



AIPTF/ EI/ Lärarförbundet Project

MANUAL ON

**PROJECT
IMPLEMENTATION
AND
REPORTING**

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The Purpose of the Manual

The purpose of this easy-to-use and handy Manual is to create some standard procedures, as was done with project design, for managing the implementation of project. It provides guidance on how to monitor project in a way that will make project management more effective, and facilitate follow up.

We have included information about what is project, its components, various formats for making financial and narrative reports, how to plan and conduct meetings, role and responsibilities of various stakeholders like State Project Committee, Editorial Committee and Project Coordinators for your reference.

This manual also includes some strategies that will help you in strengthening the unions. We hope that this Manual will save time and efforts for the coordinator and will facilitate project reporting on achievements and challenges. Good reporting provides the basis for continued support.

The standard formats for various activities will allow us to have a uniform pattern of maintaining records and reports

This has been developed with utmost care and planning but if you feel that it can be further improved, we welcome your suggestions and comments to make it better and suitable according to the need.

Why this Guide Book

We are very happy to present before you a revised version of Manual on Project Implementation and Reporting (previously known as “Yellow Book”).

To get a project funded is not enough. It is also necessary to execute it well, timely and in accordance with agreed upon commitments with various stakeholders including beneficiaries. Monitoring is critical to project execution. It is a management tool for tracking progress of on-going projects and is an integral part of project execution. Accordingly, project Coordinators must develop a monitoring plan to enable them to perform this function with diligence, overseeing integral project implementation, including administrative and financial aspects.

Planning, monitoring and evaluation are all part of project management. The key idea underlying project cycle management, and specifically monitoring and evaluation, is to help those responsible for managing the resources and activities of a project to enhance development results along a continuum, from short-term to long-term.

We are indebted to Lärarförbundet and Education International for their suggestions and guidance to improve and modify this Guidebook. Our sincere thanks to the International Secretaries Mr. Henrik Herber, Ms. Eva Elmedst Frisk and Chief Coordinator Ms. Shashi Bala Singh from EIAPR for their efforts, suggestions and guidance to make this more meaningful, systematic, organized, useful and easy to use tool for the Coordinators and the office-bearers to make the Membership Education project a success.

It is our duty to record our appreciation for the members of the National Project Committee Office-bearers of our state affiliates who have given their support in the forms of their valuable suggestions to make it a successful project. Let me express my sincere gratitude to the staff of AIPTF for their dedication and hard work in bringing out this Guidebook.

Vision & Mission of AIPTF

Vision Statement

“To make every effort to build the nation by actively encouraging or participating in the economic, social, educational, political, mental, moral and cultural development of the primary teachers and to make them socially and nationally conscious.” (Constitution of AIPTF)

Mission Statement

“To work selflessly for the economic, social, educational, cultural, physical, mental, moral and political developments of the primary teachers all over India for the improvement of the educational system in accordance with requirements of free India on the basis of a spirit of cooperation leading to self-sufficiency. To unite all teachers working in the elementary level throughout India under one organization to foster the spirit of brotherhood/sisterhood and cooperation among all the members of the profession and to safeguard and promote the rights and privileges of primary teachers on all matters relating to their employment and conditions of service and create consciousness about their duties and responsibilities.”



Aims & Objectives of the Project

Läroförbundet through Development Cooperation is assisting AIPTF and its state affiliates in a project entitled as "Membership Education" through capacity building and strengthening by increasing trade union awareness into strong unions which are independent and sustainable in accordance to EI Policy to provide equal opportunity to and promote equal involvement of all men and women primary teachers of India.

Aims and Objectives

- Organizational Development
- Strengthening of the organization through recruitment of more members;
- To increase the trade union awareness and capacity of members and trade union officials;
- Improvement of overall communication within the organization;
- To increase participation of women and youth in the union's activities;
- Improvement in the negotiating capacity.

Expected Outcome:

The project is carried out on national level and state level to make state affiliates as Strong, Independent unions.

Methodology:

This is a long-term project. The working method is based on partnership between the host organization and co-operating organization. The project is based on the needs of the host organization and it is implemented by the host organization itself. If experts or resource persons outside the host organization are used they most often come from the country or EI regional office. The methods have been developed so that the host organization should be able to run the activities funded by its own budget when the project is phased out.

