

A HANDBOOK ON  
PANCHAYAT LEVEL WOMEN STATUS STUDY

# Women in Panchayati Raj



**Sakhi Women's Resource Centre**  
Thiruvananthapuram-695 035

*Supported by*

**SDC CapDeck**

**WOMEN IN  
PANCHAYATI RAJ**

A hand book on  
Panchayat Level  
Women Status Study

Originally prepared in  
Malayalam 'Panchayati Raj  
Samvidhanavum Shreekalum'

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## SAKHI RESOURCE CENTRE FOR WOMEN

**Sakhi is a women's collective**, functioning since 1996, based at Trivandrum, Kerala, South India.

The ultimate goal of Sakhi is to work towards a society, without discrimination based on gender, caste, class, ethnicity and religion. Sakhi attempts to analyse and find the root cause of all types of oppressions and discrimination and evolve perspectives, attitudes and programmes which can transform a society to an equitable and just one.

We believe that women and men need to work together to transform the existing patriarchal relations which exploit women's labour, sexuality, fertility, mobility and so on. Collectives of women can create the needed self confidence and strong women's movements can contribute to the social transformation process.

Knowledge is power and information collection and dissemination is one of the primary activities of Sakhi.

The following are some of the other activities of Sakhi

- Library and documentation centre
- Publications-books, training manuals, posters and a bimonthly newsletter in local language
- Capacity building on gender, development, health, Governance and life skill education for adolescents.
- Gender and governance; developing manuals on gender planning, budgeting and auditing; networking elected women
- Action research in related fields
- Support to survivors of violence, campaigns against violence on women
- A space for women
- Community based work, supporting grassroots women's collectives and networking; advocacy and campaigns

Website: [www.sakhikerala.org](http://www.sakhikerala.org)

## PREFACE

**A significant aspect** of the Kerala Panchayati Raj Act is its special focus on gender issues. The instruction to set apart at least 10% of funds under Women Component Plan and special consideration for women in the general projects, enabled women to come closer to the governing system.

Through self-help groups, neighbourhood groups and through various micro level people's organisations, women's participation is increasing at the local level. There is greater visibility of women now in gram sabha. Democracy can be effective only if women have opportunities to participate in the governance and intervene in the planning process.

Knowledge is the first step towards power. If gender friendly governance has to evolve, an analysis of discrimination and exploitation experienced by women for centuries has to be undertaken. Through such an analysis and critique, the root causes of problems can be traced and a gender equitable society can be created. To achieve this aim within the framework and authority of the local self-government institutions, planning mechanisms based on the status study of women and need identification has to be done.

This handbook elucidates the methods that can be used to undertake the study of status of women, there by making the local governments and communities gender sensitive. This handbook has been prepared on the basis of action research undertaken by Sakhi in some panchayats with the assistance of SDC-CapDeck. Study of Status of women was carried out in four LSGs in Kerala as part of this action research and this was used as a basis for planning in those areas.

This book can be used with necessary adaptations based on local specific situations to assist in planning of projects with a gender perspective.

This handbook elucidates the methods that can be used to undertake the study of status of women, there by making the local governments and communities gender sensitive.



**Dr. Seema Bhaskaran  
Jayasree S  
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## WOMEN IN LOCAL GOVERNANCE

**To solve specific issues** faced by women in a particular area, there is no other mechanism as suited as the Local-Self Government. Yet, within the powers of the local body, all issues of women cannot be solved. As a local government, it is the Panchayati Raj Institutions (PRIs) that have to address problems like drinking water, sanitation, health care etc. Besides, being a governance institution in close proximity to people, PRIs can identify local specific problems and issues and resolve them. They are the most appropriate agency to bring other issues which they themselves cannot solve, to the attention of the state and central government. This can be viewed as the most important aspect of the 73<sup>rd</sup> and 74<sup>th</sup> Constitutional amendments.

Decentralisation implies devolution of powers in its genuine sense. This in effect would lead every section of the community, including the marginalised section having a say in the decision making process. Development which was looked upon as the monopoly of a few should involve every citizen-men, women and children being partners in defining what their development is and how it should take place.

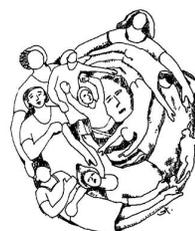
### Constitutional reforms:-

In such a context, the 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment was a milestone in constitutional reforms. The three tier Panchayati Raj system and urban systems (Municipalities/Corporation) were put in place. The most important aspects of these Amendments were the 33% representation for women and proportional representation to Scheduled caste (SC) and Scheduled tribe (ST) population. This led to active participation of women in politics.

There had always been an attempt by the central government to involve women in development. It is only with the 9<sup>th</sup> Five Year Plan that women's issues were integrated in the development agenda and special focus was given to empowerment of women. In Kerala, women's active involvement in the development process became possible only after Kerala Panchayati Raj (PR) Act was promulgated in 1994.

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most important aspects of these Amendments were the 33% representation for women and proportional representation to Scheduled caste (SC) and Scheduled tribe (ST) population. This led to active participation of women in politics.



33% reservation for women in 3-tier panchayat and municipality system at all levels as stipulated in the constitutional amendments itself. This helped in ensuring women's participation at the local government level and bringing women to the leadership and including women's problems in planning.



Following this, the activities of People's Plan Campaign and Sen Committee report of 1999 aiming at the empowerment of women brought about positive changes.

Government rules and orders further reaffirmed these changes.

**Let us look at the positive factors that have given special consideration to women in the Kerala PR Act.**

- 33% reservation for women in 3-tier panchayat and municipality system at all levels as stipulated in the constitutional amendments itself. This helped in ensuring women's participation at the local government level and bringing women to the leadership and including women's issues in planning.
- A separate working group was formed to discuss women's problems, prepare projects and conduct the studies and data collection. There was an instruction to include representation of women in various Working Groups (WG) to solve problems of women in various sectors.
- Gram sabha is the foundation of governance. It was stipulated that there should be a special group to discuss women's problems and consider women in developmental activities. If the gram sabha convenes a sub-committee for the purpose of studying any problem, there should be 50% women in that sub-committee. There should be minimum 10 members, out of which 5 should be women [GO (MS 26/98 Plg.)]
- Among the two persons selected to attend the development seminar from the subject group in gram sabha, one should be a woman [GO (MS) 19/98 plg].
- There should be a separate group to discuss women's problems and projects in the development seminar which is convened to discuss the plan for the coming year and for coming 5 years. There should be women's representatives in every group [GO (MS) 26/98 Plg].
- In the annual plan and five year plan document which discusses issues, approaches and resources, a separate chapter on women and development should be included
- Special consideration for women in general plan formulation.

- At least 10 % of the plan fund is mandatorily to be allocated for Women Component Plan (WCP). This has been set apart for improving the status of women [GO (MS) 19/98 Plg]
- Special subject groups in the technical advisory committee (TAC) to enquire if women have been given needed consideration in projects. [GO (MS) 21/97 Plg]
- Among the 14 District Planning Committee (DPC) chairpersons, 1/3<sup>rd</sup> will be women [GO (MS) 102/98 LAD]
- If beneficiary committees in an area are being convened, 1/3<sup>rd</sup> should be women [GO (P) NO. 105/98/LAD]
- At the local level, new women's organisations like SHGs, panchayat level and ward level forums like Area Development Societies (ADS) and Community Development Societies (CDS) were formed [GO (MS) 18/2000 Plg].
- Anganawadis which were under the Social Welfare Department were transferred to LSGs.
- Study of the status of women was made compulsory at the LSG level for understanding women's problems and as a basis for formulation of projects for women's development.
- State Women's Commission suggested the formation of Jagratha Samithi (Vigilance committee) to deal with issues of discrimination/ exploitation and violence against women at the local level (GO 16/04/1997)



Gender is a concept which has gained legitimacy at the local level in Kerala now. Since there have been many proactive laws/ government orders associated with the decentralised planning, women have gained considerably. But has this helped in transforming the status of women as envisaged?

### **A decade of gender and decentralisation in Kerala**

Gender is a concept which has gained legitimacy at the local level in Kerala now. Since there have been many proactive laws/government orders associated with the decentralised planning, women have gained considerably. But has this helped in transforming the status of women as envisaged? It is important to examine whether the above-mentioned mechanisms have been used effectively. To understand whether these stipulations have made an impact on the status of women, it is important to review

the WCP for the past 10 years. Below is a brief review of WCP from a few panchayats

### Review of Women Component Plan in selected LSGs

Women's primary needs have been recognised at the local level. Several projects for income generation, some of which were non conventional, leading to the improvement in the status of women have been initiated.

For example, women's transport cooperative running buses, women trained in masonry, training to repair household and electrical appliances, paramedical training, life-skill education, gender education, karate training, training in cycling and arts and sports activities have been initiated. Entry of women into small industries was made possible. With large number of Self Help Groups (SHGs), women started to get trained in leadership skills, and their individual and collective strengths were enhanced. Women started to get more and more involved in economic and developmental activities at the local level. Although there have been several advantages and improvements in the condition of women and to a certain extent in their position, there are certain limitations too. If we analyse the impact and process, the following points emerge

- As most of the measures undertaken to mainstream women in micro level development programmes focused only on economic needs of women, their social position remains largely unchanged.
- Despite the emphasis on joint enterprises by women, individual beneficiary projects were sanctioned in most places. Joint projects could not attain expected results in many places.
- All the projects in agricultural sector were such that they could do the work along with the domestic work. Hence it increased women's domestic burden but did not enhance income.
- Majority of the small industrial units were also linked to the house and surroundings. This limited women's mobility. Besides there was no forward – backward linkages for developing entrepreneurship, management and marketing skills.
- Though house, well and toilet were everyone's needs, they were considered as women's needs and included in WCP.

