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Site Visit Guidelines and Questionnaire

Asha Stanford

Dear volunteer,

Thank you for taking the time to conduct this site visit. Your visit will provide us valuable, first-hand information about the project, enabling us to better understand its circumstances and its needs. The following questionnaire is designed as a basic guide to assist you in conducting your 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.

If you have any questions, please do not hesitate the project steward responsible for the project at Stanford. We look forward to hearing your thoughts and observations through this review, and thank you once again for your help. Together we can make a difference!

Thanks

Asha for Education, Stanford Chapter.



Preparing for your visit

1. You should be able to collect the following information about the project from the project steward (Asha volunteer responsible for the project at Stanford) prior to your visit:
 - Project proposal
 - Past correspondence with the project
 - Any specific information that the project steward is looking for, from the site visit.
2. You also need to have some understanding of Asha for Education and our mission. This will help you to tailor your site visit in a more fruitful manner for Asha. You can get detailed information about Asha for Education from our web site at <http://www.ashanet.org>. Our site visit volunteers often find it helpful to study this web site (and this document!) before-hand, and have a copy of the original or modified project proposal with them before starting their visit.
3. We encourage you to talk individually to a broad cross-section of people, including some students, teachers, as well as community members who are not directly associated with the NGO. Such informal interaction is often the best way to learn about the project.
4. We also strongly encourage you to fill out this document yourself, rather than showing it to the project coordinators in India and asking them to fill it out.
5. This document is only designed as a basic guide. Please include any additional information/insights that you consider relevant with your review.
6. We look forward to meeting with you in person and hearing about your experiences, if this is possible. The project steward at Stanford will discuss the possibility of scheduling a presentation at an Asha meeting with you after your visit.
7. We encourage you to take some photographs/videos during your site visit, as they will help us see and hear what is going on at the project. As the old saying goes, a picture is worth a thousand words!
8. If the organization is running many centers and it may not be possible for you to visit all of them, visits should be made of centers randomly selected by you rather than letting the organization show you centers of their choice. Organizations are known to run their sample centers which would prefer to show to you.



Date: 14th January 2012

Name of the Project: Education Park

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

Was your site visit announced? (Yes, it was planned) or (No, it was a surprise visit)

	Project Contact	Your Name (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 __50__ % Education __50__ % Health _____ %

Other _____ % (please specify) _____

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

http://www.edupark.org/our_team.html



NAME AND ADDRESS OF MEMBERS

S NO	Name	Phone number & email id	Address
1	Dr. Chetan Singh Solanki (President)	91-22-2572 1248(H) 91-22-2576 7895(O) chetanss@iitb.ac.in	Dr. Chetan singh solanki Dept, of Energy Science& Engg. Indian Institute of Technology Bombay, Powai, Mumbai 400076
2	Mr. Bharat Jhawar (Vice President)	0733-2225850 bharatjhawarca@yahoo.co.in	Mr. Bharat jhawar 'Madhuban' 8 Ramgang Khandwa (m p) 450001
3	Mr. Satish Jaiswal (Secretary)	09424058809	Mr. Satish Jaiswal In front of Hospital, Mandi road Bhikangaon (m p)
4	Mr. Kuldip Singh Solanki (Treasurer)	09009242555 Kuldipss555@gmail.com	Mr. kuldip Singh Solanki Zhirnya road, Bhikangaon Tehsil: Bhikangaon Dis.: Khargone(m p) 451331
5	Mr. Govind Singh Gehlod (Member)	09977361095	Mr. Govind Singh Gehlod 101 Maharana Pratap Colony Harda (m p)
6	Mrs. Mamta Jaiswal (Member)	07288-223019	Mrs. Mamta Jaiswal In front of Hospital, Mandi road Bhikangaon (m p)
7	Mrs. Rajni Solanki (Member)	09969882586 Rajni_chetan@yahoo.com	Mrs. Rajni Solanki Block- B, Building no. 9 IIT Powai, Bombay



8	Mrs. Rajkumari Solanki (Member)	09009734555 Rashmi.solanki42@gmail.com	Mrs. Rajkumari Solanki Zhirniya road, Bhikangaon Tehsil: Bhikangaon Dis.: Khargone (m p)451331
9	Dr. Saroj Rangnekar#	09425693993 saroj6@yahoo.com	218, Arera Colony Bhopal, MP
10	Mr. Jiten Prajapati#	09820373142 jitenap@jitenap.co.cc	B-402, Hem Niketan, 5-Suvarnachas, N-S Road, 5, JVPD Scheme, VileParle (W) MUMBAI 400 056

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
Saint Mary's, Utkrath Vidyalaya	

3. What are the main problems the organization faces for running this project?

Funds



PART B: The Beneficiaries and the community

(Information to be gathered from parents and children)

1. Approximately how many families live in the area?

About 4000 families live in the area .Edupark is currently interacting with about 500 of these families.

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

Farming and daily wage labor.

3. What is their economic/educational background? (Are the parents able to pay any fees? Are the parents literate? Etc)

It varies. However, most of the parents are not literate.

4. 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

5. How often do the teachers meet the parents?

Parent teacher meeting is held once a month. Approx 30% of the parents show up.

6a. How do the parents/the community view the efforts taken by the organization that runs the project?

1. Parents interact with the teachers at PTA meetings

2. They feel that the Fees charged for normal students is high , hence provision for a subsidy

3. The parents are happy with the quality of the education

4. The parents want more homework to be given to the students. Currently the teachers do not give so much homework as they do not want to burden the students.

6b. What is the motivation for the parents to send their children to school?



1. The education provided at Edupark is of higher quality and the parents are very happy with the standard of education.
2. Many parents who send their children to Edupark have the awareness for the need to educate their children and want to give the best education for their children.

6c. 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.)

