



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](mailto:icmh11@gmail.com)**  
**Website: [www.icmh.org.in](http://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](mailto: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](mailto:skillsandabilitymulund@gmail.com)**



ISO 9001:2008  
Certified

# The Indian Council for Mental Health (Hygiene)

## SKILLS AND ABILITY SCHOOLS

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



## ANNUAL REPORT 2014 - 2015





ISO 9001:2008 Certified

# 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 since 1953 striving to achieve professional excellence in all its activities. The focus has been to provide care and education to children with developmental disabilities. This is done through two special schools situated in Nerul (Navi Mumbai) and Mulund (a north-eastern suburb of Mumbai). ICMH ensures that all teaching staff and therapists, who are the very backbone of the Organization, are adequately qualified and possess special skills to care for the children.

## 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.

## QUALITY POLICY

The Indian Council for Mental Health (ICMH) willingly accepts the challenge of helping the special children with developmental 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 endeavour 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 Systems.
- 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 / infra-structural resources.
- Provide quality facilities and infrastructure for the students.
- Maintain social values and obligation as an ethical NGO.

## DETAILS OF BOARD MEMBERS (AS ON MARCH 31, 2015)

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
Pushpa K. Singhvi	Female	Honorary Secretary	Advocate and Social Worker	1/3
Madhubala Kajle	Female	Honorary Treasurer	Senior Counsel, Government of India	3/3
Dr. Abdul - Karim M. Naik	Male	Trustee	Psychiatrist	0/3
Shailaja Mulay	Female	Trustee	Educationist	0/3
Manisha Khakhar	Female	Trustee	Social Worker	1/3
Virendra Kelkar	Male	Trustee	Consultant - Quality and ISO	3/3
Farida Bagasrawala	Female	Trustee	Counselor and Educator	2/3
Preeti Misra	Female	Trustee	Social Worker	0/3

= None of the Members of the Board are related to each other.

= The Board met during the Financial Year 2014-2015 on June 10, 2014, January 20, 2015 and March 31, 2015.

= Minutes of the Board Meetings are documented and were circulated to each Member.

## MANAGING COMMITTEE

1. Mr. T. N. V. Ayyar  
3. Mr. Virendra Kelkar  
5. Ms. Amita Fernandes

Chairman  
Honorary Treasurer  
Manager- Central Support Office

2. Mr. Zarir Master  
4. Ms. Farida Bagasrawala  
6. Ms. Reshma Mathew

Honorary Managing Trustee & Vice Chairman  
Trustee  
Headmistress – Nerul School

## TRUSTEES' REPORT

The process of consolidation of activities, started a year ago, continued. Progress had certainly been made in all the initiatives that were taken on by the Special Committee created a year ago.

The year under review commenced with 201 children on the rolls supported by forty two Special Educators, three Occupational Therapists, one Speech Therapist, four Counselors eight Administrative personnel and a Consultant who designs specialized curriculum, and twenty four helpers totaling staff strength of eighty three persons.

As a result of the special projects undertaken in the earlier year, it became evident that each child is at a different level and has to have a specially designed curriculum. Thus, the need for a Consultant to work on this new aspect was considered. The outcome has been rewarding. Academic and functional goals were set for each student who managed to achieve up to ninety percent with good performance. Three students were transferred to regular schools. Identified students reached the A, B, C and D Level of the Pratham Program, appeared in their respective examinations and passed out. Nine students are being prepared to appear for the equivalent of Standard X.

During the year under review, the task of making computer education available to all students was taken forward, particularly at the Nerul School. There were sixty four students who accessed computer resources. The Computer Laboratory was also spruced up further to provide an atmosphere more interesting and without any technical malfunctioning. Internet facilities were available to enable students to have elementary knowledge of the World Wide Web. Optimum usage of **Kyan**, special projector equipment, was made so that studying could be more interesting and interactive for the students. **Kyan** was offered to even those students who had not opted for Computer as a subject. The importance of computers in the modern world is acknowledged. As such, the process of making computer education a compulsory subject of the curriculum for all students from the next Academic Year has been initiated. The computer curriculum is need based and also decided by the level of the child. Basic knowledge of computers is imparted and greater focus on more functional skills is stressed to the students. MS-Office Suite (MS-Word, MS-Excel and MS-PowerPoint) is offered to the students who are ready for the Pre National Institute of Open Schooling (NIOS) classes. Twenty five hearing impaired students were imparted computer training during the year. Out of these, four students appeared for the ICT Board X Examination. The introduction of the Internet facility helped them to a great extent in learning about Blogs, Geogebra and e-map. As the students continue to access the computer facility provided by the School, the fear of computers is expected to disappear and they are expected to enjoy it more and more.

The quality policy of ICMH is to help special children get their rightful place in society. This can be fulfilled by enabling them to be personally, socially and vocationally independent. To achieve this goal, a well designed training program has been planned and implemented at different levels starting from Early Intervention Group (EIP), Learning Readiness (LR) and Autism, Pre primary, NIOS and Pre vocational classes and functional Vocational Training Centers.

Pre vocational training is provided to children within the age group of thirteen to seventeen years. The main objective is to impart training for the development of Functional Academics, Personal-social, safety and work readiness skills thus preparing them for the Vocational class.

**The teachers of Pre-primary, Prevocational and Vocational classes were given special Functional Academics curricula to be added as part of the project to be followed in the year under review.** The focus of a functional curriculum is the enhancement of independence through the teaching of functional life skills. The curriculum emphasizes life skills that children and youth with moderate or severe cognitive disabilities require in their current environments and will need in future situations. Life skills highlighted in this program include personal care, social skills, money identification and management, communication skills, food preparation, recreation and leisure.

