



# SAI GANESH FOUNDATION

Reg.Off: 1-B, Heramba Apartments, 7/1 Jawaharlal Nehru Road (100 ft road),  
Near Vadapalani Signal, Vadapalani, Chennai-600 026, Tamil Nadu, India  
Phone: +91-9840231536, +91-44-28214285.

Email: [sgftrust14@gmail.com](mailto:sgftrust14@gmail.com) [www.saignaneshfoundation.org](http://www.saignaneshfoundation.org)



## SAI SAMARPAN

Plot No A4/A5, Everest Garden,  
Irindamkattalai, Chennai - 600 128

# ANNUAL REPORT -2023-24



## **ANNUAL REPORT 2023-2024**

**SAI GANESH FOUNDATION a Public Charitable Trust was established in 2014** with an objective to provide life skill training and suitable vocational skills to Special children with focus on autistic and intellectually challenged persons, identifying and improving upon their potential enabling them to participate in societal life and economic activities to the extent possible.

### **OBJECTIVES OF THE TRUST**

The key objectives of the trust were to perform all social, educational, medical and charitable activities/obligations in general to the needy persons irrespective of religion, caste, or creed and with following specific objectives:

- providing a sheltered workshop for special children with special focus on autistic adult children enabling them to pursue economic activities;
- providing respite care for such children;
- providing special education, training and behavioral intervention for the special children;
- providing yoga, music, dance therapies, physical exercises and such interventions
- to provide training, vocational training, employment opportunities to differently abled children, their caretakers, and providing all required assistive devices to enable them live independently;

- to look after the welfare of the disabled children (MR, slow learners, learning disability (LD), autistic spectrum disorder (ASD) and other disabled children) and to promote their equal participation and socio-economic integration in Society.
- to act as a pressure group for disabled in the community.
- to implement projects for the rehabilitation of disabled children.
- to conduct camps in rural areas and identify disabled children for their rehabilitation.
- to provide facilities for recreation, sports, after care and general welfare and for helping the disabled in getting employment and in their economic settlement.
- arranging and providing facilities for conferences, seminars, workshops, exhibitions, lectures and other functions relating to the cause of disabled children.

### **SAI SAMARPAN VOCATIONAL TRG CENTRE**

In line with the objectives the Trust started Sai Samarpan Vocational Training Centre at a spacious premises in a three ground area rented at a very nominal rent of Rs.2000/- p m by the Managing Trustee. The centre was started in December 2017 and there were around 18 trainees availing the vocational facilities till 2019. The centre had to slow down the operations during the Covid setback.

The Vocational Training Centre was re started in full swing from February 2023 a new Trustee cum Correspondent Lt cdr P Devi with ample experience has joined the Trust and the trainee strength has now

improved from 10 Adults as at end of October 23 to 21 as at end of October 2024 under her able leadership.

Sai Samarpan recommencing its operations after a long gap had its own challenges. Centre had to recruit new set of trainers and teaching staff and also had to get new students to avail the services of the Centre equipped with all the facilities /equipment for training .

The staff and student strength as on March 2023 and Dec 2023 is presented in the Table below

<b>Category</b>	<b>Sep 2023</b>	<b>Dec 2023</b>	<b>MAR 2024</b>	<b>OCT 2024</b>
Special children (Male+Female)	10 (Male) + 0 (Female)	11 (Male) + 2 (Female)	13 (Male) +3 (Female)	21 (Male) +3 (Female)
Staff	6 Trainers + 1 Housekeeping + 6 Part time professionals	5 Trainers + 1 Housekeeping + 7 Part time professionals	5 Trainers + 1 Housekeeping + 6 Part time professionals	7 Trainers + 1 Housekeeping + 2 Part time professionals

In line with the Trust objectives to deliver services to poor and needy, the special children whose parents are economically poor, were encouraged to join the centre to benefit from its services

