



July 4th 2016

ASHRAYA Project Terra Firma Annual Report 2015-16

1. 2015-16 Synopsis

a) Main Hits

- All programs completed their full cycle – science program, art program and library program
- Completed a highly successful annual day event: <http://www.ashraya-usa.org/latest-news/leonardo-da-vinci-day/>
- Our newly appointed science teacher Saraswathi did a wonderful job – it was the first time we had a dedicated science teacher running the science program since 2010
- We identified some great talent in the art program – students like Vignesh, Karthik, Anand and Prabhu participated in a local competition in Chamarajanagar
- We started the Book of the Month Club program with newspaper quizzes every month
- We started the mentoring remedial program for the bottom 20 GROWBY level students per school in Feb 2016
 - We had a full-fledged audit program run by an independent auditor (M/S Shyam & Co from Bangalore) who audited the financials, completed work and assets every month from August 2015 to March 2016. You can see the audit reports submitted by the auditor by month here: <http://www.ashraya-usa.org/latest-ashraya-initiative-projects-terra-firma/audit-reports/>
- We started science projects as part of the science program in which students in groups did science projects to answer basic questions such as "What is % of water content in fruits?" using hypotheses and experiments
- We started the ASHRAYA bi-monthly newsletter <http://www.ashraya-usa.org/latest-news/ashraya-newsletters/> which included the best work by our students in the various programs
- We created student profile videos for select (best) students in the art and science programs; as well as program profiles. You can see these videos here:
 - <http://www.ashraya-usa.org/latest-ashraya-initiative-projects-terra-firma/student-profiles/>
 - <http://www.ashraya-usa.org/latest-ashraya-initiative-projects-terra-firma/program-profiles/>
- We conducted team meetings with the main team members (program coordinator, project advisor, art teacher, science teacher, book of the month club teacher and ASHRAYA president) every week
- We released a book "Nammishta" (meaning "What we like" in Kannada) that included the best art work by our science teacher and art students. You can download a copy of the book from this link: <http://www.ashraya-usa.org/latest-news/book-release-by-art-students/>
- We created a profile in Guidestar with a gold standard to facilitate corporate donations: <http://www.guidestar.org/profile/52-1791311>

- We updated our website with new content and started a YouTube channel that has videos on student profiles, program profiles, annual day event and more: https://www.youtube.com/channel/UCp-yoRI1L57sfwqjUq3LQJA/videos?view=0&shelf_id=0&sort=dd

b) Main Misses

- We realized that the last month of the school year (March) is a washout due to school exams and that we cannot depend on any ASHRAYA program activities to be completed in this month.
- We did not focus explicitly on improving the GROWBY scores even though we measured them every 2 months. Our remedial program had an impact but was started too late in the year. This led to a lower than expected improvement in GROWBY levels by year end
- We did not enter children to external competitions nor send kids on trips to local museums due to lack of permission at the BEO level
- We did not conduct library research projects that would help us in integrating the library with school curricula
- We lost our science teacher Saraswathi since she got married and had to relocate to a different town far away

c) Key Statistics

Please see Appendices 3-5 for the project monitoring status dashboard across all schools at year-end (March 2016)

- Number of schools – 9 with library programs, 6 with science clubs, 6 with art programs and 6 with book of the month club programs
- Total number of students in the 9 schools – 2,153
- Total number of students in our programs:
 - 1,547 for the library program (excluded 1,2 and 3rd standards)
 - 89 students in the art program
 - 118 students in the science club program
 - 120 students in Book of the Month Program
 - 175 students in the GROWBY remedial program (only at year-end)
- 13,994 books checked out during the 5 monitored months (July 2015, August 2015, November 2015, December 2015, January 2016 and February 2016)
 - 9.0 books per student in the 6 tested months → 1.5 books per student per month. Please note that schools are closed in October for Diwali holidays and children prepare for final exams during March)
 - Class 3 and 6 students checked out the most number of books (12.9 and 10.4 in the 6 tested months respectively)
- Conducted 4 GROWBY tests during the year to assess student reading levels on all 1,846 students (June 2015, September 2015, December 2015 and February 2016).
 - In the first test (June 2016), the percentage composition of student reading levels was: Level 1 (Yellow) - 18%, Level 2 (Red) – 29%, Level 3 (Green) – 33%, Level 4 (Blue) – 20% and Level 5 (Knowledge) – 0%; Level 1 being lowest learning level and Level 5 the highest.
 - In the final test (February 2016), the percentage composition of student reading levels was: Level 1 (Yellow) - 7%, Level 2 (Red) – 24%, Level 3 (Green) – 36%, Level 4 (Blue) – 26% and Level 5 (Knowledge) – 7%
 - 65% of the students stayed at the same level through the year, 33% improved reading levels (by at least 1 level) and 2% went down to lower level.

- Amongst the 175 students that went through the remedial program in the last 2 months (Jan 2016 and Feb 2016), 43% saw an improvement in reading levels and 55% stayed at the same level.
- We had 3,122 books in our catalog
 - 33% of books related to stories, 10% to history, 8% to biology and 8% to physics
 - 76% of the books were in Kannada, 23% in English, and the small remainder in Tamil, Hindi, Telugu and Marathi
 - 5% of the books were in Level 1, 7% in Level 2, 3% in Level 3, 1% in Level 4, 77% in Level 5 and 7% in teacher level.
- We conducted 207 unique activity sessions in our library programs in the first 5 months of the year in the 9 schools (27 related to activity based learning, 18 in arts and craft, 36 in board games, 27 in book of the month club, 45 in dressing up competitions and 18 in speed reading competitions). Please note that we stopped tracking library program activities after the first five months since they were in steady state
- We conducted 186 art program sessions in the 6 schools during the school year (12 sketching with pencils, 24 shading with pencils, 36 portrait painting, 30 landscape painting and 78 still life painting)
- We conducted 155 science club sessions in the 6 schools during the school year (10 related to matter, 20 related to density, 25 related to air pressure, 20 related to light, 20 related to heat & combustion; 18 related to Arvind Gupta one minute experiments and 20 related to exploratory science projects)
- We conducted 27 book of the month club sessions which was started in Nov 2015
- We spent Rs. 889,460 (\$13,684) by year-end compared to the budget of Rs. 961,025 (\$14,785), i.e. 93% of budge. The slight shortfall can be explained by the fact that we did not undertake the intended field trips (\$1,108) and did not purchase additional books during the year (\$855) even though we ran over on the annual day event by \$862. Please see [Appendix 4B and Appendix 4C](#) for details on actually incurred expenditure and comparison to budget.