Students over the age seventeen are trained at the Vocational Center. The aim of vocational training is develop and impart life skills to students which will enable them to integrate within society by means of employment and to make them economically independent. The main objectives of the vocational class are to develop work habits and right attitudes towards work, to impart training for

development of personal skills, social skills and functional academics, to enable the students to successfully generalize the skills learnt in a classroom environment to daily life and work situations and to develop skills to work in a group or as a team.

The Skills and Ability School at Nerul has fully functional Pre Vocational and Vocational classes with a total number of seventeen students and three teachers. At the School in Mulund, the activities are restricted due to acute shortage of space.

The Vocational class is focused on training the students to make quality products independently. The products include making of files, envelopes, paper bags, gift bags, greeting cards, dusters, glass, candle and leaf painting. Weaving (loom) and a garden project is also a part of vocational training. Every class has been allotted a vocational activity according to the level and ability of the students. The final goal is to ensure that the students learn to make the products independently which are displayed for sale during the Diwali Mela and other events.

At both the Schools, we continued to provide several free therapies. Animal Assisted Therapy, which has been one of our regular offerings over seven years now, continued to be a star performer. Art Becomes Therapy that is a basket of a variety of art – drawing, painting, music, dancing – helped children in many positive ways. Occupational Therapy, Speech Therapy and Yoga were also on the list. Our specially trained team of Counselors was ever present to help the children, the teachers and even parents in times of any difficulty.

During the year under review, the Skills and Ability Schools conducted the annual Sports Day and the cultural program on the Annual Day. The children participated with gusto as parents; friends and donors encouraged them for their efforts. Other events were also held on important occasions such as Independence Day, Republic Day, World Disabled Day, Teachers' Day, Diwali and Christmas.

As in earlier years, we participated in the Standard Chartered Mumbai Marathon which has become a very important event for the Organization for raising much needed funds.

The Trustees recognized the need to provide additional security at the Schools apart from watchmen. Closed Circuit Television (CCTV) has been installed at both locations. We have had no untoward incidents during the year.

As the image of the Schools and its work broadens, we have been recognized by other educational establishments. Four students from the South Indian Education Society (SIES) College were accepted at the Mulund School for their internship program. Interns from IGNOU, pursuing their Masters degree in Counseling are with us since January 2015. Additionally, the Pratham Authorities had nominated the Nerul School as an examination center for special students from seven other institutions.

As an innovative initiative, we introduced trophies and certificates to acknowledge the best teachers and students at each School. Distribution of awards was undertaken on the Annual Day.

The Navi Mumbai Municipal Corporation opened a special school in Navi Mumbai catering to children with disabilities with particular emphasis on hearing impairment. In the first instance, they were able to poach on our teaching staff with attractive salary packages. Next, they offered free education, books, food and transport to children. Due to our continuing financial deficiencies, we lost a lot of our staff and students. As we have stated in all earlier reports, **ICMH remains unaided by any government grants or support. We conduct our Organization through our own efforts and the kind donations from sympathizers.** In the first year thereafter, we felt the actual impact of continuing the Hearing Impaired Section at the Nerul School. After serious deliberations, the Board of Trustees decided to shut down the Section at the end of the Academic Year, 2015. Whilst teachers were assured continuation of service, parents of the students were advised of the decision one year in advance so that they would have sufficient time to make alternative arrangements.

In the past, several requests were made by parents of the School in Nerul to consider starting a child guidance and counseling center. Consequent to the closure of the Hearing Impaired Section, the Management gave due consideration to this and other possible initiatives. Finally, with the consent of the Board, it has been decided to start a Child Guidance and Counseling Center after 1400 hours every day. This Center would be offering many services including, occupational and speech therapy and counseling services to children and adults. This Center is scheduled to be inaugurated in July 2015 under the aegis of the Trust.





# THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

## TRUSTEES' REPORT CONTINUED

No report can be complete without a mention of the hard work, devotion, dedication, honesty and integrity and, most of all the patience of the members of Team ICMH. It makes us proud to say 'thank you' to each and every member for their individual inputs towards the achievement of predetermined Organizational goals. Special mention must be made to acknowledge:

- ✓ **The Municipal Corporations of Greater Mumbai and Navi Mumbai** for their continued support and empathy.
- ✓ **The media** for their understanding and sympathetic approval of our activities.
- ✓ **Our Bankers at all locations** for their total support and understanding.
- ✓ **CIDCO** for their support.
- ✓ **Students from Shah and Anchor Kutchhi Engineering College** who did volunteering work for our Annual Day, held at Vishnudas Bhawe Hall, Vashi. They also conducted a Drawing Competition in the School. Their leader, **Ms. Rama Iyer** sponsored trophies for the best students for the year 2014 – 2015 on our Annual Day.
- ✓ **The team from the Accenture Group** that has helped our children at the Mulund location by training them on the basics of computers.

- ✓ **The team from Pidilite**, who assisted us at the Mulund School, under their **Fevicol Champions Club Project**.
- ✓ Our Statutory Auditors, **Aalok Mehta & Co, Chartered Accountants**.
- ✓ **Satguru Consultants and its ISO Team**
- ✓ **All our Volunteers at both Schools** who provide love and assistance.

Most importantly, we place on record our sincere appreciation and gratitude to **every one of our Donors**, who have helped us to overcome continuing formidable financial constraints with special mention of **Kotak Mahindra Bank Limited** for partnering us for the Standard Chartered Mumbai Marathon, **United Way of Mumbai, Charities Aid Foundation, Concern India Foundation, Asian Paints Limited, Nergesh Khurshedji Dady Public Charitable Trust, Millennium Developers Private Limited, Global Foundation, Zensar Technologies, Dangold Investment Corporation, Apcotex Industries Limited** and **Mr. Nihar Ruia** for their continued financial assistance. And, a very special vote of thanks to our friend who wishes to remain anonymous for the eighth year for this fully sponsored report.

