

QUESTIONNAIRE FOR SURVEY OF SHGs- MEGHALYA

I. GENERAL SHG PROFILE

1. Name of SHG: _____

2. Address _____ village _____ Block _____

Phone No. _____

3 Type of group

Male/Female /Mixed

4 Community : Khasi/Garo/Jaintia/any other(Specify).....

5 Date of SHG formation.

Date ____ month ____ Year ____

6 Name the organization, which promoted the SHG (tick relevant box)

- i) Bank/any other financial Institution: _____
- ii) NGO: _____
- iii) Govt. Department: _____
- iv) Cooperative Society _____
- v) Self: _____
- v) Any other (specify): _____

7 Whether SHG is also registered under any other legal provisions: Yes ___No___

If 'Yes' tick the relevant Act under which the SHG is registered

- i) a) Registration of Societies Act 1860: _____
b) Registration No _____
- ii) a) Cooperative Societies Act 1955 _____
b) Registration No _____
- iii) a) Indian Trust Act 1882 _____
b) Registration No _____
- iv) a) Companies Act 1956 _____
b) Registration No _____

8 Whether the SHG is affiliated to the following (Tick)

- i) Cooperative Society. Yes _____ No _____
- ii) NGO/NBFC*: Yes _____ No _____
- iii) SHG Federation: Yes _____ No _____
(*NBFC: Non Banking financial Institution)

9. Details of SHG Bank Account:

Bank A/c No _____

Name of Bank _____ Address _____

II. OBJECTIVE /GENEALOGY/ VISION/ MISSION / OF THE SHG

1. OBJECTIVES OF SHG

- a) State the reasons as to why the group was formed

2. GENEALOGY

a) Before becoming an SHG, did the members belong to any group or organization in mentioned below

Mahila Mandal.....Yes.....No.....

DWCRA.....Yes.....No.....

Seng Kynthei/Mothers UnionYes.....No.....

Seng Samla/youth organizationYes.....No.....

c) Indicate the external agencies the group has come into contact since conception to date

Sl No	Name of Agency/Orgn	Period of contact	Purpose of contact
1			
2			
3			
4			
5			
6			

3. VISION /MISSION GOALS of SHG

a) Do you have a long-term vision for the next 15-20 years? If you do what is it that you like to achieve in 15-20 years time (Vision)

i) _____

ii) _____

III. MEMBERSHIP DETAILS:

1. Members details

No	Name of Members	Gender		Age	Marital Status		Educational Status	Skills available	Occupational Status*	No of children		Economic Status of members	
		M	F		M	U				M	F	BPL	APL
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
	Total												

Note: Gender M-male F-female; Marital Status: M-Married U- Unmarried

BPL- Below Poverty line APL-Above Poverty line (name must be included in State BPL list to fall in this category)

**Occupational Status: AL –Agricultural Laborer; NAL- Non agricultural laborer Oo:Other occupation; No- No occupation*

IV GRADING OF SHG:

Whether the SHG has been graded by the Banks /DRDA/Blocks/NGOs

Yes.....No..... If yes give details

Sl No	Status of	Date/Year	Point awarded/Grades obtained	Graded by	Remarks
1	1 st grading				
2	II nd grading				
3	IIrd grading /subsequent grading				
	Any other				

V. DETAILS OF SHG MEETINGS

a)Indicate frequency of meetings of SHG

monthly/weekly/forthnightly

b) Indicate the total no of meetings held since inception

_____ nos

VI.GROUP REPRESENTATIVES

a)Name of SHG Representatives from inception to date

Sl No	Chairman	Period (from-to) Year/month	Secretary	Period (from-to- Year/month	Treasurer	Period (from-to) Year/month
1						
2						
3						
4						
5						
6						
7						

VII. FINANCIAL INFORMATION of SHG

a) Savings: Indicate the regularity of savings

Sl No	Frequency of Regular Savings	Tick relevant
1	Monthly	
2	Weekly	
3	Fortnightly	

b) Are the group members also making Extra saving

Yes_____

No_____

(Note : Extra savings are all other savings apart from the regular and compulsory savings of members depending on seasonality of income)

c) Indicate the amount of saving by members

Amount of Saving per month/per member Rs

Note (Investigators may verify this from the savings ledger and the individual pass Book)

d)Do members save in non cash form

Yes_____ No_____

e) If 'Yes' indicate the types/items of non cash forms of savings

i)_____

ii) _____

(non cash forms of saving may include items such as grains, sugar, vegetables, labour in lieu of cash etc)

f) Indicate the sources of funds of the SHG and the amount received

Sl No	Sources of funds	Name of Orgn/Bank	Purpose of grant/loan	Total Amount (Rs)	Subsidy/Grant Amount Rs	Loan Amount Rs	Interest rate %	Amt repaid
1	Thrift/Savings	-	-		-	-	-	-
2	Revolving Fund. (SGSY)/other agencies							
3	Bank Loan							
4	External Funding							
5	NGO support							
6	Govt. Agency							
7	Any others							
8	Interest charged on loans from SHG to members	-	-		-	-		-
	Total funds							

