



## THOZHI FEDERATION – TAMILNADU

### 3<sup>rd</sup> QUARTERLY REPORT

Time Line: October to December

#### Activity Carried Out:

1. Strengthening of Federation Meetings
2. Study Process on ICC
3. Dhvani Federation Meeting
4. Niranthara Lite Program Training for Master Trainers
5. Niranthara Lite Organizational Development Training for Federation Members
6. Activities done by Three Months
7. Other Activities



#### Strengthening of Federation Meetings:

- 1) **Monthly Review Meeting** – 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) **Parameters Implementation** – out of 158 completed 103 parameters and upload the evidence documents in the google drive.

- 3) **State Level Convention on Livelihood Rights of Women Workers** – The chief Guest Thirumigu. Anbil Mahesh Poiyyamozhi - Hon. Minister for School Education held on Dec 5<sup>th</sup>, 2024 at Trichy. 75 Women workers have been participated in the convention.



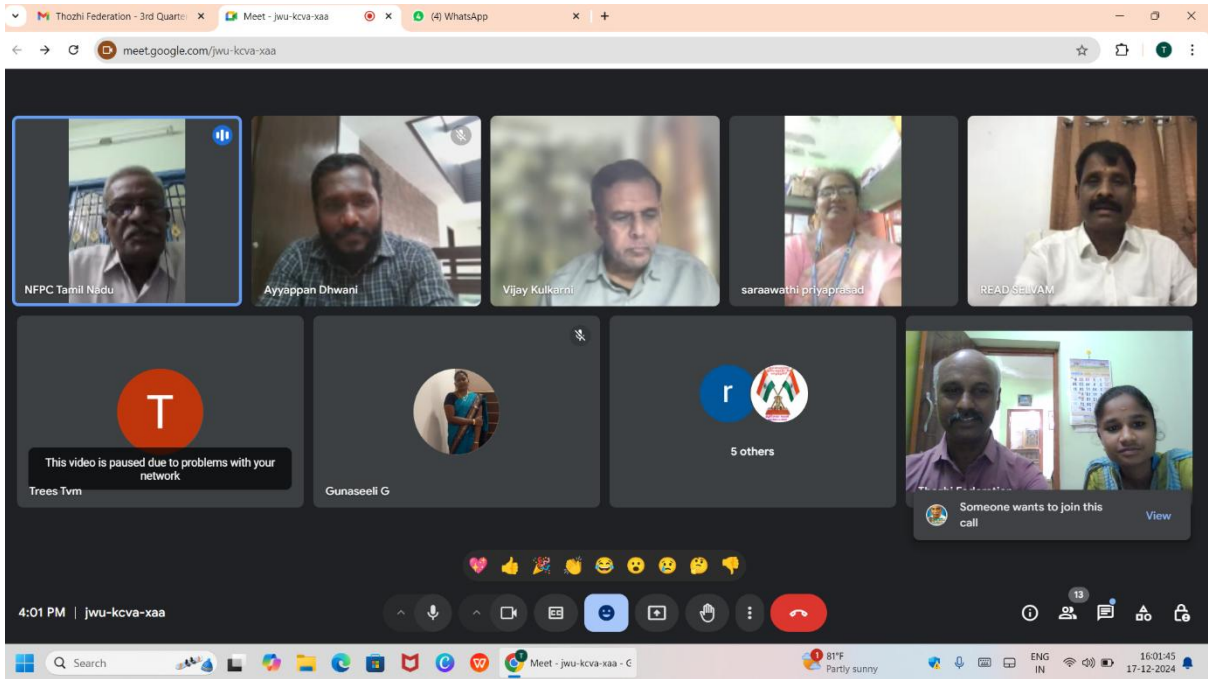
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- 4) **Study on ICC Dissemination** – To Inaugurate the convention and release of ICC Study Report on 5<sup>th</sup> Dec, 2024 at Tirchy. The Hon. Minister of School Education of Thiru. Anbil Mahesh Poiyyamozhi released the ICC study Book.