## **REGISTRATION & APPROVALS**

- The Trust 12 A Registration was renewed as per the prevailing Government directives vide Order dated 28<sup>th</sup> May 2021 Provisional Registration No.AAOTS1542HE20214 Valid for AY 2022-23 to AY 2026-27.
- The Trust has obtained Registration under Section 80 G (5) vide UR No.AAOTS1542H24CH01 dated 31<sup>st</sup> July 2024 Valid for Assessment years 2022-23 to AY 2026-27.
- The Trust has obtained renewal of Registration under RPWD Act 2016 for its **SAI SAMARPAN VOCATIONAL TRAINING CENTRE FOR INTELLECTUAL DISABILITY** at Plot No.A4/A5 Everest Garden, Irandamkattalai Village, Kundrathur Taluk, Kancheepuram District Chennai 600128 vide Reg No.454 of 2023 valid from 1<sup>st</sup> June 2023 to 30<sup>th</sup> April 2025.
- Building License from the Competent Authority valid up to 30<sup>th</sup> April 2025.
- No objection Certificate from Fire Service Department valid up to 22.6.2024 renewal application since filed and is being followed up.
- Sanitation Certificate under Tamil Nadu Public Health Act 1939 valid up to 28<sup>th</sup> May 2024 –renewal application since filed and is being followed up.
- Structural Stability Certificate by a Registered Engineer as per Tamil Nadu Public Buildings Licensing Act 1965 since obtained valid up to 22<sup>nd</sup> May 2025.
- Trust already registered under DARPAN portal and also obtained registration for CSR support.
- Registration of the Trust with National Trust is being taken up and will be completed at the earliest.

## **ACTIVITIES FOR THE WELFARE OF AWSN(ADULTS WITH SPECIAL NEEDS AT THE SAI SAMARPAN CENTRE**

- **PRE VOCATIONAL ACTIVITIES** : Improving Fine Motor skills by activities like plucking flowers from plants which also improves spatial cognition and organization.(Sai Samarpan has got an excellent garden in the front with lot of flower plants ) Kolam drawings are taken up to improve concentration. Concept of Basic measurements, use of scissors, knife and other sharp objects with care to improve hand dexterity. Sorting on the basis of size/shape, colour, measurement concepts using weighing scale also form part of the pre vocational training activities.
- **Functional Academics** comprising of sight words reading/phonetic reading/comprehension of sentences, number concepts and counting.

- **VOCATIONAL ACTIVITIES:**

The major three activities are

- a) **Areca plate manufacturing**

- Students are regularly trained on the various activities of Areca plate manufacturing based on their capability. Beginning with raw material selection, processing and preparation before machine operations, Machine operations, Trimming, Size wise sorting, Quality check, Packaging. We have installed 8 machines for manufacturing 3,5,6,8,10,10 (partition), 12 Inches diameter bowls and plates. We executed our first major order for Areca Plates received from Mr Chanemougam for around Rs 10,000/- in May 2023 followed by supply to ISKON in December 2023 for around Rs 12,000/-. We have been receiving small individual orders from the known circles. However, we need to explore bulk orders to reduce the inventory

holding. We also have a paper plate making machine which can be explored for increased ease of operations

**b) Hand Mat Weaving & Saori Loom Weaving**

Students who are unable to take on industrial operations due to various reasons, are given extensive training on Mat weaving on the frames indigenously designed by our Chairman trustee to enable them understand the concept easily. Young special adults who have better pattern understanding and hand leg coordination are involved in Saori loom weaving used for fine products

**c) Textile Block printing**

In line with the future plan presented in the last AGBM, the textile block printing unit was inaugurated in May 2024. After sufficient training, our students, met the first order of 200 hand printed Tamboolam bags in August 2024. Since then, there has been a huge demand of hand printed tamboolam bags. We have now extended our training to Saree printing and Dhoti Border printing also.