2. Plan for 2016-17

a) What are We Doing Differently this Year?

- We have hired a dedicated Kannada teacher (Ms. Savitha) to run the learning enhancement program that includes the Book of the Month Club and the remedial mentoring program to increase GROWBY levels.
- We have increased focus on improving GROWBY levels actively through the remedial mentoring program in which the bottom 20 students (Level 1) in each school will be selected in all 9 schools (180 students per batch) and pushed through the remedial program with the goal to increase the learning levels by at least one level within 2 months (by the next GROWY test). We intend to take up 4 batches of students in 9 schools (180 students x 4) for our remedial program which will proactively improve learning levels for 720 students in the 9 schools
- We have written detailed statements of work for each program and signed individual job contracts with each employee. These SOWs will be used to track progress at the program level by the auditor each month. [Please see Appendices 8-11 for the SOWs by program.](#)
- We started the programs early this year (all programs were officially started in the third week of June), thus giving us 32 weeks during the school year to complete our programs (vs. 28 last year). We have already selected the students in each school for the art, science, book of the month and mentoring programs (first batch).

- We will start the audit process in June this year (as opposed to September last year). We have created a scorecard through which we will track outputs and progress on programs quantitatively through the school year. [Please see Appendix 6 for the scorecard template.](#)
- We have started the book of the month club program in 6 schools at the outset of the school (as opposed to November last year) run by the dedicated Kannada teacher
- We are planning to introduce story writing for students participating in the book of the month club program; for which we have already created manuals and templates
- We are planning to send our best art and science students to external competitions in Mysore and Bangalore. We are also planning to get our best book of the month club students to write stories and try to get them published in local magazines and newspapers
- We have started actively tracking attendance of our employees to measure inputs. We have created attendance sheets and given them to the respective school principals. All our employees will sign in and out every day or during program sessions at each school. [Please see Appendix 7 for the attendance tracking sheet template.](#)
- We have started research projects as part of the library program, in which every month, the librarians will work with the school teachers to identify projects that students can research on and write essays. This will help us integrate the libraries with the school curriculum.
- We have purchased new books worth Rs. 40,000 already and added them to the 9 libraries
- We plan to provide official certificates to the students who pass the final exams and do well during the school year in each program (science, art, book of the month club)
- We have started an active feedback process with the school principals and teachers through a bi-monthly conference call
- We will seek contributions from school teachers for our newsletter and also print the best stories from the book of the month program in the newsletter. We intend to carry out 4 editions of the ASHRAYA newsletter this year
- We have gotten the school principals to sign off on all program descriptions along with the student selection in each school so that they are held accountable. The school principals will also sign off on all program certifications at the end of the year

b) Progress to Date this Year (since June 1st 2016)

- Initial GROWBY test completed with bottom 20 students (by learning level) identified for the remedial mentoring program in each school
- Ms. Savitha has been hired for the remedial program and book of the month club; and has started working in the first week of June
- We have replaced Mr. Harish Mallige who did a great job as program coordinator for 2 years (he has taken up a part-time job as a college teacher) with Mr. Ravishankar who started on July 1st
- We have replaced Ms. Saraswathi with 2 part-time government school science teachers (Mr. Savukar Raj and Mr. Ponnuswamy) to run the science program. Please note that Mr. Savukar Raj has already been trained on the science club program since he ran the pilot at Kannur HPS in the year 2010-11; and is our current Project Advisor and quasi program head. He has trained Mr. Ponnuswamy, a fellow science teacher already.
- We took 6 art students (best of the lot) to participate in the World Environment Day art competition in Chamarajanagar
- We have selected the students and started all programs as of the 3rd week of June (science, art, book of the month club and GROWBY remedial mentoring program)
- We have completed training for all new employees (Mr. Ravishankar, Mr. Ponnuswamy and Ms. Savitha)

- We had a kickoff meeting with all the school principals on July 1st in which we signed off on all program descriptions and student selection

3. Budget and Sought Funding for 2016-17

Please see below our budget and funding sought for 2016-17 along with the bridge to 2015-16 budget. **Please see Appendix 1 for the expenditure details by program. Please see Appendix 2 for the detailed salary disbursements by employee and month.**

ASHRAYA Project Level Funding Requirements 2016-17						
Rupee to Dollar Conversion Rate			65.0			
Program	Expenditure Items	Per School		No. of	Total across Schools	
		Rs	\$		Rs	\$
Libraries, Book of the Month Club and GROWBY Mentoring Programs	Books and other material, librarian salaries, infrastructure maintenance. Kannada teachers salaries, book copies for club meetings, learning kits for mentoring program	74,471	1,146	9	670,240	10,311
Art Programs	Art kits and sketch books, art teacher salary, field trips, participation in local competitions	35,467	546	6	212,801	3,274
Science Clubs	Science kits and lab books, science teacher salary, field trips, participation in local competitions	38,717	596	6	232,299	3,574
Total Funding Sought Across All Projects					1,115,340	17,159

Bridge to 2015-16 Budget					
Program	Expenditure Items	Rupees		Dollars	
2015-16 Budget		961,025		14,785	
2015-16 Actuals		889,460		13,684	
Favorable Variance to Budget		-71,565		-1,101	
Favorable Variance	Field Strips		-72,000		-1,108
Explanations	Annual Day Event		56,000		862
	Books Purchased		-55,575		-855
2016-17 Budget		1,115,340		17,159	
Budget Increase w.r.t. 2015-16		154,315		2,374	
Budget Increase	Increase in Salaries for Existing Employees	35,904			552
Explanations	Addition of Kannada Teachers	84,000			1,292
	Eliminated Need for Training on Science Club	-54,370			-836
	Ashraya Office	16,800			258
	Use Actuals from Last Year for Annual Day plus Inflation	72,000			1,108

We thank you all for your continued support and look forward to a great year ahead.