## MANAGEMENT OF OPERATIONS

It is now seven years since the Trust was certified as an ISO 9001:2008 Organization. Throughout this period, there has neither been any non-conformity nor adverse comments. As a matter of principle, the ISO Team has been requested, at spaced intervals, to conduct reviews as a result of which existing formats, systems, procedures and processes are studied and altered, eliminated or created in accordance to changing needs and continue to be in a constant state of evolvement so that it is user- friendly and encompasses the latest trends. As a proactive measure, the system is such that it avoids potential risks that may occur in any aspect of the work. The emphasis is always on "customer satisfaction" which is based on the feedback from parents at both Schools. We are totally motivated to strive for excellence in all operations and the focus has been on quality education through varying techniques, nurturing a friendly and ethical culture. We will be coming up for re-certification once again during the forthcoming Financial Year. All systems are at a stage of maturity.

**The continuing financial condition has made it necessary to exercise stricter controls on expenses. Our income from tuition**

**fees and donation hardly meets expenses. Our emphasis has always been to remunerate the teaching staff to the best of our ability. At the same time, we ensure that back office staff and members of the Central Support Office are kept to the barest minimum as these are indeed cost centers. Despite this, we find that out of our total expenses for the year, sixty nine percent are only towards staff salaries!** We have a formal system of preparing annual income and expenditure budgets for each location and reviews are conducted by members of the Board of Trustees at spaced intervals and course corrections, if any, are implemented.

We have had a system of appraisals in place for several years based on which all staff is evaluated for performance twice in each year. During the year being reviewed, some of the Committee Members undertook to review and update the format to make it more staff and management-friendly. As always, the emphasis is on performance, competency and discipline and it is based on these norms that career growth is measured and rewards given.

In order to maintain ideal working conditions, some members of the Board of Trustees meet up with the entire staff of all locations once in each semester. Similarly, meetings with parents at both Schools are conducted twice a year when free and frank opinions are exchanged. A Management Committee has also been created with active members of the Management. There are, at an average, six meetings every year when all activities, plans for the future are discussed and guidance given wherever required.

As always, transparency of all operations has been of prime importance. Fortunately, our systems, procedures and processes are well in place and monitored at all times. Regular internal audits are conducted at all locations not only by our Internal Auditor but also by the ISO Team. Further, only selected persons are authorized to sign on behalf of the Organization within specified, predetermined limits. And, for any financial transaction or purchase, Trustees have been nominated to handle such matters.



## ACADEMIC AND SCHOOL ACTIVITIES

During the year being reviewed, we continued with our existing activities. Here are some highlights:

### ACHIEVEMENTS WITH ANIMAL ASSISTED THERAPY



ICMH has been offering Animal Assisted Therapy to the children at both Schools for eight years now. It has been found that it has given astoundingly positive results.

One of the children at Nerul School has a global developmental delay. He has poor motor coordination, no speech and poor vision. He was initially scared of the therapy dog, Zoey, and used to find it over stimulating if the dog licked him. He would also get nervous, if the dog moved around a lot. However, after a few sessions, he began to enjoy Zoey's company and liked petting her and lying down near her. The therapists taught the child to use gestures to ask for things. One particular activity the child enjoyed was feeding the dog. He would clap his hands in delight each time the dog ate the biscuit. He now follows instructions well and is able to locate the biscuit box, carry it to the dog, unscrew the top and feed the dog by himself. He was also shown how to walk the dog as this would help him with his motor co-ordination skills. He began to look forward to this task and is now able to climb stairs with minimal help and walk the dog without falling. He looks forward to his sessions and recognizes things in the room like the fish tank, trampoline, cycle and ball and can use flash cards effectively.

One of the children selected at Mulund School for Animal Assisted Therapy had poor speech and comprehension. She had difficulty following instructions and was resistant towards all activity. At first, she was apprehensive around Happy, the therapy dog. The child was encouraged to communicate with the dog, ask questions and tell the dog what she was doing in class while giving eye contact. She was also made to teach colors and alphabets to Happy during the sessions. Slowly, she has become fond of the dog and she enjoys coming for sessions now. She likes to play with Happy and has even started to initiate activities.



### VOCATIONAL CLASS

The quality policy of the ICMH is to help special children to get their rightful place in society. This can be fulfilled by enabling them to be personally, socially and vocationally independent. To achieve this goal,

a well designed training program has been planned and implemented at different levels starting from Early Intervention Group (EIP), Learning Readiness (LR), Autism class, Pre primary class, NIOS class, Pre-vocational and Vocational class.

Pre-vocational training is provided to children within the age group of thirteen to seventeen years. The main objective is to impart training for the development of Functional Academics, Personal-social, safety and work readiness skills thus preparing them for the Vocational class.

The teachers of Pre-primary, Pre-vocational and Vocational classes were given special Functional Academics curriculum to be added as part of the project to be followed this year. The focus of a functional curriculum is the enhancement of independence through the teaching of functional life skills. The curriculum emphasizes life skills that children and youth with moderate or severe cognitive disabilities require in their current environments and will need in future situations. Life skills highlighted in this program include personal care, social skills, money identification and management, communication skills, food preparation, recreation and leisure.

