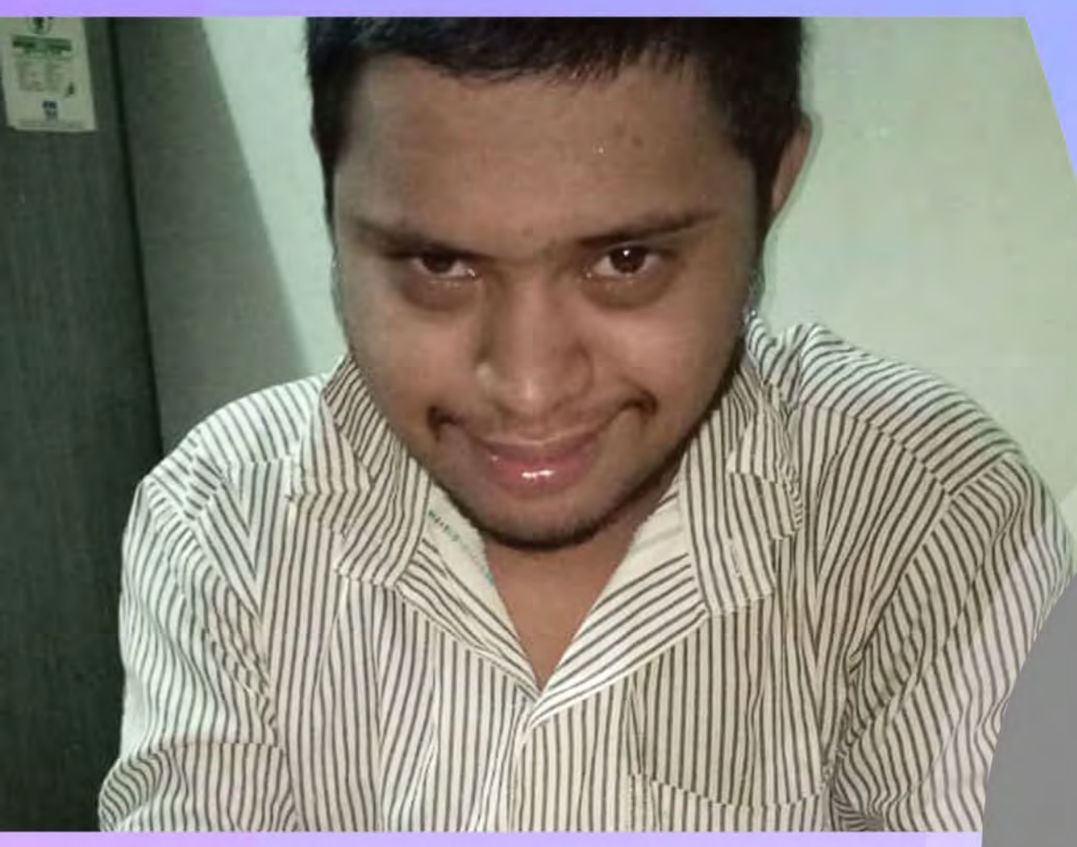
THE INDIAN COUNCIL FOR MENTAL HEALTH SKILLS AND ABILITY SCHOOLS

(A PUBLIC CHARITABLE TRUST REGISTRATION NUMBER E 700 (BOM) 1953)



ISO 9001 : 2015
Certified

68 YEARS OF UNINTERRUPTED SERVICE

ANNUAL REPORT 2020-2021

Vision Statement

To integrate through education, children with intellectual disabilities, into society by eradicating the stigma attached to them. To provide the best possible services continuously in every way.

Mission Statement

To expand the reach by offering unique combinations of services most suitable to individual needs to the maximum possible extent through the commitment of all to the core values of the Organization.

Quality Policy

The Indian Council for Mental Health (ICMH) willingly accepts the challenge of helping the special children with intellectual disabilities to gain their rightful place in society. At ICMH, the emphasis is on education in the best interests of the special children for overall development. It has been a constant endeavor of ICMH to provide the best and latest techniques of education to special children.

This quality policy shall be realized through the following:

- Establish, maintain, and continually improve quality management services.
- Provide avenues to expand on the knowledge of the teachers by encouraging them to attend and participate in training courses.
- Continually improve the teaching techniques through innovative initiatives.
- Increase the enrolment to optimally utilize the academic/administrative/infrastructural resources.
- Provide quality facilities and infrastructure for the students.
- Maintain social values and obligations as an ethical NGO.

Members Of The Board

Trustee Name	Gender	Position	Occupation	Meetings Attended
T. N. V. Ayyar	Male	Chairman	Chartered Accountant	4/4
Zarir Master	Male	Hon. Managing Trustee & Vice Chairman	Management Consultant	4/4
Virendra Kelkar	Male	Hon. Treasurer & Secretary	Consultant - Quality & ISO	4/4
Farida Bagasrawala	Female	Trustee	Educator & Counselor	4/4

Management Committee

Name	Position
T. N. V. Ayyar	Trustee
Zarir Master	Trustee
Virendra Kelkar	Trustee
Reshma Mathew	Principal, Skills And Ability School, Nerul, Navi Mumbai
Gauri Sanan	Principal, Skills And Ability School, Mulund, Mumbai

Note:
None of the members of the Board are related to each other. During the Financial Year 2020-2021, the Board met on April 18, 2020, April 28, 2020, March 12, 2021 and March 16, 2021. Minutes of Board Meetings are documented and circulated to each Trustee.

Annual Report 2020-2021

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Report Of The Board Of Trustees

Dear Reader,

The Board of Trustees of The Indian Council for Mental Health (ICMH) are extremely grateful to you for picking up a copy of our Annual Report for the Financial Year 2020 -2021. Your continued interest in our activities is most appreciated by us, our School Principals, Teachers, Staff and Helpers.

This has been the most extraordinary year, not only for our project but for the whole world. The Covid 19 pandemic has struck hard and for an extended period of time. As a result of this virus, we had to follow the instructions and guidelines set by the Government and even though the Academic Year was about to end, we shut down the two Skills and Ability Schools in the last week of March 2020.

The enforced lockdown prevented us from completing all the accounting and administrative work that goes with the close of each Financial Year. Whereas schools and educational institutions were closed, the experimental concept of work from home and online education was promoted. However, till date, there have been no guidelines issued for the special schools that have students with a variety of disabilities. For us, asking the teachers to work from home and conduct online sessions with students was the only path ahead but with students who are intellectually disabled, it was found that it was difficult to hold their interest or get them to sit, listen and interact with the teachers. Parental intervention was sought in that they were asked to sit for sessions and help the teachers by controlling the distracted students. In numerous instances, no progress was possible because the degree of disability was high. Additionally, there was much resentment by parents to pay the tuition fees. It was explained that though the Schools were not functioning as usual, the teaching staff was making every effort to maintain daily sessions. However, there were a group of students being readied to appear for Pratham level and / or Standards X and XII examinations. It is a matter of pride to report that not only was online studies accepted by the students but that the results of the examinations were excellent.

Through online sessions, students were taught to make frames of teaching materials. At the same time, the teachers concentrated on completing their annual reporting and worked on the preparation of Individual Education Plans for the students that would continue to be with them when normalcy returned.

A major setback was faced by the Trustees when parents questioned the need to pay the fees. Some expressed their inability whereas others stated that online education was just for a couple of hours at a time and fees should be reduced. The Trustees resolved that fees, up to and inclusive of May 2020, were justifiable. However, to date, there are still some of the parents who have not settled the dues. As the Schools were closed and there was no indication when things would return to normal, the Trustees further resolved that no fees would be demanded during this period.

It is important to mention that during this period, all categories of staff were paid monthly salaries in full from April 2020 to November 2020 despite the fact that there was no income by way of tuition fees or donations; a major portion of the corpus was utilized only to ensure that the staff and their families were kept as comfortable as possible. It is known that corporate organizations, business houses, private establishments, shops and malls and educational institutions took action as best suited to them by slashing the income or even dismissing staff. Our staff is very special to us. They have remained with us and have done their duties with integrity, honesty, intelligence, loyalty and most importantly, love and affection towards the students. Therefore, we felt that they needed to be treated in a very special way by keeping them free of financial problems. The staff was thus paid full salary every month up to and inclusive of November 2020.

With no fees and hardly any scope for donations, the corpus has taken a huge hit. Therefore, the Trustees had no option but to explain their inability to maintain full salary payments from December 2020. We have had to impose a percentage cut after discussions with all concerned who accepted the decision.

As the Schools have been shut from the end of March 2020 and the Trustees resolved to remain closed for the entire Academic Year, there have been hardly any activities to report. In the pages that follow, you will read about some of the things that were done through innovation.

In spite of the lockdown and the changed circumstances, the Trustees continued to stay in touch and even conducted meetings online not only with each other but with the members of the Managing Committee and even the staff. Mr. Nadirshaw Dhondy, our Trustee for several years resigned in July 2020 due to ill-health. We place on record our appreciation and gratitude for all the assistance provided by him in legal matters, his suggestions and inputs and personal donations and wish him good health and peace of mind.

