the National Skill Development Council NSDC under their STAR scheme. Here, 90 students got trained in Retail trade in one Delhi centres and one UP centre.

Apart the above, more than 8700 students got trained through regular TPs. IGCSM also obtained affiliations from Karnataka State Open University for students who were interested to obtain university degrees through open courses.

Currently in 2014-15, In addition to the regular training programme through TPs, the project supported by Jharkand Govt under NULM is continuing . The projects centres supported by Ministry of Labour & Employment are also progressing with their activities. The organization is striving to reach out to more needy people by joining hands and gathering support from Govt, Corporate, individual and other organization .

In a span of 6 years since its inception, the organization has improved the lives of more than 50,000 people by showing them the direction of empowered lives by meaningful training and education. Through its 500 TPs in 15 states , several affiliations and support from different quarters, it is striving to reach more beneficiaries in the coming years .

B) Details of existing branches and offices

Head office- New Delhi ( Address)

36b/1 Second floor, Govindpuri, Kalkaji

New Delhi- 110019

Tel: +91 11 26282165 ,26285613

Fax: 011 26285614

[www.igtiindia.org](http://www.igtiindia.org)

Contact Person: Mr Sourabh Singal

Regional offices- Address

Uttar Pradesh

Himachal Pradesh

West Bengal

Jharkhand

### C. Management:

The organization which is a Registered Trust is governed by its Board of Trustees. The Trust is headed by the Founder Chairman. Below the Trustees, is the management team led by the Managing Trustee. He leads a qualified team spread across HO as well as regional offices, managing the day to day affairs of the organization. In addition there are members being inducted to the trust who also hold the responsibility of Regional coordinators. They are invited to the Board meeting as and when required.

#### Our Trustees

The trustees of the organization are members from the same family, who have been involved over a decade in setting up and running professional training centres offering market oriented courses primarily in the IT sector. The centres which they owned and operated catered to the middle and upper middle class candidates and the lower and lower middle class especially the Below Poverty Line (BPL) could not afford those courses. Sensing this fact, the family decided to set up a charity organization, which can cater to the needs of under privileged sections of the society in different parts of the country. The trustees are well versed with the training market and are experienced in managing and running professional training centres. This experience and outlook helped them to quickly set up and expand centres using training partners as strategic alliances. The success that the organization has achieved in short span and understanding how effective the same has been, they are looking forward to garner support in expanding their activities under IGCSM.

The names of the key trustees are below

Name	Positions held
Mr .Avdesh Kumar Singal	Founder Chairman
Mrs .Lata Singal	Operations Head- UP
Mr Sourabh Singal	Managing Trustee
Mr Gourav Kumar Singhal	Director – Partnerships
Mr. Mridul Goyal	Founder Member

#### Regional Coordinators

In order to ensure transparency as well as to garner professional inputs for a growing organization, the Trustees have inducted members to the trust. They also resume the role of Regional Coordinators. These are set of people from different walks of life, and engaged in charity activities in their respective locations. They bring fresh ideas on board and also ensure close monitoring of the organisation's

activities in different parts of the country. There are 23 such regional coordinators in IGCSM. List can be made available as per request.

### Management Team

The Management Team is headed by the Managing Trustee , who in turn is responsible towards the Board of Trustees. The Managing Trustee is also responsible for the day to day affairs of the organization. For effective administration, proper departments have been set up, where qualified professional have been inducted.

### Staff Strength

The organization has qualified and experience staff to manage the various functions. Young and enthusiastic team which comprises of project managers, faculty and IT professionals are complemented by seasoned professionals in accounting and strategy teams. The list of key professionals can be made available on request.

### Departments

The Organisation is managed through the various departments such as :

- Administration & HR
- Finance and Accounts
- Marketing and Relationship Management
- IT - Call centre Operations
- Programme Division

With more than 150 full time employees and equal number of outsourced employees , the organization is deeply engaged in fulfilling the mission.

