



BADDI COMMUNITY PROJECT FIRST PHASE REPORT



May-2009

Saral
Bridging gaps



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ANNEXURE:

- 1. DRAWINGS, PLANS, BOQ AND ABSTRACT FOR CONSTRUCTION PHASE**
- 2. COPIES OF RESOLUTIONS PASSED BY VILLAGE PANCHAYAT, VEC AND PTA**

1. PROLOGUE

This first phase report is prepared for Procter & Gamble by Saral for Baddi Community Project, Himachal Pradesh. The report explains project background, objectives, school requirements and construction plan & cost estimation.

2. PROJECT BACKGROUND

A. ABOUT THE ASSIGNMENT

Procter & Gamble (P&G) has manufacturing unit at Baddi industrial area. P&G has identified education and strengthening infrastructure for education in the area as part of its corporate social responsibility. P&G has adopted a middle & high school (Std. 5th to 10th) of Lodimanjara village for improving quality of education by strengthening school infrastructure.

P & G has partnered with Saral for the implementation of the Baddi Community Project.

Saral is a public trust promoted by Ramana Group working with mission of enhancing the social and entrepreneurial capital of India and other developing countries through bridging gaps.

This CSR initiative of P&G is also part of the '*Bhagidari*' program implemented by Confederation of Indian industry (CII) Himachal Pradesh chapter with the commitments and help of its member industries.

B. ABOUT BADDI INDUSTRIAL AREA

Baddi, Barotiwala, Nalagarh (BBN) area is a fast and upcoming industrial township which has emerged as a major industrial hub in Himachal Pradesh. Located at a distance of 45 km from Chandigarh on the foothills of Kasauli hills, the BBN area has large tracts of plain land suitable for industrial activity spread over 318.74 square km. It is located in District Solan of Himachal Pradesh. Main area of the BBN jurisdiction falls in Nalagarh tehsil though the parts of it fall in Kasauli tehsil.

BBN industrial area has emerged as one of the biggest pharmaceutical hubs of the world after the tax benefits announced by the Himachal Pradesh Government. Companies like Wockhardt, Cipla, Dabur, P & G, Wipro, Godrej and many others have set up their plants in this area.

The BBN belt hosts more than 2500 pharmaceutical units and more than 5000 other small and big units of other sectors. Spinning mills like Vardhaman are one of the earliest to set up their plants. According to an estimate, more than 85% of the industrial revenue of the state is generated in this area.

C. ABOUT P&G

Procter & Gamble is 170 year old largest FMCG Company in the world; with annual turnover of about \$ 84 Billion, world wide has its operations in more 165 countries & over 300 brands. P&G started our operations in 1985 via acquisition Richardson Hindustan Limited (RHL) in India.

P & G is one of fastest growing consumer goods companies. P&G's brands include as Tide, Ariel, Pantene, Whisper, Head & Shoulders and leading brand such as Rejoice-Asia's No.1 Shampoo and Vicks- India's No.1 OTC Brand. International brands such as Vicks, Pantene, Ariel, Tide and Gillette are now manufactured for the all India requirements out of Baddi Plant.

With a turn over of Rs. 1000+ crore, the company has carved a reputation for delivering high quality products to meet the needs of consumers. P&G is committed to making every day in the lives of its stakeholders better through quality of its products and sincerity of service.

D. CSR INITIATIVE BY P&G

P&G is committed to social responsibility and always seeking ways to better integrate economic progress, social development and environmental concerns to ensure a better quality of life for future generations. P&G contributes to the economic and social well-being of its employees, shareholders and the local communities in which it operates. P&G contributes to social responsibility both in principle and in action.

P&G's global social responsibility initiatives include the *Children's Safe Drinking Water Program* which focuses on reducing sickness and death resulting from drinking contaminated water. *Live, Learn and Thrive* is its global corporate cause devoted to improving life for children in need. P&G also launched '*Shiksha*' a program to educate underprivileged children across India.

In continuation of the above efforts, P&G Baddi operation has decided to contribute for improving quality of education and strengthening infrastructure for education in area. P&G has adopted a government school of Lodimanjra village near Baddi.

Formal launch of CSR initiative in School

P&G organized the inaugural function for the launching of its CSR initiative by Baddi plant. The function was arranged in government high school of Lodimanjra village on 14th January 2009.