We place on record our special thanks and appreciation to everyone, corporations, business houses that supported us in any way during the Financial Year under review. Some notable ones are recorded:

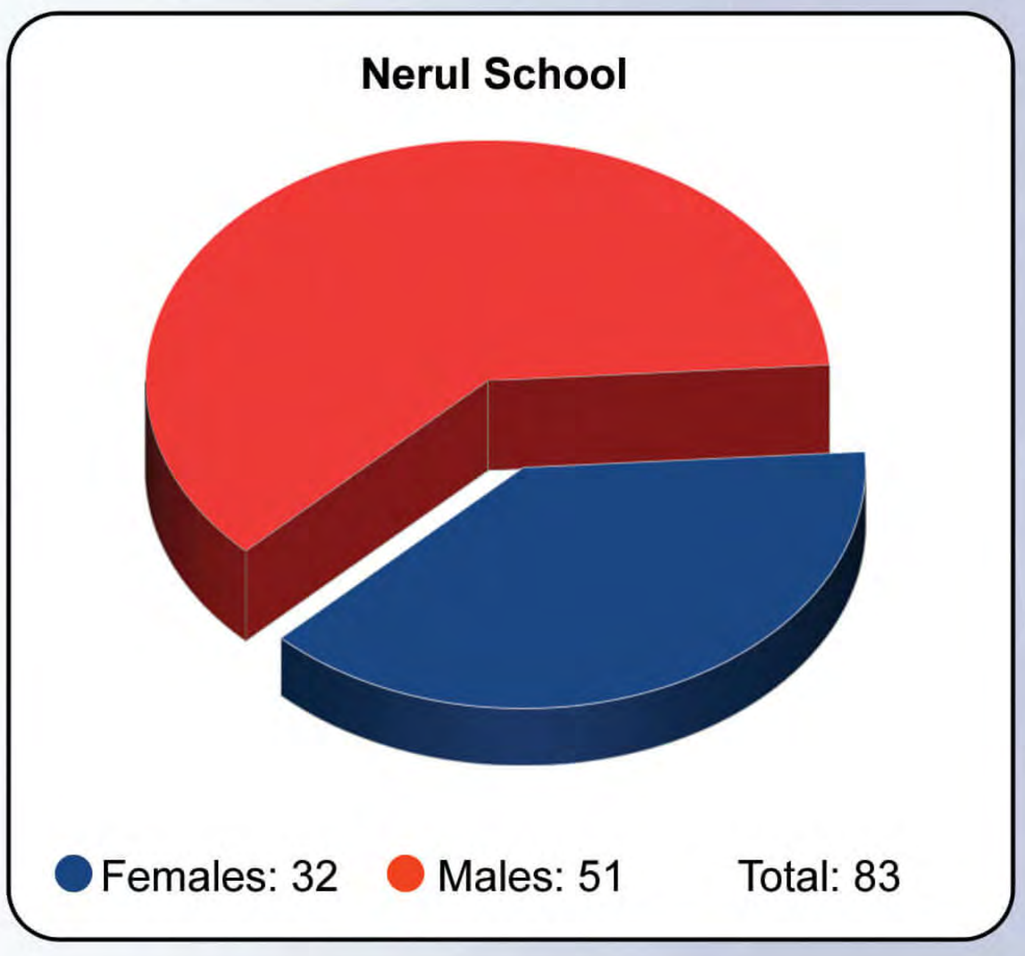
- The Brihan Mumbai Municipal Corporation and the Navi Mumbai Municipal Corporation for their continued support.
- The Office of the Charity Commissioner of Mumbai.
- The Central Bank of India, HDFC Bank and Punjab National Bank for their cooperation at all Branches.
- Our Statutory Auditors, Aalok Mehta & Co and Mr. Mehta himself for year-round assistance provided so willingly.
- The media for their support.
- Our volunteers at both the Schools who have selflessly provided help over the years.
- Employees of Accenture who visit the Schools regularly and interact with students through several programs and other activities.
- United Way of Mumbai, the organizers of the Tata Mumbai Marathon.
- Ms. Falguni Thakkar who organizes and conducts art competitions and gives prizes and gifts to students for the past many years.
- Ms. Ambika Yog Kutir, who voluntarily teaches Yoga.
- Mr. Virendra Kelkar, one of our Trustees, who willingly gives time for all our activities especially pertaining to ISO 9001:2015.
- Mr. Nagesh Warrier who actively conducts periodic audits of ISO 9001:2015.
- Mr. Pashminu Mansukhani for his on-going assistance in several matters.
- Ms. Manisha Khakhar, our ex-Trustee who continues to support us through donations generated by her.
- Our anonymous friend who continues to bear the total cost of paper and printing of the annual report. This is the fourteenth consecutive year.
- Thanks to Mr. Manoj Tirodkar, who has given the opportunity of providing the Central Support Office in Fort since August 08, 2016 without any cost an addition to being one of the longest consistent donor to the School.
- Our principals, teachers, administrative staff and helpers for their continued hard work, loyalty, integrity, honesty, compassion, understanding and affection.

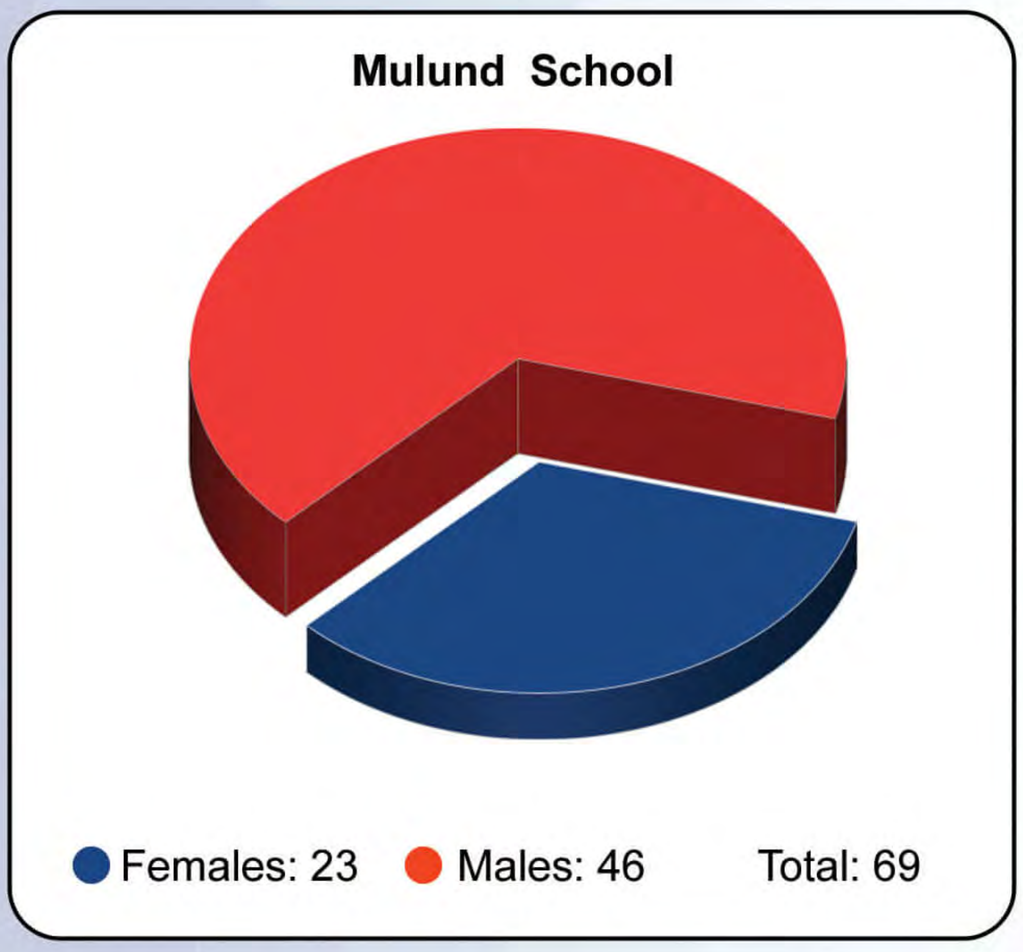
Thank You!

Organization Composition

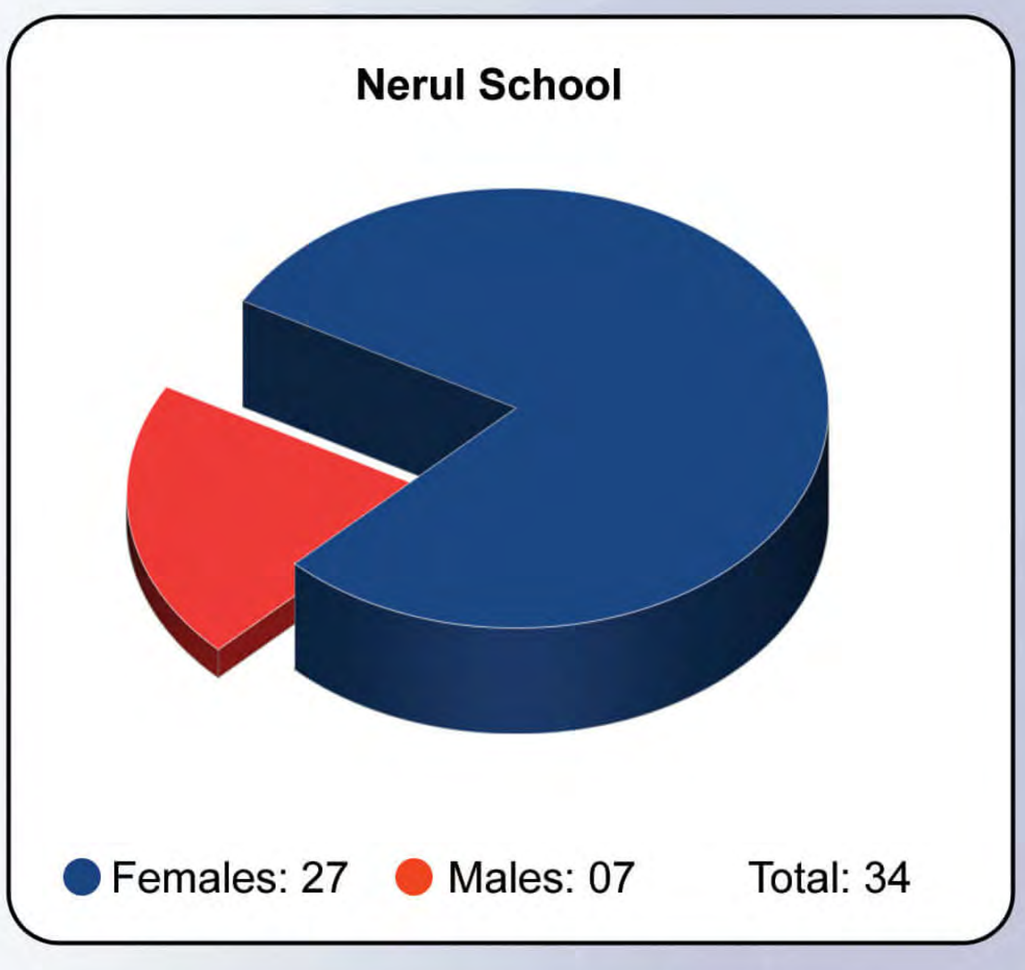
Entity	Nerul School	Mulund School	Central Support Office
Working Days	193	207	251
Teaching Staff	20	11	NIL
Adminstrative Staff	03	01	02
Therapists	04	03	NIL
Helpers	07	13	01
Volunteers	04	04	NIL
Students	83	69	NIL