## D) ORGANISATIONAL OBJECTIVE

### Objectives

#### I. Literacy and Education with focus on IT education and Computer literacy

The conviction that computer literacy and IT education is going to be inevitable for posterity, and also contributing towards the "Mission IT for all" by Government of India, the organization focusses on providing avenues to children, youth and adults in computer literacy and education. Towards this the following objectives have been underlined:

- a. To provide conducive and creative environment for children from less privileged backgrounds and design initiatives that can develop physical /mental/ emotional/intellectual growth and progress of children, thereby engaging in nation building.
- b. Promoting the importance and relevance of computer literacy and IT education among women and youth and provide avenues for education and training.
- c. Remedial education classes for school children, especially on IT related subjects.
- d. To avail and assist in arranging financial assistance, educational books etc. to the orphans, helpless, poor as well as well deserving students without any discrimination of caste and creed, thus freeing them from shackles of child labour and discrimination.

#### II. Youth Development Programme through Market Oriented Skill training

Youth forms more than 60% of our country's populations and enabling their good future shall ensure a bright future of our country. So the organization intend to engage in nation building by undertaking steps in this direction

- a. To design and run skill development centres for youth offering training in modern trade oriented course such as IT, Retail, Banking ,Media etc .
- b. To establish linkages with various stakeholders to grow and extend this initiative to maximum beneficiaries. Thus , reducing unemployment and streamlining the youth towards positivity.

#### III. Poverty Alleviation and Empowerment:

Being the second largest populated country in the world, India also house largest poor population in the world. Alleviating poverty and empowering population is essential for the development of a just society. Hence the organization intend to undertake the following.

- a. To engage in promoting and setting up of Self- help groups thus encouraging saving habits, and financial independence among women
- b. To provide avenues for Literacy and education for women.
- c. To engage in programme for training women in market oriented trades that can generate self -employment and wage employment opportunity.
- d. To make available the benefits of the various schemes run by the government to the ordinary people such as "Sarkari bhagidari" scheme.
- e. To assist in availing various employment schemes for the youth of the society.
- f. To actively participate and partner in schemes and programmes towards uplifting socially and economically backward sections of the society.
- g. To promote and assist in enabling equal opportunity for people who are differently abled. Also work towards advocating for their rights and facilities.
- h. To advocate for the cause of social evils like dowry, child labour, trafficking etc.
- i. To engage in activities that promote national integrity and work towards building a value driven society so as to ensure an amicable and progressive future for the posterity.

#### IV. Health , safety and environment.

Health and development are interrelated. Health care is a need for everyone and maximizing its reach is a requirement. Aside this, preservation of ecology and environment is equally important to save mother earth from calamities and epidemics. The organization intend to undertake some steps towards this goal.

- a. To work towards providing safe water and sanitation to the needy , thereby reducing incidence of disease among population.
- b. To organize medical camps for family welfare & awareness .
- c. To provide information and spread awareness for protection against life threatening diseases like cancer etc.
- d. To provide assistance during natural calamities to reduce incidence of epidemics.
- e. To engage in activities to promote and preserve ecology and environment.

## E) OUR INITIATIVES:

The Key initiatives of IGCSM can be categorized under the three focus areas:

1. Skill development Programme for youth- The flag-ship programmes of IGCSM is its skill development centres offering training in ICT. Over the years it has built up capabilities to provide training in modern trades such Media, Banking, Retail, Commerce, etc. Through its different programmes operational in 15 states it has already trained more than 30000 youths. Out of them more than 60% were girls.

Broadly the skill development initiatives are realized through the following Projects :

- I. IGCSM centres operated through Training Partners- These are centres focused on providing IT software and hardware course offering a wide variety of curriculum meeting the requirement of beneficiaries. There are more than 500 such TP operational in 15 states which has offered education and training to more than 25000 beneficiaries so far . The list of course and their duration can be provided on request.
- II. Skill training centers in Jharkhand: The centres which are established under NULM, earlier called as Swarnajayanti Shahri Rozgar Yojana scheme is supported by Jharkhand Government to train and provide placements to youths from slums areas in the state of Jharkhand . The beneficiaries are trained in four sectors viz, Media and Entertainment, Construction, Travel and Tourism and Retail. More than 920 beneficiaries benefitted from this programme in the initial phase during 2013-14. Due to its success, the programmes is renewed and operational in the current financial year as well.
- III. National Skill Development Council (NSDC ) STAR scheme : Under this scheme supported by NSDC, two centres were set up offering specialized training in Retail benefitting 90 students .
- IV. The Ministry of Labour and Employment, Delhi Govt: Functioning as a lead Vocational Training Provider ( VTP) in Delhi, IGCSM had set up vocational training centre offering market oriented training in the areas ICT , Soft skills, banking , Business& Commerce as per the Govt programmes. The students on completion of course are certified by National Council for Vocational Training( NCVT). Under this programme about 180 youths were benefitted in 2012-13. During the next year 13 more centres were set up through which 7000 beneficiaries obtained training.

