



## THOZHI FEDERATION – TAMILNADU

### 2<sup>ND</sup> QUARTERLY REPORT

**Time Line: July to September**

**Activity Carried Out:**

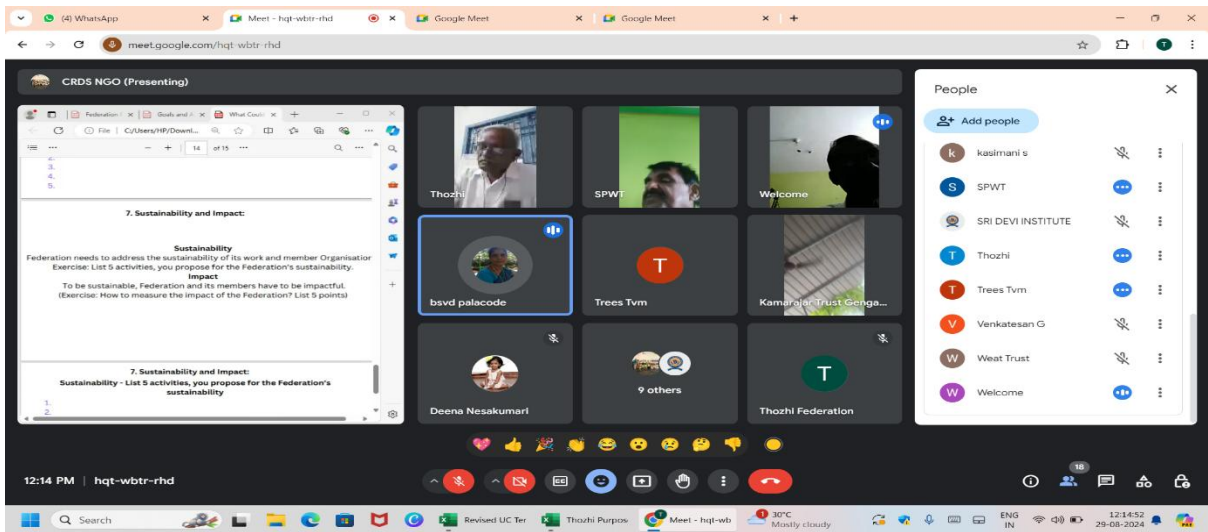
1. Strengthening of Federation Meeting
2. Study Process on ICC
3. Niranthara Lite Program Training for Master Trainers
4. Dhvani Federation Meeting
5. Linkages Network
6. Activities done by three months
7. Other Activities



#### **Strengthening of Federation Meetings:**

1. Every Month conducted the secretariat review meeting. In this meeting we have to discussed about the current process and to prepare the next month plan.
2. Purpose and Goal Discussed with Member Organization, we have to conducted Pilot study with 10 Members, then organized Google meet with other members and consolidate their points of Purpose and goal for Federation.
  - ✓ Advocacy and Policy Influence
  - ✓ Capacity Building
  - ✓ Resources Mobilization
  - ✓ Networking and Collaboration

- ✓ Communication and Awareness Building
- ✓ Standards and Accountability
- ✓ Sustainability and Impact



3. Convergence and Linkages with NABARD and Thozhi Women Worker Association Meeting on 11.07.2024- In order enhance livelihood options of women worker, THOZHI federation vellore District Initiated meeting to start entrepreneurship Skill development Training.





4. Parameters Implementation out of 158 completed 90 on this three-month period and upload the documents in the drive.

5. Board Meeting Held on 26.09.2024 at Yercaud-Salem.

- Approval of Last meeting
- Approval of Annual report
- Approval of Audit report
- Member Directory
- New member Added
- District Extension
- Purpose and Goal
- Policy Documents
- Federation Next three-month plan discussion
- Next board meeting conducted

5. Sub-committee Meeting held on 25.09.2024 at Yercaud-Salem. Orientation on Strengthening of Sub-committee.

- Planning Committee
- Member Service and Governance Committee
- Resource Mobilization
- Finance committee
- Advocacy and Policy
- Common Minimum Program

Every committee should have known the roles and responsibilities of committees and work with purpose and goal implement in their committees and discussed about.