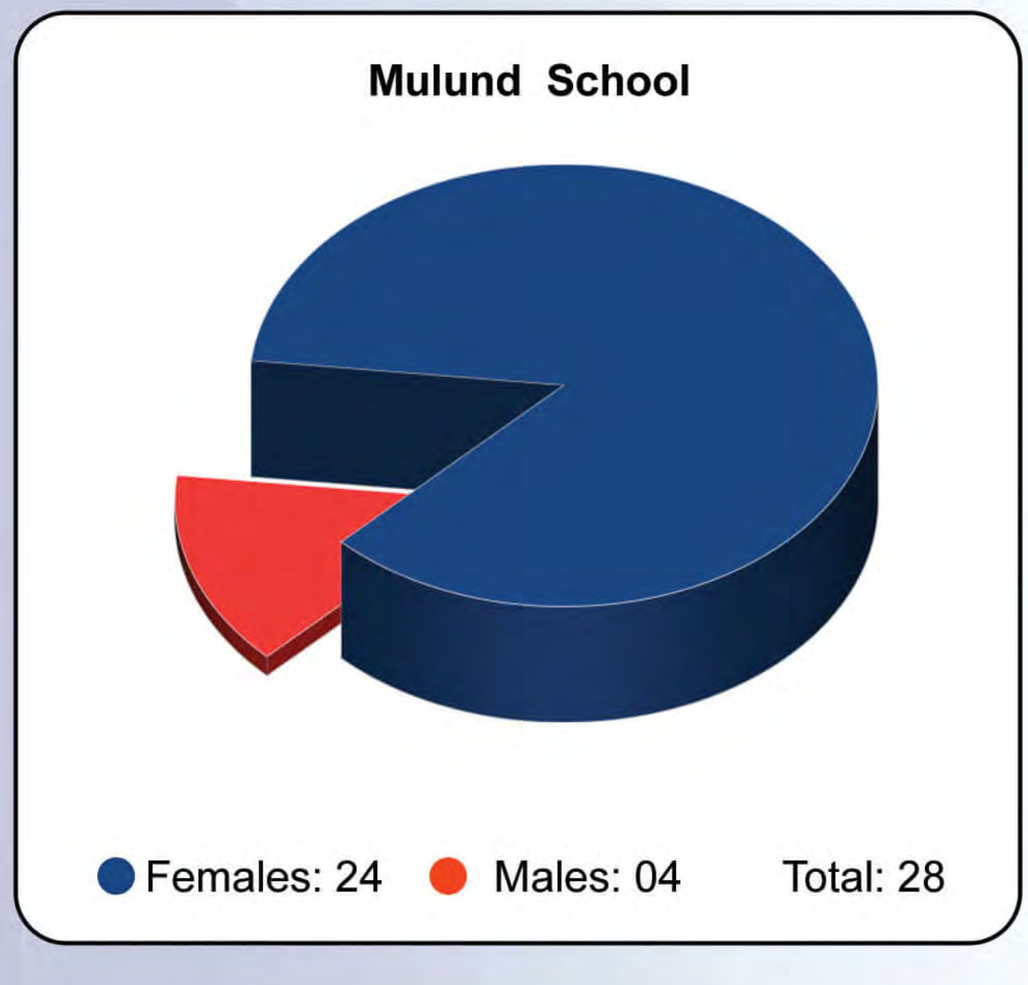
Students' Composition





Staff Composition





Data Sheet

Details of Staff Members (As On March 31, 2021)

Entity	MALE	FEMALE	TOTAL
Paid Full Time	09	48	57
Paid Consultants	02	05	07
Paid Part Time	NIL	02	02
Total	11	55	66

Annual Salary Plus Benefits To Staff (As On March 31, 2021)

Entity	MALE	FEMALE	TOTAL
Less Than ₹10,000	00	00	00
₹ 10,000 - ₹ 25,000	00	00	00
₹ 25,000 - ₹ 50,000	00	00	00
₹ 50,000 - 1 Lakh	01	01	02
1 Lakh - 2 Lakhs	08	38	46
2 Lakhs & Above	02	16	18
Total	11	55	66

ISO 9001:2015

| evaluate | assess | certify | Zenith assessors of quality

Certificate No. QMS/91/R/1752/b

This is to certify that

The Indian Council For Mental Health

Corporate Office (Central Support Office) : Office No. 2, 3rd Floor, Crescent Chambers, Tamarind Lane, Fort, Mumbai - 400 023, Maharashtra, India
(a list of certified workplaces is contained in Annexure which is inseparable part of this Certificate)

has been found to conform to the requirements of
Quality Management System Standard

ISO 9001:2015

This certificate is valid for the following scope :

- **Rehabilitation after intervention therapy**
- **Education for special children with developmental disabilities**
- **Provision of related remedial services / therapies**

Initial Certification : 09/09/2009
Re-certification : 24/10/2018
Valid until : 08/09/2021
(Replaces withdrawn Certificate No. QMS/91/R/1752/a issued on 14th September, 2017)

ZQA
ASCB UK

Authorised Signatory

This Certificate is valid when confirmed by data listed in the International Register of Quality Assessed Organisations <www.iroqa.org>.
The authenticity of this document may be re-affirmed by writing to certification@zenith-worldwide.com. Lack of fulfilment of conditions as set out in the Certification Agreement may render this certificate invalid. Any alteration, forgery or falsification of the content or appearance of this document is unlawful and offenders may be prosecuted to the fullest extent of law.

Accreditation Body: Accreditation Service for Certifying Bodies (Europe) Ltd.
6, Ferris Place, Bournemouth, Dorset, BH8 0AU, United Kingdom.
www.ascb.co.uk

Issuing Authority: Zenith Quality Assessors Pvt. Ltd. - MSCD001
306, 4th Floor, Sai Apex, Vimannagar, Pune-411014, Maharashtra, India
www.zenith-worldwide.com

The Indian Council for Mental Health (ICMH) has adopted ISO 9001:2015 International Standard for Quality Management System in its true spirit. The integrity of the changes with the system is a key for ISO's success.

In the last two months of the last Financial Year (February and March 2020), there was a serious alarm of the COVID19 pandemic. As a result, by the end of March 2020, some changes were envisaged and recorded in the system as regards 'Context of the Organization', 'needs and expectations of the interested parties', and 'risks identification and mitigation'.

Those changes continued throughout the year under review. The actions sought towards mitigating the risks were found to be effective.

As the Schools were non-functional physically, remote teaching methods were explored by the Principals and the Staff. This called for added competency which was acquired by the Staff through various courses / webinars undertaken by them.

All ISO related formal activities like monitoring of objectives, internal audits, management reviews, were conducted online.

A Surveillance Audit was conducted by the Zenith Quality Assessors through the online meeting platform and all the activities could be presented to them. This audit resulted in NIL non-conformities or areas of concern.

The Certification is thus continued for the third year of its validity period.

Highlight Of The Year

This picture was drawn by one of the students of the Skills and Ability School at his home and submitted as an entry for the World Wetlands Day Drawing Competition.

World Wetlands Day Event Conducted Online

Like every year, the **Navi Mumbai Environment Protection Society (NMEPS)** organised an event on saving wetlands/mangroves on the occasion of World Wetlands Day. Our Skills and Ability Schools have been actively participating in the event and are involved in the cause of “Saving Wetlands-Mangroves Protection” for the past five years.

Every year a drawing competition is also held for the students on this occasion and students have participated and received accolades for it.

This year, due to the Pandemic, the event was held ONLINE. They could not have a drawing competition but approached us to participate in the event.

They requested us to send our entries in the form of recorded videos where the students could present their paintings or speech on the topic, “Save Mangroves” which would be played during the event.

Two of the students made drawings based on the theme. Another student prepared a speech and she confidently spoke few lines on the topic. This work was recorded and send to them and they compiled it in a form of video and announced and displayed it in the event.

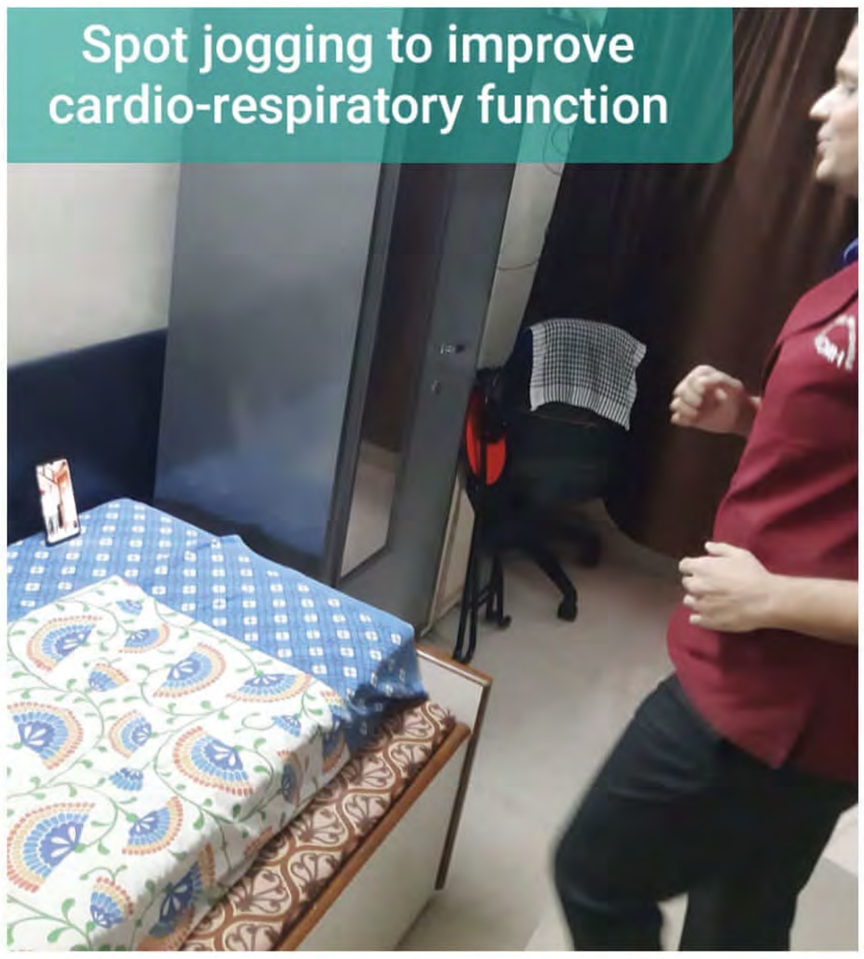
The event began by paying homage to their past President who recently passed away. The present President inaugurated the event and also gave a moving speech. The Co-ordinator of the event shared her thoughts on Saving the Environment. A member, who is actively and aggressively involved in this movement, gave a stirring speech and asked burning questions on the topic.