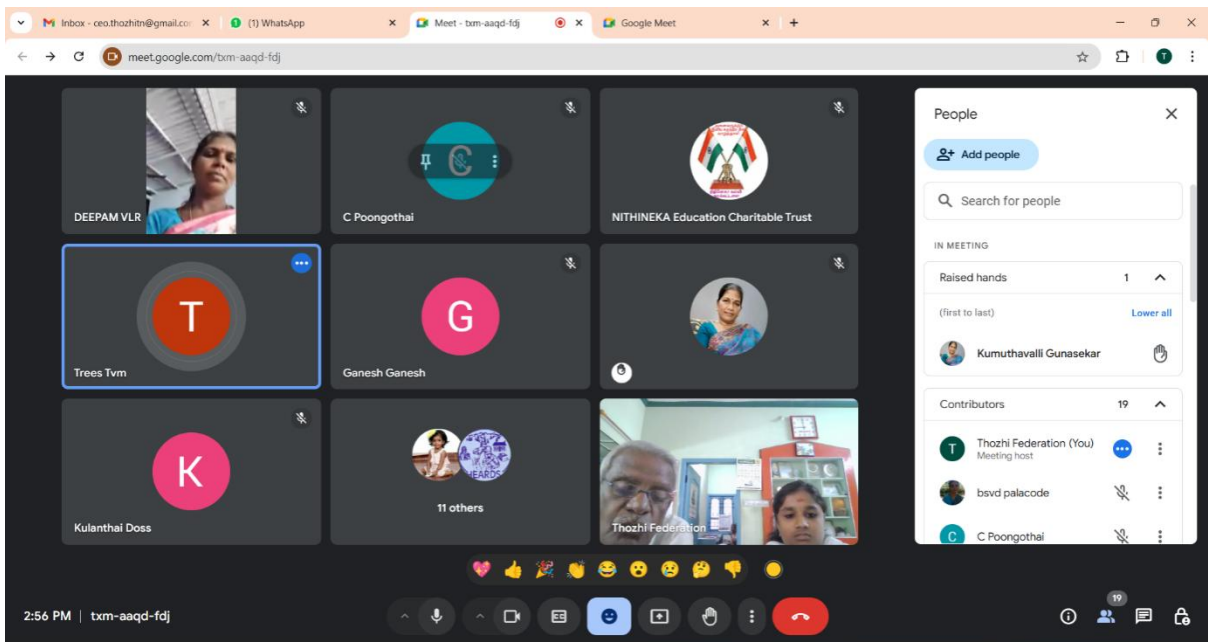


- 5) **Board Members Meeting** – 3<sup>rd</sup> Quarter Board Meeting held on 17<sup>th</sup> Dec, 2024 Online.
- ✓ 2<sup>nd</sup> Quarter Past Activity
  - ✓ Approval of Board – Membership Policy, Mentor of Board, Strategic Planning for Federation, Renewal of Society Renewal.
  - ✓ Next Quarter Plan – Resource Book, Fundraising Strategic, TOC, Strategic Planning, Sub-committee and Member Training
  - ✓ Compliance – IT Returns Filling



## 6) Strategic Planning Meeting with Member Organization

- ✚ Identification of issues related to Domain and Federation
- ✚ External Analysis
- ✚ Data Collection
- ✚ Key Milestone
- ✚ SWOT Analysis of Members
- ✚ SWOT Analysis of Federation
- ✚ Members Expectation
- ✚ Community Expectation



### **Study Process on ICC:**

Study Report on ICC completed and released with Dhvani Foundation at Bangalore on 26<sup>th</sup> Dec, 2024.



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

**DATE : 6<sup>th</sup> & 7<sup>th</sup> November, 2024**

**VENUE: BANGALORE**

#### **DAY-1**

Training No : 03

Date : 06.11.2024

Name of the Training : Niranthara Lite Organizational Development Training

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. In the 3<sup>rd</sup> Training focused by Governance and Finance & Accounting.



**Discussion:**

**Governance:**

**1. Board Self-Assessment**

First, we have to analysis the board self- assessment. Every members should have to analysis there self.

**2. Objectives of Governance:**

Participants develop knowledge on making board more effective through understanding their key roles and methods of good governance.

