

भारतीय नौर न्यायिक

एक सौ रुपये

रु. 100

ONE HUNDRED RUPEES

भारत इंडिया

INDIAN NON JUDICIAL

प्रधान मुद्रांक कार्यालय, मुंबई

प.रु. नि. नं. 1.000029

16 JUL 2024

संदर्भ अधिकारी

महाराष्ट्र MAHARASHTRA

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AGREEMENT

श्रीम. एस. एस. सांगढे

This AGREEMENT (hereinafter referred to as "AGREEMENT") is made and executed on this 22nd day of July, 2024 at Mumbai.

BETWEEN

Mahanagar Gas Limited (MGL), a company incorporated under the Indian Companies Act, 1956, having its registered office at Mahanagar Gas Limited, MGL House, G-33 Block, Bandra-Kurla Complex, Bandra East, Mumbai – 400051 (hereinafter referred to as 'MGL', which expression shall unless the context admits otherwise mean and include its successors and permitted assigns) of the one Part

AND

SAMABHAVANA Trust is registered in 2000 under the Societies Registration Act, 1950, having its registered office at 6, Sumangal Co OP HSG Society, Sector 2, Airoli, Navi Mumbai 400708 (hereinafter referred to as "SAMABHAVANA" which expression shall mean and include its successors and assigns) of the other Part.

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[“MGL” and “SAMABHAVANA” shall hereinafter be collectively referred to as “the Parties” and individually referred to as “the Party”]

WHEREAS SAMABHAVANA is a voluntary organization registered in 2000 under the Trust Act, it aims to bring innovative learning products into School Education and contribute by reaching the less privileged students.

WHEREAS MGL is one of India’s leading natural gas distribution companies. MGL has to its credit the distinction of pioneering the natural gas distribution network in Mumbai and its neighboring areas.

WHEREAS SAMABHAVANA has approached MGL for seeking financial resources for the proposed STEM learning base Mini science centers for seven schools of Mumbai that impact effective education and the better understanding of the academic concepts and their practical application under “MGL Vidya”

WHEREAS such initiative is in line with MGL’s policy for MGL Vidya. MGL has therefore decided to promote education, including STEM learning base Mini science centers for seven schools of Mumbai that impact effective education and the better understanding of the academic concepts and their practical application in Mumbai.

NOW, THEREFORE, the Parties hereto, intending to be legally bound hereby and in consideration of the mutual covenants contained herein, the Parties hereby agree as follows:

1. TENURE OF AGREEMENT:

The AGREEMENT shall be effective from 1st July 2024 and shall continue in full force and effective till 28th February 2025 unless terminated earlier as provided herein.

2. PROGRAM FRAMEWORK:

2.1 Scope of the Program:

Under MGL Vidya, SAMABHAVANA proposed STEM learning base Mini science centers for seven schools of Mumbai that impact effective education and the better understanding of the academic concepts and their practical application under “MGL Vidya” The detailed project proposal is attached as ANNEXURE A. The said project shall be sponsored by MGL and executed by SAMABHAVANA in accordance with the terms of the AGREEMENT.

2.2 Program Implementation Plan:

As detailed in the implementation sheet, which is referred to as ANNEXURE B.

SAMABHAVANA shall ensure the following:

- Be a catalytic channel that is an interactive, engaging & fun way of learning technique aimed to raise awareness, grasp the information & strengthen the aptitude of children.
- MSC supports the teachers in teaching - with a focus on concepts from science & math
- To establish 80 tabletop working models with 40 back-drops and manuals in regional language to provide hands-on experience for learning/teaching Science and Mathematics for Classes 5 to 10.

2.3 Program budget:

The approved project budget is Rs. 40,76,310/- (Rupees Forty Lakh Seventy-Six Thousand Three Hundred Ten Only), as detailed in the budget document referred to



as ANNEXURE C. SAMABHAVANA shall ensure that there shall be no cost overrun of the program and the program is complete and in a planned manner.

Deviation(s) if any has to be capped to 10% in each budget head within the overall financial limit of Rs. 40,76,310/- (Rupees Forty Lakh Seventy-Six Thousand Three Hundred Ten Only) However, no deviations for honorariums, salaries, miscellaneous expenses and administrative expenses is permitted. Further, no cost overrun or out of pocket expenses are permitted.

SAMABHAVANA will dedicate a bank account (with a scheduled bank) for all monetary transactions related to the project. The same will be reported to MGL at the inception of the project.

2.4 Funding cycle:

The funds will be released to SAMABHAVANA for the execution of the Program as per the schedule tabulated in ANNEXURE D to the AGREEMENT. Subject to the other conditions laid down in this AGREEMENT, SAMABHAVANA shall be entitled to use the funds for the Program subject to the compliance to the following conditions by SAMABHAVANA:

2.4.1 The funds allocated and disbursed to SAMABHAVANA shall not be used for any objective other than the objective enunciated above. No diversion of funds from the Program 'MGL Vidya' to any other project, towards any administrator, towards SAMABHAVANA, or otherwise shall be permissible under this AGREEMENT. SAMABHAVANA, its promoters, personnel, agents or their family members shall not benefit, (either directly or indirectly), in cash or kind, or through tendering from the project for personal gain or otherwise. SAMABHAVANA shall not, without the written consent of MGL, assign any of its rights and/or obligations under the AGREEMENT to any third person.

2.4.2 Subject to clause 2.4.1, purchase of materials, items, or otherwise (hereinafter referred to as 'items'), if any, required by SAMABHAVANA for implementation of the Program shall be subject to the bidding process. However, the condition of the bidding process shall not be applicable to purchase for an amount less than Rs.20000/- (Rupees Twenty Thousand Only) but the same shall be reported with the item of purchase in the Financial Report.

2.4.3 Transactions, if any, involving payment of an amount more than above Rs. 10,000/- (Rupees Ten Thousand only) by SAMABHAVANA pursuant to the AGREEMENT, shall be made through cross cheques and/or bank transfers only. Further transfer of seed money or any direct financial benefit to any single beneficiary or group of beneficiaries will be done through crossed cheques or bank transfers only.

2.4.4 In the event of any item remaining unconsumed/unutilized, as the case may be, SAMABHAVANA shall not, without first obtaining written permission from the designated officer of MGL, dispose of/ donate any such item in any manner or/and in favor of any person. Designated Officer means Head of the Department-CSR, MGL, or any other officer, if any, as intimated by MGL to SAMABHAVANA.

2.5 Reporting:

Following reports/documents are required to be submitted by SAMABHAVANA to MGL in the format and within the time limit as prescribed under the AGREEMENT and signed by duly authorized representative of SAMABHAVANA:



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2.5.1 Activity Update Report(s) in the format and in the manner as prescribed in ANNEXURE E, including statistics of programs conducted, progress made, on monthly basis by 25th of every month.

2.5.2 Financial Report in the format and in the manner as prescribed in ANNEXURE F, on monthly and quarterly basis (certified by a practicing-chartered accountant) within 15 days of end of relevant month and within 45 days of the end of quarter of a calendar year as the case may be. The report shall also highlight the achievements, if any, of the program.

2.5.3 All other reports as mentioned in the Funds Disbursement Schedule tabulated in ANNEXURE D to the AGREEMENT, in the manner and at the frequency as stated therein.

2.5.4 Annual Audited Expense Statements including the quantum of funds received and spent from time to time for the Project, within 45 days from the end of the yearly funding cycle, duly certified by a Practicing Chartered Accountant.

2.5.5 A Report on utilization of funds duly certified by chartered accountant to be submitted within 45 days of completion of the program. The report should support the necessary supporting (bills, vouchers, etc.) duly certified by the designated person (as communicated by SAMABHAVANA to MGL in writing).

2.5.6 MGL may seek additional information or information in separate templates as may be required. SAMABHAVANA will furnish such information in the desired format to MGL on written request of MGL.

2.6 Notwithstanding anything contained above, with a view to monitor the compliance of the terms and conditions of the AGREEMENT, MGL may conduct evaluation of the Program from time to time, through its designated personnel(s) or third-party agency during the term of the AGREEMENT and in the manner as desired by MGL after giving a 2 (two) days' notice of its intention to SAMABHAVANA. SAMABHAVANA shall provide full support to designated personnel(s) or third-party agency for evaluating the program.

