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From: **Natasha Albuquerque** <[natasha@aseema.org](mailto:natasha@aseema.org)>  
Date: Mon, Mar 30, 2015 at 2:32 AM  
Subject: RE: Aseema 2015 proposal- some questions  
To: Riddhi <[riddhigoradia@gmail.com](mailto:riddhigoradia@gmail.com)>  
Cc: Sanaa Shaikh <[sanaa@aseema.org](mailto:sanaa@aseema.org)>

Dear Riddhi,

Please find reproduced below a break up Miscellaneous Expenses and Maintenance based on current year's expenses.

<b>Break up of Miscellaneous Expenses &amp; Maintenance:</b>	
<b>Particulars</b>	<b>Amount (INR)</b>
Printing & Stationery	1,000
Travel Expenses	12,000
Electricity Charges	8,000
Housekeeping materials	6,000
Insurance of Assets	3,000
Lodging & Boarding Expenses	1,500
Staff Welfare - Medical Expenses & Others	8,000
Repairs & Maintenance: Garden, Building, Computers, Furniture, etc	30,000
Contingency : Medical Expense of Students	9,962
<b>Total Miscellaneous Expenses &amp; Maintenance</b>	<b>79,462</b>

Do let us know if you require any further information.

Thanks,  
Natasha

**From:** Sanaa Shaikh [<mailto:sanaa@aseema.org>]  
**Sent:** Monday, March 23, 2015 5:57 PM  
**To:** 'Riddhi Goradia'; 'Namita Gujral'  
**Cc:** 'Aseema Donors'  
**Subject:** RE: Aseema 2015 proposal- some questions

Dear Riddhi,

Thank you for your email. I have responded to the points mentioned in blue below.

I will be out of office for the next two days. We could speak at 9.15 am IST on 26<sup>th</sup> March if that is convenient for you. Alternately, if you have questions on the budget, I could schedule a call with our Finance and Admin Coordinator.

Warm regards,  
Sanaa

**From:** Riddhi Goradia [<mailto:riddhigoradia@gmail.com>]  
**Sent:** Sunday, March 22, 2015 2:59 AM  
**To:** Sanaa Shaikh; Namita Gujral  
**Subject:** Aseema 2015 proposal- some questions

hi Sanaa,

Hope you're well. We have kicked off discussions for funding projects for 2015, and I wanted to reach out as we had some questions on some of the items covered in the proposal. Might you be able to respond?

I would also love to set up some time to chat with you over a quick call. Let me know a good time in the coming days that works for you.

## PROFILES

- - How many students does Asha's funding support? [36 students benefit from Asha funding.](#)
- - Please share a few profiles of the children who stand to benefit from Asha's funding. Can you also include a typical school day for them so we get a mental picture of what they learn in school? [Attached](#)
- - Profile/qualifications of teachers- we see that wages for teachers are higher than what we typically have observed. Can you please give us some background on the teaching staff please? [We have two teachers in the Pre-Primary Prithvi class. One teacher is currently pursuing MA final year. The other teacher has completed her education upto SYBSc. Both teachers live in nearby villages surrounding the Education Centre.](#)
- - What classes (Primary/Pre primary) are the teachers teaching? Please include how many students and what classes [The teachers teach the Pre-Primary class Prithvi. We try to maintain a healthy student- teacher ratio of 1:20. And as the students spend the whole day at the Centre, the teachers monitor and guide one class only.](#)

## FUNDING SPECIFIC QUESTIONS

- - Educational material and aid- Can you describe in detail what this particular line item is composed of? [Educational Material & Teaching Aids includes costs of stationery, note books, text books, charts and maps, sports materials, Montessori materials, worksheets, subscription charges and other academic aids.](#)
- - Sports teacher expense increase—we see a +100% increase in this particular item. Please can you provide details explaining the increase? [Last year, we had budgeted for a Sports Teacher-cum-Community Worker. However, the expanding scope of our activities necessitated in appointing a full time qualified Sports Teacher. Hence, there is a 100% increase in this cost.](#)
- - Miscellaneous expense composition- What constitutes this bucket of expense? Can you please provide details on what these are and the estimated costs against them? [Miscellaneous expenses include cost of cleaning materials \(such as mops, phenyl, soap, etc\), minor repairs \(broken furniture\) and maintenance \(annual maintenance of computers, water purifier, other](#)

appliances, etc), conveyance and travelling (for interschool events, seminars, etc), documentation expenses, water charges (during the summers), etc.

- I look forward to receiving your answers and chatting with you over a quick call in the coming days,

thanks,

R Riddhi

## **A day at the Aseema Bal Shaikshanik Kendra**

Children at the Aseema Bal Shaikshanik Kendra receive a nutritious breakfast when they arrive at 9 am each day. Many of them travel to the Centre using the bus service offered by Aseema. The day begins with an Assembly wherein the children say a short prayer, do a few simple stretches and exercises and share interesting observations and stories.

After the assembly, children go into their respective classes and begin working with the Montessori materials. The materials are scientifically designed and age appropriate. Each child is free to choose what s/he wishes to work on and the teachers move around the class to facilitate children's learning. They introduce children to new presentations and help them move towards more challenging work. Peer learning also takes place as children observe and learn from the older students in the class or work on group activities.