Target group : Members and leadership

Gender Perspective: To actively involve women members (at least 33 % minimum participation in activities)

Youth Involvement : To increase participation of youth in union's activities and train second line of leadership

Sustainability : To increase, regularize and systemize the dues collection mechanism to make the unions financially independent.

What is Development Cooperation?

Many EI members have been actively promoting activities to strengthen teacher unions throughout the world, even before the founding Congress of EI in Stockholm, Sweden, 1993. Development cooperation (DC) is one of the most important tools for realizing the core principles and objectives of EI. There are fundamentally two main reasons for EI and its member organizations to engage in development cooperation: first, to expand access to a quality Education for All. Free quality education is a human right. Secondly to organize the Teachers' Trade Union Movement to promote, defend and expand the rights of teachers and education personnel.

Development cooperation is based on principles such as:

- Partnership – it is based on solidarity, respect and inclusion
- Needs-based and context specific
- Accountable and transparent
- Long-term in its impact and sustainability
- Strategic– e.g. carried out with clear and agreed objectives, but also flexible to deal with changing circumstances

What is a Project?

A project is a complex effort to achieve a specific objective, having to respect a deadline and a budget. Thus a project:

- is a method which enables us to move from idea to action, structuring the various stages in that process;
- is the product of collective activity;
- Necessarily involves evaluation, which establishes a link between idea and action.

This means that projects have various typical features.

Characteristics of projects

Projects have a purpose: projects have clearly-defined aims and set out to produce clearly-defined results. Their purpose is to solve a “problem”, and this involves analyzing needs beforehand. Suggesting one or more solutions, it aims at lasting social change.

Projects are realistic: their aims must be achievable, and this means taking account both of requirements and of the financial and human resources available.

Projects are limited in time and space: they have a beginning and an end, and are implemented in a specific place and context.

Projects are complex: projects call on various planning and implementation skills, and involve various partners or stakeholders.

Projects are unique: all projects stem from new ideas. They provide a specific response to a need (problem) in a specific context. They are innovative.

Projects can be assessed: projects are planned and broken down into measurable goals, which must be open to evaluation.

Projects are made up of stages: projects have distinct, identifiable stages

Stages of Project (Project Cycle)

The project cycle has five stages, each stage links with the preceding one and leads forward to the next one. The stages of the project cycle provide a structure that ensures that:

- problem analysis is thorough
- stakeholders are clearly *identified* and monitored
- objectives are relevant to problems and clearly stated
- outputs and objectives are logical and measurable
- monitoring concentrates on verifiable targets and outputs
- evaluations identify 'lessons learnt' and integrates them into the cycle for similar succeeding projects
- sustainability is defined by the continuous 'flow of benefits'



Project Planning

Good planning combined with effective monitoring and evaluation can play a major role in enhancing the effectiveness of projects. Good planning helps us to focus on the results that matter, while monitoring and evaluation help us to learn from past successes and challenges and help in decision-making so that current and future initiatives can be improved upon.

Planning can be defined as the process of setting goals, developing strategies, outlining the implementation arrangements and allocating resources to achieve those goals.

It is important to note that planning involves looking at a number of different processes:

- Identifying the vision, goals or objectives to be achieved
- Formulating the strategies needed to achieve the vision and goals
- Determining and allocating the resources (financial and other) required to achieve the vision and goals
- Outlining implementation arrangements, which include the arrangements for monitoring and evaluating progress towards achieving the vision and goals

Monitoring

Monitoring can be defined as the ongoing process by which stakeholders obtain regular feedback on the progress being made towards achieving their goals and objectives.

This is important for timely and proper project implementation. Monitoring provides feedback so that necessary adjustments can be made in the work plan. Therefore, monitoring schedules are often based on the project work plan. It is essentially a tool that helps both project-implementing and funding agencies.

These are already specified in the work plan. Monitoring reports must be reviewed by the project implementation committee or State Project Committee, focusing on information about delays - the extent and implications, needed corrective action and the person responsible for it. This not only points out the source of the fault but also protects project management from blame for the delay.

An honest assessment of the implications of delay, under or over-utilization of funds, leads to timely corrective action. It also helps in building a reasonable case for additional funds in case the delay is caused by the late release of funds and results in escalation of project costs.

