TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed Publicly Funded Multi – Campus Research University Creating Human Service Professionals
for Nation Building since 1936,
Awarded Grade A, Institutional CGPA 3.89 out of 4.00 by the National Assessment and Accreditation
Council (NAAC))

TISS Assessment and Empanelment Standards
for Development Institutions in India (TISS AESDII)
TISS Development Partner Affiliation Framework
March 2017

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I. From the Office of the Head, Empanelment and Capacity Building, TISS:

Dear Applicant,

Greetings from the Tata Institute of Social Sciences!

At the very outset, we thank you for applying to the TISS for certification and accreditation under the *TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII).*

While this framework was developed in 2011, as a result of the Department of Public Enterprises (DPE), Ministry of Heavy Industries and Public Enterprises, GoI, setting up the National CSR Hub at the TISS, and has been in effect since then, we felt that there was a need to revise and update the framework for evaluation of Not for Profit Organisations (NPO). Hence, we are pleased to present to you the *TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII).*

The TISS AESDII has been developed by a team of experts comprising of academicians, researchers and practitioners from varied disciplines and expertise, in an inclusive and participatory manner. The TISS AESDII has been developed after extensive regional consultations, particularly from 2011 – 2016, with NPOs, Government Bodies, Corporations and International Funding Agencies.

Through the empanelment process, the TISS endeavour is to build a professionalised, formalised, accountable, analytically and cognitively driven, people- centric pool of development sector organisations in India. Towards that goal, the TISS AESDII is an attempt to create a model to evaluate, assess, accredit and build capacities of NPOs through a robust multi –layered scrutiny process that stresses adherence to ten major parameters, a combination of financial and programmatic, and are as follows:

1. *Conceptual and Convergence Framework*
2. *Documentation and Presentation Framework*
3. *Structural and Operational Framework*
4. *Programmatic Framework*
5. *Competency and Change Framework*
6. *Governance and Organisational Framework*
7. *Financial Conformity and Compliance Framework*
8. *Internal Controls and Systems Framework*
9. *Financial Management and Presentation Framework*
10. *Financial Sustainability Framework*

The intent of this framework/template is to serve as a means of capacity building of organisations. The idea is to promote collective, inclusive and participatory discussions among all organisational members while filling up the application for TISS AESDII. The intent is to have organisations reflect and introspect on both success/outcomes and shortcomings/gaps and plan a road map for undertaking future initiatives.

The *TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII)* is aimed at promoting and creating a level playing field for different types of organisations, with different models, scales, structures and ideologies.

As part of the TISS vision to reform and transform the development sector in India through 'reimaging futures', the TISS AESDII emphasizes on greater convergence and collaboration, heightened professionalism, transparency and accountability and outcome oriented work of not for profit organisations in the development sector.

Kindly read the guidelines carefully and you are requested to follow the instructions given in the subsequent sections.

II. Organisational Eligibility Criteria for Empanelment Application:

Completion of minimum of 3 years from date of registration

Registered as a **not for profit organisation only** under any of the following:
The Societies Registration Act, 1860
The Bombay Public Trust Act, 1950
Indian Trusts Act, 1882
Trusts registered under Income Tax Act, 1961, for organisations in those States where registration of Trust is not mandatory
Section 8 of Companies Act, 2013
Any relevant Acts by State Legislations

III. Important Guidelines for Applicants to the TISS AESDII:

Applicants are requested to note that the empanelment is a time consuming process. The Empanelment Committee undertakes an exhaustive, detailed and multi-layered scrutiny and we request your patience in this regard. However, TISS is committed to ensuring speedy, intensive and just scrutiny of applications for empanelment. **Unless an application is withheld for field visit or non-response to additional queries sought by the TISS Empanelment Committee, the average duration between submission of form and receipt of communication from TISS is 2.5 months.**

The empanelment process aims to provide the corporate sector and various government institutions with a list of reliable and credible organisations as partners for development projects and research purposes. We also aim to empanel those organisations that are people-centric, have experience and expertise in a specific field and have a planned approach to developmental activities with a specific focus on the welfare and rights of the vulnerable groups in society, with demonstrations and evidence of each of the above aspects.

Please note that applications are processed on a first come, first serve basis. Exceptions are made only if the applicant attaches a letter of reference, not necessarily letter of recommendation, from any of the companies that have signed a MoU with the Tata Institute of Social Sciences. The letter

from the concerned company must have details of the thematic areas and geographical areas that the company proposes to engage the organisation for.

Communication is initiated with applicants whenever the Empanelment Committee thinks appropriate. All applicants shall be informed of the Empanelment Committee's decision after due scrutiny. Meanwhile, the Empanelment Committee may communicate with the applicant organisation in case of requirement of additional details or documents during processing of application.

Non mention of an organisation on the list of empanelled agencies does not imply rejection/disqualification/de-listing from TISS. It simply implies that a particular application is still under scrutiny. All applicants shall be notified as and when the Empanelment Committee thinks it appropriate. The status of empanelment, whether accepted, not empanelled or withheld for field verification, will be communicated to all applicants.

Failure to meet criteria of the TISS AESDII, furnishing of incomplete application, furnishing of false information, severely delayed response or non – response (more than one month) to the TISS Empanelment Committee shall result in non – empanelment of the organisation.

Any partner agency found to have engaged in proven irregularities of any form shall be de-listed by TISS. **Organisations whose FCRA registration licenses have been cancelled by the Government of India, shall be notified and this information shall be notified on all public forums and displayed prominently in the letter of empanelment or non – empanelment, as the case may be.**

As per policy, the database of empanelled organisations shall be shared with only those organisations that have signed MoU with the Tata Institute of Social Sciences, while the concerned empanelled organisation shall be notified of the status through an empanelment certificate, sent both as a soft copy to the organisational e-mail provided, as well as an original hard copy certificate.

Once successfully empanelled, the organisation may get a chance to work with a potential funder; if the company's CSR initiatives match with the organisation's thematic and geographical capacities or the organisation's competencies are aligned with the implementation of a specific government scheme or policy.

