

**ISO 9001:2008
Certified**

The Indian Council for Mental Health (Hygiene)

(A Public Charitable Trust - Registration Number E-700 - 1953)

SKILLS AND ABILITY SCHOOLS



ANNUAL REPORT 2013 - 2014

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

INTRODUCTION

The Indian Council for Mental Health (ICMH) is an ISO 9001 : 2008 certified, not-for-profit Organization based in Mumbai striving to achieve professional excellence in all its activities. Its focus for the past twenty years is towards providing education to children with developmental disabilities such as Cerebral Palsy, Down's Syndrome, Autism, Mental Challenges and Hearing Impairment. There are 220 children currently availing of various therapy services offered by ICMH through its Skills and Ability Schools located at Nerul (Navi Mumbai) and Mulund (a North - Eastern Suburb of Mumbai). The Special Educators and Educational Therapists attached to these Schools possess specialized skills in dealing with these children and are considered to be the backbone of this Organization.

VISION

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

MISSION

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.



DETAILS OF BOARD MEMBERS (AS ON MARCH 31, 2014)

Name of the Trustee	Gender	Position on Board	Occupation	Meetings Attended
T. N. V. Ayyar	Male	Chairman	Chartered Accountant	3/4
Zarir Master	Male	Honorary Managing Trustee and Vice Chairman	Management Consultant	4/4
Pushpa K. Singhvi	Female	Honorary Secretary	Advocate and Social Worker	3/4
Madhubala Kajle	Female	Honorary Treasurer	Senior Counsel, Government of India	3/4
Dr. Abdul - Karim M. Naik	Male	Trustee	Psychiatrist	0/4
Shailaja Mulay	Female	Trustee	Educationist	0/3
Manisha Khakhar	Female	Trustee	Social Worker	3/4
Bharati Palkar	Female	Trustee	Special Educator	4/4
Virendra Kelkar	Male	Trustee	Consultant - Quality and ISO	4/4
Farida Bagasrawala	Female	Trustee	Counselor and Educator	4/4

- None of the Members of the Board are related to each other.
- The Board met during the Financial Year 2013-2014 on April 17, 2013, August 06, 2013, February 12, 2014 and March 26, 2014.
- Minutes of the Board Meetings are documented and were circulated to each Member.

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



TRUSTEES' REPORT

Since the last two years, The Indian Council for Mental Health had decided to consolidate activities that had been introduced over earlier years, at their Skills and Ability Schools. It was time to settle down, time to bring in more staff, time to allot responsibilities and achieve total administrative and financial transparency.

It is with a sense of pride that we have achieved these goals. Therefore, the Board of Trustees felt that the time was ripe, once again, to embark upon new initiatives, to seek out new processes, select those that are most relevant and applicable to our special children and update all programs in their best interests. The Board of Trustees believes in the phrase *"Change is the only Constant"* and this was adopted from April 2013 as a prime mover. A special committee of six trustees was formed in which all members were of equal footing. It was imperative that these persons were very forward looking and excited about taking the project ahead. The Organization was strategically divided into the academic and administrative processes with specific duties allotted to individuals under the overall administrative control of the Managing Trustee. A series of meetings were held at spaced intervals in order to review and evaluate the progress and make timely course corrections towards the specific smart goals that had been set for the year. It was also decided that all our efforts would be towards achievement of quality in everything that we do.

Through internal and external evaluations, we had reason to believe that all teaching staff needed to update their knowledge and gear up to face the current realities. Towards this, it was decided that all initiatives would be started as special pilot projects at one School and, on successful implementation, replicated at the other School.

The first such project was undertaken at our Nerul School with a mix of mild intellectually challenged and hearing impaired students (along with selected special educators) who were exposed to Abacus training in Mathematics imparted by specialists from Drishti Academy India Private Limited totally free of all costs. The program was a great success, especially as it was a winner even with the mild intellectually challenged students. It was especially important to hearing impaired children. During the remainder of the year, trained teachers were able to impart knowledge to children with the assistance of the Trainer. A special vote of sincere thanks goes out to Dr. R. M. Hadpad, the Founder Chairman of Drishti who extended this facility so very graciously. This project was under the overall supervision of our Trustee and Dean, Ms. Bharati Palkar. Simultaneously, at the Mulund School, we appointed Ms. Sonali Saini, the Founder of Sols ARC, a specialty NGO that evaluates special schools and their curricula and helps in updating and introducing new systems, procedures and processes currently most suitable for special children. This project was helmed under the leadership of Ms. Farida Bagasrawala, our Trustee who is also a highly qualified and experienced Counselor and Educator.

Both the Schools have been working in two shifts. With improved infrastructure and additional space that was thus created at the Nerul School, we decided to start one more shift for intellectually challenged children. During the year under review, it was in an embryonic state but well on its way to success and growth.

In this Academic Year, we had a total of 220 special children on our rolls (185 mentally challenged, 35 hearing impaired children) looked after by 66 specially qualified teachers, 7 administrative personnel and 22 helpers; a total of 95 staff.