Reporting

Progress reporting is a key activity of project management. The coordinator should prepare and send reports to National office regularly. Keep the report brief and sum up the key points in the project. We recommend this simple format:

- Name of the activity
- Objectives:
- List of Participants clearly indicating male-female ratio
- A copy of the Programme with names of resource persons and the topics taken by them
- Registration forms properly filled
- Short report of the activity with objective of the programme
- Travel Claims
- Photos with banner and participants
- Evaluation of the Meeting by the participants
- Suggestions for future planning

Keeping people updated ensures that they remain involved and committed. Regular communication is essential to the well-being of any project. Regular progress reports create a valuable written record of the projects' life. Later you can look back and decide how to improve running of future projects.

Evaluation

Like monitoring, **evaluation** is an integral part of programme management and a critical project management tool. Evaluation complements monitoring by providing an independent and in-depth assessment of what worked and what did not work, and why this was the case.

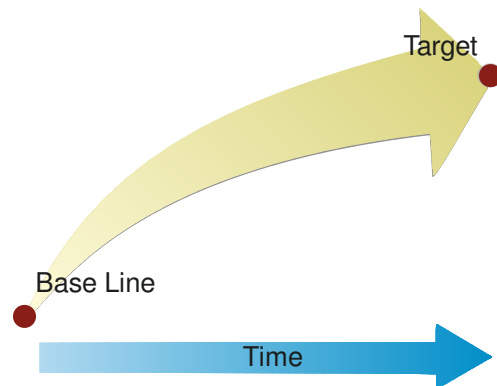
Monitoring and evaluation together provide the necessary data to guide strategic planning, to design and implement programmes and projects, and to allocate, and re-allocate resources in better ways.

Suggestions for Conducting Evaluation meeting

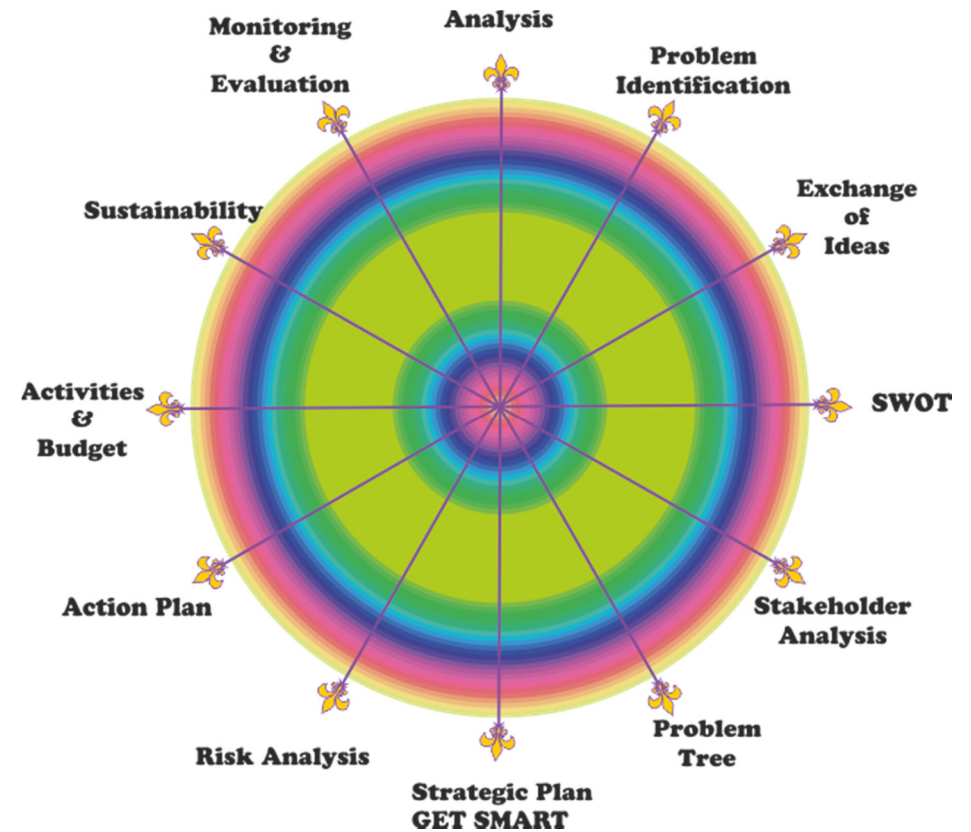
- Quality of the activities- The quality of each activity planned and conducted in different aspects like contents, arrangements, nature of resource persons, objectives and results achieved etc.
- Outcome and results- Compare the measurable goals and the expected outcome, critically evaluate the actual results achieved and challenges faced in achieving those results
- Study materials used in the meeting- Whether the study materials prepared are useful and how it was used in achieving the desired objectives. If any changes are needed in the study material etc.
- Contents of the program- whether the topics covered were relevant to the objectives of the programme, how the topics were dealt, methodology used in covering the contents etc.
- Quality of resource persons- the selection of resource persons, their knowledge and experience on the topics etc.
- Arrangements seating, teaching aids, boarding and lodging, other facilities at the venue
- Overall evaluation of all the activities planned and conducted

