



# Asset India Foundation Report

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**Prepared By:**

**Apne Aap Women World Wide India Trust**

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## **Introduction**

Since 2010 Apne Aap funded by Asset India Foundation, USA has been implementing a job-oriented computer course for the children of prostitutes and extremely vulnerable communities who are prone to trafficking due to abject poverty and disasters in red light areas of Khidirpur (Kolkata), KGBV & Forbesgunj (Bihar) and in Dharampura (Delhi).

Asset India Foundation has supported the initiative with providing computers and overhead costs for hiring teachers. These impacted the lives of a total of 449 children from the red light area, as part of Apne Aap's preventive strategies children, especially girls, from the red light areas of Kolkata, Bihar & Delhi are being made computer literate and given job-oriented skills that prevent them from being trafficked into prostitution. Computer related skills also make these girls better equipped to explore them a wide range of career opportunities to support themselves and their families.

## **The course**

Daily sessions are held in the Antodaya Kendra of Apne Aap Women Worldwide (Bihar, Delhi & Kolkata) for students from different classes from 06.30 am to 18.00 pm. The course curricula outline the basics of computers as well as their functions. There is a right mix of theory and practical sessions for better learning. The teaching method consists of providing an introduction to the subject to each batch comprising of 10 students.



In the beginning of each class, girls are first instructed to switch on the machines and log onto the computers. Then the keyboard operation is taught, including number and type of keys (numeric, alphabetic, special, function, mathematical, and cursor movement keys). Using the help of blackboard and a typing program called Mavis Beacon Typing Software, children are able to gain access to a touch-typing course through demonstrations and interactive game sessions.

MS Office programs are incorporated into the curriculum. For example, in Microsoft Word, children learn how to write informal letters to a friend, as well as a formal letter for a job application. They also learn the basics of paragraph alignments and formatting. Students are taught roles and functions of different keyboard keys (enter, shift, etc.) as well as shortcut keys (copying and pasting text via Ctrl C, Ctrl V; how to undo and re-do actions via Ctrl Z and Ctrl Y; and how to save documents via Ctrl S). The concept of using punctuation marks is emphasized such as the proper use of period, comma, exclamation point, question mark, parentheses and apostrophe, the latter of which was explained by showing the relationship between a “subject” and “object” in a sentence. Once they finish typing the exercises, they are asked to read aloud the final document.

Early on, it was noticed that many students typed with their two index fingers rather than using all hand fingers on the keyboard. The proper placement of fingers on the keyboard is thus explained and this new methodology is practiced, which eventually helps them type faster only looking at the screen once they memorizes key patterns. The function of conducting a spelling & grammar check is also introduced, during which students learn how to check misspelled words and either change to correct version or ignore it.

Then, a demonstration is given in the use of Excel for report writing, preparation of files and calculation of formulas. However, paint classes are always the children's favourite, as they involve many assignments which require imagination and creativity of expression.



The students draw a maps of India, logos, graphics, text designs as well as banners to practice using different paint tools (such as free form and fixed shape selection). Presentations are given to their teachers and peers regarding their work on a weekly basis, in order to practice public speaking and communication skills.

At Kolkata and Delhi the computer teachers take spoken English classes for 6th and 7th standard children to practice verb tenses, as well as the difference between past, present and future verbs and their regular and irregular forms—which do not have set rules in English but simply have to be memorized and practised repeatedly. Small stories are used to demonstrate sentence formation as well as the difference between lower and uppercase letters and what they are used for (for example, capital letters are used in the beginning of a sentence and for names of people and places).



For unit and annual computer exams, there are 50 marks for theoretical knowledge and another 50 for practical understanding.

### **Success**

During the past 3½ years Apne Aap has trained 449 students (400 girls and the rest are boys). Out of 449 students 24 (16 were girls and the rest boys) have been placed in various shops and establishments, shopping malls, retail outlets, cyber café and salons in Kolkata. Since the Bihar and Delhi centre were started in June 2012, the success story of getting a job is not coming but the upcoming Rural BPO at Forbesgunj will change the entire scenario. The girls of Computer centre of Bihar Centre will be given top most priority for Apne Aap Knowledge Centre.

Jan Shikshan Sansthan (JSS) Delhi has certified 20 students from Dharampura centre, Delhi for the 6 month course girls has attended in our computer centre.

### **The Road ahead**

The programme dreams to expand its coverage to Purnia, Supaul, Saharsa (Bihar), Sonagachi (Kolkata) and Premnagar(Delhi) area giving more children of prostitutes the much needed opportunity to educate themselves and live a life away from being prostituted. Children will also be taught how to document program reports, do analysis with the help of excel and so on. The computer instructors will continue collaborating with teachers across all subjects to determine what class topics can be applied to computer

learning. Children in Apne Aap dream to get more jobs in future by learning computers.

### **Evaluation Visit (Kolkata)**

On Thursday, 21st June 2012, Mr. Uma Shankar Ray from Asset India Foundation came to visit Apne Aap Women Worldwide office in Kolkata, India. The purpose of his visit was to see how the various programs at Apne Aap are running with the students. During his half day visit, he attended the spoken English classes and computer classes for boys and girls.



He also attended the computer class, to look into what the children were learning and had learned already. Overall, he interacted with all the students and was very interested in what they had to say. Before leaving Apne Aap, he had organized pizzas to be delivered from Domino's for the children for lunch, since he had lost in the general knowledge questions game to one of the girls of the English class during the interaction. The lunch was held on the top terrace at Apne Aap, where students were able to talk to Mr. Ray on a one-on-one basis and have lunch with him. The students were very happy and interested to speak to him and to find out where and what he did in his life. A topic raised by Tamal Mukherjee was that of the computer class certificates of some students which were still pending for some students. As those certificates provide proof for students that they had attended these classes, Mr. Ray gave the go-ahead for the certificates to be issued by Apne Aap to the respective students.

