

HOUSING SOCIETY MANAGEMENT TRAINING COURSE



PROSPECTUS INFORMATION BOOKLET

PUBLISHED BY



Sky Is The Limit

Mendonsa Foundation

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Sky Is The Limit

Mendonsa Foundation

MENDONSA FOUNDATION CONTACT AND MEDIA LINK DETAILS

JOIN WITH US FOR YOUR BETTER FUTURE

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<https://vivekmendonsa.com/mendonsa-foundation/>



@mendonsafoundation

ABOUT US

Dear Friends,

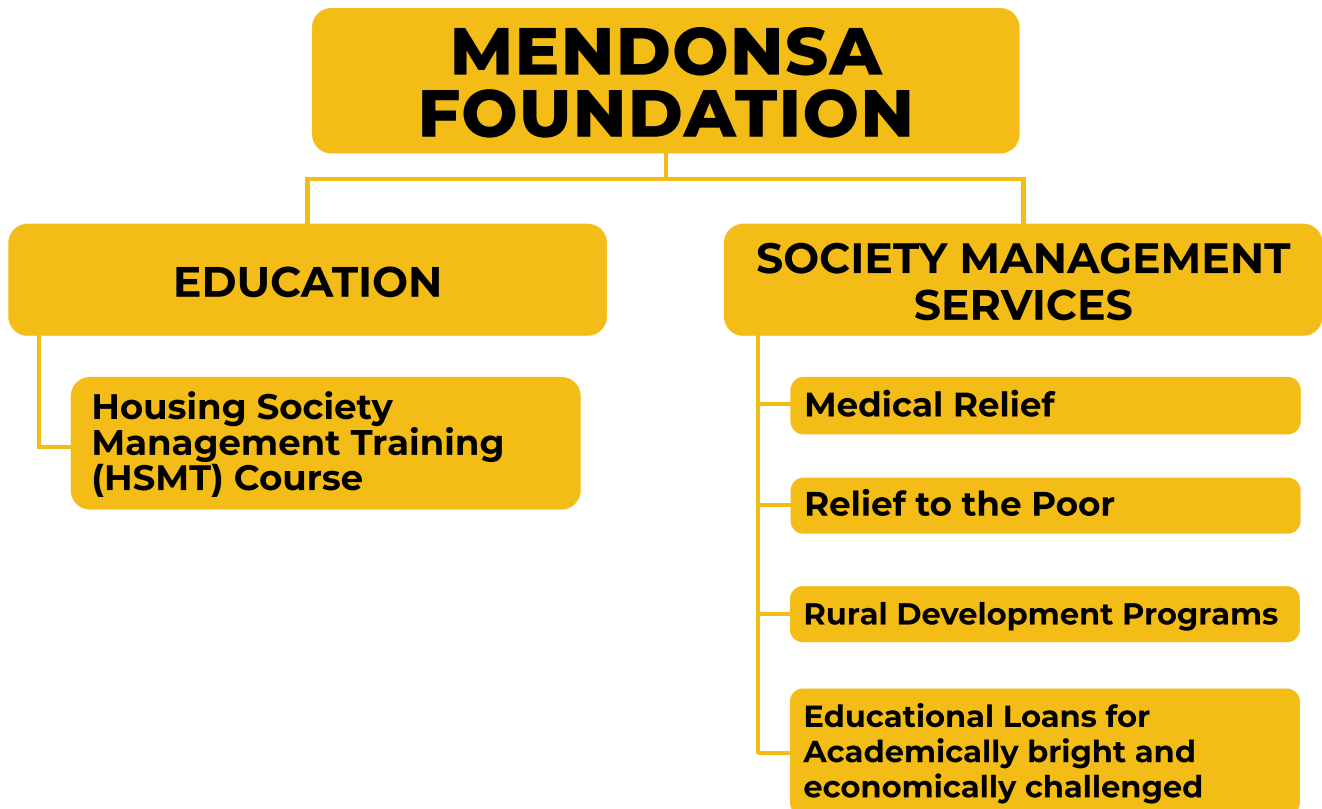
Mendonsa Foundation, established in 1996 and registered in 2010, is a development organization in Mumbai, India.

It is committed to working with issues faced by the youth living on the streets and run away or abandoned adolescent girls and young women and senior citizens.



OUR MISSION

To build up a sustainable society of resourceful, objective, inspired and Idealistic citizens by providing guidance and resources to society at large.



EDUCATION WING

The objective of the Education Wing of Mendonsa Foundation is to provide –



EDUCATIONAL ASSISTANCE



CAREER GUIDANCE & TRAINING INITIATIVES



PLACEMENT OPPORTUNITIES

✦ Educational assistance to institutes and individuals

To institutions: We provide support to educational institutes for promoting studies in Arts, Culture, Science, Business Management, Catering, Hotel Management, Medicines, Housing, Child Care, Housekeeping, Driving, Carpentry, Electrician etc.

To Individuals: Assisting needy, brilliant and deserving students in paying fees, cost of books, equipment's, traveling, maintenance expenses and other necessities.

✦ Career Guidance & Training initiatives

Programs initiated by Mendonsa Foundation to guide and counsel the youth throughout the country include -

- ▶ Creating awareness, training, and jobs in optometry & optical dispenser fields.
- ▶ Training Initiatives include
 - Providing opportunities for training and placing the youth as chauffeurs and car drivers.
 - Training youth to be plumbers, carpenters, and electricians with placement opportunities.
 - Providing domestic servants training & placement in good localities.



MENDONSA FOUNDATION GRANTS AND SCHOLARSHIPS

assists or grants scholarships or funds to persons or institutions for benefit and upliftment of society.