**The other Vocational Activities are**

- 1. Artificial Jewellery and Flower mala/decorations such as thoranams/ making bouquet**
- 2. Agal vilakku Painting**
- 3. Wire Basket Weaving**
- 4. Xerox machine Operations**
- 5. Basics of Computers such as Typing/MS Office**
- 6. Basic Office file handling work**

### **TRAINING PROGRAMME ALSO INCLUDE THE FOLLOWING ESSENTIALS**

- **Activities of Daily Life:** Training for independent eating, washing, folding clothes, keeping the surrounding clean by sweeping/mopping, shoe lace tying, hair braiding etc.
- **Fitness Activities** comprise of Sports and Yoga for which we have one hour sessions almost every day by domain experts.
- **Life skills training : Focused on** basic communication about self name, address, phone numbers, map reading, direction and distance concept, date, day month , time and money concepts and shopping skills.
- **Occupational Therapy** aimed at overcoming the sensory issues, improving gross and fine motor skills with fortnightly review under the guidance of a qualified occupational therapist.
- **Music as therapy cum vocational training** comprises of Bhajan recital, Shloka recitals, Vedic chanting, training on Carnatic vocal, Key board, Mridangam and Western Drums.

### **Special Programmes /Activities Undertaken:**

#### **MARCH-AUG 23**

- **News Letter** :To spread information / activities of SGF to all wellwishers, **Sai Samarpan Newsletter** was introduced. Three news letters upto March 2024 have been prepared and circulated.
- **SGF Foundation day** was celebrated with special performances in music and dance by our Special adults followed by a sumptuous lunch for the student trainees and parent attendees.
- **INDEPENDENCE DAY Flag hoisting on 15<sup>th</sup> August** at Sai Samarpan by Chief Guest Mr.Govindakrishnan of SBI followed by singing of patriotic songs by our Special Adults.



## **SEPT-DEC 2023**

- Vinayagar Clay Idol and Umbrella making was taken up during the Vinayaga Chaturthi celebrations. All our AWSA s families celebrated Vinayaga Chaturthi with the Vinayagar Idols made by the Special Adults.
- Temple Visit for trainees of Sai Samarpan VTC was organized on the occasion of Teachers' Day. Trainees visited a 1500 year old Shiva temple at Kovur .
- Traditional games like Pallanguzhi, 5 stones, Paandi and Kannamoochie and Tangram Puzzles solving etc were also introduced to improve concentration, symmetry understanding and problem solving skills.
- **Annual General Body meeting** of the Trust conducted on 22<sup>nd</sup> Dec.,2023
- Correspondent Lt Cdr P Devi participated in the Government **Medical Camp at Kundrathur** and addressed the parents of Special children in the camp and also showcased our VTC products by putting up a Stall thereat.

## **JAN- MARCH 2024**

- Special Prayers meeting during **Ayodhya Ram temple prana prathishtai- 22nd Jan 24**
- **Pongal Celebrations** were done at Sai Samarpan with traditional attire by all the trainees and the girl children took active interest in the Kolam decorations.

- **Republic Day Flag Hoisting** on 26<sup>th</sup> January 2024  
was done by a Special Citizen under the guidance of our Managing Trustee S.Sivaraman.
- **Towards meeting our plans** as presented during last AGM, Correspondent Ltcd P Devi has taken the initiative of contacting the owners of the nearby **massive cricket ground adjacent to the centre and negotiated for using the ground on rentals for the Sports activities.**
- **Parent Teachers meeting** conducted one on one between 12<sup>th</sup> to 17<sup>th</sup> of February 2024 by the Correspondent and parents also apprised of the training given and the improvement/interest challenges of the Special adult.
- **A Picnic** was arranged for visiting a Farm at Kancheepuram on 7<sup>th</sup> March 2024 for all the trainees of Sai Samarpan.
- **Autism Awareness Day Celebrations on 20<sup>th</sup> March 2024.**
  - The programme started with prayer song by the trainees. Followed by Seminar by Nutritionist Ms.Radhika Bharath of Emerging Fit giving useful inputs about the **diet planning for the Special adults** and attended by more than 25 Special Parents.
  - This was followed by **Prevention and Management of Diabetes** Lecture by Dr.Jai Chitra Suresh Physician and Diabetologist at MGM Health Care, Chennai.
  - In the Post Lunch Session the issue of **Legal Guardianship and National Trust Rules** were detailed to the participants by Mr.Thiagarajan and Special Parent and retd. AGM Bank of India.

