



ANNUAL REPORT 2022-2023



Dear friends, supporters, and donors of Chaitanya Saradhi,

We have succeeded in choosing a **CEO, MR. Bala Mohan Nemani**. Mohan guru is an entrepreneur and the CEO of advanced technology company Amzur Technologies, with branches in India and the USA. He is straightforward, humble, and committed to the cause and service. We are

proud to have him as CEO of the organization. We have also formed a fully working executive committee, board of directors, and advisors.



We had had a series of meetings in recent months, familiarizing the CEO and other board members with the infrastructure and workings of the program.

We have been making strenuous efforts to open an account in Delhi, which is required to apply to get Indian government permission (FCRA) to send the dollars from the USA to Chaitanya Saradhi. Mr. Bhushan Rao Dammalapati has been instrumental in carrying out tons of paperwork and follow-up with SBI, Delhi.

We are fortunate to have Nagaraj, the operational director, successfully integrate the life skill training and social responsibility pieces of the program with academics seamlessly. He has been grooming several experienced teachers with unique talents to mentor, motivate, and supervise several regional schools in their region to beef up the core workings of the program.

Report from the Director of operations, Mr. Nagaraj

1. We train the students to become proficient in Microsoft Word, Excel, PowerPoint, and typing master 30 words in fewer minutes.
2. The students understand the basics of computer functions, including CPU, motherboards, Keyboard, Mouse, etc.
3. Supervise Zoom video classes every Saturday to know to check on the teacher's skills and how students Are learning.
4. During holidays, I repeat previous classes to the Teacher. Also, the teacher does the same for the students.
5. Contact students by video call to know the status of the student's skills once a week.
6. Visited all the schools Frequently to Test Teacher skills by asking questions about students' work and Conducting examinations for the students at that time.
7. Servicing and replacing damaged systems to ensure all equipment runs properly.
8. Interview, select and train new teachers.
9. Teachers show motivational videos using YouTube once a week
10. Taken classes after school hours for the slow learning students.
11. This September, I Conducted online examinations for all the students and teachers I am pleased with the results.
12. Took special classes in HTML and Photoshop for interested teachers and students.

13. More focused on typing, spoken English, and communication skills.
14. Our program includes motivational talks, life skill training, and social responsibility.
15. We encourage peer learning: senior students teaching juniors.
16. Our students learn internet browsing and doing research for their projects.
17. Providing seminars for our teachers once or twice a Year,
18. we reward the higher-achieving teachers and students.
19. Replaced New Techer in Pamarru school.
20. Installed extra systems in Patamata Girls, and Davajigudem schools 5 systems each.
21. We are all working as a team to run this program successfully.
22. Updated with New logo
23. Developing website and logo with new team.

New Schools Taken:

1. PEDDAGOPATHI (Telangana)
2. SHANTINAGAR (Telangana)
3. NELLORE (Andhra Pradesh)
4. RANGAMPETA (Andhra Pradesh)

Dr. Purna Bikkasani
Founder/ President

Bala Mohan Nemani
C.E.O

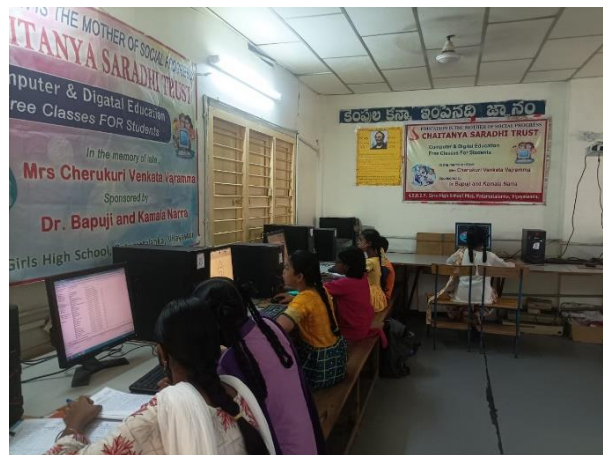
Bhushan Rao Dammalapati
Treasurer

Jyothi Parupalli
Technical Head

Prashanth Bikkasani
Manager

Nagaraju Kumar Gaddam
Director of Operations

Website: www.chaitanyasaradhi.org





ANNUAL REPORT 2021-2022

We pass through unprecedented times with COVID-19 and its variants in a turbulent world. It posed unique challenges to our ability to continue digital education when classrooms were shut down. We incurred computer and software damages during COVID-19 for unforeseen reasons. Still, we adopted Zoom & WhatsApp classes through the school closure. We repaired or replaced all the equipment and resumed classroom instruction when the schools reopened in Nov 2020. I am proud to announce that Mr. Nagaraj is dedicated, talented, and competent to repair or replace faulty equipment and teach, supervise, and evaluate the teachers and students on the spot.

Condolences to the Late Sri V Venkat Rao garu's family:

I am deeply sad about the Late Sri Venkat Rao garu's sudden illness and passing away. He had been a high-energy, positive, shining star in helping students and communities alike until his last breath. He is my mentor, advisor, and teacher and has worked tirelessly in building the Chaitanya Saradhi to help them by my side. He donated his body to a medical college for scientific study, which speaks volumes of his humanitarianism. The students, teachers, and organizers at Chaitanya Saradhi miss him deeply. We convey our deepest heartfelt condolences to his family and friends.

We are very fortunate that Major D. Bhushan Rao (Retired) garu was kind enough to volunteer to take over the duties of the late Sri V Venkat Rao garu, and indeed he did so promptly. He joined the Indian Army (Signals) on Jan 14, 72 as a Jawan, later commissioned Officer on Dec 04, 1993. He retired as a Major on Jan 01, 2006. Operated a Security Agency from 2006 to 2017, Bhushan garu garnered a lot of teaching experience in computer technology to Jawan, and officers are coming in handy at Chaitanya Saradhi.

We added 3 new classrooms, installed 30 new computers, and hired and trained 3 computer teachers

Chaitanya Saradhi reaches out to 20 thousand underprivileged students to attain computer literacy and digital education proficiency. I look forward to your generous donations and support.

My sincere thanks to Mr. Vipin K Single, Director, and Mr. Rajendra Prasad Challa, Chairman at Continental Coffee Inc., for sponsoring several classrooms in the Guntur district in partnership with Chaitanya Saradhi

Report from the Director of operations, Mr. Nagaraj

1. During the COVID-19 pandemic, many computer systems were damaged. Mr. Nagaraj Went around every school and replaced or repaired them.
2. While visiting the schools, conducted hands-on and theoretical examinations of the students to ensure they are learning optimally.
3. In December 2021, our technical head, Jyothi Madam, and I gave the project to the students, and the submission date is March 1st week 2022.
checked the students' status while visiting schools, and everyone was doing well.
4. Regular computer classes are held for students Monday to Saturday except on holidays. All the students in the school rotate through computer classes like any other subject.
5. Hold ZOOM Meetings with all the teachers monthly to address their concerns and challenges.
6. Join online or in-classroom classes with a phone call frequently to observe and give feedback to improve their teaching methods.
7. In DEC 2021, conducted Teachers Test Program, where every teacher must teach classes to all the teachers. (Teaching to peers). One teacher failed in that program and was replaced by another teacher.

8. We focused on re-checking the syllabus for individual classes (6th, 7th, 8th, 9th, and 10th) and improving teachers teaching techniques on phone calls and zoom classes.
9. Telangana state government declared to extend festival holidays to Jan 30, 2022. Still, we continued taking regular classes for 8th, 9th, and 10th class students, following strict covid guidelines at my request.

