Annexure 1: Baseline Survey & Monitoring Tools

Tool 1: Monitoring Tool for assessing the functioning of AWC,
To be administered with the members of Mata Samity once every quarter

Date: (DD/MM/YY)	
Name of the Village:	
Block:	
Name of the ECM:	
Name & Number of the Anganwadi	

Queries		Response (Tick the correct)		Comment
1.	Is there an Anganwadi	Yes	No	
2.	There is a AWW for the AWC	Yes	No	
3.	Do AWW come to AWC regularly (6 days a week)	Yes	No	
4.	There is a AWH for the AWC	Yes	No	
5.	Do AWH come to AWC regularly (6 days a week)	Yes	No	
6.	Are AWC open 6 days a week?	Yes	No	
7.	Whether the anganwadi opens on time.	Yes	No	
8.	Are AWC open for 4 hours and more per day?	Yes	No	
9.	Whether all children of 0-5 age group are enrolled in Anganwadi (if yes, share how many eligible and how many enrolled in the comment space)	Yes	No	Enrolled: Eligible:
10.	Whether children are regular (Come to AWC 17 days) in Anganwadi (if yes share how many)	Yes	No	
11.	Whether the anganwadi is in government premises (No = private premises)	Yes	No	
12.	Anganwadi building is safe (dry & no risk of injury) for children	Yes	No	
13.	Anganwadi building is in building neat & clean	Yes	No	
14.	Is there a proper kitchen shed attached to the AW	Yes	No	
15.	Drinking water facility available	Yes	No	
16.	Toilet facility for children	Yes	No	
17.	Supplementary nutrition is provided 6 days a week	Yes	No	

18.	Is menu chart displayed in AWC	Yes	No	
19.	Is food provided according to the Menu chart	Yes	No	
20.	Food is prepared in the AWC.	Yes	No	
21.	Do children like to eat the nutritious food provided	Yes	No	
22.	Is AWW trained	Yes	No	
23.	Whether the AWW provide ECE (pre-school Education)	Yes	No	
24.	Are there TLM Materials available	Yes	No	
25.	AWW conduct joyful learning activity using the available TLM.	Yes	No	
26.	Are there games materials available	Yes	No	
27.	If, yes, are they used regularly	Yes	No	
28.	AWW make rounds of the village.	Yes	No	
29.	AWC receive their stock and resources as per requisition.	Yes	No	
30.	Does the stock and resources received by AWC on time?	Yes	No	
31.	Is immunization for children done on the designated day of the week?	Yes	No	
32.	Are the records for immunization maintained?	Yes	No	
33.	Is growth chart and record maintained regularly?	Yes	No	
34.	Are all the pregnant women in the village registered at AWC?	Yes	No	
35.	Do all pregnant women receive health checkup from AWC?	Yes	No	
36.	Do all pregnant women receive immunization (TT) from AWC/ANM ?	Yes	No	
37.	Do all pregnant women receive IFA tablets from AWC/ ANM?	Yes	No	
38.	Do all pregnant women receive take home ration from AWC?	Yes	No	
39.	Do all pregnant women receive training for birth preparation?	Yes	No	
40.	Do all adolescent girls receive training on reproductive behavior & health in AWC?	Yes	No	
41.	Are there 3 adolescent girls identified for special care and take home ration?	Yes	No	

Scores: Minimum score= 0 Maximum score = 41 Total marks: 1 X 41= 41

Ranking the various gr oups:

Grade I : 0 – 10 [Groups falling in this stage are in the Grade – I]
Grade II: 11-21 [Groups falling in this stage are in the Grade – II]
Grade III: 22-31 [Groups falling in this stage are in the Grade – III]
Grade IV: 32-41 [Groups falling in this stage are in the Grade – IV]

Tool 2: Monitoring Tool for assessing functioning of Mata Samiti
To be administered through a group discussion with Mata Samity members once a quarter.

Date: (DD/MM/YY)	Name of the Village:
Name of the Animator:	Panchayat:
Anganwadi number :	

S.No	Aspect	Criteria	Rating	Reason/Comments
1	Awareness on objective & functions of Mata Samiti	No one knows about the objective an functions of Mata Samiti	0	
		Only the leaders know about the objective and functions of Mata Samiti	1	
		The leaders and a few members are aware of the objective and functions of Mata Samiti	2	
		All the members and leaders are aware of the objective and functions of MS	3	
2	Fulfilment of responsibilities	MS members are not aware of their responsibilities	0	
		MS members are aware of their responsibilities but no one fulfil their responsibilities	1	
		MS members are aware of their responsibilities and some of the members fulfil their responsibilities.	2	
		All MS members understand their responsibilities and fulfil it.	3	
3	Meeting	No meetings conducted	0	
		Meetings are held but not regularly or are held occasionally i.e. not as per the norms	1	
		Meetings are held regularly as per the norms/	2	
		Meetings are held regularly as per norms and if required extra meetings are also held	3	
4	Attendance	0-25% members attend the meeting	0	
		26-50 % members attend the meeting	1	
		51-75% members attend the meeting	2	
		76-100% members attend the meeting	3	
5	Level of participation	Only AWW speaks and no other member talks in the discussion.	0	
		Only leaders share their views but finally the decisions are taken by AWW	1	
		Leader and the members share their views	2	

		and ideas but ultimate decision is of AWW		
		Process is participatory and decision is made by the members.	3	
6	Documentation	Do not have any records or documents	0	
		Have records/documents but are not maintained at all	1	
		Have records/documents and is maintained to some extent	2	
		Have records/documents and is up to date complete	3	
7	Monitoring	No monitoring of Anganwadi done by Mother's Committee	0	
		Monitoring of Anganwadi done by Mother's Committee but does identify gaps	1	
		Monitoring of Anganwadi done by Mother's Committee and identify gaps but take no action	2	
		Monitoring of Anganwadi done by Mother's Committee and identify gaps and take action	3	

Method of using the tool:

- Get the information on status of each Samiti on the different aspects through interaction & discussion.
- Crosscheck the ratings with documents.
- Write comments where the data collector feels some remarkable things are happening or needs special attention.
- If the status doesn't matches with any of the category, then mark special comments for that on the back of your sheet.
- Provide relevant case studies or brief notes for remarkable work done by the groups on different aspects.

Minimum score= 0
Maximum score = 21
Total marks: 3 X 7= 21

Ranking the SHG:

Formation stage:	0-7	(Grade-I)
Stabilization stage:	8- 13	(Grade -II)
Development Stage:	14 - 17	(Grade – III)
Self Dependancy stage:	18- 21	(Grade – IV)

Tool 3: Tracking enrolment, attendance, dropout and age appropriate class of children in school.

Date: (DD/MM/YY)		**Name of the Village:**	
Name of school:		**Panchayat:**	
Name of the Teachers:		**Name of the Animator:**	
Total Class:		**Total Students:**	
Total boys:		**Total girls:**	

Tracking enrolment, attendance, dropout and age appropriate class of children in school.											
Sl. No	Class	**Name of the child**	**Male/ Female (M / F)**	**Age in years**	**Dalit (D)/ Adivasi (A) /Muslim (M)**	**Is the child in age appropriate Class**	**Is the child newly enrolled**	**Is the child Regular (R) (17 + days a month) Irregular (I) (Less than 17 days a month)**	**Did the child dropout?** [If yes plz tick the revelant box.]	**Do the child have special needs?**	**Did the child complete primary School?** [If yes plz tick the revelant box.]
	I										

Tool 4: Tracking out of school children/ child labour in each village and their status of enrolment.

Date: (DD/MM/YY)	Name of the Village:	
Name of the Animator:	Panchayat:	
Total children out of school :	Total girls	Total boys

Tracking out of school children and their enrolment												
Sl. No	**Name of the child**	**(M / F)**	**Age in years**	**BC/SC / ST/ Muslim (M)**	**Child Labour**	**Drop out**	**If dropout from which class**	**Never enrolled**	**Do the children have special need?**	**Name of School the child is enrolled**	**Class enrolled**	**Date of enrolment**

Tool 5: Tracking learning levels of children.

Instruction:

Date: (DD/MM/YY)		Name of the Village:	
Name of school		Panchayat :	
Name of the Teachers:		Name of the Animator:	
Total Class		Total Students	
Total boys		Total girls	

Tracking learning level of children									
Sl. No	**Class**	**Name of the child**	**Male/ Female (M / F)**	**Age in years**	**Dalit (D)/ Adivasi (A) /Muslim (M)**	**Is the child in age appropriate Class**	**Reading skills** *(0 = Nothing, 1= can read letters, 2= can read word, 3 = can read sentence, 4= can read a paragraph)*	**Writing Skills** *(0 = Nothing, 1= can write letters, 2= can write word, 3 = can write sentence, 4= can write a story)*	**Numeric Skills** *(0=nothing, 1= can recognise numbers 1 to 99, 2= can perform 2 digit addition, 3= can perform 2 digit substraction, 4= can perform 2 digit multiplication & addition)*
1.									
2.									
3.									
4.									

Tool 6: Tool to monitor the functioning of SMC

Date: (DD/MM/YY)	
Name of the Village:	
Panchayat:	
Name of the School :	
Name of the Cluster Coordinator:	

S. No.	Aspect/ Indicators	Categories	Rating	Comments
1.	Formation of SMC	No norms or process followed for formation of SMC	0	
		Process followed but not as per the norms for the formation of SMC	1	
		Process followed as per norms but selection still subjective in the SMC	2	
		Process followed as per norms and proper selection held in the SMC	3	
2.	Meetings	No SMC meetings conducted	0	
		SMC Meetings are held but not regularly or are held occasionally i.e. not as per the norms	1	
		SMC Meetings are held regularly as per the norms/	2	
		SMC Meetings are held regularly as per norms and if required extra meetings are also held	3	
3.	Monitoring	No monitoring of Schools done by SMC	0	
		Monitoring of School done by SMC but focus only on some aspects of quality of education or entitlements	1	
		Monitoring of School done by SMC and focus on all aspects of quality of education, entitlements but no documentation available	2	
		Monitoring of School done by SMC and focus on all aspects of quality of education, entitlements or learning levels and proper documentation is also available	3	
4.	Documentation	SMC Do not have any records or documents	0	
		SMC Have records/documents but are not maintained at all	1	
		SMC Have records/documents and is maintained to some extent	2	
		SMC Have records/documents and is up to date complete	3	
5.	Action on Issues	Issues are not taken up for discussion by SMC	0	
		Issues are taken up for discussion but no decision are taken by SMC	1	
		Issues are taken up for discussion and decision are also taken but no action by SMC	2	

		Issues are taken up for discussion and decision are taken action is done by SMC	3	
6.	School Development Plan	SMC do not prepare SDP	0	
		SMC have prepared SDP but formulated by Teachers along with few members of SMC	1	
		SMC have prepared SDP but formulated by Teachers with participation of all committee members	2	
		SMC ensures SDP is presented in Gram Shaba	3	

Method of using the tool:

- Get the information on status of each Samiti on the different aspects through interaction & discussion.
- Crosscheck the ratings with documents.
- Write comments where the data collector feels some remarkable things are happening or needs special attention.
- If the status doesn't matches with any of the category, then mark special comments for that on the back of your sheet.
- Provide relevant case studies or brief notes for remarkable work done by the groups on different aspects.

Minimum score= 0
Maximum score = 18
Total marks: 3 X 6= 18

Ranking the SHG:

Formation stage:	0-6	(Grade-I)
Stabilization stage:	7- 11	(Grade -II)
Development Stage:	12 – 14	(Grade – III)
Self Dependancy stage:	15- 18	(Grade – IV)

Tool 7: Accessing RTE compliance of School
To be administered with students/parents through discussion once a quarter

Date: (DD/MM/YY)	
Name of the Village:	
Block:	
Name of the ECM:	
Name of the School:	
Number of teachers appointed for the school:	

Aspect	S.No	Criteria			Reason/Comments
MDM	1.	Children get MDM	Yes	No	
	2.	Children getting MDM 06 days/week	Yes	No	
	3.	MDM menu displayed on school walls.	Yes	No	
	4.	MDM meal provided as per menu.	Yes	No	
	5.	Hygiene (neat & clean) maintained in kitchen.	Yes	No	
	6.	Due quantity of food provided	Yes	No	
	7.	Children like the food	Yes	No	
Infrastructure	8.	Building quality is good (dry & no visible risk of injury)	Yes	No	
	9.	Drinking water facility available	Yes	No	
	10.	Separate sanitation facility for boys & girls available.	Yes	No	
	11.	Separate sanitation facility for boys & girls functional	Yes	No	
Scholarship	12.	Children receiving the scholarship	Yes	No	Amount of scholarship received by children =
	13.	Children getting full scholarship	Yes	No	
	14.	Scholarship is given on time	Yes	No	
Text Books	15.	Children receiving the textbooks	Yes	No	
	16.	Children getting the all the books- *OnTime*	Yes	No	
	17.	Children are charged for the textbooks	Yes	No	

Uniform	18.	Children receiving their uniform	Yes	No	
	19.	Children receiving the full dress (Shirt-trouser/Skirt-2 Pairs)	Yes	No	
Sports Material	20.	Sports material available	Yes	No	
	21.	Sports material issued to students to play	Yes	No	
Teachers	22.	Student teacher ratio 30:1	Yes	No	
	23.	Teachers come to school on time	Yes	No	
	24.	Teachers stay in school for the full duration of school time.	Yes	No	
	25.	All teachers appointed are coming	Yes	No	
	26.	All teachers come to school regularly (at least 17 days a month).	Yes	No	
	27.	Teachers use of TLM to teach	Yes	No	
	28.	Teacher use activity based teaching and learning methods. If yes, How many:	Yes	No	

Scores: Minimum score= 0 Maximum score = 28 Total marks: 1 X 28= 28

Ranking the various groups:
Grade I: 0 – 7 [Groups falling in this stage are in the Grade – I]
Grade II: 8-14 [Groups falling in this stage are in the Grade – II]
Grade III: 15-21 [Groups falling in this stage are in the Grade – III]
Grade IV: 22-28 [Groups falling in this stage are in the Grade – IV]

Tool 8: Children Club function effectively

Date: (DD/MM/YY)	
Name of the Village:	
Panchayat:	
Name of the School :	
Name of the Animator:	

Sl no.	Aspect/ Indicators	Categories	Rating	Remarks
1.	Formation of Children Club	Children Club not formed	0	
		No process followed in the formation of Children Club and members are not aware of their roles and responsibilities.	1	
		Process followed as per norms but some children are aware of their roles and responsibilities.	2	
		Process followed as per norms and all children are aware of the roles and responsibilities.	3	
2.	Regular meeting	If meeting not done at all	0	
		Meeting done but less than decided (in the byelaws) and/or with the help of staff	1	
		Meeting done as per the number (in the byelaws) on their own	2	
		Meeting done more than written in the byelaws and as per need and on their own	3	
3.	Regular Attendance	0 to 50 percent of the members attend on their own will	0	
		51 to 75 percent of the members attend on their own will	1	
		76 to 90 percent of the members attend on their own will	2	
		90 percent and above of the members attend on their own will	3	
4.	Byelaws	No byelaws	0	
		Bye laws there but not followed	1	
		Bye Laws there and followed but on being instructed by external	2	
		Bye laws there, followed and new decisions are added as per need by themselves	3	
5.	Maintaining records	Records do not exist at all	0	
		Records are not prepared on time	1	
		All the records are kept but are not systematic	2	
		All the records are systematic and up to date and maintained by themselves	3	
6.	Participation of members in decision making	Majority of members are observers	0	
		Majority of members share their views only but do not discuss	1	
		Majority of members share their views and get involved in the discussion but on motivation from others or	2	

		external		
		Majority of members share their views on own and get involved in the discussion to reach to a decision	3	
7.	Leadership	Leader don't understand their responsibility	0	
		Leader understand their responsibility but don't perform their responsibility	1	
		Leader understand and perform their responsibility with support of external	2	
		Leader understand and perform their responsibility by themselves	3	
8.	Knowledge of entitlements (RTE)	Members are not aware of entitlements	0	
		Some members are aware of some entitlements	1	
		All members are aware of some entitlements	2	
		All members are aware of all entitlements	3	
9.	Organizing events	No event organized	0	
		Event organized but fully done by external facilitator	1	
		Event organized by group members but with the help of external facilitator	2	
		Event organized by group members themselves	3	
10.	Identification & solving issues of discrimination	No issue of the discrimination discussed or identified.	0	
		Issues of discrimination are identified but with help of others	1	
		Issues of discrimination are identified by themselves and raised but not solved or solved with help of others.	2	
		Issues of discrimination are identified by themselves and raised and are solved on their own.	3	
11.	Submit memorandum to Head teacher and SMC	No issue of the entitlement discussed or identified.	0	
		Issues of entitlement are identified but with help of others	1	
		Issues of entitlement are identified by themselves and memorandum submitted to Head teacher or SMC with help of others.	2	
		Issues of entitlement are identified by themselves and memorandum submitted to Head teacher or SMC on their own.	3	
12.	Home visit to promote Attendance	Members do not know about children irregular/out of school.	0	
		Members know out of school & irregular children but do not go to their home to encourage them to re-enroll.	1	
		Members know about out of school & irregular children go to their home to encourage them to re-enroll but with external persuasion.	2	
		Members know about out of school & irregular children go to their home to encourage them to re-enroll on their own.	3	

Method of data collection: Application of the above tool for each group.

Scores:

Minimum score= 0
Maximum score = 36
Total marks: 3 X 12 = 36

Ranking the various groups:

1st Stage Formation stage:	0 - 12
2nd Stage Storming stage:	13 - 21
3rd Stage Norming Stage:	22 - 30
4th Stage Performing Stage:	31 - 36

The groups falling in the category of (Formation stage) are in the 1st category.
The groups falling in the category of (Storming stage) are in the 2nd category.
The groups falling in the category of (Norming stage) are in the 3rd category.
The groups falling in the category of (Performing stage) are in the 4th category.

Tool 9: Monitoring Tool for assessing the functioning of edu leaders,
To be administered with the members of community once every quarter

Date: (DD/MM/YY)	
Name of the Village:	
Block:	
Name of the Animator:	
Name of Edu Leader	
Age:	Sex:

	Statements	Response (Tick the correct)		Comment
42.	Edu leader is aware of ICDS	Yes	No	
43.	Edu leader is aware of RTE	Yes	No	
44.	Edu leader is aware of ICPS	Yes	No	
45.	Edu leader is aware of JJ Act.	Yes	No	
46.	Edu leader checks & identifies dropout children from school every month.	Yes	No	
47.	Edu leader checks & identifies dropout children from AWC every month.			
48.	Motivates (importance of education) parents of out of school children to send their children to school.	Yes	No	
49.	Enrol dropout children to school. (if no dropout children in the quarter then plz tick yes)	Yes	No	
50.	Enrol dropout children to AWC. (if no dropout children in the quarter then plz tick yes)	Yes	No	
51.	List issues of functioning of school with reference to RTE.	Yes	No	
52.	List issues of functioning of AWC with reference to ICDS.	Yes	No	
53.	Creates awareness among the SMC members on their rolls & responsibilities.	Yes	No	
54.	Generates awareness among community members on the issues of children (RTE/ICDS.)	Yes	No	
55.	Motivates community members to raise demands for ensuring the provisions of RTE/ICDS with relevant authorities.	Yes	No	
56.	Motivate pregnant women, lactating mothers, parents of children (0-5), adolescent girls to attend NHD.	Yes	No	

57.	Conducts supplementary classes for children.	Yes	No	

Scores: Minimum score= 0 Maximum score = 16 Total marks: 1 X 16= 16

Ranking the various groups :

Grade I : 0 – 4 [Groups falling in this stage are in the Grade – I]
Grade II: 5-8 [Groups falling in this stage are in the Grade – II]
Grade III: 9-12 [Groups falling in this stage are in the Grade – III]
Grade IV: 13-16 [Groups falling in this stage are in the Grade – IV]