Subject to the terms of the AGREEMENT, the above stated reports and documents shall be submitted, in writing, by SAMABHAVANA to the Head of the Department-CSR, MGL or the designated officer of MGL.

3. CO BRANDING:

The program shall be co-branded as 'MGL Vidya' and the same shall be prominently displayed and made visible at conspicuous places during execution of project activities and in websites, social media, Newsletters and Annual Reports of SAMABHAVANA, along with the logos of MGL and SAMABHAVANA. SAMABHAVANA shall not misuse the logos of MGL. The co-branding will be done by SAMABHAVANA with approval of MGL. Further, SAMABHAVANA shall also not get the MGL's logo and/or name on brochures, pamphlets, forms etc. printed on its own or by a third party without prior written consent from MGL. The cost of the said printing, if any permitted, may be charged by SAMABHAVANA from the funds disbursed to SAMABHAVANA by MGL. This AGREEMENT does not grant or convey any right, title or interest, proprietary or otherwise, in or to any trade name, logo, copyrighted material, service mark or trademark owned or licensed by MGL to SAMABHAVANA. SAMABHAVANA agrees that it shall not adopt, whether during the terms of this AGREEMENT or at any time after its termination or expiry, any mark, word, symbol, slogan, usage etc. which in any way



infringes the proprietary rights of MGL. This obligation shall survive on the termination of this AGREEMENT.

4. INDEMNIFICATION:

4.1 SAMABHAVANA hereby agrees and undertakes to indemnify and keep MGL indemnified, its directors, officers, representatives, and employees indemnified against any loss, charges, liabilities, obligations, or expenses including reasonable attorney fees and damage, incurred by MGL, due to any misrepresentation, act, omission or commission caused by the employees/ staff, servants, agents of SAMABHAVANA, including breach of terms of this AGREEMENT or for any reason relating to (a) any claims by a third party (b) violation of any applicable laws, applicable permits, codes, ordinances or regulations by SAMABHAVANA, (c) any claims on account of any harm to any person caused in the course of providing the services by SAMABHAVANA and (d) loss or damage to real or tangible property, caused by SAMABHAVANA, or its employees/ staff person or otherwise.

4.2 SAMABHAVANA ensures that all statutory and regulatory obligations related to the implementation of the project have been fully complied with. SAMABHAVANA agrees and undertakes to indemnify and keep MGL indemnified for any loss to MGL in the event of any non-compliance to statutory and regulatory obligations on the part of SAMABHAVANA.

4.3 The clause shall survive termination of this AGREEMENT.

5. CODE OF CONDUCT:

SAMABHAVANA hereby undertakes to abide by the code of conduct by way of a declaration in the format given in ANNEXURE G and ensure compliance with the following:

- Compliance with all applicable laws.
- Prevent unsafe situations.
- Respect human rights.
- Be economically, environmentally and socially responsible.
- No tolerance to harassment.
- Zero tolerance towards child labor.
- Data privacy laws.
- Fair and ethical in transacting purchases and implementation of projects.
- No political affiliations.
- No religious bias.
- Be a good neighbor and respect the local community and culture.
- Zero tolerance for corruption.
- No conflict of interest.
- No money laundering.
- Be fair, transparent and reasonable in all transactions.
- No unethical practices.
- No cruelty to animals.

6. TERMINATION:

6.1 Either party may terminate the AGREEMENT after giving 30 days' notice to the other party without any reason. The Agreement shall stand terminated at the end of 30 days of notice period.



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6.2 In the event of unsatisfactory performance of the project by LBES for any reason whatsoever including unfinished work in the given time, failure to implement the program as per the AGREEMENT or violation of any term of the AGREEMENT, MGL shall serve a notice of 15 (Fifteen) days on SAMABHAVANA. If SAMABHAVANA fails to make good the unsatisfactory performance within 15 days of receipt of notice, the AGREEMENT shall stand terminated at the expiry of the notice period.

6.3 Notwithstanding anything contained in clause 6.1 and 6.2, MGL may terminate the AGREEMENT with immediate effect in the following circumstances:

6.3.1 SAMABHAVANA is found involved in any manner in any corrupt/unethical practice or misappropriating the funds/assets, which belong to MGL, or has been marked for the Project activities & MGL has sufficient grounds to believe so.

6.3.2 SAMABHAVANA commits violation of any of the terms laid down in the AGREEMENT affecting the objectives of the program and cannot be made good in the opinion of MGL.

6.4 Upon Termination,

6.4.1 SAMABHAVANA shall return all the intellectual properties and/or other proprietary material, if any relating to MGL provided under the terms of this AGREEMENT and no copies thereof shall be retained by SAMABHAVANA without written consent from MGL.

6.4.2 SAMABHAVANA shall return all the capital assets and/or other assistive material includes all documents like bills, warranty/guaranty card etc, if any relating to MGL provided under the terms of this AGREEMENT. No copies thereof shall be retained by SAMABHAVANA without written consent from MGL.

6.4.3 SAMABHAVANA shall submit full accounts (certified by a practicing Chartered Accountant) of the Program, in writing, taking into account all receipts and payments for the purpose of the AGREEMENT. MGL or its representative may carry out an audit of the Program including the expenses made thereof.

6.4.4 SAMABHAVANA shall not be entitled to any amount towards funding or towards compensation for termination or otherwise.

7. OBLIGATIONS OF MGL:

7.1 Subject to the other clauses of the Agreement, MGL shall reimburse funds, if any, required as per the ANNEXURE C to this AGREEMENT, to SAMABHAVANA to meet approved or agreed expenses of the Program and commitments related to the said Program up to the date of termination (the relevant date) subject to the ascertainment of actual amount utilized for the project. No expenses beyond the approved or agreed expenses shall be paid. Further no out of pocket expenses shall be paid to SAMABHAVANA.

7.2 In the event of excess disbursement to SAMABHAVANA, MGL shall demand and recover from SAMABHAVANA such excess disbursements and SAMABHAVANA shall be liable to refund the excess disbursements within a period of 30 days of *Swarg* ascertainment of the final amount.



8. RELATIONSHIP:

8.1 Nothing contained in this AGREEMENT shall constitute a partnership or joint venture between the Parties. No relationship of employer and employee shall be deemed to be created between MGL and SAMABHAVANA or MGL and the employees, workers, personnel, or representatives of SAMABHAVANA. MGL shall not be liable in any manner to the employees, personnel or representatives of the LBEs or any person working for LBEs in respect of the AGREEMENT or otherwise.

8.2 During the term of this AGREEMENT, SAMABHAVANA shall not hold itself out as an agent of MGL. It is clearly understood that this AGREEMENT is on principal to principal basis and MGL shall not be liable for the acts of commission or omission of SAMABHAVANA or its employees, personnel or representatives.

9. AMENDMENTS:

Any amendments to any of the clauses of this AGREEMENT shall be proposed and sent in writing to the other Party by the Party proposing such amendment and if both MGL and SAMABHAVANA agree to such amendment, then the same shall be incorporated in the AGREEMENT by execution of a side letter.

10. NOTICE:

Any Notice or other Communication required to the Parties hereto shall be delivered at the address mentioned in this AGREEMENT or at the address as subsequently notified by the Parties. Any notice or written communication shall be deemed to have been served on the other party at the end of 48 hours of sending through post, courier etc.

11. FURTHER ACTS:

Each of the Parties hereto undertakes to execute, do and take all such steps as may be in their respective powers to execute, do and take or procure to be executed, taken or done and to execute all such further documents deeds and do all further acts, deeds matters and things as may be required to give effect to the provisions of this AGREEMENT.

12. RESOLUTION OF DISPUTES:

In the event of any dispute, controversy or difference or claim between the Parties hereto under this AGREEMENT of or in any respect relating to, concerning or connected with the interpretation or implementation of this AGREEMENT or arising out of this AGREEMENT, either before or after the termination of this AGREEMENT ('Dispute'), the Parties agree to act in good faith and use all reasonable efforts to resolve such dispute or difference in the first instance amicably, by mutual discussion within one [1] Month of such dispute having been raised and in the event the same is/are not so resolved, then such dispute shall be referred to a sole arbitrator to be appointed by MGL and such arbitration shall be conducted in accordance with and governed by the provisions of the Arbitration and Conciliation Act, 1996. The Fees, expenses, charges for the Arbitration shall be paid and borne by the Parties in equal proportions. The venue of the arbitration shall be Mumbai, the proceedings of the Arbitration shall be in the English Language.