Despite the emphasis on joint enterprises by women, individual beneficiary projects were sanctioned in most places. Joint projects could not attain expected results in many places.



- Skill training for women, training for increasing efficiency and other educational programmes were organised. But no regular follow up programmes were conducted.
- Women's specific problems like domestic violence, lack of mobility, reproductive health problems, lack of property rights and inability to control their own income did not come up in mainstream development discussions. There were no programmes focusing on this.

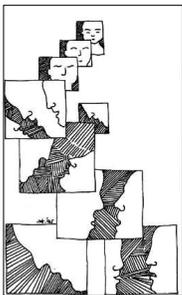
### Why did this happen?

- Lack of clear perspectives on the status of women in Kerala.
  - Though women constitute more than half of our population, problems in relation to their development and status are not prioritised in our development agenda.
  - Lack of women's participation in different development areas and decision making forums.
  - Our general approach towards women's issues and problems are as if women are a homogenous category and their problems have similarities. The caste and class differentiations were not given serious consideration.
  - Development is thought of as construction activities (roads, bridges etc) and something visible and target oriented
  - Projects were formulated on the basis of ideas which came up spontaneously; there was lack of perspective on sustainable solutions based on right and necessary information and there was lack of experience in effectively designing projects.
  - Confusion on how to analyse the problems faced by women and also how such problems could be solved through local development agenda.
  - Only those problems which were visible were paid attention to. There was lack of skills and methodology to find root causes.
  - Lack of a gender perspective.
  - Designing of projects in a hurried manner without proper discussion and delay in getting funds.
- These were several reasons behind women's exclusion



Women's specific problems like domestic violence, lack of mobility, reproductive health problems, lack of property rights and inability to control their own income did not come up in mainstream development discussions. There were no programmes focusing on this.

There are several reasons behind women's exclusion from local governance. Several questions still remains unanswered as to what are women's specific problems, how to identify them and how to find appropriate solutions.



from local governance. Several questions still remains unanswered as to what are women's specific problems, how to identify them and how to find appropriate solutions. (guidelines which can be used to review WCP projects are given in appendix XI)

In 2000, with the Government Order (GO) stipulating consideration for women in general projects and at least 10% of funds as mandatory to be kept apart for women's strategic needs, there were several discussions on how to identify women's specific needs. Government suggested that a status study should be conducted to identify needs of women. Although handbooks were made available, when it came to the implementation level, the above-mentioned reasons came as obstacles. By then decentralisation had progressed quite far. As a result, it was felt that if there has to be a solution, then gender analysis and participatory process to identify status of women and their needs should be developed.

## GENDER MAINSTREAMING

**Gender mainstreaming** is a process where by gender needs, inherent power relations and resultant problems are analysed and integrated in the local-level development planning process.

Development can only be complete when women's specific needs are assessed and included in development process. The existing development processes often focus on economic development and trying to integrate women in that process. We need to critically examine ongoing development paradigms and redefine it. Sustainable development is beyond mere economic development. It is about improving the quality of life socially and culturally and about conservation and protection of human life and life in nature. If development is seen holistically, then one cannot move forward without integrating gender.



Development can only be complete when women's specific needs are assessed and included in development process. The existing development processes often focuses on economic development and trying to integrate women in that process. We need to critically examine ongoing development paradigms and redefine it.

### Gender

In our society, man and woman have not been given equal consideration or opportunities and rights. In the existing system, man had more authority and control over economy. In the prevailing system which existed for centuries, men had more status and power and they had more control over the economy. These unequal and unjust gender relations create problems in every spheres of life. Recognising this, attempts have been made to analyse gender relationships and the process of socialisations and systems that lead to it.

Gender planning aim at understanding women's situation, and needs and prioritise them on the basis of gender analysis and then attempt to address them.

### Gender

Gender is the socially and culturally determined roles, characteristics, responsibilities and expectations of men and women. This is different from the biological differences (sex). The gender roles and responsibilities are different in different societies and in different historical periods

The basis of any planning is to identify needs and problems. For gender planning too, we do need to identify women's practical needs (eg. drinking water, housing etc) and strategic needs (ending violence, safety and security while travelling etc) and make this the basis of planning. This handbook explains the methodology to conduct gender and study of the status of women at the panchayat level.



The first step should be to understand and analyse how resources at the social, cultural and economical realms have been divided, who has access and control over it and who manages these resources.

The review of a decade of decentralisation shows that we have not been able to effectively plan programmes based on gender analysis effectively bringing about changes in the status of women. We have to realise that this process is not easy in a society which is highly patriarchal.

Despite this, decentralisation for the past 10 years has helped in bringing women forward by making use of the positive structures and processes and addressing their practical needs. Women have become the beneficiaries of poverty eradication programmes through SHGs. Several women like Elected Women Representatives (EWRs), anganawadi workers, health services personnel, and leaders of SHGs are now active at the local level.

**This handbook attempts to explain how such positive factors can be made use of to the maximum to mainstream gender in the PR institutions and enhance the status of women.**

The basis of any planning is to identify needs and problems. For gender planning too, we do need to identify women's practical needs (eg. drinking water, housing etc) and strategic needs (ending violence, safety and security while travelling etc) and make this the basis of planning. This handbook explains the methodology to conduct gender analysis and study of the status of women at the panchayat level.

### **Methods of Gender mainstreaming**

- Gender analysis
- Study of the status of women
- Gender analysis of institutions
- Analysis of SHGs and other Community Based Organisations (CBOs)
- Focusing on vulnerable groups

Through gender analysis and status study, women's needs can be identified and gender planning and gender budgeting can be undertaken. For implementation of projects, supervision and evaluation i.e. for gender auditing, specific gender indicators can be used.

### Gender Planning

Gender planning is a new approach in planning. This accepts the reality that women and men have differential needs and responsibilities. So, an important component of gender planning is the identification of gender based roles and responsibilities, differential access to resources, differential use of time etc

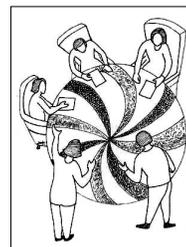
### Practical gender needs

- Primary and basic needs (water, food, house) which are immediate
- Specific needs of specific groups of women
- Needs related to daily requirements (Food, house, income, health)
- Needs which women can identify easily
- Needs which can be solved by some specific services. eg. food, health clinics

### Strategic gender needs

- Needs which are immediate but needed for a long time
- Needs which all women have in general
- Based on women's backward status and oppression; deprivation of educational opportunities, lack of property, vulnerability to violence.
- Most often women are not able to realise the basis of discrimination and possibilities for change.
- Raising consciousness, increasing self-confidence, forming solidarity of women, political mobilization etc can lead to change.

Meeting practical needs improve women's day to day life or their condition; this change is possible



Gender planning aim at understanding women's situation, and needs and prioritise them on the basis of gender analysis and then attempt to address them.

To address strategic needs, women's active participation is necessary. It is from the realisation and analysis of their secondary status that the need for transformation arises and efforts are made to attain rights. By addressing strategic gender needs, projects which have a transformatory potential for large section of women can be evolved.



as women are seen as beneficiaries and by offering them services and benefits. Though this is essential, this does not bring about changes in the status of women.

To address strategic needs, women's active participation is necessary. It is from the realisation and analysis of their secondary status that the need for transformation arises and efforts are made to attain rights. By addressing strategic gender needs, projects which have a transformatory potential for large section of women can be evolved.

## 2.1 Gender analysis

- In societies where gender inequality prevails policies and programmes will not be neutral and this makes gender analysis inevitable
- Through this, analysis of various policies and its effect on men and women can be done.

There are various methodologies to undertake this analysis. Usually socio- economic analysis is conducted before the formation of policies and programmes. Gender analysis is part of this social analysis. Through this, the development issues which need to be addressed and the gender dimensions of it are identified .

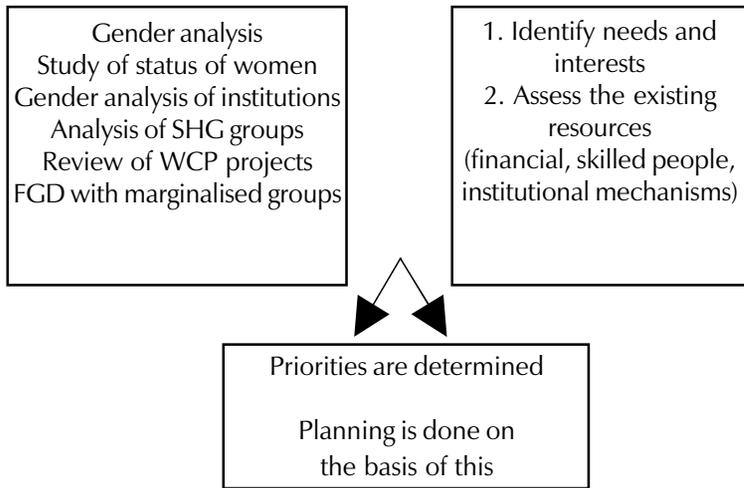
This has two objectives.

1. When solutions are sought, it will help to clarify how the gender differences will influence them.
2. Find out exactly what these influences are and seek alternate solutions.

