

THE INDIAN COUNCIL FOR MENTAL HEALTH SKILLS AND ABILITY SCHOOLS

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

ANNUAL REPORT 2017-2018



ISO 9001 : 2015
Certified



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.

Name of the Trustee	Gender	Position on Board	Occupation	Meetings Attended
T. N. V. Ayyar	Male	Chairman	Chartered Accountant	3/3
Zarir Master	Male	Honorary Managing Trustee and Vice Chairman	Management Consultant	3/3
Madhubala Kajle	Female	Honorary Secretary	Senior Counsel, Government of India	3/3
Virendra Kelkar	Male	Honorary Treasurer	Consultant – Quality and ISO	3/3
Pushpa Singhvi	Female	Trustee	Advocate and Social Worker	2/3
Shailaja Mulay	Female	Trustee	Educationist	1/3
Manisha Khakhar	Female	Trustee	Social Worker	2/3
Farida Bagasrawala	Female	Trustee	Counselor and Educator	1/3
Nadirshaw Dhondy	Male	Trustee	Advocate – Supreme Court	3/3

None of the members of the Board are related to each other.

The Board met during the Financial Year 2017-2018 on June 20, 2017 and March 27, 2018.

Minutes of Board Meetings are documented and circulated to each Trustee.

MEMBERS OF THE MANAGEMENT COMMITTEE

T. N. V. Ayyar	Trustee
Zarir Master	Trustee
Virendra Kelkar	Trustee
Reshma Mathew	Principal, Skills and Ability School, Nerul
Neetal Hoshing	Principal, Skills and Ability School Mulund
SanketaMangaonkar	Head of Services (manObal) (from August 02, 2017)

Table of Contents

MESSAGE FROM THE BOARD OF TRUSTEES	1 - 2
THE INDIAN SCENARIO OF DISABILITIES – OUR EFFORTS	3
DATA SHEET	4
CALENDAR OF EVENTS	5-7
MAJOR HIGHLIGHTS OF THE YEAR	8
PROJECTS	9
THERAPEUTIC ADVANCES AND BREAKTHROUGHS	10-11
ORGANIZATION COMPOSITION	12
QUALITY MANAGEMENT SYSTEMS	13
manObal – A PROGRESSIVE RESULT ORIENTED PROJECT	14-15
ACCOUNTABILITY AND GOVERNANCE	16
FINANCIAL REVIEW FOR THE YEAR, 2017 – 2018	16
FINANCIAL STATEMENTS	17-23

MESSAGE FROM THE BOARD OF TRUSTEES

Another year has passed, in our journey to care for the intellectually disabled children. As we take more steps forward, we thank you once again for the interest and support that you continue to provide for the cause. The very fact that you are reading this is overwhelming and we hope that, as always, you will enjoy reading some of the articles that describe our activities conducted by a dedicated and loyal group whose eternal hope is that it will make a difference in the lives of these children who need inclusion in society. In the year under review, apart from the usual practices, we added new initiatives and increased the emphasis on sports and cultural activities about which you will get to read more in the pages that follow.

All initiatives introduced in earlier years continued to produce very satisfactory results. Therefore, with minimal adjustments wherever desired, the existing practices continued. It must be stated that ICMH continues as a not-for-profit Organization that caters to special children who come mostly from lower middle class families. ICMH does not receive any aid from the State or Central Government. Fees continued to be highly subsidized. Nevertheless our resolve to provide several therapies free of cost to the students, continues. Our dependence on donations from Well-Wishers and Corporate, is increasing year on year and we are grateful for their continued support.

We continue to send students for the A, B and C levels of the Pratham Program. Students appeared for the Standard X of the National Institute of Open Schooling (NIOS) and for both these academic efforts, the results were most satisfying. **However, our singularly proudest moment during the year under review was when one of our students from the Skills and Ability School at Nerul successfully passed Standard XII. This was a first and has resulted in confidently taking suitable students forward to achieve what was never tried before.**

The emphasis on computer education at both Skills and Ability Schools continued. This was a need based activity depending on the individual student. Information technology has created a lot of interest in the students and teachers have been able to create teaching tools to make it more exciting than the mundane verbal approach.

Greater attention and focus was towards students who were over the age of sixteen years where no further improvement could be expected. The Pre-Vocational class teachers took over and began to identify a vocational activity through which, over a period of time, such students could be trained for a trade or service. The Vocational Center at both Schools was the stepping stone where students were engaged in making a variety of products for sale. As we scouted around, we decided that there were other areas in which these students could be trained. There are some business houses who willingly hire persons with disabilities. Towards this, we selected students who could benefit from training for the hospitality industry or even find employment in offices. One of our ex-students, who recently passed out from training in hotel management helped the teachers by identifying different departments where our students could be absorbed. There is scope for employment also with beauty parlors and this aspect will also receive its deserved attention. Rehabilitation of our students is the ultimate goal toward which the Schools have made a satisfactory beginning.

As a departure from normal practices, during the year under review, students from both the Schools were made to participate in competitive sports and cultural activities. It is heartening to report that our Skills and Ability School at Nerul was adjudged the best school by the Lions Club of North Mumbai and a student from the School at Mulund won a prize for best male performer. You will read the details you go along.

There have been several instances reported during the past year of inadequacies relating to safety and security. Being alive to the situation, the Board of Trustee had already started to install closed circuit television at the Schools in the previous year. Additional cameras were placed within both Schools and also strategically near the entrances. Security guards are on duty at the Nerul School day and night. As the Mulund School is located in a Municipal School, a security guard is available for twelve hours during the functioning of classes that have to be conducted in two shifts due to lack of adequate space to accommodate the number of students. At both Schools, precautions against the outbreak of fire have been taken adequately. At the School in Nerul, a special emergency exit staircase from higher floors has been constructed. Teachers have been trained for action to be taken if there is an outbreak of fire. Special dry runs with students have been conducted with excellent results.

In order to enhance the safety and security and, at the same time, make teaching more interesting, the Board decided to have computers in every classroom along with closed circuit television. Every care has been taken to eliminate risk factors.

It is a matter of pride that ICMH received the latest, enhanced certification ISO 9001:2015 version very successfully. This certification includes all existing aspects and has added risk factors which have been implemented effectively. In the current scenario, the need for safety and security and the concept of minimal risk has become important. The Trustees have taken adequate steps to provide the maximum possible in the best interests of the students. ISO has assisted in taking preventive and corrective steps, details of which you will find as you peruse this report. We are sure that all our readers will agree that we have truly done our best.