13. ACKNOWLEDGEMENT AND AUTHORISATION:

- Each Party acknowledges that it has read this AGREEMENT carefully and *Sudarshana* understands the obligations it is entering into under this AGREEMENT.
- The person executing this AGREEMENT is duly authorized to execute this AGREEMENT.



14. COUNTERPART:

This AGREEMENT shall be executed in two counterparts, each of which shall constitute the original and both of which taken together shall constitute one and the same AGREEMENT.

15. SEVERABILITY:

The Parties hereto agree that if at any time, any of the terms, conditions, and/ or provisions of this AGREEMENT are declared to be invalid or unenforceable to any extent under the applicable laws or under directions or orders of any judicial or other competent authority, this AGREEMENT shall continue to be in force, as if such clause was never in existence.

17. SUPERSESSION:

The terms and conditions of this AGREEMENT shall supersede all the previous communications.

18. GOVERNING LAW AND JURISDICTION:

This AGREEMENT shall be governed by the laws of India. The Parties hereby agree that the courts in Mumbai, India shall have the exclusive jurisdiction to try any disputes by and between the Parties hereto subject to the Arbitration Clause.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS THE DAY AND YEAR FIRST HEREIN ABOVE MENTIONED:

Authorized Signatory of SAMABHAVANA

Authorized Signatory of MGL



Organization Seal
SAMABHAVANA



Company Seal
Mahanagar Gas Ltd

Jasmit Thakur
Executive Director

Date: 22/07/2024

Chakrapani Atmakur
VP (HR & CSR)

Date: 22/07/2024

Witness:

Name: Sodarand Shetty
(Marketing Manager)

Signature: _____
Date: 22/07/2024

Witness:

Name: Susanta Kumar Rout
Chief Manager CSR

Signature: _____
Date: 22/07/2024

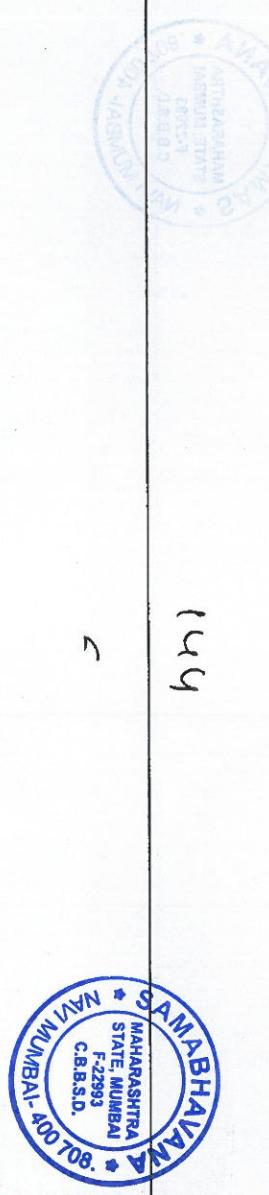
PROPOSAL SHEET

ANNEXURE A

(TO BE SUBMITTED IN BOTH HARD COPY AND SOFT COPY TO HOD, CSR,
**MAHANAGAR GAS LIMITED, MGL HOUSE, G-33 BLOCK, BANDRA KURLA COMPLEX,
 BANDRA (E), MUMBAI - 400051)**

PART A: - ORGANIZATION'S PROFILE

1. Name of the Organization: - SAMABHAVANA
2. Address of the Organization: - 6, SUMANGAL CO OP HSG SOCIETY, SECTOR 2, AIROLI, NAVI MUMBAI 400708
3. Local address (Mumbai / Maharashtra): -
SAME AS ABOVE
(Attach proof of local address)
4. Legal Status (Registered as society / trust/ company/ etc.) (Attach Certificate) TRUST
5. Registration No: - F-22993
6. Date of Registration: - 16TH MARCH 2000
7. Name as per registration certificate (If registered in any script other than roman use the same script) (Attach declaration for name as per Roman Script):- SAMABHAVANA (समाभवना)
8. PAN No. (Attach PAN Copy): - AACTS4135J
9. Name as per PAN: - SAMABHAVANA
10. 12 A Registration No. and Date: - (Attach Copy) AACTS4135JF20018 -DATED-18-6-2023
11. 80 G Registration No. and Date: - (Attach Copy along with declaration to the effect that the registration u/s 80G has not been rescinded)
AACTS4135JF20018- DATED 28-3-22
12. 35 AC Registration No. And Date: - NA
13. CSR Form 1: - (Attach Copy) CSR00000687 DATED 6-4-2021
14. Address as per Registration: - 6, SUMANGAL CO OP HSG SOCIETY, SECTOR 2, AIROLI, NAVI MUMBAI 400708
15. Is the organization empanelled with NCSR Hub / IICSR / Others? (Attach empanelment letter and renewal letter) YES
16. Has the organization received any recognition / awards during the last 5 years? YES



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ACHIEVEMENTS:

Sr. No.	Award/Recognition	Year
A	Featured on Cover Page of Corporate Social Focus Magazine- February 2024 issue. https://www.linkedin.com/feed/update/urn:li:activity:7164114595668865024?utm_source=share&utm_medium=member_desktop	2024
B	TEDX SPEAKER https://www.ted.com/edx/events/48296 https://www.dailiworld.com/news/newsDisplay?newsID=960342 https://newskarnataka.com/events/campus/st-aloysius-college-hosts-its-very-first-tedxicac-492306/24052022	2021-2022
C	1 st Organisation to Organize the CSR Conference in India. https://twitter.com/samabhavana?lang=en https://www.youtube.com/playlist?list=UUXtoFNsAmw3_ibCr0SUAYgQ https://knowledgesteez.wordpress.com/2013/04/12/global-conference-on-csr-in-india/	2013-2014/2014/2015
D	1 st Organisation to Organize the Diversity & Inclusivity Conference with International delegates from USA and Europe. https://www.youtube.com/user/SamabhavanaSociety	2013-2014/2015
E	7 Research Studies on Male Adolescent Exploitation which were presented in International Conferences in New Zealand/Spain/Malaysia/Thailand. https://samabhavana.in/social-research.html	2001/2003/2004/2005
F	Developed programs in Thailand/Cambodia/Lao & Vietnam for Male Adolescent Exploitation. https://love146.org/bress/secret-sex-workers-mumbaits-exploited-male-masseurs/ https://love146.org/wp-content/uploads/2013/06/Exploitation-of-Boys_Youth-in-the-Massage-Trade-Mumbai-India.pdf	2014/2015
G	Invited to Present Paper on Ancient Indian Sexuality & Diversity- Full Scholarship from the office of Prime Minister- New Zealand Rt. Hon Helen Clarke https://samabhavana.in/gallery.html	2001

MORE MILESTONES : <https://samabhavana.in/history.html>



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17. Name of auditor last 3 years: -

1 Ms. SHEETAL PANCHAL- MAPS & ASSOCIATED

18. Does the organization have any signed contract / signed appointment letter with the auditor (if yes, attach a copy duly signed and accepted by auditor) YES

19. Does the organization rotate its auditor? (If yes, when was such last rotation done? Attach proof of rotation and organization's policy towards rotation of auditor.) NO

20. Does the organization maintain separate accounting files (usage of separate cost centre function) for each project? (If yes, attach documentary proof for the same, 10 entries for 3 different projects to be submitted along with manual bills / vouchers for cross checking)