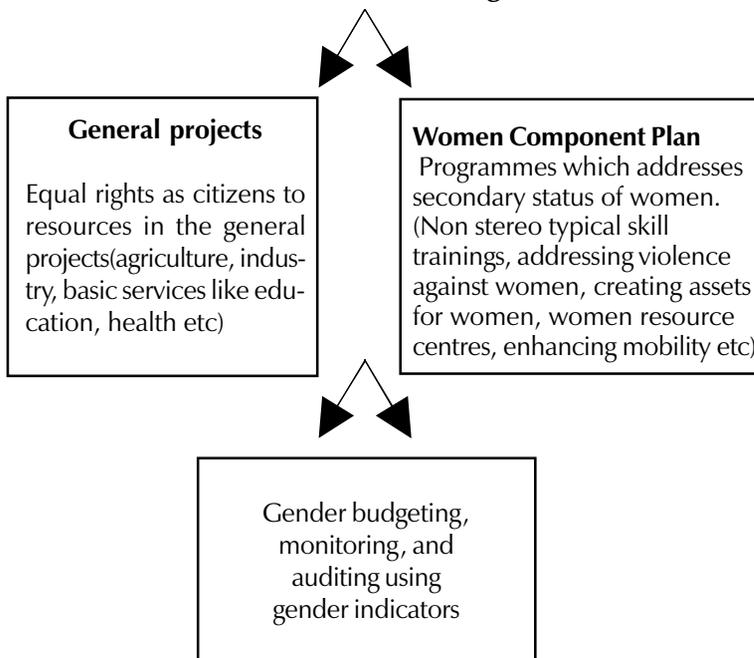
In some circumstances, gender relations can critically affect policies and programmes. In other conditions, this may not be so important. It is very important to realise that gender inequality and inequity exists in the society we live in and that gender relations are hierarchical. In no country, the outcome of a common policy will be equitable. Yet it is difficult to recognise these, as the layers of inequality are very deep and invisible.

Gender analysis helps to identify these gender differences. Several seemingly unprejudiced or neutral policies and programmes may be reinforcing existing discrimination and male dominance. Only sensitive methods of

## Gender mainstreaming in development



## Gender Planning



Gender analysis helps to identify these gender differences. Several seemingly unprejudiced or neutral policies and programmes may be reinforcing existing discrimination and male dominance. Only sensitive methods of gender analysis will help to bring out gender inequality and make the development policies and projects result in equitable outcomes.



gender analysis will help to bring out gender inequality and make the development policies and projects result in equitable outcomes.

## What information is to be collected through gender analysis?

### 1. Understand gender relations

- Differential experiences of man and woman.
- Analysis of how women are producers in the society and what are their contributions in social production?
- In what ways are women oppressed? How less is women's access to land, income and property rights, political influence as compared to men? What is the mechanism that preserves and maintains this in equality?

### 2. Analysis of gender division of labour

- Documentation of men and women's different but mutually related roles and responsibilities.
- How are men and women's activities in productive/reproductive sectors different? Are they related? Co-operative? Conflicting?
- In specific societies, the different changes taking place in gender relationships—this discussion will help point towards the possibility of change.
- The condition of men and women in relation to the total resources in society; achievements and limitations.

### Priorities of women:

#### Forces which limits or takes forward

- Gender needs and interests – nature of differences
- Obstacles faced by woman in addressing practical and strategic gender needs
- Possibilities and opportunities to achieve gender equality/women's empowerment

### Suggestions

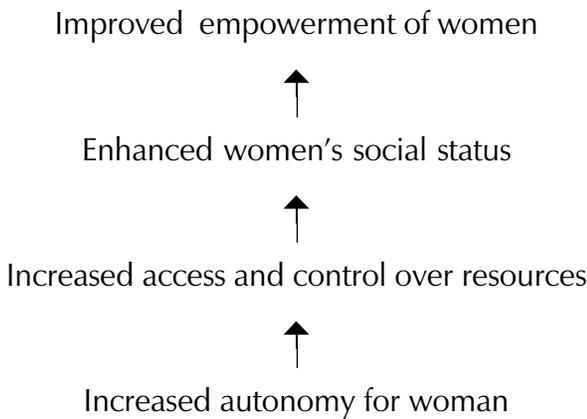
- In what ways can effective and sustainable results be achieved by taking into consideration women's

- interests, priorities and leading to gender equality? (Efficiency)
- How far the projects which are planned address and take forward women's practical and strategic needs? (Empowerment)

It is very important to realise that gender inequality and inequity exists in the society we live in and that gender relations are hierarchical. In no country, the outcome of a common policy will be equitable. Yet it is difficult to recognise these, as the layers of inequality are very deep and invisible.



**Indicators pointing out the changes to be made in women's status.**



**Self Empowerment**

- 1) Attaining rights
- 2) Clarifying skills
- 3) Analytical thinking
- 4) Consciousness
- 5) Own identity

**Situation that encourages**

- ▶ Legal
- ▶ Political
- ▶ Economic
- ▶ Social
- ▶ Familial

Indicators should be formulated in a manner which satisfies objectives in every phase of decisive social change.

It helps in understanding women's problems, finding out its causes and solutions in a participatory manner. The study process is also a gender sensitisation process whereby people are made aware of issues affecting women and hence along with their close participation, remedies can be chalked out and implementing responsibilities divided.



## 2.2 Status study of women at the Panchayat level

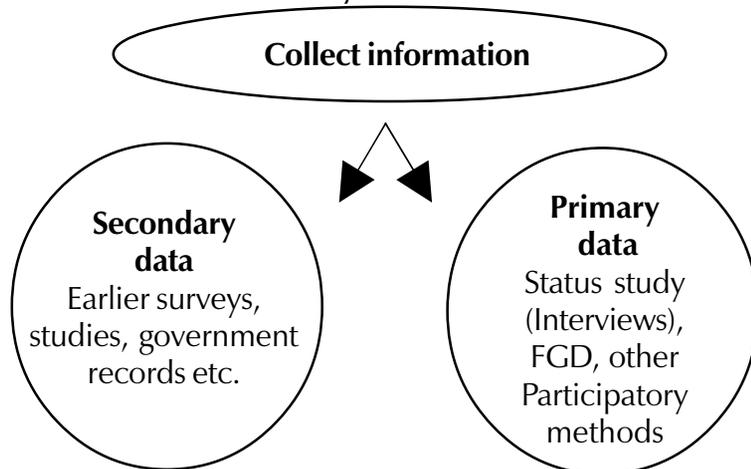
### Why undertake status study?

Status study in panchayats is not an academic activity. It helps in understanding women's problems, finding out its causes and solutions in a participatory manner. The study process is also a gender sensitisation process whereby people are made aware of issues affecting women and hence along with their close participation, remedies can be chalked out and implementing responsibilities divided. This has several broad objectives:-

- Understanding women's condition
- Evaluate the problems faced by women in various areas to ensure women's participation in developmental processes.
- Assess needs and priorities of women as needed for future policy formulation
- Empower women to intervene in policy formulation and implementation at the PRI level.
- Create consciousness about status of women and the specific problems faced by them among various categories of people.

Through this participatory study, empower women and society, to recognise problems and intervene in solutions

### How to conduct the study?



## 1) Secondary data collection

Secondary data collection is aimed at collecting social and economic background information of the area where the status study is going to be conducted. This comprehensive information will help us to understand the area well and on the basis of comprehensive data, determine which area need to be focused in the study of status of women.

## 2) Primary data collection

1. **Interview-** Interview of women identified through sampling; interviewing beneficiaries of WCP projects, interview with key informants.
2. **Group discussions-** to be conducted at various levels; discussions with CBOs and women's groups etc.
3. **Participatory methods-** SWOT analysis (Strength/Weakness/Opportunities/Threats), Sociogram etc can be used (Appendix VIII,VI).

## Indicators to measure status of women

Indicators are pointers; this may be a measurement, number, reality, a perspective, an opinion – in this way it presents a special situation. At one time or in one situation, changes can be measured. It can help to see the results of a movement or the results of a transformation. So the indicators can be called as primary methods for analysis.

Gender indicators are parameters for helping to measure difference in gender status in a society, in a particular milieu and context.

The favourable sex-ratio in Kerala is quoted as one important indicator of the higher status of women in Kerala. Conventional indicators like literacy, high life expectancy, average age of marriage being higher, low birth ratio etc alone cannot measure the status of women in a region. It is essential to have new and non conventional indicators to measure the status of women.

To achieve gender equality and justice, it is important to have up to date information and statistics



Gender indicators are parameters for helping to measure difference in gender status in a society in a particular milieu and context.

The study of the status of women is not merely a study. It is also a conscientisation programme. It looks forward to comprehensive changes in society. This is a process whereby not just information is collected from each area but also awareness of the problems and its reasons are discussed. This study should be done in a simple manner. In the very busy schedules of the local governments, a suitable mechanism should be developed to undertake this task.



on women's status. Such information will make visible the gender inequality and stereotypical notions in relation to the status of women. To measure status, non conventional indicators can be used

These are some of the indicators which were used in various studies done earlier (Detailed explanation of indicators is given in Annexure III).

- 1) **Health**
- 2) **Education**
- 3) **Work**
- 4) **Decision making processes within the family**
- 5) **Invisible work**
- 6) **Violence against women**
- 7) **Women and media**
- 8) **Women and legal status**
- 9) **Political participation**
- 10) **Women and power**
- 11) **Perspective/perception in relation to women**
- 12) **Mobility**
- 13) **Reproductive health**
- 14) **Marriage and sexuality**

The objective of status study is to analyse how much access and control women have in the above mentioned areas.

