### Role of Voluntary Organisations in Child Welfare in Kamrup District of Assam

#### Interview Schedule for Office Bearers (President/Secretary/Joint Secretary, etc.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>Name of the Organisation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>1. Name of the Respondent</td>
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<tr>
<td>2. Age &amp; Sex: .......Years, 1. Male, 2. Female</td>
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<tr>
<td>4. Caste/Tribe</td>
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<tr>
<td>5. Religion</td>
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<tr>
<td>6. Mother tongue</td>
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<tr>
<td>7. Educational Qualification</td>
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<tr>
<td>8. Residential Address</td>
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<tr>
<td>9. Designation in the organisation</td>
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<tr>
<td>10. Give a brief history of formation of the Organisation</td>
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<tr>
<td>11. What motivated the V.O. to undertake child welfare programmes and activities</td>
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<tr>
<td>12. Where the activities and programmes for child welfare are carried out?</td>
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<td></td>
<td>1. Rural Areas</td>
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<td>2. Urban Areas</td>
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<td></td>
<td>3. Both the Areas</td>
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</tbody>
</table>
13. Among whom the activities for child welfare are carried out?
   1. Caste Population
   2. Tribal Population
   3. Mixed Population

14. Do you offer your services to children of all categories of people (specify)?

15. How do you plan and formulate your programmes?
   1. On the basis of previous experience of the V.O.
   2. By utilizing ideas of the members of the V.O.
   3. Based on the objects and ideologies of the V.O.
   4. Based on suggestions of consultants/experts.
   5. Taking into account the needs of community children.
   6. In consultation with community members.
   7. Taking into account the existing Govt. schemes.
   8. Any other ways (specify)

16. Do you assess the needs of children before launching programme. If so, specify the methods?

17. Please mention the other organisation (both Govt. and Non-Govt. with which the V.O. interacts.

18. Specify the nature and support received by the V.O. from these organisation
   1. Financial
   2. Technical support
   3. Materials and equipments
   4. Information
   5. Any other (specify)

19. Do these organisations influence the activities of your V.O.? If so, how?

20. How do you term the relationship of your V.O. with these agencies?

21. Do you think the VOs working in similar fields need to have a common forum? Yes/No

22. Do you coordinate with other VOs working in similar fields? Yes/No
23. If yes, specify the areas of coordination:

1. Sharing of infrastructures and facilities,
2. Planning programmes and activities,
3. Sharing information, technical knowledge and skills,
4. Sharing of experiences,
5. For organisation and implementation of programmes,
6. Sharing materials and equipments,
7. Any other (specify)
8. Does not arise,

24. Do you have any conflict with other VOs working in your area? If yes, state reasons.

25. Do you evaluate your activities? If yes, how do you evaluate?

26. Do you think community participation essential for success of the programmes of the VOs?

27. Have you made any effort for eliciting community participation in your past/current programme for child welfare?

28. If yes, ways of mobilising community

29. Do you involve the community while planning a programme for child welfare?

30. Whether the parents of beneficiaries are represented in the committees or in the board of V.O.?

31. Do the community members and parents of beneficiary support the programmes of VO for child welfare?
32. If yes, nature of support/ contributions:

- 1. Cash
- 2. Land
- 3. Building
- 4. Materials/Equipments
- 5. Food
- 6. Labour/service
- 7. Suggestions and ideas
- 8. No contributions
- 9. Any other (specify)

33. Elaborate the ways adopted by the VO to mobilise the community and their resources?

34. Specify the problem(s) faced by the VO relating to financial aspects:

- 1. Lack of knowledge about funding agencies and procedures of applying for funds
- 2. Irregular release of funds by the funding agencies
- 3. Funds allocated under some schemes are inadequate
- 4. Unable to generate its own income
- 5. Community members do not donate/contribute
- 6. Not able to manage the funds properly
- 7. Not skilled in maintaining accounts correctly.

