



Every Life is Worth Living with Dignity



First Retreat Meet Karjat

October 05-06,2024

Rationale

This was the first retreat meeting of The Koshish Trust, in which individuals from the Delhi and Mumbai units participated. The purpose of this retreat was to meet each other, discuss work-related matters, enjoy good food, and conduct a few sessions in a very light atmosphere that would bring positive changes within the team.

Objective

The session aimed to enhance understanding of human resource management principles within the context of The Koshish Trust, focusing on effective recruitment, staff development, and retention strategies.

Location: Karjat, Maharashtra

Facilitator: Mr Santosh Thakare.

Participants: Pallavi Thakare, Shekhar Thapa, Shashikant Bhalerao, Asif Iqbal, Aaliya Malik, and Shahid Afroz.

Day-1

Key Topics Covered

Job Recruitment Process:

1. Sanction Post
 - Approval from relevant authorities to create or fill a position.
2. Job Approval
 - Finalization of the job description and requirements.
3. Advertisement
 - Crafting the job advertisement.
4. Salary Determination
5. Qualifications
 - Defining necessary educational qualifications (degrees, certifications).
6. Work Experience
7. Job Profile
 - Detailed description of responsibilities, skills required, and expectations for the role.
8. Shortlisting Candidates
 - Reviewing applications and resumes to select candidates who meet the criteria.
9. Interviews
 - Conducting interviews (phone, video, in-person).
 - Evaluation criteria and scoring systems.
10. Final Selection
 - Choosing the best candidate based on interviews and assessments.

Mr. Santosh explained to the team very well about the types of leaves, when and how to take them. He also emphasized the importance of trust and how essential office discipline is. He stressed that office timings and the attendance register should always be maintained.

Types of Leaves

1. Earned Leave

- Leave accrued based on the duration of service, usually calculated annually.
- Allows employees to take time off for personal rest and relaxation.

2. Casual Leave

- Short-term leave taken for personal reasons or unforeseen circumstances.
- Provides flexibility for employees to attend to immediate personal matters.

3. Child Care Leave

- Leave specifically granted to parents for the care of children.
- Supports employees in managing family responsibilities, especially during critical periods.

4. Maternity Leave

- Leave granted to female employees before and after childbirth.
- Typically ranges from 24-25 weeks.
- Supports mothers during pregnancy, childbirth, and recovery.
- Allows time for bonding with the new-born.

5. Paternity Leave

- Leave granted to fathers to support their partner and care for their new-born.
- Typically ranges from 2-3 weeks

6. Extra Ordinary Leave

- Additional leave that can be taken beyond the standard leave entitlements.
- Offers flexibility for employees to manage special circumstances, such as emergencies or extended travel.

Considerations for Each Leave Type:

Policy Clarity: Clearly outline the rules and processes for requesting each type of leave.

Documentation: Ensure requirements for documentation (e.g., medical certificates for sick leave) are communicated.

1. Attendance Register

Purpose:

- Track employee attendance and punctuality.
- Ensure accountability and monitor work hours.

Types: Physical registers or digital attendance systems.

2. Office Timings

Office/Field Hours:

- The official working hours (10 AM to 6 PM).

Mr. Santosh encouraged everyone to follow the policies and understand their responsibilities to maintain a good work environment. He also mentioned that we need to send a report to the (APPI) Azim Prem Ji philanthropic Initiatives, every six months, followed by an annual report, and after two years of the trust, we will also need to send an audit report.

In the context of the Koshish Trust and the team, he explained that each individual in the team will need to make a monthly report, which will have a universal format. Additionally, the report must be sent to the concerned person between the 2nd - 5th of each month.

The coordinator will need to maintain certain files, including the trust's registration papers, individual details of the team, fund-related documents, and agreements with the government (Memorandum of Understanding), bank correspondence, photocopies of bills, and other important related papers.

The team has been informed about the purchase process regarding when and how to purchase items for the units, how many days reimbursement will take, and those bills must be submitted on time. Additionally, the team will be provided with an impress amount that they can use for office-related expenses. Before planning any seminar, workshop, or major activity, it is necessary to inform the concerned department and obtain their prior approval.

- The team should avoid direct cash payments.
- Payments can be easily made through UPI.
- For any purchase exceeding ₹25,000, three quotations must be obtained.
- The purchase unit will finalize the vendor based on these quotations.
- Payment for the item will be made directly to the vendor.
- This process will enhance transparency within the trust.
- It will also facilitate easier financial audits.

In the session, there was a topic about informing the team regarding the benefits of investment, which included mutual funds, the stock market, health policies, and life insurance. Team individuals must understand various investment options available to secure their financial future and benefits on income tax. Understanding these investment avenues can empower team members to make informed decisions regarding their finances. Regular workshops or informational sessions can further enhance this knowledge within the team.

Mr. Santosh requested us in the session that, as there have been several new joining from October 2024, onwards, we all need to submit the following documents: resume, relieving letter, experience letter, PAN details, Aadhar, bank account passbook, and five photographs for each individual. This will help in the preparation of appointment letters for the team and ensure that salaries are processed on time.

Day 2

6 October, 2024

On day two, the four members (Pallavi, Shashikant, Shekhar, and Asif) of the team were asked by Mohd Tarique [Director, The Koshish Trust] to walk around or stroll outside and talk among themselves about their past experiences, discussing when and where they made mistakes and how they could have corrected those mistakes in time. The four of us sat where we reflected and shared Everyone provided their inputs and suggestions, which are as follows:

- First, we decided that we needed to upgrade ourselves and take on the role of mentors for new joining's.
- We all acknowledged that we did not properly utilize the opportunity given to us for report writing, bills, and the reading time off we received on Saturdays.
- Due to our internal individual conflicts, the organization suffered a lot, and we decided to let go of any grudges so that we could work together as a team.
- We admitted that we did not give our best and committed to making every effort to do so in the future, ensuring strong communication and sharing among us.
- We also admitted that when issues or problems arose, we did not share them with our seniors and kept them hidden, which negatively impacted our work and the organization.
- We all admitted that we lack confidence and need to overcome this by improving ourselves.
- When we had issues with any individual in the team, we did not address them directly which allowed the problem to escalate.
- During this conversation, we also discussed the issues that had caused rifts in our relationships. We vented our feelings and put an end to old grievances so that we could work well together in the future.

Our conversations continued consistently we talked both in the group and individually, and we also kept communicating with other team members. The conclusion was that now we have to give our best and work on upgrading ourselves.

Facilitator: Ms Sehrish

Participants: Pallavi Thakare, Shekhar Thapa, Shashikant Bhalerao, Asif Iqbal, Aaliya Malik, and Shahid Afroz.

In this session, several questions were asked to the team.

- "What did you feel during the time between resigning from Koshish and joining Koshish Trust?"
- What are the things that connect you to this issue? If someone wanted, they could work in another sector or on another issue, so why did the people sitting here choose Koshish Trust specifically?
- For the team, which is more important: the individual, the issue, or the organization?
- What do you enjoy doing and what changes (Enhancement of skills) do you want to bring within yourself?

Answers to the above questions by the team.

- Individuals felt fear and uncertainty about the future.
- Complete faith in the leadership and believed they would work on the same issue again with the same leadership.
- Individuals were eagerly waiting for Koshish Trust to start so they could begin working with a new energy.
- The team mentioned that, specifically on the issue of beggary, there is no other organization that works directly with clients in beggars' homes.
- Individuals said they like the work culture here, and when someone faces a medical emergency, either personally or within their family, they receive full support from the entire team.
- Working here provides a sense of freedom that is not available elsewhere.
- For the third question, everyone agreed that it is the individuals who form the organization, which is why the team, the issue, and the organization are all important.
- In response to the last question, the team had different answers—some said they enjoy cooking, others like watching reels, some enjoy traveling, and so on. However, everyone unanimously agreed that they would bring changes within themselves and adopt reading and writing habits, which would lead to faster personal and organizational development.

The purpose of this session was to convey that if the organization trusts the team individuals and gives them the opportunity to work, then the team must also bring several changes within themselves. This includes upgrading their knowledge of the issues, improving communication skills, resolving internal conflicts, and working together as a united team.