Despite formidable financial constraints, we continued to provide a variety of therapies and specialty services free of cost with no increase in the tuition fees. We have seen that the therapies make a huge positive difference to the children. Thus, additional efforts were made to find sympathetic donors who could fund some of the therapies during the year. During the year under review, the therapies and services included were Animal Assisted Therapy, Arts Becomes Therapy, Yoga, Occupational Therapy, Speech Therapy, Counseling, Vocational Training, Computer Training, Sports and Cultural Activities.

The usual Sports Day and Annual Cultural Program were conducted by both Schools with great enthusiasm successfully with parents, donors and friends encouraging the children and staff. Other important events were observed on Independence Day, Republic Day, Diwali and World Disabled Day. Once again, there was participation in the annual Standard Chartered Mumbai Marathon. This is a fun event and a very important fund raiser for our Organization.

Every member of Team ICMH has worked hard to achieve the results with commitment, loyalty, patience and a sense of empathy towards these children. **We are proud of our personnel and extend our gratitude to each one of them for their individual inputs that have helped to achieve predetermined goals.** We are thankful to volunteers who come regularly and assist teachers in the classrooms. We acknowledge the enduring assistance from the ISO Team, our Statutory Auditor, the Municipal Corporations of Greater Mumbai and Navi Mumbai, CIDCO, our Bankers and the media for their support and continued sympathy. **Most importantly, we place on record our sincere appreciation to all our donors and especially to Kotak Mahindra Bank Limited and GVK Mumbai International Airport Private Limited for their team participation once again for the Marathon, United Way of Mumbai, Charities Aid Foundation, Concern India Foundation, Asian Paints Limited, Premier Capital Securities Private Limited and Nergesh Khurshedji Dady Public Charitable Trust for their faith and trust in our efforts. Last but not the least; this is the seventh year that this report was fully produced entirely free by our dear friend, who has wished to remain an anonymous donor.**

We are started another year with renewed energy and a united promised enthusiasm to strive together to achieve better results and introduce further new initiatives in the best interests of these children.

SUCCESSFUL ACADEMIC EXPERIMENTS



PILOT PROJECT OF ABACUS TRAINING AT NERUL SCHOOL

The Need

In our quest for quality education and enhancement of skills, particularly of hearing impaired children, the Drishti Academy's Abacus Training Program was conceptualized for the students of Nerul School. Mathematics is a concept that requires logical thinking. The Abacus was seen as a convenient tool towards this study with the objective to improve the problem solving skills of the children. As a pioneering experiment, five mild intellectually challenged children were made to join a group of ten hearing impaired students who had the basic knowledge of single digit numbers. Their general memory ability was defined to form a base for the acquisition of the Abacus concept.

Description of the Program

Initially, the understanding of the concept and terminology of Abacus was a challenge. However, with the practice, the support of the Trainer and the cooperation of parents (who were equally interested and fascinated by the program), the first level of an eight levels training program was completed and the children were

prepared to appear for a State level Abacus Competition to be held by the University of Mumbai in July 2014.

Evaluation of the Program

This project began with doubts of success but the results have shown that the Abacus Training has helped the children solve math problems with speed and accuracy. This training involves problem solving by selecting appropriate formulae and this has resulted in the enhancement of general problem solving, increased concentration, eye-hand coordination, fine motor skills, better memory and visualization by the children.

Future Plans

The Abacus Training Program has had a definite positive impact on the selected students. It is our intention to continue this program at Nerul School. In a joint evaluation by the Trainer and our own personnel of the children at Mulund School, it was found that there were very few mildly affected students. However, it is hoped that the program will be replicated at that School also.

PILOT PROJECT OF SOL'S ARC AT MULUND SCHOOL

The pilot study was commissioned to evaluate the effectiveness after implementation of the program. The aim was to improve quality of education through individualized educational planning on a selected group that was given a specific curriculum for three months with two evaluation schedules for course corrections.

The Need

The School caters to children with all kinds of developmental disabilities (mentally challenged with associated syndromes, Autism and Cerebral Palsy). Special schools have no prescribed curriculum that one can follow to impart education as each child has individual needs, skill sets and abilities that need to be tapped to add value and an equal opportunity to learn. Thus, the need was felt to look into the design of the curriculum and to deliver better quality results. In house efforts were ongoing, but it was felt by the

Management that expertise had to be engaged to pace up the efforts. Sol's ARC, an Organization working with children with special needs, which has already tried and has specifically designed curriculum, adapting national curriculum guidelines, was commissioned to conduct a pilot project. The PACE program (Parallel Adaptation of Curriculum Equivalence) was introduced. It was decided to test a small group for a period of three months, give them, level wise, an individualized program with goals in different areas (fine motor, visual and auditory perception, receptive and expressive language, math and cognitive skills). This was done by designing worksheets, teaching materials and teaching aids like power point presentations, videos and teacher training.

Program Rationale

The project rationale was to improve the quality of education, set up systems, evaluate and enhance the learning outcome, train

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



teachers to design, implement, deliver and evaluate methods and increase the accountability of teachers towards reporting.

Description of the Program

To implement any new program, a thorough background has to be prepared. A base level of all the students' performance was collected in the areas of receptive and expressive language, reading and writing, concepts and arithmetic. On the basis of the levels, five different groups were selected and re-grouped from the autism group, EIP (Early Intervention Program), LR (Learning Readiness), Pre-NIOS and Vocational classes. Six teachers were assigned and trained to implement the program and evaluate methods by constant monitoring with timely inputs for corrective action. The project was executed in two phases, each of forty five days with regular monitoring and reviews to evaluate its efficacy.