Sincerely Yours,

Vasuki Subbarao,
President, ASHRAYA

Appendices:

1. Program Level Expenditure Budgets for 2016-17
2. Monthly Salary Disbursements Planned for 2016-17 by Month
3. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools) – Page 1
4. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools) – Page 2
5. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools) – Pages 3 & 4
6. Project Terra Firma Scorecard Template for 2016-17
7. Attendance Tracking Form for 2016-17
8. Project Terra Firma Program Statement of Work - Library Program
9. Project Terra Firma Program Statement of Work – Science Program
10. Project Terra Firma Program Statement of Work - Art Program
11. Project Terra Firma Program Statement of Work – Reading Enhancement Program

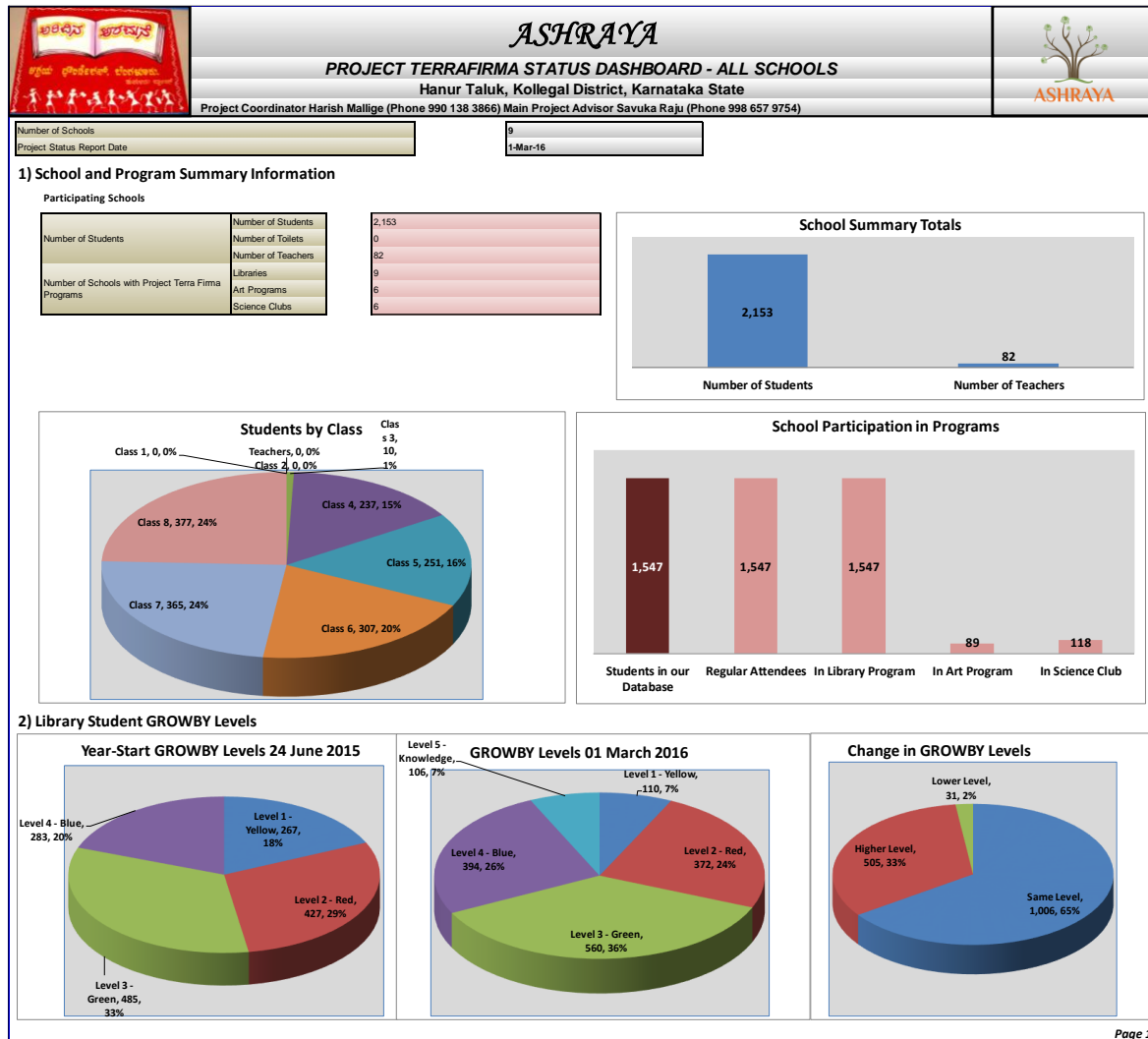
1. Program Level Expenditure Budgets for 2016-17