Baseline Information

Ideally, if you have done your planning well and collected information about the situation at the beginning of your intervention, you will have baseline data. **Baseline data** is the information you have about the situation before you do anything. It is the information on which your problem analysis is based. It is very difficult to measure the impact of your initiative if you do not know what the situation was when you began it. You need baseline data that is relevant to the indicators you have decided will help you measure the impact of your work.



{A detailed questionnaire is given as annexure which is to be filled up every year by the state and sent to AIPTF office in New Delhi.}



State Project Committee

Setting up a Project Committee consisting of various stakeholders of the project is an important aspect. The Committee members should be selected carefully and perform their role with utmost care. They should be accountable to state as well as to AIPTF for measuring the progress of the project

The members of the Project Committee consist of **office-bearers, project coordinator and experts**. Its role is to supervise implementation process on a periodic basis and to work as a crisis management group. Role and Responsibilities of National/ State Project Committees are given below:

Functions and Responsibilities of the State Project Committee (SPC)

1. The State Project Committee should consist of those persons who understand the project and its philosophy, concept, methodology, procedures, administration. The **size of the Committee should not exceed ten members including 33% women and youth representation**.
2. The SPC meeting should be called formally with at least two weeks' notice of meeting and the specific agenda items. The format of sample agenda is given below:

Sample Agenda for State Project Committee Meeting

- Welcome
- To adopt the minutes of the last meeting
- Matters arising from the minutes of the last meeting
- Discussion on the Reports of the Coordinators/Conveners
- Presentation of Financial aspects of the project
- Next Project Committee Meeting
- Any other item

3. All decisions related to the project must be made collectively by this Committee in a democratic manner.
4. The State Coordinator will be responsible for recording the minutes of the Project Committee meeting and will be responsible for maintain the Minutes book. Within a week's time minutes should be sent to the National Coordinator in AIPTF office.
5. The SPC will be responsible to plan and decide on all matters including schedule of activities, target area where the project to be expanded, selection of participants and resource persons according to the guidelines given. One member of the SPC will be present in rotation in each activity besides Coordinator and two competent trainers who should be appointed by rotation amongst the trainers and one of them should be female.
6. The report of the each course including the accounts and the report including receipts has to be sent to the AIPTF National Coordinator within a week after completion of the activity.
7. To supervise and monitor the work of state coordinators and resolve the problems, if any.
8. At the beginning of the project year (June-July) the SPC will plan and prepare a schedule of approved activities showing the venue, participants, resource persons, SPC members, local organizing committee members for the activities to be conducted during the year.
9. The schedule must be sent to the AIPTF National Office in the prescribed format.
10. Activities can commence only after the schedule is approved by AIPTF. This schedule prepared in advance is also necessary for AIPTF to send their representative/s from time to time.
11. SPC should guide and advise state executive committee regarding formation of an editorial committee
12. The review, editing and reprinting of the study materials must be approved by the SPC.
13. Three quotations must be produced at a SPC meeting and the printer, format, cost etc. will be decided by the SPC.
14. All project funds should be put in a separate bank account. The state treasurer and the state general secretary will produce a detail financial statement of the income and expenses

statement showing transactions and balance in hand. The state treasurer should be a signatory to the bank account together with the President and General Secretary. The statement of account must also be reviewed and approved by the SPC at its regular meetings.