Students' activities:

1. Teachers follow our basic computer class syllabus: Microsoft word, excel, PowerPoint, and typing master.
 2. Students go through web browsing for content, project work, research, watching daily news, and downloading images, videos, and documents on the Internet.
 3. We teach downloaded content using video players
 4. We taught about MS-paint and other multimedia software.
 5. We taught students to understand cool and warm colors and their uses.
 6. We streamed inventors, adventurers, and motivational speakers to inspire the students every 3rd Saturday of the week.
 7. We have given projects to all the students, and the submission date is March 1st week, 2022.
- We taught computer hardware components basics once a month.
8. The director of operations went to every school to observe and give them my feedback.

New Schools Taken:

1. SHIVA DEVUNI CHIKKALA (Andhra Pradesh)
2. YERRAGONDA PALEM (Andhra Pradesh)
3. PALWANCHA (Telangana)

Courses offered in basics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Typing Practice, and Internet concepts.

Dr. Purna Bikkasani

Founder/ C. E. O

Jyothi Parupalli

Technical Head

Bhushan Rao Dammalapati

Treasurer

Nagaraju Kumar Gaddam

Director of operations

Prashanth Bikkasani

Manager

Website: www.chaitanyasaradhi.org





CHAITANYA SARADHI TRUST



ANNUAL REPORT 2020-21

We carried out our mission through this most challenging academic year 20/21. The annual summary of activities and achievements is reported here.

We added 2 new classrooms, installed 20 new computers, and hired and trained 2 computer teachers.

Covid-19 wreaked havoc on the people, governments, and schools. The second wave of COVID-19 is waning in India, and the state governments have set a date for September to open the schools.

Schools were shut in the early months of COVID lockdowns, but when the schools opened in December, we began online classes on Zoom and WhatsApp. We reached about 10% of the students in each school.

Unfortunately, most students didn't have computers or smartphones. The director of operations, Mr. Nagaraj, is very versatile with online instruction, so he trained and supervised teachers to conduct online classes. We have adopted the schedules and syllabus and taught the lessons successfully. In the dark days of COVID-19, during the lockdown, online courses, however limited, were the best we could do.

When the schools opened fully in both A.P. and Telangana on Feb 21, Mr. Nagaraj visited all schools and checked the computer systems that were damaged due to non-usage and state-organized re-constructions of the schools. We replaced 40 Motherboards, 42 rams, a hard disk, 54 Keyboards, a mouse, and 20 SMPS. Then, we resumed full-fledged classroom instruction in the schools.

And unfortunately, we were forced to return to online classes when the schools were closed again in March 2021. Then, we resumed the online computer classes and conducted examinations for students using WhatsApp and ZOOM at the end of the last academic year. The previous academic year ended in April 2021.

The latest status of the schools in the two states we operate in India is that the schools will be open for the next academic year in September 2021. We are preparing our teachers for the next academic year.

We have dedicated teachers and a complete syllabus for graduating high schoolers who can do virtually all the technical operations that most businesses require. We plan to conduct examinations and certify the graduating students' computer skills.

Please review the report below from Mr. Nagaraj, the director of Operations.

Teachers' activities:

1. Conducted online seminar classes for teachers before we began online classes. We discussed reaching the students, families, and all technical aspects of conducting online classes. We used Zoom and WhatsApp tools to maximize our reach.
2. Held a weekly ZOOM Meeting with all the teachers to share their concerns and challenges and taught them about using the WPS Office app on mobile.
3. Have monitored the online classes by joining them to observe and have given the necessary feedback to improve their teaching methods.