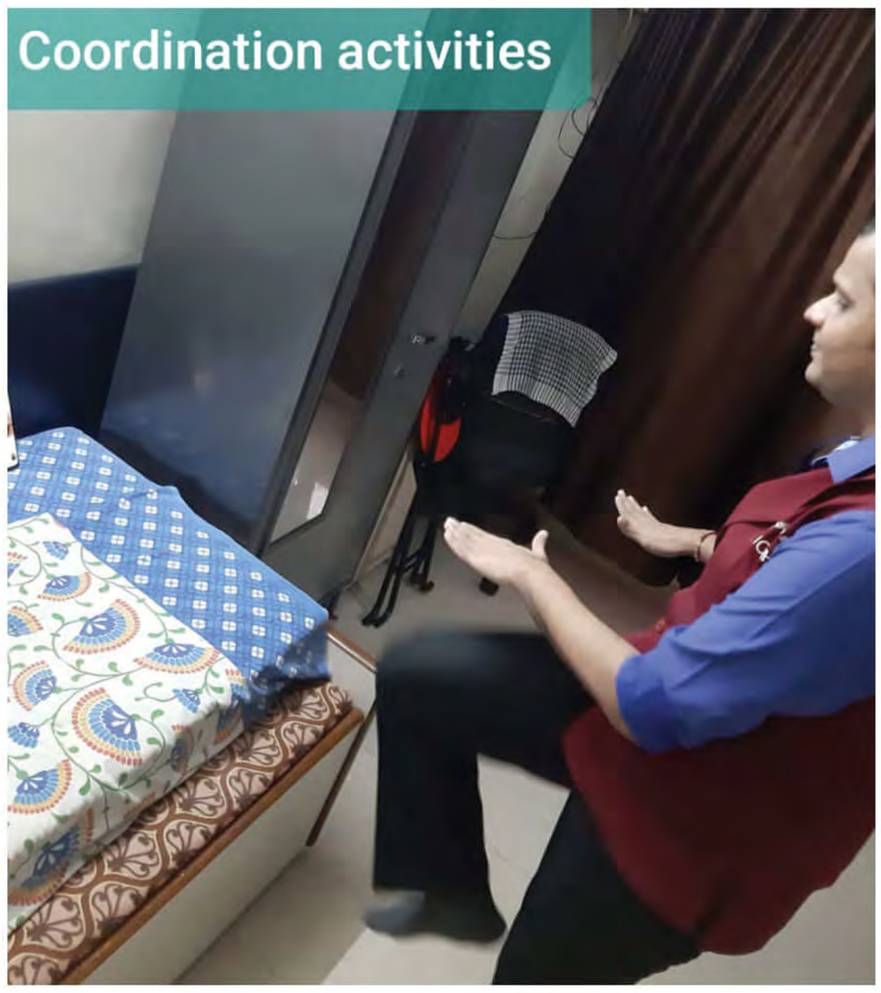
Thereafter, the recorded videos were displayed starting with Skills and Ability Schools’ inputs. The performance of the students was appreciated by all. They were really awestruck by the confidence and creativity of the students. It was a proud honour to represent these students and for them to make a mark amongst other schools.

Free Online Training & Services

While the student is watching online, the Occupational Therapist has demonstrated ‘warm up’ session.

Continuing the online occupational therapy session,the student accompanies the therapist in spot jogging which can improve the cardio-respiratory function.

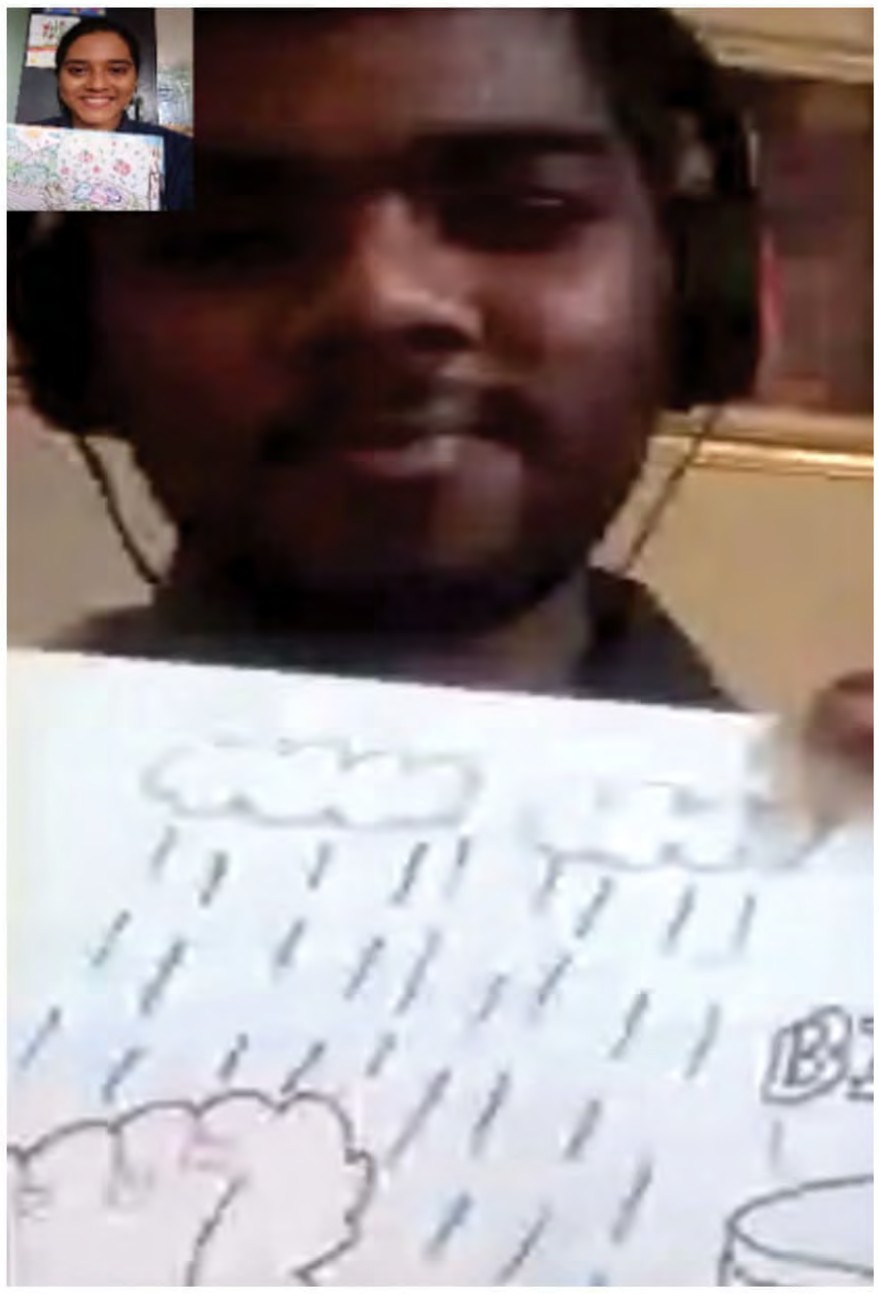




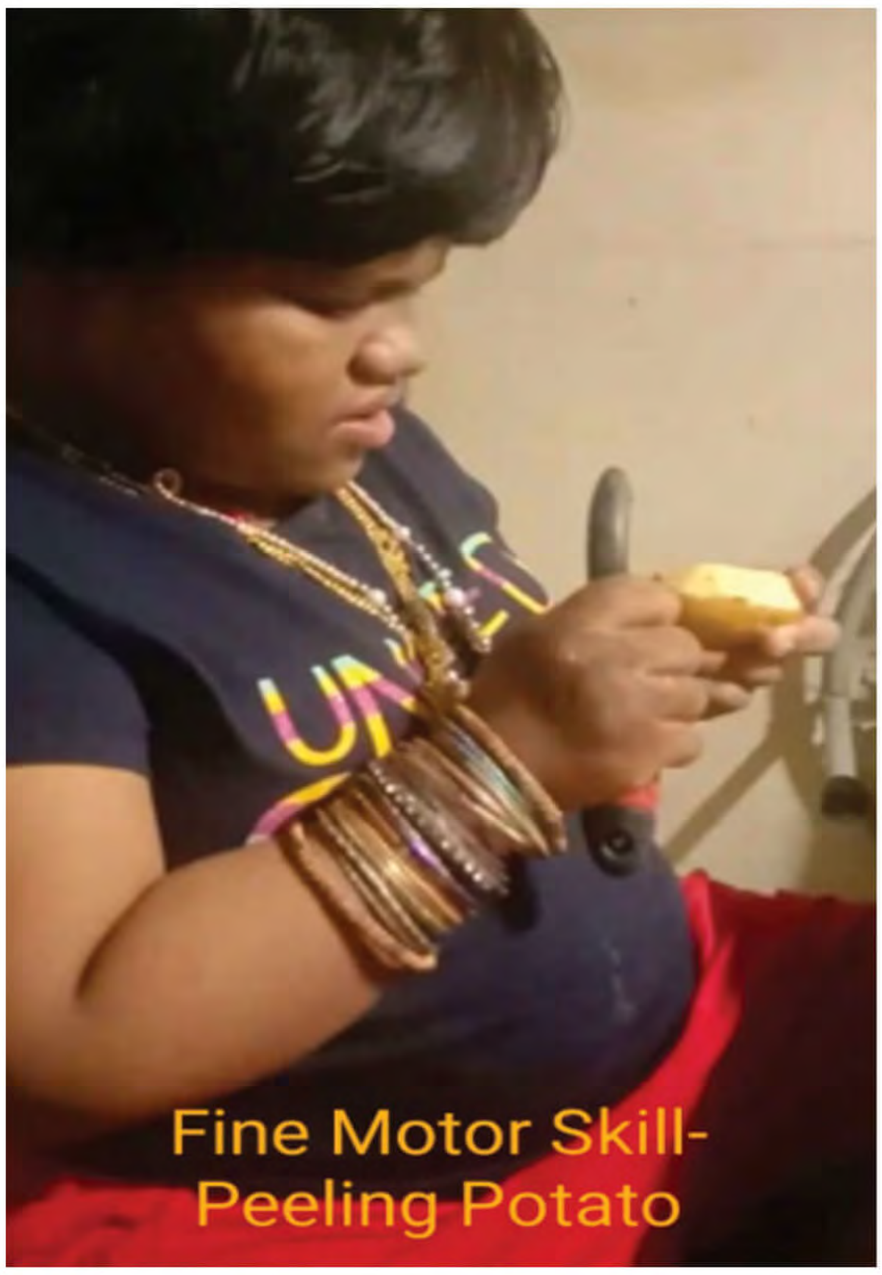
Coordination of different parts of the body is an important factor in therapy. Here, the therapist is showing the student Coordination of the upper and lower limbs.

Free Online Training & Services

A student following the online therapist in different exercises in a session of Occupational Therapy.



An online counseling session. The Counselor, in the background, is showing a picture to the student who copied it, while listening with headphones.



Early intervention programme activity from home

Another student exercising by following the therapist online.

Counseling

Class: NIOS, Standard XII

Goal: To reduce aggression and develop healthy anger management skills.

Procedure:

- The pressing concerns were that the student was very suspicious about people around him and had developed a tendency to be intrusive. He would try hard to monitor everyone around him and when he failed to do so, he would have aggressive outbursts of anger and would get violent with his family.
- One-on-one counseling sessions were provided through video conferencing. Rational Emotive Behavioural Therapy was applied to help modify the unhealthy anger inducing irrational thoughts. Along with that, anger management and behaviour therapy techniques were used with collaboration with the parent & sibling. Home assignments were given.
- It was observed that towards the closing of the session, the frequency of aggression & anger outbursts had significantly decreased. He was able to control his impulses, point out when he has negative thoughts, and consciously attempt to shift his focus to the positive.

Class: Pre-Vocational

Goal: To develop independent functioning & concentration

Procedure:

- The major concern faced by the parent was that the child would refuse to do day-to-day activities on her own and if she agrees she would not perform it with focus, giving up eventually.
- Parental counselling sessions were conducted through telephone calls. Behaviour modification plans were made in collaboration where the parent was provided guidance about using behaviour modification techniques like goal setting, using positive reinforcement & monitoring progress. Behaviour monitoring chart was shared and updated on a weekly basis. Brain training activities (online resources) were shared to improve concentration and to keep her engaged during the lockdown period.
- By the end of the sessions, it was observed that her motivation to perform activities by herself had increased significantly & she was more focused. The frequency of avoidant behaviour had also evidently reduced.

Class: Vocational

Goal: To reduce stubbornness and aggressive behaviour.

Procedure:

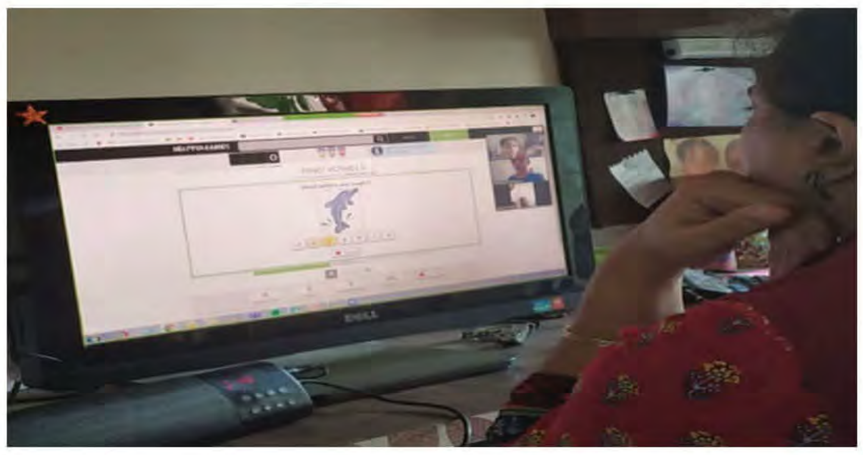
- The parent approached for counseling with the concern that the child was not able to cope with the routine change due to the sudden lockdown and he demanded to go out constantly. He had begun getting aggressive towards family members upon being refused.
- REBT for unhealthy anger management was the prime therapeutic method used for the sessions with the student. Along with that, the parents were provided guidance on how to work on keeping him engaged at home. With the help of videos & presentations, the student was taught about Covid & the importance of staying home. Positive reinforcement plans were made in collaboration with the parents to ensure consistent good behaviour.
- By the end of the session, the frequency of the said behaviours had reduced. He began cooperating with the parents and was observed to be calmer than before.

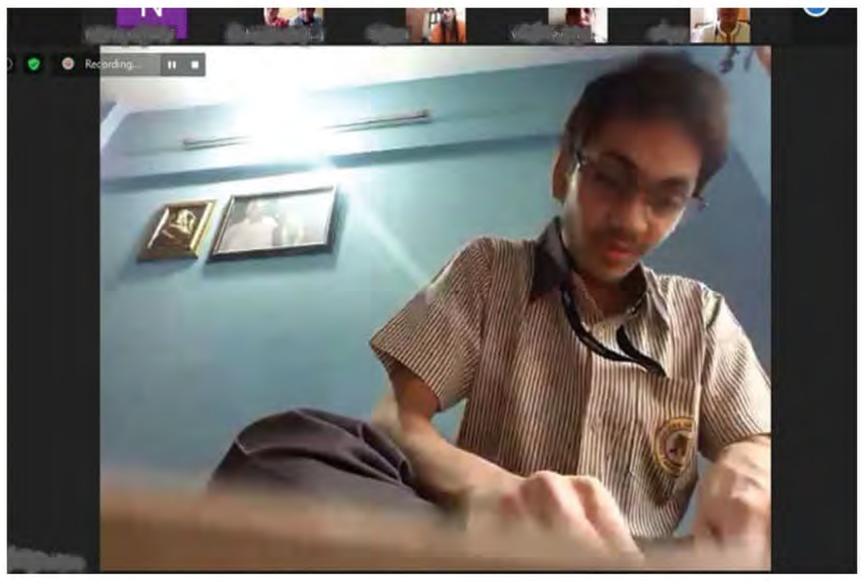
Online Teaching

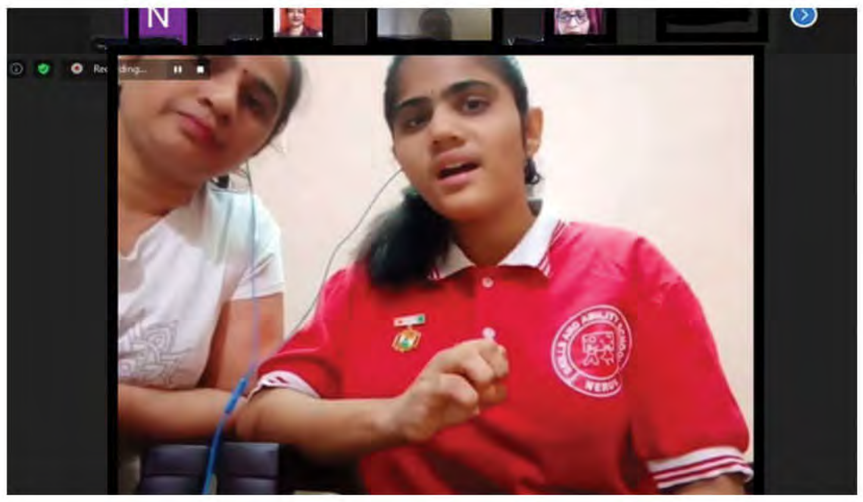
Due to the COVID-19 Pandemic, there was sudden closure of schools in the end of March 2020 and the teachers resorted to online teaching to keep the students engaged and motivated.

Strategies and online teaching plans were as follows:

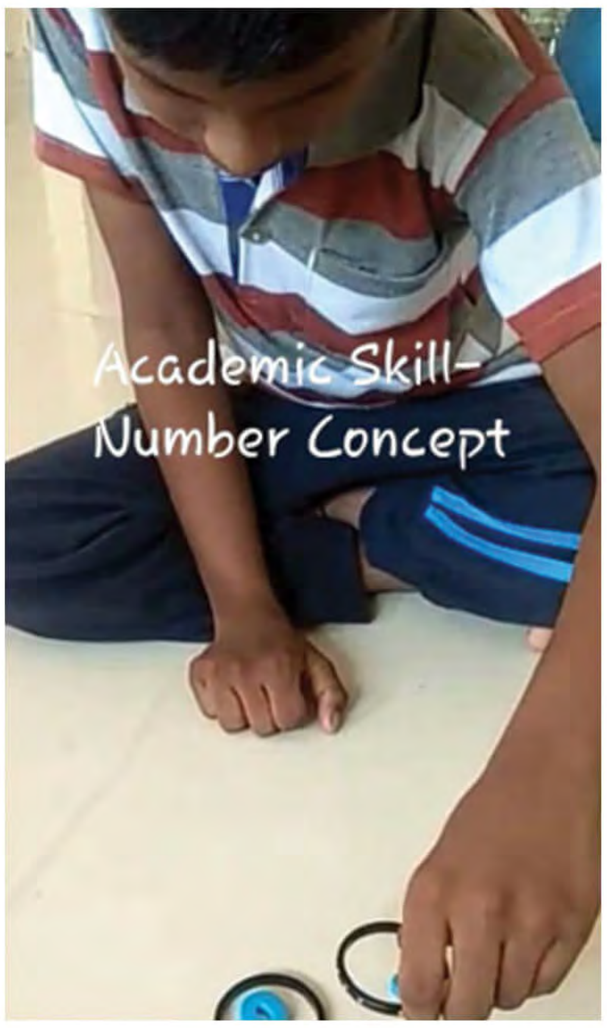
- The teachers were constantly in touch with the students and were helping them to understand the situation and reduce their stress. HOME programs and worksheets were given to the students to follow and they used to give feedback through WhatsApp.
- Teachers started taking **Zoom/Google** meet online classes or WhatsApp group video calls for continuation of education.
- The students indeed loved these interactive ONLINE sessions as they could actually **see and talk** to their teachers and also have friendly banter with their classmates.
- **Teachers** started conducting **online** classes using **Google meet or Zoom** for the sessions. They prepared videos, e-content and used PDF files of books and **YouTube videos, Brain Gym and yoga** to teach and engage the students.