YES

21. Grant assistance received during last 3 years (Donors with more than Rs. 1 lakh donation) in the format herein under: -

a. INSTITUTIONAL DONORS ONLY

DONOR PARTNER NAME	FUNDING	THEMATIC AREA	PROJECT TYPE	TENURE
SBI LIFE INSURANCE	₹ 10,18,466	EDUCATION	STEM + SMART DIGITAL CLASS ROOM	1 YEAR
KUTCH RAILWAYS	₹ 25,02,570	EDUCATION	STEM/STEM	1 YEAR
MURATA ELECTRONICS (INDIA) PVT LTD	₹ 13,70,240	EDUCATION	STEM	1 YEAR
INDIAN OIL	₹ 12,62,000	EDUCATION	STEM	1 YEAR
MICHELIN INDIA PRIVATE LIMITED	₹ 44,00,000	EDUCATION	STEM	1 YEAR
MORLEY	₹ 29,00,000	EDUCATION	ROBOTICS/AI/ ASTRONOMY	1 YEAR
INDIAN OIL- ODISHA	₹ 11,00,000	EDUCATION	STEM	1 YEAR
IRCON INTERNATIONAL LIMITED	₹ 26,56,500	EDUCATION	STEM/ ASTRONOMY/ BALA	1 YEAR
MURATA ELECTRICALS (INDIA) PVT LTD	₹ 10,40,000	EDUCATION	STEM	1 YEAR
INDE FOUNDATION	₹ 16,60,875	EDUCATION	STEM	1 YEAR
FIVE STAR BUSINESSES FINANCE LIMITED	₹ 28,68,637.50	EDUCATION	STEM	1 YEAR
SK CITY Bus Operation Pvt. Ltd	₹ 5,73,297	EDUCATION	STEM	1 YEAR
Vasudevo- City Bus Operation Pvt. Ltd	₹ 11,46,595	EDUCATION	STEM	1 YEAR
NABENS	₹ 10,78,000	EDUCATION	STEM	1 YEAR
CONNEL CALDIC	₹ 28,68,637.50	EDUCATION	STEM	1 YEAR
FIVE STAR BUSINESS FINANCE LIMITED	₹ 11,46,594	EDUCATION	STEM	1 YEAR
GREEN CELL MOBILITY	₹ 2,50,00,000	EDUCATION + HEALTH	SCHOOL RENOVATION+ SETTING UP SCHOOL LIBRARY & 2 EYE CENTER	1 YEAR
WESTRUP FOLWER INDIA PRIVATE LIMITED	₹ 11,46,595	EDUCATION	STEM	1 YEAR
MAHARASHTRA NATURAL GAS PRIVATE LIMITED (MANGI)	₹ 19,58,500	EDUCATION	STEM	1 YEAR
TENNECO AUTOMOTIVE INDIA PRIVATE LIMITED	₹ 5,00,000	EDUCATION	STEM	1 YEAR
NATIONAL SECURITIES DEPOSITORY LIMITED (NSDL)	₹ 5,00,000	EDUCATION	STEM	1 YEAR
AAROHAN FOUNDATION	₹ 10,31,140	EDUCATION	STEM	1 YEAR
MANN + HUMMEL	₹ 4,90,900	EDUCATION	STEM	1 YEAR
SBI FOUNDATION	₹ 25,00,000	EDUCATION	STEM	1 YEAR
NUCLEAR POWER CORPORATION OF INDIA LTD (NPCIL)	₹ 16,11,292	EDUCATION	STEM	1 YEAR
RAILTEL CORPORATION OF INDIA	₹ 18,00,000	EDUCATION	STEM	1 YEAR
CONNEL BRO'S COMPANY (INDIA) PRIVATE LIMITED	₹ 10,78,000	EDUCATION	STEM	1 YEAR
STERLING INVESTMENT CORPORATION LIMITED	₹ 25,05,287	EDUCATION	STEM	1 YEAR
CAMLIN KOKUYO	₹ 11,47,900	EDUCATION	STEM	1 YEAR
MANN + HUMMEL	₹ 4,80,740	EDUCATION	STEM	1 YEAR
SUZUKI MOTORCYCLES INDIA PRIVATE LIMITED	₹ 4,50,00,000	HEALTH	COVID-19 -50 BED HOSPITAL, 35 AMBULANCES DISTRIBUTED	1 YEAR
SUZUKI MOTORCYCLES INDIA PRIVATE LIMITED	₹ 3,50,00,000	EDUCATION	STEM	1 YEAR
WORLEY INDIA PVT LTD	₹ 13,98,300	EDUCATION	STEM	1 YEAR
ENERGY EFFICIENCY SERVICES LIMITED (EESL)	₹ 25,56,500	EDUCATION	STEM	1 YEAR
NATIONAL FERTILIZERS LIMITED (NFL)	₹ 10,51,600	EDUCATION	STEM	1 YEAR
ALKYL AMINES CHEMICALS LIMITED	₹ 8,79,661	EDUCATION	STEM +CHEMICAL LAB	1 YEAR
GAS AUTHORITY INDIA LIMITED	₹ 16,10,000	EDUCATION	STEM	1 YEAR
RAUTEL CORPORATION OF INDIA	₹ 18,00,000	EDUCATION	STEM	1 YEAR

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22. Thematic area of intervention/ expertise

Education Social Development Women's Empowerment
Health and Sanitation Swatch Bharat Sports
Handicraft/ Cultural Event Skill Development
Livelihoods Environment Protection Others
Please specify _____

23. Abstract of funds received in last three years: -

Year	Institutional Grant

24. Assets (Value as per latest balance sheet)

Types of Assets	Value	Details
Movable	NA	
Inmovable (including computers, office Equipment's, etc.)	Rs 1,01,638	Computer, Office Equipment, cabinet

Attach relevant schedule of the auditor's report.

25. Details of authorized signatory: -

a) Name: - MR. JASMIN THAKUR
b) Designation: - SECRETARY & E.O

26. Total number of members of the board / trustees / members of governing body. - 5

27. Number of members of the board / trustees/ members of governing body drawing salary from the organization. (Attach declaration in letter head) -NA

28. Organization's policy towards composition of board and election.

29. Dates and results of last election held (attached minutes duly certifited by authorized signatory).

30. Software employed for the purpose of accounting (Take a sample of entry in Tally software page for any existing project Attach proof)

31. Does the organization have any policy on purchase of goods / services? How is purchase of goods / services pursued in the organization?



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(Attach proof for at least 3 purchases with quotations and PO's issued - proof of purchase from L1 bidder) NA- AS NO QUOTATIONS WERE INVITED

32. How and when is salary of staff paid? (Attach bank statement highlighting salary paid to at least 3 staff over the last three months, along with copy of advice letter sent to bank and copy of salary slip clearly mentioning date of payment.) NO STAFF ON PAYROLL

PART B: PROJECT BACKGROUND

33. Title of the project: - 'MGL MINI SCIENCE CENTRE'

34. Geographical area of proposed project: - MUMBAI

35. Is the organization active in proposed geography? YES

(Attach Proof, grant in aid letter, signed agreement, evaluation report by 3rd party agency, etc.)

36. Project Duration- 1 YEAR

37. What concern the project seeks to address:-
This grant will be used to Set Up Mini Science in Under Privileged Schools, to Provide teachers training for sustainability and ensuring better deliverance of science and math's learning to strengthen educational foundation

38. Project Background:- (Vision, Mission, Objectives, Brief of the organisation and Project background attach a copy of trust deed / article of association / memorandum of association / bye-laws / any other relevant document to validate the same)



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Project Conceptualization & Plan: 1. A: Mission Statement – Developing aptitude & Learning by fun.

1. B: Vision Statement: To be recognized globally for bringing innovative learning products in School Education and contributing to the society by reaching to the less privileged students

1. C Goal: Learning made accessible to all children for aptitude strengthening.

1. C.1: Immediate Goal: Reaching to Large population of under privileged Children Pan India

1. C.2: Aim: Ensuring equal opportunities for all under privileged Children.

1. C.3: Immediate Aim: Reaching 2000 schools in 2017-18

1. C.4: Objective: Empowerment of aptitude of children

1. C.5: Specific Objectives: Ignite Scientific interest in children so that –

- Aptitude developed.
- Difficult subjects like Science & Math's are made fun & easy.
- Discovery is a regular process.
- Possibly a stepping stone for career in Science & Math's.
- Parents feeling secured of their children's future.

Mini Science Centre (MSC) is an educative, innovative and systemic instrument designed to revolutionize science & math's education that makes learning simpler and accessible. It is a catalytic channel that is interactive, engaging & fun way of learning technique aimed to raise awareness, grasp the information & strengthen the aptitude of children; furthermore, MSC supports the teachers in teaching - with a focus on concepts from science & math's. Mini science Centre has a range of 80 *table top working models* with 40 *back-drops and manuals* in regional language to provide hands-on experience for learning/teaching Science and Mathematics for Class 5 through 10. MSC will be a permanent and integral part of the school and academics right from its installation.

