



OFFICE OF THE PRESIDENT
LAMDON SOCIAL WELFARE SOCIETY
WAKHA-MULBEKH, JAMMU & KASHMIR (INDIA)

LSWS MANAGEMENT TEAM SHORT TERM ACTION PLAN

2012-2013

SPRING DALES PUBLIC SCHOOL DEVELOPMENT PROJECT



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SPRING DALES PUBLIC SCHOOL DEVELOPMENT PROJECT

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SDPS DEVELOPMENT PROJECT PLANNING

SHORT TERM ACTION PLAN: PRIORITIES, GOALS AND PERFORMANCE MEASURES

November 2012

Lamdon Social Welfare Society (LSWS) have identified the following **five priorities** on which to focus for the development of Spring Dales Public School for **YEAR 1** the progress of which to be reviewed **daily** by the team leader of LSWS Management Team and **monthly** by President, LSWS:

- I. Organizational Structure
- II. Financial Security/Fund Raising
- III. Human Resource Development
- IV. Quality Education
- V. Physical Infrastructure Development

YEAR: 1 November 2012 – October 2013 (Short Term)

PRIORITY	GOALS (SMART) ¹	ACTION / ACTIVITY	RESPONSIBLE PERSON	TIME DEADLINE	MEASURABLE OUTCOME
I. Organizational Structure	a) Set up functional, sustainable & legal organizational structure of SDPS (in relation to LSWS)	a) Amendments in Constitution of SDPS and Convert it into booklet form. a) Put on paper and include the final SDPS Organisational structure in constitution. a) Establish roles and responsibilities of the SDPS Management Committee ie LSWS WC. a) Establish roles and responsibilities of LSWS management team ie finalize action plan draft.	Team Leader (Tsewang Norboo)	March 2013 March 2013 March 2013 Oct end 2012	Approved and signed by LSWS, President.
II. Human Resource Development	b) Development of LSWS Management Team	b) Ensure the members of the Management Team have the capacity and time for the management role	Team Leader (Tsewang Norboo)	Ongoing	Yearly Evaluation Report

¹ SMART Goals are goals that are Specific, Measurable, Achievable, Realistic/Relevant, and Time-bound.



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	c)Development of SDPS teachers, staff and students	<p>b) Provide management training and development of Team members</p> <ul style="list-style-type: none"> - English Speaking Skills - IT Skills - Management Skills - Accounting Skills <p>b) Provide exposure tours to SDPS management team members.</p> <p>b) Develop a formal employment contract for SDPS Management Team with LSWS.</p> <p>b) Ensure sustainable source of income for SDPS Management Team</p> <p>c)Ensure extra funds from donors and SDPS entrepreneurship projects for salary of teachers and other staff of SDPS based on proposal/Budget/Agreements put forward by the principal of the school.</p> <p>c) Ensure funding for training and development of SDPS teachers.</p> <p>c) Develop exchange program and exposure tour for teachers and students of SDPS</p>		<p>On need basis</p> <p>On need basis</p> <p>March 2013</p> <p>On need basis</p> <p>Annually based on SDPS proposals</p> <p>Annually based on SDPS proposals</p> <p>On need basis</p>	<p>Progress report</p> <p>Progress report</p> <p>Approved and signed by President, LSWS.</p> <p>Money in account</p> <p>Signed agreements</p> <p>Signed agreement</p> <p>Availability of funds</p>
IV. Financial Security (Sustainable source of income for school and projects)	<p>d) Fundraising</p> <p>e)Develop and implement Entrepreneurship Projects to generate sustainable income.</p>	<p>d) Fund Raise for SDPS on the basis of fund requirement and requisition put forward by Principal, SDPS.</p> <p>e) Tipper: Ensure income from Tipper Business (run by LSWS with profits to SDPS)</p>	<p>Fund Raiser (Tsewang Norboo)</p> <p>Fund Raiser (Tsewang Norboo)</p>	<p>Ongoing</p> <p>Mar – Nov each year</p>	<p>Signed agreements with the funders</p> <p>Yearly financial statement</p>