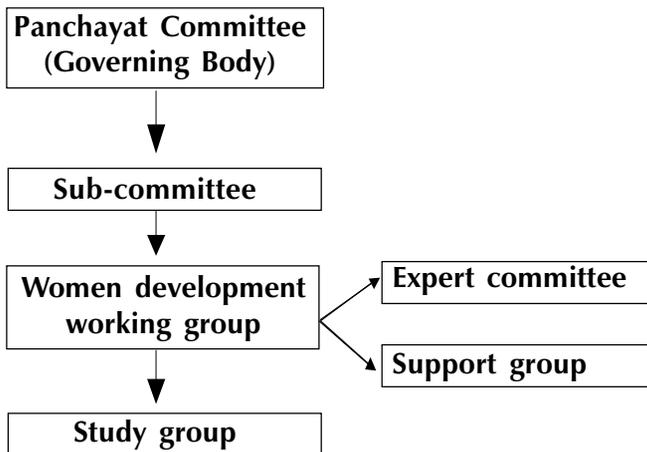
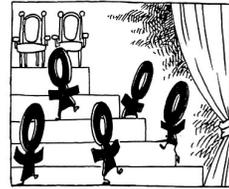
As mentioned earlier, the study of the status of women is not merely a study. It is also a conscientisation programme. It looks forward to comprehensive changes in society. This is a process whereby not just information is collected from each area but also awareness of the problems and its reasons are discussed. This study should be done in a simple manner. In the very busy schedules of the local governments, a suitable mechanism should be developed to undertake this task.

## ORGANISATIONAL STRUCTURE TO CONDUCT STATUS STUDY

It is inevitable that every local government develop a gender perspective before prioritising women’s issues in development activities and understand women’s problems. It is the elected panchayat committee who should give leadership in conducting study of the status of women in gram panchayats, municipalities and corporations. This will also help to form the master plan, where issues which can be jointly addressed by the three tier structures and with the support of the state and central governments can be planned

If the status study reports of all panchayats in a Block are consolidated, a women development report can be prepared at the block level and activities formulated. Substantial attention has to be paid if such a study and activities has to be conducted effectively at the local level. Since the local governments have a number of time bound responsibilities, an effective mechanism and system under the leadership of the panchayat committee should be constituted. A possible structure of this mechanism and their responsibilities have been mentioned below.

Substantial attention has to be paid if such a study and activities has to be conducted effectively at the local level. Since the local governments have a number of time bound responsibilities, an effective mechanism and system under the leadership of the panchayat committee should be constituted.



Once the elected leadership has taken a decision to conduct the study, in the meeting itself, it can form a sub-committee with majority being women. But the responsibility of effectively conducting the study will be that of the Panchayat committee.

## Mechanism to facilitate status study

When the Panchayat committee decides to conduct the study, it can think of some mechanisms too. It is the Panchayat committee's responsibility to find out the method to scientifically collect information. So a sub committee from the elected Panchayat committee should be formed to lead this study.



### Sub-committee

Once the governing body (Panchayat committee) has taken a decision to conduct the study, in the meeting itself, it can form a sub committee with majority being women. But the responsibility of effectively conducting the study will be that of the Panchayat committee. At important times, this sub committee will have the responsibility to take appropriate decisions and inform the Panchayat committee about the activities undertaken.

### The responsibilities of the sub-committee

- Complete responsibility of conducting the study, in a time bound manner
- Monitor the progress of the study process and inform in the monthly meeting of the Panchayat committee.
- Organise the women development working group
- Help the Panchayat committee to form 'Jagratha samithi' to address problems which come up during the process of study like specific cases of violence and other right violations.
- Approach and bring together experts from various areas and academic institutions to analyse the study and facilitate training programmes needed for study.
- Create the necessary mechanisms to bring the analysis of this study into the agenda of the gram sabha.
- Solve the difficulties faced in the course of the study.

#### Sub-committee members

From elected women representatives,  
From welfare standing committee,  
Chairperson of women development working group.

- Popularise Jagratha samithi as part of the study.
- The sub-committee can call the expert committee and WWG to reflect and initiate the status study. Working groups have complete responsibility to help the Panchayat committee in conducting the study, identifying problems and solutions and implementing it. Expert from the area or outside can be invited to strengthen the process of the study.

### Responsibilities of Women Working Group (WWG)

This group has the general responsibility of project formulation and monitoring in the area of women and development. The study is an activity that will help them to scientifically conduct that responsibility. If the entire working group cannot involve in the study, a sub-committee from the working group can be formed. (if the existing working group will not be able to undertake this activity, the committee can reconstitute the working group)

- Prepare a calendar to finish the study in time
- Decide the methodology of the study
- Prepare the questionnaire and guidelines for the study
- Select the study team.
- Assist the sub-committee in the formation of expert group and support group
- Convene the meetings of expert group/support group depending on the decision of sub-committee.
- Collect secondary information essential for the study.
- Arrange discussions of CBO's and women groups about study of status of women.
- Prepare minutes of meetings and give copies to Panchayat committee and sub committee
- Document all the processes and activities of the study then and there.
- Inform the sub-committee of the study process and activities at every stage, so that the Panchayat committee is informed.
- The decisions to be taken by the Panchayat committee



The subcommittee can call the expert committee and women's working group to reflect and initiate the status study. Working groups have complete responsibility to help the Panchayat committee in conducting the study, identifying problems and solutions and implementing it.

This group has the general responsibility of project formulation and monitoring in the area of women and development.

The study is an activity that will help them to scientifically conduct that responsibility. If the entire working group cannot involve in the study, a sub-committee from the working group can be formed.



should be informed through the sub committee.

- Analysis of findings of the study and preparation of draft report.
- Find expert group to analyse the findings of the study.
- Finalise the draft.
- Motivate the Panchayat committee to facilitate special gram sabha. After getting permission, make necessary arrangements.
- Study findings should be presented in gram sabha; evaluate the suggestions of the gram sabha.
- Prepare final report.

An expert group should be formed to assist the study, monitor, give advice and ideological clarity. This can help in making the study more realistic and people friendly.

### Expert group

The expert group should be formed to ensure broader participation of women in the study and its related activities as well as to assist with various phases of the process. It is ideal to have 10 to 15 members.

### Responsibilities of expert group

- Conduct/facilitate discussion about status of women in the area and discuss the indicators formulated by working group
  - Discuss the questionnaire and give suggestions
  - Function as advisory group to prevent obstacles in relation to the study
  - Facilitate the gram sabha
  - Help to clarify areas which are not clear to the study team
  - Help in preparation of status study report.

#### Expert group members

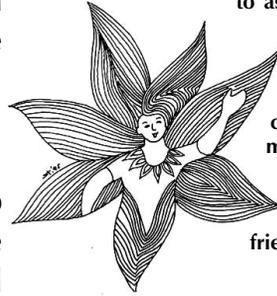
Expert group members can be former elected women representatives, school teachers, leaders of women NGOs, women officials of PR institutions, Junior Public Health Nurses (JPHNs), Kudumbashree leaders, CDS members etc.

### Support group

A support group of men who are gender sensitive and interested in programmes which lead to enhancing their status can be included as members of such a support group. Since most of the

community based organisations are male groups, the support group members can help to lead discussions with them and to facilitate general gender sensitisation process

An expert group should be formed to assist the study, monitor, give advice and ideological clarity. This can help in making the study more realistic and people friendly.



### Responsibilities of support group

- Discuss with the working group regarding the study process and the indicators developed for the study and give necessary suggestions
- Give suggestions on the questionnaire
- Facilitate the gram sabha
- Help in the organisation and discussions when and where needed
- Assist in writing the report, if needed

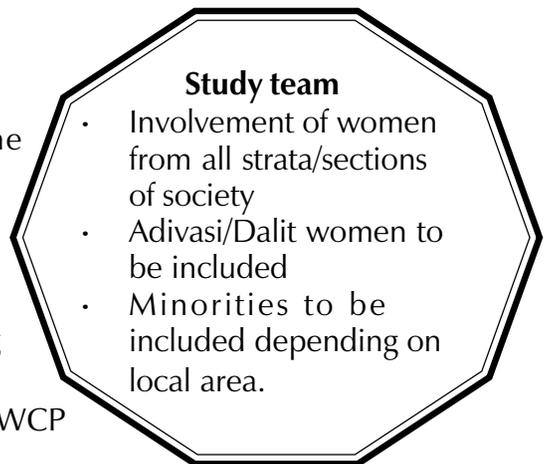
### Study team

It is important to have a team to go to the field and conduct the study. We can call this team a study group. There should be at least 10 to 15 women.

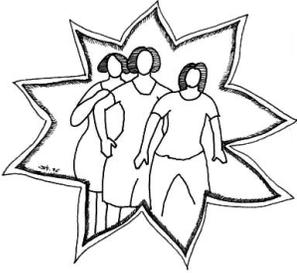
The working group can function as a study team or a team of 10 women can be selected. The women should have past experience of working with the community. The sub-committee and working groups can decide the team. All the 10 members should be women.

### Responsibility of the study team

- Trace CBOs and collect information about them as part of the study
- Trace SHGs and collect information about them.
- Conduct interviews for the study
- Conduct Focus Group Discussions
- Use participatory methodologies for collecting information
- Collect information about WCP projects of the former years.