Project Terra Firma 2016-17 Budget						
Expense Parameter	Unit	Per School			Total across Schools	
		Units per School	Unit Rate (Rs)	Costs (Rs)	No. of Schools	Costs (Rs)
1. Operate Existing Libraries + Book of the Month Clubs + GROWBY Meotoring Programs in 9 Schools						
1.1 Incremental Books	Per Book	200	50	10,000	9	90,000
1.2 Librarian Salaries (Direct) ¹	Per Month	12	2,200	26,400		237,600
1.3 Kannada Teachers for Book of the Month Club & GROWBY Mentoring Program (Direct) ⁶	Per Month	12	1,022	12,267		110,400
1.4 Project Coordinator, Advisor & Monitor Salary & Travel Allocations	Per Month	12	1,317	15,804		142,240
1.5 Year End Library Day Event (across all Schools)	Lump Sum	1	7,000	10,000		90,000
Total Project 1 Expenditure	In Rupees			74,471		670,240
	In \$			1,146		10,311
1 - Need 1 Librarian per School						
6- Need 1 Full-Time Kannada Teacher and 1 Part-Time Assistance to run Book of the Month Club & GROWBY Meontoring Program						
2. Operate Art Programs in 6 Schools						
2.1 Art Materials ²	Per Kit	20	100	2,000	6	12,000
2.2 Art Teacher Salaries (Direct) ³	Per Month	12	1,412	16,940		101,640
2.2 Project Coordinator, Advisor & Monitor Salary & Travel Allocations	Per Month	12	627	7,527		45,161
2.3 Art Project Field Trips	Per Trip	3	2,000	6,000		36,000
2.5 Year End Art Day Event (across all Schools)	Lump Sum	1	3,000	3,000		18,000
Total Project 2 Expenditure	In Rupees			35,467		212,801
	In \$			546		3,274
2 - 20 Students per Art Program per School						
3 - Need 1 Art Teacher for every 6 Schools						
3. Operate Science Clubs in 6 Schools						
3.1.Equipment & Materials ⁴	Lump Sum	20	300	6,000	6	36,000
3.2 Educational Videos	Per Video	5	300	1,500		9,000
3.3 Training at Anubhav Science Foundation	Lump Sum	1	0	0		0
3.4 Field Trips	Per Trip	3	2,000	6,000		36,000
3.5 Science Club Teacher Salaries ⁵	Per Month	12	1,167	14,000		84,000
3.5 Project Coordinator, Advisor & Monitor Salary & Travel Allocations	Per Month	12	685	8,217		49,299
3.6 Year End Science Fair Day (across all Schools)	Lump Sum	1	3,000	3,000		18,000
Total Project 3 Expenditure	In Rupees			38,717		232,299
	In \$			596		3,574
4 - 20 Students per Science & Nature Club Per School						
5 - Need One Science Club Teacher for every 6 Schools						
4. Personnel and Travel Expenditure - Amortized Across All Projects						
4.1 Project Area Coordinator (Full Time)	Per Month	12	7,700			92,400
4.2 Project Monitoring Lead/Auditor from Bangalore (Part Time)	Per Month	12	4,950			59,400
4.3 Librarians (Full Time)	Per Month	12	19,800			237,600
4.4 Project Area Advisor	Per Month	12	3,850			46,200
4.5 Art Teacher (Part Time)	Per Month	12	8,470			101,640
4.6 Science Club Teacher (Part Time)	Per Month	12	7,000			84,000
4.7 Kannada Teachers for Mentoring Program	Per Month	12	9,200			110,400
4.8 Trips to Bangalore for Purchases and Training	Per Month	12	700			8,400
4.9 Guest Speakers	Per Month	12	625			7,500
4.10 ASHRAYA Office	Per Month	12	1,400			16,800
4.11 Local Trips by Project Coordinators and Advisors	Per Month	12	500			6,000
Total Personnel and Travel Expenditure	In Rupees					770,340
	In \$					11,851
Total Expenditure	In Rupees					1,115,340
	In \$					17,159

2. Monthly Salary Disbursements Planned for 2016-17 by Month

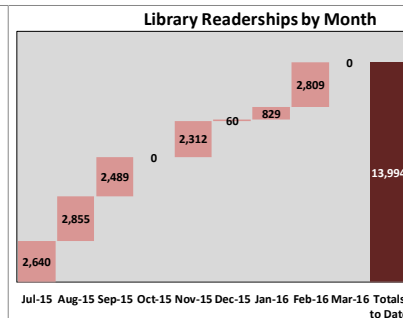
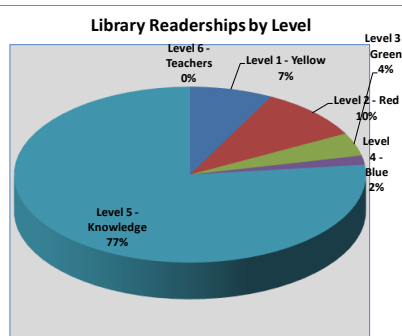
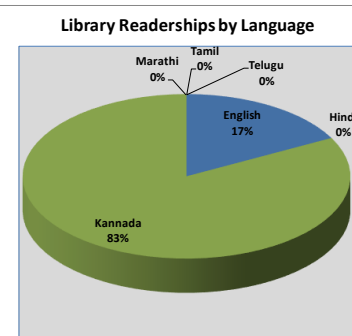
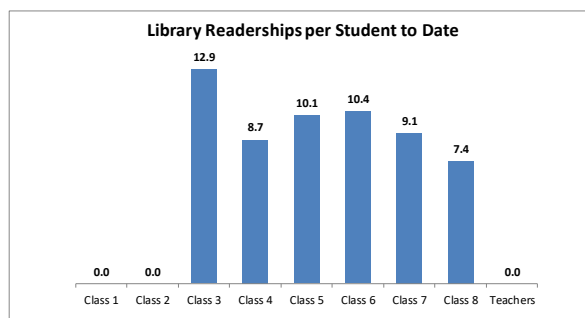
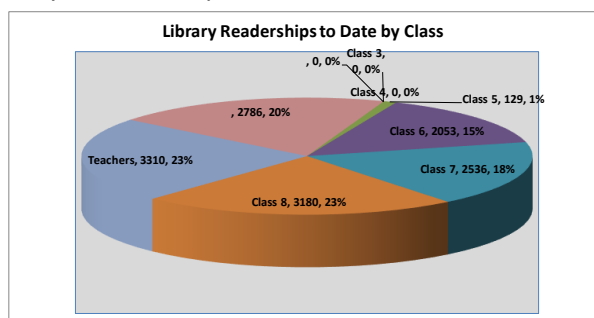
No.	Employee Name	Employee Role	Salaries by Period				
			Jun-16	Jul-16	Aug-16	Sep - 16	Oct-16 to Apr-17
1	SAVUKARAJA.D	Project Advisor + Science Teacher(3 schools)	7,350	7,350	7,350	7,350	7,350
2	HARISH. D	Project Coordinator(Only for this month)	7,000				
3	RAVISHANKAR.M.S	Project Coordinator(From July 2016)		7,000	7,000	7,000	7,500
4	SAVITHA .H	Book of the Month Club & Remedy Program (6 Schools)	6,000	6,000	6,000	6,500	6,500
5	SIDDARAJU.R	Art Teacher (6 Schools)	8,470	8,470	8,470	8,470	8,470
6	PONNUSWAMY	Science Teacher (3 Schools)	3,000	3,000	3,000	3,000	3,500
7	SHYAM & CO	Auditor	6,600	6,600	6,600	6,600	6,600
8	MANJULA.P	Librarian, Kannur HPS + Book of the Month Club (3 schools)	4,550	4,550	4,550	4,550	4,550
9	PUJEETHA.B	Librarian, Hanur HPS	2,550	2,550	2,550	2,550	2,550
10	LATHA.M	Librarian, Managalli HPS	2,550	2,550	2,550	2,550	2,550
11	JYOTHILAKSHMI.G	Librarian, Ramapura HPS	2,550	2,550	2,550	2,550	2,550
12	ANJALI.D	Librarian, Mangala HPS	2,550	2,550	2,550	2,550	2,550
13	NANDINI.C	Librarian, Lokkanahalli HPS	2,550	2,550	2,550	2,550	2,550
14	DODDAMMA.N	Librarian, Bandalli HPS	2,550	2,550	2,550	2,550	2,550
15	NAGARATHNA.G	Librarian, Kempayyana Hatti HPS	2,550	2,550	2,550	2,550	2,550
16	TBD	Librarian, Basappana Doddi HPS			2,550	2,550	2,550
Totals by Period			60,820	60,820	63,370	63,870	64,870
Totals for 2016-17			702,970				

3. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools)

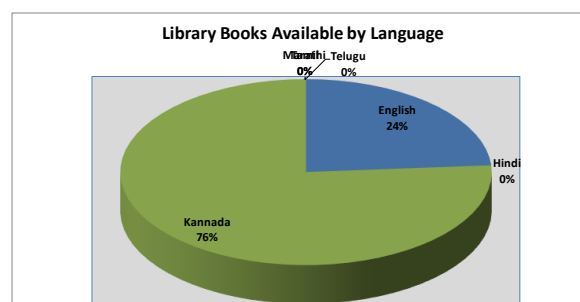
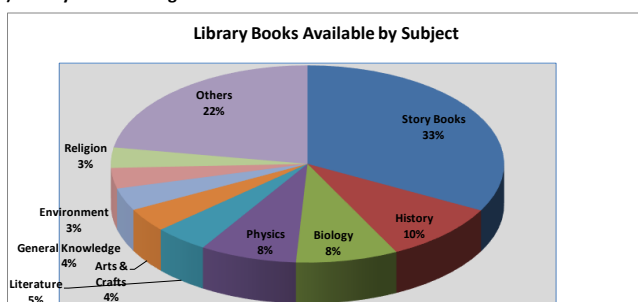


4. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools) - Continued

3) Library Student Readerships

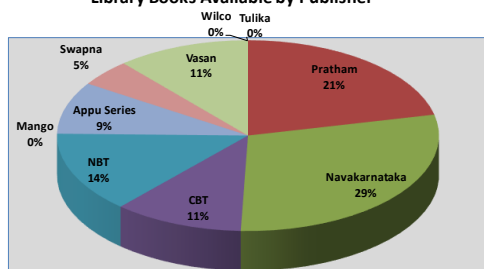


4) Library Book Catalog

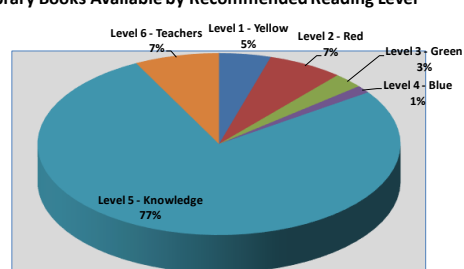


5. 2015-16 Year-End Project Monitoring Dashboard (Across all Schools) - Continued