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	f) FCRA Account Keeping	<p>e) Push for commercial land in Leh</p> <p>e) Develop temporary School Canteen (Run by SDPS)</p> <p>e) Develop contract between Principal, SDPS and President LSWS for above projects.</p> <p>f) Maintenance of cash books of all SDPS projects Under FCRA separately.</p> <p>f) Sending of timely financial reports to ITBF Kargil or any agency asking for it.</p> <p>f) Annual audit of FCRA Accounts by Chartered Accountant and send the report to Govt of India</p>	Accountant (Tsewang Tundup)	<p>Oct 2013</p> <p>Oct 2013</p> <p>Mar 2013</p> <p>Monthly</p> <p>Quarterly</p> <p>Annually</p>	<p>Official letter and revenue papers</p> <p>Canteen in Place</p> <p>Signed Contracts</p> <p>Monthly signed Cash books</p> <p>Receipt from ITBF</p> <p>Signed by Chartered accountant and receipt.</p>
IV.QUALITY EDUCATION	<p>g) Improve Quality of Education in SDPS</p> <p>h) Provide quality education to all children of the community</p>	<p>g) Short Term Volunteer Program (Communication, arrangement of program, stay, food etc)</p> <p>g) Long Term Volunteer Program (Communication, arrangement of program, stay, food etc)</p> <p>g) Development of complete SDPS official website and its update</p> <p>g) La Ngonpo Project</p> <p>h) Develop and implement scholarship program for the poor and needy children of the community in SDPS.</p> <p>h) Develop and implement special needs program in SDPS for disabled children.</p> <p>h) Update of scholarship program on face book.</p>	<p>Volunteer Program Coordinator (Chamba Galack)</p> <p>Scholarship Program Coordinator (Stanzin Lhamo)</p>	<p>March – July 2013</p> <p>Nov 2013</p> <p>Oct 2013</p> <p>June 2013</p> <p>March 2013</p> <p>March 2013</p> <p>Monthly</p>	<p>Arrival of volunteers</p> <p>Arrival of volunteers</p> <p>Functioning of website</p> <p>Feedbacks from MKC, Prague</p> <p>Admission of kids</p> <p>Admission of kids</p> <p>Monthly evaluation</p>



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	i) SDPS Publication	i) Monthly News Letter of SDPS projects to funders, well-wishers and volunteers. i) Development and implementation of school Annual magazine in the long term. i) Development of School Information Brochure/Pamphlet/Flyer.	Scholarship Program Coordinator (Stanzin Lhamo)	Monthly 2014-15 Oct 2013	Email records Published magazine Printed Brochure
V. Physical Infrastructure & Environment	1) 'Finalize' coordinated SDPS master plan 2) New shuttering system, compressor, rammer heads 3) Passive solar water heating system + submersible pump	<ul style="list-style-type: none"> - Water and drainage distribution system/strategy - Irrigation system plan - Power distribution system - Rain water & snow strategy/management - Landscape - Campus maintenance strategy <ul style="list-style-type: none"> - Confirmation from Jiri Sazel for covering 50% of these items - Research and selection of an appropriate type (trip to Delhi ?) - Find out price – cost analysis - Secure finances - Purchase of items - Delivery on site <ul style="list-style-type: none"> - Research and selection of an appropriate type (coordination with KREDA and Mr.Katcho) - Find out KREDA conditions - Find out construction requirements - Find out price – cost analysis – KREDA contribution - Secure finances - Purchase of items - Delivery on site 	Construction Coordinator (Tsering Samfel) + Project Assistant (Tsering Muroop) + Project Architect (Martin Knap)	March 2013 Summer 2014 March 2013 Summer 2014 Nov 2013 Summer 2014 Nov 2012 Dec 2012 January 2013 February 2013 March 2013 April 2013 February 2013 February 2013 February 2013 February 2013 February 2013 March 2013 April 2013 May 2013	Drawing packages Items delivered on site Items delivered on site