Evaluation of the Program

The effectiveness of the program and its methods resulted in an average rate of improvement in perception by 65 percent, cognition by 90 percent, concepts by 80 percent, math by 75 percent and language by 70 percent, resulting in a cumulative average improvement of 75 percent. The major impact of this program was seen in the younger children of the Learning Readiness Group and academically inclined Pre- NIOS Group.

Future Plans

This program has positively impacted thirty students and six teachers. It is intended to extend the program to other children and to replicate the experience at Nerul School

ACADEMIC ACTIVITIES

During the year under review, we continued to send our students for various levels of the National Institute of Opening Schooling (NIOS) with 100 per cent successful results. Three students passed the Standard 10 examination. Students have moved on to join colleges in the regular stream whilst others have secured work assignments.

Children, including two autistic students, who demonstrated a flair for art were trained and sent for the elementary drawing examination with complete success. They are now being trained for the Intermediate Level for which they will be tested during the forthcoming Academic Year.

Children were encouraged to participate in inter-school competitions such as Ability Mela, Bombay Arts and Sports Competition, Samanvay School Sports and Bombay Arts and Sports with very good results. The Ability Competition in which several special schools participate, was, once again, organized and conducted at the Nerul School.

Outdoor visits were organized for students. The NIOS group went to the Nehru Planetarium and learned about the solar system and the universe; things that they had only read about in text books. They were joined by hearing impaired students on a visit to the D. Y. Patil College, (Department of Hospitality & Tourism Studies) on World Bread Day, to gain insights about catering and tourism which shows much employment promise especially for hearing impaired persons. Autistic children were taken to malls and railway stations to experience shopping and to learn about money transactions.

It is a matter of pride that our Skills and Ability Schools have found external recognition. During the year, we had

students from the Tata Institute of Social Sciences, Pen College and the South Indian Education Society (SIES) College of Management Studies who were placed as interns to complete various projects.

At both Schools, different therapies were offered depending on the need of the child. Animal Assisted Therapy continued to be our star service, offered to individuals and as a group. We have written about this in greater detail later. Students from all sections were offered sessions in Art Becomes Therapy which helped them to develop their fine and gross motor skills and attention span, listening skills and creativity. **All hearing impaired children were given basic computer education but what is most remarkable is that the number of mentally challenged children participating in this activity exceeded the hearing impaired students.** Children over the age of sixteen are introduced to the Vocational Training Center. Here, based on their ability, there is scope for them to learn a trade through which it is hoped they can start earning a regular income and become part of society.

The new Division, started from June 2013, was conceptualized for mild to severe and autistic children who, due to medications, are unable to attend at regular school timings. In all, 33 children were assembled for this Division that offers a mixed basket of services that encompass an Early Intervention Program, classes for children with Learning Readiness and NIOS (Level A- English). All services available at the School were provided to these children. Monthly competitions were held, particularly for the hearing impaired children to give them confidence, improve their language and learn to be part of a team.

ACHIEVEMENTS

We have two outstanding instances of mentally challenged children who were mildly affected, one at each School. At Nerul, a grown up Sudesh Pawaskar, first started to generally help out. He was taken on as an employee. He showed a lot of interest in the Vocational Center, particularly, on the loom that produces dusters. Today, he is able to work alone and can also guide other students. At the Mulund School, we have Pradeep Mange. He came to the School as a mildly mentally challenged child. Over the years, he has shown a lot of improvement. He was also taken on the payroll as a positive step towards rehabilitation. He has worked as a helper in the School and this year, he was able to help teachers in classrooms in looking after other students. We consider these two instances as proud achievements in our continued efforts to include students into normal living.



Cultural Day: Skills and Ability School Children



Team ICMH

OUTSTANDING EXPERIENCES WITH THERAPY

We have stated in earlier reports that Animal Assisted Therapy has given extraordinary results in both the Schools over the course of several years. In order to emphasize the importance of this therapy to the children, we are presenting a few live stories of situations faced during the year under review and the positive impact it has had. The identities of the students have not been revealed for obvious reasons.

SKILLS AND ABILITY SCHOOL, MULUND

Individual Sessions

Therapy dogs Happy and Anna work at this School in individual sessions.

The child had no speech and had poor muscle tone which prevented him from standing up independently. He used to find it difficult to follow instructions and would often remain passive in his class.

He was initially apprehensive around Happy but with time, he grew to enjoy the dog's company. He was taught to hold the brush correctly to improve his motor grip. He was also encouraged to make eye contact and use of his fingers by gestures to ask for something, to say 'hi' and choose between options. He enjoys his sessions and is overjoyed when Happy eats out of his hand or licks him. He has been motivated by the dog to even try to repeat the dog's name 'Happy' a few times during his sessions. Though he requires learning to control his vocalizations, his spontaneous speech has been a breakthrough, indicating a possibility for improvement. His ability to follow instructions has improved. He closely pays attention to what is said and responds appropriately. His most frequent response to Happy, however, is a huge smile.