1. Parents participate during PTA meetings and provide their feedback during PTA meetings.

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

8. If yes, how far are the Government Schools from the community? Quite close. Approx 2 kms.

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

Better education.

10. When you visited, how many children were present in the class? 80%

What is the regular class strength? What is the boy-girl ratio in the school?

Comments: 25-35 Aprox 10:1

The skewed boy-girl ratio is because many of these students come from tribal areas where more emphasis is given to security of girls. Parents do not want their girl child to travel long distances to go to school. Hence more emphasis given to education of male child.

The volunteers at Edupark are trying to tackle the skewed boy-girl ratio. They are planning to implement a policy where-in they could provide free education for every girl child who joins the school, to encourage more enrollments of girl students.

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

YES! Very much

12. What portion of children from the local community (approx.) attends this school? What portion of children does not go to ANY school?

10-15% of students do not have access to any educational institution. This group does not even have access to primary and pre-primary education.



Currently Edupark is interacting with about 500 families out of about 4000 families in the area. Eventually they would like to extend their program to 60-70 villages.

13. What activities do the children do after school hours?

Edupark curriculum ensure that 25% of a student's time is spent outside classroom in school hours.

14. What is the main motivation for the students to attend school?

1. To be successful.
2. Most of them realize the importance of education.

15. What is the drop-out rate among students? Why do they leave the school? (If high, what is the organization doing regarding this?)

Zero

16. What do the children feel about the school? Do they feel happy to come to school every day?

Yes. The overall environment in the school is highly positive.

PART C: Project particulars

(Information to be gathered from students and staff)

1. How far is the project site from the main town/village? How do the children commute? (foot, bus etc.)

Approx 3 kms. 5 buses.

2. What infrastructure and facilities are available at the project site you visited? (eg. Furniture, buildings, toilets, library, sports, hostels, mid-day meals etc)

Classroom furniture is available. Activity room, toilets etc are good. Library under construction. Plan for hostels. No mid day meal.

3. Is the building permanent or temporary construction? Is it owned or rented? What is its physical condition?



Permanent. Owned. Recently built. In a very good condition.

4. **How big are the classrooms? How many children per room? How many classes (1st to 3rd etc) per room?**

Classrooms sufficient. Max 30-35 kids/ class. Only 1 standard per room.

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

- A. Formal (State Board, Central Board etc) upto _____ grade (LKG, 5th etc)
B. Non-Formal Education (NFE) do the students also attend formal school?
C. Vocational
D. Other _____. Please specify ____

Medium of Instruction is ENGLISH.

- 5a. **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?

Non-formal/ vocational education (in solar and agriculture) planned in future. Free books.

- 5b. **If B(Non-Formal Education), does the organization create its own study material (books, games)? Or does it use NCERT/NIOS books?**

1. *Edupark provides for a Special foundation course. In this foundation course the teachers use Worksheets and Activity Based learning outside classroom. The worksheets and activities are designed by Edupark Faculty.*
2. *Edupark teachers have designed 800 Activities for Activity based learning.*
3. *An observation of Edupark faculty is that a good student and an average student perform equally in activity based learning.*

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

- 5d. **What are the daily school hours? How many days of the week/month/year is the school open?**

9:30-3:20 6 days/ week ~200 days/ year

6. **How many staff or volunteers are involved in the project? (Full-time/Part-time/Volunteers)**

13 (non-teaching) +25 (teachers) + 1 (principal) . All full time



6a. How many of them are from the local community? Almost all

6b. How many of the staff are women? 15 out of 26 are women

6c. What is the education level/teaching experience of the teachers? What is their background?

The teachers are mostly from local community. Some are B.Ed. Most have either completed post graduation or are currently pursuing it. They have 5 teachers who have an Engineering Degree (BE). The faculty are young and the age of the principal is 33.

6d. What is the motivation for the teachers to work in this project? What are the other employment opportunities that they have in the town/village?

Salary and good work culture. Other opportunities are- other private schools and government contract jobs.

6e. How long have they been with this project/organization?

From 6 months to 1.5 years.

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

4-5 have left. Either family relocated or they found better jobs.

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

4-5 to fill the vacancies. Another 10 for expansion.

9. Does the organization train the teachers? Yes No

If yes, how do they provide the training? Chetan sir trains them in English and basic teaching methods.

10. How much is the staff paid? Are they happy with their salaries?

Approx 9000 INR per month. Yes, most of them were satisfied with the salaries.

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

Govt salary- Approx Rs. 20,000

‘Suvidha’ teachers- Approx Rs 3500 (non-permanent govt teachers)

11. How often do the main volunteers visit the center? Do they do only administrative duties or spend time at the grassroots as well?



Dr. Chetan visits the Edupark project every 15 days.

Bharath Jhavar is the Chartered Accountant and VP for the project and he visits the project every 15 days.

They are involved in Fundraising, spending time with teachers, training teachers and do some teaching themselves.

12. What does the organization say about education of the child after they leave its school?

Most of the children don't study when they go back. Hence last period dedicated to practice and homework.

13. Were you able to look at actual work of the students? Homework/classwork/tests etc? Comment.

Yes. Quite satisfactory. The work was timely graded by the teachers.

PART D: Financial resources of the organization

(Feedback from the person conducting the site visit)

- 1. What are the different sources of funding for this project? (different agencies/Govt)**
2. What is the annual budget?
3. ***Are detailed records of past funding and spending available? If possible, please request a copy (of annual financial statements, for example).***
4. What is the largest portion of their expenses (salaries/infrastructure/etc.)?

Salaries from fees and infrastructure from donations.

5. Do the salaries listed on their account books match the salaries that the teachers communicated to you?

Verbal communication from admin (principal) matched what the teachers said.

PART E: Comments

(Feel free to attach documents if necessary)