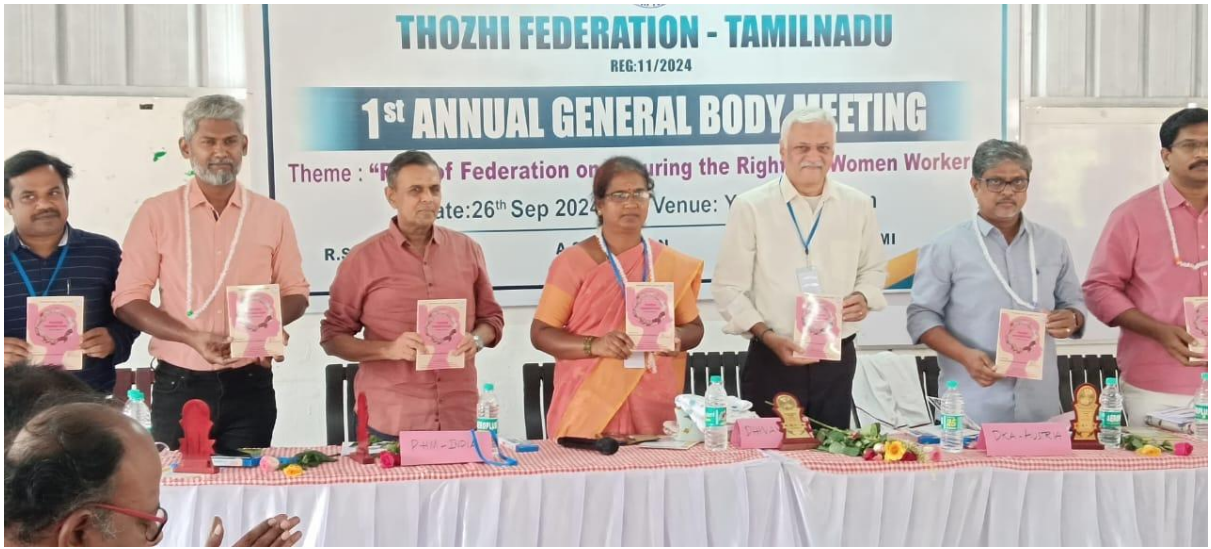
6. Member Training & Thozhi Federation 1<sup>st</sup> Annual General Body Meeting held on 25<sup>th</sup> & 26<sup>th</sup> Sep, 2024 at Yercaud-Salem. 90 Members have been participated.

- ✚ Approval of Last meeting
- ✚ Approval of Annual Report
- ✚ Approval of Audit Report
- ✚ Appointment of Auditor
- ✚ Approval of Secretariat team
- ✚ Approval of Policy document
- ✚ Inclusion of New Members and EC Member
- ✚ Approval of Purpose and Goals
- ✚ Member Directory
- ✚ Sub-committees and Membership Criteria
- ✚ Federation Future Strategy



#### 7. Honoring Members in the AGBM:

- Membership Certificate
- Appreciation Award
- Member Directory
- Compliments by Member



## Study Process on ICC:

1. Women Rights Awareness Program - We provide education and advocacy to help women understand and exercise their rights, ensuring they receive fair treatment and protection under the law.



2. Data Survey and Collection – Study on ICC at Workplace – To collect the FGD and Data in Tiruppattur Shoe Industry.

- Employee Aware on ICC
- Employee Not Aware on ICC
- Social Welfare Officer and Labour Department
- Stakeholders, HR, Trade Union Leaders

3. Data Entry

4. Data Analysis

**Study on ICC at work place – Success and Challenges in Thiruppathur district of Tamil Nadu**

### **Objective of the study**

To understand the current status of Internal Complaints Committees (ICCs) implementation in Thiruppathur district of Tamil Nadu.

The primary goal or objective of this research is to gain a comprehensive understanding of how Internal Complaints Committees (ICCs) are implemented and functioning across various workplaces in Thiruppathur District, Tamil Nadu. This study tries to identify the effectiveness, compliance and impact of ICCs in creating a safe working environment, particularly for women, as mandated by the Sexual Harassment of women at workplace by POSH act.

The research focused on several aspects – compliance with Legal requirements, effectiveness of ICC operations, awareness and trainings, challenges in implementations, success stories and best practices, impact on workplace environment and recommendations for improvement.

The total number of participants are 40, out of which 16 (40%) employees who were aware of ICC and POSH act and remaining 24 (60%) employees who were not aware of ICC and POSH act.