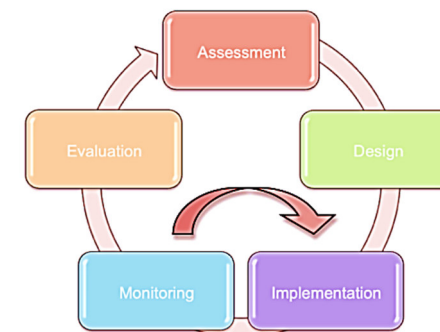
15. SPC should ensure that the monthly report prepared by the coordinators is duly checked and approved by the state general secretary and treasurer.
16. It should also be ensured by the SPC that the approved reports are being regularly sent to AIPTF office. In absence of these reports, funds will not be released
17. No member of the SPC or Coordinators will be changed without the prior approval of AIPTF; the State has to give valid reasons for recommending changes.
18. As AIPTF/EI/Läraryförbundet is providing a substantial amount to the states, it is the responsibility of the SPC to ensure that the project activities are well planned, implemented and reported according to the AIPTF/EI/ Läraryförbundet guidelines.
19. All decisions on matters related to the SPC and activities are to be made collectively at the SPC meeting. The practice in some states where the general secretary individually or sometimes jointly with the president making decisions unilaterally in the project matters. In case of such incidents the project activities will cease immediately. Project should in no case be made one-person show.
20. Funds for travel and Diem have been provided for the SPC meetings and administration of the project.
21. The above procedures are being introduced in view of the present deficiencies in planning, implementing and reporting.
22. Proper receipt/bill must be produced from the states against any purchase related to project. Any claim on plain paper will not be approved

Editorial Committee

- State Executive Committee should form an Editorial Committee
- * The editorial committee should not exceed nine members including President, General Secretary and State Coordinator/s. If necessary one or two experts should be invited as invitees.
 - * The members of the editorial committee should have keen interest in writing articles on relevant topics.
 - * The editorial committee will have a convener from among the members, who will be responsible to take minutes of its meetings and maintain a minute book.
 - * Editorial committee as a whole will be responsible for collecting, preparing and editing articles on the topics prescribed and assigned by the project committee
 - * At least two members of the editorial committee excluding the coordinator must attend the evaluation meeting and take notes for the suggested revision, editing and reprinting of the study material
 - * Editorial committee is responsible to both SPC and SEC.

Monitoring Tools:

- The Manual on Project Implementation
- Reports
- Evaluation Meetings



Strategies to Make the Unions Strong

- ✓ Plan and Implement membership education to make them well-equipped about their organizational responsibilities and their self-welfare
- ✓ To scrutinize the large number of dues-paying members
- ✓ Adopt democratic functioning of the union to promote sense of joint responsibility and belonging among the members
- ✓ Meaningful and sustainable activities in relevance to the problems identified on priority basis
- ✓ Participatory planning of activities keeping in view the target group and target area
- ✓ Schedule of activities should be free from biases and external pressure whether political, financial, religious, social and cultural
- ✓ Effective communication network from grassroots to national level and vice-versa
- ✓ Proper Documentation and record maintenance
- ✓ Transparency in financial matters
- ✓ Motivation and cooperation at all levels

How to Ensure Success of Activities

These are some tips for smooth functioning of the activities which you plan for achieving the measurable goals.

- ✓ Prepare schedule having a good amount of time in hand
- ✓ Select interested and active participants following the policy of EI regarding the inclusion of at least 33% women and youth. It should also be applicable while selecting resource persons and organizing committee members
- ✓ Care for the balanced representation of the target area including one teacher leader of the target unit.
- ✓ Constitute an Organizing Committee comprising two local persons –one of them should be female.
- ✓ Send invitation letter clearly mentioning the objectives, date, programme and venue along with the details of the accommodation for the participants. A confirmation letter from the participants should also be obtained
- ✓ Select competent resource persons and a draft programme should reach them before hand to come prepared
- ✓ Obtain confirmation from the participants and resource persons. If any change is there, intimate all the concerned persons immediately
- ✓ Make pre-arrangements to avoid unnecessary difficulties
- ✓ After registration, orientation and inauguration assign two reporters to prepare notes of the everyday activities and compile to prepare the reports
- ✓ Finalize participants list on second day, mentioning full name, position and affiliation and contact details like postal address, phone number, fax, email, mobile no., if any
- ✓ Prepare a detailed narrative report according to the guidelines given in the Manual;
- ✓ Prepare a financial report containing original vouchers separately for all expenses according to the budget for the particular activity
- ✓ State Coordinator should compile both narrative and financial reports and should present it to the State leaders

