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 Parts B & 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: 13 January, 2026

Name of the Project: Sitarampur Vivekananda Seba Pratistan – Ramkrishna Vidyapith

Name of the Organisation Running the Project (if different): Sitarampur Vivekananda Seba Pratistan

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 <u>30</u>%   Education <u>60</u>%   Health <u>10</u>%
   Other (please specify)

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

   The group structure is as follows:
   i   President
   ii Vice-President
   iii Secretary
   iv Assistant Secretary
   v   Treasurer
   vi Board Members (4)

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
Sitarampur Siksha Niketan Free Primary School	Free primary education from Class I to Class IV
Chaksrihari Free Primary School, from Class I to Class IV	Free primary education from Class I to Class IV
Chakparan Kata Khali Free Primary School	Free primary education from Class I to Class IV
Sitarampur Siksha Niketan High School	Government School providing secondary and higher secondary education from Class V to Class XII
Chakparan Katakhali Belomoni Girl's High School	Government Girls School providing secondary education from Class V to Class X
Amratala Gosaidas High School	Government School providing secondary and higher secondary education from Class V to Class XII

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?*** Approximately 30000 families.

2. ***What do the parents do for a living? (Agricultural worker, Daily wage laborer etc.)***
   - Farmers (mainly single-crop agriculture)
   - Landless agricultural workers
   - Daily wage laborers
   - Fishing

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?***
   Monthly. Teachers also visit homes of the students, if necessary.

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.)***
   Parents participate in the organization's activities by investing their time and labor as follows:
   - Monthly guardian meeting is an integral component of the school ecosystem, ensuring guardians' participation and making them accountable for their children's education.
   - Parents participate in students' cultural activities and sports events organized by the school.
   - Guardians are also actively involved in students' progress tracking and the decision-making process. Through constant engagement, they have developed the ability to assess the progress of the school and their children and put suggestions in the decision-making meetings. Active involvement of guardians in their children's education system creates a learning environment that is conducive to development and supportive of community engagement.

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

7. ***If yes, how far are the Government Schools from the community?*** About 2 - 3 kilometers.

8. ***Why did the parents choose this school over the Government School?***
   - **Proximity and accessibility**: The school is located close to the local villages, whereas nearby Government schools are farther away and less accessible for young children.
   - **Quality of teaching and low student–teacher ratio**: The school maintains a favorable student–teacher ratio, enabling individual attention, regular progress tracking, and additional support for weaker students.

- o **Engaging and child-friendly teaching methods**: Use of participatory, activity-based learning, colorful teaching–learning materials, storytelling, and hands-on activities makes learning more effective and enjoyable compared to rote-based instruction in many Government schools.
- o **Emphasis on digital education, STEM subjects and English as the medium of teaching**: A new school building funded by Educo, Ireland was inaugurated on January 13, 2026, featuring modern teaching facilities such as a computer lab with eight computers, a smart classroom, and conference rooms. In line with Educo's guidelines, the school is transitioning to an English-medium model with a strong focus on STEM and digital learning, generating significant interest among students and parents from the village and nearby communities, with enrolment for this academic year nearing 300.
- o **Holistic development focus**: Along with academics, the school emphasizes character building, values education, yoga, Bratachari, arts, music, and physical activities, supporting all-round development.
- o **Strong parent–teacher engagement**: Regular parent–teacher meetings, home visits, and continuous communication build trust and accountability, which parents value.
- o **Supportive services beyond academics**: Provision of educational materials, health check-ups, nutritious food, and co-curricular opportunities reduces the burden on economically disadvantaged families.
- o **Safe and nurturing environment**: The school follows a compassionate, non-punitive approach, creating a secure and encouraging learning environment for children.

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

   When we visited the school in January 2026, there were around 300 students in the school from Nursery to Grade 5.

10. *What is the regular class strength?*

    Each class had around 20 to 25 students on average, who were taught by 14 teachers (4 male and 10 female) who are supported by 4 additional staff members (computer lab instructor and non-teaching staff). In addition to the regular classes, the school has a library. The computer lab, which started with 4 computers last year, has now been expanded to have 8 computers. The new school building that was inaugurated on January 13, 2026, now has a digital classroom and conference rooms.

11. *Do the children seem to enjoy coming to school?*

    Yes, the students were very enthusiastic about attending the school. We visited a few classes and interacted with the students. They talked about the different subjects like English, Mathematics, Science, Bengali etc. that were being taught at the school. They were also very excited about the Computer lab and the digital classroom. Later in the day, there was a cultural program by the students where they performed dance, song, recitation, elocution and drama.

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?* Grade Five (Note: The school is not registered under any board yet. Registration will be done in the coming years once the required infrastructure and staff are in place.)
   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?**
   From Nursery to Grade Five

3. **If B (Non-Formal Education) how many of the children also attend formal schools in the area?**
   N/A
   If none do, does the project plan this for the future? N/A

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

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

6. **How many staff or volunteers are recruited from the community?** 100% are recruited from the community.
   - Teachers: 14 [Male: 04 & Female: 10].
   - Support staff: 02 support staff [both are female].
   - Administrator: 01 [Male] administration for overall supervision, accounts maintenance and linkage work.
   - Computer Lab Instructor: 01 [Female]

   How many of the staff are women? 72% are women

7. **How many teachers have left the school in the past one year, and why?**
   Three - 2 for family reasons (relocated after marriage) and 1 retired.

8. **How many new teachers have joined in the past year?**
   Six - 5 teachers and 1 yoga instructor.

9. **Does the organization train the teachers?**   Yes ☒ No ☐
   If yes, how do they provide the training?
   The teachers are trained on specific subjects as per requirement. A lot of emphasis is being given to digital education and using English as the primary medium of teaching. A new Principal has been

recruited to steer the transition of the school to English Medium as per Educo guidelines. Teachers with Masters and B.Ed degrees are also being recruited, who in turn, are training other teachers.

10. **How much is the staff paid?** Rs 3,000/- to Rs 13,000/- 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 ☐

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.
   No

4. **Did you discuss the proposed changes with the project? If so, please describe their response.**
   Yes, the project and the budget were discussed with and reviewed by the school authorities.

PART E: Comments
   (Feel free to attach documents if necessary)
   ○ Requesting Asha Beyond Borders to support funding.
   ○ Some pictures of the school are attached below.

Inauguration of the new School Building funded by Educo, Ireland

Classroom – Kindergarten

Classroom – Kindergarten

Lunch time with Teacher

Primary students in the Computer Lab

Meet-and-greet with the students and teachers

Prize Distribution Ceremony

Computer Lab

Conference Room

Smart Classroom

Three battery-operated auto-rickshaws for students' commuting needs (funded by Educo, Ireland)