We had mentioned last year that a new venture– **manObal, Center for Excellence and Wellbeing** had been started after school hours at the Nerul Skills and Ability School. As mentioned earlier, students need different therapies and arrangements have been made to provide them to as many deserving students as possible. However, the number of sessions per week differs from student to student and it is not within our capabilities to provide as many as essential. As such, parents take the student to external clinics to fulfill the quota in the best interests of the child. With the advent of manObal, the parents can avail of these therapies for a very competitive fee. This project is being streamlined and is expected to takeoff very well. Services are offered to any person, child or adult. You will read more about this on following pages.

As inflation affects each household, ICMH is also under constant pressure from parents against increases in tuition fees. At the same time, the committed and loyal staff has been working ceaselessly at salaries that are far below the current rate. In this regard, the Trustees have decided, once again, to provide factual financial information in this report to parents, staff, donors and society at large. The average monthly cost incurred for each student in the previous year was Rs.7595.00. As against this, the fees were Rs. 2680.00. In the year under review, the average monthly cost per student was Rs.8248.00, and the fees collected were Rs.3600.00. Given the student population at both the Schools being 182, the monthly deficit, as you can visualize, is huge. Nearly, eighty percent of the total expenditure is spent on salaries, fees and honorariums to therapy consultants and twenty percent goes towards the management of operations. You will appreciate that the balancing act is formidable. Fortunately, for the past many years, none of our initiatives and practices would have been possible without the help of the Chairman who raises donations and provides large financial assistance himself for which the Board and the staff are eternally grateful. Once again, the Trustees request parents, volunteers and well wishers to help in any way that they can.

We place on record our sincere gratitude to everyone that has assisted ICMH during the year under review. A special vote of thanks is recorded to a few persons / institutions / corporate and business bodies:

- ◆ Ashraya for Mentally Challenged, an NGO registered to educate aspirants in teaching students with intellectual disabilities, decided to terminate the project. In accordance with government procedure, they had to transfer their financial assets to another NGO after obtaining the prior sanction of the Charity Commissioner. ICMH was selected as the beneficiaries. A corpus has been created of Rs.2142000.00 which will be used judiciously.
- ◆ The Brihan Mumbai Municipal Corporation and the Navi Mumbai Municipal Corporation for their continued support.
- ◆ The media for their sympathy and support by covering some of the events of the year.
- ◆ Our Bankers at all locations for their support and understanding.
- ◆ Our Statutory Auditors, Aalok Mehta & Co and Mr. Mehta himself
- ◆ The volunteers at both the Skills and Ability Schools, some of whom have been with us for fifteen years, for the genuine love and affection showered on the students.
- ◆ Mr. Nagesh Warriar, who has been actively supporting and guiding ICMH for ISO implementation and regular audits at all locations
- ◆ The team from Accenture Group who spend so much of their free time with the students at the Mulund School and provide useful gifts and teaching assistance.
- ◆ Kotak Mahindra Bank Limited for their continued support by giving ICMH a team for the annual Tata Mumbai Marathon.
- ◆ United Way of Mumbai.
- ◆ Mr. Chetan Savla of Kotak Mahindra Bank Limited who, in his personal capacity ran in the Tata Mumbai Marathon and raised donations for ICMH
- ◆ All donors, our School Principals, teaching, administrative and helping staff for the hard work, loyalty, honesty, integrity and devotion. And, our anonymous friend who silently prints these annual reports free of cost for the eleventh consecutive year.

THE INDIAN SCENARIO OF DISABILITIES – OUR EFFORTS

According to the Census, out of the population of 121 crores, nearly 2.68 crores people are disabled in India which is 2.21 percent, an alarming situation. Of this, 69 percent represents rural population and 31 percent is urban. A recent research has indicated that there are broadly eight categories – hearing, sight, speech, movement, mental retardation, mental illness, others (autism spectrum) and multiple disabilities.

At our Skills and Ability Schools, we are focused on students in the age group with mental retardation (6 percent), others (18 percent) and multiple disabilities (8 percent), totaling 32 percent.

SKILLS AND ABILITY SCHOOLS

The Indian Council for Mental Health is an **Organization** with **65 years of experience** in the Mental Health Sector and in running the Organization with responsibility and transparency; with **Schools** for more than **25 years**. Both the Schools are targeted towards educating the intellectually disabled and have the same methodologies of teaching but different levels of the target groups, making each one unique in its own way. The Schools target towards training these students to be a part of mainstream society and make society more inclusive and accommodative to children with intellectual disabilities.

NERUL

The Skills and Ability School at Nerul was started in 1989. The School runs in the morning shift and has a student strength of 95 and staff strength of 41.

The School has its independent building with state of the art facilities for students with special needs like ramps, a lift, garden, spacious classrooms, well equipped therapy rooms, a computer lab, clean hygienic wash rooms, huge hall and a gym.

The Skills and Ability School (Nerul) is one of the few schools in Navi Mumbai which has a well-planned and holistic curriculum for students with special needs. It provides the best sources of assistance and resources to students who are unable to cope in a regular school. Special Educators work creatively, share ideas and strategies, along with speech-language therapists, psychologists, occupational therapists, physiotherapists to implement progress-monitoring activities of each student.



The School is also registered under NIOS Pratham Open Board Education and trains students for NIOS Pratham Levels A, B and C (equivalent to Standards II, V and VIII). Students who can continue further academically are then trained for NIOS STD X and XII.

MULUND

The Skills and Ability School at Mulund was earlier running as a Day Care Center, since 1991. With the increasing demand in the Central Suburbs of Mumbai, this was turned into a school from 2006 onwards.



It runs in two shifts and has a student strength of 86 and staff strength of 39.

The school runs in BMC premises, where the Organization has taken 6 rooms on rent on the ground floor of the BMC school building. There is a BMC school ground available for students to play along with the garden. Mulund school admits children with severe levels of challenge, with the intention of including them in the mainstream.

It targets a child's training at the basic level of functioning and self independency along with awareness in society towards acceptance, accommodation and inclusion. Each child has different needs and strengths, hence it is important to design educational programs in a unique way.

DATA SHEET



RATIOS

Special Education Students :Teacher 7 : 1



IMPACT CREATED

Total Impacted Students and Families
(Total number of students from both Schools)

182

Total Impacted Family Members
(Average family members per child-3)

546

CALENDAR OF EVENTS

June

June is the month of the School reopening and assessment/ planning of students for the year.



School reopening



Pratham Orientation



Yoga Day

July

This month was for sharing plans of the year with parents and finalization of those plans.



Drawing competition



Workshop for parents on effective parenting



In house Pratham orientation workshop

August

This month was a proud moment for ICMH as we were awarded the ISO 9001-2015



ISO Certification



Raksha Bandhan/Janmastami Celebration



Independence Day

Quarterly Exams

September

September was the month when Teachers were given maximum importance.



