

Asha for Education™

Site Visit Questionnaire

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www.ashanet.org

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:

Name of the Project:

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

Was your site visit announced? Yes, it was planned

No, it was a surprise visit

	Project Contact	You Name (Asha volunteer conducting the visit)
Name		
Address		
Phone(s)		
Fax		
E-mail		

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 ___% Education ___% Health ___%
Other ___% (please specify) _____

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

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

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?

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

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?

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.)

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

7. If yes, how far are the Government Schools from the community?

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

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

What is the regular class strength?

Comments:

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

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?

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?*

How many of the staff are women?

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

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

9. *Does the organization train the teachers?*

Yes

No

If yes, how do they provide the training?

10. *How much is the staff paid?*

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:

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.

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

PART E: Comments

(Feel free to attach documents if necessary)