The expert committee should be formed to ensure broader participation of women in the study and its related activities as well as to assist with various phases of the process. It is ideal to have 10 to 15 members



- Visit transferred institutions and collect information
- Inform Jagratha samithi/sub committee about problems which came up during the study
- Consolidate information and help to analyse it
- Help in finalising report
- Render necessary assistance to working group

## DIFFERENT STAGES OF THE STUDY

**The organisational structure** needed for the study has been suggested previously. Now the various stages in the study is being discussed.

### 1. Panchayat committee (Board)

The decision to conduct status study in an area can be taken on the basis of following:-

- On the basis of activities conducted by the Board up till then.
- On the basis of analysis done by working group about earlier projects
- On the basis of suggestions by working group
- On the basis of suggestions of standing committees, especially by social welfare committee.
- On the basis of need arising from gram sabha.

On the basis of above, a panchayat committee can decide:-

1. To conduct study of the status of women.
2. The sub-committee to give leadership to this study can be selected in this meeting.
3. A working group can be made responsible for conducting the study and the responsibility for co-ordination can be handed to sub- committee.

So three important decisions can be taken in this meeting

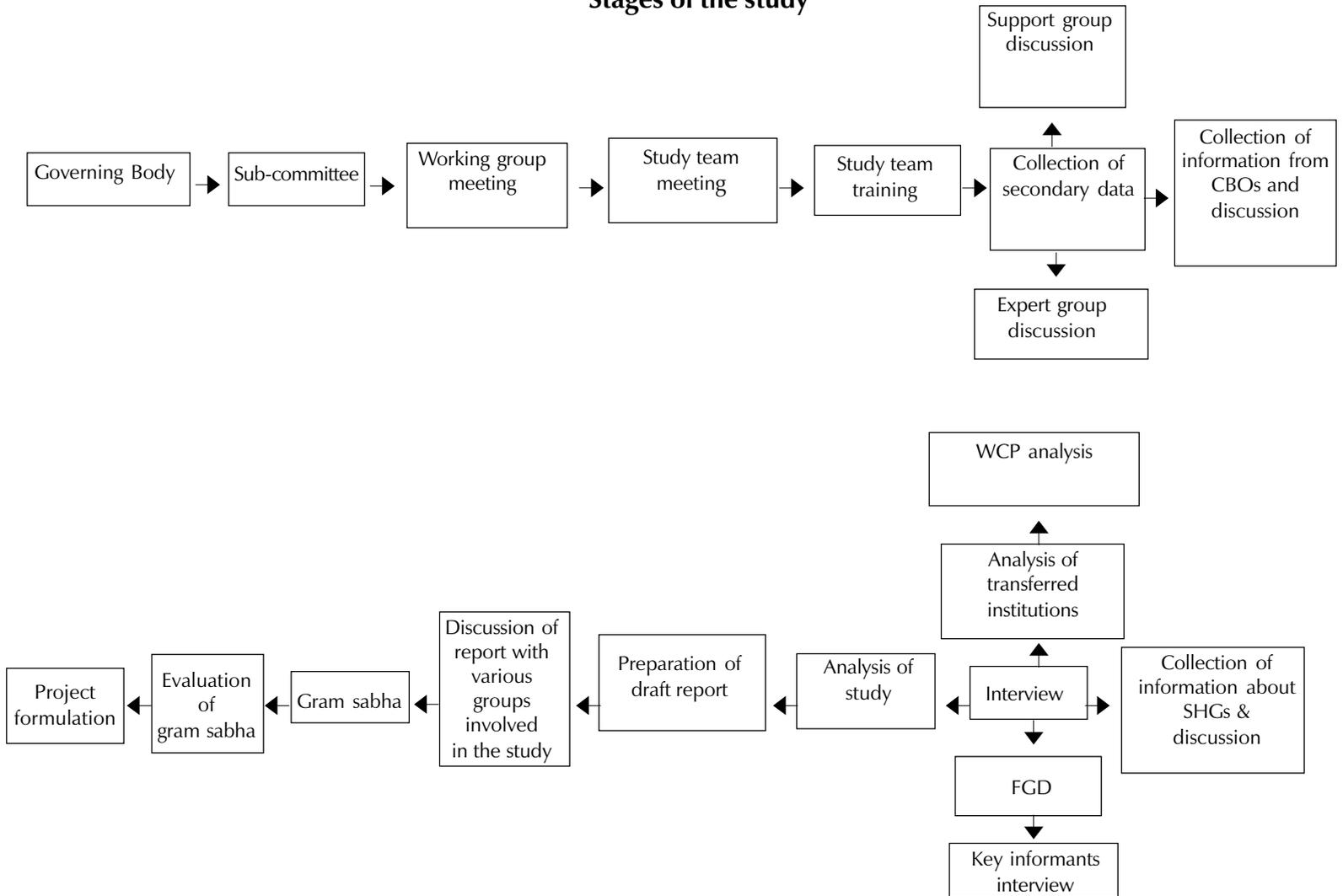
### 2. Sub-committee

The sub-committee can plan the study. The sub committee can invite experts in the field to discuss this. A calendar for the study activities can be decided in this meeting and also the roles and responsibilities of each member of the group. After this, the working group meeting can be convened. The tasks of the working group can be discussed in this meeting.

The sub committee can plan the study. The sub committee can invite experts in the field to discuss this. A calendar for the study activities can be decided in this meeting and also the roles and responsibilities of each member of the group. After this, the working group meeting can be convened. The tasks of the working group can be discussed in this meeting.



## Stages of the study



### 3. Meeting of working group

In this meeting, along with members of working group, there should be sub-committee members and resource persons. The activity calendar prepared by the sub-committee should be given final shape by deciding who will conduct the study and where. Since the women working group is involved in different activities, a study team should be formed to conduct the study. In this meeting, the members of the expert group comprising mainly of women and support group comprising mainly of men can be decided. The Panchayat committee should invite the members of the support group and expert group and also should discuss the arrangements to be made.

### 4. Meeting of the study team

The sub-committee and women working group should meet along with the study team. The problems of women in Kerala and the panchayat should be listed and on the basis of this list, questions should be formulated. (Questionnaire in Appendix XIII). Guidelines for facilitating FGDs, the random sampling method(Appendix-II), gender analysis of transferred institutions, tracing CBOs, SHGs and their analysis can be made. A questionnaire which is suitable for that area should be decided.

### 5. Training for study team

Training is essential to understand the gender concepts, significance of conducting status study, how to use participatory study methods, the method of conducting interviews, the matters to be paid attention to. The institutions or social workers functioning in that area can be approached as trainers.



Training is essential to understand the gender concepts, significance of conducting status study, how to use participatory study methods, the method of conducting interviews, the matters

### 6. Collection of secondary data

Secondary data about women's status from census, development report, information about violence cases from nearest police station etc can be collected. Information in relation to population, literacy and work participation can be obtained in this manner. This can be added in the first part of the report. Secondary data should be collected by women's working group.

to be paid attention to. The institutions or social workers functioning in that area can be approached as trainers.

## Documents to be examined for secondary data collection

- |                             |   |
|-----------------------------|---|
| 1) Census report            | Population<br>Literacy rates<br>Work participation rates<br>Number of employees   |
| 2) Primary Health Centre    | Information about illness<br>Reproductive health<br>Protection of child<br>Violence against women<br>Problems of aged women |
| 3) Educational institutions | Drop out rates<br>Children's participation in educational programmes<br>Standard of education<br>Classroom activities       |
| 4) Police station           | Statistics of violence against women  |

Along with this, development reports of the panchayat and any reports of studies conducted by academic institutions in that area can be reviewed. Only after the consolidation of secondary data, further activities should be undertaken.

### 7/8. Discussion with expert group/support group

Importance of the status study, mechanism of study, responsibility of expert group etc can be explained in these meetings. Then the questionnaire should be discussed. Women's problems in Kerala can be listed and the discussion can start with identifying problems in respective areas. The expert group can suggest what all questions are needed to bring out locale specific data in the questionnaire. Secondary data can also be discussed.

Development reports of the panchayat and any reports of studies conducted by academic institutions in that area can be reviewed. Only after the consolidation of secondary data, further activities should be undertaken.



### 9. Collection of data about CBOs and discussions

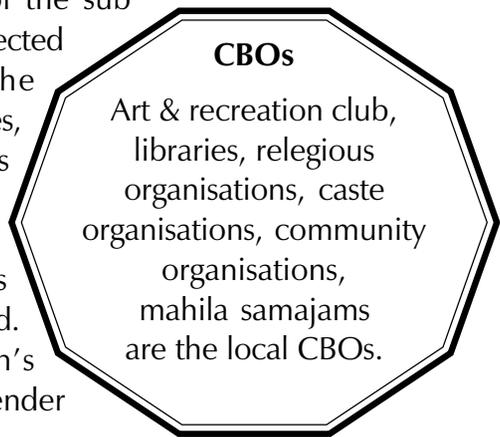
The study team can identify all the CBOs in the area and ask the sub-committee to call a meeting. The president and secretary of each CBO or 2 representatives from each CBO should be called to attend the meeting. The sub-committee chairperson can present secondary data in relation to status of women and the activities undertaken for conducting the study of status of women and its relevance in the context of decentralised planning. The study team can collect basic information about each CBO in the meeting itself (Guideline Appendix IV) Then there can be discussions.