The models designed for MSC forms the basis for effective education and better understanding of the academic concepts and their practical applications. Principally these models are

- For all students from standard 5 to 10
- Intentional and standards-based
- Active, interesting, and relevant to students
- Reflect current research and practices that are curriculum based
- Age-level appropriate
- Integrate skills from different subjects of Science and Math's
- Incorporate staff training in science and Math's teaching
- Based on ongoing assessment of student needs and progress.

Goal	Learning made accessible to all children for aptitude strengthening.
Immediate Goal:	Reaching to Large population of under privileged Children Pan India
Aim:	Ensuring equal opportunities for all under privileged Children.
Objectives	<ul style="list-style-type: none"> I. Empowerment of Students II. Ignite Scientific interest in under privileged students
Intended Outcomes (Write the outcomes that you intend to achieve through the proposed intervention)	<ul style="list-style-type: none"> → Difficult subjects like Science & Math's are made fun & easy → Discovery is a regular process. → Scientific knowledge provided for day to day understanding. → Possibly a stepping stone for career in Science & Math's. → Parents feeling secured of their children's future.



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Project Conceptualization & Plan: - Project Conceptualization & Plan:-

(Including aims and objectives)

- ✓ Post Installation – dates will be fixed with school to undertake the 1st Teachers Training.
- ✓ Post 1st Teachers training after a period 45 to 60 days the 1st M&E will be undertaken.
- ✓ Post 1st M&E – 2nd round of Teachers training will be undertaken to further demystify doubts and consolidate teachers training.
- ✓ Post 2nd Teachers training after a period 45 to 60 days the 2nd M&E will be undertaken

Inputs and Project management

- ✓ Finalization of Number of schools from donor partner
- ✓ Clearance of Geographical Location for school from donor partner
- ✓ Finalization and Signing of MoU & PO with donor partner
- ✓ Drafts send and approved of Design collateral from Donor Partner
- ✓ Team dispatched to set up the Mini Science Centre.

Post Installation – dates will be fixed with school to undertake the 1st Teachers Training.

Post 1st Teachers training after a period 45 to 60 days the 1st M&E will be undertaken

Post 1st M&E – 2nd round of Teachers training will be undertaken to further demystify doubts and consolidate teachers training.

Post 2nd Teachers training after a period 45 to 60 days the 2nd M&E will be undertaken

Annual Maintenance at the end of academic year.

✓ Reports will be generated which will have documentary evidence post every major activity

✓ Annual Report with Utilization Certificate from Auditor at the end of the 1st Year project

39. Declaration to the effect that the proposed activity is in compliance to Schedule VII of the

'Companies Act, 2013' (Attach Declaration in letter head) -ATTACHED

Baseline data to validate the concern (if no baseline data is collected, does the organization propose to collect the same and proposed mechanism for baseline data collection) Yes, based on quantitative questionnaire.

Mention source of such data: School Principal and Teachers

40. Organization's experience in handling similar project (please substantiate with existing project selection letter, grant in aid letter, agreements, etc.) WE HAVE BEEN SETTING UP

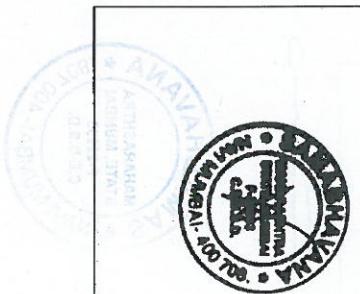
MINI SCIENCE CENTRE SINCE LAST 7 YEARS – OUR LIST OF DONORS

41. Very briefly state why your organization is best suited to receive funding for

implementing the proposed project (across thematic area, geographic focus, other funding received in similar area where project is proposed and other relevant expertise):-
We are the only hands-on plug and play models that are child safe and has 80 models that clarifies more than 150 concepts of class 5th to 10th in science & math's.

This provides a stepping stone for ensuring analytical growth of mind by concretizing the foundations and is applicable to existing social problem and probably will further ensure better quality of teaching pedagogy and outcome can provide students with interest in Math's and Science.

Samabhavana & STEM Learning have joined hands to ensure systematic delivery of the MSC in Projectivization mode and the synergy ensures proper documentation required, the two verticals are STEM R&D, Production and logistics wing which is a commercial entity and Samabhavana is a NGO that provides facilitation at all the field level and programmatic support to the projects and donors.



42. Manpower available with the organization.

A	Secretary & E. O	Over all overseeing of timely implementation from its technical partners and ensure proper documentation is delivered to donor partner.	1
B	Production in charge at factory	To oversee timely production and delivery of models and backgrounds along with infrastructure of table top and electric set up	1
C	On site Manager	To Ensure timely installation of Mini Science Center	1
D	Trainers	To plan and deliver timely Teachers training program	AS DESIRED
E	Monitoring & Evaluation Officer	To Plan and engage in M&E activities and deliver date for report	1
F	Data Officer & Reports	To clean and provide data for initial draft of report along with pictures.	1
G	Accounts officer	To provide accounting data for fund release and to CA for final utilization certificate.	1

Program Strategies/ Implementation Mechanisms:-

- The trainers will oversee the program via teachers WhatsApp group and support learning and addressing of queries if any.
- We shall oversee this with total 4 visits in one academic year, wherein physical monitoring will be undertaken by, Trainers, M&E Team and AMC team.
- Reporting will be done based on milestones agreed upon primarily post infrastructure set up & 1st Teachers Training, 2nd report will be based on 1st M&E and 2nd teachers training and 3rd report will be culmination of all activities.
- Activities and milestones achieved will be reported along with relevant photographs + annual report will have cumulative details of all the activities

43. Project Monitoring Strategy: -

44.

M&E Parameters		
Sr. No.	Teachers Parameters	Students Parameters
1	Usage of the MSC in school	Students awareness on MSC
2	Installation	Students visits in MSC & Handling the Models
3	Teacher training program Impact	Students able to explaining the models
4	Teachers Trained	Students Feedbacks
5	Need of additional training / Refreshers training report	
6	WhatsApp activity Group	
7	Usage of Models (Taken in Class /students MSC usage)	
8	Items provided by STEM	
9	School Maintained stock register	
10	MSC Neat & Clean	
11	MSC Registers Maintaining	



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45.

46. Project Evaluation Mechanism: - SAME AS ABOVE

47. Give evidence of sustainability of the project (Elaborate) The programmatic sustainability is achieved by undertaking the following actions:

- ▶ Mini Science Centre model is replicable and scalable program.
- ▶ Zero Operation Cost.
- ▶ MSC enhances the very basic requirement of the schools to support its existing syllabus.
- ▶ A vibrant network of teachers will be available for training 3rd year onwards, creating a peer lead program.

48. Does the organization plan to conduct baseline study before inception of the project? Yes,

Snowball technique is selected to identify output, outcome & impact of the project.

Four times in a year the data is collected by the M&E team through Focus Group Discussion & Interview Method. The data is recorded in excel sheet and is presented in tables, charts in descriptive format as per the requirement.

Outcome report (Qualitative and Quantitative report)

Baseline - Collection of data from schools with regards to beneficiaries and status of STEM temper.

Mid line (6 Months) – Qualitative and Quantitative change since baseline in schools.

End line – Annual report at end of year - Measurable outcome with regards to improvement on scientific and math temper among children.

Methodology

Research type: Primary Research.

Frequency of data collection: 4 times in a year.

Variables used: Teachers, location, students and standard etc. Sampling: Random sampling.