The dignitaries present in the function were Managing Director (P&G India), Plant Head (Baddi P&G Plant), Village Pradhan, School Principal, Executive Officer (BBN Industries Association), HR Plant Head (Baddi P&G Plant), CII representative and Executive Director (Saral).

CSR team (P&G Baddi plant), teachers of primary and high schools, members of gram panchayat, members of VEC & PTA, opinion leaders from village, Saral team were also part of the function. Managing Director (P&G India) formally launched the CSR initiative; village pradhan and school principal welcomed the P&G initiative. Local print media also covered the event.



F. TASKS UNDERTAKEN BY SARAL TEAM DURING FIRST PHASE

Saral team carried out following tasks during first phase:

- ◆ Initial interaction with P&G representative and understanding the assignment
- ◆ Initial visit to Lodimanjra village; meetings with the village pradhan and other opinion leaders; understanding their view points
- ◆ School visit: discussion with principal, teachers and students and briefed them about P&G initiative; understood their concerns and priorities.
- ◆ Helped P&G CSR team in organizing CSR initiative launching event in school
- ◆ Formal meeting arranged with the members of Gram Panchayat, Village Education Committee and Parent Teacher Association. They passed the resolutions that they do not have any objection and are willing to support P&G initiative.
- ◆ Our civil works advisor did site assessment for preparing construction plan and cost estimation; also discussed various options for constructions with teachers, village pradhan and other opinion leaders of the village.
- ◆ Met deputy director, Higher Education, Solan. Discussed about the initiative and asked for the formal approval from education department. He has opined to get approval from Village Panchayat, Village Education Committee and Parent Teacher Association and also agreed to provide other help for the project. For written approval from Education Department, Deputy Director suggested P&G to write a letter to director & secretary, Higher Education, Shimla.
- ◆ Identified the three local civil contractors for the construction phase with the help of P&G officials. Our civil works advisor had meeting with the contractors and got an idea about the local rates.
- ◆ Visited the two schools adopted by corporate houses like torrent and Colgate.

E. LODIMANJRA VILLAGE

Lodimanjra village is around 20 kilometers away from Baddi. It comes under Nalagarh block and Solan district of Himachal Pradesh. Distance of Lodimanjra is 12 km from block head quarter and around 60 km from district head quarter. It is a medium size village with population of 1200 and 250 households. Castes in the village include Gujjar, Sonar, Kumbhar, Kabirpanthi, Harijan and Luhar.

Primary occupation of the village is agriculture and 60 to 70% population is engaged in agriculture and related activities. Industrial development of the BBN belt has boosted the village economy and land prizes have increased significantly in last four- five years.

Village administration and salient related institutional structures:

Gram Panchayat of Lodimanjra village consists of eight panchayat members headed by village pradhan Mr. Ramlal. Village secretary is responsible for administrative work; he is having charge of other two villages. Next panchayat election is due in 2011.

Panchayati Raj system in Himachal Pradesh was established in a statutory form under the provisions of the Himachal Pradesh Panchayat Raj Act. As per the requirements of the provisions of the Constitution and the State Panchayati Raj Act, 1994, the three tiers Panchayati Raj system was established in the State during the year 1995-96. Present structure of Panchayati Raj system is highlighted in following table.

Level of Panchayat	Name Used
District Panchayat	Zilla Parishad
Immediate Panchayat	Panchayat Smiti
Village Panchayat	Gram Panchayat
Ward Panchayat	Up- Gram Sabha