This child has been diagnosed with intellectual impairment along with traits of autism. Before the therapy started, he was unable to sit in one place for a long time; constantly fidgeting with his hands. He would also scream in class and hit his peers.

He likes playing with Anna and has built a good rapport with her. He enjoys giving her biscuits and petting her. He has to ask the teacher in order to play or interact with the dog. Initially he would refuse to communicate with his teacher and the therapist and make eye contact due to which he was not allowed to interact with Anna. Gradually, he started communicating as he was so motivated by Anna. Then, he was permitted to play and interact with her.

The boy enjoys brushing her and taking her for a walk. He also talks to her while walking her. He has been taught various activities like beading, playing with clay and making various things for the dog out of clay and colouring, to increase his attention span.

The child has shown improvement in his behaviour and is less hyperactive during the session.. He is also able to sit for an activity for a longer period of time as compared to earlier.



SKILLS AND ABILITY SCHOOL, NERUL

Individual Sessions

Therapy dogs Oscar and Abby are 'co-therapists' here.

This girl child has no impairments in intellectual functioning but performs badly due to her very poor attention span. She also has poor muscle tone and has a problem with her gross and fine motor functioning.

This girl was very friendly with Abby from her initial sessions. However, while talking to the dog, she could hardly complete one question before jumping to another unrelated question. She would have problems following instructions as she had not heard the instructions well enough to follow them. Her poor attention had influenced behaviour in every sphere.

When in therapy, she was taught to focus on one thing at a time. She was made to do coloring to help with her grip, take the dog for a walk and brush the dog for improving her balance and co-ordination. Over time with a consistent reinforcement pattern, she is now able to read a story without distraction and is able to answer questions asked from the story. Her concentration has improved and has allowed her natural abilities of comprehension to help her perform better. She can still talk about many things and may lose track of her earlier thoughts but when she is diverted to them, she is able to focus for a significant period of time. Her favourite activity has become reading a story for Abby.

MANAGEMENT OF OPERATIONS

The Trust entered into its sixth successful year of ISO systems implementation with five audits from a third party Certification Agency without any adverse remarks or comments on non-conformity. However, systems are constantly getting evolved through further fine tuning to avoid and control any associated risks.

As a part of the ISO system, internal audits are conducted on an on-going basis through an independent auditor to monitor the performance and identify areas of improvement. Management reviews of the performance of the Trust, at spaced intervals, are conducted when decisions on further course corrections are taken. The focus is always on 'customer satisfaction' from the feedback of the parents.

There is a system of appraisals of all personnel, conducted twice in every year. This is done with a very professionally created format that avoids, as far as it is possible, any element of bias. The format is also under the ISO process as part of the Human Resource Manual. There is a free and fair dialog with each member of the staff and the emphasis is on performance and competency. These sessions are attended personally by Trustees so that there are no loose ends. We prefer

internal growth to a large extent and promotions and even increments are based solely on merit.

The Trust has always striven to achieve excellence in all its operations whether academic, financial, administrative or human resource oriented. There is an on-going focus on improvement in the quality of education through competency of special educators, the optimum utilization of available infrastructure and resources at monitored costs, the adoption of the latest available technology and techniques in all matters in line with the desire for change and the nurtured creation of an ethical and friendly culture.

Over the years, we have guarded our transparency in operations by avoiding systems or procedures that may give rise to any doubts. **All our financial transactions are controlled by Trustees and payments are, largely, by cheques that require two authorized Trustees to sign.** All purchases are strictly against indents, supported, as far as possible, by quotations from reliable suppliers and approved by senior members of the Team who have been given written authority within pre-determined limits that are reviewed each year.



OBITUARY



Just before the Academic Year commenced, we received the tragic information of the demise of Ms. Savitri Singh, one of our beloved special teachers. It was indeed very sad to note that due to a rail accident, she, along with her husband and child, lost their lives. Savitri was a unique person. In the service of the Skills and Ability School, Nerul since 2003, she was the epitome of dedication, hard work, loyalty and enthusiasm. She was like a mother to the seven autistic children in her care for the past eight years and her repeated goal each year was towards their future development. This has been a tremendous loss to the School. May her soul rest in peace.

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



IDENTITY AND GOVERNANCE

The Indian Council for Mental Health (Hygiene) 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 and Aims and Objectives are available at the Registered Office situated at UPM Municipal School Building, 1st Khetwadi Lane, Off Sardar Vallabhbhai Patel Road, Girgaon, Mumbai 400004.

The Organization is registered under the Foreign Currency (Regulation) Act, 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 indefinitely by a recent notification from the Income Tax Department.