Teachers Day



Fancy Dress Competition



Navratri

October

October was the month of lights and celebrations. Students are taught to make different vocational products for sale. A step towards independence.



Craft Bazaar



Diwali Party



De- stressing

Imitation Skills Workshop for Teachers

November

Month of half yearly reviews of students and staff performance

Review of goals planned in individualised Educational Programme

Half yearly Appraisals



Children's Day



Cookery Competition

December

Super active month of the year. Annual sports event was conducted in this month, where both schools participated together



International Day of Persons with Disability



Annual Sports Day



Christmas Celebrations

Joy of Giving Week

January

Month of competitions. In this month students got the chance to exhibit their talent to the world. The Schools participated in many competitions



Elocution Competition



Republic Day

Fire Safety Drill Workshop



Outdoor Competition

Quarterly Examinations

February

Month of external exams and push towards achievement of yearly goals of the students



World Wet Land day
Celebration
painting competition



NIOS Examination preparation



Workshop for the parents
on Practical application of few
physiotherapy techniques

March

The month of the final exam preparation and I review of goals planned in IEPs. Staff review of performance



Holi Celebration

individualised Educational Programme

Review of goals and
submission of new goals



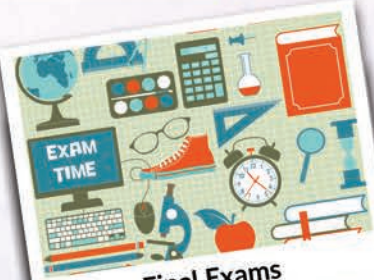
World Down's Syndrome Day

April

Final exams of students and annual appraisal of staff.
Next year plan group discussions



World Autism Day
Eye Check up Camp



Final Exams
Annual Appraisals

Goal planning for
the forthcoming
academic year and
group discussions



Wheelchair Run by Rotary Club of
Mulund, L'Ill Champ"



Tata Mumbai Marathon

MAJOR HIGHLIGHTS OF THE YEAR

DONATION FROM ASHRAYA

Mr. V Leeladhar (former Deputy Governor RBI)
Founder Trustee of Aashraya, handing over a donation of
Rs. 21.42 lacs to ICMH.

In photograph (from left to right)
Mr. V Leeladhar (former Dy Governor RBI),
Mr. G Anantharaman (Ex Member SEBI),
Mr. Zarir Master & Mr T N V Ayyar.



COMPETITIONS - REWARDS FOR PARTICIPATION

The Lions Club of North Bombay, a 61-year-old Club has been conducting the ANNUAL TALENT CONTEST FOR DIFFERENTLY ABLED AND DESTITUTE CHILDREN for the last twenty seven years under the leadership of the Chairman. This year, the students of both Nerul and Mulund Schools participated in the contest with great enthusiasm after rigorous planning and practice. Nerul School students performed dances blindfolded, based on the themes of "Sexual Abuse of Women" and "Acid Attack on Women", Mulund school students participated in different talent contests apart from dance, where they were appreciated for the act made on Chatrapati Shivaji Maharaj. Both Schools were awarded for these performances in the final round.

Noteworthy Comments: The best school trophy was awarded based on the superb performances, the number of prizes bagged by the School, the active participation and support by our staff who choreographed the dances.



Interschool Sports day (Skills and Ability Nerul and Mulund School): This year we tried doing an experiment where students from both our locations came together and participated in different sports activities; sports like Cricket, Netball, Kho-kho. These events bring out the talent and teach the students to have a healthy competition together with enjoyment. All the students enjoyed the event, including parents from both the schools.



Apart from these notable competitions, there were a few more competitions where students participated and won prizes

- Navi Mumbai Environment Protection Society (NMEPS)
- Swacha Bharat
- Gaz Institute
- Lions Club of Thane Dance Competition
- Lions Club of Wadala
- Cricket Tournament

PROJECTS

A HELPING HAND TO INTEGRATE WITH A DIFFERENCE

House Keeping – Getting ready for Adulthood

The world is getting smaller and connectivity has created scope and potential for different job opportunities in the hospitality industry. This has opened gateways for our special students to pursue a successful career in this promising industry. With an aim to mainstream our students successfully in society, we have taken the initiative of introducing the subject of House Keeping along with academics. A special curriculum was developed by the teachers, adapting basic practical topics which are focused on the pre-requisite skills for housekeeping.

This included topics such as personal hygiene, grooming, time management, numeracy skills, listening and conversational skills, cleaning, room service and inventory. This has made our students aware of the requirements of the Industry and the importance of having good communication skills and making quick decisions.



Life Skills Training- Preparing for Independence

A life skills curriculum works along with the student's education plan and blends academic, daily living, personal/social, and job skills into integrated lessons designed to help students with special needs to learn to function independently in society. As a step in this direction, we have introduced an hour of 'Life Skill' every week. Students are taught skills and values such as shopping and money management, grooming and personal care, preparation of food, transportation, gender equality, dignity of labor, safety awareness and body boundaries.

Computer Skills Training – New edge Technology

With the changing needs and expectation of the market, it has become necessary to make students acquainted with the use of new technology. In both Schools, we have computers in each class, which helps to teach students at ease to make effective use of computers. Science and technology is growing at a faster rate and we have understood the need of the hour.



Vocational Training – Earn with Respect

Our Nerul School has a very nice vocational setup, where we teach students to produce paper bags and a few gift articles. Similarly, at Mulund, we make gift articles by order. Students at Mulund School are intellectually less functional. Hence, the articles prepared there are basic. All the products are sold by the students themselves at exhibitions and by order. This gives them a chance to communicate with members of society and it gives them an exposure to transact money.



THERAPEUTIC ADVANCES AND BREAKTHROUGHS

Occupational Therapy

A special child's occupational performance may be impaired by physical, developmental, sensory and/or learning challenges. The goal of occupational therapy is to improve the students' performance in tasks and activities; which are important in school, as well as improvements in the overall quality of life.

Case

A five years old girl with moderate mental retardation, started with occupational therapy sessions for improvement in her motor and sensory issues, independence in activities of daily living, compliance and overall intelligence.

After continuous occupational therapy interventions, she has developed good compliance and is easy to manage anywhere. Her gross and fine motor functions have improved, along with her dynamic balance and gravitational insecurity. She has started performing parts of her daily chores on her own.



Physiotherapy

The current physiotherapy session protocol was based on play dynamics, functional activities, active participation of children, Exercise, Neuro Developmental Treatment approach, Sensory Integration Therapy

Case

For an eight years boy with spasticity, his goals focus on stopping his drooling, to improve core muscle and back extensor strength, initiate standing without support. The goals which were set for him are fully accomplished. He has started standing without support and he is manageable at home and school.



