



Asha for Education™

Site Visit Questionnaire

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Dear Volunteer

Thanks for conducting this site visit.

The following set of questions is only a suggested guideline. Some of the following questions may not be relevant or applicable to the particular project you are visiting, but please do try to answer as many of them as possible. Please note that Part sB & C necessitate that the information be gathered through conversations with the children and their parents, and not simply the group's teachers and staff.

Please feel free to attach any documents/photos you feel are pertinent to the project.

Thanks.

- Asha for Education

Date: Mar. 4, 14

Name of the Project: Basic Education for Tribal Children and their illiterate parents

Name of the Organisation Running the Project (if different): Saugah Foundation

Was your site visit announced? Yes, it was planned

No, it was a surprise visit

	Project Contact	You Name (Asha volunteer conducting the visit)
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PART A: Particulars about the organization and its environment

1. What are the different focus areas of the organization? (give a rough estimate of the % of their total effort/funding)

Community development 10% Education 1% Health 4%
 Other 85% (please specify) Agriculture , Horticulture, Life skill training , water shed management etc

2. What is the administrative structure of the group (e.g. Board of Directors/Grassroots-based)?

General Body (21 members)- Executive Board -6 members including one President, one Secretary and Treasurer)-Office staff (Admin and Project based), Technical staff as per the requirement of the work/project

3. Are there any other organizations working in the area providing any one or all of the services provided by the visited organization? (Briefly mention their names and their objectives)

Organization	Objectives of the organization
- Ekta Parishad	They are working on the issue of water, forest and land.

PART B: The organization and the community it serves

(Information to be gathered from parents and children)

1. Approximately how many families live in the area? 80-90

2. What do the parents do for a living? (Agricultural worker, Daily wage laborer etc.)

Agriculture, Daily wage labour and minor forest produce- Rampant migration is prevalent

3. At the time of enrolment, does the school ask for the names of both parents?

Yes No, just the father's name No, just the mother's name

4. How often do the teachers meet the parents?

Since the school is yet to be started, there has been no parents teachers meet so far as such, however the prospective teacher has been meeting and mobilising parents for the upcoming school. Teacher and the organisation's person said , they have planned a weekly teacher-parents meet in the upcoming school. There is also a proposal of "school managing committee " involving parents of the community to look after the day to day affairs of the school.

5. How do the parents participate in the organization's activities? (e.g. by contributing their time, money or labor in the school's activities etc.)

Since the school has not been opened yet, it does not apply as if now, however parents have been asked by the organisation to provide manual labour to prepare a play ground outside the proposed classroom and volunteer in such work whenever required. Parents have also been asked to contribute some milk and some other food items as per the menu which they would be decided later.

6. Are there any Government Schools in the area? Yes No

7. If yes, how far are the Government Schools from the community? Government school is about 3-4 kms, and for these young children (between 3-6) government has made the provision of anganwadi centres for children below 6 years of age. Angan wadi centre is about 3 kms away.

8. Why did the parents choose this school over the Government School?

Angan wadi centre, so called pre-school arrangement for children below the age of 6, is about 3km away from the place where this nursery schools is being planned. Also the angan wadi centre which is there is, it is not in very good shape. Infact it is not designed in format of a school but a nutrition centre for children below 6 years of age and lactating centre with hardly focus on education. Even this centre is in bad shape.

9. When you visited, how many children were present in the class?

What is the regular class strength? Average Estimated strength is 37

Comments: About 20 children and their parents came in the meeting. As asked from parents, there are many children in the community who would come to the school. There is an estimate that about 40 students would attend the school.

10. Do the children seem to enjoy coming to school?

N/A

PART C: Project particulars

(Information to be gathered from students and staff)

1. What is the mode of teaching in the school? (Check the appropriate choices)

- A. Formal (State Board, Central Board etc.) **till what class?**
 B. Non-Formal Education (NFE) do the students also attend formal school?
 C. Vocational
 D. Other . Please specify _____

2. If A (Formal), up to what grade(LKG, 5th, 7th etc.) does the school conduct classes?

Upto Upper KG (the class previous to 1st), once the children pass upper KG they would be shifted to the nearest government school, however they organisation expressed its aspiration upto class 5th in future. Though this seem very difficult.

3. If B (Non-Formal Education) how many of the children also attend formal schools in the area?

If none do, does the project plan this for the future?