Library Books Available by Publisher

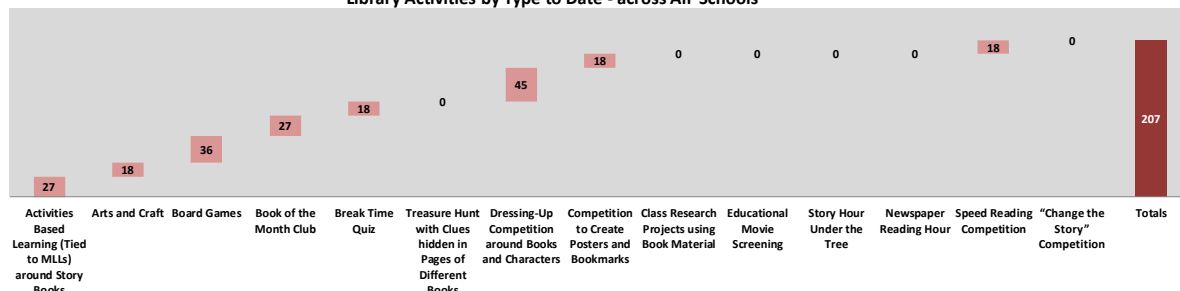


Library Books Available by Recommended Reading Level

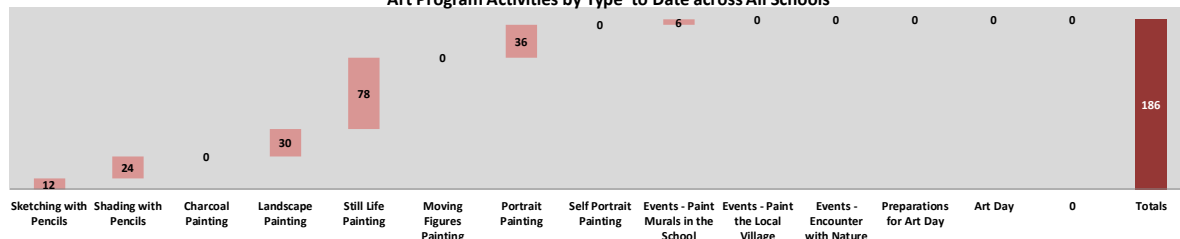


4) Program Activities

Library Activities by Type to Date - across All Schools

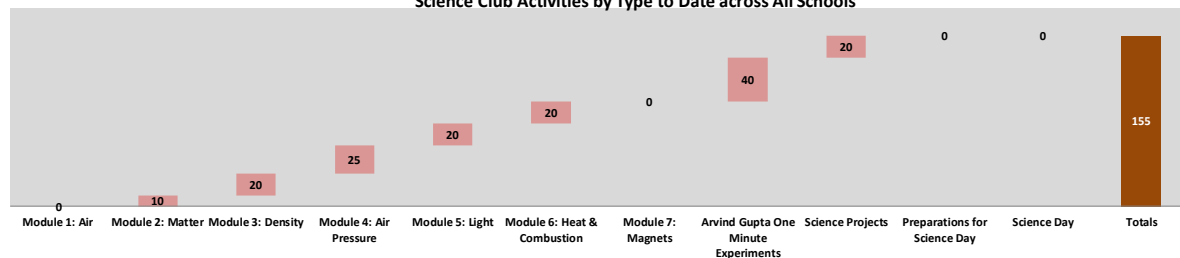


Art Program Activities by Type to Date across All Schools

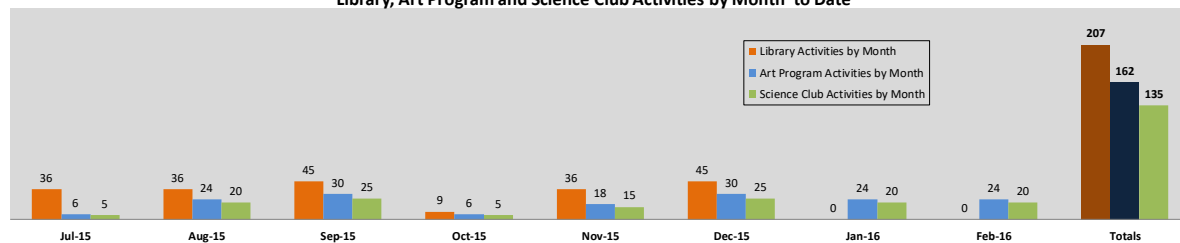


Page 3

Science Club Activities by Type to Date across All Schools




Library, Art Program and Science Club Activities by Month to Date



Page 4

6. Project Terra Firma Scorecard Template for 2016-17

<div>  ASHRAYA <small>www.ashraya.org 080-267410000</small> <small>The strength and non-profit status in its and India</small> <small>"Non-profit organization providing education on scientific, sustainable training and income generation to rural and financially disadvantaged children and youth in India since 1993"</small> </div>															
ASHRAYA Project Terra Firma Scorecard 2016-17															
Month Of Jun-16															
<div> <div>Library Program</div> <div>Science Club</div> <div>Art Program</div> <div>Learning Program</div> <div>Program Operations</div> <div>Overall</div> </div>															
0% complete															
0% complete															
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0% complete															
0% complete															
Program	Topic	Unit of Measure	Planned					Achieved to Date							
			No. of Units per School	No. of Schools	Points Per Unit	Total Points	Total Program Points	Total Points Across all Programs	No. of Units per School	No. of Schools	Total Points	Total Program Points	Across all Programs	% to Plan by Program	% to Plan Overall
Library	Activities Based Learning	Sessions	10	9	0.22	19.90					0.00				
	Board Games	Sessions	3	9	0.00	0.00					0.00				
	Break Time Quiz (around Books)	Sessions	3	9	0.25	6.75					0.00				
	Book Treasure Hunt	Sessions	3	9	0.15	4.05					0.00				
	Book Dressing-Up Competition	Sessions	3	9	0.25	6.75	100.00				0.00	0.00		0%	
	Class Research Projects using Book Material	Projects	3	9	0.50	13.50					0.00				
	Speed Reading Competition	Sessions	4	9	0.25	9.00					0.00				
	"Change the Story" Competition	Sessions	3	9	0.15	4.05					0.00				
	Books Issued	No. of Books Issued in School Year	1600	9	0.00	36.00					0.00				
Science Club	Modules - Heat	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Sound	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Magnets	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Air	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Density	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Light	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Arvind Gupta Science Experiments	Experiments	6	6	0.30	10.80	100.00				0.00			0%	
	Science Projects	Projects	4	6	0.59	14.20					0.00				
	Events - Science Video Viewing & Discussion	Sessions	2	6	0.25	3.00					0.00				
	Events - Field Trip to Science Museum	Events	1	6	1.00	6.00					0.00				
	Events - Essay Competition about Science Masters	Events	1	6	1.00	6.00					0.00				
	Events - External Science Competitions	Events	2	6	1.00	12.00					0.00				
	Events - Final Science Exam with Certifications	Events	1	6	2.00	12.00					0.00				
	Modules - Sketching with Pencils	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Shading with Pencils	Completed Module with Scores	1	6	1.00	6.00					0.00				
Art	Modules - Landscape Painting	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Still Life Painting	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Modules - Portrait Painting	Completed Module with Scores	1	6	1.00	6.00					0.00				
	Events - Paint Murals in the School	Events	1	6	1.89	11.33	100.00	500.0			0.00	0.0		0%	0%
	Events - Paint the Local Village	Events	1	6	1.89	11.33					0.00				
	Events - Encounter with Nature	Events	1	6	1.89	11.33					0.00				
	Events - Field Trip to Jaganmohan Art Palace	Events	1	6	1.00	6.00					0.00				
	Events - Essay Competition about Art Masters	Events	1	6	1.00	6.00					0.00				
	Events - External Art Competitions	Events	2	6	1.00	12.00					0.00				
	Events - Final Art Exam with Certifications	Events	1	6	2.00	12.00					0.00				
	Book of the Month Club Sessions	Sessions	8	9	0.40	28.80					0.00				
Learning Enhancement	Newspaper Quizzes (Conducted by Librarians)	Quizzes	8	9	0.15	10.80					0.00				
	Kannada Remedy Sessions - Batch 1	Sessions	6	9	0.18	9.63					0.00				
	Kannada Remedy Sessions - Batch 2	Sessions	6	9	0.18	9.63					0.00				
	Kannada Remedy Sessions - Batch 3	Sessions	6	9	0.18	9.63	100.00				0.00	0.00		0%	
	Events - Story Writing Competitions	Events	2	9	0.50	9.00					0.00				
	Events - Field Trip to Mysore Library	Events	1	9	0.50	4.50					0.00				
	Events - External Story Writing Competitions	Events	1	9	1.00	9.00					0.00				
	Events - Final Exam for Book of the Month Club with Certifications	Events	1	9	1.00	9.00					0.00				
Program Operations	All Program Schedules Signed off by School HMs	One-time Event	1	9	0.50	4.50					0.00				
	Monthly Time Sheets (Signed by HMs) Submitted on Time	Submissions	8	1	0.25	2.00					0.00				
	Monthly (Finances, Attendance, Work & Asset) Audits	Submissions	8	1	1.00	8.00					0.00				
	Monthly Work Proofs Submitted on Time	Submissions	8	1	1.00	8.00					0.00				
	Monthly Receipts (Salary and Expenditure) Submitted	Submissions	8	1	0.25	2.00					0.00				
	GROWBY Tests	Events with Score Submissions	4	9	0.50	18.00	100.00				0.00	0.00		0%	
	75% Improvement in GROWBY Learning Levels Achieved	Batches	3	9	1.28	34.50					0.00				
	Project Monitoring Reports	Submissions	4	1	2.00	8.00					0.00				
	Feedback Calls with HMs from all Schools	Sessions	4	1	0.50	2.00					0.00				
	In-Face Meetings with HMs from all Schools	Sessions	2	1	2.00	4.00					0.00				
	Ashraya Newsletters	Releases	3	1	3.00	9.00					0.00				