Speech Therapy

Many kids with intellectual disability have difficulty in communication. They need to learn other means of communication, such as sign language, use of pictures and communication aids to help them achieve their communication potential. Speech and Language Therapists assess, diagnose and provide therapy to people with communication disorders. They also work in the area of eating, drinking and swallowing difficulties.

Case

An eight years boy with spasticity, has shown marked improvement in speech imitation skills. He has started to greet the teachers and his classmates. He even has started uttering short two words sentences. He now looks at the said objects and names them. He has started meaningful speech in the classroom.



Counseling

In Counseling sessions various factors are taken into consideration, i.e, child's mental and physical disabilities, child's behaviour in school and at home, their home environment, parent-child relationship, parenting styles and their personality, family bond, parental expectation from their child, parents perspective, child's self-expectation, child's mental and physical limitations, and their prognosis. Therapy may include one or a combination of therapies like Talk Therapy, Cognitive Behaviour Therapy, Behaviour Therapy, Role Play,

Play Therapy, Positive Self Talk, Cognitive Therapy, Behaviour Modification Techniques, Rational Emotive Behavioural Techniques, Dialectical Behavioural Therapy, working on Cognitive Distortion, enhancing Memory Skills, Relaxation Techniques, Imaginary Techniques, Meditation, enhancing Communications, improving Motor, Social, Self Development skills and working on mental blockages.



Case

A fourteen years old boy, with mild level of intellectual disability, started going for counseling sessions due to low confidence and non-expressive behaviour. He was also suppressing his expressions in group play. Post therapy, he now openly expresses his issues and is much more confident in all areas. He has improved in academics and scores well in examinations.

Art Based Therapy

A large portion of ABT works in the domain of thoughts, emotions, ideas and motivation – the realm of the mind. Hence, mindfulness practices, study of secular ethics and introspection or contemplation techniques are used. Materials or media used in therapy are; play therapy, dance, drama, visual arts and neurological music therapy.

Case

A seventeen years old boy with mild level intellectual disability was sent for therapy because of his negative thinking and arrogance.

He was a stubborn child with a lot of expectations of himself. There was lack of emotion or compassion. After therapy, he has become positive towards change and has started developing empathy towards his peers.



Animal Assisted Therapy

Case

A Golden Retriever, named Zoe, five years of age, has been delighting the students and staff. A girl student has been in sessions over the past four years and her motivation has always been high to be part of the sessions. Changes observed during this academic year are that she is trying to repeat meaningful statements up to three words, with better clarity in speech. She is able to call Zoe by name whenever she sees her in the School premises and tries to describe Zoe's activities during the session on her own.

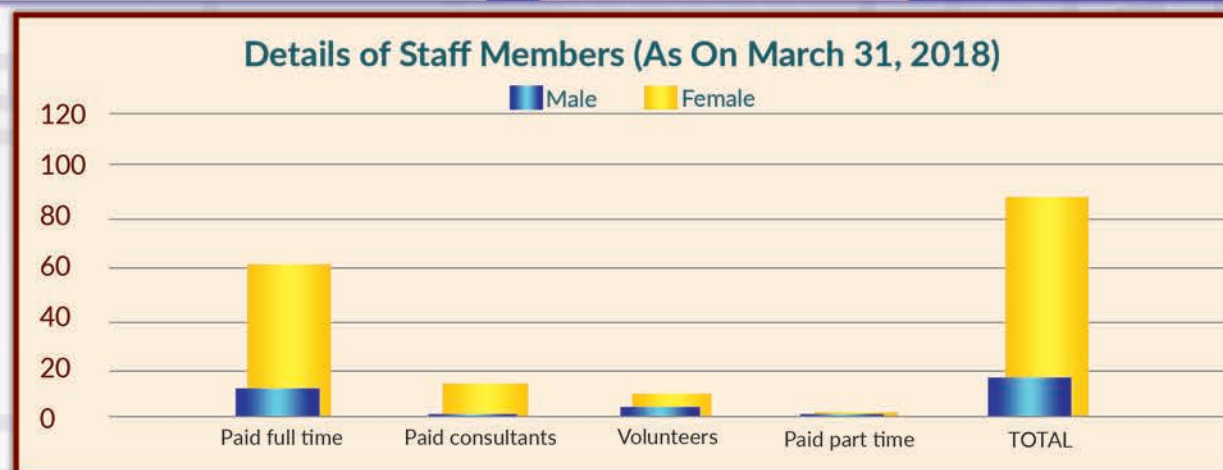
All these improvements would help her towards being a part of a social group and learn group activities. Zoe willingly lets the girl sleep on her which has a calming effect resulting in the introduction of other activities like counting, tracing alphabets or working on puzzles. The dog shows the love which makes the student happy.



ORGANIZATION COMPOSITION

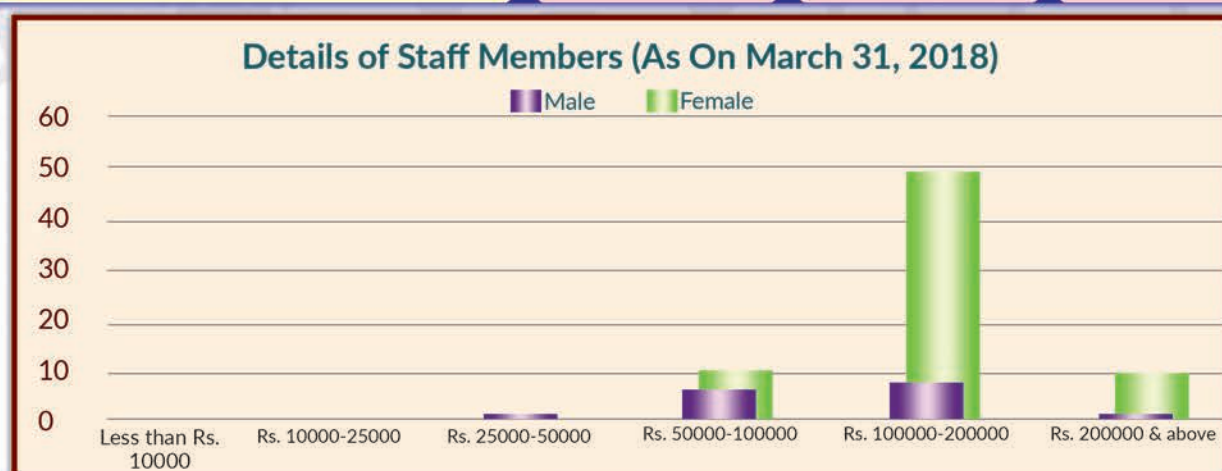
Details of Staff Members (As On March 31, 2018)

	Male	Female
Paid full time	12	61
Paid consultants	1	15
Volunteers	3	9
Paid part time	1	1
Total	17	86



Annual Salary Plus Benefits To Staff (As On March 31, 2018)

ANNUAL SALARY PLUS BENEFITS TO STAFF	Male	Female	Total
Less Than Rs. 10000	0	0	0
Rs.10000-25000	0	0	0
Rs.25000-50000	1	0	1
Rs.50000-100000	6	11	17
Rs.100000-200000	8	49	57
Rs.200000 and Above	1	10	11
TOTAL	16	70	86



QUALITY MANAGEMENT SYSTEMS

ISO 9001:2008, the International Standard for Quality Management Systems, underwent a major change in September 2015. As a result, the validity of the 2008 version was restricted till September 2018. The Indian Council for Mental Health also geared-up for this transition.