The Organization holds a Permanent Account Number (PAN) for Income Tax – AAQATI 1077R

Names and Addresses of Bankers to the Organization are as follows:

CENTRAL BANK OF INDIA, SARDAR VALLABHBHAI PATEL ROAD, MUMBAI 400004

HDFC BANK LIMITED, MISTRY BHAVAN, CHURCHGATE, MUMBAI 400020

ICICI BANK LIMITED, NAVASARI BUILDING, 240, Dr. DADABHAI NAOROJI ROAD, FORT, MUMBAI 400001

BANK OF MAHARASHTRA, SECTOR 11, NERUL, NAVI MUMBAI 400706

SARASWAT CO-OPERATIVE BANK, 5TH ROAD, MULUND WEST, MUMBAI 400080

PUNJAB NATIONAL BANK, NERUL, NAVI MUMBAI 400706

PUNJAB NATIONAL BANK, MULUND WEST, MUMBAI 400080

PUNJAB NATIONAL BANK, CIDCO ADMINISTRATIVE BUILDING, SECTOR 1, VASHI, NAVI MUMBAI 400703 (Foreign Contribution (Regulation) Act Account – FCRA ACCOUNT)

Name and Address of Statutory Auditor:

AALOK MEHTA & CO.,

Chartered Accountants

48/B, GIRDHARI BHAVAN, OFFICE # 9

2ND FLOOR, SADASHIV LANE

GIRGAON, MUMBAI 400004

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 Members
₹ 30000.00 ₹ 20000.00 ₹ 15000.00
- = Monthly Remuneration of the lowest paid Staff Member: ₹ 3900.00
- = Total cost of national travel by any staff during the year: NIL
- = Total cost of international travel by any staff during the year: NIL

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

Details of Staff Members (as on March 31, 2014)

Gender	Paid Full Time	Paid Part Time	Paid Consultants	Unpaid Volunteers	Total
Male	15	0	2	5	22
Female	80	1	4	13	98
Total	95	1	6	18	120

Annual Salary Plus Benefits to Staff (as on March 31, 2014)

Annual Salary Plus Benefits to Staff	Male	Female	Total
Less than 5000	0	0	0
5000 to 10,000	0	0	0
10,000 to 25,000	0	0	0
25,000 to 50,000	1	2	3
50,000 to 1,00,000	9	38	47
1,00,000 and above	5	40	45
Total	15	80	95

Data of Students (from April 2013 - March 2014)

Nerul School

	Division A*		Division B**		Division C*	
Age Group (Years)	Male	Female	Male	Female	Male	Female
0-5	0	1	0	0	0	0
6-10	11	7	10	4	12	8
11-15	18	14	13	2	3	0
16-20	14	6	3	3	0	0
21-25	0	0	0	0	0	0
26 yrs. and above	0	0	0	0	0	0
Total	43	28	26	9	15	8
	71		35		23	
Grand Total	129					

Mulund School

	Morning Shift*		Afternoon Shift*	
Age Group (Years)	Male	Female	Male	Female
0-5	1	0	0	0
6-10	13	5	12	3
11-15	12	7	23	4
16-20	5	0	1	4
21-25	1	0	0	0
26 yrs. and above	0	0	0	0
Total	32	12	36	11
	44		47	
Grand Total	91			

* Mentally Challenged ** Hearing Impaired

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



FINANCIAL REVIEW FOR THE YEAR, 2013 – 2014

The accounting statements have been prepared according to accounting practices and procedures prescribed under law for non-profit organizations.

All expenses incurred for the purposes of providing education to special children at the Schools in Nerul (Navi Mumbai) and Mulund are classified as expenses relating to Objects of the Trust

Expenses incurred for the purposes of providing education to special children, at the Central Support Office and for administrative purposes are classified as Establishment Expenses.

The Trust derives income mainly from collection of fees from students, donations and interest earned on Bank deposits. The Trust does not get any government aid or grant.

The operations for the Financial Year, April 2013 to March 2014 have resulted in a deficit of Rs. 35.65 lacs, on an overall basis. The cash deficit (net of depreciation) is Rs. 25.79 lacs. The main reason for this deficit is

because of a significant fall in the donations that were generated. The Trust does not receive any grants or donations from Government or Semi-Government entities. The general condition of business and industry during this period has been very negative and slow. Consequently, the exercise for generating donations was hugely constrained.

The Trust has done well in containing expenses. Despite the deficit, the Trust has managed to provide for annual increments and the contributory Provident Fund and ensure no delays in payment of salaries to the staff. Barring the increase in remuneration to teachers, therapists and support staff, other costs have been consistent with the rate of inflation. In the case of establishment expenses incurred by the Central Support Office, there has been a decrease of 13 percent compared to the previous year. The Trustees are hopeful of enhancing contributions and donations in the forthcoming Financial Year.

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 2014**

- | | |
|---|-----------|
| (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; | 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. | NO |

Kindly refer to
Notes on
Accounts

MUMBAI
DATE: 06th June 2014

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 31.03.2014
Name of the Public Trust: **THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)**
Registered No. **E-700 (BOM)**

- | | |
|--|--|
| I. Income as shown in the Income and Expenditure Account (Schedule IX) | |
| II. Items not chargeable to Contribution under Section 58 and Rules 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 .. | |

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: June 6, 2014
Chartered Accountants
Auditor

Dated: June 6, 2014
Trustee

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI REG. NO. E-700(BOM) BALANCE SHEET AS ON 31.03.2014			
	Annexure	Current Year 2013-2014 (Rupees)	Previous Year 2012-2013 (Rupees)
Sources Of Funds			
Capital			
Trust Fund		14,663,131.89	14,540,631.89
Specific Donation	1	2,046,202.00	902,832.00
		16,709,333.89	15,443,463.89
Reserves & Surplus			
Opening Balance		2,081,639.92	2,939,303.11
Add: Surplus/(Deficit) for the period		(3,565,583.01)	(857,663.19)
		-1,483,943.09	2,081,639.92
Total		15,225,390.80	17,525,103.81
Application of Funds			
Fixed Assets			
Gross Block		10,159,041.00	10,917,107.00
Less: Accumulated Depreciation		986,758.60	1,047,136.00
Net Block		9,172,282.40	9,869,971.00
Investments	3	4,555,000.00	4,500,000.00
Current Assets , Loans & Advances			
Cash & Bank Balance	4	1,464,866.70	3,146,542.81
Deposits	5	112,222.00	104,688.00
Loans & Advances		4,851.70	4,121.00
		1,581,940.40	3,255,351.81
Less: Current Liabilities & Provisions			
Profession Tax		0.00	10,125.00
Provident fund		83,832.00	90,094.00
Refundable Deposit		0.00	0.00
		83,832.00	100,219.00
Net Current Assets		1,498,108.40	3,155,132.81
Total		15,225,390.80	17,525,103.81

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

As per our report of even date

FOR AALOK MEHTA & CO
Chartered Accountants

sd/-
TRUSTEES
PLACE: MUMBAI

sd/-
TRUSTEES

sd/-
Aalok Mehta
Proprietor

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI REG. NO. E-700(BOM) INCOME & EXPENDITURE ACCOUNT FOR PERIOD 01/04/2013 TO 31/03/2014			
EXPENSES		INCOME	
PARTICULARS	2013-2014	2012-2013	PARTICULARS
EXPENSES ON OBJECTS OF TRUST (As per Annexure 6)	11,843,521.70	10,159,043.50	Donation
			Individual
			Corporate
			Trust
			E-Charity
ESTABLISHMENT EXPENSE	1,130,541.94	1,298,244.00	
			Fees
			Tuition
			Term
			Administration
			Other fees
			Computer
			Other Income
			Occupational Therapy
			Interest on FD
			Vocational Center
			Bank Interest
			Income from Garden projects
			Telephone Collection
			Scrap Sales
Total Expenses	12,974,063.64	11,457,287.50	Total Income
			Excess of Expenditure over Income
Total	12,974,063.64	11,457,287.50	Total

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

sd/-
TRUSTEES
PLACE: MUMBAI

sd/-
TRUSTEES

sd/-
AALOK MEHTA
PROPRIETOR

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI REG. NO. E-700(BOM) Annexure-1 Schedule for Specific Donation 2013-2014					
Sr.No	Particulars	Capital/Revenue	Opening Balance Amount (Rs)	Addition Amount (Rs)	Utilised Amount (Rs)
1	Occupational Therapy	Revenue	35,376.00	336,220.00	330,199.00
2	Furniture	Capital	433,102.00	0.00	116,500.00
3	Garden Project	Revenue	2,956.00	49,200.00	52,156.00
4	Marathon	Revenue	431,386.00	1,320,305.00	61,500.00
5	Events	Revenue	0.00	27,026.00	0.00
	Total		902,832.00	1,732,751.00	509,381.00
					2,046,202.00

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO
Chartered Accountants

TRUSTEES

Aalok Mehta
Proprietor
Membership No: 114930

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 31/03/2014					
Sr.No	Name of the Assets	Opening balance	Additions during the year	Total	Net Amount
1	Attendance System	26,445.00	0.00	26,445.00	23,800.00
2	Audiometer	5,650.00	0.00	5,650.00	5,085.00
3	Building at Nerul	7,227,679.00	0.00	7,227,679.00	6,504,911.00
4	Canon Copier Machine	26,761.00	0.00	26,761.00	24,085.00
5	Computer	1,032,960.00	0.00	1,032,960.00	929,714.00
6	Educational Books	1,352.00	0.00	1,352.00	1,217.00
7	Equipments	502,236.00	4,000.00	506,236.00	455,659.00
8	Furniture & Fittings	725,499.00	0.00	725,499.00	631,216.00
9	Hearing aids	18,517.00	275,760.00	294,277.00	905,997.00
10	Leasehold Land	211,909.00	0.00	211,909.00	16,665.00
11	Library Books	3,955.00	0.00	3,955.00	3,560.00
12	Occupational Therapy	34,821.00	0.00	34,821.00	39,708.00
13	Portable Cabin	11,021.00	0.00	11,021.00	11,157.00
14	Steel Cupboards	5,978.00	0.00	5,978.00	5,380.00
15	Teachers Learning Aids	6,889.00	0.00	6,889.00	6,380.00
16	Toys	3,393.00	0.00	3,393.00	3,045.00
17	Water purifier	6,689.00	0.00	6,689.00	6,020.00
18	Water filler				
19					
20					
	Total	9,869,971.00	289,070.00	10,159,041.00	9,172,282.40

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



Annexure 3				
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI				
REG NO E-700(BOM)				
SCHEDULE FOR INVESTMENT				
Sr.No	Particulars	2013-2014 Amount (Rs)	2012-2013 Amount (Rs)	
1	Fixed Deposit With Central Bank of India HDFC	4,305,000.00	3,250,000.00	
2		250,000.00	1,250,000.00	
	Total Deposits	4,555,000.00	4,500,000.00	

ANNEXURE 4						
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI						
REGD NO E-700(BOM)						
SCHEDULE FOR CASH & BANK BALANCES						
PARTICULARS	2013-2014		2012-2013			
	CASH	BANK	CASH	BANK	AMOUNT (Rs)	AMOUNT (Rs)
Head office						
Cash in hand	0.00					
HDFC		157,459.52				
Central Bank of India		553,463.44				
ICICI Bank		143,312.26				
					854,235.22	
NERUL BRANCH						
Bank of Maharashtra		38,936.41				
Punjab National Bank FCRA Ac		276,757.70				
Punjab National Bank		135,431.30				
Cash	0.00					
					451,125.41	
MULUND BRANCH						
Saraswat Co-op Bank Ltd		36,302.77				
Punjab National Bank		123,203.30				
Cash	0.00					
					159,506.07	
					0.00	
					0.00	
Total	0.00	1,464,866.70	0.00	1,464,866.70	3,146,542.81	3,146,542.81

Annexure 5			
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI			
REG NO E-700(BOM)			
SCHEDULE FOR DEPOSITS			
Sr.No	Particulars	2013-2014 Amount (Rs)	2012-2013 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	61,278.00	61,278.00
5	Events	7,534.00	0.00
	Total	112,222.00	104,688.00

Annexure 6						
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI						
REG. NO. E-700(BOM)						
EXPENSES ON OBJECT OF TRUST						
PARTICULARS	2013-2014			2012-2013		
	NERUL	MULUND	TOTAL	NERUL	MULUND	TOTAL
Teachers & Therapists						
Special Educators	3,574,789.00	1,825,766.00	5,400,555.00	3,310,848.00	1,816,041.00	5,126,889.00
Provident Fund	287,871.00	191,515.00	479,386.00	325,462.00	218,053.00	543,515.00
Salary	267,391.00	271,057.00	538,448.00	115,970.00	119,937.00	235,907.00
Office Attendants	512,369.00	699,466.00	1,211,835.00	488,743.00	585,130.00	1,073,873.00
Fees to Specialists	914,139.00	844,455.00	1,758,594.00	293,525.00	414,305.00	707,830.00
Animal Assisted Therapy	192,810.00	147,725.00	340,535.00	99,369.00	108,755.00	208,124.00
Staff Welfare	49,546.00	44,335.00	93,881.00	52,705.00	39,601.50	92,306.50
Conveyance	32,012.00	17,421.00	49,433.00	37,900.00	56,405.00	94,305.00
Training	1,328.00	350.00	1,678.00	9,125.00	3,000.00	12,125.00
Solar Art Project	0.00	63,164.00	63,164.00	0.00	0.00	0.00
Art Based Therapy	1,718.00	4,102.00	5,820.00	0.00	0.00	0.00
Abacus Programme Therapy	2,500.00	0.00	2,500.00	0.00	0.00	0.00
Occupational Therapists	0.00	0.00	0.00	25,000.00	0.00	25,000.00
Honorarium	128,173.00	0.00	128,173.00	0.00	0.00	0.00
Total A	5,564,446.00	4,109,356.00	9,673,802.00	4,759,187.00	3,361,267.50	8,120,454.50
Operating Cost						
Repairs & Maintenance	232,067.00	51,263.00	283,330.00	170,342.00	11,646.00	181,988.00
Security Charges	202,248.00	99,540.00	301,788.00	190,031.00	96,988.00	287,017.00
Printing & Stationery	33,519.00	38,817.00	72,336.00	45,517.00	18,585.00	64,102.00
Electricity Charges	108,860.00	61,420.00	170,280.00	110,530.00	64,350.00	174,880.00
Telephone Charges	18,515.00	16,784.00	35,299.00	15,711.00	20,730.00	36,441.00
Cleaning & Housekeeping	6,936.00	7,149.00	14,085.00	15,356.00	6,757.00	22,113.00
Water Charges	3,991.00	0.00	3,991.00	7,025.00	740.00	7,765.00
Postal Expenses	445.00	467.00	912.00	360.00	300.00	660.00
ISO Maintenance Charges	56,612.00	54,773.00	111,385.00	42,879.00	41,340.00	84,219.00
Inspection Charges	600.00	0.00	600.00	600.00	0.00	600.00
Rent	0.00	11,160.00	11,160.00	0.00	30,000.00	30,000.00
Total B	662,893.00	341,373.00	1,004,266.00	598,351.00	291,434.00	889,785.00
Other Cost						
Depreciation	818,486.00	56,213.00	874,699.00	891,393.00	61,200.00	952,593.00
Advertisement Expenses	4,720.00	4,716.00	9,436.00	250.00	0.00	250.00
Computer Expenses	34,558.00	28,500.00	63,058.00	34,010.00	18,045.00	52,055.00
Garden Project	12,897.00	0.00	12,897.00	0.00	0.00	0.00
Events	3,482.00	22,368.00	25,850.00	25,708.00	11,571.00	37,279.00
Expenses for Vocational Center	46,304.00	12,039.00	58,343.00	31,994.00	12,400.00	44,394.00
Public Relation Expenses	915.00	339.00	1,254.00	871.00	0.00	871.00
Property Tax	37,432.00	0.00	37,432.00	37,432.00	0.00	37,432.00
Books and Periodicals	4,980.00	3,346.00	8,326.00	1,299.00	289.00	1,588.00
Uniform Expenses	28,844.00	29,404.00	58,248.00	230.00	0.00	230.00
Bank Charges	4,665.70	2,465.00	7,130.70	1,120.00	2,332.00	3,452.00
Marathon Expenses	4,550.00	4,200.00	8,750.00	0.00	0.00	0.00
Registration expenses	0.00	0.00	0.00	4,385.00	0.00	4,385.00
Transportation charges	0.00	0.00	0.00	10,000.00	4,275.00	14,275.00
Total C	1,001,833.70	163,620.00	1,165,453.70	1,036,692.00	110,112.00	1,146,804.00
Total Expenses D=A+B+C	7,229,172.70	4,614,349.00	11,843,521.70	6,396,230.00	3,762,813.50	10,159,043.50