- This was followed by Lecture on **Estate Planning for Special Needs Children** by Mr.Kiran Gupta Advocate and Chartered Trust & Estate Planner.
- An insight into **Financial Planning for Special Citizens** was provided by Mr.Shakthi , Financial Advisor.

## **SGF –FINANCIALS**

### **Corpus Fund**

**During the year 2023-24 SGF received Donations amounting to Rs.14.60 lacs and the breakup is as under:**

**Corpus Fund : Rs.2.80 lacs**

**For Operations                      Rs.8.50**

**Project                                      Rs.3.14**

**Kind    Rs.0.15**

### **Audited Financial Report:**

**Receipt and payment details (audited)**  
(Rs in lakhs)

<b>Details</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Receipts	22.26	57.08	25.62
Payments	13.24	67.92	25.83

## **SGF – SUPPORTERS**

**We acknowledge with thanks the major donors for their donations during 2023-24**

<b>SR NO</b>	<b>NAME</b>	<b>AMT OF DONATION RS.</b>
<b>1</b>	<b>Ltcdrr P Devi</b>	<b>3,22,000</b>
<b>2</b>	<b>CAPLIN POINT LABS</b>	<b>2,00,000</b>
<b>3</b>	<b>SBI PACC</b>	<b>89325</b>
<b>4</b>	<b>Chanemougam Ramalingam</b>	<b>80000</b>
<b>5</b>	<b>S.Sivaraman</b>	<b>70000</b>
<b>6</b>	<b>Alamelu Sivaraman</b>	<b>50000</b>

## **TRUSTEES**

**Managing Trustee: Shri. S. Sivaraman**

**Secretary: Shri .V.Ranganathan**

**Treasurer : Smt. Alamelu Sivaraman**

**Trustee: Shri S.Sridharan**

**Trustee: Shri.Raghupathy S Iyer.**

**Trustee cum Correspondent: Lt Cdr P. Devi,**

**Trustee: Shri M.Padmanaban**

## **VOCATIONAL TRAINERS AT SAI SAMARPAN**

The VTC is equipped with 7 on roll employees and additionally 2 professionals have been engaged on hourly basis to train the students in Sports and Yoga on a regular basis. Other therapists for Sensory therapies including Pottery and clay works, Occupational therapy, Music therapy as well as Vocal, Drums, keyboard and Mridangam are engaged as and when required.

Three of the trainers are vocational trainers and three Assistant trainers full time. One on roll employee is attending to cleaning and maintenance related work.

We have a Special Educator on roll who is on leave due to the health issue of her son.

The Managing Trustee , a Mechanical Engineer, Trustee cum Treasurer who has done Vocational Trainer Course of Annamalai University, Trustee cum Correspondent Lt Cdr P Devi all three actively attend to the training of Special Adults.

#### **FUTURE PLANS:**

- **Increase industrial activity training**
- **Tie up with corporates for direct sale of products**
- **Vehicle for the transport of students**
- **Corporate sponsorship of training of students**

# ACTIVITIES-PHOTO STORY

- A) PRE-VOCATIONAL TRAINING
- B) VOCATIONAL TRAINING
- C) OCCUPATIONAL THERAPY
- D) FUNCTIONAL ACADEMICS
- E) MUSIC AS THERAPY
- F) ART & CRAFT
- G) ACTIVITIES OF DAILY LIFE (ADL) TRAINING
- H) FITNESS TRAINING
- I) LIFE SKILL TRAINING
- J) OTHER TRAININGS
- K) EVENTS