35. Problems related to programmes:

- 1. Not able to plan the programmes appropriately
- 2. Financial constraints hampered in implementation of the programmes
- 3. Lack of skilled manpower for proper planning and implementation of the programmes
- 4. No effective system for monitoring
- 5. Members with vested interest like political inclination and ambition hampered the activities

36. Problems relating to coordination with other agencies:

- 1. Interaction and coordination amongst the VO and other NGOs of the society is poor
- 2. Coordination between Govt. agencies and the VO is poor
- 3. Govt. agencies and their functionaries do not extend the required cooperation
- 4. Coordination amongst the similar VOs is lacking

37. Problems relating to the personnel of VO:

- 1. Dearth of dedicated volunteers
- 2. Lack of skilled volunteers
- 3. Skilled personnel demand better remuneration and facilities
- 4. Absence of facilities for training of personnel and staff development
- 5. Volunteers leave the organisations frequently
- 6. Any other (specify).
38. How do you induct new members: to your VO?

39. Do you undertake any drive or campaign to admit new members to your VO from time to time?

40. Do you make efforts to motivate the non members to join the VO? If yes, how?

41. Do you have any criteria like age, sex, religion, educational qualification, etc. for membership? If so, please elaborate.

42. Do you offer any incentives to non members for becoming members?

43. Do you admit members at any time of the year or during particular periods only? Please specify.

44. According to you what motivates the non-members to join the VO?

45. What, according to you, are the contributions made by your VO for child welfare? Please elaborate.
## ROLE OF VOLUNTARY ORGANISATIONS IN CHILD WELFARE IN KAMRUP DISTRICT OF ASSAM

Interview Schedule for Functionaries (Programme Incharge/Project Directors/Volunteers, etc.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Organisation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>1. Name of the respondent</td>
<td></td>
</tr>
<tr>
<td>2. Age &amp; Sex</td>
<td>........Years, 1. Male, 2. Female</td>
</tr>
</tbody>
</table>
| 3. Educational Qualification                                            | 1. Below Matriculation  
                    | 2. H.S.L.C. 
                    | 3. Intermediate 
                    | 4. Graduate 
                    | 5. Post Graduate 
                    | 6. Doctorate Degree                                                    |
| 4. Marital Status                                                       | 1. Married 
                    | 2. Unmarried 
                    | 3. Widow/Widower 
                    | 5. Separated                                                           |
| 5. Caste/Tribe                                                          |                                                                         |
| 6. Religion                                                             |                                                                         |
| 7. Mother tongue                                                        |                                                                         |
| 8. Special training received                                            |                                                                         |
| 9. Length of experience in the field of social welfare                  |                                                                         |
| 10. Residential Address                                                  |                                                                         |
| 11. Designation/position in the organisation                           |                                                                         |
                    | 2. Paid                                                               |
13. How did you join the organisation:
   1. Through appointment
   2. Voluntarily
   3. On request by Office Bearers or other members of the organisation
   4. Any other (specify)

14. What are your responsibilities in the programme activities of the organisation:
   1. Formulation of policies
   2. Planning programmes for child welfare
   3. Implementation of the programmes
   4. Mobilising the community and its resources
   5. Raising funds
   6. Coordinating with Govt. and other agencies
   7. Administration and accounts related works
   8. Any other (specify)

15. Who is your Controlling Authority:
   1. President/Chairperson
   2. General Secretary
   3. Secretary of the concerned wing
   4. Executive Committee
   5. Designated Sub-committee
   6. General Body
   7. Project Director
   8. Any other (specify)

16. Do you think you need specialised training for carrying out child welfare/development activities effectively?: Yes/No

17. Does your organisation make any effort to train you and your colleagues? If so, how?

18. Why have you joined the VO?:
   1. Due to inclination towards social work
   2. On request by the VO
   3. As no other engagement was available
   4. As a spare time activity
   5. Due to theological/religious inspiration
   6. Because selected social work as a profession
   7. Because it bestows a respectable position in the society
   8. It helps me to offer my services to the needy children
   9. It helps in achieving a leading position in society
   10. Any other (specify)