Duties and Responsibilities of State Coordinators

- * The State Project Coordinators are appointed by the AIPTF on the recommendation of the State Association. The final decision on the appointment and change of the state coordinators rests with AIPTF.
- * Women should be given preference for the post of Coordinator. If there are two coordinators, one must be woman.
- * No member of the State Project Committee or Coordinator will be changed without prior approval of AIPTF. If there is any change in the Coordinator, state has to give valid reasons for recommending any changes.
- * The coordinator should work under SPC and assist in implementation of project activities.
- * The coordinators will guide and assist the conveners to organize and conduct the activities.
- * The coordinators must have the full records of all Study Circles under his/her supervision e.g. date, venue, members, attendance of members for each circle, contact details of conveners, number of chapters covered by each convener, all records must be kept in association office
- * Coordinators will obtain reports on the progress from each convener by correspondence at regular intervals. Coordinators can visit the study circles, if the convener has asked them to do so.
- * Coordinators will prepare written reports of activities and visits undertaken with dates and places, progress made. These reports must be tabled at the SPC meetings regularly. They are also supposed to submit one copy of the report to AIPTF office. The reports should be either in English or Hindi.

- * Coordinators will attend all the SPC meetings regularly to report on the progress and problems faced.
- * If the SPC does not appoint a secretary, it is suggested that the coordinators be jointly assigned the duties of recording the minutes and maintaining the records and will also report to AIPTF national office.
- * Coordinators who were trained as trainers will also act as resource persons at the conveners' courses.
- * Coordinators should, by rotation, be made responsible for each workshop.
- * Coordinators will also play an active role in preparation, revision and printing of study materials.
- * The Coordinators will play a major role in all aspects of the project and shoulder the major responsibilities. They will get an honorarium of Rs. 3,000/- per month. Their travel, accommodation, secretarial services, communication and postage etc. will be covered under the project. Therefore, coordinators should also ensure that the funds are utilized in a proper manner.
- * Coordinators should be well-versed in different matters related to handling the project under the main functionaries of the organization.
- * Coordinators should be particular about the regular and timely reporting
- * Regularity in reporting will be taken as only indicator of coordinator's sincerity and punctuality towards their responsibilities defined.
- * Coordinators should possess good/excellent communication skills.

Guidelines for Preparing Report

Below is a suggested format for preparing the reports:

1. **Title/Heading of the Seminar/Course**
2. **Brief Introduction** – Give brief introduction
3. **Objectives:** Purpose of the programme
4. **Venue and Dates:** Mention the venue and dates of the programme
5. **Participants:** Give the number of participants, men women ratio, age, full postal address with contact details; position held by the participants
6. **Opening & Closing remarks:** Mention the name of the people/leaders who participated in the programme
7. **Time Table/Programme:** Attach a copy of the time-table/programme. Do not forget to mention, if there were any changes done to it in the course of the seminar, mention the changes made. State if all the topics were dealt with and if time was sufficient. **The name of all the resource persons for each topic must be reflected in the time table.**
8. **Facilities at the venue:** Clearly mention that seating, teaching aids and other facilities at the venue were suitable including deficiencies.
9. **Documents/Working Papers:** Mention and enclose a copy of the paper/s or any other material for the topics covered. Include a list of all such papers in the report.
10. **Summary of Evaluation:** From the comments made by the participants, prepare a summary and attach it with the report
11. **Future Plan of Action/Recommendations:** List here the min recommendations made by the participants during the course of the seminar/course

12. **Financial Reports:** All original bills and vouchers, receipts etc. should be attached to this report.

Appendices:

- List of Participants, Resource Persons and Organizing Committee Members
- TA & Registration Forms
- Programme
- Attendance Sheet
- Recommendations
- Financial Statement along with vouchers and bills

**Format
of
Common Vouchers**

AIPTF/EI/LARARFORBUNDET PROJECT

PAYMENT VOUCHERS

Date : *Voucher No.*

Name of the Organization.....

Date	Particulars (Details)	Amount (Rs.)
	Total	

Received with thanks the sum of (in words):

Signature & Name of the Recipient

Payment approved by:

----- Secretary (Signature with seal)	----- President (Signature with seal)	----- Treasurer (Signature with seal)
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AIPTF/EI/LARARFORBUNDET PROJECT

LIST OF PARTICIPANTS

Name of the Organization.....