5. Prepare The Draft of Study on ICC

### **Niranthara Lite Program Training for Master Trainers:**

**DATE : 25 & 26th July 2024**

**VENUE: BANGALORE**

#### **DAY-1**

Training No : 02

Date : 25-07-2024

Name of the Training : Niranthara Lite Program

Time : 9.30 A.M to 5.30 P.M

Venue : Bangalore

Introduction:

The Dhvani Foundation have to Organised the Entire Niranthara Training Program for the Federations. In Thozhi Federation, 3 Members, P. Jayavarshini (Admin Executive), Mrs. Nagalakshmi, (Vice President), Mr. Palanivelsamy (Member NGO) had to Participated in the Niranthara Lite Program. The training must have be planned to the 1<sup>st</sup> training base.

#### **DISCUSSION:**

##### **1<sup>st</sup> Session:**

Annual Report:

An Annual Report is one of the most important documents of connecting and appraising the stakeholders of organization. It is a report on the performance of the NGO during the proceeding year which reflects the key information in systematic manner for all the existing and prospective stakeholders.

1. Objectives of Annual Report:

- ✓ Assure all stakeholders that the funds and resources are in safe and efficient hands.
- ✓ Share the major events and the financial information in a transparent manner.
- ✓ Provide an overview of the major accomplishment during the past year in terms of the overall of the vision and mission of the NGO.

2. How to go about preparing Annual Report?

- ✓ Byelaw related to prepare the program and Annual Report.
- ✓ Funds is not comes under the objectives we have to give the letter to IT and give the board resolution.
- ✓ An Organisation,
  - i. Governance
  - ii. Programs
  - iii. Finance and Compliances.

3. Key Components of a good annual report:

- 1) Organisation History and Backgrounds briefly mentioned
- 2) Vision and Mission statement mentioned
- 3) Message from Leadership: Chairman or executive team to share their perspective on the years accomplishments and the vision for the future briefly mention major activity.
- 4) A one page notes by the chairperson providing the Macro view of the year gone.
- 5) The report of the chief functionary or the secretary providing briefly the major activities.
- 6) List of Governing Board member, details on governing board meetings and AGBM held during the reporting year, dates on the number of part attended
- 7) Major activities undertaken during the reporting year to be stated along with relevant pictures.
- 8) Impact data:
- 9) Disclosure regarding the team members, staff year with gender breakup
- 10) Audited Financial statements
- 11) Acknowledgements and Thank you

- 12) The Annual report may also include a section on how individuals and Institutions can get involved as members, donors, volunteering, partners, etc....



## 2. Session 2:

### Child Protection Policy

1. Child Protection policy age limit 0-18
2. Child Protection Mandatory : Yes/No
3. Child Protection Policy committee required in NGO? Yes/No
4. How many members should be there in the committee? 5 members
  - 1) One Board Member without signing authority
  - 2) One external person from NGO/Govt
  - 3) One staff from the field
  - 4) Operations/Compliance manager or from HR
  - 5) Two senior staff member

### Rules of CPP Committee:

1. 3 year term and then revise committee
2. One among them to be elected as chairperson
3. One among them to be elected as redressal officers
4. Minimum 3 meetings a year

5. Take responsibility for awareness generation
6. Respond to any complaint received regarding child abuse.
7. Execute hearings and actions and conclude cases-if any.

The cases should be addressed and after 90 days by the law we have rectify the issues. If its serious could be complaint in the police station.

### **Session 3:**

The 3<sup>rd</sup> session must be explained and work about the CPP template. Every federation have to work with CPP template to modify the details related to our own federations.

1. The format must have been clearly explain the full format.
2. Any every organization have to create separate Email ID for CPP, and contact no.
3. The CPP has been implemented with the Board after passed the resolutions.
4. Signature with the President or Secretary with the Federation seal.
5. Signature with the CPP committee members.

### **Session 4:**

The session 4 is discuss about the Selection process for Niranthara lite members.

1. They Provide the Assessment for Niranthara lite selection members with the Budget criteria.
2. The format have the needs Budget list, Registration details, Current Program details, Beneficiaries details with Minimum 50 need, PAN No.

Next day must have to be Prepare the PPT for TAN.

### **DAY-2**

Training No : 02

Date : 26-07-2024

Name of the Training : Niranthara Lite Program

Time : 9.00 A.M to 4.00 P.M

Venue : Bangalore

### **Session 1:**

The 2<sup>nd</sup> day was stated at 9.00 A.M with the Good wipes. The 1<sup>st</sup> session is POSH.