### **Evaluation Visit (Bihar)**

On Friday, 22nd June 2012, Mr. Uma Shankar Ray from Asset India Foundation visited Forbesgunj centre, Bihar. The focus of his visit was to oversee the Rural BPO and Husk Power Services Limited Project at Forbesgunj. During his two day visit, he attended the staff meeting, computer classes that are held at Apne Aap Antyodya Centre for boys and

girls and also undertook a field visit to Basti Bikas Kendra, Uttari Rampur to have a brief interaction with girls from Kishori Mandals.

ASSET which stands for Achieving Sustainable Social Equality through Technology grew out of the passion of a U.S.- born Indian young woman to educate and provide better opportunities in life for the children of sex workers. Earlier Asset Foundation used to support Apne Aap West Bengal in collaboration with SMILE India, who used to support Apne Aap Women Worldwide, but since April 2012 Asset Foundation has begun to cooperate directly with Apne Aap and has provided us with a number of computers in Forbesgunj and at KGBV, Simraha.

Mr. Ray attended the computer class where he interacted with the students on various topics. He explained to them where he lived in America, and what he was doing over there, before asking the children where they were from, what they would like to be when they were older. He played quiz game with them, asking them about India and the rest of the world. These conversations were all held in English, in order for Mr. Ray to see the progress of the children at Apne Aap. In the second part of his visit, he attended the Kishori Mandal class at Basti Bikas Kendra Uttari Rampur, again looking into what the children were learning and had learned already.



Before leaving Apne Aap, he sat with the Bihar team and explained his vision, mission and goal and why he wants to set up a BPO and HUSK Power Unit at Forbesgunj.

Mr. Ray was very interested in everything that was going on at Apne Aap and enjoyed his time with all the students, especially seeing that they were making progress in their various classes in order for them to have a brighter future.

Before ending his formal visit he assured Apne Aap of support further with both logistics and finance so that the Rural BPO Project and Husk Power Units dream become a reality as soon as possible and can be replicated in

other states as well. He also announced that Asset was planning to use the infrastructure of BASIX- BABLE, Rural Shores and Husk Power Services Limited and they have expressed its intention to train our children in computer education, Skill Up gradation, in all the centres they have in India.

### **Annexure 1 Success Story**



Muskan, a class 10 student lives with her mother in Watgunge, adjacent to the Munsiganj red light area. Her mother, Nagma Afreen, used to work as a house maid in the red light area and was abused and exploited repeatedly. She found it very difficult to keep her growing daughter away from the red light area. One day, she came in touch with Apne Aap and her dream of seeing her daughter in school studying computer seems to be realized.

Muskan's father works in a leather factory. Muskan's parents used to stay at Darbhanga, Bihar. Here, in Kolkata they have been staying for the last 16 years adjacent to the red light area. The family income is Rs. 3000/- per month. Muskan was not familiar with the computer, she used to see that her own brother can access the computer well and can do different works through computer. At that time she used to think that her own younger brother can access the computer so why not she. One day, when she came to know that all her neighbours' children came at Apne Aap to learn computer, she met one of Apne Aap's staff and shared her dream to learn computer. At that time, she was not confident. But now after five months of learning computer, she can easily access computer and work with word, power-point and excel. She can even draw pictures in paint shop with the help of the mouse.

### ***Annexure 2 Course Curricula***



## **Introduction**

### **Part I Introduction to Computers**

Lesson 1 Computers and Society

Lesson 2 Computer Hardware and Software

### **Part II Windows XP Operating System**

Lesson 1 Touring Microsoft Windows XP Professional

Lesson 2 Managing Files and Folders

### **Part III Word Processing and Word**

Lesson 1 Getting Started with Word

Lesson 2 Editing a Document

Lesson 3 Formatting Text

### **Part IV Spread sheets and Excel**

Lesson 1 Learning Worksheet Fundamentals

Lesson 2 Editing and Formatting Worksheets

Lesson 3 Performing Basic Calculations

### **Part V Presentations and PowerPoint**

Lesson 1 Creating a Presentation

Lesson 2 Working with a Presentation

Lesson 3 Printing a Presentation

### **Part VI Using the Internet and the World Wide Web**

Lesson 1 Exploring the Web

Lesson 2 Finding and Managing Information

Lesson 3 Security Issues and the Internet

Lesson 4 Introduction to Outlook

Lesson 5 Using E-Mail in Outlook

Lesson 6 Designing HTML page

### **Part VII Picture Editing**

Lesson 1 Gimp 0.2

Lesson 2 Microsoft Picture Manager

### **Part VIII Sound Editing**

Lesson 1 Audio city

### **Part IX Microsoft Publisher**

Lesson 1 Creating design card

Lesson 2 Formatting design card

Lesson 3 Calendar, business card, advertisement, etc. with wizard

**Part X Microsoft Access**

Lesson 1 Creating Table

Lesson 2 Creating and editing queries

Lesson 3 Creating forms

Lesson 4 Creating reports

**Annexure 3 Daily Routine**

Centre	Timings
Kolkata (4 Batches)	12:30-18:00
Bihar (4 Batches)	6:30-16:00
Delhi (2 Batches)	14.00-18.00