4. *If Non-Formal Education, does the organization create its own study material (books, games)?*

5. *If C (Vocational), what do the children do after they finish training?*

6. *How many staff or volunteers are recruited from the community?* Proposed 2 teacher

How many of the staff are women? All proposed 2

7. *How many teachers have left the school in the past one year, and why?*

N/A

8. *How many new teachers have joined in the past year?* NA

9. *Does the organization train the teachers?* Yes No

If yes, how do they provide the training? Though Organisation has planned to train the teachers , but teacher's training plan is not in place, it needs to be preropely documented .

10. *How much is the staff paid?* It is being planned to pay a salary of Rs 500 per month

Is it on par with the salary paid to the staff in the Government schools? Yes No

PART D: Financial resources of the organization

(Feedback from the person conducting the site visit)

1. *Do you think the proposed amounts in the budget are reasonable?* Yes No Maybe

2. *Are all items covered in the budget?* Yes No Maybe

Comments: Some amount to be kept for project coordinator who will make the fortnightly visit to the school , at the some time some amount needs to be kept for training of teachers and training materials. There is no provision of any assitant in the school. An assitant is necessary who would do the cleaning of the school , look after the hygiene of the children during the class etc.

3. Is there anything you think should be added or removed from the budget?

Yes No

If you recommend any changes to the budget, please explain your reasons for this.

A sum of RS 44,000 is being mentioned for sanitary kit @ Rs 100 per month . Ideally this component should not be included, however given the backwardness of the community which was quite visible during the visit, a sanitary kit can be given but the frequency of the same can be reduced to once every two month. Sanitary kit worth Rs 50 per month or Rs 100 for two months is adequate.

Secondly , in the budget it is being reflected that school will run for 300 days. Ideally the school will be off for Sundays, summer vacation and winter vacation including other holidays - national , state , festivals ets. So maximum it would run for 220-240 days. Hence , budget for the component of dry food packet or similar no. of days based itmes can be relooked.

As per the budget , two project staff seem travelling once every month. However , it would be better that One project coordinator travel once evey week , check the copies of students, status of implementation of weekly lesson plan , talk to teachers and even parents . This will ensure a regular monitoring and evaluation of the work done by the teachers at the same a handholding of the teachers by the coordinator. A sum of Rs 2,000- Rs 2,500 i.e Rs 500 per visit can be kept for this purpose.

The budget does not reflect any expenditure over training and training materials of teacher. Some money should be kept for exposure visit , training programs and training material. Every quarter or atleast once in 4 months there should be training / exposure visit for teachers. It is important so as to make them expose of the various techniques as well as an opportunity for them to learn new things on continuos basis which enables them to transmit some knowledge among parents of children and community as a whole, which is living in almost dark age. Weekly newspaper or magazine should also be supplied to the teacher to make them aware of the happenings in region, state and country. Project coordinator can take this with him/her every week.

The budget also does not reflect provision of any assistant . Any woman from the community can be hired for the same at a monthly salary of Rs 1,000

The budget for above mentioned three components (Project Ccoordinator , Teacher's Training and Assistant) can be adjusted from money saved from sanitation kit and daily items like food packet by reducing no. of days of school from 300 to 250 and also adjusted with cost involved in adult lieracy component.

However, over all budget need not to be increased.

4. Did you discuss the proposed changes with the project? If so, please describe their response.

Yes, Mr Jitendra , with whom I shared my opinion over proposed changes, he seemed quite receptive of the same and agreed to myopinion on sanitary kit , no. of days running schools, certain allocation for project coordinator and some amount to be invested in teacher's training and their materials. About assistant I could not talk to him, as this came to my mind lately during this report preparation.

PART E: Comments

(Feel free to attach documents if necessary)

1) Teacher is the backbone of any educational system. We need to invest on them and their training well. The teacher which the organisation has decided to hire seem very normal household woman as other community women which is good in one sense that they can easily relate with the parents of prospective children, however, they also need to be equipped with various tools and techniques to handle children and make them learn. A tentative lesson plan - daily, weekly, monthly, quarterly and annual needs to be prepared. Asha should also try to arrange some training materials for teachers or ask the organisation for the same. Teachers which the organisation have decided to hire, need much training and guidance in preparing schedule/ lesson plan. To ensure all these and regular handholding of teachers & staff there involvement of someone like Project Coordinator or similar responsible position is needed.

2) The classrooms will be held in room which is being offered by a person from the community, picture of which is attached in the mail. However, in the earlier communication with Abhishek I was informed that community shed is being proposed to be used for the classes. When asked about the same from Jitendra ji of Saugat Foundation, he told that earlier they planned to do it in community hall(not shed) but due to other internal politics in the village, they now want to avoid the same. One person of the community has offered his two rooms free of cost for the school to run.