The Indian Council for Mental Health decided to apply for up gradation of the ISO Certificate to the 2015 version of ISO 9001 Quality Management Systems International Standard along with the scheduled ongoing surveillance audit slated in August-2017. A thorough audit was conducted by the third party certification body, Zenith Quality Assessors Pvt Ltd In August 2017. The Organization was successfully certified to ISO 9001:2015. No non-conformities in the system were observed.

The scope of the certification was expanded to include manObal activities along with the existing scope covering ICMH and its Schools.

The major change incorporated in the system, due to the revised version is a RISK based approach at the Organization level and in each process. The context of the Organization, issues related to it, the needs and expectations of interested persons were identified and the risks associated with them were evaluated. Risk mitigation measures were determined and implemented into the system. The focus has now changed from **“what has gone wrong”** to **“what may go wrong”**. This brings in various pro-active initiatives to further strengthen the system and avoid the occurrence of non-conformities.

As a part of the ISO system:

- The Organization continues to undergo monthly internal audits through an independent auditor to monitor the system performance and identify areas for improvements.
- The Management reviews the Organization's performance at designated intervals through Committee Meetings and Board Meetings and decides on various actions towards improvement.
- The focus remains on customer satisfaction and feedback from parents is analyzed to decide on actions if any.
- The performance of the staff is regularly monitored and expert inputs are provided to them for qualitative and effective delivery.

As the elements of risk, its types and sources are important to the wellbeing of the students, a lot of care has been taken to identify and list them. These include:

- Natural calamities – floods and/or earthquakes.
- Accidents - fire, structural collapse, electric shocks, gas explosions, breakdown of elevator, getting locked in a classroom or washroom.
- Health safety – Hygiene, drinking water and food supplies on the school premises.
- Physical harassment from external sources - vendors and maintenance/repair men, drivers, attendants, parents/guardians or relatives of the students, trespassers.
- Physical harassment from internal sources – students, staff, therapists and attendants.

Towards these, evaluation of probability or possibility, the area and the timing of an occurrence has been considered. Thereafter, the proactive measures implemented during the year under review were:

- Fencing throughout the periphery.
- Round-the-clock security guards deployed at the entrance.
- Doors locked at all times.
- Restrictions on entry of any unauthorized person.
- Entry registers at the gate.
- Outsiders are not allowed to distribute eatables to students.
- Water purifier and its routine maintenance/ cleanliness.
- Elevator is kept switched-off all the time when not in use. Students with escorts are allowed.
- No open pit/ underground tank/open slabs exist on the premises.
- Wash rooms doors are easily breakable in case of mishaps.
- No active inside latch system in class-rooms.
- Fire extinguishers are in place and maintained. Staff has been trained.
- Outdoor visits are restricted and only if accompanied by staff and parents.
- Identity cards with necessary data are provided to all.
- Safety emergency evacuation training and drills are conducted.
- The kitchen is isolated but well ventilated and mostly, induction hot plates are used.
- No major repairs and maintenance work is done during school hours.

Vigilance measures are also introduced and in place. Close circuit television with recording and power back-up covers almost the entire campus. No child can roam around without an escort. Team Leaders and the Principal go around at spaced intervals around the Schools.

In order that responses and mitigations are immediate, hooter alarm systems have been installed. An emergency contacts list is on display. Telephone lines are placed for easy accessibility. First aid kits are on the premises and contacts with dispensaries and hospitals in the vicinity have been established. An emergency exit from the first floor has been constructed.



manObal – A PROGRESSIVE RESULT ORIENTED PROJECT

In the second year of the manObal project, there has been considerable growth. From the in-house team of therapists, there are ten talented persons who offer their services to children and adults suffering from mental health and related disorders. There is a team of Clinical and Counseling Psychologists, Special Educators, Remedial Teachers, Speech Therapists, Occupational Therapists and Physiotherapists.

As the name suggests, manObal – Center for Excellence and Wellbeing strives to deliver the best to the community. In the year under review, manObal reached out to eighty five new individuals to bring about better adjustment and overall wellbeing. The highlights of the year were free consultation camps, a summer camp and workshops for higher secondary students in a reputed coaching class - services to the general population breaking the barrier of space and illusions of normalcy.

HIGHLIGHTS

Free Consultation Camp

On the World Autism Day, we had organized free screening for children susceptible for Developmental Delays as well as Autism and related concerns. Free consultation was offered by Dr. Priti Mishra (Consultant Occupational Therapist) and Dr. Subhashree Dasgupta (Consultant Speech Therapist). The response was overwhelming, and many individuals benefitted from the same.

Skill 'O Fun Summer Camp 2017

The idea of summer camp was to help the kids take a break from TV, cell phones, and the Internet, and rediscover their creative powers and engage the real world – real people, real activities, and real emotions. And to make them realize there is always plenty to do. The tech savvy narrow experience of modern indoor life is worst in case of children with special needs, where opportunities to socialize are very little, as compared to other kids. Free from the social expectations pressuring them at school, camps encourage a positive intellectual and social atmosphere where kids relax and make friends easily.

The summer camp was based on few principles

- Creativity free of judgment
- Confidence reinforced by success
- Every Activity planned in accordance with the level of the child
- Children must be taught how to think, not what to think (-Margarate Mead)

Workshop at A-Team

Our Therapist got an opportunity to engage some inquisitive young minds from Cerebral Academy's A-Team, an organization working with students of class 11th and 12th, coaching them for their Board Exams as well as Professional Entrance Exams.

OUR SERVICES

ALL THE SERVICES PROVIDED UNDER MANOBAL ARE FOR EARLY CHILDHOOD (3 YEARS) TO OLD ADULTS (60 YEARS+)

OCCUPATIONAL THERAPY

Occupational Therapy helps to all age group population to achieve Independence in their life. Occupational Therapist enables people to participate in their activities of daily living, when an injury, illness, disability, or other problems limit their ability. The Occupational Therapist helps you to learn new skills or modify activities to reach your goal and maximize Independence.