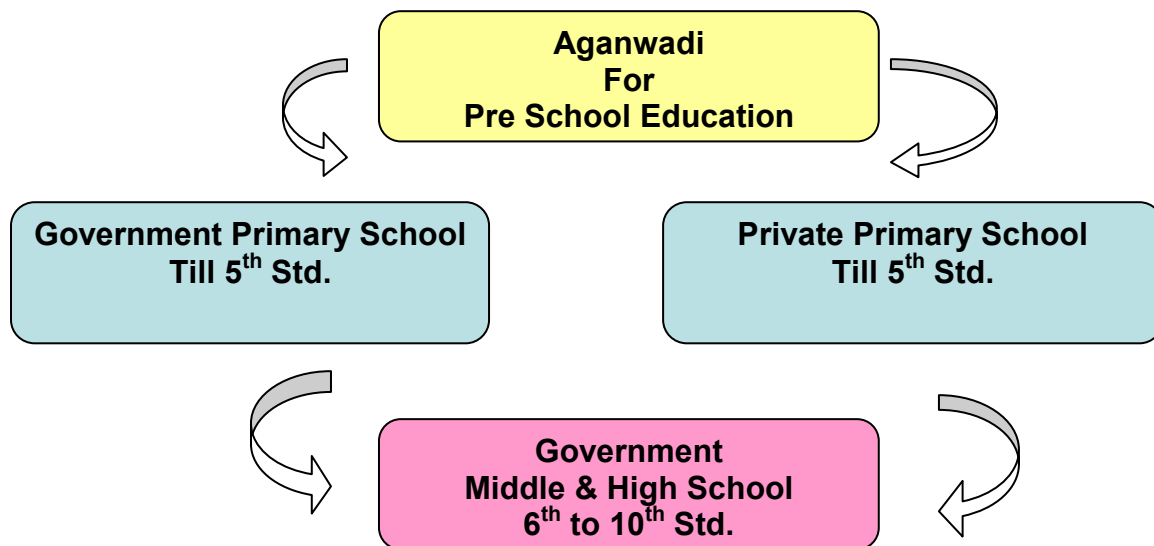
Gram Panchayats in the state are constituted for a village or group of villages having population ranging from 1000 to 5000. The number of members of Gram Panchayat is determined on the basis of population which ranges from 5 to 13 excluding Pradhan. Pradhan, Up-Pradhan and members of Gram Panchayats are elected directly by the voters of the Panchayat area.



3. EDUCATION SCENARIO OF VILLAGE & SALIENT DETAILS OF ADOPTED SCHOOL

Education scenario of village:

There are total three schools in Lodimanjra village; two government schools and one private primary school. Two government schools include primary school and middle & high school. Village also has government run aganwadi for the pre school education of the children. Following chart highlights about educational institutions existing in the village.



As per the school statistics, Student Enrollment in the primary school is more than 90% in the village. School drop out ratio is minimal as far as primary education is concerned.

The government primary school provides education till 5th Std. Currently; there are total 138 students in primary school including 60 boys and 78 girls. There are total 6 teachers in the primary school; fees 2.50 Rupees per month. Students get meal through government mid day meal scheme. There are total 40 to 50 students in the private primary school and school charges Rs. 100 as fees per month.

For education after high school, there is government higher secondary school in Manpur which is 7 km from Lodimanjra. Nalagarh is around 15 km which has also got government higher secondary school, couple of private schools and college.

Village Education Committee (VEC):

VEC exists in Lodimanjra village which is responsible for planning and expenditure of Serv Siksha Abhiyan (SSA) funds under SSA guidelines. VEC sanctions the school maintenance related expenses. Committee member visit the school and monitor education activities. There are total eight members in the VEC.

Members of VEC meet minimum once in every three months. School principal as member secretary of VEC is responsible for organizing meetings and keeping minutes of the meetings. Composition of the VEC of Lodimanjra village is as follow:

President	Gram Panchyat Pradhan
Member	Member Parent Teacher Association Member of SC/ST/OBC/Minority group Member of Anganwari Member associated with educational activities Ward member Parent of handicapped children
Member Secretary	Head Teacher/ Head Master/ Principal

Members of VEC meet minimum once in every three months. School principal as member secretary of VEC is responsible for organizing meetings and keeping minutes of the meetings.

Parent Teacher Association & Mother Teacher Association:

Parent Teacher Association (PTA) and Mother Teacher Association (MTA) are also constituted in the village. The school principal is the chairperson of both the associations. PTA and MTA are formed to serve link between teachers & community, they also help in establishing healthy rapport between teachers, school and parents with a view to create better educational environment. There are total eight members of PTA including chair person, president, vice president, joint secretary, chief advisor, treasurer, auditor and a member.

Salient details of middle & High school adopted by P&G:

Sr. No.	Topic	Details/ Present Situation	Comments
1	Name of the school	Government High School, Lodimanjra	
2	Establishment Year	Primary School established in 1955 Middle up gradation in 1998 High school started in year 2007	
3	Name of Principal	Ms. Sukhvinder Kaur	
4	Classes up to	6 th std. to 10 th Std.	
5	No. of students	Total Students: 282 Girls: 145 Boys: 137	
6	Average No. of Students per class	Above 60 to 70 students in each class	Only class 10 th has got 18 students
7	Students come from	Apart from Lodimanjra, students come from villages like Majru, Juttimanjra, Shanpur, Rotawada, Bghwala, Raipur, Jakholi, Doduwad, Mehriwala, Berawala, Balluwala, Rugai, Khriyana, Simbali	Students from nearby 15 villages are studying in this school. This is the nearest government school for these villages. These are all small villages and located in 6 to 8 km radius. Most of the villages are on hills with limited options for transportation.
8	No. of existing rooms	Total 5 class rooms; one staff room and a store room Currently about 60 to 70 students are clustered in a small class room of less than 150 sq. ft.	Most of the time students sit in open ground for study because of non availability of the enough space in the class room.
9	School Funding	100% Government Funding with occasional and small donation by the members of Village Education Committee (VEC).	
10	Boundary Wall	School campus has got the boundary walls but height wise it is low.	Boundary wall height is not sufficient to prevent animals and other villagers to enter the school premise.
11	Infrastructure	Infrastructural facilities in the school are much less then	Current class rooms are very small. It is not advisable to put

		adequate. Lighting and Fanning are also poor. Students currently sit on floor and do not have sitting desks.	benches/ desks even teaching aids like white boards & display panels would be difficult to arrange in class rooms.
12	Drinking water availability	One hand pump in school campus; students operate it manually for water.	There is a water tank but in unhygienic condition, waste water spread in the school ground.
13	Toilet Facility	There is a toilet in the campus but not in use.	Only structure of toilet was constructed- it is in bad and can not be used.
14	Mid day meal cooking	Existing facility for preparing mid day meal is unhygienic and in bad shape; no proper place for storage and utensils are not adequate.	Mid day meal food is prepared in open space on kachha chulah. Students sit in open ground for meal. Utensils and other materials are stored in one of the classrooms. There is no proper waste disposal.
15	No. of staff/ teachers	Sanctioned posts of teachers-08; 2 positions for teachers are vacant; position of Lab. technician vacant	Average tenure for the principal and teachers is 2 to 3 years. Apart from infrastructure, positions of teachers for key subjects like science & maths are vacant which affects the quality of education.
16	Extra Curriculum Activities	The school does not run activities like NSS, NCC, Scouts and Nehru Yuvak Kendra.	There is a need to start such activities for all round development of the students.

Photographs of school premises and services in campus

Mid day meal food is prepared
on “Kachchha Chula”



Water Tank

Toilet: Not in use- Teachers &
students use open space





Drinking Water

Main Gate & Boundary Wall:
height is not sufficient



Class room: Doors & windows
are half broken

4. CONTRIBUTORY PARTNERSHIP MODEL FOR SCHOOL DEVELOPMENT

Ultimate objective of the school development project should be improving quality of education in the adopted school. This is not possible only by contribution of any one stakeholder or by only strengthening physical infrastructure of school.

Long term and sustainable development requires contribution and commitment by all concerned stakeholders like education department, village panchayat, village education committee, school, parent teacher association, P&G and Saral. We are suggesting the “Contributory Partnership Model” for the holistic development of the school in particular and village education at large.

Involvement of the Village Education Committee needs to be increased and the present members should be provided trainings for effective functioning of the VEC. Current structure of the VEC is having representation of all concerned sections and groups. Apart from its current functions and responsibilities, VEC should play important role in other activities of the school development.

Contributory partnership model for school development- ultimate objective of the school development project should be improving quality of education in the adopted school. This is not possible only by contribution of any one stakeholders like education department, village education committee, school

CONTRIBUTORY PARTNERSHIP MODEL FOR SCHOOL DEVELOPMENT

PROCTR & GAMBLE

- ◆ Financial Assistance for infrastructure strengthening
- ◆ Guidance and support to Saral team
- ◆ Liasioning with CII, BBN industrial association and education department
- ◆ Participation during meeting of village education committee

EDUCATION DEPARTMENT

- ◆ Filling vacant positions of teaching and non teaching staff on priority basis
- ◆ Starting extra curriculum activities like NSS, NCC and NYK.
- ◆ Giving priority to the school for developing a model school
- ◆ Participation during meeting of village education committee
- ◆ Ensuring timely budget release for SSA grant, school maintenance grant

GOVERNMENT HIGH SCHOOL LODIMANJRA VILLAGE

VILLAGE PANCHAYAT

- ◆ Sanctioning budget from panchayat budget for school outreach activities
- ◆ Liasioning with education department
- ◆ Ensuring regular attendance of school teachers and other staff
- ◆ Pursuing education department for filling vacant positions