Early Intervention Programme: Activities From Home



Teaching Learning Materials

The quotation, ***"I see and I forget. I hear and I remember. I do and I understand"*** is applicable to all children and more so for children with special needs.

Teaching Learning Materials (TLMs) are tools used by teachers to help students to learn concepts with ease and efficiency. Schools for children with special needs teach students with hands-on activities more than paper and pen activities.

Purpose of using TLMS

TLMs are used to enhance the learning of students in classrooms. A Special Educator uses them to make teaching-learning effective. TLMs also help students achieve the learning outcomes after classroom teaching and learning.

Some reasons to use TLMs in classroom:

i) Motivate Students – Capturing the attention of the students is the first step to any learning and TLMs help in capturing their attention in the classroom. TLMs provide a variety of stimuli, which helps in making classroom teaching most effective.

ii) Help in Longer Retention of Information – The more the number of sensory inputs involved in interacting with TLMs, the longer will be the retention of information. Therefore, the learning will be effective and will last long.

iii) Facilitate Holistic Learning – To achieve different objectives, varied learning experiences need to be provided, which can be done through the use of TLMs.

vi) Making Learning Fun – TLMs help in making learning fun in the classroom. Students enjoy the novelty of handling new objects and learn new concepts through them.

v) Concept Formation – TLMs facilitate the formation and attainment of concepts among children. They concretize the abstract concepts; thus, students are able to understand them.

Some of the concepts are as follows:

- **Money Concept:** The two main skills that students need to know, when it comes to money, is being able to identify money and being able to tender money and make change. They probably will not learn all these skills, but they can learn the value and usage of money.

- **Eye-Hand Co-ordination:** Eye-hand coordination, is the ability to do activities that require the simultaneous use of our hands and eyes, like an activity that uses the information our eyes perceive to guide our hands to carry out a movement. Most activities that we do in our day-to-day life use some degree of eye-hand coordination, which is why it is important to ensure that it is as developed as possible. Activities like brushing our hair, tying shoe laces, grasping objects and writing.

- **Fine Motor Co-ordination:** Fine motor skills are essential for performing everyday skills like self-care tasks such as wearing clothes, opening lunch boxes, cleaning teeth and academic skills like usage of pencils for drawing, writing and coloring, as well as cutting and pasting.

- **Gross Motor Co-ordination:** Gross motor (physical) skills are those which require whole body movement and involve the large muscles of the body to perform everyday functions, such as standing, walking, running, and sitting upright.

Reports On Therapies

Discussion with Student's Parent (tele counseling)

- The parent said that the student has adjusted to the change in routine. He is doing well at home.
- It was observed that the parent has been going through stress regarding financial issues and uncertainty about the future during the Pandemic. She expressed concern about how she will be able to provide for her family and manage external expenses.
- The concern was validated and the situation was analysed using a person-centred approach. The parent vented her situation and alternate solutions were discussed to help her develop a clear and rational problem-solving approach.
- The parent said that she felt good after speaking and would be happy if the Counselor could speak to her as well as the student to help them cope with this uncertain situation.

Discussion with another Parent (tele counseling)

- The agenda of the discussion was to analyse the behavioural and emotional aspects of the student's current issues.
- The parent said that he has settled in the new routine but has been exhibiting peculiar behavior like touching, crying and making noises when he makes mistakes. It was found, upon further discussion, that he feels inadequate, has low self-esteem, and fears that he is always wrong.
- Use of differential reinforcement was suggested where his good behavior needed to be met with a positive and respectful feedback.
- The student was called to speak with the Counselor on the telephone. Initially, he was not ready to speak. The parent was asked to discuss his merits in his presence. This helped him come forward. He was asked questions about what he has been doing at home. He spoke about how he helped his mother in household chores. Positive feedback was given which made him really happy. He spoke for a shorter duration but he spoke well.
- The parent was really happy with the response and agreed to use the differential reinforcement method at home.

Discussions of the Counselor with a Teacher about the concerns raised by a Parent

- The points given by the parent in the last session were shared with the teacher.
- She highlighted the point that as the student has vision problems and low attention span, she is able to perform academic and computer skills to a certain level with verbal prompts.
- It was found that the student was dependent on verbal prompts. Hence, “Fading “was initiated.
- Fading is a technique applied in behaviour therapy, where an initial prompt to perform an action is gradually withdrawn until the need for it fades away. The overall goal is for the student to eventually does not need prompts.
- The teacher was in agreement of the given suggestion.
- It was also informed that some of the students' parents are not responding to messages. So, it was requested that the teacher also inform them as well.

Webinar Conducted By Ali Yavar Jung Institute

A webinar program of six sessions over three days was conducted the Ali Yavar Jung Institute with speakers from the Indira Gandhi National Open University, New Delhi. The topic was **Online orientation for special education teachers on virtual teaching technologies**.

Objectives of the program:

1. Understanding learning challenges during lockdown.
2. Appreciating Open and Remote Learning Pedagogy
3. Using Digital and online tools
4. Developing e- resources
5. Planning a remote and blending teaching plan
6. Implementing and managing remote hybrid classroom

The program was most applicable to the pandemic scenario. It was attended by the principals and all the teachers.

Project Disha

Project Disha: (in partnership with Jai Vakeel Foundation, and the National Institute for Empowerment of Persons with Intellectual Disability and the Social Justice and Special Assistance Department.)

Project Disha was conceptualised to create a relevant educational curriculum for students with **Intellectual and Developmental Disabilities (IDD)**. A large gap was identified in the absence of a standard curriculum for children with IDD.

The goal was to build and disseminate a uniform Assessment Checklist and Curriculum to schools for children with IDD and provide training for the implementation of the same across states.

The curriculum was built on the belief that each child is unique. They may learn at different paces and have different styles but they all, without a doubt, have the capability to learn.

It caters to children across the disability spectrum and integrates academics and functional skills into a single outcome driven framework. It is designed to develop cognitive, self-help and social skills in children.

It promotes learning in a manner that is relevant, meaningful and enjoyable while bearing in mind the uniqueness of each child's pedagogical requirements.

The Assessment Checklist for an **Individualised Education Program (IEP)**, and the Curriculum has been reviewed and certified by the **National Institute for Empowerment of Persons with Intellectual Disability (NIEPID)**.

Project Disha has currently covered **36 districts, 272 schools, 1,143 teachers and 8,902 students** In Maharashtra under their training program.

Accountability & Governance

Governance

- The Indian Council for Mental Health is registered as a not-for-profit Organization with the Charity Commissioner of Mumbai since June 23, 1953 under Registration Number E-700 (BOM).
- The Constitution, Aims and Objectives are available at the Central Support Office situated at 3/2, Crescent Chambers, Tamarind lane, Fort, Mumbai 400001.
- The Indian Council for Mental Health is registered under the Foreign Contribution (Regulation) Act (FCRA) 1976 since September 06, 1991 under FCRA Registration Number: 083780489 renewed as Foreign Contribution (Regulation) Act 2010 Foreign Contribution (Regulation) Rules, 2011.
- The Indian Council for Mental Health is registered under Section 12A of the Income Tax act with the Commissioner of Income Tax, Mumbai and exemption of donations under Section 80G, now valid for an indefinite period by a notification from the Income Tax Department.
- The Organization holds a Permanent Account Number (PAN) for Income Tax-AAATI1077R.

Our Bankers

- Central Bank of India, Sardar Vallabhbhai Patel Road, Mumbai 400 004
- HDFC Bank Limited, Mistry Bhavan, Churchgate, Mumbai 400 020
- Punjab National Bank (Branches at Mulund West and Nerul)

Our Auditors

Aalok Mehta & Co.
Chartered Accountants

9/L, 13th Floor, Navjivan Commercial Building No:3
Mumbai Central (East), Mumbai 400 008

Accountability

- No remuneration, sitting fees, reimbursements or any other form of compensation has been paid to the Board of Trustees.
- Monthly remuneration of the three highest paid staff: ₹ 40,000.00, ₹ 35,000.00 and ₹ 23,500.00.
- Cost of national travel by any staff during the year: **NIL**
- Cost of international travel by any staff during the year: **NIL**

Accounting Policy

The Indian Council For Mental Health (Hygiene), Mumbai Reg. No. E – 700 (Bom)

Notes Forming Part Of The Account For The Year Ended 31 March 2021

Significant Accounting Policies:

- **Method of Accounting:**
  The accounts are maintained by the trust on the cash basis that is to say that the Income & Expenditure are accounted for as and when they are actually received or spent and not when they are earned or incurred.
- **Fixed Assets:**
  The fixed assets are stated at actual cost less accumulated depreciation.
- **Depreciation:**
  Depreciation has been charged on Written Down Value (WDV) basis at the rates mentioned in the schedule of fixed assets.
- **Foreign Currency Transaction:**
  Donations received in foreign currencies are accounted on their realization.
- **Specific Donation:**
  Donations received for the specific utilisation on revenue accounts is credited to Income and Expenditure Account and those received on Capital Account is credited to Capital Account under relevant head. On the utilisation of the specific fund, the balance is transferred to Trust Fund.