2. Computer Literacy and Education for Children

Through the various IGCSM's training partners across the country, children in the age group of 12 years and above are introduced to the world of IT education. IGCSM have developed a special course involving the basics of computer skills which it offers at the IGCSM's Training Partners. More than 20000 children have benefitted through the courses offered in the training centres.

3. Empowerment Programme for adolescent girls and women:

While it should be mentioned that about 50% of the skill development programmes included young women, there are some specific programmes that the organization had undertaken focusing exclusively on women and adolescent girls. These programmes are in the initial stage covering around 500 women and girls. IGCSM is looking forward to strengthen this initiative with the support from corporate and Govt support.

- I. Microfinance and Microenterprise for women: In 12-13 IGCSM launched a project with support from Ministry of Small and Medium Enterprises ( MSME) . This involved establishment of 24 Self help groups involving 240 women in different parts of the country. The programmes involved promotion of saving habits among women and also training them on microenterprises and helping some of them to start group enterprises. The programme was successful and it continued for 2 years with the specified activities. The groups are still active and continues their SHG functions .
  - II. Sabla Scheme, Government of Delhi: Under the aegis of The Department of Women and Child Development, IGCSM was chose to train girls who are school drop outs in alternate trades so that they can engage in meaningful livelihoods. Under this programme called Sabla scheme, 30 girls each were chosen from 5 anganwadis of Delhi , and these 150 girls were trained in new trades like Cutting, tailoring, garment manufacturing etc. The programme was successfully concluded by IGCSM
4. In addition to the above, the organization undertakes activities like health awareness camps, plantation drives time to time to promote the importance of balanced living in the communities they operate.

## F) OUR PRESENCE

The organization has its head office in Delhi and is strengthened administratively by its regional offices in 4 states. It has projects in 15 states of India.

Insert Map.



### G) Affiliations

- Microsoft certification for IT courses
- DOECC Society certification for three IT language courses .
- Affiliated to Vinayaka Mission University and Karnataka State Open University.
- Govt supported Vocational Training Provider( Ministry of Labour and Employment).
- Certified Accounting software training by KDK,( Used by Rajasthan Govt Department)
- A ISO 9001 : 2008 certified Organization
- Registered from the Industrial Department to conduct the various technical programs under the Govt. schemes.

### E) LEGAL DETAILS

- Registered Under Indian Trust Act 1882( Annexure No-1) .Indira Gandhi Computer Saksharta Mission Trust has been registered under the Society & Public Trust Act 21,1882,(Reg. No. 4524) & Public Charitable Trust Act 1882 under section 17 vide Reg. No. 4524/IV from Govt. of India
- Registered under Sec 80(G) of Income Tax Act,1961
- Registered under Sec 12 A of Income Tax Act,1961

### Summary :

From the inception, the organization has taken steady and strong steps to achieve its goals. The success in reaching out to many beneficiaries in limited time is attributed to its strategy of joining hands with likeminded people. At the same time, it got itself in to the grind by undertaking projects from government where results were not compromised, thus excelling in the process of organizing training in the different trades starting from IT, Retail, Banking ; Media , Entertainment, Commerce etc. It gathered the reality quickly that proper certification and right affiliation are essential for employment , hence it arranged for the same from reputed organizations like Microsoft, DOECC society and NCVT and KDK software .Keeping up with the aspirations of students who are keen to pursue higher studies it arranged for affiliations from Karnataka state Open University and Vinayaka Mission University ,Salem. Thus the organization has so far focused on the needs of its beneficiaries and the training partners and have worked hard to meet the expectation of all donors and supporters in its mission to empower the youth by training them in market oriented skills and trades. The journey has been an outcome of its promoters vision, the perseverance of its management and hard work and dedication of its staff and wishes from its stakeholders and beneficiaries.