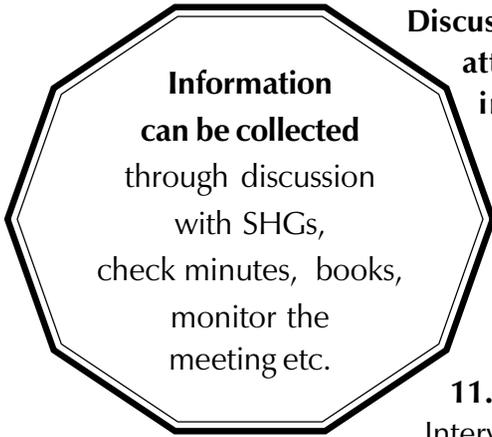
This discussion is mainly for collecting information, ensuring that most people know about the study and developing awareness about the status of women and ensuring women’s involvement in CBOs, in FGDs and enhancing their participation in gram sabha.

### 10. Collection of information about SHGs and discussion

The SHGs functioning in that area can be identified and the sub-committee can call the meeting to understand whether their functioning has led to the enhancement in the status of women. The President and Secretary or 2 representatives as suggested by the SHG can participate. Secondary information about the status of women and activities being conducted in relation to status study can be presented by the convener of the sub committee. Information can be collected from each group based on the guidelines (No.of members, activities, financial position, micro enterprises initiated etc). Following this, questions and discussions can be held. The problems and difficulties faced by each group can be discussed. This is to develop a women’s perspective and to mainstream gender through discussions.

Women’s problems in Kerala can be listed and the discussion can start with identifying problems in respective areas. The expert group can suggest what all questions are needed to bring out local specific data in the questionnaire. Secondary data can also be discussed.





**Discussions at all levels should pay special attention to understand an issue/ incident/ situation; its causes, solutions, the role of individual, society, institutions, organizations, government etc. After each discussion, it is good to encourage projects ideas to emerge**

### **11. Interview**

Interview of women selected by random sampling method can be conducted(Appendix II). This interview is to collect information directly from women about the problems they face and solutions they seek. Besides understanding problems, their participation can be ensured in solving them. The interview should not be just a question answer but more of a dialogue. Matters to be paid attention to while conducting interviews

- Confidentiality be ensured
- Only after creating a friendly atmosphere should the questions be asked.
- Prejudices should be avoided.
- What women respondents say should be as it is recorded.
- The questions should not be guided.

### **12. Focused group discussion**

Since sampling method brings in only selected women for interviews, focus group discussions are used to identify missed out issues or validate commonly known issues and problems. FGD is a method which can ensure participation of women belonging to various levels and strata

- Specific focus group discussion of men and women should be conducted.
- Maximum 10 to 15 members only in each group
- Each ward member should be informed when FGDs are conducted in their wards.

Questions and discussions can be held. The problems and difficulties faced by each group can be discussed. This is to develop a women's perspective and to mainstream gender through discussions.



### 13. Key informants interview

To document women's history at the local level, a list of key informants who can give such information should be prepared and interview conducted. Social, financial, cultural and political participation should be focused in such interviews.

#### Matters to be paid attention while conducting interviews

- Ensure privacy
- Enter into the questionnaire only after rapport with the person is established
- Avoid prejudices
- Be true to document the answers, as they express it
- Don't ask leading questions

### 14. Gender analysis of transferred institutions

Gender analysis of transferred institutions is intended to analyse how women friendly are the institutions like primary health centre, Agricultural offices, etc.(tools in Appendix XII) The institutions where women intervene and approach most can be selected. The sex disaggregated data of number of staff in the institution, physical facilities, decision making pattern, relation with LSG and relation with people should be analysed.

Only if these resources and institutions are equally accessible, then only intervention of women in the public realm can be made possible. The methods of gender analysis include visit to the concerned institutions, observe, evaluate activities, ask key informants and ask beneficiaries about activities etc

### 15. Analysis of Women Component Plan

The women's working group can undertake the review of WCP projects of the previous years. Projects envisaged under WCP can be listed; fund allocated and actually spend, reasons for the success or failure of these projects etc can be understood and analysed. This will help to understand things which need to be paid special attention for the next planning.

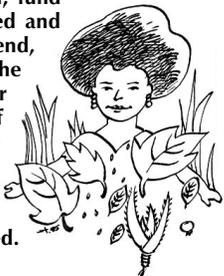


To document women's history at the local level, a list of key informants who can give such information should be prepared and interview conducted. Social-financial-cultural and political participation should be focused in such interviews.

### 16. Analysis of the data from interviews of the study

Analysis of the study on status can be done in several ways.

The women's working group can undertake the review of WCP projects of the previous years. Projects envisaged under WCP can be listed; fund allocated and actually spend, reasons for the success or failure of these projects etc can be understood and analysed.



- Approach institutions which will help in data analysis.
- Approach experts who have participated in the study for analysis of the study.
- Study team can also conduct the analyses. The answer given by majority to one question can be counted and coded/tabulated.
  - Analysis of FGDs can be done. What was the response of several women to one question? What have more men said? This can be compared and the answers received in the survey can be compared. The answer received regarding a question in the survey should be compared with the population of women in that area. Along with this, the data received about women's condition from other reports and census and perspectives can be compared. This can be related to other problems also.

### 17. Preparation of draft report

The draft report can be prepared by working group and study team. After analysis of the responses to each indicator of the questionnaire, analysis of FGD can be added. In the report, there should be an explanation about the problems and solutions to it.

#### Example of an analysis in a study of status

In analysing violence against women, one can correlate it with women who received dowry at the time of marriage, women who own property etc. Is there any relation between education of women, their occupational status and the violence they experience?

The specific data of an area can be compared with the state level and national level data too.

In the report, the history of the area and women's participation in any historical event, census report, figures/data, data about women (population data, literacy, work participation, educational status) should be explained. There should be separate chapter about the social, cultural, historical, economic

picture and participation of women. The chapters can be divided on the basis of indicators.

When each question is analysed, it should be linked with the indicators. There should be clarity about matters found in each question. This should be seen in the background of Kerala data. The last chapter should have suggestions and problems to be solved. There should be suggestions for Block panchayat, District panchayat, State and Central Government.



Analysis of the study on status can be done in several ways.

1. Approach institutions which will help in data analysis.
2. Approach experts who have participated in the study for analysis of the study.
3. Study team can also conduct the analyse. The answer given by majority to one question can be counted and coded/ tabulated.

### 18. The draft report discussion with various groups

After the women’s working group finalises the report with the sub committee, the President of the WWG should present the report before the Panchayat Board. After including the suggestions of the Board, it should be discussed with the expert group and advisory group. Every subject should be discussed with WWG and officials. This will help officials to understand several newer problems and how solutions in respective areas can be achieved.

### Structure of the study report

1. Introduction : Geographical, historical and social background of the area (village) studied.
2. Role of women in history.
3. Issues identified through the study-form chapters as per the indicators used to undertake the study
4. Needs of women brought out through the study.
5. Suggestions and recommendations emerged from various discussions
6. This can be categorised as what can be done at the different levels of local government and by the state and central governments.

After the WWG finalises the report with the sub-committee, the president of the WWG should present the report before the Panchayat Board. After including the suggestions of the Board, it should be discussed in the expert group and advisory group. Every subject should be discussed with relevant WWG and officials.



## 19. Gram sabha

Panchayat committee can decide to organise a special gram sabha for the presentation of study report. It will help to reach the study report to public as well as to have public discussion on women's issues. The identified issues, its causes, solutions and responsibilities have to be presented in the gram sabha. The discussion conducted as part of this should have sufficient rectification and additions.

- Facilitators should be found from each area to discuss problems and make the gram sabha active. They should be trained. In this training, there should be a detailed discussion about the convening of the gram sabha, directions after formation of groups and what should be discussed in each group. It is ideal to have those associated with the study process to be facilitators
- Women from all sections and strata should participate in the special gram sabha. Maximum number of men should also participate.
- If the gram sabha is convened in a ward, all voters in that ward and people involved in the study should be present. After a model gram sabha is conducted in one ward, others can be similarly facilitated.
- The minutes should be recorded in the gram sabha minute's book of that ward.
- All other guidelines in relation to the gram sabha is relevant to the special gram sabha.
- There should be clarity about how the gram sabha be conducted, the nature of participants, (information should be written and exhibited in chart paper), how should the discussion be and how should the report be?

## 20. Evaluation of gram sabha

Members of WWG, facilitators of the gram sabha, expert group and the study team can sit together and discuss the suggestions of the gram sabha and consolidate solutions. Report should be completed on the basis of suggestions and solution from each ward sabha.

## PROJECT PREPARATION

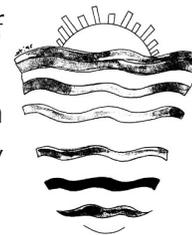
**The problems** identified through gender analysis, status study, gender analysis of institutions and various other methods should be listed along with the causes, solutions and they should be prioritised. Deliberations should take place on what can be done for the next 5 years with emphasis on priorities to be fixed for each year. After every 5 years, the status of women should be assessed and updated.

The strategy of gender mainstreaming should be to decide what needs can be implemented through general projects and through WCP. Irrespective of the activity taken up by the panchayat, the policy should be to keep beneficiaries at the centre of leadership, decision-making, organising, implementation and monitoring and this should be done consciously. To solve certain problems, general projects can be implemented with gender consideration. Such practical needs should be identified and included under the general project planning with due consideration to change the status of women.

The problems arising as part of gender analysis and status study can be classified as social, cultural and financial. Even if precise or exact classification is not possible, a rough classification can be made. For eg. if early marriage is a major problem, then

- How will this affect the women's reproductive health?
- The factors which force women to marry at a particular age (religion, culture, financial backwardness)
- How the years of education, nature of education etc influence such a decision?
- If several women are subjected to sterilisation before 28 years, there are chances this may lead to more hysterectomies.
- It can create constant orthopaedic problems.