**Social sector Impact:**

✓ **Legal**

1. Depends upon the state laws
2. Laws designate overall responsibility and liability
3. Legal obligation (renewal registration)

✓ **Ethical**

1. Private Benefit taking
2. Board assumes the responsibility and achievement
3. Go beyond legal to ensure organisation not only does things rights but does not right things
4. Stakeholders trust and expect quality services

✓ **Practical**

1. Board members were various hats depending the need of the moment

2. Board devote its time to governing, providing direction and securing that the mission of the organization stays on course.
3. Board is the body that provide continuous to the organization individual come and go but the board ass an entity remark
4. Good practise are institutionalized

<b>Governance</b>	<b>Good Governance</b>
Leadership, Decision Making, Transparent	Participatory, Orientation, Rule of law, Responsive, Effective and Efficient, Accountable, follow the rule of law



### **Membership of the Board:**

#### **Trust:**

- ✓ Board trustees shall have a minimum of two members
- ✓ Appointment of the trustee should be done formally, in writing, followed by board resolution.
- ✓ Name, Address and other details of the board of trustee must be mentioned in the trust deed
- ✓ In case, addition removal or any other change in the member of the board, the board shall conduct a meeting wherein the decision will be put a vote.
- ✓ Various designation and to be appointed to specific post
- ✓ The tenure of the trustee and their designation
- ✓ The appointment letter Manging trustee to singed on the all members, and financial trustee have to signed for Manging trustee

**Society:**

- ✓ 7 Members should have in the Board members
- ✓ Name, Address and other details of the board of trustee must be mentioned in the society
- ✓ In case, addition removal or any other change in the member of the board, the board shall conduct a meeting wherein the decision will be put a vote.
- ✓ Various designation and to be appointed to specific post
- ✓ No law to mandate diversity
- ✓ Diverse background (Gender, regional, expertise)

**Independent Board:**

- ✓ Duty of loyalty – put the interest of the organization above personal interest
- ✓ Conflict of interest policy
- ✓ A substantial majority of the board (usually meaning at least two-thirds of the members) should be independent

**Decision making by General Body:**

1. Annual General Body Meeting
2. Appointment of Auditor
3. Election of office bearers
4. Amendment of bye-law
5. Purchase of large properties

**Good Governance practices for trust and society:**

- ✓ Membership
- ✓ Age limit
- ✓ Role of office bearers
- ✓ Tenure
- ✓ Diversity
- ✓ Gender
- ✓ Community representation
- ✓ Procedure for resignation
- ✓ Removal of members
- ✓ Appointment of CEO

- ✓ Rotation policy (Board authority changes)
- ✓ Roles and responsibility of members
- ✓ Amendments

**Recruitment of Body Meeting:**

- ✓ Time of resignation (6months)
- ✓ Byelaw mentioned the board members roles and responsibilities
- ✓ Enrol a potential board member as a volunteer
- ✓ Opportunity for the new person to become familiar with an organizations vision, mission
- ✓ Every decision is formally discussed in the board and documented

**Board Meeting Overview:**

- ✓ Governance, strategic plan, Accountability
- ✓ Compliance, vision and Mission, Decision-Making
- ✓ Beneficiary Members
- ✓ Quarterly Meeting

**Types of Board Meeting:**

<b>Types</b>	<b>Agenda sending time period</b>
1. Annual General Body Meeting	21 days before
2. Extra-Ordinary/Special Meeting	7 days before
3. Emergency Meeting	3 or 4 days before

**Notice of Meeting:**

1. Nature of meeting
2. Place of meeting
3. Time and date
4. Agenda
5. Circulate pre-reading material prior to the board
6. Minutes of the previous meeting
7. Inform the board if a quarter
8. Any other matters



### **Policy:**

- ✓ POSH
- ✓ CPP
- ✓ HR
- ✓ Finance
- ✓ Office of profit and conflict of interest policy
- ✓ IT policy/Data protection
- ✓ Communication
- ✓ Fundraising
- ✓ Whistleblower policy
- ✓ Procurement policy

### **Finance Statement:**

The board should check the receipt, payment, income & expenditure, Balance sheet, asset. In the quarterly meeting board should identify the Budget vs actual, status of compliance, cash position.