**A) Pre-vocational activities** to improve fine motor skills, Spatial Cognition, hand dexterity and precursor to vocational activities include the following:

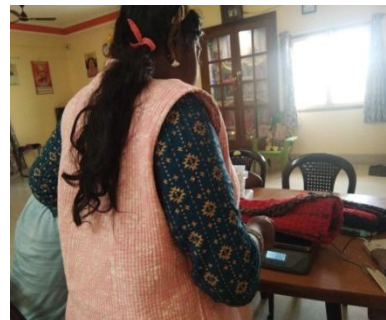
1. Sorting on the basis of size, shape, colour
2. Measurement concepts (size and weight)
3. Scissor usage
4. Improving hand dexterity through Flower plucking, thennai olai peeling for broom
5. Clay moulding and pottery classes



Sorting on the basis of size, shape, colour



Measurement concepts (length & weight)



Scissors usage skills



Clay moulding



Flower plucking



Thennai Broom making

#### B) Vocational activities comprises

1. Areca plate manufacturing
2. Mat Weaving
3. Saori loom weaving,
4. Artificial jewellery and flower mala making
5. Agal vilakku Painting
6. Wire Basket weaving
7. Xerox machine operations
8. Basics of Computers (such as typing, MS Office, Photoshop)
9. Office administration skills

#### ARECA PLATE MANUFACTURING



Step 1:- Areca leaf preparation



Step 2:- Areca Leaf Scrubbing



Step 3:- Areca machine operations



Step 4:- Fine trimming of product edges





Step 5:- Quality check of the produce



Step 6:- Packaging for delivery



Mala making



Agal vilakku painting



Wire Basket weaving



Xerox machine operations



Mat Weaving





Computer classes



Office Admin skills- Attendance marking

**C ) Occupational Therapy** is aimed at overcoming the sensory issues, improving gross and fine motor skills. We are undertaking a fortnight review of the therapeutic program under the guidance of a qualified occupational therapist



**D) Functional Academics** comprise of sight words reading/ phonic reading in English and Tamil; comprehension of sentences; writing Tamil, English, Hindi, Sanskrit; Number concepts and Counting.



Reading & Comprehension



Physical Counting sessions

**E) Music as therapy cum vocational training** comprises of Shloka recitals, training on Carnatic vocal, key board, mridangam, western drums and Bhajans



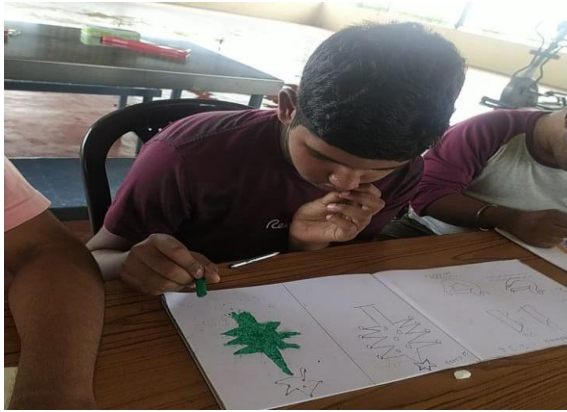
Western drums



Key board

**F) Art and craft:** Training on Drawing, art therapy, Diya painting, Pot painting, flower bouquet making, doll making and artifacts painting.





Drawing, art therapy



Flower bouquet making



Pongal pot painting



Doll Making with paper roll

**G) Activities of daily life (ADL) training** comprise of independent eating, washing lunch box, folding clothes, shoe lace tying, hair braiding and keeping the surrounding clean by sweeping/mopping.