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	4) Complete 1 st block of student accommodation (hostel)	i) Design and Estimates of the project.		Done	Signed design and estimate copy by President, LSWS.
		i) Ensure and Secure remaining financial support		March 2013	Money in account
		i) Ensure availability of labourers, carpenters, plumbers, electricians and masons		March 2013	Arrival of Labours
		i) Timely Purchase and stocking of materials (season)		April 2013	Arrival of materials
		i) Purchase and Maintenance of equipment/machines/tools		May 2013	Arrival of equipment
		i) Ensure timely completion of the project.		Oct 2013	Finished building
	5) Complete 1 st block of classrooms	j) Design and Estimates of the project.		March 2013	Signed design and estimate copy by President, LSWS.
		j) Ensure and Secure remaining financial support		March 2013	Money in account
		j) Ensure availability of labourers, carpenters, plumbers, electricians and masons		March 2013	Arrival of Labours
		j) Timely Purchase and stocking of materials (season)		March 2013	Arrival of materials
		j)Purchase and Maintenance of equipment/machines/tools		May 2013	Arrival of equipment
		j) Ensure timely completion of the project.		Oct 2013	Finished building



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	6) Ladakhi composting toilet for first hostel block	<ul style="list-style-type: none"> - Design and Estimates of the project. - Ensure and Secure remaining financial support - Ensure availability of labourers, carpenters, plumbers, electricians and masons - Timely Purchase and stocking of materials (season) - Purchase and Maintenance of equipment/machines/tools - Ensure timely completion of the project 		March 2013	Signed design and estimate copy by President, LSWS.
				March 2013	Money in account
				March 2013	Arrival of Labours
				March 2013	Arrival of materials
				May 2013	Arrival of equipment
				Nov 2013	Finished building
	7) Road relocation	<ul style="list-style-type: none"> - Submit an application - Official reminder to DC/DFO - Gain official confirmation/permit from DC/DFO - Completion 		Done 2011	Application handed over to DC&DFO
				Dec 2012	Copy of handed over reminder in SDPS management tem folder
				October 2013	Copy of official confirmation from DC&DFO office presented to LSWS in SDPS Management Team meeting
				Nov 2015	Road completed
	8) Land	<ul style="list-style-type: none"> - Small strip under SDPS fence <ul style="list-style-type: none"> - Contact the land officer and gain official statement for legal documentation to register the land under LSWS - OR purchase the land - Land registration under LSWS 		March 2013	Official statement presented to LSWS SDPS Management Team meeting
				October 2013	Official Land Registration Document showing the land registered under



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	9) Develop an eco-friendly Waste Management strategy	<ul style="list-style-type: none"> - Land under SDPS land <ul style="list-style-type: none"> - Confirmation from LSWS that the land is needed - Contact the land owner to find out his conditions for selling the land - Price negotiation and agreement with the owner - Purchase and register the land under LSWS - Research, design and implement an eco-friendly waste management plan in SDPS Campus. 		<p>March 2013</p> <p>Depending on the LSWS statement</p> <p>Summer 2014</p>	<p>Written statement from LSWS</p> <p>Waste Management System in place</p>
PRIORITY	GOALS (SMART)	ACTION	TEAM LEADER	TIME DEADLINE	MEASURABLE OUTCOME

LSWS MANAGEMENT TEAM MEMBERS:

1. Tsewang Norboo, Fund Raiser
2. Chamba Galack, Volunteer Program Coordinator
3. Stanzin Lhamo, Scholarship Program Coordinator
4. Tsering Samfel, Contruction Project Manager
5. Tsering Muroop, Construction Project Assistant



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LSWS MANAGEMENT TEAM LEADER:

Tsewang Norboo, Fund Raiser

LSWS PRESIDENT:

Tsewang Norboo (C)

DATE: