# SITE VISIT GUIDELINE AND QUESTIONNAIRE

Dear Volunteer

Thanks for conducting the site visit. The following set of guideline and questionnaire is only a suggestion. We realize that some of the questions and procedure may not be relevant or applicable to the project. We hope that you will try and answer as many questions as possible and those that are relevant to the project.
Thanks.

Asha for Education

| | Project Champion<br>(Asha volunteer handling project at silicon valley) | Your Name<br>(Asha volunteer conducting the visit) |
|---|---|---|
| Name | | |
| Address | | |
| Phone(s) | | |
| Fax | | |
| E-mail | | |

## A) **Preparation before visiting Project**

You should be able to collect following information from Project Champion

- Project proposal or modified proposal
- Past correspondence
- Also please ask project champion if he needs any special details.

You also need to have some understanding about ASHA and it's mission. This will help you to tailor your site visit in more fruteful manner for ASHA. You can have detail information of ASHA from it's web site http://www.ashanet.org. (Should we include description about ASHA and our intention about project visit here ?)

Please study all given material properly and have copy of original or modified project proposal handy before going for site visit.

Our Project Champion will help you out in getting required or additional information you needed. But in case In case you could not contact project champion please contact any of ASHA SV volunteer for further help or write us at xxx@email.com

## B) After Project Responsibilities

It would be nice to keep in mind that after project site visit it would be appreciated if you
- Submit written project report
- Nice if you can give presentation in person
- At east talk with project champion
- If you can take photographs/Video of site it would be special help to cheer us up about our efforts! (it would be nice if you carry camera at site and send us photographs or roll after site visit)

## C) At Project Site

**Date:**

**Name of the Project:** Charitable School.

**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 |
|---|---|
| Name | |
| Address | Sri Ramakrishna Savada Educational trust Ajjampatti Village, Airport Post, Trichy 620007, South India |
| Phone(s) | 0431 - 2060613 . |
| Fax | — |
| E-mail | Srsv @ eth.net. |

## Part A: Information about the Project and Organization

1.1 What is main ideology of organization? *Education to rural children. (To develop Socio Cultural Religious Activity in Rural Areas)*

1.2 How old it the organization? *9 years old*

1.3 How and why it is founded? *To Help the Poor.*

1.4 What it their vision about future of project? *To Start an Orphanage & and Own Old age Home.*

1.5 Who are founders and organizer? *Smt. Akkila Narayana Swamy Founder Trustee.*

1.6 What is the motivation of organizer or leading people working over there? *Service To Humanity. Swami Vivekanandas.*

1.7 What is the focus area for organization? *Rural Children.*

1.8 What is the administrative structure? (Are they democratic, or one guy leading whole thing and people reporting to him?, Board of director or grass root based) *Trustees Are Running The Show.*

1.9 What is operating style of project? (Enrolling student, volunteer, and interacting community) *Poor Feeding Education. Helping The Needy & Natural calamities. etc etc.*

## Project

2.1 What is type of Education provided? (Formal, NFE, Vocational) *Regular School. Recognized by Local Government.*

2.2 How the project is supposed to affect community? *Awareness of the man making unteachers buildary & life giving education*

2.3 How the project is making difference at present in community? How it will make difference in future. *It will surely set up a good citizen. in future.*

2.4 Can it be instrumental to socio-economic change of community? If yes than how?

2.5 Is there any statistics regarding project?
Yes – What?
No – Are they planning to gather some statistics in future?

2.6 Is this an appropriate choice for the people around the area?

2.7

## Part B: Information about the Teachers/Volunteers

3.1 How many total Teachers/Volunteers are involved in project
Total: _____
Full Time: _30_
Part Time: _2_

3.2 What is average age?*(Most of them are young ranging X-Y year, Z people are in there 50's etc).*
Above 25 and below 60

3.3 How many women involved in the project and what are various level of involvement?
20

3.4 How many volunteer/Teacher are from local community.
3

3.5 What is Education level?*(Most of them are graduate or 12th standard pass etc.)*
Degree of Trained Teachers.

3.6 What is there background? *(Working as a teacher from long time, or house wife and volunteering first time etc.)*

3.7 What it the motivation for them to work here?*(They are working as an employment, or volunteer working, or getting paid but highly involved in cause of Project, putting their personal resources also in project etc.)*

3.8 How long they have been with organization/Project?
Some of him are from the starting.

3.9 In case of volunteer, Are they financially involve with project?)

3.10    Where do they live, and how much they travel for this?

Around 10 kilometer Radious.

3.11    How much they are paid, is it par level with other institute around area?\

Normal pay —

3.12    Are they satisfied with their salaries.

Think so -

3.13    How many teachers/volunteer have left institute/Project in last one year? Why?

2    Job. Trnsfered to another city

3.14    How many new teacher/volunteer have joined in past one year?

3.

3.15    Does the organization train the teachers, if yes how do they provide the training?

YES.    .. morally /

3.16    What is teacher student ration in school

30/360 .

## Part C: Information about Students

4.1 How many students are enrolled or effected by the program?

Till 360 —

4.2 How many students (%) from community attend this school.?

full

4.3 What is Girl/Boy ratio?

half half

4.4 What is average age?

2/th to 15

4.5 What is general background of students?

Lower middle class

4.6 What are the other activities they do besides school?

They go to fields

4.7 What is motivation for attending institute?

4.8 Are there any special complication/challenges student has to go through to attend institute?

4.9 Do they really enjoy attending this school?

4.10      What do they do after finishing (Graduating!) from school?

4.11      What is drop out rate in students.

4.12      What are reasons for drop out?

4.13      Do some body try to convince them not to drop out if yes how and how much success they are having?

4.14      How much student has to travel to attend school?

4.15      Reference to 4.2 what do other children of the same age in community do? Who does not attend this school?

4.16      Why they don't attend school
         * Do they attend another school of area? (More details in next section)

4.17      If there is potential crowd of children unattended what is obstructing factor? And how it can be overcome, and how can ASHA help in that.

4.18      Do they try to enroll more student?
         Yes : How?
         No  : Why?

4.19

## Part D: Information about Local People/Parents/Community

5.1 About how many families live in the area?

5.2 What do they do for living?

5.3 What type of people lives over there?

5.4 What is literacy rate in community?

5.5 How does they get involved in the effort?

5.6 How do they view the effort?

5.7 How is teacher and parents interaction and mutual understanding.

5.8 What is total community involvement in project?

5.9 What is socio-political environment of community?

## Part E: Information about Infrastructure/Facilities

6.1 Please describe Infrastructure/Facilities.

6.2 What is the type of construction? (Permanent, temporary construction)

6.3 What is recent condition of construction?

6.4 How would you say about space utilization of construction?

6.5 What is geographical location of area? And in this area this type of construction makes sense or not?

6.6 Can you guess the cost or get information about cost of creating this construction?

6.7 Please check Q. ( from Asha project proposal form and make sure that what was stated is exist)

## Part E: Information about Finance

7.1  What is total amount of funding needed per year?

16 lakhs .

7.2 What are different source funding? (Different agencies/Government)

7.3 Are there more than one agency funding the project?
YES : Please explain in detail

7.4  In case of multiple agency funding, what are other agency and how much they fund?

7.5 How do they approach different agencies? Are they for same purpose?

7.6  Are more then one funding is being diverted for same cause?

7.7 Do they get any funding from local community in small/big amount?

7.8 Do they have clean record of past funding and spending? If yes can you get copies of that and attached with the project report?

7.9 What are their major expenses?
Salaries ✓
Infrastructure ✓
Administrative Cost ✓
Food/Cloths/Books/
Other accessories, especially in case of (NFE)

7.10      Can you double all above things by asking various people?

7.11      What is their future requirement?

7.12      How they are planning to fulfill that?

7.13      Who is responsible for whole finance?

7.14    What are the change/improvement required in budget according to you?


7.15

will