7. Attendance Tracking Form for 2016-17



ASHRAYA

www.ashraya-usa.org | contact@ashraya-usa.org
Tax-exempt and non-profit status in US and India

"Non-profit organization providing assistance on education, vocational training and income generation to rural and physically challenged children and youth in India since 1991"

School	Kannur HPS
Month	Jul-16

ASHRAYA Arivina Aramane Program Attendance Ledger 2016-17

Personnel	Entry Type	1-Jul-16	2-Jul-16	3-Jul-16	4-Jul-16	5-Jul-16	6-Jul-16	7-Jul-16	8-Jul-16	9-Jul-16	10-Jul-16	11-Jul-16	12-Jul-16	13-Jul-16	14-Jul-16	15-Jul-16	16-Jul-16	17-Jul-16	18-Jul-16	19-Jul-16	20-Jul-16	21-Jul-16	22-Jul-16	23-Jul-16	24-Jul-16	25-Jul-16	26-Jul-16	27-Jul-16	28-Jul-16	29-Jul-16	30-Jul-16	31-Jul-16
Librarian	In																															
	Out																															
Project Coordinator	In																															
	Out																															
Art Teacher	In																															
	Out																															
Kannada Teacher	In																															
	Out																															
Science Club Teacher	In																															
	Out																															

Approved and Signed by Head Master

Date

Approved and Signed by Auditor

Date

Name of HM

8. Project Terra Firma Program Statement of Work - Library Program

Library Program Statement of Work

June 1st, 2016

1. Keep the library in the delegated school open all the time during school hours (except school holidays and Sundays) for at least 6 hours a day
2. Plan and execute library activities in delegated school as per the training program provided by ASHRAYA – see the schedule below
3. Assign library cards to all students, track attendance and library book issue
4. Conduct GROWBY tests for all students in delegated school every 2 months as per schedule and track progress of students.
5. Conduct special GROWBY tests for students in the remedial program
6. Maintain an inventory of stationery, library books, fixed assets and furniture provided in the library; and replenish lost/torn books with assistance of the Project Coordinator and Project Lead
7. Maintain a clean and disciplined library environment at all times
8. Work with teachers and the Project Coordinator to facilitate research projects linked to the curriculum
9. Conduct 2 library periods per week for each class (one based on activities, and another for reading only). A minimum of 32 activity based sessions should be conducted in the school year
10. Assist the Project Coordinator with monthly/quarterly/annual reports to capture and present program related data and metrics
11. Maintain a suggestion and wish list from students and teachers
12. Be a guide and coach to students in promoting learning and reading skills

2016-17 School Year Schedule

Topic	No. of Sessions
Activities Based Learning (Tied to MLLs) around Story Books	10
Board Games	3
Break Time Quiz (around Books)	3
Treasure Hunt with Clues hidden in Pages of Different Books	3
Dressing-Up Competition around Books and Characters	3
Class Research Projects using Book Material	3
Speed Reading Competition	4
“Change the Story” Competition	3
Total Sessions in School Year (Minimum)	32

9. Project Terra Firma Program Statement of Work - Science Program

Science Program Statement of Work

June 1st, 2016

1. Run the Science Program in 6 schools selected by ASHRAYA in the library premises
2. Select the top 20 students in each school based on their scientific inclination through a science test administered to all interested students in the school. A maximum 50% of the students could be selected from the previous batch by the science teacher without undergoing the test
3. Buy and distribute science project materials and supplies needed to each student
4. Conduct science sessions in each of the 6 assigned schools once a week from June to February of each school year
5. Complete at least 32 sessions per school during the school year covering the following topics:
 - a. **Core Modules:** Teach students experiments in the following modules: Air, Matter, Light, Heat, Sound, Magnets, Density and explain the scientific principles behind the experiments
 - b. **Self-run Experiments:** Facilitate students to conduct their own simple experiments as per Arvind Gupta's One Minute Projects Series
 - c. **Science Projects:** Form groups of 4 and get each group to conduct at least 2 science projects through the year (from provided list of science projects)
6. Ensure that all students maintain a detailed science club report that is updated every week
7. Assign scores to the science work of each student at the end of each module. The top 2 students per school (based on the scores) should be given small awards worth Rs. 20
8. Show science videos in the library at least once in the school year and facilitate discussions
9. Take top 20 students (from all schools) to science museum in Bangalore/Mysore on a field trip
10. Conduct a science exam for all 120 students (across all 6 schools) at the end of the year and provide a certificate to all students along with grades (A, B, C, D and E)
11. Conduct science project competition for all 120 students (across all 6 schools) at the end of the year as part of ASHRAYA's annual day
12. Ensure that all science projects produced are the property of ASHRAYA unless distributed by ASHRAYA to the respective students; and display the best work in ASHRAYA's office
13. Prepare and take best students (10) to participate in at least 2 external competitions during the school year
14. Work with school teachers and students to incorporate science experimentation in their assignments
15. Get students to read about science masters (e.g. Einstein, Bose, Newton) and write an essay in an essay competition