SARAL

- ◆ Coordination of project activities
- ◆ Facilitating initial meetings of VEC for school development
- ◆ Reporting
- ◆ Fund management
- ◆ Procurement management
- ◆ Training of teachers and VEC members

VILLAGE EDUCATION COMMITTEE

- ◆ Providing approval infrastructure strengthening
- ◆ Ensuring optimal use of SSA grant
- ◆ Proper monitoring of mid day meal scheme
- ◆ Ensuring maximum participation of parents & community in school activities

5. PLANNING FOR THE SCHOOL DEVELOPMENT

Planning suggested here include requirements of the school in the forms of physical infrastructure, education furniture & fixtures needs, education aids and training and capacity building needs.

Details highlighted in Table 1 can be constructed from the resources available during First Phase. These are all minimal and prioritized needs of the school.

We are also providing herewith the detailed construction plan and drawings for first phase.

TABLE: 1

SR. NO	DETAILS	QUANTITIES AND SPECIFICATIONS	BUDGET REQUIREMENT
1	<ul style="list-style-type: none">◆ Increasing heights of the boundary wall◆ Construction of toilets and drinking water facility◆ Main school Gate	<p>Removing old plaster, coping, new plaster for full height and white washing</p> <p>Water tank, facility for washing purpose, submersible pump</p> <p>Removing old gate and constructing new gate</p>	387000
2	Repairing existing school building	<p>Plaster, inside white wash and out side color</p> <p>Polished kota stone on floor</p> <p>Replacing existing doors & windows</p>	<p>80000</p> <p>210000</p> <p>20000</p>
	TOTAL		697000

Mentioned in Table 2 are the expanded requirements of the school. These requirements can be met phase wise and based on the availability of the fund from P&G.

TABLE: 2

SR. NO.	DETAILS	QUANTITIES AND SPECIFICATIONS	BUDGET REQUIREMENT
1	Construction of five new class rooms	475000 per room with electrification* 5 rooms Rs. 40000 for benches per room for 80 students	2375000 200000
2	Teaching Aids Provision	LCD projection, Television with support for digital connection, Computer Systems (8), Public Address systems, etc, Other aids like books, demonstration models, do it yourself kits, activity kits, educational games, CDs, internet facilities, etc.	500000
3	Environment Creation	Vibrant paint with drawings on wall, drawings displays, charts, educational materials hung on walls, etc.	75000
4	Sports Equipments		50000
5	Training costs	Estimated for approximately 10 training days	175000
6	Community Participation	All meetings, group meetings with parents, community members, VEC meetings, etc.	25000
7	Holistic Development Support	Modules, activity kits, etc.	20000
8	Equipments for cooking food	Utensils for cooking, storage arrangement	200000
9	Leveling of play ground	Panchayat has allotted place near school for the play ground; it needs to be leveled	150000
	TOTAL		3770000

- ◆ The budget requirements mentioned herewith are based on the general market rate and this may vary. Precise cost calculation would be worked out at the time of implementation.
- ◆ Cost of Saral would be 30% of project cost which is not included in above cost calculation.

6. PROCUREMENT PROCEDURES

We would follow selective bidding process for the selection of civil works contractor. Open bidding would be more time consuming. We have identified three contractors for construction. They have been empanelled by P&G for civil works in the plant and P&G suggested their names. We would send BOQ to all the three contractors and finalize the name in consultation with P&G.

List and contact details of the three short listed contractors:

SR. NO.	NAME OF THE FIRM	CONTACT DETAILS	CONTACT PERSON
1	AE Aggrwal Engineers	C-3, GH-30, Sector 5, MDC, Panchkula Tel: 0172- 5029857	Subhash Aggarwal Mobile: 09216677757 Email: aggengg@rediffmail.com
2	AEC Build Pvt. Ltd.		Sunder Singh
3	Panorama Constructions Engineers and Contractors	Flat No. 102, GH-36, SECTOR- 5, MDC, Panchkula	Rakesh Aggarwal Mobile: 09216845546 E-mail: rka_aggarwal@rediffmail.com

For the procurement of other items, we would collect three quotations from suppliers and would decide considering the rates and the quality of the items.

7. WHAT NEXT?

We have suggested minimal requirements for the school which can be constructed from resources available during first phase. We have also estimated the cost for the expanded needs of the school for its holistic development.

We request P&G to convey decision on first phase activities. Timely decision would help us in starting the activities. During monsoon, it would be difficult to begin construction.