A lunch break is scheduled at 1.15 pm. After lunch, the children go back to their classes and participate in group work. Teachers practice counting, songs and rhymes with the children. A different theme is selected for each month and the teachers introduce children to new vocabulary and concepts at this time. The children participate in a daily sports class. On different days of the week they also participate in special classes for art, craft and music. The day ends at 3.30 pm and the children have some time to play outdoors before the bus drops them home.

## **PROFILES**

**Name:** Kiran Devadiga

**Age:** 5 years

**School:** Aseema Balshaikshanik Kendra, Igatpuri

Kiran and his family stay in small hamlet in Igatpuri. They live in a small one room house with no basic amenities of water and sanitation. They have to fetch drinking water from the local community tap and use public sanitation facilities. His father has completed basic education till Standard 10 and works as a contract labourer in the village. His mother is uneducated and takes care of the house. The parents are keen that he receives good education so as to enable him to support himself in the future.

Kiran is regular and enjoys coming to the centre. He uses the bus facility as he stays a little far away from the centre. He is an endearing boy. He is sincere, honest and eager to learn. He never disturbs the class and learns by observation. He has been associated with Aseema since 2013.

**Name:** Kalpana Mengal

**Age:** 5 years

**School:** Aseema Balshaikshanik Kendra, Igatpuri

Kalpana and her family consisting of eight members live in a small hut made of mud. They do not have electricity. They have to use the community tap for their potable water and public toilets for sanitation. Her father works as a contract labourer. Both her parents are uneducated. The family realises the importance of education and wish that the children receive good quality education. Their meagre income is insufficient to support their children's education and they are grateful to have found a centre offering free quality education to their children.

Despite staying far away from the Centre, Kalpana is keen to come to class everyday as she enjoys working with the Montessori materials. Being a first generation learner, the activity based approach helps her understand concepts better. She has been associated with Aseema since 2013.

Items	2014 requested	2014 approved	2015 requested	2015 recommended	2015 addnl requested (vs. 2014 approved)	2015 recommended (vs 2014 approved)
Educational Material & Teaching Aids (Rs 350 x No. of Children)	12,250	12,250	14,000	14,000	14%	14%
Meals (Rs. 25 x 200 x No of children)	175,000	112,000	160,000	160,000	43%	43%
Excursions & Cultural Events (Rs 6500 per class)	6,500	6,500	7,000	7,000	8%	8%
Uniforms, Sandals, bag, raincoats (Rs 1000 x No of children)	35,000	35,000	38,000	38,000	9%	9%
Honorarium to Class Teachers	148,500	148,500	220,950	220,950	49%	49%
Honorarium to Sports Teacher	9,191	9,191	19,050	19,050	107%	107%
Honorarium to Head Teacher	45,000	22,500	31,250	31,250	39%	39%
Honorarium to Project Coordinator	24,750	24,750			-100%	-100%
Honorarium to Caretaker	31,625	31,625	27,500	27,500	-13%	-13%
Honorarium to Helpers	60,742	60,742	65,286	65,286	7%	7%
Honorarium to Cooks	54,835	54,835	73,041	60,868	33%	11%
Honorarium to Drivers	37,400	37,400	37,879	37,879	1%	1%
Honorarium to Gardener	32,533	32,533	41,640	34,700	28%	7%
Diesel & Maintenance	45,000	45,000	17,500	17,500	-61%	-61%
Security Expenses	58,286	58,286	41,530	41,530	-29%	-29%
Miscellaneous Expenses & Maintenance	116,492	34,353	79,463	41,224	131%	20%
<b>Total</b>	<b>893,104</b>	<b>725,465</b>	<b>874,089</b>	<b>816,736</b>	<b>20%</b>	<b>13%</b>

2015 Requested vs. recommended

training costs, stationary, note books, work with different materials

kids are malnourished, so they provide breakfast and lunch, nutritionist helps with meal (fthey get fruit, poha etc, and lunch is rice, chapati, veges..Last year they had asked for more but approved was 0% less)

covers cost of cultural events, national holidays, field trips, (take to post office, garden)..covers cost of transport, entry fee, kids are given snacks

about a yr ago teachers sal. were low..these teachers have been with them for a long time.. Increased pay scale....difficult to get qualified teachers. Sr. teacher gets 12k and other gets 7k...substantial increase due to revision.. 0% They do that 2-3 yrs

hes a qualified teacher..earlier community work was also a sports teacher...but with increasing # of kids,

they had someone from bombay ..her time was shared between mumbai and igatpuri,,they now have a full time teacher dedicated to igatpuri

-17%

-17%

miscellaneous covers maintenance of building,,covers cost of travel of teachers..(caretakers traveling to market, teacher training), house keeping supplies, annual maintenance of water purifier, water tanker,

-48%

f Miscellaneous Expenses & Maintenance:		
Particulars	Amount (INR)	
Printing & Stationery	1,000	1%
Travel Expenses	12,000	15%
Electricity Charges	8,000	10%
Housekeeping materials	6,000	8%
Insurance of Assets	3,000	4%
Lodging & Boarding Expenses	1,500	2%
Staff Welfare - Medical Expenses & Others	8,000	10%
Repairs & Maintenance: Garden, Building, Computers, Furniture	30,000	38%
Contingency : Medical Expense of Students	9,962	13%
<b>Total Miscellaneous Expenses &amp; Maintenance</b>	<b>79,462</b>	<b>100%</b>