49. Mode of data collection: Focus Group Discussion (FGD)/Questionnaire.- same as above

50. PROJECT DELIVERABLES (SMART)

- Difficult subjects like Science & Math's are made fun & easy.
- Discovery is a regular process.
- Scientific knowledge provided for day to day understanding.
- Possibly a stepping stone for career in Science & Math's.
- Parents feeling secured of their children's future

51. BUDGET (Attach detailed budget in the format as under)

Sl. No.	Budget Head	Rates per unit	No. of units	Amount	Reasonability / Justification
PART A (ACTIVITIES AND PROGRAMS)					
1	Mini Science Centre	4,13,000	7	28,91,000	80 MODELS + 80 USERS PLACARD+ 37 COLOURFUL BACKGROUNDS + 1 SAFETY PLACARD + 1 TEACHERS MANUAL INCLUDES INSTALLATION, DELIVERY
2	Teachers Training	47,200	7	3,30,400	

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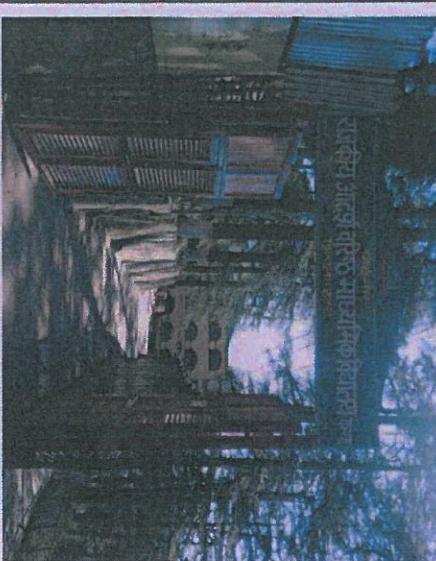


54. Attach Logical Framework Analysis: -

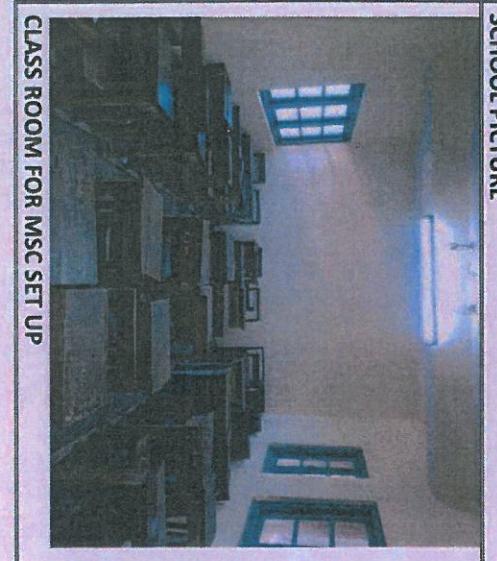
49.

ACTIVITY.	PROCESS NARRATIVE.	Means of Verification.	Time period.	REPORT.
IDENTIFICATION	<p>Identification and geography will be in proposal along with requisite documents from various agencies</p> <p>DATA collated:</p> <ol style="list-style-type: none"> School location. Room availability as per out lay plan. Letter of acceptance. Student's strength in school. 	<p>The documents supporting this activity is:</p> <ol style="list-style-type: none"> School letter and room. Pics of pre MSC school Gender segregation details. 	Post MoU- 7- 9 weeks.	School Identification report.

PROCESS PICTURES FOR ILLUSTRATIVE PURPOSE

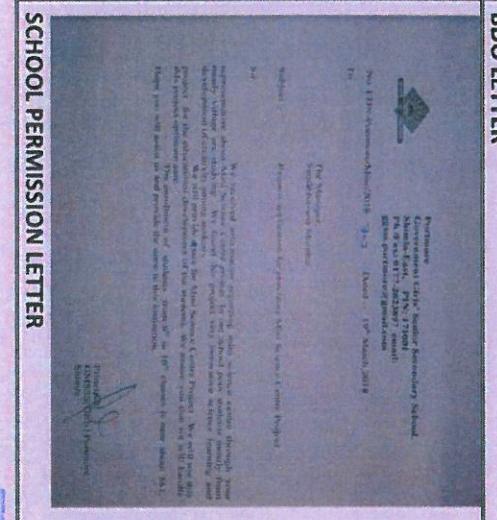


SCHOOL PICTURE

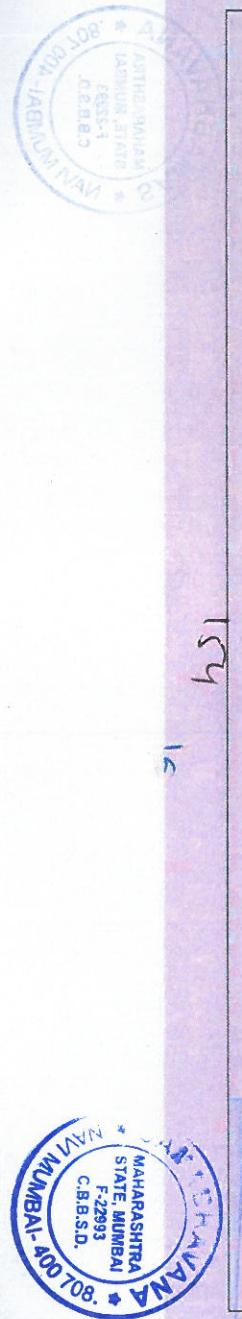


CLASS ROOM FOR MSC SET UP

BDO LETTER



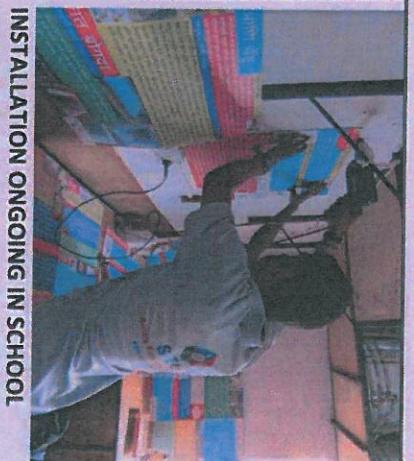
SCHOOL PERMISSION LETTER



ACTIVITY.	PROCESS NARRATIVE.	Means of Verification.	Time period.	REPORT.
INSTALLATION	<p>The installation team proceeds to the location and completes the installation.</p> <p>The Installation team takes picture of the room of pre & post installation and a letter of successful installation and handing over materials/documents.</p>	<p>The documents supporting this activity is:</p> <ol style="list-style-type: none"> Pre room set up picture. Post room set up picture. Letter from school of completion of installation of MSC with (65 models, 33 backdrops + 1 safety measure board =34, 1- Teachers manual, 65 placards of models). 	<p>Installation - 3 weeks from school closure/Mo U.</p>	Installation Report

PROCESS PICTURES FOR ILLUSTRATIVE PURPOSE

PRE SET-UP



INSTALLATION ONGOING IN SCHOOL

INSTALLATION COMPLETION LETTER FROM SCHOOL

ACTIVITY.

PROCESS NARRATIVE.

Means of Verification.

Time period.

REPORT.

Teachers Training Program- 1st. Trainer's team gets in touch with School authorities- Principal & teachers schedules the training date & venue.

The documents supporting this activity is:

Immediately on receiving closure of installation set up-

1st Teachers Training Report.



<p>72 hours before training – reconfirmation is taken from principal and teachers. Initiate training, the training consists of :</p> <ol style="list-style-type: none"> 1) Orientation of Models. (attached Training flow document) 2) Usage as per concepts and its 5 daily usage. (Attached an example of some concepts) 3) Mapped document of Model with curriculum. (attached 65 Models mapping with Curriculum) 4) Establish topics and usage as per the timetable. 5) Explain follow up process. <ul style="list-style-type: none"> → Phone calls. → Whatsapp support group formation. 6) Expected output from teachers of documentation of usage, as they are plug and play and can be taken to class for demonstration and explanation. (attached Pictures and Video) 7) Register of MSC, as they are plug and play and can be demonstrated in class during the concept clarity. 8) Identify and prioritize issues to be dealt by teachers. 9) Set up goals for best practice documentation. 10) Inform about M&E visit and process. <p>The same above process is follow for 2nd Teachers training post.</p>	<p>Teachers Training Program- 2nd.</p>	<p>This report will be known as 1st Teachers Training program report.</p>	<p>6-7 weeks after 1st M&E visit.</p>	<p>2nd Teachers Training Report.</p>
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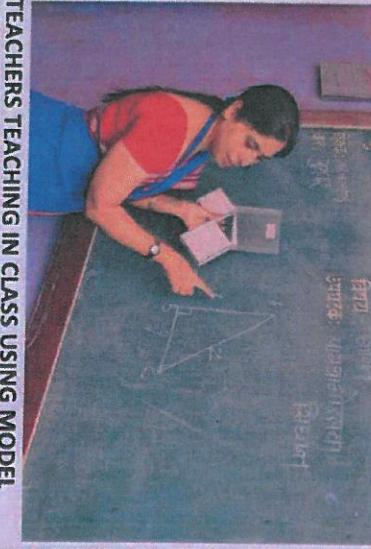