HOUSING SOCIETY MANAGEMENT TRAINING (HSMT) COURSE

With the HSMT Course, Mendonsa Foundation enables youth and retired senior citizens to contribute towards society in a meaningful way!



Founded 26 years ago as an NGO, the Mendonsa Foundation is dedicated to providing opportunities for retired seniors and unemployed youth to work in any of the 1,00,000 housing societies in Mumbai, Navi Mumbai, and Thane City.

With a basic one-day course that covers essential rules and regulations of the Society Act, legal aspects, accounts, and coordination between various stakeholders within the society, the Mendonsa Foundation is equipping individuals with the skills they need to thrive in the workforce and make a positive impact on their communities. Whether you're looking to build new connections, develop new skills, or simply give back to society, the Mendonsa Foundation provides the opportunity to do just that. Join us today and be a part of a meaningful movement towards positive change.

This Course opens the doors to careers as Co-operative Housing / Premises or Society :

- Manager
- Accountant
- Consultant

➤ **Eligibility:** SSC / HSC passed, Graduates and Retired persons, **NO AGE BAR**

➤ **Duration:** 10 classes (i.e. 40 hours). **Every Saturday & Sunday, 3 hours each.**

➤ **Venue:** Classes will be conducted at **Dadar and Thane**

❖ **Benefits:**

- After completing this course successfully, you can work as a Full Time or Part Time Manager in a Co-operative Housing Society.
- You can earn a handsome salary as per your calibre, skills and dedication.
- Proper Coaching & Guidance will be provided to the dedicated and interested candidates so that the syllabus will not be tough and success will be knocking at your doorsteps.
- Our focus on teaching
 - Model bye-laws
 - MCS act & rules (necessary portion)
 - Basic accounts
 - Housing society administration

❖ **Registration and Fees Structure:**

- Total course fees: Rs. 10,000.
- Payment of a non-refundable amount of Rs. 1,000 has to be made at the time of registration.

Please note:

Once registered, you can join our course on any point of time thereafter.

Fees will be accepted by cash / cheque.

Cheque will be accepted only in the name of "Mendonsa Foundation"

SOCIETY MANAGEMENT SERVICES WING

At Mendonsa Foundation, we believe in giving back to society in the form of medical relief, aid to the poor and rural development programmes. Here's a gist of what we do:

MEDICAL RELIEF

To institutions:

Grant donations and provide support to Hospitals, Dispensaries, Asylums, Orphanages, Old Age homes and other public institutions for administering medical relief to the poor.

To Individuals:

- Grant medical help to poor and deserving persons of any community during epidemics, famine or floods or unforeseen calamities.
- Supporting
 - Economically weaker sections of children for Audiometry, Speech Therapy and Optometry.
 - Educational Loans interest free with payback after employment.
- Organising camps and campaigns for medical assistance to the rural and backward sections of society.



In collaboration with ABMMS (A German Trust), the Mendonsa Foundation is on a mission to enable cleft lip and palate correction surgeries for 5000 children in India.

RELIEF TO POOR

To Institutions:

To assist any social organization engaged in promoting of welfare for the disabled as well as sponsor or collaborate with them in the promotion of these objects.

To Individuals:

To assist physically handicapped, permanently disabled, economically backward and socially exploited class people to earn their livelihood by providing them assistance of equipments and accessories for overcoming their disablement.



ASSISTING IN RURAL DEVELOPMENT PROGRAMS

To undertake, sponsor and assist in any activity, project for Rural Development & for the social, economic upliftment of the people in the rural areas. &, if necessary, incur the expenditure or use any of this assets & facilities of the trust either directly or in association with any other person or organization & to transfer / divest the ownership of the property of the trust in favour of any public or local body or institution without any consideration or and no-profit-no-loss basis.

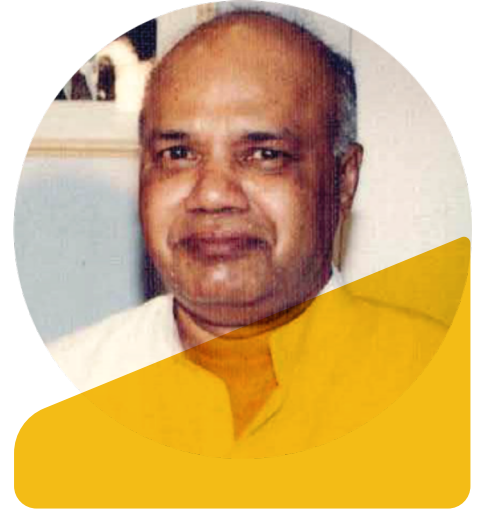


Free Eye Testing is conducted at all locations, and free frames are distributed in rural areas as part of the rural development programme.

INTRODUCTION TO MENDONSA FOUNDATION TEAM



Late Mr. Michale Mendonca
Trustee



Mr. Joseph Mendonca
Trustee



Dr. Vivek Gerard Mendonsa
Trustee



Dr. Suhani Vivek Mendonsa
Project Director

Head Office: Lawrence & Mayo House, 274, Dr. Dadabhai Naoroji Road, Fort, Mumbai- 400 001
Mobile: +91 9820288817 Email ID: vivekm@lawrenceandmayo.co.in

APPLICATION FOR ADMISSION INTO HSMT COURSE FOR THE YEAR _____
ADMISSION NO. _____

To,
The Organiser,
Mendonsa Foundation

APPEND
PHOTO
HERE

Respected Sir,

1. Name of the Applicant : _____
2. Address : _____

3. Date of Birth : _____
4. Contact Number : _____
5. Email ID : _____
6. Best Method & Time to Contact : _____
7. Educational Qualification : _____
8. Select your Centre : _____

Kindly admit me for the course and I am ready to pay necessary fees.

Thanking you,
Payment receipt no. _____

(Signature of the Applicant)