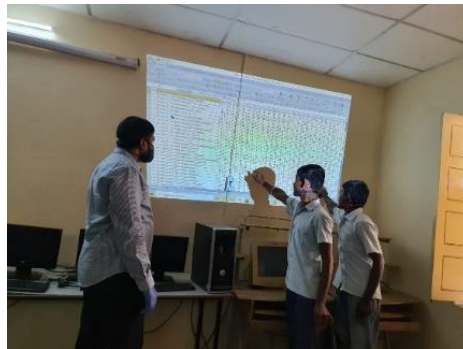
4. In Feb 2021, Conducted Teachers Test Program, where every teacher must teach classes to all the teachers. (Teaching to peers)
5. We focused on re-checking the syllabus for individual classes (6th, 7th, 8th, 9th, and 10th classes) and improving teachers teaching techniques on a phone call

Students' activities:

1. Our teachers followed our basic computer classroom syllabus for the online classes: Microsoft word, excel, and PowerPoint. We use the WPS Office app for students.
 2. We taught how to use the Internet for
 - A) Content search.
 - B) watching daily news on the Internet
 - C) Downloading images, videos, and documents
 - D) Printing downloaded contents
 - E) Watching downloaded content using video players
 3. We taught about MS-paint and other multimedia software.
 4. Went to teachers' Zoom meetings and WhatsApp classes to observe and give them my feedback.
 5. We taught students an understanding of cool and warm colors and their uses.
 6. We streamed inventors, adventurers, and motivational speakers to inspire the students every 3rd Saturday of the week.
 7. We taught computer hardware components basics twice a month.
- Here are some of the reference images of Zoom classes for the students.

New Schools Taken:

1. KOLLIPARA (Andhra Pradesh), 2. GANNERUVARAM (Telangana)





CHAITANYA SARADHI TRUST



Dr. Purna Bikkasani

Founder
CHAITANYA SARADHI TRUST

Chaitanya Saradhi's program outline.

We aim to provide computer literacy, life skills, and social responsibility to underprivileged school students in rural India.

We find donors to sponsor their native schools or villages to start a computer classroom in the government ZPHS.

We hire, pay, and train teachers, install new computers in a dedicated classroom, and schedule computer classes for all the students in the school.

The syllabus includes computer basics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Typing master classes, photoshopping, and Internet concepts.

We provide and execute every piece of the program, hardware, software, repairs, replacements, management, and high-quality service.

We inspect the schools, quiz the students and teachers on the spot, conduct examinations periodically, and certify students' computer skill levels.

Annual Report 2019-20

2019-20 was a terrific year for CHAITANYA SARADHI on many accounts:

We added 18 new classrooms, installed 180 new computers, and hired and trained 18 computer teachers. It brings our classroom strength to 36, nearly 100% growth. We prepared and hung the banners to dedicate the classrooms per our sponsors' wishes. Finally, the sponsors set up its inauguration in coordination with the headteachers, community leaders, Government officials, and the media. Additionally, we replaced and upgraded many classrooms with new computers and updated software applications this year.

We strive to raise the quality of teachers through seminars and workshops locally and Skype lessons by Jyothi Parupalli from the USA. In addition, we train teachers to fix minor computer glitches relating to hardware and software to avoid classroom downtime and have a standard technical backup to repair or replace the hardware or software.

We relentlessly try to improve the syllabus and create an ambiance to give students the best possible computer education. We assign them projects, conduct competitive examinations, award cash gifts, and imbue the skills to

research on the Internet. We set goals to improve their typing speed incrementally. The Director of Operations visits the schools to assess the student's progress and teachers' performance.

We have been working with the Rotary Club of Hyderabad, Deccan, to launch 10 more new schools in Telangana. We are at the final stages of working out a partnership agreement; we want to make sure to budget funds to run these classrooms at a minimum for 5 years before we launch the program. If all goes well, we will start those schools in the next academic year. We are more interested in raising the quality of the educational standards; we are focusing on providing superior quality computer education to the students, not merely adding more schools. The Director of operations will visit the schools once they are open for the next academic year.

We appreciate the helping hand from all the donors, sponsors, and volunteers with money, time, and advice in making this program successful. The leadership, staff, all the teachers, and the 12 thousand girls and boys express their deepest gratitude for your generous gift. We Request the donors spread the word through their families, friends, and colleagues.