Students over the age seventeen are trained at the Vocational Center. The aim of vocational training is develop and impart life skills to students which will enable them to integrate within society by means of employment and to make them economically independent. The main objectives of the vocational class are:

- To develop work habits and right attitudes towards work.
- To impart training for development of personal skills, social skills and functional academics.
- To enable the students to successfully generalize the skills learnt in a classroom environment to daily life and work situations.
- To develop skills to work in a group or as a team.

The Skills and Ability School at Nerul has fully functional Pre Vocational and Vocational classes with a total number of seventeen students and three teachers.



The Vocational class is focused on training the students to make quality products independently. The products include making of files, envelopes, paper bags, gift bags, greeting cards, dusters, glass, candle and leaf painting. Weaving (loom) and a garden project is also a part of vocational training. Every class has been allotted a vocational



activity according to the level and ability of the students. The final goal is to ensure that the students learn to make the products independently which are displayed for sale during the Diwali Mela and other events.

ICMH is a firm believer that learning is a never-ending process. In order to ensure that the staff is always aware of the latest trends, the Management arranges internal; and external workshops and seminars regularly. In the year under review, some of these related to topics like Family Integration and Daily Living, Psychometric Testing and Personality Disorders, Professional Development, Managing Behavioral Issues and Skills for Adolescence. Depending on relevance, parents were also invited for specific sessions.



## OCCUPATIONAL THERAPY



Occupational Therapy is one of the free services provided at the Schools to some of the children who are in need of special care. Over the years, many milestones and general good results have been reported. Here are some case studies pertaining to achievements during the year being reviewed.

Ram, at age eleven years and nine months and an IQ of 65 is a case of Hyperkinesias with mild mental retardation, was a hyperactive child with plenty of behavioral problems when he started with occupational therapy treatment this year. His motor control, coordination, low endurance and poor dynamic balance were the major physical issues, coupled with vestibular and proprioceptive sensory processing disorder. He had a very low attention span and concentration. After a year of continuous occupational therapy intervention, which included peripheral neuromuscular facilitation techniques, isometric exercises, behavioral techniques like positive reinforcement, reflex inhibiting techniques, along with fine motor and ADL training; today, the student has shown a remarkable improvement. His motor control and physical endurance is a lot better, his sensory processing has improved and he is more attentive and cooperative. He participates actively in all his activities of daily living. As a result, now, he is seen as a helping and playful child in the classroom, who takes up responsibilities of his younger classmates on his own. His parents have reported that he is a good elder brother at home. His parents are also very happy with the improvement he has shown so far. Yet, he has a long way to go but looking at the progress of the child has shown this is an achievement worthy to report.

## FUNCTIONAL ACADEMICS



*For life to go on—change is inevitable. Change is never easy especially when it involves a large number of individuals and an established system. Yet, change is necessary when innovative practices demonstrate greater effectiveness than past services. - NCERT*

As one more additional initiative, we introduced Functional Academics in the year under review. It is not that the concepts were not practiced in earlier times; it is just that we decided to focus on this very important aspect of daily school routine for our very special children in right earnest.

The Right to Education also includes children with special needs. Students with intellectual disabilities can use literacy and numeracy skills to some extent which are application oriented if they are given the right kind of training. Therefore, the instructional plan should include activities that lead to generalization of the learnt skills in various situations (home/school/neighborhood/community). This approach helps in preparing a person's intellectual disabilities to integrate smoothly in one's own communities. This would mean that the students' must be assessed not only for the current level but also the environment that s/he lives in.

The teachers of Pre-primary, Prevocational and Vocational classes at Skills and Ability School, Nerul, were given a special Functional Academics curriculum to be added as part of the project to be followed during the year under review. Functional skills are all those that a student needs in order to live independently. The final goal of special education should be for students to gain as much independence and autonomy as possible, whether their disability is emotional, intellectual and / or physical or a combination of two or more (multiple) disabilities.

Skills are defined as functional as long as the outcome supports the student's independence. The focus of a functional curriculum is the enhancement of independence through the teaching of functional life skills. The curriculum emphasizes life skills that children and youth with moderate/severe cognitive disabilities requires in the current and future environments. Life skills taught in the School include such skills as personal care, social skills, academic skills like reading and recognizing signs and symbols, filling forms (personal details), time concept, money identification and management, communication skills, community based instructions like using public transport, shopping, making choices in restaurants, crossing roads, food preparation, recreation and leisure.

# THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



Students in the School are taught these concepts by breaking them down to simple tasks (task analysis), modeling them, use of Applied Behavior Analysis, use of charts, flash cards and pictures and most importantly, by giving them hands on experience by taking them for educational visits to the Bank ATMs, fruit and vegetable markets, shopping malls, railway stations, the National park, gardens and also ensuring that the taught concepts and training is continued at home and in the community by giving the parents appropriate home programs.

In the first year of this special focus, the results have been excellent.



## DISABILITY WEEK

The observance of the Week aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well-being of persons with disabilities. It also seeks to increase awareness of gains to be derived from the integration of persons with disabilities in every aspect of life.

Various programs were planned and conducted as a part of the observance of the Disability Week. On the occasion of International Day of People with Disability, a rally was conducted by the Skills and Ability School. A total of 147 participants which included school staff, students, their parents and volunteers took part in the rally. Commencing from the School, it covered the main areas of Nerul Township including the Nerul railway station, bus stand, D. Y. Patil Hospital and SIES College Road Circle and back at the School. The Rally was given an adequate police escort. Various slogans were raised by the participants like **"WE WANT LOVE NOT PITY"** **"SEE OUR ABILITY, NOT OUR DISABILITY"**, **"I LIKE TO MOVE SLOWLY SO THAT I CAN ENJOY EVERY SINGLE MOMENT OF IT"** **"WE ARE DIFFERENT BUT NOT LESS"**. All the students participated enthusiastically, and in a disciplined manner.