Every application that is unable to be empanelled, shall be duly notified. **Applications that are unable to be empanelled, can apply only after one year from the date of communication of non – empanelment.**

The decision of the Empanelment Committee shall be final and binding. All applications shall be thoroughly scrutinized at multiple levels – administration, finance, programmatic and Core Committee, in accordance with the criteria formulated, which shall be in sync with the larger objectives and goals of the Tata Institute of Social Sciences, towards identifying and building professional, accountable, credible and capable civil society organisations that are committed to nation building and sustainable development goals. **You may like to visit http://www.tiss.edu/ and http://tisstory.tiss.edu/tisstory/ for more details on the Tata Institute of Social Sciences and its glorious legacy.**

IV. Fees for Applicant Organisations to get affiliated as a TISS Development Partner:

a)Processing fees for desk review of organisational application: Rs. 2,000/- only

With effect from 1ˢᵗ April, 2017, a nominal processing fee of Rs. 2,000/- shall be mandatorily payable to TISS for application to the TISS AESDII via demand draft only. Applicants are requested to note that the processing fee shall be payable despite a possibility of non empanelment of the organisation with TISS and this amount is non refundable.

Please Note: For processing the application, the date of the demand draft and application for TISS AESDII submitted by the applicant organisation should be of the same month.

Demand Draft should be drawn in favour of:
TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

Documents should be sent ONLY THROUGH REGISTERED POST to:
Ms. Rajisha Vineet
Empanelment Coordinator (Administrative),
Secretariat, National CSR Hub,
10th floor,
Prof. Gore Academic Building,
Tata Institute of Social Sciences (New Campus)
Deonar, Mumbai- 400088
Contact Number: 022-25525848

b) Fees for field visit cum capacity building workshops (optional and only in rare cases if Empanelment Committee recommends) – case to case basis (depending on location)

c) Similarly, a nominal processing fee of Rs. 3000/- only for a detailed proposal evaluation shall be payable to the Tata Institute of Social Sciences, Mumbai for organisations that are interested in the empanelment of project proposals to the TISS Project Proposal Bank, for which only empanelled partners of TISS are eligible to apply.   All empanelled partners of TISS are eligible for applying for empanelment of a flagship project proposal.

V. The Process of Affiliation and Partnership with TISS:

To be a partner organisation of the TISS, applicant organisations must be empanelled, after being conferred certification for adherence to TISS AESDII.

Once an organisation is empanelled with TISS, there are 3 modes of partnership, which are as follows:

The organisation's details along with thematic and geographical areas of empanelment are shared with those corporations and government institutions that have signed MoU with the TISS. With regard to Corporate Social Responsibility (CSR), partner companies of TISS 'may' get in touch with empanelled partners, as per their CSR policies and areas of engagement.

Every empanelled organisation is sent an electronic copy of the certificate of empanelment with TISS. **Applicant organisations may themselves approach prospective funders with not only a copy of the letter, but most importantly with a project proposal, after doing necessary homework about funder's priority areas for funding.**

TISS also maintains a database of prospective projects from empanelled and affiliated development organisations, based on their adherence to the TISS AESDII, that are ready for support. **All empanelled partners of TISS are eligible for applying for empanelment of a flagship project proposal. The TISS does not assure funding for empanelled partners, but plays a proactive role in connecting potential funders with potential projects of empanelled partners through its Project Proposal Bank.**

During the evaluation of application for TISS AESDII or anytime during the empanelment tenure of three years, TISS directly or indirectly, through its Nodal Institutions for Monitoring and Evaluation (NIME), appointed by and affiliated to TISS, may also conduct field verification visits to organisations as a part of monitoring.

The tenure of empanelment of organisations is three years, to be renewed by the applicant organisation after the completion of the cycle, whereas an empanelled project proposal is kept in the TISS Project Proposal Bank, subject to regular monitoring and TISS playing the role of a knowledge partner in such collaborations.

As per revised policy, as opposed to an earlier cap of two years, with effect from April 2017, applicant organisations that are unable to be empanelled, may re-apply after one year, from the date of communication of non – empanelment received from the Empanelment Committee. However, the applicant must attach the earlier letter(s) of non- empanelment with the new application.

VI. Procedure for Applying:

Soft Copy: Application form (in Word/PDF format) and all financial documents **in one zip folder with name of the applicant organisation** must be mailed to **only tissaesdii@gmail.com.** In the subject line of your e-mail application, please mention the name of the organisation in the subject line and the geographical area. For example: Name of organisation, Place of registered office.

Hard Copy: All other documents (including a hard copy of the completed application form) are to be sent only through registered post.

We suggest you take back to back copies of the application form to save paper. It would be appreciated if the HARD COPY of the application is spiral bound. The HARD COPY of documents (to be sent by **registered post)** MUST contain the following:

The envelope/folder must bear the full name of the applicant organization with the name of the State/UT where headquartered. For example, *Tata Institute of Social Sciences, Mumbai, Maharashtra*

A cover letter stating the intent to apply as a TISS development partner with the TISS AESDII with the organisation's basic details (name, year of registration, geographical areas of **last three year operations**, thematic areas of **last three year operations**, contact person or nodal person for all communication, contact address, email id, phone numbers). **All details are mandatory**

Before applying, applicant organisations are requested to ensure that they have browsed through the guidelines and checklist and have submitted all mandatory documents. **Applicants are also requested to be very brief and preferably answer in bullet points format in their responses in the application.**

It is expected that applicant organisations shall be creative, participatory, honest and reflective while filling up the form. As stated earlier, through the development of the TISS AESDII (which is a work in progress), our endeavor at TISS has been to constantly change as per changing requirements of the development sector, of both funders as well as those expected to bring about transformative social change. Hence, based on multiple stakeholder consultations, TISS has developed this tool as a means of capacity building for not for profit organisations and all their stakeholders so that collectively we can reimagine futures of the development sector and work closely with government and industry towards nation building and sustainable development through greater professionalism, commitment, transparency, accountability and responsibility as development actors.