1. POSH ACT, 2013-Sexual Harassment of women at the workplace.
2. The explain about the Perception.

3. The Objective of the Act- The sexual harassment of women at workplace (prevention, prohibition and Redressal) Act 2013.
  4. Provide Protection to women against sexual harassment at the workplace.
  5. Visaka policy, 1997.
  6. Sexual harassment is under physical contact, Demant/request for sexual favours, sexually coloured remarks, showing pornography.
  7. Then work with POSH template.
  8. We have to form the POSH Committee. The Committee have 5 members, 2 male, 3 female.
  9. 3 years once change the chair person.
10. POSH committee have separate E-Mail Id, Phone No.

### **Session 2:**

Every Federation Present the PPT:

1. PAN, 12A, 80G, TAN, 10BD, 23AC have to explain all the federation.

### **Session 3:**

Audit Note general Guidelines and Feedback session.

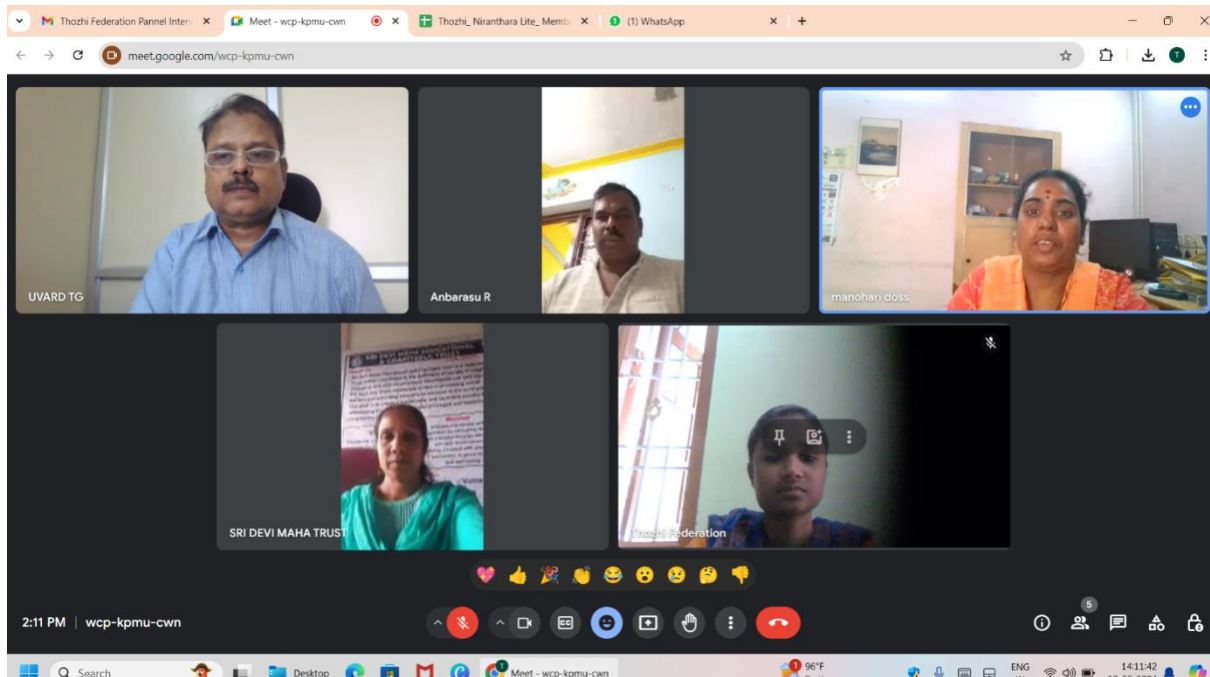


### **Conclusion:**

The two days is very useful for all federation and members NGO. The sessions are very detailed explained all the topics neat and clean. We have to approach the member

NGO its very useful to explain all the complains and CPP, POSH. We have to strengthening our Member NGO and its reached 100% successfully Organisation.

2. Niranthara Lite Pannel Interview with Federation Members. 15 Members have selected in under the N.Lite criteria and fee structure. Then verify the documents and conducted the pannel for all 15 member organization. 2 Members have panelists to select the member organization



### **Dhwani Federation Meeting:**

1. Monthly Review Meeting with Dhwani Federation Co-ordinator Mr. Jayapaul at Thozhi Federation on Aug 21, 2024. To verify the Parameters documents and Other documents and give suggestion to improve the documents.