A workshop was conducted by the therapists. The topic was **"Effectiveness of Home Program in Therapies for Special Children"** and its purpose was to explain the effectiveness of a home program in therapies for special children to parents. Forty parents attended the workshop. The idea for the seminar originated from the fact that therapy, when extended to outside environments, helps create generalization in behavior along with helping the child overcome various disabilities.



A medical camp was conducted during the Disability Week by Dr. Amit Vatar, Consultant Pediatric Neurologist and Epileptologist, D Y Patil Hospital. The aim of the camp was to screen the students for various developmental disorders and guide the parents to take appropriate measures to achieve positive outcomes. The camp was attended by forty seven parents and Dr Vatar examined each case thoroughly providing medical advice and correct medical facility guidance. The Board of Trustees, Staff and the parents express their gratitude to Dr, Vatar for this service so willingly extended to the children.

A Fancy Dress competition was also conducted as a part of Disability Week program. Various interesting themes were planned by the teachers and parents too were motivated to get involved. A majority of the students participated in the competition dressed in various colorful and fantastic theme-based costumes like fruits, vegetables, animals, nature, costumes representing Indian States and culture and Indian film stars. The various themes were given to the students so that they become aware of the environment around them. There were various lessons to be learnt from this activity. The goal was also to enable students to overcome stage fright and speak in front of an audience Ms.Rani Nambiar, an eminent Choreographer and Yoga Instructor, was the Chief Guest. The students performed with full zest and were encouraged by the parents and teachers and prizes were awarded to the winners.



## CHILDREN'S DAY



Children's Day was observed on November 14, 2014. The purposes of this event were to encourage the welfare of children by their caretakers - parents and teachers and to celebrate childhood, making it a special day for them by organizing fun games and other entertainment. It is also an attempt to make the children understand the significance of "Children's Day" in the Indian context. All the children of the School participated in the event.

The children attended School in colorful clothing. The activities include making charts depicting the significance of CHILDREN'S DAY. Fun games were organized by both teachers and parents. A magic show was arranged by Counselors which was great fun. Children, staff and parents were in splits watching the various mind boggling antics of the Magician. Mascots were also arranged by the Counselors who came as cartoon characters and mingled with the students. Students were thrilled to see their favorite cartoons 'Chota Bheem' and 'Mickey Mouse' and danced with them. Senior students from the National Institute of Open Schools (NIOS) danced to popular film music.



## PARENTS' DAY

Parents' Day is observed each year on July 19. The purpose of conducting this program is to give the parents an opportunity to celebrate their parenthood and interact with other parents, staff and students of the School. It is also an opportunity to orient the parents about the facilities provided by the School and the structure and functioning of the various sections of the School.

Participation was excellent with seventy six parents in attendance. A short cultural program by students (trained by the respective class teachers) which included performances like poem recitation, speech, songs and dance based on the theme of Parents' Day was the main event. The children had prepared greeting cards in advance, in the classrooms, for their parents and these were given to them as tokens of appreciation. A Workshop for the parents on the topic, "Importance of Vocational Training and Functional Academics for children with Special Needs" was conducted. Misconceptions of parents were suitably addressed resulting in good response and understanding. Parents appreciated the efforts taken to explain to them about the school structure, classes, how students are assessed and trained to be in the NIOS class or Pre-vocational class. The issues were successfully resolved.



## 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 NAORAJI ROAD, FORT, MUMBAI 400001

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  
₹ 22000.00      ₹ 20500.00      ₹ 18000.00
- = Monthly Remuneration of the lowest paid Staff Member: ₹ 4500.00
- = 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, 2015)

Gender	Paid Full Time	Paid Part Time	Paid Consultants	Unpaid Volunteers	Total
Male	15	0	2	2	22
Female	80	1	4	17	98
Total	95	1	6	19	120

## Annual Salary Plus Benefits to Staff (as on March 31, 2015)

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 2014 - March 2015)

### Nerul School

	Division A*		Division B**	
Age Group (Years)	Male	Female	Male	Female
0-5	1	1	1	1
6-10	21	16	3	4
11-15	23	13	4	4
16-20	15	3	4	2
21-25	1	1	0	1
26 yrs. and above	1	0	0	0
Total	62	34	12	12
	96		24	
Grand Total	120			

### Mulund School

	Morning Shift*		Afternoon Shift*	
Age Group (Years)	Male	Female	Male	Female
0-5	0	0	0	0
6-10	10	1	7	2
11-15	13	11	23	3
16-20	10	0	5	5
21-25	1	0	0	1
26 yrs. and above	0	0	0	0
Total	34	12	35	11
	46		46	
Grand Total	92			

\* Mentally Challenged    \*\* Hearing Impaired

# THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)



## FINANCIAL REVIEW FOR THE YEAR, 2014 - 2015

The accounting statements have been prepared in accordance with accounting practices and procedures prescribed under law for non-profit organizations.

The expenses incurred for the purposes of providing education to special children at the Schools in Mulund and Nerul (Navi Mumbai) are classified as 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 tuition fees from students, interest earned on Bank fixed deposits and donations. The Trust does not receive any aid or grant from the Government.

The operations for the Financial Year, April 2014 to March 2015 have resulted in a surplus of Rs. 6.73 lacs on an overall basis. The net deficit

(Net of depreciation) is Rs. 2.43 lacs. The recently announced compulsory Corporate Social Responsibility (CSR) contributions by Corporate Organizations will be a dependable source of support in the future. The Trust does not receive any grants or donations from the Government or Semi-Government entities.