### **CEO roles in the board:**

- ✓ High quality service
- ✓ Long-term view and innovative thinking
- ✓ Work with board and inform the board regularly
- ✓ Reach out the community to present NGO

### **Board Meeting Minutes:**

1. Meeting No
2. Organization Name and address
3. Date, venue
4. Present an absent
5. Welcome note
6. Agenda
7. Resolution minutes/ with acceptance
8. Vote of thanks
9. Signature

**Last Session:**

**Chaired by Vijay sir**

**Explained about Master-sheet of federation:**

How to maintain the master sheet. In the master we have to update the monthly reports, quarterly reports, niranthara lite reports, parameters, task details, board member details, members details. To update the sheet, it will verify Dhvani and federation easily.

**DAY-2**

Training No : 03

Date : 07.11.2024

Name of the Training : Niranthara Lite Organizational Development Training

Time : 9.00 A.M to 4.30 P.M

Venue : Bangalore- Palana Bhavan

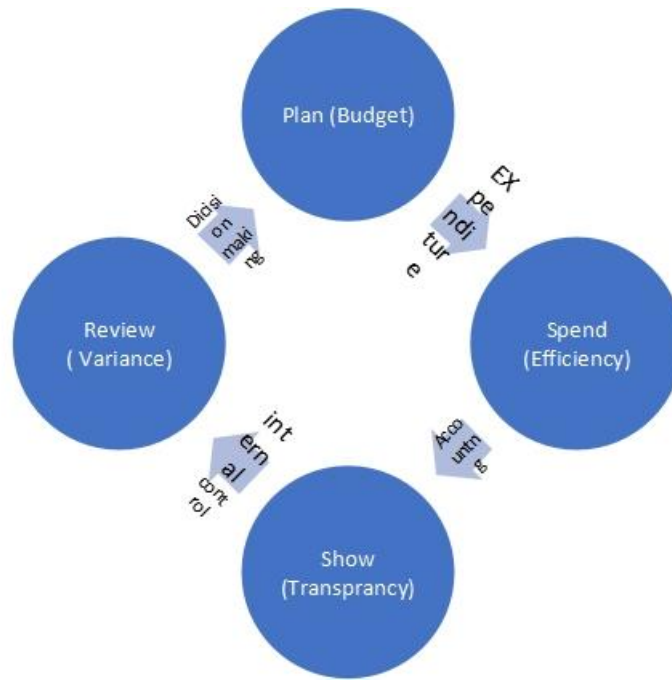
**Discussion:**

**Finance & Accounting:**

**Internal control:**

Rules, Policy, Procedure

**Financial management:**



**Types of financial Management:**

- ✚ Cash
- ✚ Bank
- ✚ Fund
- ✚ Account
- ✚ Salary

**Petty Cash:**

- ✓ Rs.10000/-
- ✓ Surprise check of petty cash register
- ✓ Petty cash box [cashier]-to cross check [Accountant]-surprise check [secretary, president]
- ✓ In the petty cash including coin also

**Petty cash Book:**

S. No	Date	Particulars	Income	Expense	Balance
1	01/11/2024	Tea and snacks	1000	100	900

**Cash Management system:**

- ✓ Day today entry – cashier signature
- ✓ Verify (verification signature must)
- ✓ Surprise visit (Accountant, president, secretary)

**Bank management system:**

- ✓ Signing authority for 2 board members in the cheque and open the joint account
- ✓ Maintenance cheque issue register

**Records and Register:**

- ✓ Attendance register
- ✓ Leave register
- ✓ Salary register
- ✓ Loans and Advance register
- ✓ Copies of consultant agreements

**Asset Management:**

- ✚ 5000 rupees beyond purchase to use procedure

**Procurement process:**

- ✓ Need recognition
- ✓ Purchase requests
- ✓ Review of request
- ✓ Budget approval
- ✓ Quotation request
- ✓ Negotiation and contract
- ✓ Receive goods/services
- ✓ Three-way matching
- ✓ Invoice approval payment
- ✓ Record keeping