For The Indian Council For Mental Health (Hygiene), Mumbai

For Aalok Mehta & Co.
Chartered Accountants

Sd/-
Trustees

Sd/-
Trustees

Aalok Mehta
Proprietor

Mumbai
Date: 03/08/2021

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Report of an auditor relating to accounts audited
Under sub section (2) of section 33 & 34 and
Rule 19 of the Bombay Public Trust Act.

Registration No. **E – 700 (BOM)**
Name of the Public Trust: **The Indian Council for Mental Health (Hygiene)**
For the year ending 31st March 2021

(a)	Whether accounts are maintained regularly and in accordance with the provision of the Act and the rules;	---------- YES
(b)	Whether receipts and disbursements are properly and correctly shown in the accounts;	---------- YES
(c)	Whether the cash balance and vouchers in the custody of the manager of trustee on the date of audit were in agreement with the accounts;	---------- YES
(d)	Whether all books, deeds, accounts, vouchers or other documents or records required by the auditor were provided before him;	---------- YES
(e)	Whether a register of movable and immovable properties is properly maintained, the changes therein are communicated from time to time to the regional office, and the defects and inaccuracies mentioned in the previous audit report have been duly complied with;	---------- YES
(f)	Whether the manager or trustee or any other person required by the auditor to appear before him did so and furnished the necessary information required by him;	---------- YES
(g)	Whether any property or funds of the Trust were applied for any object or purpose other than the object or purpose of the Trust;	---------- NO
(h)	The amounts of out standings for more than one year and the amounts written off, if any;	---------- NO
(i)	Whether tenders were invited for repairs or construction involving expenditure exceeding Rs. 5, 000/-;	---------- YES
(j)	Whether any money of the public trust has been invested contrary to the provisions of Section 35;	---------- NO
(k)	Alienations, if any, of the immovable property contrary to the provisions of Section 36 which have come to the notice of the auditor;	---------- NIL
(l)	All cases of irregular, illegal or improper expenditure, or failure or omission to recover monies or other property belonging to the public trust or of loss or waste of money or other property thereof, and whether such expenditure, failure, omission, loss or waste was caused in consequence of breach of trust or misapplication or any other misconduct on the part of the trustees or any other person while in the management of the trust;	---------- NO
(m)	Whether the budget has been filed in the form provided by rule 16A;	---------- NO
(n)	Whether the maximum and minimum number of the trustees is maintained;	---------- YES
(o)	Whether the meetings are held regularly as provided in such instrument;	---------- YES
(p)	Whether the minute books of the proceedings of the meeting is maintained;	---------- YES
(q)	Whether any of the trustees has any interest in the investment of the trust;	---------- NO
(r)	Whether any of the trustees is a debtor or creditor of the trust;	---------- NO
(s)	Whether the irregularities pointed out by the auditors in the accounts of the previous year have been duly complied with by the trustees during the period of audit;	Kindly refer to Notes on Accounts
(t)	Any special matter, which the auditor may think fit or necessary to bring to the notice of the Deputy or Assistant Charity Commissioner.	

MUMBAI
DATE: 03rd August 2021

FOR AALOK MEHTA & CO.
CHARTERED ACCOUNTANTS

Sd/-
AALOK MEHTA
PROPRIETOR
Member Ship No. 114930

The Bombay Public Trusts Act, 1950
SCHEDULE – IX C
(Vide Rule 32)

Statement of income liable to contribution for the year ending 31st March 2021
Name of the Public Trust: **THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)**
Registered No. **E – 700 (BOM)**

	Rs. P	Rs. P
I. Income as shown in the Income and Expenditure Account (Schedule IX)		
I.I. Items not chargeable to Contribution under Section 58 and Rules 32 :		
(i) Donations received from other Public Trusts and Dharmadas..	The Trust has the only objects of Education is, therefore not liable for contribution.	
(ii) Grants received from Government and Local authorities		
(iii) Interest on Sinking or Depreciation Fund.. ..		
(iv) Amount spent for the purpose of secular education		
(v) Amount spent for the purpose of medical relief ..		
(vi) Amount spent for the purpose of veterinary treatment of Animals.		
(vii) Expenditure incurred from donation for relief of distress caused by scarcity, drought, flood fire or other natural calamity		
(viii) Deduction out of income from lands used for agriculture purposes:-		
(a) Land revenue and local fund cess		
(b) Rent payable to superior landlord		
(c) Cost of production, if lands are cultivated by trust		
(ix) Deduction out of income from lands used for non agriculture purposes:-		
(a) Assessment cesses and other Government or Municipal Taxes		
(b) Ground rent payable to superior landlord …		
(c) Insurance premia		
(d) Repairs and 10 per cent of gross rent of building..		
(e) Cost of collection at 4 per cent of gross rent of building let out		
(x) Cost of collection of income or receipt from securities stocks, etc. at 1 per cent of such income		
(xi) Deduction on account of repairs in respect of buildings not rented and yielding no income, at 10 per cent of the estimated gross annual rent		
Gross annual income chargeable to contribution Rs.		

Certified that while claiming deduction admissible under the above schedule, the trust has not claimed any amount twice either wholly or partly, against any of the item mentioned in the schedule which have the effect of double - deduction.

Trust Address:
INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE),
U.P.M. SCHOOL,
1ST KHETWADI LANE,
S.V.P. ROAD, GIRGAUM,
MUMBAI – 400 004

Dated: 03/08/2021

sd/-
Chartered Accountants
Auditor

Dated: 03/08/2021

sd/-
Trustee

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REG. NO. E-700(BOM)
INCOME & EXPENDITURE ACCOUNT FOR PERIOD 01/04/2020 TO 31/03/2021

EXPENSES			INCOME		
PARTICULARS	2020-2021	2019-2020	PARTICULARS	2020-2021	2019-2020
EXPENSES ON OBJECTS OF TRUST (As per Annexure 6)	1,21,01,634.84	1,64,29,417.00	**Donation**		
			Individual	2,72,201.00	4,91,101.00
			Corporate	37,61,000.00	41,37,604.00
			Trust	45,97,118.44	33,19,150.00
ESTABLISHMENT EXPENSE	15,10,103.00	17,36,005.54	E-Charity	0.00	673.00
				86,30,319.44	**79,48,528.00**
			Fees		
			Tuition	11,31,910.00	79,87,513.00
			Term	4,800.00	2,69,100.00
			Administration	2,400.00	91,604.00
			Other fees	5,790.00	1,43,510.00
			Manobal	1,02,150.00	46,340.00
				12,47,050.00	**85,38,067.00**
			Other Income		
			Income Tax Refund	46,520.00	48,267.00
			Interest on FD	**9,55,254.00**	11,61,182.00
			Vocational Center	6,580.00	87,389.00
			Bank Interest	**1,46,384.00**	2,11,146.00
			Scrap Sales	16,802.00	600.00
				11,71,540.00	**15,08,584.00**
Total Expenses	**1,36,11,737.84**	**1,81,65,422.54**	**Total Income**	**1,10,48,909.44**	**1,79,95,179.00**
Excess of Income over Expenditure	**0.00**	**0.00**	**Excess of Expenditure over Income**	**25,62,828.40**	**1,70,243.54**
Total	**1,36,11,737.84**	**1,81,65,422.54**	**Total**	**1,36,11,737.84**	**1,81,65,422.54**

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

TRUSTEES **TRUSTEES**
PLACE: MUMBAI
DATE : 03/08/2021

AALOK MEHTA
PROPRIETOR
Membership No: 114930

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REG. NO. E-700(BOM)

BALANCE SHEET AS ON 31.03.2021

	Annexure	Current Year 2020-2021 (Rupees)	Previous Year 2019-2020 (Rupees)
Sources Of Funds			
Capital			
Trust Fund		2,52,53,708.00	2,52,53,708.00
Specific Donation	1	9,40,656.00	9,45,156.00
		2,61,94,364.00	2,61,98,864.00
Reserves & Surplus			
Opening Balance		70,50,671.40	72,20,914.94
Add: Surplus/(Deficit) for the period		(25,62,828.40)	(1,70,243.54)
		44,87,843.00	70,50,671.40
Total		**3,06,82,207.00**	**3,32,49,535.40**
Application of Funds			
Fixed Assets			
Gross Block		82,64,428.00	91,82,989.40
Less: Accumulated Depreciation		8,03,895.00	9,45,666.00
Net Block		74,60,533.00	82,37,323.40
Investments	3	1,63,00,000.00	1,63,50,000.00
Current Assets , Loans & Advances			
Cash & Bank Balance	4	64,89,440.00	83,24,990.00
Deposits	5	1,06,998.00	1,06,998.00
Loans & Advances		3,74,336.00	2,80,224.00
		69,70,774.00	87,12,212.00
Less: Current Liabilities & Provisions			
Refundable Deposit		49,100.00	50,000.00
Net Current Assets		69,21,674.00	86,62,212.00
Total		**3,06,82,207.00**	**3,32,49,535.40**

As per our report of even date

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

TRUSTEES **TRUSTEES**
PLACE: MUMBAI
DATE : 03/08/2021

Aalok Mehta
Proprietor
Membership No: 114930

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG NO E-700(BOM)

Annexure -1

Schedule for Specific Donation 2020-2021

Sr.No	Particulars	Capital/Revenue	Opening Balance Amount (Rs)	Addition Amount (Rs)	Utilised Amount (Rs)	Closing Balance Amount (Rs)
1	Marethone	Revenue	1,17,850.00	0.00	0.00	1,17,850.00
2	Art based Therpy	Revenue	22,461.00	0.00	0.00	22,461.00
3	Animal Assited Therapy	Revenue	8,00,345.00	0.00	0.00	8,00,345.00
4	Salary and Occupational Therapy	Revenue	0.00	4,11,300.00	4,11,300.00	0.00
	Total		**9,40,656.00**	**4,11,300.00**	**4,11,300.00**	**9,40,656.00**