PHYSIOTHERAPY

In Physiotherapy we aim to minimize the effort of physical impairment and help to promote optimum functions of body and to improve muscle strength.

SPEECH THERAPY

Speech Therapy supports primary speech, language and communication difficulties, such as misarticulations, stammering as well as speech, language and communication difficulties. In adults, support is provided for communication and/or swallowing difficulties because of medical conditions, such as stroke, head and/ or neck cancer, Parkinson's disease, dementia and other neurolinguistics disorders.

PSYCHOLOGICAL COUNSELING

Counselling can help you cope with:

1. A mental health condition, such as depression, anxiety or an eating disorder.
2. An upsetting physical health condition, such as infertility.
3. Also useful to deal with a difficult life event, such as a bereavement, a relationship breakdown or work-related stress.

PSYCHOTHERAPY

Psychotherapy involves talking more about how your past influences what happens in the present and the choices you make. It tends to last longer than psychological counselling. Psychotherapy can help you understand more about yourself, improve your relationships and get more out of life. Psychotherapy can be especially useful for people with long-term or recurring problems to find the cause of their difficulties.

PSYCHOMETRIC ASSESSMENT

Psychological assessment is a process of testing that uses a combination of techniques to help arrive at some hypotheses about a person and their behavior, personality and capabilities. Psychological tests are used to assess a variety of mental abilities and attributes, including achievement and ability, personality, and neurological functioning.

REMEDIAL EDUCATION

Remediation is a process of "teaching the children the way they learn". The Remedial Education Program is an instructional program designed for students who have identified deficiencies in reading, writing, and math. This program provides individualized basic skills instruction in the areas of reading, mathematics, and writing.

PHONICS CLASSES

STUDY SKILLS TRAINING

DRAWING CLASSES

WORKSHOPS/ TRAININGS

relating to services provided under [manObal](#)



ACCOUNTABILITY AND 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 400023.
- The Indian Council for Mental Health is registered under the Foreign Currency (Regulation) Act (FCRA) 1976 since September 06, 1991 under FCRA Registration Number: 083780489.
- 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 – AAAT11077R

Names and Addresses of Bankers

Central Bank of India, Vallabhbhai Patel
Road, Mumbai 400004

HDFC Bank Limited, Mistry Bhavan
Churchgate, Mumbai 400020

Punjab National Bank (branches at Opera
House, Mulund West and Nerul)

Punjab National Bank, CIDCO Administration
Building, Sector 1, Vashi, Navi Mumbai 400703
(FCRA Account)

Our Auditors

Aalok Mehta & Co Chartered Accountants

9/L, 13th floor
Navjivan Commercial Building No: 3
Mumbai Central (East)
Mumbai 400008

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: **Rs. 28000.00, Rs.28000.00, Rs.25000.00**
- Cost of national travel by any Staff during the year: **NIL**
- Cost of international travel by any staff during the year: **NIL**

FINANCIAL REVIEW FOR THE YEAR, 2017 – 2018

The Trust continues to ensure that significant expenditure is on the Objects of the Trust. The expenses at the Central Support Office (CSO) are closely monitored and controlled. The profile of expenditure for the year under review is as follows: (Refer Annexure 6)

• Expenses on teaching staff and therapists	80.17 percent of total expenditure *
• Expenses on School Operations	9.43 percent of total expenditure
• Other expenses related to Schools and Objects of the Trust	10.40 percent of total expenditure

The expenditure on teachers and therapists has increased by 10.02 percent compared to the previous Financial Year due to the increments given to teachers. The expenditure for School operations escalated due to further repairs and maintenance of both Schools.

The total expenditure (excluding depreciation) on the Objects of the Trust was Rs. 166.96 Lacs or 93.19 percent of the expenditure. The Trust does not receive any grants, government support or dedicated funding under any Corporate Social Responsibility program. Presently, nearly 61 percent of the total cost of education and services is subsidized and met from donations.

FINANCIAL STATEMENTS

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 2018

- (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 filled 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: NO
- (t) Any special matter, which the auditor may think fit or necessary to bring to the notice of the Deputy or Assistant Charity Commissioner. Kindly refer to Notes on Accounts

sd/-
FOR AALOK MEHTA & CO.
CHARTERED ACCOUNTANTS

MUMBAI
DATE: 06th June 2018

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 31.03.2018
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)			
Items not chargeable to Contribution under Section 58 and Rule 32 :			
(i) Donations received from other Public Trusts and Dharmadas.			
(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			

The Trust has the only objects of Education is, therefore not liable for contribution.

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 KHEWADI LANE,
S.V.P. ROAD, GIRGAUM,
MUMBAI - 400 004

sd/-

Dated: June 6, 2018.

Chartered Accountants
Auditor

sd/-

Dated: June 6, 2018.

Trustee

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG. NO. E-700(BOM)

BALANCE SHEET AS ON 31.03.2018

	Annexure	Current Year 2017-2018 (Rupees)	Previous Year 2016-2017 (Rupees)
Sources Of Funds			
Capital			
Trust Fund		17,503,708.00	15,361,608.00
Specific Donation	1	684,181.00	358,711.00
		18,187,889.00	15,720,319.00
Reserves & Surplus			
Opening Balance		2,765,762.71	466,334.60
Add: Surplus/(Deficit) for the period		1,139,795.20	2,299,428.11
		3,905,557.91	2,765,762.71
Total		22,093,446.91	18,486,081.71
Application of Funds			
Fixed Assets			
Gross Block		9,745,643.40	8,628,036.40
Less: Accumulated Depreciation		867,666.00	821,458.00
Net Block		8,877,977.40	7,806,578.40
Investments	3	4,860,000.00	4,965,000.00
Current Assets , Loans & Advances			
Cash & Bank Balance	4	8,242,842.67	5,607,505.31
Deposits	5	106,998.00	106,998.00
Loans & Advances		5,628.84	0.00
		8,355,469.51	5,714,503.31
Less: Current Liabilities & Provisions			
Net Current Assets		8,355,469.51	5,714,503.31
Total		22,093,446.91	18,486,081.71

As per our report of even date

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

sd/-
TRUSTEES
PLACE: MUMBAI
DATE : 06/06/2018

sd/-
TRUSTEES

sd/-
Aalok Mehta
Proprietor
Membership No: 114930

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI
REG. NO. E-700(BOM)
INCOME & EXPENDITURE ACCOUNT FOR PERIOD 01/04/2017 TO 31/03/2018