With Best Wishes,

rohan sarma

Head, Empanelment Committee
Tata Institute of Social Sciences

1. Getting Started:

1.1 Checklist

Please note:
Only completed application forms shall be processed for scrutiny by the Empanelment Committee. Before dispatching applications, applicants are requested to carefully ensure that **all documents are attached as per requirements and attested by the Head of the Organisation**

Sl. No.	Document	Corresponding Page No.	Annexure No.	If not provided, reason in brief
I	**MANDATORY DOCUMENTS**			
A	**TISS AESDII Application Form**		Enclosed	
1.	Copy of the completed Application Form (in case of renewal or re-application, please attach earlier proof of communication from TISS)	AnnexureNO.1.	New application	
B	**Legal Status**	NO.2	Enclosed	
2.	Certificate of Registration	NO,3,	Enclosed	
3.	Copy of Memorandum of Association / Trust Deed	NO.3	Enclosed	
C	**Financial disclosures**			
4.	Photocopy of 12AA Certificate under Income Tax Act of 1961	NO.4	Enclosed	
5.	Photocopy of PAN Card	NO.5	Enclosed	
6.	Assessment Orders/ Intimations from IT Department, if any, for the last three years	NO.6	Enclosed	
7.	Acknowledgement of Income Tax Return along with IT Return filed (last three years)	NO.7	Enclosed	
8.	Audited Financial Report along with Financial Statement along with Schedules for last three Financial years from date of application	NO.8	Enclosed	
9.	a. Audit Report as per the Income Tax Act 1961 and Statutory Law (with evidence of management response, if applicable)	NO.9	Enclosed	
	b. Balance Sheet	NO.10	Enclosed	
	c. Income – Expenditure Statement	NO.11	Enclosed	
	d. Receipt and Payment	NO.12	Enclosed	
	e. Schedules – (fixed assets, liabilities, bank a/c, etc.)	NO.13	Enclosed	

10.	Copy of Budget <u>or</u> Returns <u>or</u> Report filed with Statutory Body (eg. Charity Commissioner / Registrar Of Companies / Registrar Of Societies etc)	No.14	Enclosed	
11.	a. Copy of FCRA Certificate under 2010 Act (If applicable. If not applicable, to be mentioned N.A)	No.15	Enclosed	
	b. Cancelled cheque of FCRA and Non - FCRA bank accounts	No.16	Enclosed	
	c. Copy of acknowledgement of latest filed FCRA return	NO.17	Enclosed	
11.	Proof of Address - Property Tax Receipts <u>or</u> Sales Deed <u>or</u> Rent Agreement <u>or</u> Bank Statement (any one)	NO.18	Enclosed	
12.	Grant Letter <u>or</u> Sanction Letter from funding agency for the last three years (for projects mentioned in the application)	NO.19	Enclosed	
13.	Utilization Certificate or Completion Certificate of a Project(s), undertaken in the last three years	NO.20	Enclosed	
D	**Programme and Organizational Capacity**			
14.	a. Annual Report – Year 1 Most recent year	NO.21	Enclosed	
	b. Annual Report – Year 2 Year before most recent	NO.22	Enclosed	
	c. Annual Report – Year 3 Year before the above	NO.23	Enclosed	
15.	Knowledge Created by the Organisation –hard copy publications, research content, booklets, pamphlet, awareness and advocacy materials etc to be mandatorily attached (please attach maximum 3)	NO.24	Enclosed	
16.	Demand draft numbered *wxyz* dated *wxyz* amounting to Rs. 2,000/- only in favour of Tata Institute of Social Sciences, Mumbai	NO.25	Enclosed	
II	**OPTIONAL / SUGGESTED DOCUMENTS**			
17.	Photocopy of 80G Certificate for tax exemption under Income Tax Act, 1961	NO.26	Enclosed	
18.	Monitoring and Evaluation tools for internal monitoring of projects (if available)	NO.27	Enclosed	
19.	Any Third Party External Evaluation Report of Organisation's Work with full details of Evaluating Agency	NO.28	Enclosed	
21.	Photocopy of latest Board Meeting Minutes	NO.29	Enclosed	
22.	Letter(s) of recommendation/accreditation/affiliation from individuals/institutions		Enclosed	
23.	Evidence of Awards / Recognition of the Organisation	NO.30	Enclosed	
24.	Any Audio-Visual Document(s) that Provides Evidence of the Organisation's Work	NO.31	Enclosed	

25.	Any other document(s) that the organisation thinks that will enhance the presentation of the application	NO.32	Enclosed	
III	**A. No of Mandatory Documents Provided** (*to be filled in by applicant in the box below*)		**B. No of Optional Documents Provided** (*to be filled in by applicant in the box below*)	
	Total Required	Total Furnished By Applicant	Total Required	Total Furnished
	25	25	25	25

1.2 Is this the <u>first time</u> that your organisation has applied for empanelment with TISS? (Yes/No)

-------------------------------------YES--

1.3 If no, please fill in the box below, as and where applicable: ---------N.A.----------------------------

Application for renewal of empanelment – ------/No

If yes, empanelment ___ (1st, 2nd, 3rd) cycle expires on _____ (DD/MM/YYYY)

If applied for empanelment with TISS before and organisation was unable to get empanelled, please fill in the date of communication received by the organization conveying non-empanelment: _____(DD/MM/YYYY

1.4 Is your organisation <u>affiliated and/or accredited</u> with any other institution(s)? If yes, please write the name of the institutions and attach the letter(s)/certificate(s) as proof.

World association for ngo .D.C, Washington.USA... unhabitat Kenya….world dalit N/W .south asia.

1.5 Is your organisation <u>registered with the Niti Ayog NGO Portal Darpan</u>? If, yes please provide your organization's unique ID number.

YES., KA/2011/0045217..

1.6 Why does your organisation seek empanelment with TISS? (Preferably in maximum 4 bullet points)

Our organization working last 20years(since 1996). To upliftment of SC/ST. Other all weaker section of society. Brining social & economical status of this communities. Particularly Tribal (" ADI" groups people living in Thick forest.) & deep forest area for providing basic needs to 458 "ADI"GROUPS we are identified in 5 district of the Karnataka.(each " ADI" groups containing 150 to 200 Families.