ADL-Shoe Lace tying



ADL – Braiding



ADL- Mopping



ADL-Folding clothes



Vegetable cleaning

H) **Fitness activities** comprise of Sports and Yoga daily. We have taken a cricket ground on rentals in the neighborhood for sports activities



SPORTS





YOGA



PRANAYAMA-Breathing Exercise

I) **Life skills training** is focused on

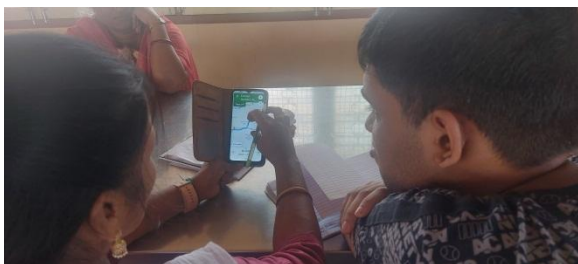
1. Basic communication about self (Name, address, phone numbers)
2. Practical Problem Solving skills with Tangram,
3. Situation Imagination and Reaction (cognitive development)
4. Map reading-direction and distance concept
5. Physical orientation and Location finding
6. Date day month concept
7. Time concept
8. Money concept and shopping skills.



Date day month concept



Communication



Google map reading

J) **Other Activities** includes our Traditional knowledge of Vedic chanting, Shloka recitals, Kolam drawings, Brain Gym activities traditional games like pallanguzhi, 5 stones, Paandi, Kannamoochi etc to improve concentration, fine motor skills, symmetry understanding and problem solving skills



Sai Bhajan



Traditional Games- 5 stones



Traditional Games- pallanguzhi



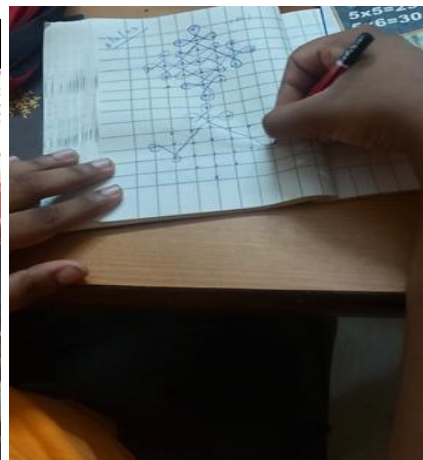
Brain gym exercises



Puzzle solving



pottery



Kolam drawing



Dance session



Pookolam making



## EVENTS & CELEBRATIONS Documentation



SGF Trustee Mr Padmanabhan addressing students on International YOGA day- 21<sup>st</sup> Jun 2023



Independence Day celebrations- 15<sup>th</sup> Aug 23



Vinayaga Chaturthi Celebrations- 18<sup>th</sup> Aug 23





Foundation Day celebrations – 23rd Aug 2023



Temple Visit – 5<sup>th</sup> Sep 23



Ayudha pooja Celebrations- 24<sup>th</sup> Oct 23



Deepavali Celebrations- 10<sup>th</sup> Nov 23



Pongal celebrations – 12<sup>th</sup> Jan 24





Prayers during Ayodhya Ram temple prana prathishtai- 22<sup>nd</sup> Jan 24



Flag Hoisting- Special Citizen guided by Chairman trustee Mr Sivaraman



Performances by trainees



Display of products by Trainees  
Republic day Celebrations- 26<sup>th</sup> Jan 2024



PTM- Trainee Progress Review meeting- 12<sup>th</sup> -17<sup>th</sup> Feb 2024



Farm visit for students of Sai Samarpan-7<sup>th</sup> March 24

### Autism Day Celebrations –31<sup>st</sup> March



Invoking the God- Prayer songs by the trainees



Seminar by Nutritionist Ms Radhika Bharath of “Emerging Fit” on 20<sup>th</sup> March 2024



Prevention & Management of Diabetes- Lecture by Dr Jai Chitra Suresh- Physician & Diabetologist at MGM Health Care, Chennai



Lecture on Legal Guardianship & National Trust Rules by Mr Thiagarajan, a special parent & retd AGM, Bank of India



Lecture on Estate planning for Special needs children by Mr Kiran Gupta, Advocate and Chartered trust & estate planner



An Insight into Financial planning for Special citizens- Mr Shakthi GM, Financial Advisor