EXPENSES			INCOME		
PARTICULARS	2017-2018	2016-2017	PARTICULARS	2017-2018	2016-2017
EXPENSES ON OBJECTS OF TRUST (As per Annexure 6)	16,695,967.80	15,531,420.90	Donation		
			Individual	2,452,829.00	1,823,884.00
			Corporate	2,457,717.00	8,648,998.00
			Trust	5,942,700.00	2,565,324.00
			E-Charity	471.00	0.00
				10,853,717.00	13,038,206.00
ESTABLISHMENT EXPENSE	1,219,322.00	1,965,459.00	Fees		
			Tuition	6,845,251.00	5,589,607.00
			Term	290,700.00	296,000.00
			Administration	143,200.00	140,320.00
			Other fees	166,240.00	147,970.00
			Computer	0.00	0.00
				7,445,391.00	6,173,897.00
			Other Income		
			Income Tax Refund	0.00	88,128.00
			Interest on FD	500,022.00	303,837.00
			Vocational Center	145,288.00	104,294.00
			Bank Interest	83,474.00	79,640.01
			Telephone Collection	126.00	0.00
			Scrap Sales	27,067.00	8,306.00
				755,977.00	584,205.01
Total Expenses	17,915,289.80	17,496,879.90	Total Income	19,055,085.00	19,796,308.01
Excess of Income over Expenditure	1,139,795.20	2,299,428.11			
Total	19,055,085.00	19,796,308.01	Total	19,055,085.00	19,796,308.01

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

sd/-
TRUSTEES
PLACE: MUMBAI
DATE : 06/06/2018

sd/-
TRUSTEES

sd/-
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 2017-2018

Sr.No	Particulars	Capital/Revenue	Opening Balance	Addition	Utilised	Closing Balance
			Amount (Rs)	Amount (Rs)	Amount (Rs)	Amount (Rs)
1	Marathon	Revenue	0.00	257,950.00	41,750.00	216,200.00
2	Events	Revenue	0.00	40,000.00	40,000.00	0.00
3	Art Based Therapy	Revenue	22,461.00	0.00	0.00	22,461.00
4	Animal Assisted Therapy	Revenue	296,250.00	375,000.00	225,730.00	445,520.00
5	Occupational Therapy	Revenue	0.00	250,000.00	250,000.00	0.00
6	Speech Therapy	Revenue	40,000.00	0.00	40,000.00	0.00
	Total		358,711.00	922,950.00	597,480.00	684,181.00

FOR AALOK MEHTA & CO
Chartered Accountants

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

sd/-
Aalok Mehta
Proprietor
Membership No: 114930

sd/-
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 31/03/2018

Sr.No	Name of the Assets	Opening balance	Additions during the year	Total	Rate of Depreciation	Depreciation	Net Amount
1	Attendance System	17,351.00	0.00	17,351.00	10%	1,731.00	15,620.00
2	Audiometer	3,707.00	0.00	3,707.00	10%	371.00	3,336.00
3	Building at Nerul	4,797,151.00	497,099.00	5,294,250.00	10%	504,570.00	4,789,680.00
4	Canon Copier Machine	17,557.00	0.00	17,557.00	10%	1,756.00	15,801.00
5	Computer	985,376.00	966,350.00	1,951,726.00	10%	150,504.00	1,801,222.00
6	Educational Books	886.00	0.00	886.00	10%	89.00	797.00
7	Equipment	648,999.00	373,984.00	1,022,983.00	10%	87,446.00	935,537.00
8	Furnishing & Trampoline	2,057.40	0.00	2,057.40	10%	205.00	1,852.40
9	Furniture & Fittings	1,038,374.00	101,632.00	1,140,006.00	10%	112,663.00	1,027,343.00
11	Hearing aids	12,147.00	0.00	12,147.00	10%	1,215.00	10,932.00
12	Leasehold Land	211,909.00	0.00	211,909.00	0%		211,909.00
13	Library Books	2,595.00	0.00	2,595.00	10%	259.00	2,336.00
14	Occupational Therapy	36,287.00	0.00	36,287.00	10%	3,638.00	32,649.00
15	Portable Cabin	7,230.00	0.00	7,230.00	10%	723.00	6,507.00
16	Steel Cupboards	8,133.00	0.00	8,133.00	10%	813.00	7,320.00
17	Teachers Learning Aids	3,922.00	0.00	3,922.00	10%	393.00	3,529.00
18	Toys	6,290.00	0.00	6,290.00	10%	629.00	5,661.00
19	Typewriter	2,219.00	0.00	2,219.00	10%	385.00	1,834.00
20	Water filter	4,388.00	0.00	4,388.00	10%	276.00	4,112.00
	Total	7,806,578.40	1,939,065.00	9,745,643.40		867,666.00	8,877,977.40

Annexure 3

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG NO E-700(BOM)

SCHEDULE FOR INVESTMENT

Sr.No	Particulars	2017-2018 Amount (Rs)	2016-2017 Amount (Rs)
1	Fixed Deposit With Central Bank of India	2,060,000.00	4,865,000.00
2	HDFC Bank	2,800,000.00	100,000.00
	Total Deposits	4,860,000.00	4,965,000.00

ANNEXURE 4

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

SCHEDULE FOR CASH & BANK BALANCES

PARTICULARS	2017-2018			2016-2017		
	CASH	BANK	AMOUNT (Rs)	CASH	BANK	AMOUNT (Rs)
Head office						
Cash in hand	0.00			0.00		
HDFC		407,310.29			184,665.99	
Central Bank of India		6,718,479.65			3,881,543.05	
			7,125,789.94			4,066,209.04
NERUL BRANCH						
Punjab National Bank FCRA A/c		3,338.35			107,618.70	
Punjab National Bank		1,081,710.24			1,404,190.63	
Cash	0.00		1,085,048.59	0.00		1,511,809.33
MULUND BRANCH						
Punjab National Bank		32,004.14			29,486.94	
Cash	0.00		32,004.14	0.00		29,486.94
Total	0.00	8,242,842.67	8,242,842.67	0.00	5,607,505.31	5,607,505.31

Annexure 5

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI

REG NO E-700(BOM)

SCHEDULE FOR DEPOSITS

Sr.No	Particulars	2017-2018 Amount (Rs)	2016-2017 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	106,998.00	106,998.00