2. Organisational Profile:

2.1 Contact Information:

Full name of Organisation	**Karnataka State Harijan Girijan Rural Development Organisation ®**
Registration Details **(Act under which registered and registration number)**	**1860 Under KSSRT acts.** **NO. SOC/49/1996,**
Date of Registration	**Date 11/06/1996**
State / District / Town / City in which headquartered	**C.N.Halli-TQ.(Town) 572214. TUMKUR.dist. Karnataka state. – india.**
Registered Office Address and Phone No.	**H. O. Basavanagudi- C. N. Halli-TQ. TUMKUR.dist…Pho.08133298900.**
State with Pin code of Registered Office	**Karnataka- pin. 572214.**
Head Office Address and Phone No.	**C.N.Halli-TQ.(Town) 572214. TUMKUR.dist. Karnataka state- india. Pho.08133298900.**
State with Pin code of Head Office	**Karnataka -572214.**
Website	http:// www.kshgrdo.org.in
Name of Nodal Officer (for purpose of communication with TISS)	K N Kodandaramaiah.
Designation	Executive Secretary
E-mail	kshgrdo@gmail.com
Phone Number	9964637676.

* **Please note**: *It is the responsibility of the organisation to update and communicate to TISS and other partners/funders in case of changes in the above details, as information, as it appears above and duly filled in by the organisation, is what is shared with potential funders by TISS*

2.2 Details of Branch Office(s) (If applicable, please add information of each branch in a different row):

------------------------ -----------------N/.A.--

Name of District(s)	Year of Establishment of the Branch	No. of Staff (Permanent)Working at the Branch Office	No. of Staff (Non – Permanent and Volunteers) Working at the Branch Office	Whether Branch Office Space is Owned or Rented

-----N,A….	----N.A----------	-----------N.A---------	---------N.A-------------	-----N.A------

2.3. Please provide relevant details in the table below with regard to <u>the organisation's core projects for the past 3 years:</u>

Organization now having own 32500 communities members in 4 states in south India, from we can Raise the individual donation from him , we conduct the below show in programs spontaneously. Similar programs in every years but in different dates. from years 2011 to till now. additional to that we can Applying (seeking) more project assistance to others CSR funds for different programs

Core Project YEAR OF 2017

Project Name	Project Timeline: (Please enter Start Date and End Date in format (DD/MM/YYYY)	Project Thematic Area	Focus Area of Intervention within the Larger Thematic Area	Funder	District(s) / State(s) where Implemented
Butterfly Tree, park, development,	Start date10/05/2015 End date:05/05/2018	Life history cycle of butterfly.	Environment	CSR	Bangaluru North. Karnataka,.
Skill training	Start date05/04/2016 End date:30/03/2017	Readymade & carpentry, training,	Self employmen	Local	Shimoga.dist. Karnataka.
Dots,-T.B.	Start date21/6/2016 End date:10/12/2017	Distribution of oral tablets. for T, B,	ORAL ,Tablets,	Local	Periyapattana. TQ. mysore, dist
HIV/AIDS.	Start date26/06/2016 End date:02/02/2017	Awareness about HIV/AIDS.	Rural innocent communities	Local	Bangaluu,north, bangaluru
I,E,C,for national high way,	Start date.03/08/2016 End date:10/02/2017	Awareness about road safety program.	Distribution of I. E,c Material,	Local	National high in 206
Rch, programe,	Start date06/07/2016 End	Reproduction of child & mother care,	For ANC, women's.	Local	Arsikere. ----TQ. Hassan – TQ,hassan

	date:10/03/2017				dist.
sanitation	Start date26/15/2016 End date:07/08/2017	Construction of toilets.	For SC/ST. Rural area	Local	Sira, TQ. Chitradurga, dist,

Core Project YEAR OF 2016

Construction of toilets, &awareness,	Start date20/06/2015 End date:14/10/2016	Sanitation & awareness.	For SC/ST. Tribal,	Local	Kunigal-TQ. TUMKUR.dist.
Formation of disable (SHG)	Start date.25/07/2015 End date:10/02/2016	Formation of SHG. Groups, for,saving ,A/C	ALL weaker section	Local	Kunigal-TQ. TUMKUR.
Skill training Men, women's,	Start date20/08/2015 End date:10/03/2016	Income generating activies,	All weaker section of youths.	Local	Turevekere-TQ, TUMKURd.ist.
Awareness program.	Start date14/07/2015 End date:23/02/2016	Awareness about HIV/AIDS,	All ,Rural communities,	Local	Turevekere,Tq TUMKUR.
Rch,---& program.	Start date26/08/2015 End date:10/12/2016	Reproduction of child health &mother care,	ANC, women's	Local	Tiptur.Tq Tumkur

Swacha bharat ,Programe	Start date13/08/2014 End date:22/11/2015	Rural villages.	Communit ies, ,	Local	Tiptur-Tq Tumkur.
Skilled Training.	Start date26/07/2014 End date:10/01/2015	RURAL men &women's ,generals,	ALL Weaker Section of youths,	Local	Tumkur-Tq TUMKUR.
Health Related activities of ,Rch,-and Awareness of HIV/AIDS,	Start date23/09/2014 End date:29/08/2015	Rural youths	Camp &awarene ss	Local	C,N,Halli—Tq Tumkur-

2.4 Please select the <u>appropriate category listed below that is most applicable to your organisation.</u> <u>You may select more than one option and highlight in bold the type of organisation selected:</u>

Type of Organisation
Grassroots Implementing Organisation (GIO)   ----------------------**YES**----------------------------------
Community Awareness Generation, Mobilisation and Capacity Enhancing Organisation (CO) --- -----YES----------------------------
Resource and Support Organisation (RSO)   ------------------------NO---------------------------------
Institutional Care and Support Organisation (ICSO)----------------------NO-----------------------
Network Organisation (NO)   --NO---------------------
Focussed Beneficiary Organisation (FBO)-------------------------------------NO------------------------
Skills and Vocational Training for Livelihood Support Organisation (SVTLSO)--------YES---------

Research, Policy and Advocacy Organisation (RPAO)--------------------------NO----------------------
Action Research Project within Institutions (ARPI)-------------------------------NO-------------------
Think Tank (TT)--NO--------------------
Rights Based Organisation (RBO)--NO-----------------
Nodal Institution for Monitoring and Evaluation (NIME)----------------------------NO----------------
Any Other (Please Specify): -------------------------------------Rural Development-----------------------

3.Conceptual and Convergence Framework:

3.1 Organisational vision:

The vision of KSHGRDO is to establish societies which are Economically Balanced and Socially justices and Democratic ,Where the Rural poor are Economically. Productive for improvement of the same,

3.2 Organisational mission:

Our organization serve the weaker section of the community to providing basic needs and knowledge over all our objectives fulfilling in all respect of the Human beings,

3.3 Organisational strategy (to achieve stated organisational goals):

Interact with all communities groups. and youths

3.5 Core values and principles that the organisation stands for:

Transparancy. Accountability.susatainablity.,commitment. Responsibility..develop the Nation.