Such problems may be due to early marriages. Similarly this problems also has social, financial and cultural dimensions too. Girls may be getting married early due to



After every 5 years, the status of women should be assessed and updated. The strategy of gender mainstreaming should be to decide what

needs can be implemented through general projects and through WCP.

The problems arising as part of gender analysis and status study can be classified as social, cultural and financial. Even if precise or exact classification is not possible, a rough classification can be made.



the early marriage of boys. This may be because the boys families need money to marry girls of their own families, construct houses or repay debts.

- Boys may finish studies early and engage in jobs like driving. Due to paucity of opportunities of work in that area, they may not engage in higher studies.
- Increasing rate of HIV/AIDS should also be read in consonance.

Due to the existence of such problems, solutions can be found out with careful considerations. If such problems are to be included as part of planning then:

- Life skill education should be extended to boys and girls
- Through CBOs, Parent-Teacher Associations and institutions, popular education and campaigns should be organised against early marriages
- Health camp and reproductive health camp should be organised
- Productive activities geared for local market can be encouraged. Women should be made self-reliant.

### 5.1 Gender Budgeting

Once women's specific needs are analysed and priorities determined, to implement them, resources have to be identified. Gender budgeting is the process by which funds should be set aside for meeting women's practical needs from general fund and strategic needs from WCP.

### 5.2 Implementation and monitoring

The projects may not be effectively implemented just by formulating projects and allocating money. Project implementation and monitoring should be supervised by those with a clear gender perspective. They should have management skills for project implementation and monitoring. EWRs should have the skills to co-ordinate these efforts.

As part of project formulation, evaluation guidelines should be formulated and monitoring conducted regularly.

## EVALUATION PROCESS

**In the evaluation** process, governing body, working group, gram sabha and people have a clear role.

### Panchayat committee

Analysis of women's status and complete responsibility of the planning process are invested in the committee. It is important to ensure that the study of status of women is conducted as a popular sensitisation programme. Gender perspective should inform the planning, supervision and resource allocation which follows. The committee should consciously ensure that whether women's participation is increased in project formulation and implementation.

### Working group

The working group has the responsibility to review whether projects have been envisaged in a manner which enhances women's status; whether women's quantitative and qualitative participation has increased in project formulation and implementation

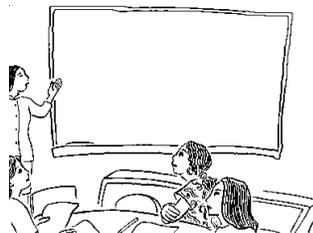
### Gram sabha

A committee selected from gram sabha should discuss what methods should be used to intervene in enhancing the status of women. This elected committee members should participate throughout the study process. Their report should be presented in each gram sabha.

### Citizens

It is the responsibility of the citizens to review whether there was any change in the institutions leading to changes in the status of women, is there any increase in women's participation in development process, working groups, gram sabha, project formulation and implementation.

Analysis of women's status and complete responsibility of the planning process are invested in the Board. It is important to ensure that the study of status of women is conducted as a popular sensitisation programme. Gender perspective should inform the planning, supervision and resource allocation which follows. The committee should consciously ensure that women's participation is increased in project formulation and implementation.



## Annexure I

### THE STATUS OF WOMEN IN KERALA

**It is important** to understand the condition and position of women in Kerala when we try to understand the status of women in our local area or village. Compared to other states in India, Kerala is foremost in quality of life and social development indicators. The reasons for this are the favourable sex ratio and progress in literacy, education, and health

- But when National Sample Survey (1986-87) statistics is examined, 59% literate women have learnt only up to primary level. Only 16% have finished 10<sup>th</sup> standard and gone for higher studies. Literacy is not the same among all people. Among fishing communities, and tribals, the number of illiterate women are higher
- Though girls are forward in education, their entry into vocational and technical education and higher education is less.
- In reproductive health sector, maternal mortality is less, 98% deliveries take place in hospitals. Yet morbidity rate is high in Kerala
- Kerala is the only state which has a favourable sex-ratio . But since 1991 census, the number of girls in the age group of 0-6 years is coming down.
- Most of the work done by women is invisible. In a capitalist society, economic activities are related to market. But most of the work done by women is outside the market, related to the home, or conversion of home to work place. It is difficult to value such work. For eg – looking after one’s children, looking after house, rearing few hen etc.
- Despite literacy and high education women’s work participation rate is below the national average. In 1971-91 though women’s work participation rate increased by 60% at the national level, in Kerala, it was just 9%.
- The change from food crops to cash crops in agriculture; the degradation of traditional industries

like coir, handicrafts, weaving, fishery; privatisation of natural resources (land, forest, water) etc has led to increase in poverty, and forcing women to take up work in the highly exploitative unorganised sectors. (for eg – home nursing, sales girls).

- Changes in family structure led to increase in women's education and entry into the labour force. But women's status in the family did not increase with increased education or salaried work.
- Women have no control on their income and even when work outside home, they still bear the complete burden of domestic work. Besides this women have to face exploitation and discrimination at work place and at home.
- Various studies ( INCLEN-ICRW, Sakhi) show that physical, mental, sexual and economic violence is high in Kerala.
- With increase in education, dowry rates are also escalating. The freedom to choose one's own partner is still denied to many.
- The existing patriarchal educational system moulds girls to become good housewives. It is important to examine if education helps girls to become self-confident and self-reliant.
- In Kerala with high average age of marriage, women go for sterilization after having 1 or 2 children instead of resorting to temporary family planning methods. Though vasectomy is comparatively easier and less dangerous, the responsibility is completely on women.
- Temporary methods like pills, injections, implant having side-effects on the health of women and prohibited in other countries is being used here. Society does not allow women to take decision over their own body and fertility.
- Women are not visible in public places. Women are less in number in decision – making committees of political parties.
- There have been 3 periods without women's representation in the Lok Sabha. Only in last term,

there were 2 women from among 20. In the Legislative Assembly, women's participation has not increased beyond 8%. Even in unions and other decision making committees, women's participation is less.

The LSGs should make an enquiry whether these common problems exist in their places , what can be resolved locally and what needs to be addressed by higher tiers of government.

## Annexure II

# RANDOM SAMPLING

**Several sampling** methods are used in studies. Random sampling method is suited for status study.

### Why?

- It can ensure representation of women from all sections of society. The problems of women from various sectors can be identified.
- Any person can do this without expert help.
- Analysis can be done without much expert or technical help.

### How can random sampling be conducted?

- If a decision is taken that particular number of households is to be interviewed, then that number divided by the number of wards, will give you the number of houses to be selected in each ward.
- If the sample size is decided as 250 respondents in a panchayat which has 15 wards, 17 women can be selected from each ward ( $250/15 = 16.6$ )
- To a random selection of the households, for example, go to the main centre of a particular road and take the left and select every 5<sup>th</sup> house.

### Another method of selecting houses

#### Social mapping :-

This is the method for understanding the social structure of the area and the differences between households. (For eg- poor, rich, population differences, birth rate, migration, etc)

The nature of houses in each area (money, race, caste, religion, etc) and their location etc can be understood. First organise a few women who know houses in that area.

- Map where the houses are located
- After houses are recorded, identify the

**To have a life cycle approach in random sampling, women can be divided into four groups**

1. from the age of 15- 20
2. between 20-45
3. between 45 and 60
4. above 60 years of age

**In random sampling,  
pay special attention to  
include women from all  
castes and classes**

- Include widows
- Unmarried women/mothers
- Differently challenged women
- Women from tribal, dalit and fishing communities
- Any other marginalised or minority communities

location of poor/rich houses, women headed house holds, houses with people having government jobs, houses with people from one caste and community staying in an area, houses where landless women reside, houses where deserted women or single women stay, areas where dalit women reside and marginalised women stay .The social and economic differences can be located in this way. The status study can be conducted using this sampling and identifying sufficient number of houses from each specific category.

### Annexure III

## NON-CONVENTIONAL INDICATORS TO MEASURE THE STATUS OF WOMEN

### 1. Women's access and control over private property and resources

- Private property (land, house, cattle, equipments, ornaments etc)
- Access over income from such property
- Savings
- Details of family income – who contribute
- Food
- Access to house loan
- Condition of women and property laws
- Globalisation's impact on spending/method of expenditure.
- If women have work, do they have role/participation in decision making?

### 2. Access to public resources

- Division of labour in procurement of water/fuel.
- Problems in relation to access and availability of water/fuel
- Kinds of health-related problems – money spend for personal health care and access to it (including reproductive health)
- Food security
- Nutritional level and calorie intake
- Level of primary education and reasons for lack of access to primary education
- Access to services for child care and its use pattern
- Access to housing, banking facilities, credit facilities to meet basic needs
- Access to technical and vocational education

### 3. Control over their labour and income

- Nature of paid and unpaid work women do and women's role in decision making process
- Time spend for various kinds of work and leisure

- Ability to use income the way they like or handing it over.
- Authority of women to take decisions in relation to expenditure at home.
- What portion of income used for expenditure at home
- Expenditure on personal needs
- Availability of work for women which provides an income and freedom to select the work they like to do
- Difference in wages between men and women in the area or in different occupations
- Kind of work women do and its relation to education, ownership of land and men's work status
- Access and control over marketing (who sells products, decide price, take from one place to another)
- Intervention of women in emerging markets (what product should be produced, and used)
- Division of labour within the house and related household production
- Women's participation in work-related organisations

#### **4. Freedom of women to take decisions in relation to their body**

- Freedom to take decisions in relation to marriage; to choose partner
- Control of women over pregnancy and delivery (number of children, boy child or girl child, birth control, abortion)
- Freedom to take decisions in relation to sex
- Physical and mental violence (rape, wife-beating, caste/communal violence, sexual harassment at work place)
- Societal attitude about women's sexuality.