The Trust has continued to do well in containing expenses. Despite the deficit, the Trust has managed to provide for annual increases in remuneration and contributory Provident Fund. Further, the Trust has ensured that all payments to staff and other suppliers were settled in time and without delay. Barring the increase in remuneration to teachers, support staff and fees to therapists, costs have been consistent with the rate of inflation. In the case of establishment expenses at the Central Support Office, these continue to be contained. The Trustees have every hope of augmenting contributions through donations in the next 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 **31<sup>st</sup> March 2015**

(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 meetings 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;	.....
(t) Any special matter, which the auditor may think fit or necessary to bring to the notice of the Deputy or Assistant Charity Commissioner.	.....

MUMBAI  
DATE: 06<sup>th</sup> June 2015

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 31.03.2015  
Name of the Public Trust: **THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)**  
Registered No. **E-700 (BOM)**

	Rs.	P	Rs.	P
<b>I. Income as shown in the Income and Expenditure Account (Schedule IX)</b>				
<b>II. Items not chargeable to Contribution under Section 58 and Rules 32:</b>				
(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,  
1<sup>ST</sup> KHETWADI LANE,  
S.V.P. ROAD, GIRGAUM,  
MUMBAI - 400 004

Dated: June 6, 2015

sd/-  
Chartered Accountants  
Auditor

Dated: June 6, 2015

sd/-  
Trustee





ISO 9001:2008 Certified

# THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI REG. NO. E-700(BOM) BALANCE SHEET AS ON 31.03.2015			
	Annexure	Current Year 2014-2015 (Rupees)	Previous Year 2013-2014 (Rupees)
<b>Sources Of Funds</b>			
<b>Capital</b>			
Trust Fund		14,716,244.89	14,663,131.89
Specific Donation	1	4,569,672.00	2,046,202.00
		19,285,916.89	16,709,333.89
<b>Reserves &amp; Surplus</b>			
Opening Balance		-1,483,943.09	2,081,639.92
Add: Surplus/(Deficit) for the period		673,537.11	(3,565,583.01)
		-810,405.98	-1,483,943.09
<b>Total</b>		<b>18,475,510.91</b>	<b>15,225,390.80</b>
<b>Application of Funds</b>			
<b>Fixed Assets</b>			
Gross Block		9,398,635.40	10,159,041.00
Less: Accumulated Depreciation		916,225.00	986,758.80
Net Block		8,482,410.40	9,172,282.20
<b>Investments</b>	3	8,765,000.00	4,555,000.00
<b>Current Assets , Loans &amp; Advances</b>			
Cash & Bank Balance	4	1,115,680.81	1,464,666.70
Deposits	5	106,998.00	112,222.00
Loans & Advances		5,421.70	4,851.70
		1,228,100.51	1,581,940.40
<b>Less: Current Liabilities &amp; Provisions</b>			
Provident fund		0.00	83,832.00
		0.00	83,832.00
<b>Net Current Assets</b>		1,228,100.51	1,498,108.40
<b>Total</b>		<b>18,475,510.91</b>	<b>15,225,390.80</b>

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 : 06/06/2015

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 01/04/2014 TO 31/03/2015					
EXPENSES			INCOME		
PARTICULARS	2014-2015	2013-2014	PARTICULARS	2014-2015	2013-2014
<b>EXPENSES ON OBJECTS OF TRUST</b> (As per Annexure 6)	11,932,432.75	11,843,521.70	<b>Donation</b>		
			Individual	1,949,780.59	1,046,846.00
			Corporate	4,627,197.00	1,490,650.00
			Trust	1,797,427.00	954,534.00
			E-Charity		7,965.00
<b>ESTABLISHMENT EXPENSE</b>	1,307,079.32	1,130,541.94		<b>8,374,404.59</b>	<b>3,499,995.00</b>
			<b>Fee</b>		
			Tuition	4,060,226.00	4,262,540.00
			Term	360,300.00	374,100.00
			Administration	184,400.00	201,180.00
			Other fees	195,830.00	183,070.00
			Computer	192,340.00	247,386.00
				<b>4,995,096.00</b>	<b>5,270,276.00</b>
			<b>Other Income</b>		
			Occupational Therapy		2,800.00
			Interest on FD	353,528.00	475,945.86
			Vocational Center	33,589.00	96,514.00
			Bank Interest	104,972.59	54,831.77
			Income from Garden projects	38,243.00	0.00
			Telephone Collection	0.00	112.00
			Scrap Sales	13,216.00	8,006.00
				<b>543,548.59</b>	<b>638,209.43</b>
<b>Total Expenses</b>	<b>13,239,512.07</b>	<b>12,974,063.64</b>	<b>Total Income</b>	<b>13,913,049.18</b>	<b>9,408,480.43</b>
<b>Excess of Income over Expenditure</b>	<b>673,537.11</b>	<b>0.00</b>	<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>3,565,583.01</b>
<b>Total</b>	<b>13,913,049.18</b>	<b>12,974,063.64</b>	<b>Total</b>	<b>13,913,049.18</b>	<b>12,974,063.64</b>