19. Mention the most important factors for joining the VO:
20. Do you enjoy your works in the organisation?: Yes/No

21. Do you receive any facilities or perks other than the remuneration/honorarium/salary? If so, specify.

22. Whether you are a full time or part time worker

23. State your level of satisfaction on the following aspects of your work in the VO
   (a) Nature of work: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (b) Facilities: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (c) Salary/Honorarium: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (d) Working hours: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (e) Leadership in the VO: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (f) Cooperation from other functionaries: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (g) Recognition of service: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA
   (h) Overall satisfaction: Highly satisfied/satisfied/just alright/Unsatisfied/Highly unsatisfied/NA

24. What are the problems faced by you in your work in the VO:
   1. Lack of funds
   2. Inadequate facilities
   3. Dearth of trained volunteers
   4. Lack of peoples' participation and cooperation
   5. Weak leadership
   6. Lack of coordination
   7. Lack of cooperation by the leaders of VO
   8. Lack of recognition
   9. Inadequate salaries/remuneration
   10. Political inclination of the leaders of VO
   11. Lack of job security
   12. Any other (specify)

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25. Who supervise your work?  
   : 1. Designated Office Bearers  
     2. Executive Committee  
     3. Designated Sub-committee

26. How do you report to your Controlling Authority?  
   : 1. Through written report  
     2. Verbal report  
     3. Both verbal and written report  
     4. No system of reporting

27. What is the period for reporting?  
   : 1. Daily  
     2. Weekly  
     3. Monthly  
     4. Quarterly  
     5. Annually  
     6. No fixed period

28. Do you make any effort to motivate and mobilise the community to support you for welfare of their children?  
   : Yes/No

29. If yes, elaborate: 

30. Do you assess the needs of community children before planning and launching your programmes?  
   : Yes/No

31. If yes, what methods are adopted for this purpose: 

32. Whether community is involved in planning a programme for the children?  
   : Yes/No

33. Whether community is involved in implementing a programme or welfare and development of children?  
   : Yes/No

34. Whether community is involved in evaluation of a programme for welfare of children?  
   : Yes/No

35. Whether Programme Incharges/ Volunteers are involved in planning a programme for welfare of children?  
   : Yes/No
APPENDIX III.C.

ROLE OF VOLUNTARY ORGANISATIONS IN CHILD WELFARE IN KAMRUP DISTRICT OF ASSAM

Observational Checklist and Data Sheet on Voluntary Organisations

1. Name of the organisation : 
2. Full postal address : 
3. Year of establishment : 
4. Year of registration : 
5. Act(s) under which registered : 
6. Level of Organisation (please tick) : 
   1. Local (village/town) 
   2. Block level 
   3. District 
   4. State 
   5. National 
7. Status of the organisation (please tick) : 
   1. Independent 
   2. Affiliated 
   3. Branch of National or State Level organisation 
8. Name of organisation to which affiliated, if affiliated :
9. Objects of the organisation :
10. Broad fields of activities other than child welfare and development :

ORGANISATIONAL STRUCTURE

PERSONNEL

1. Total number of members :
2. No. of Executive Committee Members :
3. Details of executive committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex</th>
<th>Community</th>
<th>Marital Status</th>
<th>Occupation</th>
<th>Education</th>
</tr>
</thead>
</table>

4. Details of Sub-committee, if any:

5. any other category of members, if any (type and number):

6. Details about patrons of the VO:

7. What is the criteria of nominating patrons of the VO:

8. No. of appointed hired staff:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Paid</th>
<th>Honorary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part time</td>
<td>Full time</td>
</tr>
</tbody>
</table>

**ASSETS AND INFRASTRUCTURE OF THE ORGANISATION**

1. Land:
   1. Cultivable land
   2. Housepad

2. Building:
   1. Permanent structure (Pukka).....Plinth area...
   2. Semi permanent (Kutcha).........Plinth area....

3. Telephone:
   1. Available
   2. Not available
           2. Not available
5. Office Equipment: 1. Adequate
                    2. Not adequate
6. Books:
       for children with special needs
       2. Not available
       available (applicable only in case
       of VOs working for children with
       special needs)?