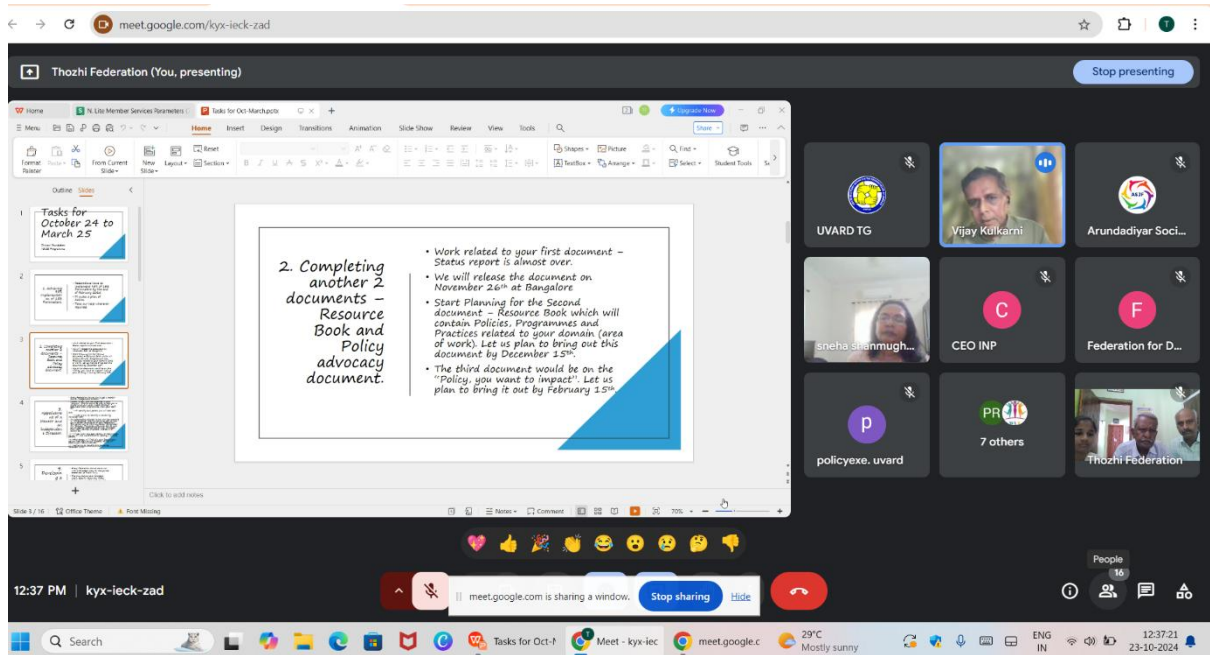
2. 3<sup>rd</sup> Interactive Workshop Aug 22,23 at Don Bosco Provisional House at Bangalore

- ✓ Federation Goal and Purpose related to Domain
- ✓ Good Practise of Governance
- ✓ Case study – Thozhi Federation topic is CRY

3. Dhwani Foundation Quarterly review meeting with Federation – Secretariat team, Board Members, Sub-committee members, Members organization on 26.09.2024 at Yercaud-Salem.



4. Weekly Review Meeting
5. 1 NGO meeting for Website and Social-media Creation
6. New parameters and SAT Analysis
7. Niranthara Lite Pannel interview with Federations Members organization
8. ICC study related Meeting such as, Data analysis, data entry process
9. Purpose and Goal discussion



**Program/ Meeting Register:**

S.NO	PROGRAM	Date	TIME
1	Offline meeting in Tiruppathur conducted by Thozhi	July 2	10.00 A.M to 4.00 P.M
2.	Online meeting call with Ayyapan about the weekly meetings	July 2	3.30 P.M to 4.30 P.M
3	Online meeting- weekly meeting with Dhvani foundation	July 3	11.00 A.M to 12.30 P.M
4	Online meeting – discussion with FB page	July 5	4.00 P.M to 4.30 P.M
5.	Session on Organizing Data and Analysis by Gramm	July 8	10.00 A.M to 11.30 P.M
6.	Weekly Meeting - Online with Dhvani	July 10	11.00 A.M to 12.30 P.M
7.	Offline- Vellore Members Meeting, ICC Survey, MNI campaign, NABARD meeting, Thozhi Women welfare Association at Vellore	July 11	Review time
8.	Online – Discussion with Thozhi on parameters, N.Lite, UC, Research	July 16	3.30 A.M to 4.00 P.M
9.	Offline- Weekly Meeting	July 17	11.00 A.M to 12.30 P.M
10.	Online- 2 Sub-committee Meeting	July 22	11.30 A.M to 12.30 P.M
11	Online- Discussion about Niranthara status	July 22	3.00 A.M to 4.00 P.M
12	Online- Status report	July 22	4.00 P.M
13	Online- Webinar on Effective website content strategies	July 23	3.30 A.M to 4.00 P.M