3.5 Please mention three areas of strengths that your organisation can extend to the development sector:

Sanitation. Health related activities .construction of labor rural hospital. Skill development. Agriculture innovation. Women & child .environment & sustainability.

3.6 Please mention three areas (for example, financial management, resource mobilisation, proposal writing, documentation etc) **where your organisation needs capacity building support:**

Documentation.

3.7 In the last decade, please list upto three major problem(s) identified by your organisation in undertaking initiatives. Please briefly fill in the table below (in bullet point format preferably):

Thematic Area	Problem Identified	Basis of Identification	Problem was Identified Internally by the Organization or by an External. Agency. If External Agency, please provide name of agency	How were these Challenge(s) / Issue(s) Addressed	Present Status
NO. problems	Nothing	Nothing	Nothing	Nothing	Nothing.

3.8 With regard to 'innovation', please briefly mention innovation(s) demonstrated:
 a) **At Organisational Level (If applicable and has been demonstrated, please share innovative model developed by the organisation):**

Till Now we not taken any innovation . we did only demonstration.

b) **At Project Level (If applicable and has been demonstrated, please share innovative model developed by the organisation)**

Environment and sustainability CSR project "BUTTERFLY TREE PARK DEVELOPMENT"

3.9 As and where applicable, with regard to <u>organisational projects implemented since the last five years</u>, please provide information in the table below:

Sl. No.	Thematic Area	Total Number of Projects in Last Five Years (Completed)	Total Number of Projects In Last Five Years (Ongoing)	Total Number of Projects (Proposed for the Next Five Years)
1	Food Security, Hunger, Nutrition	NUTRITION	----------------	---- N.A---
2	Sustainable Agriculture	----------------	------------------	--------------------
3	Water and Natural Resources Management, Conservation and Protection	-------------	--- GOING ON--	-----------------
4	Clean Water, Sanitation and Hygiene	5 project	---- Going on----	------NA---------
5	Health - Preventive, Promotive, Curative and Rehabilitative	3 project	----going on----	-----------------
6	Disability	----one-------	----going on----	-----------------
7	Education	--------------	----------------	-----------------
8	Livelihood, Employment Enhancing Skill Development/ Vocational Training	-----3 project--	---Going on-----	-----continue----
9	Programs Focussed on Welfare and Empowerment of Vulnerable Groups- Women, Children, Adolescent, Youth, Elderly, Religious, Ethnic and Sexual Minorities and Differently Abled	------1-------	-----------------	-----------------
10	Environment and Energy	---3 project----	---- Going on---	---Going on----
11	Rural / Urban / Community / Tribal Development	1 Tribal	--- Going on ----	----going on------
12	Animal Welfare	---------------	------------------	-----------------
13	Arts, Culture and Sports	-----------------	--------------------	------------------
14	Awareness Generation and Capacity	--3project------	---going on------	---Going on------

15	Building	-		
15	Infrastructure	Construction of toilets.	--Going on-----	--going on------

3.10 Please provide details of the projects undertaken by the organisation with <u>support of government schemes or government departments in the last three years</u>:

Government Scheme / Department Engaged	Project	Year
KSAPS(HEALTH)	HIV/AIDS. (PPTCT)	2012
LOCAL GOVT,	AWARENESS & SANITATION.	2012 TO2016
Skill training local govt.	Carpentry & garment training.	2012 to 2017

3.11 (_Optional_) Based on your organisation's past experiences, please share experiences, both positive and negative, of working with Government and Industry:

Government		Industry	
Positive	Negative	Positive	Negative
------ FINE--------	---------NO----------	--- NA------	------NA-----------

3.12 (_Optional_) In attempting to understand the organisation's awareness level of local resources available, the organisation <u>may</u> please fill out the table below with regard to the<u> major active Companies</u> operating in areas of organizational operation with respect to the last five years:

Name of Company	Location of Company Factory/ Office and District, State	Thematic Sector of Focus of Welfare/ Development Projects in the Last Five Years	Whether your Organisation has any Partnership with the Respective Companies (Yes / No / In Process)
Wells fargo indian solution. LTD.	BANGALURU.	Butterfly tree park development.	Karnataka forest dept. (govt of Karnataka.)

3.13. Please fill out the table below with regard to details of the major active NGOs operating in areas of organizational operation with respect to the last five years:

Name of NGO	Whether Empanelled with TISS (Yes/No/Do Not Know)	Main Thematic Sector of Focus*	District and State where projects are active	Collaboration (Yes/No/In Process)	Nature of Collaboration With Your Organisation (For example, financial support, capacity building, infrastructural support, implementation of program etc)
----NO-------	----NO-----	-----NO-------	------NO------	----NO---	----NO-------

4. Documentation and Presentation Framework:

4.1 Please fill in the information in the table below:

Title of Content Produced by Organization	Author(s), Affiliation	Nature of Content*	Published (Yes/No)	Year	Proof Attached (Yes/No)
Not produced	--------------	--------------	------------	----------	----------
Not produced	--------------	--------------	--------------	------------	-----------

Suggested Options (Indicative but not Exhaustive): Publications, Research Content, report, White Paper, Booklets, Pamphlets, Flyers, E-Book, E-Magazine, Newsletter etc

4.2. Website link (if applicable)

www.kshgrdo.org.in

4.3 Links to online content (if applicable):

---------------------------------NA--

4.4. With respect to knowledge dissemination practices, please fill in the following table with <u>details of last three years only</u>:

Particulars of Event*	Date (DD/MM/YYYY)	Number of Participants	Funded By
Awareness about HIV/AIDS. programs every year	10/07/2017 12/07/2016 14/07/2015	250 young youths 158 -----"--------- 352------"---------	Local individual U/S.80G.
Dots,-TB,-oral Treatment .every year.	23/05/2017 10/06/2016 26/08/2015	169----"---------old age. 268-----"--------aged 275-------"------ANC.	Local donation
Awareness-about environment, every year	14/08/2017 22/05/2016 11/09/2015	352--------"----booth's 274----"----------- 189-------"-------- '	Official donation.

Seminar / Conference / Symposium/ Workshop / Meeting etc

4.5 Please provide information, in the table below, on the <u>awards received in the last five years</u>:

Title of Award or Certificate of Recognition / Appreciation	Year of Award or Certificate of Recognition/ Appreciation	Name of Institution that has Issued the Award or Certification of Recognition/Appreciation
---------------NO---------	--------------NO----------	------------NO------------

5. Structural and Operational Framework:

5.1 Organisational Staff Profile:

Type	Number
A. No. of Permanent Staff / Full-Time Staff	6
B. No of Contractual / Temporary Staff	4
C. No. of Part time Paid Staff	3
D. No. of Volunteers	5
Total No. of Staff (A+B+C+D)	18
Percentage of Female Staff out of Total Staff	24%
Percentage of SC/ ST/ OBC members out of Total Staff	75%
Percentage of Staff with Disabilities out of Total Staff	1%

5.2 How many staff members has been a part of the organisation for more than five years? (Please only give numbers. not names):

All board members 7, are more than 10 years., founder & executive secretary is 20 years.

5.3 Please list, in the table below, organizational staff capacity building workshops in the last three years:

Date (DD/MM/YYYY)	Topic	Funder
10/06/2017	Activities review	Mr. M.D.Kumar, director of .org,,, from Canada country
20/12/2016	Companies 135 acts police teaching CSR,	---- Same as above -----
28/02/2016	Documentation	-----same as above---
10/12/2015	Website discussion	------same as above----
09/06/2015	Organization policy teaching	-----same as above----
14/11/2014	Accounts book writing	-----same as above------
		Only individual contribution,----

5.4 With regard to organisational policies and procedures, please highlight in bold and tick as and when appropriate:

Organisational Policies for Not For Profit Organisations as per TISS AESDII:	Yes	No	If Yes, whether Evidence has been Attached	Annexure Number
Board Rotation Policy	---YES---		Board copy	7 member
Public Disclosure Policy / Anti - Corruption and Whistleblower Policy	---YES--			
Policy Pertaining to Dealing with Partners	--YES---			
Affirmative Action Policy and/or Policies Pertaining to Vulnerable Groups	---YES---			
HR Policy and/or Recruitment and Retention Policy	----YES---			
Sexual Harassment at Workplace Policy	-- Yes---			
Maternal/Child Protection Policy	---YES--			
Information Communication and Technology (ICT) Policy and/or Management Information System (MIS) Policy	---YES--			
Financial Policy	---YES---			
Environment and Sustainable Living Policy	--YES--			
In addition to the above policies , if your organisation has any other key policy, please mention and attach proof of the same	--- No---			

6.**Programmatic, Competency and Change Framework:**

6.1 The Twenty Point TISS AESDII Programmatic Framework:

Please furnish details of <u>minimum of one and maximum of three core projects in the last three years.</u> <u>Details of each new project should be put in a separate template as given below, please copy the table</u>

below based on the number of projects:

Sl. No	Project Details	
	Table No.	1 / 2 / 3
1	Name of the Project	Butterfly Tree park development,
2	Core Objectives of the Project	.significance of environments.
3	What is the reason for taking up this Project?	Educating school student about butterfly life cycle .
4	Names of State(s) covered	Karnataka
5	Names of District(s) covered	BANGALURU
6	Number of Block(s) covered	URBAN PLACE.
7	Number of Villages(s) covered	FULL OF URBAN.
8	Funder(s)	Wells fargo indian solution P. LTD.Hyderabad. C.S.R.. project.
9	Period of Funding (DD/MM/YYYY):	Start Date: 08/04/2015 End Date: 31/03/2018
10	Project Period (DD/MM/YYYY):	Start Date:08/04/2015 End Date: 08/04/2018
11	No. of staff engaged	10
12	Target Population	Community: _--------school student--------- Number of targeted beneficiaries: Expected numbers__1900__ in _2016____(years) Actual numbers ___1600__in __2017___ (years)
13	Criteria for Beneficiary Selection/ Identification	Educational department.(govt. of Karnataka)
14	Thematic Area of Intervention (Exact area of focus.)	Tree plantation in reserve forest area. Bengaluru North.
15	Implementation Model and/or Implementation Plan/Strategy/Process	Organization taken lady bird consultant .Mumbai.(environment specialist)
16	Periodicity of Monitoring	Lady bird consultant "LCE"
17	Please provide details of the Name of Person/Institution with Designation/Full Address who/that is associated with Monitoring of this this Project	Dr.V.Shubhalaxmi,,Ladybird ,Environment Consulting,LLP,4Ambika Heritage,plot,1,sector,1,Station Road. Kharghar, ,Navi, Mumbai-pin,410210
18	Indicators for Measuring Success *(optional)*	----------------------ON GOING ----------
19	Results / Success of this Project	-----------------------Success---

20	Exit Strategy for this Project	KFD. DEPT. will take care after our period

6.2. *(Optional)* **Please discuss what <u>provisions / tools exists for internal monitoring of projects</u> by the organisation (if available, please attach evidence of monitoring and evaluation tools)**

> " Some Teachers feed back copy enclosed. Hear with"

6.3 Please list <u>details of one concrete project</u> that your organisation wishes to undertake <u>in the next one year</u> and discuss a roadmap for the same by filling in the following table below:

Project Objectives	Location	Approximate Budget for the Project	Which Companies have been Identified to Partner	Which Government Schemes/ Government Department can be Partnered for This Proposed Project	Role of Community in this Project	Role of your Organization in this Project
Construction of toilets.	Maralukun tae"ADI" MYSOE.DISTRICT	Rs44,50,000/-	Coal India	Under CSR.	Swach bhart Abhiyan.	Construction & monitoring and fallow up. Activities

7. Governance and Structural Framework:

7.1 Board Members:

Name of the Member	R.Umesh	sundaraj	K.N.Koda ndaramaia h	D.H.Mah adevappa	B.H.Kant araj	B.H.Varal akshmi	M.D.Ku mar
Gender	Male	male	male	male	male	female	male
Age (optional)	47	40	55	47	43	41	51

Educational Qualification with Specialisation	BE civil	Automobile in ddiploma	BE mechanical	BA	BSW	BSW	BSW
Full Time Occupation	Full time	Full time	Full time	Full time	Full time	Full time	Full time
Core Area of Expertise	Skill,training	Skill,training	Environment,	health	Agriculture.	Garments, traing	sanitation
No. of Years on Board	20 years	10 years	20 years	9 years	8 years	8 years	10 years
Full Address with Contact no.	B.R.Umesh s/o ramaiah C K pura bapujinagar chiturdurga	Sundaraj s/o of bhemanna #11.12-20BMangal pet -2 block beteehem colony- bidhar	K.N.Kodandaramaiah s/o of K.L.Nanjappa basavanagudi- C.N.Halli taluk- tumkur- dist	D.H.Mahadevappa S/O P.R.Doda hanumant happaDyavama halli challkere taluk chitudurga dist	B.H.Kantraj S/O of S hanumariah #1710s 1st main,1st floor . prasant nagar Bangalore -79	B.H.Varalakshmi S/O late srinavas.8th main . kumbar koppal mysore	M.D.Kumar s/o of muniswamy #569 5th main 9th cross sadashiva nagar bangalore-80
Role in Organisation	director	director	director	director	director	director	director
Apart from Board Member, whether any other Position held in this Organisation.	--NO---	--NO----	---NO---	---NO---	---NO----	---NO----	----NO---
Any Monetary Benefit Received from Organisation? If Yes, Please Explain	--NO----	----NO---	---NO----	-----NO----	-----NO---	----NO---	---MO---
Relationship with other Board Members	---NO---	----NO----	-----NO---	---NO----	-----NO---	-----NO---	---NO----

Details of other Organisations/ Networks (Govt. Body / NGO / Company/ Firm) where the Board Member may be Associated and in what Capacity	----NO--	----NO---	------NO--	-----NO---	----NO---	-----NO---	---NO----
Are the Board Members involved in: a. Fund Raising b. Planning c. Implementation d. Monitoring e. Any Other (Please specify)	---NO---	----NO----	----NO----	-----NO---	----NO-----	-----NO---	---NO----

7.2 *(Optional)* **If applicable, how many (only numbers and not names) Board Members belong to:**

Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Total No. of Board Members
3 members	3 members	1 member	7 MEMBERS.

7.3 Head of the Organisation:

Name of Organisational Head	Karnataka State Harijan Girijan Rural Development Organisation ®.
Professional Qualification	4
Email	kshgrdo@gmail.com
Contact No.	08133298900,9964637676
Date of Appointment	10/25/2002
Is Head of the Organisation also the Founder of the Organisation? (Yes/No)	----YES--------------
Does Head of the Organisation work full time with the Organisation? (Yes/No)	-----YES------------
If No, then what is the other occupation? Please provide details.	-------------------------
Is Head of the Organisation member of any Network? If yes, please provide:	-------NO-------------
Name of Network	-------------------------
Level of Network (International/ National/Local networks)	-------------------------

7.4 With regard to Board Meetings, please fill in the following table:

Sl. No. of Board Meetings in last one year	Date (DD/MM/YYYY)	Meeting Chaired By	Whether Meeting was Minuted? (Yes/No) (Optional and Suggested: You may please attach copy of minutes of minutes of the latest board meeting)	Procedure followed to document Minutes of the Meeting
1,General body meeting,	28/03/2016	President,	Review last meeting	Suggested, minutes.

7.5 Please describe your Organisational Structure through a diagrammatic representation of different departments in the organization (an organogram shall be preferred). Please also mention number of staff in each department (from head of the organisation to field level staff):

7.6 Does the organisation have a succession plan? If yes, please briefly discuss: "YES" organization succession with objectives of rural development with communities interaction with beneficiaries,

7.7 Names and Positions of Second Line Managers:

Name	Qualification	Current Designation	Period of Association with the Organisation (In years)	Are they part of the above succession plan (Yes/ No)
K,,N Rangaswami,	M. A,	CO-ORDINATER	18 years	----- YES---

8. Financial Framework:

8.1 Does the organization have a dedicated team and/or person for fundraising? (Yes/No)

---------------------------------N,,A,,--

8.2 Please mention the details of various returns filed during the year (for example, TDS / Service Tax / PT / PF / ITR etc):

Date of Filing Return	Type of Return	Reasons for Not Filing
18-06-2016	Online return to IT & CPC	Filing up to date
10-06-2017	Online return to IT &CPC	-Filing up to date.

8.3 Please give the below mentioned details for the past three years:

Project	Funder	Grant Sanctioned	Grant Received	Grant Utilised	Balance in Hand
Butterfly Tree park develop,	Wells fargo indian solution.p.ltd.	08/10/2015	10/02/2016	90%	10% for up to 2018(salary),
sanitation	Mr.-M,D, KUMAR	EVERY YEAR	10/09/2016	100%	-----NO----

8.4 What are the procedures for approval and payments related to day to day functioning? (Please explain in brief)

Cash payment up to Rs10,000/ and in all chequa & RTGS. ,Account transfer.

8.5 With regard to authorised signatories in the organisation, please fill in the details in the table below:

Name of Authority	Designation	Threshold Limit
Sundarraj	Vice -president	NO LIMIT.
K N Kodandaramaiah	Executive Secretary	NO. LIMLIT

8.6 How is data and information maintained and managed in the organization? Are any softwares used for the same?

-------------------------- ------------MICRO SOFT OFFICE.--

8.7 Does the organisation have a separate team or dedicated personnel to maintain and manage databases? What are the accessibility, security and authentication measures in this regard?