1. 18 New classrooms were added in 2019.
2. No of Teachers Interviewed and Appointed by Our Director of Operations Person 15
3. Installed 160 New Computers
4. Replaced 22 old Non Computing Devices to CPU
5. Installed 160 Wi-Fi Adapters for the Internet (29 schools)
6. Created and Printed 29 School Banners
7. No of times visited and inspected Schools by our Director of Operations Person 179
8. Projects are given to the students
9. Seminar classes are taken for teachers
10. Conducted hardware classes for all teachers
11. Supervised schools by our CEO and Director of Operations Person 32
12. Inaugurated 17 schools.
13. Bring all teachers through Skype calls to discuss computer class problems and their solutions.
14. Created and submitted materials of Fundamentals, MS -Word, Excel, and PowerPoint to all teachers.
15. Created and submitted syllabi for all teachers.
16. Submitted 32 G.B. pen drives to all teachers, including Windows 7 operating system installation, all required software, and Materials.
17. Concentrated on Classroom Management and Discipline.
18. Explaining Teaching Techniques and Methodology.
19. developing website www.chaitanyasaradhi.org.

New Schools Taken

ANDHRA PRADESH

1. TANUKU
2. PATAMATA BOYS
3. PATAMATA GIRLS
4. DAVAJIGUDEM
5. VANAPAMULA
6. VENTRAPRAGADA
7. VEDURUPAKA
8. MUTLURU
9. KAWATHARAM
10. PAMARRU
11. VEMPADU

TELANGANA

1. SIRICILLA
2. BIRKUR
3. SIRIPURAM
4. PODDUTURU

For 6th and 7th class Students

Courses offered in basics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Typing Master, and Internet concepts.

Essential functions of a computer

1. Discuss basic computer concepts and definitions
2. Determine what operating system you have
3. Navigate programs
4. Locate and manage files and folders
5. Discuss proper file and folder management techniques in a variety of environments
6. Take a screenshot

Basic tasks in Microsoft Word

1. Create and save files in Microsoft Word
2. Format text in Microsoft Word clarity
3. Use spell check and find and replace tools
4. Create and format numbered and unnumbered lists

Essential functions in Microsoft Excel

1. Using Excel
2. Basic Formatting and Layout
3. Basic Formatting and Layout

Basic tasks in Microsoft PowerPoint

1. Create and save a new presentation
2. Edit and organize a presentation
3. Add objects to a presentation

For 8th Class Students

Internet to conduct research.

1. Access and navigate the Internet
2. Discuss the importance and qualities of ethical business research
3. Perform basic web searches
4. Narrow a search to find more valuable results

Intermediate tasks in Microsoft Word

1. Change page layout
2. Create and modify text boxes
3. Create tables to organize information in a Word document
4. Place images in a Word document
5. Add a hyperlink

Intermediate functions in Microsoft Excel

1. Analyze data with Excel
2. Use Flash Fill and AutoSum
3. Add and format graphics
4. Create and modify charts

Intermediate tasks in Microsoft PowerPoint

1. Change slide transition effects
2. Add header and footer to slides

3. Put a video into a PowerPoint slide
4. Use lists

For 9th and 10th class students

Advanced tasks in Microsoft Word

All students are trained to type fast using Typing Master software.

1. Use templates and text effects
2. Insert watermarks and icons
3. Insert citations
4. Perform a mail merge
5. Use internet tools to enhance Word documents

Advanced functions in Microsoft Excel

1. Sparklines
2. More Formatting and Layout
3. Pivot Tables
4. Macros
5. Functions and Formulas
6. Add-Ins
7. Internet and Excel

Advanced tasks in Microsoft PowerPoint

1. Use colors in PowerPoint
2. Create tables in slides
3. Use animations in PowerPoint
4. Use charts in PowerPoint
5. Modify PowerPoint custom template presentation.
6. Use internet tools to enhance PowerPoint presentations

Outcome:

After completing the 10th class, students will be able to perform documentation and presenting skills. Proficient in using Windows, Word Processing Applications, Spreadsheet Applications, and Presentation Application Graphics.