**Fixed Asset Register:**

1. One for purchase
2. For donation in kind
3. In electronic depreciation is 40%

**Receipt Book:**

- ✓ Printed receipt book
- ✓ Address, Name of the org, Logo, contact details
- ✓ Serial no
- ✓ Corban copies
- ✓ 80G receipt need for donation Rs.2000 beyond

**Cash Transaction Register:**

- ✓ Zero cash transaction and completely through bank
- ✓ Regular expenditure to be made through cheque/online payment including employee salaries and reimbursement
- ✓ Every transaction to have supporting documents
- ✓ Balance sheet and audited income and expenditure statement to be included in the annual report

**Budget:**

How to prepare the budget for the federation.

**Forms:**

- ✓ Leave register
- ✓ Salary register
- ✓ Budget plan
- ✓ Asset register
- ✓ Purchase order register
- ✓ Travel allowance register
- ✓ Receipt
- ✓ Voucher
- ✓ Cash transaction register
- ✓ Cheque issue register
- ✓ Petty cash register

**Last session:**

All federation mixed up and do the finance related activity. They prepared some questions; we have to do which finance documents is suitable for the question.

**Conclusion:**

The two days is vast full and learned about governance and how to structure sized to function the board actively. The learned finance and accounts, how use the proper

documents and maintain the documents. Thanks to Dhvani and Niranthara team its very useful practical learning.

**Niranthara Lite Organization Development Training Jointly Organized by Dhvani Foundation and Thozhi Fedeation for Federation Members:**

1. **Training 1** – The 1<sup>st</sup> Training held on Oct 16&17, 2024 at CRDS Training Centre-Dharmapuri. 15 Member Organization have been participated. The Compliance have been completed in the first Training.



2. **Training 2** – The 2<sup>nd</sup> Training held on 20<sup>th</sup> & 21<sup>st</sup> Dec, 2024 at CRDS Training Centre – Dharmapuri. 14 Member Organization have been participated. The Governance and Finance & Accounting have been completed in the Second Training.





### **Dhwani Federation Programs:**

#### **1. 4<sup>th</sup> Interactive Workshop with Federation Members at Bangalore – Nov 25<sup>th</sup>, 2024**

- Management Information System: How to implement MIS in the Federations.
- B. Fund Raising Strategy: Evolving fund raising strategy for the Federations.
- C. Discussion with the CEOs



#### **2. South India Partners Meet held on Nov 26<sup>th</sup> & 27<sup>th</sup>, 2024 at Bangalore.**



3. Resource Book discussion
4. Theory of Changes
5. Strategic Planning Meeting
6. Members Facebook Page Creation
7. Mentor Appointed - Mr. Amir Khan, People Health Movement
8. Weekly meeting
9. Individual Meeting with Federation
10. Gunjan Software updating Meeting
11. Federation Success Stories discussion

A screenshot of a Zoom meeting. The main content area displays a slide titled "TOC Components" with a numbered list of six items. The right side of the screen shows a grid of video thumbnails for participants. The bottom of the screen features the Zoom control bar and the Windows taskbar.

**TOC Components**

1. Problem Statement: What is your problem Statement – What do you want to address?
2. Vision: Your Vision towards the problem statement – What is the ideal State, you want in relation to the problem statement.
3. Impact (Long Term): What impact are you expecting?
4. Outcome (Medium Term): What is the medium term outcome you are expecting?
5. Output: What are the outputs of your activities, in Year 1 and Year 2
6. Activities (Inputs): What are your proposed activities in Year 1 and Year 2

Participants visible in the meeting:

- Vijay Kulkarni
- Ayyappan Dhvani
- manohari doss
- WLF ERODE
- Shrinidhanmughom
- Saroja
- Policy Advocacy AS...
- 3 others
- Thozhi Federation

Meeting controls: 12:18 PM | tff-wivq-pos

Windows taskbar: Search, Member Organisation F, Meet - tff-wivq-pos - G, Breaking news Bankruptcy judg..., ENG IN, 12:18:56 11-12-2024

**Program Register:**

<b>S.NO</b>	<b>PROGRAM</b>	<b>Date</b>	<b>TIME</b>
1	Online Weekly Meeting	October 3	12.00 Noon to 1.00 Noon
2	TOT - Training Orientation	October 7	2.00 P.M to 5.00 P.M
3	Weekly Meeting	October 16	11.00 A.M to 12.00 P.M
4	Organizational Development Training for Federation Members - Offline. Kasiyampatti - Dharmapuri	October 16	11.00 A.M to 6.00 P.M
5	Organizational Development Training for Federation Members - Offline. Kasiyampatti - Dharmapuri	October 17	9.30 A.M to 3.00 P.M
6	Online - Individual Meeting with Federation	October 22	3.30 P.M to 4.00 P.M
7	Online - Weekly Meeting	October 23	12.15 P.M to 1.15 P.M
8	Online - Meeting with secretariat team and Secretary, President	October 29	11.15 A.M to 12.00 P.M
9	Online - Individual Meeting with federation Members	October 29	3.30 P.M to 4.00 P.M
10	Online - Weekly Meeting	October 30	11.00 A.M to 12.00 P.M
11	Online - Individual Meeting with Federation Members	November 5	3.30 P.M to 4.00 P.M
12	Niranthara Lite Training for Master Trainers at Bangalore	November 6 <sup>th</sup> & 7 <sup>th</sup>	9.30 A.M to 5.00 P.M
13	Offline - Breast Cancer Awareness organized by SEEDS NGO at Nallampalli	November 9	10.00 A.M to 2.00 P.M
14	Online - Weekly Meeting	November 13	11.00 A.M to 12.00 P.M
15	Review Meeting with Secretariat team	November 20	
16	Online - Thozhi Federation Members Meeting	November 21	3.00 P.M to 4.00 P.M
17	4 <sup>th</sup> Interactive workshop for Federation Members at Bangalore	November 25	9.30 A.M to 5.00 P.M
18	South India Partners Meet 2024 in Bangalore	November 26 <sup>th</sup> & 27 <sup>th</sup>	9.30 A.M to 5.00 P.M
19	Online - Individual Meeting	December 3	3.30 P.M to 4.00 P.M
20	Online - Weekly Meeting	December 4	11.00 A.M to 12.00 P.M
21	State Level convention on Livelihood Rights of Women Workers	December 5	10.00 A.M to 2.00 P.M
22	Online Weekly Meeting	December 11	11.00 A.M to 12.00 P.M
23	Online - Gunjan software	December 12	3.00 P.M to 4.00 P.M
24	Online - TOC meeting with CEO	December 13	11.00 P.M to 12.00 P.M
25	Online - 3 <sup>rd</sup> Quarter EC online Meeting with Dhvani team	December 17	3.00 P.M to 4.30 P.M
26	Online - Weekly Meeting	December 18	11.00 A.M to 12.00 P.M
27	Offline - Niranthara lite program training for federation members	December 20 <sup>th</sup> & 21 <sup>st</sup>	
28	Online - Discussion on federation success stories	December 23	11.00 A.M to 12.00 P.M

29	Online - Strategic planning with federation members	December 27	2.30 P.M to 3.30 P.M
30	Online - Niranthara lite follow up meeting session	December 27	3.30 P.M to 4.00 P.M
31	Online - Strategic Plan discussion Meeting	December 30	12.00 P.M to 12.30 P.M

**Activities done by these Three Months:**

1. Monthly review meeting
2. Parameters Implementation
3. Website and Facebook updation
4. Members organization Facebook creation
5. Board Meeting conducted
6. Online Members meeting conducted
7. Niranthara lite Members follow up weekly meeting
8. Membership Policy implemented
9. Strategic planning meeting
10. Gunjan software updation
11. Master data sheet updated

**Next Quarter Plan:**

1. New Member Directory prepared
2. New Member added
3. Resource Book prepared
4. Member Training and Sub-committee Training
5. Strategic Planning implemented
6. Policy and Advocacy
7. Niranthara lite program training for Federation Members
8. Parameters Implemented reached 158