Title of the Activity.....

Venue & Date

Sl. No.	Name	Position in Union (if any)	Postal Address with Phone, Fax, E-mail etc.

Attendance verified by:

(Signature State Coordinator)

AIPTF/EI/LARARFORBUNDET PROJECT

Expenditure Abstract

State.....

Activity.....

Level.....

Venue.....

Date.....

Number of Participants: (M) (F)..... Total

Particulars	Budget	Actual Cost
A. Participants		
Travel		
Accommodation		
Meals		
Refreshments		
B. Resource Persons		
Local Transport		
Meals		
Refreshments		
C. Organizing Committee		
Travel		
Accommodation		
Meals		
Refreshment		
D. Administration		
Communication		
Printing & Photocopy		
Stationary		
Local Conveyance		
Banner		
Hall rent, furniture, etc.		
Secretarial services		
Orderly/PFS		
Total		

AIPTF/EI/LARARFORBUNDET PROJECT

Payment for Travel

SL. NO.	Name	From	To	Mode of Transport	Amount	Signature
				Total		

Verified and Checked by:.....

Name & Designation (with official Stamp)

AIPTF/EI/LARARFORBUNDET PROJECT

Payment for Diem

Name of the Organization.....

Name of the Activity.....

Venue and Date.....

Sl. No.	Names	Diem	Amount	Signature
			Total	

Checked and verified by:
Signature with official stamp

Name and Designation:.....

.....

.....



Vouchers for Study Circle

AIPTF/EI/LARARFORBUNDET PROJECT Plan of Action (for Conveners)

Activity:.....

District:.....

SL. No.	Action and Activities	By Whom	When
1.	To meet local leaders and other important persons		
2.	Getting cooperation of officials		
3.	Seeking venue and date		
4.	Selection of participants		
5.	Seeking permission to utilize the selected venue		
6.	Confirmation from the participants		
7.	Inauguration of the Study Circle		
8.	First meeting		
9.	First reporting		

Note: Plan of Action should be decided with the consent of the participants in guidance of the coordinator attending and a copy of this should be circulated among the members before closing. A copy should also be attached with the narrative report.

AIPTF/EI/LARARFORBUNDET PROJECT

Report of the Study Circles that have commenced and functioning

The following Study Circles have started and meeting regularly

S. N.	Name of the Convener s	Venue(s) of Study Circle Dist./Block	Date of Commencement of circle	Participants			Frequency of meeting (Weekly, fortnightly etc.)	Remarks, If any
				M	F	T		

Date:.....

Coordinator:

General Secretary:.....

AIPTF/EI/LARARFORBUNDET PROJECT

Attendance Sheet of Study Circle Meetings

State..... No. of Study Circle:

Name of District

Date of First Meeting

Name of Convener: Place of Meeting:

S. N.	Name of Participants	Signature	Date of meeting	Remarks
Total Attendance				

Signature of Convener.....

Address of Convener.....

AIPTF/EI/LARARFORBUNDET PROJECT

Claims by Coordinator

For the month of:.....

Name:.....

Address:.....

Date	Particulars of travel/meals/ Accommodation Attach vouchers / receipts	Amount in Rs.
Total		

Signature of Coordinator.....

Certified by:

Date:

.....
**Signature of
President/Secretary**

.....
Signature of Treasurer

AIPTF/EI/LARARFORBUNDET PROJECT

Evaluation Sheet

(Handover this sheet to the leader of the Study Circle after meeting)

Name:.....

Union:.....

Designation:.....

What do you understand by Study Circles?

.....
.....
.....
.....

How Study circles will satisfy the needs of the members in the context of providing knowledge on unions

.....
.....
.....
.....

Which topics inspired you most?

.....
.....
.....

What other issues you wish to learn in future? Mention a few.

.....
.....
.....

In your opinion do you think Study Circles can develop Unions?

.....
.....
.....

What is your suggestion to continue this process?

.....
.....
.....
.....

In what ways you will assist your union to expand and develop Study Circle?

.....
.....
.....
.....

I assure that I will join the Union now

I assure that I will remain as an activist of the Union

Signature

Name :

AIPTF/EI/LARARFORBUNDET PROJECT

Study Circle Project-Report for First Meeting

Name of Association:

Name of the Convener:.....