---------------Accessibility maintain in our website.---------------------------

8.7 With regard to <u>data management</u>, what is the data backup procedure and periodicity of the same?

---N. A. ---------------------------------------

8.8 What are the existing procedures for <u>internal monitoring</u> of projects in the organisation?

Our organization having team in director leval for internal monitoring

8.9 Please fill the details in the table below for the <u>past three years</u>:

Date of Loan Taken	Amount	Source and Purpose of Loan	Tenure of the Loan	Type of Loan Taken (Secured / Unsecured)	Source of Funds for Repayment of Debt
------NO------	-----NO--------	--------NO----	------NO------	------NO-----	-----NO------

8.10 With respect to <u>last three years only</u>, please fill the details in the table below:

Name of Funder	Type of Funder (Foreign, Central Govt, State Government, Local Government Bodies, Financial Institutions, Corporate, Individual Donors, Others)	Project / Purpose of Fund	Period of Funding (Please provide details in format DD/MM/YYYY: Start date End date:	Amount
1,Wells Fargo India.Solution P.Ltd.	C.S.R.	Butterfly Tree park development,	Start date,08/05/2015 End date,31/03/2018	18,00,000/-
2.orgnisation directors	local	IEC.HIGHWAY	Start date End date:	44.65.00/-

3. LEC	local	Tobacco free India awareness	Start date End date:	305600/-
4.Donation individual	local	Health camps	Start date End date:	265650/-
5. voluntary contributions	local	Skill training	Start date End date:	211340/-
6. Local govt	Local	Carpentry training	Start date End date:	198910/-
7.M D Kumar	Local	Computer Edu..,	Start date End date:	285700/-
8.	Local	RCH	Start date End date:	301400/-
9.	Local	BUTTERFLY	Start date End date:	219510/-

2016

1. Members fees	Local	Toilet construction	Start date End date:	165000/-
2. Donation individual	Local	SHG disable	Start date End date:	325600/-
3. Voluntary contributions	Local	Road safty program	Start date End date:	136500/-
4. Local govt	Local	HIV/AIDS awareness	Start date End date:	516500/-
5. M D kumar	Local	RCH and formation of SHG groups	Start date End date:	748460/-

			2015		
1. members fees	Local	Swachbharat and SHG formation	Start date End date:	554840
2. Donation individual	Local	Income generating activity and HIV/AIDS awareness	Start date End date:	1308470
3. Voluntary contributions	Local	RCH and SHG farmers groups	Start date End date:	704640

9. Undertaking:

On this 15th September,2017 I, _K N Kodandaramaiah , in my capacity as an authorised signatory of the organisation, confirm that all information given above is true to the best of my knowledge and I also confirm that there are no pending litigations against the organisation or blacklisting of the organisation, at the time of sending this application.

If the details provided in this application form for adherence to the *TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII)* is found to be false or misleading, the organisation shall be liable to disqualification from empanelment with the Tata Institute of Social Sciences.

I also confirm that all documents are self-attested with seal and signature of the institution's head and a demand draft numbered -697291- and dated 14/09/2017 has been attached for processing the application.

I hereby agree that the decision by the Empanelment Committee at the Tata Institute of Social Sciences shall be accepted by me and the organisation as final and binding.

I also agree that in the likelihood of a decision for field verification of the applicant organisation by the Empanelment Committee, the cost of the same shall be borne by my applicant organisation after taking its concurrence.

Signature:

Date: 15/09/2017

Name: K N Kodandaramaiah

Designation: Executive Secretary

Contact Details: +91 9964637676

Organization : **Karnataka State Harijan Girijan Rural Development Organization ®**

10. _(Optional)_ Organisational Feedback on the TISS 'Empanelment and Capacity Building for Not for Profit' Framework:

We thank you for taking out time and applying to the TISS AESDII. If you may choose to, you are requested you to spend an extra minute in sharing your feedback on the questions below:

10.1 The revised TISS AESDII 2017 version is better than its 2011 and 2013 versions:

Agree	Disagree	Not Aware of Earlier Version(s)
------- AGREE-------	---------------------------------	-------------------------------------

10.2 Relevance of TISS Empanelment and Capacity Building framework for not for profit organisations:

Relevant	Somewhat Relevant	Irrelevant
------RELEVANT----------	-------------------------------------	-------------------------------------

10.3 Overall experience of registration process for TISS AESDII:

Good	Satisfactory	Unsatisfactory

10. *(Optional)* **Organisational Feedback on the TISS 'Empanelment and Capacity Building for Not for Profit' Framework:**

We thank you for taking out time and applying to the TISS AESDII. If you may choose to, you are requested you to spend an extra minute in sharing your feedback on the questions below:

10.1 The revised TISS AESDII 2017 version is better than its 2011 and 2013 versions:

Agree	Disagree	Not Aware of Earlier Version(s)
------- AGREE--------	---------------------------------	-----------------------------------

10.2 Relevance of TISS Empanelment and Capacity Building framework for not for profit organisations:

Relevant	Somewhat Relevant	Irrelevant
------RELEVANT----------	------------------------------------	-----------------------------------

10.3 Overall experience of registration process for TISS AESDII:

Good	Satisfactory	Unsatisfactory
----- very, GOOD--------------	---------------------------------	-----------------------------------

10.4 The TISS AISDII framework is informative and helpful for not for profit organisations:

Very Helpful	Quite Helpful	Not Helpful
----------Very Helpful--------	----------------------------------	--------------------------------------

10.5 Our organisation will recommend TISS AESDII to others:

Strongly Recommend	Maybe Recommend	Not Recommend
-------Very Strongly----------	---------------------------------	---------------------------------------

Any other comments/suggestions/feedback (if any):

Our organization congratulating to TISS-AESDII, they doing wonderful good work to helping to Charity purposes fund raising activities, & you are giving opportunities to work with good cause and Rural development of nation, downtrodden communities development,

  The Karnataka State Harijan Girijan Rural Development Organization® ,,IS   a,,NON, profitable organization

  Working with Rural development Activities from last 20 years (since 1996) to upliftment of weaker section of the society. Respect with our main objectives of **sanitation,, health.,   Education**. **Skill development,,. Environment &sustainability**. **Women & child**. **agriculture. construction** of rural **labor hospital**.

  Now our organization intended to take up project assistance Rural
SC/ST & other weaker section of poorest of the poor Rural & Tribal communities they are living in deep forest. "Called ADI" groups we providing basic needs.& knowledge ,our organization identified 459 "ADI" groups in 5 district of Karnataka and each "ADI"groups containing 150 to 200 families.

Fore more see our website: www.kshgrdo.org.in

Suggestion by.:   executive secretary
                        K N Kodandaramaiah