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

Annexure 7

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

ESTABLISHMENT EXPENSE

PARTICULARS	2013-2014	2012-2013
Administrative Salary	440,941.00	435,442.00
Prison Fund	20,445.00	83,496.00
Consultancy/Professional Charges	148,964.00	149,483.00
Printing & Stationery	25,459.00	30,279.00
Depreciation	112,059.00	94,543.00
Telephone Charges	28,184.00	26,546.00
Expenses on Donation Generation	11,652.00	14,013.00
Web Designing Charges	8,988.00	65,505.00
Computer Expenses	63,879.00	28,199.00
Conveyance	13,795.00	26,929.00
Property Insurance	32,133.00	31,989.00
Advertisement & Social Marketing	39,917.00	37,801.00
Rent	0.00	1,234.00
Electricity Charges	29,515.00	20,205.00
Membership & Subscription Fees	750.00	250.00
Staff Welfare	22,020.00	22,207.00
Repairs & Maintenance	36,096.00	34,708.00
Training	4,500.00	50,840.00
Postal Expenses	18,260.00	16,170.00
Cleaning & Housekeeping	11,173.00	10,267.00
Public Relation Expenses	15,929.00	3,560.00
Audit Fees	6,180.00	5,500.00
Books and Periodicals	0.00	650.00
ISO Maintenance	27,875.00	52,202.00
Internet Charges	6,300.00	5,850.00
Events/Marathon	0.00	36,234.00
Bank Charges	1,511.94	2,433.00
Balance Written Off	0.00	11,709.00
Transportation Charges	2,000.00	0.00
Uniform Expenses	2,016.00	0.00
Total	1,130,541.94	1,298,244.00

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

NOTES FORMING PART OF THE ACCOUNT FOR THE YEAR ENDED MARCH 2014

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

FORAALOK MEHTA & CO.
CHARTERED ACCOUNTANTS

TRUSTEES
Sd/-

TRUSTEES
sd/-

AALOK MEHTA
PROPRIETOR
sd/-

MUMBAI
DATE: 06th June, 2014



Cultural Day: Children performing on stage

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



DONATION FORM

Yes, I want to donate for ☐ General ☐ Therapy ☐ Events

PAYMENT INFORMATION:

Please accept my donation of:

☐ ₹ 2000 ☐ ₹ 5000 ☐ ₹ 10000 ☐ ₹ 20000 ☐ ₹ _____
(Any other amount)

Mode of Payment:

1. Payment by Cash/DD/Cheque. (In favour of "The Indian Council for Mental Health")

Cheque No. _____ Dated _____ Drawn on (Bank) _____

2. Payment by Direct Deposit into following Account: _____ Date: _____

Punjab National Bank FCRA A/c: 3502000100124039 CIDCO, Administrative Building, Sector 1, Vashi Navi Mumbai.

Central Bank of India A/c: 1146040417 Address: SVP Road, Girgaon, Mumbai 400 004.

Name: _____

Address: _____

Date of Birth _____ Mobile No: _____ Telephone No.: _____

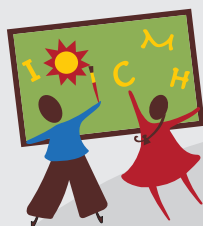
Email ID: _____ PAN No: _____ (Mandatory)

(This data and contribution will be kept strictly confidential)

IMPORTANT NOTE:

- * 80G Certificate are issued for donations above ₹ 500.00
- * Cash to be handed over to only those who have identity proof of ICMH or an authority letter duly signed and stamped by us.

Registered Office: UPM School Building, 1st Khetwadi Lane, SVP Road, Girgaon, Mumbai - 400 004.
Tel: 022 - 23855205 / 23861087 Email: icmh11@gmail.com
Website: www.icmh.org.in



ISO 9001:2008
Certified

Registered Office:

The Indian Council for Mental Health (Hygiene)
UPM School Building, 1st Khetwadi Lane, SVP Road, Girgaon, Mumbai - 400 004
Tel.: 022 23855205 / 23861087 Email: icmh11@gmail.com
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: skillsandability@gmail.com

Skills and Ability School

Municipal School Building, Next to Kalidas Auditorium, P. K. Road, Mulund (West), Mumbai - 400 080
Tel.: 022 25921571 Email: skillsandabilitymulund@gmail.com