14	Weekly Meeting- Online with Dhvani	July 24	11.00 A.M to 12.30 P.M
14	Niranthara lite program training at Bangalore 1 <sup>st</sup> day	July 25	9.30 A.M to 5.00 P.M
15	Niranthara lite program training at Bangalore 2 <sup>nd</sup> day	July 26	9.00 A.M to 4.00 P.M
16	Online – Webinar meeting	July 27	11.00 A.M
17	Online-Call with Secretariate team	July 30	11.00 A.M TO 11.30 A.M
18	Online- SAT evidence call with Ayyapan sir	July 30	12.45 P.M to 1.00 P.M
19	Online-Weekly Meeting	July 31	11.00 A.M to 12.30 P.M
20	Online-Data entry Process	August 2	11.30 A.M to 12.00 P.M
21	Online- 1 NGO Canvas meeting	August 6	11.00 A.M to 12.00 P.M
22	Online – Weekly Meeting with Dhvani	August 7	11.00 A.M to 12.00 P.M
23	Online – Meeting With 1 NGO Webinar	August 9	11.00 A.M
24	Online – Weekly Meeting with Dhvani	August 14	11.00A.M to 12.00 P.M
25	Online- Meeting with 1 NGO TEAM	August 14	3.30 P.M to 4.00 P.M
26	Online-Meeting with Thozhi EC Member	August 17	3.30 P.M to 4.30 P.M
27	Online- Weekly Meeting with Dhvani team	August 21	11.00 A.M to 12.00 P.M
28	Offline Meeting with Dhvani Co-Ordinator Jayapaul	August 21	10.30 A.M to 4.00 P.M
29	Online- Meeting with 1NGO TEAM	August 21	3.30 P.M to 4.30 P.M
30	Online -Weekly Meeting with Dhvani team	August 28	11.00 A.M to 12.30 P.M
31	Online Meeting with Thozhi Members discussion with Purpose and Goal	August 29	10.00 A.M to 11.00 A.M
32	Online Meeting with Thozhi Members Discussion with Purpose and Goal	August 30	11.00 A.M to 12.00 P.M
33	Online Weekly Meeting	September 4	11.00 A.M to 12.30 P.M
34	Online Meeting Discussion with Policy Advocacy Executive	Sep 9	11.30 A.M to 12.30 P.M
35	Online Meeting - Sharing Best Practices in Maintaing Documents by Taniska	Sep 10	3.00 P.M to 4.00 P.M
36	Online weekly Meeting	Sep 11	11.00 A.M to 12.00 P.M
37	Online Meeting with New Parameters Revised Discussion	Sep 13	3.30 P.M to 4.00 P.M
38	Online Meeting Niranthara Lite Pannel Interview with Federation Members	Sep 16	3.00 P.M to 5.30 P.M
39	Online Niranthara Lite Pannel Interview Training for the Master Trainers	Sep 17	11.00 A.M to 12.00 P.M
40	Online Weekly Meeting	Sep 18	11.00 A.M to 12.30 P.M
41	Online Meeting with study team	Sep 18	12.15 P.M
42	Call with Federation Secretariat team regarding 3 <sup>rd</sup> Quarter	Sep 23	10.45 A.M to 11.45 P.m
43	Offline - Thozhi Federation 1 <sup>st</sup> Annual General Body Meeting at Yercaud-Salem	Sep 25	
44	Offline - Thozhi Federation 2 <sup>nd</sup> Day	Sep 26	

	AGBM with Dhvani Team and DK Austria		
45	Call with Admin Cum Member Service Executive	Sep 30	10.45 A.M to 11.15 A.M

**Linkages with:**

Government Department, Peoples Health Movement, Dhvani Network, Dhvani Foundation, Members Organization.

**Activities done by these 3 Months:**

1. Member Directory Released in AGBM
2. ICC survey completed
3. Monthly review with secretariat team members
4. Board Meeting
5. Sub-Committee Meeting
6. Members Training
7. Niranthara lite Pannel Interview for Federation members
8. Implement Parameters
9. ICC study – Survey, Data collection, Data Entry, Data Analysis
10. Regular Website and Social Media updated
11. Membership Fees collected
12. Implement Policy – CPP, POSH, HR, FINANCE,
13. 1<sup>st</sup> Annual General Body Meeting
14. Purpose and Goal discussion with Member organization and consolidated

**Other Activities:**

1. MNI Meeting
2. Women Worker Association Meeting