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO  
Chartered Accountants

sd/-  
TRUSTEES

sd/-  
TRUSTEES

sd/-  
AALOK MEHTA

THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI REG NO E-700(BOM) Annexure -1 Schedule for Specific Donation 2014-2015						
Sr.No	Particulars	Capital/Revenue	Opening Balance Amount (Rs)	Addition Amount (Rs)	Utilised Amount (Rs)	Closing Balance Amount (Rs)
1	Occupational Therapy	Revenue	41,397.00	150,000.00	191,400.00	0.00
2	Furniture	Capital	314,602.00	16,875.00	53,113.00	278,364.00
3	Garden Project	Revenue	0.00	49,610.00	49,610.00	0.00
4	Marathon	Revenue	1,690,203.00	932,835.00	79,150.00	2,543,888.00
5	USIS Project	Revenue	0.00	215,250.00	0.00	215,250.00
6	Animal Assisted Therapy	Revenue	0.00	350,000.00	317,830.00	32,170.00
7	Salary	Revenue	0.00	1,500,000.00	0.00	1,500,000.00
	Total		2,046,202.00	3,214,573.00	691,103.00	4,569,672.00

FOR THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE)

FOR AALOK MEHTA & CO  
Chartered Accountants

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 31/03/2015									
Sr.No	Name of the Assets	Opening balance	Additions during the year	Total	Rate of Depreciation	Depreciation	Net Amount		
1	Attendance System	23,800.00	0.00	23,800.00	10%	2,380.00	21,420.00		
2	Audiometer	5,085.00	0.00	5,085.00	10%	508.50	4,576.50		
3	Building at Nerul	6,504,911.00	0.00	6,504,911.00	10%	650,491.10	5,854,420.00		
4	Canon Copier Machine	24,085.00	0.00	24,085.00	10%	2,408.50	21,676.50		
5	Computer	929,714.00	15,600.00	945,314.00	10%	94,531.40	850,782.60		
6	Educational Books	1,217.00	0.00	1,217.00	10%	121.70	1,095.30		
7	Equipments	455,659.00	157,640.00	613,299.00	10%	61,329.90	552,020.00		
8	Furnishing & Trampoline	2,822.40	0.00	2,822.40	10%	282.24	2,540.16		
9	Furniture & Fittings	908,897.00	53,113.00	962,010.00	10%	96,201.00	865,809.00		
10	Heating System	1,067.00	0.00	1,067.00	10%	106.70	960.30		
11	Library	211,909.00	0.00	211,909.00	10%	21,190.90	190,718.10		
12	Library Books	3,560.00	0.00	3,560.00	10%	356.00	3,204.00		
13	Occupational Therapy	39,708.00	0.00	39,708.00	10%	3,970.80	35,737.20		
14	Portable Cabin	9,919.00	0.00	9,919.00	10%	991.90	8,927.10		
15	Steel Cupboards	11,157.00	0.00	11,157.00	10%	1,115.70	10,041.30		
16	Teachers Learning Aids	5,380.00	0.00	5,380.00	10%	538.00	4,842.00		
17	Toys	8,629.00	0.00	8,629.00	10%	862.90	7,766.10		
18	Typewriter	3,045.00	0.00	3,045.00	10%	304.50	2,740.50		
19	Water filter	6,020.00	0.00	6,020.00	10%	602.00	5,418.00		
	<b>Total</b>	<b>9,172,282.40</b>	<b>226,353.00</b>	<b>9,398,635.40</b>		<b>916,225.00</b>	<b>8,482,410.40</b>		

# 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	2014-2015 Amount (Rs)	2013-2014 Amount (Rs)	
1	Fixed Deposit With Central Bank of India	8,765,000.00	4,305,000.00	
2	HDFC	-	250,000.00	
	Total Deposits	8,765,000.00	4,555,000.00	

ANNEXURE 4				
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI				
REG NO E-700(BOM)				
SCHEDULE FOR CASH & BANK BALANCES				
PARTICULARS	2014-2015 CASH	2014-2015 BANK	2013-2014 CASH	2013-2014 BANK
Head office				
Cash in hand	0.00	22,661.82	0.00	157,459.52
HDFC		281,561.44		553,463.44
Central Bank of India		31,508.94		143,312.26
ICICI Bank				
NERUL BRANCH				
Bank of Maharashtra				38,936.41
Punjab National Bank FCRA A/c		389,531.61		276,757.70
Punjab National Bank		246,687.50		135,431.30
Cash	0.00		0.00	
MULUND BRANCH				
Saraswat Co-op Bank Ltd		0.00		36,302.77
Punjab National Bank		143,829.50		123,203.30
Cash	0.00		0.00	
Total	0.00	1,115,680.81	0.00	1,464,866.70

Annexure 5				
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI				
REG NO E-700(BOM)				
SCHEDULE FOR DEPOSITS				
Sr.No	Particulars	2014-2015 Amount (Rs)	2013-2014 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	61,278.00	
5	Events	0.00	7,534.00	
	Total	106,998.00	112,222.00	