FOR AALOK MEHTA & CO
Chartered Accountants

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

Aalok Mehta
Proprietor
Membership No: 114930

TRUSTEES

ANNEXURE 2

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REG.NO E- 700(BOM)

SCHEDULE OF FIXED ASSETS FORMING PART OF BALANCE SHEET AS AT 31/03/2021

Sr.No	Name of the Assets	Opening balance	Additions during the year	Total	Rate of Depreciation	Depreciation	Net Amount
1	Attendance System	12,652.00		12,652.00	10%	1,265.00	11,387.00
2	Audiometer	2,700.00		2,700.00	10%	270.00	2,430.00
3	Building at Nerul	38,79,640.00		38,79,640.00	10%	3,87,964.00	34,91,676.00
4	Canon Copier Machine	12,799.00		12,799.00	10%	1,280.00	11,519.00
5	Computer	20,53,426.00	27,150.00	20,80,576.00	10%	2,06,700.00	18,73,876.00
6	Equipments	10,70,207.00		10,70,207.00	10%	1,07,020.00	9,63,187.00
7	Furnishing & Trampoline	1,500.00		1,500.00	10%	150.00	1,350.00
8	Furniture & Fittings	9,22,270.00		9,22,270.00	10%	92,226.00	8,30,044.00
9	Hearing aids	8,856.00		8,856.00	10%	886.00	7,970.00
10	Leasehold Land	2,11,909.00		2,11,909.00	0%		2,11,909.00
11	Library Books	1,891.00		1,891.00	10%	189.00	1,702.00
12	Occupational Therapy	26,519.00		26,519.00	10%	2,652.00	23,867.00
13	Portable Cabin	5,270.00		5,270.00	10%	527.00	4,743.00
14	Steel Cupboards	5,929.00		5,929.00	10%	593.00	5,336.00
15	Teachers Learning Aids	2,858.00		2,858.00	10%	286.00	2,572.00
16	Toys	4,585.00		4,585.00	10%	459.00	4,126.00
17	Typewriter	1,618.00		1,618.00	10%	162.00	1,456.00
18	Water filter	3,199.00		3,199.00	10%	321.00	2,878.00
19	CCTV Camera	9,450.00		9,450.00	10%	945.00	8,505.00
	Total	**82,37,278.00**	**27,150.00**	**82,64,428.00**		**8,03,895.00**	**74,60,533.00**
		41,45,729.00	27,150.00	41,72,879.00		4,15,931.00	37,56,948.00

Annexure 3

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG NO E-700(BOM)

SCHEDULE FOR INVESTMENT

Sr.No	Particulars	2020-2021 Amount (Rs)	2019-2020 Amount (Rs)
	Fixed Deposit With		
1	Central Bank of India	10,00,000.00	10,50,000.00
2	HDFC Bank	1,53,00,000.00	1,53,00,000.00
	Total Deposits	**1,63,00,000.00**	**1,63,50,000.00**

ANNEXURE 4

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REGD NO E-700(BOM)

SCHEDULE FOR CASH & BANK BALANCES

	2020-2021			2019-2020		
PARTICULARS	**CASH**	**BANK**	**AMOUNT (Rs)**	**CASH**	**BANK**	**AMOUNT (Rs)**
Head office						
Cash in hand	0.00			0.00		
HDFC		2,35,399.00			2,03,812.00	
Central Bank of India		49,13,034.00			67,55,869.00	
			51,48,433.00			69,59,681.00
NERUL BRANCH						
Punjab National Bank FCRA A/c		0.00			33,689.00	
Punjab National Bank		13,04,122.00			12,47,815.00	
Cash	0.00		13,04,122.00	0.00		12,81,504.00
MULUND BRANCH						
Punjab National Bank		36,885.00			83,805.00	
Cash	0.00		36,885.00	0.00		83,805.00
Total	**0.00**	**64,89,440.00**	**64,89,440.00**	**0.00**	**83,24,990.00**	**83,24,990.00**

*

Annexure 5

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG NO E-700(BOM)

SCHEDULE FOR DEPOSITS

Sr.No	Particulars	2020-2021 Amount (Rs)	2019-2020 Amount (Rs)
1	MTNL Deposit	4,000.00	4,000.00
2	CIDCO	31,390.00	31,390.00
3	NMMC	8,020.00	8,020.00
4	Electric Deposit	63,588.00	63,588.00
	Total	**1,06,998.00**	**1,06,998.00**

Annexure 6

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REG. NO. E-700(BOM)

EXPENSES ON OBJECT OF TRUST

	2020-2021			2019-2020		
PARTICULARS	**NERUL**	**MULUND**	**TOTAL**	**NERUL**	**MULUND**	**TOTAL**
Teachers & Therapists						
Special Educators	30,13,399.00	19,10,999.00	49,24,398.00	41,85,795.00	24,42,821.00	66,28,616.00
Providend Fund	3,47,255.00	2,22,992.00	5,70,247.00	4,04,955.00	2,61,945.00	6,66,900.00
Salary	8,32,575.00	1,83,500.00	10,16,075.00	5,34,641.00	3,53,211.00	8,87,852.00
Office Attendants	7,14,092.00	12,09,928.00	19,24,020.00	9,20,915.00	13,90,717.00	23,11,632.00
Consultant	5,83,851.00	7,30,568.00	13,14,419.00	9,88,101.00	12,82,607.00	22,70,708.00
Staff Welfare	18,108.00	10,844.00	28,952.00	69,598.00	54,830.00	1,24,428.00
Conveyance	54,351.12	58,465.00	1,12,816.12	72,429.00	50,065.00	1,22,494.00
Training	4,800.00	14,870.00	19,670.00	21,760.00	400.00	22,160.00
Honorarium	87,619.00	48,000.00	1,35,619.00	1,24,527.00	95,084.00	2,19,611.00
Total A	**56,56,050.12**	**43,90,166.00**	**1,00,46,216.12**	**73,22,721.00**	**59,31,680.00**	**1,32,54,401.00**
Operating Cost						
Repairs & Maintainance	1,08,982.00	1,950.00	1,10,932.00	3,17,267.00	1,18,691.00	4,35,958.00
Security Charges	2,53,358.00	1,62,116.00	4,15,474.00	2,69,850.00	1,75,380.00	4,45,230.00
Printing & Stationery	7,484.00	1,073.00	8,557.00	53,249.00	30,832.00	84,081.00
Electricity Charges	44,190.00	17,350.00	61,540.00	85,190.00	77,960.00	1,63,150.00
Telephone Charges	27,418.00	26,578.00	53,996.00	26,386.00	24,428.00	50,814.00
Cleaning & Housekeeping	19,947.00	975.00	20,922.00	21,278.00	22,430.00	43,708.00
Water Charges	2,464.00	0.00	2,464.00	6,864.00	0.00	6,864.00
Postal Expenses	241.00	0.00	241.00	629.00	1,180.00	1,809.00
ISO Maintainence Charges	14,813.00	16,687.00	31,500.00	67,800.00	72,916.00	1,40,716.00
Rent	0.00	1,99,065.00	1,99,065.00	0.00	1,66,692.00	1,66,692.00
Total B	**4,78,897.00**	**4,25,794.00**	**9,04,691.00**	**8,48,513.00**	**6,90,509.00**	**15,39,022.00**
Other Cost						
Depreciation	5,92,074.00	1,01,984.00	6,94,058.00	7,37,925.00	1,01,812.00	8,39,737.00
Computer Expenses	660.00	14,000.00	14,660.00	42,949.00	47,713.00	90,662.00
Events	0.00	0.00	0.00	1,08,622.00	69,693.00	1,78,315.00
Expenses for Vocational Center	0.00	0.00	0.00	46,351.00	35,366.00	81,717.00
Property Tax	18,716.00	0.00	18,716.00	37,432.00	0.00	37,432.00
Books and Periodicals	0.00	0.00	0.00	942.00	1,270.00	2,212.00
Bank Charges	1,587.60	626.12	2,213.72	602.00	2,034.00	2,636.00
Registration expenses	0.00	200.00	200.00	13,202.00	1,000.00	14,202.00
Insurance	1,95,478.00	2,25,402.00	4,20,880.00	1,67,215.00	2,21,866.00	3,89,081.00
Total C	**8,08,515.60**	**3,42,212.12**	**11,50,727.72**	**11,55,240.00**	**4,80,754.00**	**16,35,994.00**
Total Expenses D=A+B+C	**69,43,462.72**	**51,58,172.12**	**1,21,01,634.84**	**93,26,474.00**	**71,02,943.00**	**1,64,29,417.00**

Annexure 7

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG. NO. E-700(BOM)

ESTABLISHMENT EXPENSE

PARTICULARS	2020-2021	2019-2020
Administrative Salary	3,62,460.00	3,47,037.00
Office Attendent	82,340.00	1,39,318.00
Provident Fund	80,170.00	1,19,736.00
Consultancy/Professional Charges	2,58,146.00	2,22,664.00
Printing & Stationery	44,046.00	13,942.00
Depreciation	1,09,837.00	1,05,929.00
Telephone Charges	8,087.00	11,056.00
Web Designing Charges	20,142.00	1,41,724.00
Computer Expenses	31,591.00	14,927.00
Conveyance	93,688.00	84,577.54
Property Insurance	53,556.00	1,09,905.00
Training Expnese	53,900.00	0.00
Electricity Charges	13,220.00	43,930.00
Membership & Subscription Fees	250.00	0.00
Staff Welfare	24,292.00	34,307.00
Repairs & Maintenance	5,456.00	26,809.00
Postal Expenses	2,202.00	4,050.00
Cleaning & Housekeeping	5,998.00	9,497.00
Public Relation Expenses	32,180.00	46,974.00
Audit Fees	7,080.00	0.00
ISO Maintenance	0.00	51,500.00
Internet Charges	20,838.00	16,557.00
Bank Charges	706.00	587.00
Honorarium	1,99,918.00	1,90,749.00
Interest on TDS	0.00	230.00
Total	**15,10,103.00**	**17,36,005.54**

Esteemed & Regular Donors

- Niche Financial Services Private Limited
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