g) Details of Assets Purchased/Received by SHG and its members

Sl No	Particulars/Items	Quantity	Cost	Remark

VIII. LOAN AND CREDIT DISBURSEMENT AND REPAYMENT IN SHG

a) Loans details in SHG

Sl No	Particulars	Numbers
1	No of members who have taken loan	
2	No of members who have taken loans more than once	
3	Number of non SHG persons who received loans	
4	Total no of loans	
5	No of loans taken by members	
6	No of loans taken by representatives	

b) Credit Utilization and repayment

Sl No	Loan Category	Amt(Rs)	No of members	Repayment status	Rate of Interest
	Consumption Loans				
1	Consumption (Domestic)				
2	Emergencies				
	Farm Sector				
3	Agriculture				
4	Animal Husbandry				
	Non-Farm Sector				
5	Income Generation				

	activity				
6	Asset Building/Investment				
7	Any other				
	Total				

c). Details of Economic activities/Income generation Activities of the SHG /Status of Economic activities/ Livelihood spectrum of members–

i) Individual Economic Activities

Sl	Economic activities taken up	No of members taken up the activity	Average Investment (Rs)	Average Annual Profit	Remarks(nature and source of investment general indication of profit or loss
1					
2					
3					

ii) Group Economic Activity

Sl	Group /Common Economic Activity taken up	No of members taken up the activity	Average Investment	Average Annual Profit	Remarks(nature and source of investment general indication of profit or loss
1					
2					
3					

IX.BOOK-KEEPING AND DOCUMENTATION

a) Indicate whether the SHG are maintaining the following books and ledgers

Sl No	Names of the books /Ledgers	Yes	No
1	Admission Book		
2	Minutes Book		
3	Attendance register		
4	Cash book		
5	General ledger		
6	Savings ledger		
7	Loan Ledger		
8	Bank pass Book		
9	Individual Pass book		
10	Receipt Vouchers		
11	Stock book		
12	Any other (specify)		

c) Has the audit of the SHG been done

Yes _____; No_____.

X.TRAINING

a) Indicate the details of trainings of the members of the SHG

Sl No	Name of Trainings	Duration Dates	No of SHG members	Sponsored/conducted by

			attended	
1				
2				
3				
4				
5				
6				
7				

XI. CREDIT PLUS ACTIVITIES

1 a) What types of intervention/social action programmes/activities/awareness taken up by SHG:

Sl No	Types of programme	Yes	No
1	Health		
2	Immunization		
3	Education		
4	ICDS/Nutrition/Anganwadi		
5	Adolescent programme		
6	Non formal Education		
7	T.L.C		
8	Water and Sanitation programme		
9	Any others (Specify)		

XII. GROUP DYNAMICS, CAPACITY, COMMUNICATION AND INTERACTIONS (ASSETS-LINKAGE-COVERGENCE-etc)

a) Self-Help and Social Capital:

Sl No	Details	Yes	No	Type of activity
1	Does SHG have any contingency arrangement for meeting any difficult/unforeseen circumstances within the group and for its activities			
2	Has any member or section of your community other than members of your SHG ever approach SHG for help			
3	Has SHG organized any activity in village(s)			
4	Has any new employment activity been made available to the SHG members			

b) Has SHG group met any of the following to address group or community problem

- i) Official of the State/ District/block level Yes _____; No _____
- ii) Political leader- Yes _____; No _____
- iii) NGO: Yes _____; No _____
- iv) SHPI/Federation: Yes _____; No _____
- v) Banks : Yes _____ No _____
- vi) Any other relevant organization (pl specify with details)

LINKAGE-CONVERGENCE

c) Please provide details of institutions to which your SHGs has established linkage.

Sl No	Name of the organization	Yes	No	Specify details
A	Monetary Institutions			
1	Banks			
2	Non-banking/financial institutions			

3	Chit funds			
4	International Funding Agencies			
B	Line Department/Sectoral Department			
1	Health Department			
2	Agriculture Department			
3	Animal Husbandry Department			
4	Education Department			
5	Social Welfare Department			
6	Soil & Water Conservation			
7	Cooperation Department			
8	Forestry Department			
9	Community and Rural Development department			
10	NGO			
11	Any other (Specify)			

e) **Has the SHG taken initiative to have a federation of SHG;**

Yes ____; No ____.

f) **If yes give details.**

XIII. CONCLUSION

a) **General information and Future Requirements of members**

What the main problems related to the functioning of the SHG?

b) **Indicate the future requirements of your SHG and indicate the specific areas of requirements in the broad areas indicated below.,**

Sl No	Items	Remarks about requirement/Please specify the actual needs and requirements
1	Income generating activities	
2	Training	
3	Skills up gradation	
4	Supply of raw material	
5	Marketing	
6	Credit	
7	Extension services	
8	Housing	
9	Health services	
10	Education	
11	Food processing	
12	Food security	
13	Environmental concerns	
14	Child welfare services i.e. crèches day care centers	
15	Others (Specify)	

c) **Any other relevant information/note from the investigator**

d) **Suggestion and Feedback**

Signature

Signature of Investigator

Chairman SHG_____

Secretary SHG_____

Dated_____

Dated_____

Seal of SHG

Supervised by:_____

Visit by Observers:_____

_____.