Postal Address:.....

.....

Telephone, fax, email etc.....

Date of First Meeting:.....

Venue:.....

Attendance:.....

No. of Study materials received:.....

Decisions at the First Meeting:.....

.....

Signature.....

Number of meeting Frequency of meeting

Name:

Venue.....

Arrangements & Others

Problems faced during the first meeting, which need immediate attention:

.....

Outcome:

.....

Impact:

.....

.....

Date:

Signature of the Convener/s

Format for Annual Narrative Report

- Measurable Goals for three years
- Measurable goals for the Current year
- Strategies to Achieve these Goals
- Activities Planned
- Activities conducted
- Expected Results
- Actual Results achieved
- Problems faced while conducting the activities
- Suggestions to overcome these problems
- Impact of Project Activities on Union:
- Lessons Learnt:
- Future Plans:
- Any other important issue which needs to be highlighted:

Questionnaire for Baseline Information

(Please fill up as much as possible and send it back to National Office at Delhi. Your cooperation in this regard will be much appreciated. Your inputs are valuable to improve the project implementation)

Basic Information:

Name of the Association:.....

State:.....

Address:.....

.....

Telephone no, fax, email:.....

Name of the General Secretary:.....

Name of the President:.....

Total membership:.....

Membership Dues:.....

Demographic Profile of the State:

Population:.....

Geographical Information:.....

Literacy rate:.....

Sex –Ratio:.....

No. of Educational Institutions in the state.....

Types of Schools (aided, private, government).....

- Primary

Number of teachers in your state.....
At Primary level.....
Number of Teachers in Government Schools.....

Profile of the Union

Number and Names of Districts in the State.....
.....
.....

Number of Blocks in the state.....
Number of organized districts/blocks in the state.....
Number of unorganized districts/ blocks in the state.....

Total Number of members in the union
No. of Male members
No. of Female members.....

Number of members increased during the current year.....
Have you achieved the goals for the year.....
If not, what are the reasons.....

Women in decision-making at various levels.....
Percentage of young members in your union.....
What is the rate of membership dues per annum.....

Are all the members are paying the dues.....
What is dues-collection mechanism and frequency.....

Total income from the Dues.....

What is the ratio of the distribution of membership dues between:

Block **District** **State**

Do you have Project Committee for this Project? If yes, please give the names, contact numbers and addresses of the members:

.....
.....
.....

Do you collect fund for any other activity, if yes, please specify

.....
.....
.....

Leadership positions held by women at various levels.....

.....

Do you have Women Committee? If yes, at what level.

.....
.....

Give the names and contact details of the Women Committee members.

.....
.....
.....

.....Schedule of Union's election:

How many members are there in the State Executive Committee:

Male..... Female..... Total

How many General Council members do you have at state level?

Male..... Female Total

Do you have a Constitution of your Union? If yes, please attach a copy of the same (preferably in English).....

Any other innovative work which you want to share with us, please highlight (You can use additional sheets, if required)

.....
.....
.....

Date: Place:

Signature:.....

Name & Designation:.....

EVALUATION SHEET

Name & Designation:

Name of the Union:

Contact Details:

Please tick mark the following:

1) How satisfied are you with the over all arrangements of the meeting with various stakeholders of the project?

- Very Dissatisfied Dissatisfied
 Satisfied Very Satisfied

2) In your opinion, the topics covered during the meeting covered all the aspects of the project.

- To a large extent To some extent
 All the topics were covered

3) Overall, how satisfied were you with the methodology of the meeting?

- Very Dissatisfied Dissatisfied
 Satisfied Very Satisfied

4) Overall, how satisfied were you with the facilities like venue, food etc.

- Very Dissatisfied Dissatisfied
 Satisfied Very Satisfied

Did you feel the length of sessions were too long, just about right, or too short?

- Too long Just about right
 Too short

Please tell us how much you agree or disagree with the following statements.

The content of sessions was appropriate and informative.

Strongly Disagree

Disagree

Agree

Strongly Agree

The meeting was well organized.

Strongly Disagree

Disagree

Agree

Strongly Agree

What kinds of sessions would you like to see included at future meetings?

What did you like most about the meeting? Give Comments.

What did you like least about the meeting? Please specify.

In what ways could this meeting be improved?

Any Other Comments/suggestions

Date:

Name & Signature