Annexure 6

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

EXPENSES ON OBJECT OF TRUST

PARTICULARS	2017-2018		2016-2017	
	NERUL	MULUND	NERUL	MULUND
Teachers & Therapists				
Special Educators	3,690,413.00	2,863,905.00	3,413,023.00	2,847,419.00
Provident Fund	411,949.00	301,748.00	411,411.00	352,742.00
Salary	509,118.00	396,683.00	464,891.00	764,153.00
Office Attendants	906,837.00	1,103,749.00	905,801.00	884,952.00
Consultant	1,846,494.00	796,106.00	2,010,586.00	1,042,853.00
Staff Welfare	78,764.00	59,419.00	138,183.00	650,592.00
Conveyance	86,655.00	22,954.00	4,196.00	51,427.00
Training	63,318.00	63,850.00	7,300.00	116,564.00
Gardening Project	6,100.00	0.00	0.00	13,632.00
Art Based Therapy	0.00	100.00	0.00	26,633.00
Honorarium	118,917.00	57,499.00	172,707.00	0.00
Total A	7,718,565.00	5,666,013.00	13,384,578.00	5,406,163.00
Operating Cost				
Repairs & Maintenance	500,617.00	78,580.00	579,197.00	659,792.00
Security Charges	244,000.00	157,450.00	210,000.00	160,945.00
Printing & Stationery	77,423.00	61,949.00	49,557.00	41,560.00
Electricity Charges	87,530.00	63,893.00	74,970.00	66,240.00
Telephone Charges	32,357.00	22,987.00	32,948.00	21,020.00
Cleaning & Housekeeping	18,937.00	12,759.00	13,060.00	16,998.00
Water Charges	8,364.00	0.00	6,864.00	0.00
Postal Expenses	333.00	1,067.00	410.00	1,085.00
ISO Maintenance Charges	101,468.00	105,595.00	85,040.00	86,157.00
Rent	0.00	0.00	0.00	267,205.00
Total B	1,071,049.00	504,280.00	1,575,329.00	1,321,002.00
Other Cost				
Depreciation	686,555.00	79,804.00	670,676.00	52,542.00
Advertisement Expenses	243,080.00	0.00	107,113.00	0.00
Computer Expenses	39,059.00	95,210.00	48,252.00	30,000.00
Events	80,706.00	68,730.00	149,436.00	55,556.00
Expenses for Vocational Center	27,001.00	54,586.00	60,789.00	30,991.00
Public Relation Expenses	0.00	0.00	210.00	200.00
Property Tax	37,432.00	0.00	37,432.00	0.00
Books and Periodicals	3,866.00	5,575.00	8,700.00	2,040.00
Uniform Expenses	0.00	480.00	19,870.00	19,000.00
Bank Charges	3,086.00	3,278.80	711.29	105.61
Registration Expenses	3,740.00	1,326.00	19,565.00	0.00
Insurance	102,995.00	199,551.00	73,296.00	131,933.00
Total C	1,227,520.00	508,540.80	1,736,060.80	322,367.61
Total Expenses D=A+B+C	10,017,134.00	6,678,833.80	16,695,967.80	7,049,532.61
			8,481,888.29	15,531,420.90

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

NOTES FORMING PART OF THE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2018

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 Transactions:**
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

sd/-
TRUSTEES

MUMBAI
DATE: 04th June ,2018

FOR AALOK MEHTA & CO.
CHARTERED ACCOUNTANTS

sd/-
AALOK MEHTA
PROPRIETOR

Annexure 7

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

ESTABLISHMENT EXPENSE

PARTICULARS	2017-2018	2016-2017
Administrative Salary	174,417.00	528,320.00
Office Attendant	135,500.00	120,000.00
Provident Fund	104,801.00	177,671.00
Consultancy/Professional Charges	146,867.00	158,781.00
Printing & Stationery	32,365.00	30,645.00
Depreciation	101,307.00	98,240.00
Telephone Charges	29,581.00	28,960.00
Expenses on Donation Generation	0.00	45,000.00
Web Designing Charges	56,557.00	73,274.00
Computer Expenses	15,670.00	22,080.00
Conveyance	93,487.00	14,951.00
Property Insurance	42,462.00	44,665.00
Advertisement & Social Marketing	12,948.00	0.00
Rent	0.00	321,844.00
Electricity Charges	29,310.00	30,736.00
Membership & Subscription Fees	250.00	0.00
Staff Welfare	90,248.00	48,433.00
Repairs & Maintenance	11,696.00	8,773.00
Training	0.00	1,500.00
Postal Expenses	3,610.00	3,962.00
Cleaning & Housekeeping	8,060.00	13,145.00
Public Relation Expenses	35,500.00	32,273.00
Audit Fees	6,490.00	6,326.00
ISO Maintenance	16,555.00	78,300.00
Internet Charges	2,921.00	8,356.00
Bank Charges	8,720.00	1,009.00
Books and Periodicals	0.00	128.00
Marathon Expenses	0.00	50,267.00
Honorarium	60,000.00	16,000.00
Uniform Expenses	0.00	1,820.00
Total	1,219,322.00	1,965,459.00

OUR ESTEEMED & REGULAR DONORS

RPG Foundation

Sri Lalita Charitable Foundation

Ashraya for Mentally Challenged

Godrej Consumer Products Ltd.

Innovsource Pvt. Ltd.

Global Foundation

Accord Capital Pvt. Ltd.

Millennium Developers Pvt. Ltd.

K. K. Singhvi Foundation

**Nergesh Khurshedji Dady
Charitable Trust**

Ion Foundation

Kotak Mahindra Bank

Sanjay Bhavanji Rambhia

**GVK Mumbai International
Airport Pvt Ltd.**

Aten Capital Pvt. Ltd.

Midas Hygiene India Pvt. Ltd.

United Way of Mumbai

Rushabh Arunkant Gandhi

Balkrishna Industries Limited

OUR ESTEEMED VOLUNTEERS

Heena Kothari

Sadashiv Pal

Neepa Goradia

Revathi Anantharaman

Rahul Palande

Ramalaxami Subramaniam

Accenture Services Pvt Ltd

Meena Ravi

Sudha Mahadev

Asha Angre

Urvashi Joshi

Rama Prasad

Rohini Muley

Viral Gangani



'The soul is healed by being with children.'

— Fyodor Dostoyevsky



Central Support Office

THE INDIAN COUNCIL FOR MENTAL HEALTH

Crescent Chambers, 3rd Floor, Office No.2, Tamarind Lane, Fort, Mumbai-400023

Tel.: 022 22679294. Email: icmh11@gmail.com / cso@icmh.org.in

Website: www.icmh.org.in

SKILLS AND ABILITY SCHOOL

Plot No. 9, Sector 11, Nerul Township
Nerul (East), Navi Mumbai - 400 706

Tel.: 022 27704355

Email: nsas@icmh.org.in

Municipal School Building, Next to Kalidas Auditorium
P. K. Road, Mulund (West),

Mumbai - 400 080, Tel.: 022 25921571

Email: msas@icmh.org.in