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PROCESS PICTURES FOR ILLUSTRATIVE PURPOSE



TEACHERS TEACHING IN MSC USING MODEL



TEACHERS TEACHING IN CLASS USING MODEL



TEACHERS TRAINING



TEACHERS TRAINING



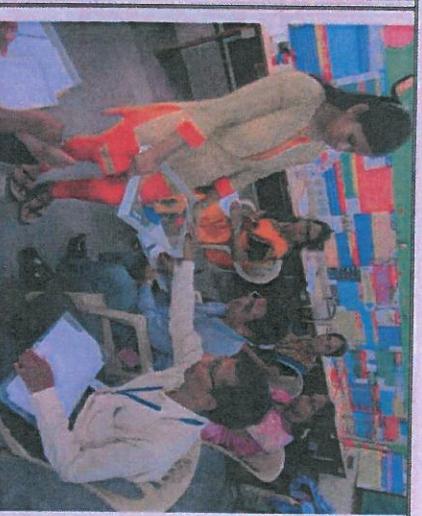
TEACHERS TEACHING IN MSC | ISINE MADEI



TEACHERS TEACHING IN CLASS USING MODEL



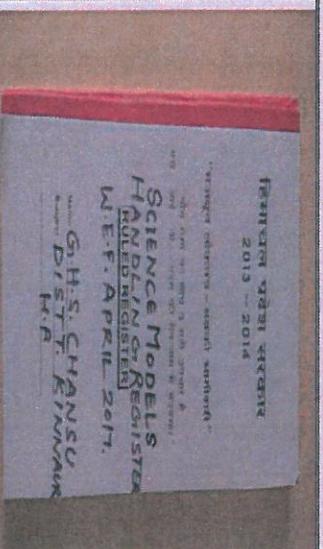
TEACHERS TRAINING



TEACHERS TRAINING

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MSC REGISTER



USAGE OF MODELS- MONITORING



TEACHERS & TRAINERS WHATSAPP GROUP FOR EXPERIENTIAL SHARING

TEACHERS & TRAINERS WHATSAPP GROUP FOR EXPERIENTIAL SHARING

ACTIVITY.	PROCESS NARRATIVE.	Means of Verification.	Time period.	REPORT.
Monitoring & Evaluation-1 st .	<p>The M&E officer initiates the M&E visit with getting in touch with Principal & teachers of the visit and the same is updated on the whatsapp group. Reconfirms the same 72 hours before departure. The M&E consists of:</p> <p>Collating data on:</p> <ol style="list-style-type: none"> Nos of students per class/division. Foundational skills for progressive improvement. Gender segregation. <p>Finalized questionnaire with support of EV for Principal, Teachers and Students</p>	<p>The documents supporting this activity is:</p> <ol style="list-style-type: none"> Call sheet. Whatsapp group snap shot. Questionnaire Notes of FDG & IDI. Pictures and Videos (if possible). Raw data in excel. Draft M&E report for EV comments. 	4-5 weeks from 1 st TTP.	1 st Monitoring & Evaluation Report. (Formative Baseline)

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Monitoring & Evaluation-2nd Visit (1st Year baseline).	<p>The Principal and teachers questionnaire will be qualitative, students will be quantitative and qualitative with FGD and IDI.</p> <p>The students quantitative tools will be:</p> <ol style="list-style-type: none"> 1) Fill in the blanks. 2) Match the columns. 3) Questions and 3 options. 4) Pictorial identifications of models. <p>Qualitative: FGD and IDI lead questions will be framed for students on actual usage in class and MSC.</p> <p>The same above process is followed for 2nd M&E (1st Year Baseline).</p> <p>The 2nd M&E will be the 1st year baseline and based on the goal set data will be captured in the 2nd set of questionnaire, which will be developed.</p>	<p>h. Finalized M&E report.</p> <p>This report will be known as 1st M&E report.</p>	<p>1st Draft in 3 weeks time for M&E visit.</p>
	<p>The above similar process will be used for 2nd M&E (1st year baseline report).</p>	<p>2nd M&E Visit -6-8 weeks after maintenance visit.</p>	<p>2nd Monitoring & Evaluation Report (1st Years baseline)</p>

PROCESS PICTURES FOR ILLUSTRATIVE PURPOSE



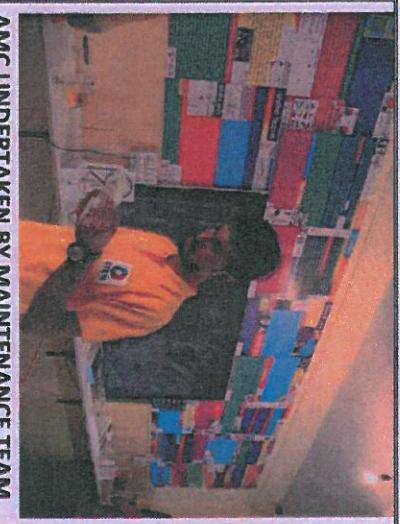
QUANTITATIVE EVALUATION IN PROCESS			
ACTIVITY.	PROCESS NARRATIVE.	Means of Verification.	Time period.
Maintenance.	<p>The maintenance team will visit the school after the 1st M&E visit.</p> <p>The team will notify the school of visit and reconfirm 72 hours prior to departure</p> <p>The maintenance will undertake:</p> <ol style="list-style-type: none"> 1. Repairing and Replacement as and where required. II. Re-clean the premises. 	<p>The documents supporting this activity is:</p> <ol style="list-style-type: none"> a. Pictures of repaired model b. Pictures of replaced model c. Signed report of maintenance from 	<p>2-3 weeks after 1st M&E visit.</p> <p>Maintenance Report.</p>

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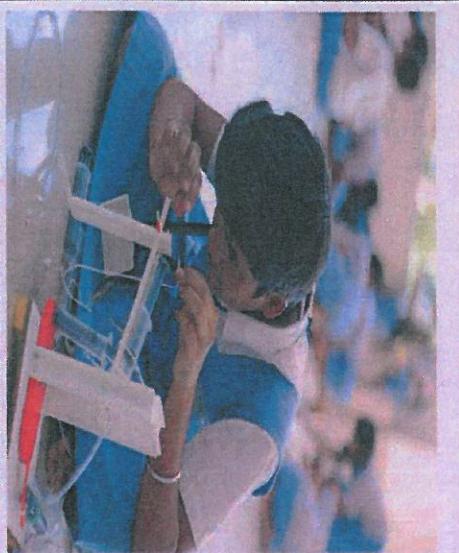
The free maintenance is for 1 st year only, year 2 onwards will be charged.	This report will be known as Maintenance report	Principal/Teacher
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PROCESS PICTURES FOR ILLUSTRATIVE PURPOSE



AMC UNDERTAKEN BY MAINTENANCE TEAM

ACTIVITY.	PROCESS NARRATIVE.	Means of Verification.	Time period.	REPORT.
Student talent showcasing	<p>Program person during the closure of contracts clarifies the number of student talent showcasing activities to be undertaken in the year that will encourage and increase scientific temper in students</p> <p>We provide following avenues for student Talent Showcasing:</p> <ul style="list-style-type: none"> Model Competition Quiz Competition Etc.... 	<p>The documents supporting this activity is:</p> <ol style="list-style-type: none"> Picture and Videos. Activity report. 	<p>This activity can be built in by discussion with donor and school.</p>	<p>Volunteer Engagement Report (activity based)</p>

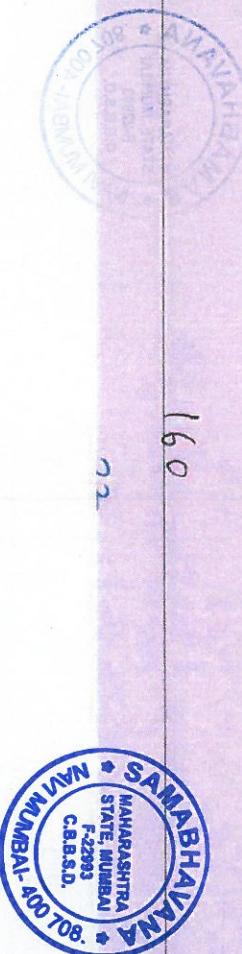


MODEL MAKING COMPETITION BY STUDENTS

MODEL MAKING COMPETITION BY STUDENTS

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02





QUIZ COMPETITION

QUIZ COMPETITION

MODEL MAKING COMPETITION BY STUDENTS

55. Attach implementation schedule separately)

Months/ Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
School identification	✓											
MSC installation	✓											
1 st Teachers Training	✓											
1 st M&E		✓										
2 nd Teachers Training			✓									
2 nd M&E				✓								
Maintenance					✓							
Annual Report						✓						
On receiving 100% funds +							✓					
Completion Letter- UC will be Provided								✓				

