



Survey Booklet

Table of Contents

1. Map
2. Village Information Sheet
3. School Observation Sheet
4. Household Survey Sheet
5. Village Compilation Sheet

Name of District	
Name of Village Development Committee (As per CBS 2011)	
Ward Number	
Name of Villages	
Name of Ward Citizen Forum (WCF) Chairperson	
Phone Number of WCF Chairperson	



Surveyor's Name	Phone Numbers	Address
1.	1.	
2.	2.	

Master Trainers' Name	Phone Number	Date of Survey
1.		
2.		Total Number of Household Surveyed:
3.		

Was this ward monitored?	Yes	No	If Yes
			Name of the Monitor
			Phone Number

Was this ward rechecked?	Yes	No	If Yes
			Name of the rechecker
			Phone Number

Map Sheet

Draw map of the ward here:

First, draw a rough map in other paper. Once everyone agrees that the rough map is a good representation of the ward (village), and it matches with your experiences of walking around the whole village, then copy the map to this sheet.

Village Information Sheet

District Name		VDC Name	
Ward #		Villages	
Surveyor's Names	1.		
	2.		
Date of Survey		Day of Survey	

	Did you see the following services in the village?	Please tick the relevant boxes (based on observation)			
		YES		NO	
BASIC SERVICES	Blacktopped road leading to the ward	YES		NO	
	Electricity in the ward	YES		NO	
	Post Office in the ward	YES		NO	
	Bank or cooperative in the ward?	YES		NO	
	Government Primary Health Center in the village?	YES		NO	
	Private medical shop in the village?	YES		NO	
	Computer center/ internet cafe in the ward?	YES		NO	
	Equipment/ facility using solar energy in the ward?	YES		NO	
	SCHOOLS	Government Primary School (class 1-5) in the ward?	YES		NO
Government Basic School (class 1-8) in the ward?		YES		NO	
Government Secondary School (class 1-10) in the ward?		YES		NO	
Government plus-two in the ward?		YES		NO	
Private School in the ward?		YES		NO	
Preschool (Early Childhood Development Center/ Balsikshya/ Nursery/ LKG/ UKG) in the ward?		YES		NO	

School Information Sheet

Name of School			
District Name	VDC Name	Ward #	

Surveyor's Names
1.
2.

Date of Survey	
Day of Survey	
Arrival time in school	

Type of school (tick)			
Primary (class 1-5)	Basic (class 1-8)	Class 1-10	Secondary (class 1-12)

Respondent Name		
Designation (tick)	Head Master	Teacher

Contact Information	
School Ph. No.	
Mobile number	

Children's Enrollment and Attendance	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8
Children's enrollment (from register)								
Children's attendance today (observe)								

Official Medium of Instruction in the School
1.
2.
3.

Teachers	Number appointed	Number present today
1. Head Master		
2. Permanent		
3. Government-funded other		
4. <i>Niji Shrot</i>		

Classroom Observations				
Tick the relevant box				
	Class 2		Class 4	
	YES	NO	YES	NO
Are the students of this class sitting with students from any other class?				
Is there a blackboard/ whiteboard?				
If yes, could you write on the blackboard/ whiteboard?				
Are the desks modular?				
Did you see any other teaching-learning materials in the classroom?				
Where is this class seated?	Classroom			
	Verandah			
	Outside			

Facilities Observation	Yes	No
Did you see an office/ store?		
Did you see a playground?		
Did you see library books in the school?		
If yes, did you see library books being used by children?		
If there drinking water in the school?		
Do you see a complete boundary wall or fencing?		
Is there electricity connection in the school?		
If yes, was there electricity in the school today (observe/ask)		
Did you see computers for students to use?		
If yes, did you see students using computers?		

Classrooms	
Total number of rooms	
Total number of rooms used for Teaching?	

Condition of Classrooms		
Good	Need upgrade	Unusable

Any rooms unusable because of--				
Earthquake	Fire	Flood/landslide	Storm	Other (mention)

Toilets (by observation)						
TOILETS	Is there a toilet?		If there is a toilet, is it locked?		If unlocked, is it in usable condition?	
	Yes	No	Yes	No	Yes	No
Girl						
Boy						
Common						
Teacher						

Continuous Assessment System							
Have you heard about Continuous Assessment System (CAS) (ask)					Yes	No	
If yes,							
How many teachers in this school have received a Continuous Assessment System (CAS) manual or format? (ask)				All	Some	None	Don't Know
If manual or format was received, ask respondent to show it.							
Could you see a Continuous Assessment System (CAS) manual or format in the school?					Yes	No	

School Management Committee (SMC)		
Currently is there a School Management Committee for the School? (ask)	Yes	No
If yes, then when was the last meeting of the SMC held?	_/_/____ (dd/mm/yyyy)	

School Improvement Plan (SIP)		
Was a SIP made for the current period?	Yes	No
When was the SIP for the current five-year period made?	_/_/____ (dd/mm/yyyy)	
Was the SIP for the current five-year period updated for this year?	Yes	No

School Grants	Baisakh- Chaitra 2072						School Grants	Baisakh 2073 till date of survey					
	Did you get the grant?			If yes, did you spend the full amount?				Did you get the grant?			If yes, did you spend the full amount?		
	Yes	No	Don't Know	Yes	No	Don't Know		Yes	No	Don't Know	Yes	No	Don't Know
Girl child Scholarship							Girl child Scholarship						
Marginalized student Scholarship							Marginalized student Scholarship						
Dalit Scholarship							Dalit Scholarship						
Disabled students Scholarship							Disabled students Scholarship						

Activities Carried Out in the School				
Which of the following activities were carried out since April 2015? (Tick the relevant box)		Yes	No	Don't Know
CONSTRUCTION	Construction of new classroom			
REPAIR	Repair of classrooms/ White wash/plastering			
	Repair of drinking water facility			
	Repair of toilets			
PURCHASE	Purchase of furniture			
	Purchase of sitting mats			
	Purchase of teaching-learning materials			

Departure time from school	
----------------------------	--

SURVEYOR CHECKLIST

Did you remember to do the following during the survey?		Tick
1	Have you filled all the information on the cover page?	
2	Have you written the name and phone of the respondent in the school as well as the landline phone number of the school?	
3	Have you numbered the hamlets/ sections on the map , and do they correspond to the section numbers filled in the household survey sheet ? Have you also written the HH no. on each household survey sheet ?	
4	Have you written the name of the respondent, name of family head, and phone number for each surveyed household in the household survey sheet?	
5	Have you recorded the age and sex of each surveyed child?	
6	Have you ticked the schooling status of each surveyed child?	
7	If the child is in school, have you written what class the child is in?	
8	Surveyed children in the age group 5-16 must be tested. Have you tested all children between ages 5-16? If not, have you written the reason in the household survey sheet?	
9	During testing, did you make children solve arithmetic problems (subtraction/ division) on the back of the household survey sheet ?	
10	Have you marked ONLY the highest learning level for each child in all the testing column (Reading/ Math/ English)?	