FINANCIAL ASPECTS

1. Income and Expenditure for the last three years

   Income     Expenditure
   199.........
   199.........
   199.........

(These information should be supported by copy of relevant documents)

2. Sources of fund:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Membership fees</td>
<td>...</td>
</tr>
</tbody>
</table>
   | b. Donations from public (compute the value of
donations in kind)                        | ...    |
   | c. Assistance from foreign agencies         | ...    |
   | d. Loans Income from own sources (elaborate the
   | sources)                                   | ...    |
   | e. Assistance from Govt. agencies           | ...    |
   | f. Assistant from parent organisation       | ...    |

PRESENT ACTIVITIES FOR CHILD WELFARE

<table>
<thead>
<tr>
<th>Activities</th>
<th>Target</th>
<th>No. of beneficiary</th>
<th>Age group</th>
</tr>
</thead>
</table>

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**OTHER ACTIVITIES OF THE VO**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Target</th>
<th>No. of beneficiary</th>
<th>Age group</th>
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<tbody>
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</tbody>
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APPENDIX III. D.

ROLE OF VOLUNTARY ORGANISATIONS IN CHILD WELFARE IN KAMRUP DISTRICT OF ASSAM

(Interview Schedule for Parents/Guardian of Beneficiary)

1. Name : 
2. Address : 
3. Age and Sex : ...........Years, 1. Male, 2. Female
4. Relationship with the child/beneficiaries : 
5. Religion and Mother tongue : 
6. Educational Qualification : 
7. Occupation : 
8. Marital Status : 1. Presently married
   2. Widow/Widower
   3. Divorcee/Separated
   4. Abandoned
9. No. of family members : 1. Male .................
   2. Female .............
10. No. of children below 14 years : 1. 0-1 yrs. (Male ........ Female ........)
    2. 1-3 yrs. (Male ........ Female ........)
    3. 3-6 yrs. (Male ........ Female ........)
    4. 6-10 yrs. (Male ........ Female ........)
    5. 10-14 yrs. (Male ........ Female ........)
11. Monthly income of family : Rs.
12. Are you a member of the VO : Yes/No
13. How long have you known this organisation ? : 
14. What are the services provided by the VO to your children ? : 
15. Do you have to pay any fee to VO for their services ? : Yes/No
16. What are the benefit(s) your child had derived from the services of the VO?

17. Do you feel the services provided: 1. Yes by the organisation are essential 2. No for the children of your locality? 3. Does not know

18. Has the VO or its member ever approached you for your involvement in the activities of the Voluntary Organisation?

19. Manner of your participation in the activities of the Voluntary organisation?

20. The reasons for non participation in the activities of the Voluntary Organisation?

21. Contributions made by you to the organisation:
   1. Cash
   2. Land
   3. Building
   4. Materials/Equipments
   5. Food
   6. Labour
   7. No contributions
   8. Any other (specify)

22. Your opinion about the continuance of the programmes and activities for child development by the VO

23. Whether you were consulted by: Yes/No the VO while planning the programme

24. Whether you were consulted by: Yes/No the VO while implementing the programme?

25. Whether you were consulted after the programme for its evaluation?
26. Do you think these VOs are important part of the society? If so, why?

27. Do you think the members of VO should be accorded a higher status in the society? If so, why?

28. Do you think the VO and its members also benefit from the activities of the VO? 1. Yes 2. No 3. Does not know

29. Do you think some members of the VO sometimes utilise the organisation for personal gain? 1. Yes 2. No 3. Does not know

30. Do you think your children would have been deprived of some essential services in absence of the VO?

31. According to you what are the contributions of the VO for welfare of children of your area?

32. Do you think the VO only working is for the certain section of the society? If so, specify?

33. What other types of activities would you suggest to be taken up by the VO for the welfare of your children?