(Activities enlisted above is for understanding purpose. The organization should use its own wisdom in furnishing the timeline)

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-IMPLEMENTATION PLAN

Attach implementation schedule separately)

Months/ Activities	M1	M2	M3	M4	M5	M6	M7	M8	M9	M 10	M 11	M 12
School identification	✓								✓			
MSC installation		✓										
1 st Techers Traning		✓				✓			✓			
1 st M&E					✓							
2 nd Techers Traning						✓						
2 nd M&E							✓					
Maintenance								✓				
Annual Report									✓			
On receiving 100%fund+completionLeeter -UC will be provided										✓		



ANNEXURE C

PROJECT BUDGET: FY2024-25

Sl. No.	Budget Head	Rates per unit	No. of units	Amount	Reasonability / Justification
PART A (ACTIVITIES AND PROGRAMS)					
1	Mini Science Centre	4,13,000	7	28,91,000	80 MODELS + 80 USERS PLACARD + 37 COLOURFUL BACKGROUNDS + 1 SAFETY PLACARD + 1 TEACHERS MANUAL INCLUDES INSTALLATION, DELIVERY
PART B (ADMINISTRATIVE COST)					
1	NGO ADMIN @ 5%	27,730	7	1,94,110	
	SUB TOTAL-			Rs. 1,94,110	
	GRAND TOTAL- (A+B) = Rs 40,76,310/-				



FUND DISBURSMENT SCHEDULE: -

- The funds will be disbursed as per the following schedule:
- Mobilization charges - 10% of the total amount.
- Monthly Fund Requisition to be submitted by Samabhavana Trust along with progress report and funds utilized. MGL will release funds equivalent to the funds utilized (in the preceding month) by Samabhavana Trust.
- Samabhavana Trust to submit on a quarterly basis (once every three months) a CAcertified report on the utilization of funds.
- Final Instalment of 10% to be released after project completion. Samabhavana Trust to submit final closure report along with a CA-certified fund utilization report summarizing total funds received and receivable from MGL.



ANNEXURE E

ANNEXURE E

Name of the Organization:

Title of the Project:

Funded by: MGL

1. Beneficiary Details:

Period	Target number of beneficiaries	Actual number of beneficiaries
Current Month:		
Current Year:		
Cumulative to date:		

2. Base Line Information:

Actual No of beneficiaries reached as per previous month/quarter	No of beneficiaries for whom baseline data is available	Percentage of baseline data available

3. Component/Activity Wise Progress

Sr. No	Interventions / Activities	Current Month		Cumulative Year IV		for project till date	
		Target	Achievement	Target	Achievement	Target	Achievement
1							
2							
3							
4							
5							

Narrative Report:

(Should be detailed including photographs of activities, additional data, achievements, case studies, etc.)

- A) Brief of Each Activity:
- B) Photographs of Activities: (4 Photographs of each activity)
- C) Achievements (Add details of any media coverage, Awards, Recognition/certificate from Governments, Certified institutions)
- D) Beneficiary Details (Monthly basis in shared format)
- E) One case studies (600-800 words includes the Photo, Beneficiary social/economical background/Problem statement/Project Intervention/Impact of Change/Conclusion- Add in SoulAce Monitoring Tool).



Monthly Financial Report (MFR) - MGL Grant Funds

Name of Organization

Total Sanctioned Amount Rs..... Lakhs

Project Start Date: End Date:

Year under consideration from to

Financial Report for the Period To

FOR MGL GRANT FUNDS

SL. NO.	PARTICULARS	Total MGL Budget	Total fund disbursed	Total fund utilised till date	% Utilization till date	Remarks / Explanations for Variances
		Rs.	Rs.	Rs.		
	Grand Total					

Note:-

- (1) The financial report should be accompanied by a point wise explanation for all line items showing a + - 10% variance.
- (2) Funds cannot be used for purposes other than sanctioned in the approved budget, unless written approval is obtained from MGL
- (3) Similarly no adjustments may be made across line items unless written permission for the same is obtained from MGL

Certified that the Funds released by MGL for the relevant period as mentioned above has been gainfully utilized towards implementation of the above project.
 Copy of the Invoices towards Fund Utilization of this project is hereby enclosed.

Project report submitted towards compliance of the project.



Signature:

Name:

Designation:

Date:

(Authorized representative shall sign all monthly reports)

Quarterly Financial Report (QFR) - MGL Grant Funds

Name of the Organization

Total Sanctioned Amount Rs., Lakhs.

Project Start Date

Year Under consideration from.....

End Date
to

FOR MGL GRANT FUNDS

SL. NO	PARTICULARS	TOTAL MGL BUDGET FOR THE YEAR RS.	QUARTER 1 (FROM..... TO.....)		QUARTER 2 (FROM..... TO.....)		QUARTER 3 (FROM..... TO.....)		QUARTER 4 (FROM..... TO.....)		TOTAL (FROM..... TO.....)		% UTILIZATION TILL DATE	REMARKS / EXPLANATION FOR VARIANCE
			BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL		
			RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.	RS.		
	AS PER APPROVED BUDGET													
	GRAND TOTAL													

NOTE:-

1. The quarterly financial report should be accompanied by point wise explanation for all line items showing a +/- 10% variance.
2. Funds cannot be used for purposes other than sanctioned in the approved budget, unless written approval is obtained from MGL.
3. Similarly no adjustments may be made across line items unless written permission for the same obtained from MGL.
4. This report has to be certified by a practicing chartered accountant.

SUMMARY

		Overall Budget till date (for the year)		Actual utilization till date (for the year)	
		Amount (Rs.)	%age	Amount	%age
MGL GRANT FUNDS					
TOTAL OTHER DONORS (PART OF BOOKS AND NOT FORMING PART OF BOOKS					
PROJECT INCOME					
TOTAL					

When Required on Annual Basis



Project Name : Project Completion Agency:
 Location: Date:

Quarterly Declaration for Compliance		Compliance Status (Done / Not Done)
S. No	Clauses	
1	No Conflict of Interest of Trustees / Staff for the project.	
2	Program is conducted as per MOU and for the purpose mentioned in MOU.	
3	Implementation of project is done to provide required benefit to the beneficiaries.	
4	Funds is utilized only for the objective enunciated and permissible in the MOU.	
5	Expenditure is done as per budget mentioned in the MOU.	
6	Deviation of budget, if any, is done with the prior approval of MGL and having maximum capping of 10%.	
7	Expenditure is done from the dedicated bank account.	
8	Any transaction / expenditure above Rs.10,000/- is done through cheque only.	
9	No transfer of rights and obligation done without MGL permission.	
10	Any purchase above Rs. 20,000/- is done only through bidding process.	
11	All required manpower mentioned in the MOU are appointed and their details reported to MGL	
12	The organization / Agency is not involved any corrupt/ unethical practice or misappropriating the funds/ assets, which belong to MGL, or has been marked for the Project activities.	
13	No violation of any terms and conditions laid down in MOU.	

Declared By

Name of Chartered Accountant / CA Firm



ANNEXURE G

CODE OF CONDUCT

SAMABHAVANA hereby undertakes to abide by the code of conduct by way of a declaration in the format given in Annexure G and ensure compliance with the following:

- Compliance with all applicable laws.
- Prevent unsafe situations.
- Respect human rights.
- Be economically, environmentally, and socially responsible.
- No tolerance to harassment.
- Zero tolerance towards child labor.
- Data privacy laws.
- Fair and ethical in transacting purchases and implementation of project.
- No political affiliations.
- No religious bias.
- Be good neighbor and respect local community and culture.
- Zero tolerance to corruption.
- No conflict of interest.
- No money laundering.
- Be fair, transparent, and reasonable in all transactions.
- No unethical practices.
- No cruelty to animals.



Registered Address: 6, Sumangal Co-op Housing society, Sector 2, Airoli, Navi Mumbai 400708
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