2016-17 School Year Schedule

Topic	No. of Sessions
Modules - Heat	3
Modules - Sound	3
Modules - Magnets	3
Modules - Air	3
Modules - Density	3
Modules - Light	3
Arvind Gupta Science Experiments	3
Science Projects	4
Events - Science Video Viewing & Discussion	2
Events - Field Trip to Science Museum	1
Events - Essay Competition about Science Masters	1
Events - External Science Competitions	1
Events - Final Science Exam	1
Events - ASHRAYA Annual Day	1
Total Sessions in School Year (Minimum)	32

10. Project Terra Firma Program Statement of Work – Art Program

Art Program Statement of Work

June 1st, 2016

1. Run the Art Program in 6 schools selected by ASHRAYA in the library premises
2. Select the top 20 students in each school based on their artistic inclination through an art test administered to all interested students in the school. A maximum 50% of the students could be selected from the previous batch by the art teacher without undergoing the test
3. Buy and distribute art materials and supplies needed to each student
4. Conduct art sessions in each of the 6 assigned schools once a week from June to February of each school year
5. Complete at least 32 sessions per school during the school year and cover the syllabus in all the following modules: Sketching, Shading, Landscapes, Still Life and Portraits
6. Ensure that all students maintain an art portfolio and assign scores to each module
7. Assign scores to the art work of each student at the end of each module. The top 2 students per school (based on the scores) should be given small awards worth Rs. 20
8. Conduct special art days 3 times in the school year –
 - a. Paint murals in the school
 - b. Encounter with nature
 - c. Paint the local village
9. Conduct an year-end exam for all 120 students (across all 6 schools) and provide a certificate to all students along with grades (A, B, C, D and E)
10. Conduct an year-end art competition for all 120 students (across all 6 schools) during ASHRAYA's annual day (Leonardo Da Vinci Day) in which the top selected drawings/paintings will be given awards
11. Take top 20 students (from all schools) to Jaganmohan Art Palace in Mysore on a field trip
12. Ensure that all art work produced are the property of ASHRAYA unless distributed by ASHRAYA to the respective students; maintain and display the best art work in ASHRAYA's office
13. Prepare the best students (10) and take them to at least 2 external art competitions in the school year
14. Work with school teachers and students to incorporate art work in their assignments (e.g. drawing body parts in science class)
15. Get students to read about paint masters (e.g. Raja Ravi Verma, Picasso, Leonardo Da Vinci) and write an essay in an essay competition

2016-17 School Year Schedule

Topic	No. of Sessions
Modules - Sketching with Pencils	4
Modules - Shading with Pencils	4
Modules - Landscape Painting	5
Modules - Still Life Painting	5
Modules - Portrait Painting	5
Events - Paint Murals in the School	1
Events - Paint the Local Village	1
Events - Encounter with Nature	1
Events - Field Trip to Jaganmohan Art Palace	1
Events - Essay Competition about Art Masters	1
Events - External Art Competitions	2
Events - Final Art Exam	1
Events - ASHRAYA Annual Day	1
Total Sessions in School Year (Minimum)	32

11. Project Terra Firma Program Statement of Work – Reading Enhancement Program

Reading Enhancement Program Statement of Work

June 1st, 2016

1. Run the Book of the Month Club and Kannada remedial program in 6 schools selected by ASHRAYA in the library premises
2. Conduct a minimum of 32 total sessions per school during the school year (across both programs)
3. **Book of the Month Club:**
 - a. Select the top 20 students in each school for the Book of the Month Club based on book readership and GROWBY levels (in coordination with the school Librarian, Project Coordinator and Project Advisor)
 - b. Conduct one Book of the Month Club session per month in each of 6 assigned schools from June to February of each school year (For each session, select the book 15 days in advance, make copies and distribute to the students with questionnaires)
 - c. Conduct the session in accordance with the book of the month club manual and evaluate the students on their performance
 - d. Ensure that all students maintain a detailed book of the month club report that is updated every month (along with answered questionnaires)
 - e. Prepare and administer a newspaper quiz once a month to these students (done by the librarians but material provided by the Kannada teachers)
 - f. Train the students on story writing and get at least 5 students per school to write original stories and submit them to our newsletter.
 - g. Conduct a story writing competition across the book of the month club students in all 9 schools
 - h. Get the best original stories published in local newspapers and magazines (at least 3 in the school year)
 - i. Give top performance award (worth Rs. 20 selected by Project Coordinator) in each session
 - j. Take the top 20 students on a tour to Mysore central library
 - k. Conduct a final exam in which students read a book and write a review
4. **Kannada Remedial Program:**
 - a. Select the bottom 20 students in each school based on GROWBY tests (in coordination with the school librarian and project coordinator) once every 2 months
 - b. Conduct reading remedial classes for these students at least once a week per school (6 weeks per batch). Each session will last for one hour minimum.
 - c. Raise the GROWBY levels of at least 75% of these students by at least one level in 2 months
 - d. Conduct the remedial program for 3 batches of students during the year (60 students per school) and raise the GROWBY readership by at least one level for 75% of the students in the remedial program.

2016-17 School Year Schedule

Topic	No. of Sessions
Book of the Month Club Sessions	8
Newspaper Quizzes (Conducted by Librarians)	8
Kannada Remedy Sessions - Batch 1	6
Kannada Remedy Sessions - Batch 2	6
Kannada Remedy Sessions - Batch 3	6
Events - Story Writing Competitions	2
Events -Field Trip to Mysore Library	1
Events - External Story Writing Competitions	1
Events - Final Exam for Book of the Month Club - Book Review	1
Events - ASHRAYA Annual Day	1
Total Sessions in School Year (Minimum)	32