Annexure 6						
THE INDIAN COUNCIL FOR MENTAL HEALTH (HYGIENE), MUMBAI						
REG. NO. E-700(BOM)						
EXPENSES ON OBJECT OF TRUST						
PARTICULARS	NERUL	MULUND	TOTAL	NERUL	MULUND	TOTAL
Teachers & Therapists						
Special Educators	3,280,697.00	1,943,847.00	5,224,544.00	3,574,789.00	1,825,766.00	5,400,555.00
Provident Fund	345,221.00	252,736.00	597,957.00	287,871.00	191,515.00	479,386.00
Salary	333,912.00	353,355.00	687,267.00	267,391.00	271,857.00	539,248.00
Office Attendants	614,880.00	764,962.00	1,379,842.00	512,369.00	699,466.00	1,211,835.00
Consultant	793,052.00	1,011,623.00	1,804,675.00	514,139.00	844,455.00	1,358,594.00
Animal Assisted Therapy	0.00	0.00	0.00	192,610.00	147,725.00	340,335.00
Staff Welfare	74,273.00	46,683.00	120,956.00	49,546.00	44,335.00	93,881.00
Conveyance	5,832.00	10,840.99	16,672.99	32,012.00	17,821.00	49,833.00
Training	2,000.00	2,300.00	4,300.00	1,328.00	350.00	1,678.00
Solar Arc Project	0.00	0.00	0.00	0.00	63,164.00	63,164.00
Art Based Therapy	0.00	2,453.00	2,453.00	1,718.00	4,102.00	5,820.00
Abacus Programme	0.00	0.00	0.00	2,500.00	0.00	2,500.00
Honorarium	15,800.00	0.00	15,800.00	128,173.00	0.00	128,173.00
Total A	5,465,667.00	4,388,799.99	9,854,466.99	5,564,446.00	4,109,356.00	9,673,802.00
Operating Cost						
Repairs & Maintenance	169,329.00	38,722.00	208,051.00	232,067.00	51,263.00	283,330.00
Security Charges	301,911.00	103,247.00	405,158.00	202,246.00	99,540.00	301,786.00
Printing & Stationery	38,145.00	23,215.00	61,360.00	33,519.00	38,817.00	72,336.00
Electricity Charges	111,760.00	57,630.00	169,390.00	108,860.00	61,420.00	170,280.00
Telephone Charges	17,104.00	18,909.00	36,013.00	18,515.00	16,784.00	35,299.00
Cleaning & Housekeeping	8,625.00	7,256.00	15,881.00	6,936.00	7,149.00	14,085.00
Water Charges	17,225.00	0.00	17,225.00	3,091.00	0.00	3,091.00
Postal Expenses	1,237.00	880.00	2,017.00	445.00	467.00	912.00
ISO Maintenance Charges	71,750.00	67,721.00	139,471.00	56,612.00	54,773.00	111,385.00
Inspection Charges	600.00	0.00	600.00	600.00	0.00	600.00
Rent	0.00	3,600.00	3,600.00	0.00	11,160.00	11,160.00
Total B	637,886.00	321,100.00	958,986.00	662,893.00	241,373.00	1,004,266.00
Other Cost						
Depreciation	743,045.00	56,621.00	799,666.00	818,486.00	56,213.00	874,699.00
Advertisement Expenses	0.00	0.00	0.00	4,720.00	0.00	4,720.00
Computer Expenses	11,073.00	40,564.00	51,637.00	34,558.00	28,500.00	63,058.00
Garden Project	16,291.00	0.00	16,291.00	12,897.00	0.00	12,897.00
Events	73,367.00	45,485.00	118,852.00	3,482.00	22,368.00	25,850.00
Expenses for Vocational Center	28,831.00	20,164.00	48,995.00	46,304.00	12,039.00	58,343.00
Public Relation Expenses	685.00	463.00	1,148.00	915.00	339.00	1,254.00
Property Tax	37,432.00	0.00	37,432.00	37,432.00	0.00	37,432.00
Books and Periodicals	612.00	864.00	1,476.00	4,980.00	3,346.00	8,326.00
Uniform Expenses	6,161.00	6,880.00	13,041.00	28,844.00	29,404.00	58,248.00
Bank Charges	3,352.80	1,581.96	4,934.76	4,665.70	2,495.00	7,160.70
Marathon Expenses	0.00	0.00	0.00	4,550.00	4,200.00	8,750.00
Registration expenses	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	12,855.00	12,852.00	25,707.00	0.00	0.00	25,707.00
Total C	933,784.80	185,474.96	1,119,259.76	1,001,833.70	163,629.00	1,165,462.70
Total Expenses D=A+B+C	7,037,057.80	4,885,374.95	11,922,432.75	7,229,172.70	4,614,349.00	11,843,521.70



# 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	2014-2015	2013-2014
Administrative Salary	497,725.00	440,941.00
Provident Fund	58,673.00	20,445.00
Consultancy/Professional Charges	182,064.00	148,964.00
Printing & Stationery	50,784.00	25,459.00
Depreciation	116,559.00	112,059.00
Telephone Charges	27,060.00	28,184.00
Expenses on Donation Generation	0.00	11,652.00
Web Designing Charges	8,988.00	8,988.00
Computer Expenses	28,569.00	63,879.00
Conveyance	24,964.00	13,795.00
Property Insurance	6,426.00	32,133.00
Advertisement & Social Marketing	68,618.00	39,917.00
Rent	7,556.00	0.00
Electricity Charges	25,410.00	29,515.00
Membership & Subscription Fees	250.00	750.00
Staff Welfare	23,322.00	22,020.00
Repairs & Maintenance	19,584.00	36,096.00
Training	6,400.00	4,500.00
Postal Expenses	19,457.00	18,260.00
Cleaning & Housekeeping	8,208.00	11,173.00
Public Relation Expenses	112,233.00	15,929.00
Audit Fees	6,180.00	6,180.00
ISO Maintenance	0.00	27,875.00
Internet Charges	7,083.00	6,300.00
Bank Charges	966.32	1,511.94
Transportation Charges	0.00	2,000.00
Uniform Expenses	0.00	2,016.00
<b>Total</b>	<b>1,307,079.32</b>	<b>1,130,541.94</b>

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

#### NOTES FORMING PART OF THE ACCOUNT FOR THE YEAR ENDED MARCH 2015

##### 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

sd/-  
TRUSTEES

sd/-  
TRUSTEES

FOR AALOK MEHTA & CO.  
CHARTERED ACCOUNTANTS

sd/-  
AALOK MEHTA  
PROPRIETOR

MUMBAI  
DATE: 06<sup>th</sup> June, 2015



Cultural Day: Children performing on stage

## DONATION FORM

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

### PAYMENT INFORMATION:

Please accept my donation of:

☐ ₹ 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