#### **5. Freedom of physical mobility**

- Important places in the village and town where women can travel alone or in someone's company
- Places where women can go at night

- Places where women are restricted to go to because of their caste and community
- Places where women cannot go because of their widowhood or menstruation
- Relation between caste and community and mobility

#### **5. Access and control in political spaces**

- Women's participation in elections as voter and candidate
- Decision to vote for whom
- Membership in political parties (panchayat, women's groups, unions, organisations, caste organisations)
- Women's participation in above committees

#### **6. Women's access and control over knowledge, skills and information**

- Women's participation in gram sabha, community organisations
- Skills/ability to take forward one's interests and bargain or compromise
- Strength of women's solidarity/mobilisation
- Women's participation in larger groups like unions, associations or networks.

#### **7. Women's access to legal structure and women's position in law**

- Attitude of legal structure to women
- Women's rights, women's realisation about laws
- Ability to take measures if rights are violated; decision taken if violence takes place
- Access to police system and experiences in relation to it
- Access to and experiences in relation to court system
- Knowledge of structures like State Women's Commission, Jagratha Samithis and access to these.

## Annexure IV

# GUIDELINES FOR THE STUDY TEAM

**The study** of the status is a sample survey. A sample is selected in a panchayat and interviewed. The sample can be certain percentage of the entire population of that panchayat(10-15%)

### **I. Method of selection of house**

- In a ward, select the important corner and turn towards the left and reach the 5<sup>th</sup> house. After finishing the dialogue, go to the next 5<sup>th</sup> house. If the lane ends with the 5<sup>th</sup> house, come back to the main road and then again turn towards next left lane.
- Women between the age group of 15 and 70 years should be included in the study of status of women.
- They can be divided into 4 groups.

1<sup>st</sup> group – 15 to 20 years – Adolescents

2<sup>nd</sup> group – 20 to 45 years – Reproductive age group

3<sup>rd</sup> group – 45 to 60 years– Menopausal age group

4<sup>th</sup> group – above 60 years – Old age group

In this, selection can be made in a way to get the following percentage(as in proportion in the general population) : 25 women (10%) from 1<sup>st</sup> group; (50%) 125 women from 2<sup>nd</sup> group; 75 (30%)women from 3<sup>rd</sup> group and (10%) 25 from 4<sup>th</sup> group.

- Depending on the number of wards, there may be only one or two women respondents from 1<sup>st</sup> and 4<sup>th</sup> group. There will be more women from 2<sup>nd</sup> group in all wards. Women in 3<sup>rd</sup> group will be proportionately less.

### **II. Method of selecting women**

- If there are women belonging to all the four age groups in 1<sup>st</sup> house, women from the 2<sup>nd</sup> group should be selected.
- If from 1<sup>st</sup> house, a woman from 2<sup>nd</sup> group is selected, then a women from 3<sup>rd</sup> group is selected from next 5<sup>th</sup> house.

- As the number in 1<sup>st</sup> and 4<sup>th</sup> group is less, they can be interviewed in any house they are available. Don't think you can interview them last, as you may not find them then. Hence interview this group in the beginning itself
- If the selected 5<sup>th</sup> house does not have women belonging to 1<sup>st</sup> and 4<sup>th</sup> group and if you have already interviewed women of these age groups, then the women in the 6<sup>th</sup> house should be interviewed.
- If a particular woman cannot be interviewed due to any problem occurring during the interview or her interview is disrupted due to any difficulty, then she should be interviewed at a favourable time which suits her.
- If a woman needs emergency help during survey, she should be helped. The member of that ward or someone capable enough to help her should be approached. There should be a discussion of several possibilities.
- If a women, other than from the sample households want to be included, her interview can also be conducted. Explain to her how the sample was selected. If she still wants herself to be interviewed, a case study can be made

### III. Guidelines for collecting data

- 1) Before filling the questionnaire, the questionnaire and guidelines should be read several times. The interview should be consoling and positive to the woman whom you are interviewing and should be done confidentially. The questions should be familiar to you before you start the survey.
- 2) Voice and language is important. Women may communicate their problems and even their secrets. They may blame others. We should not belittle their problems or blame them or give our personal opinions or make general statements. Our behaviour or words should not pain them in anyway.
- 3) The interview should be conducted in a place which is safe and secure for them. What is suitable to them

- should suit us. Their safety is our safety. Ensure that no one else is listening to the dialogue/interview. Confidentiality and privacy should be ensured
- 4) If anyone asks, the purpose and nature of the study should be explained. If any one demand to see the questionnaire, an unfilled questionnaire can be shown. **The filled questionnaire should only be shown to the interviewed respondent, if she asks and nobody else.**
  - 5) It is a 2 member team who should conduct the interviews. When one member conducts the interviews, the other notes down the code carefully. If the answer does not suit the code, it should be noted on another note book.
  - 6) The correct answer should be coded. The questions should not be asked in a way of interrogation but as a dialogue.
  - 7) The respondent may react emotionally during interviews. They should be given sufficient time to answer.
  - 8) Their problems should be heard; don't advise them. Their decisions should be respected. If the interviewer's opinion in relation to any question is asked, it should be given only after the interview, is complete.
  - 9) Have a note book with you to write down your observations, answers outside the questionnaire, any other information which you think is relevant.

#### **IV. Method for filling questionnaire**

- Use pencil
- Write only in the mother tongue of the respondent which can be read by them if they demand. There should be no rewriting
- The code suited for answers should be noted immediately. Doubtful answers should be written in the note book. Then fill it with the assistance of the study team that evening itself.
- It is the completed age that has to be filled in the questionnaire

- The code for occupations is as given below
- 1) Professional: Doctor, engineer, lawyer, teacher, business, management, journalist
- 2) Government service: all jobs in government services like clerk, peon, KSRTC drivers, conductors
- 3) Private service: all private institutions, big farmers
- 4) Business: contractors, agents, brokers, big business firms, big shops
- 5) Self – employment: engaged in various self-employment programmes, either taking loan from banks or not
- 6) Traditional work: coconut climbers, making clay pots, palm workers, fisher folk, weaving etc
- 7) Labourers: Agricultural workers, conductors in private buses, drivers, cleaners, work in workshops, domestic work, cook in small hotels, construction work, loading work etc
- 8) Technical work: mechanic, plumber, electrician, welding
- 9) Workers in foreign countries: any workers working outside the country can be included here
- Options to the questions as given in the questionnaire need not be asked. Mark answers they give to the questions as they reply. If there are multiple answers, mark them
- If the answer to the 4<sup>th</sup> question is 2,3,4,5 and 6, then 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> question should not be asked.
- If the reply is positive to the 74<sup>th</sup> and 78<sup>th</sup> question, then 80<sup>th</sup> question need not be asked.
- There are questions requiring multiple answers. Only their responses should be recorded. There can be questions like “there is anything else you would like to add?”

**Annexure V**  
**SOME METHODS TO CONDUCT**  
**STATUS STUDY**

<b>Indicators</b>	<b>Method</b>
<b><i>Basic personal information</i></b>	
Name, religion, caste, information about family, standard of education, work	Information about each person to be recorded in the prepared form
<b><i>Work and income</i></b>	
How do they spend their time?	Methodology to understand how they spend 24 hours of a day. This can be done with women in various work places, in different SHGs
Work in relation to income	Discussion with women working in various sectors (focus group) (on income, work atmosphere, security)
<b><i>Health status</i></b>	
Main problems	Ask them to visualize what is meant by good health status?
<b>Availability &amp; access and control over public resources</b>	
Knowledge and access over natural resources	Resource mapping force field analysis
Do they get knowledge and information?	
Can they participate in decision making process?	Who will take decision? Analyse the decision making process within and outside home (with various groups)

***Practical and strategic gender needs***

Understand needs

Draw a picture of a small circle and write what are the basic things you need to live; draw another circle and explain other than the basics, what you need to live with confidence and self respect; similar exercises

***Evaluate the beneficiaries***

Analysis of previous programmes

What did the panchayat do for you? How the past Projects were of help to you?

Expectations about new projects

Ask them to write or discuss what they will do differently, if they were the panchayat President? ( or other similar exercises can also be done)

Finding beneficiaries

Finding out the poorest depending on criteria decided by the group itself.

***Perspective about future***

Perspective about a society in which there is gender equality

Bring out the perspectives of women from various sections (religion, caste, age, work)

Mechanism which maintain subservience

Positive and negative aspects which will affect the process of enhancing the status of women SWOT analysis (See annexure VIII)

## Annexure VI

### SOCIOGRAM ANALYSIS

**Sociogram is a** methodology which can be used to analyse women's status. This can be used in a group of 20 to 25 women. Any indicators which measure the status of women can be asked. Groups can be formed on the basis of the answers.

If reproductive health is used as an indicator, questions can be asked as mentioned below:

- Those who have blood pressure, diabetics, orthopaedic problems and heart problems should each form separate groups; make a count of each group and note down
- Those who are taking regular medicines can form a group
- Depending on the treatment they take, whether from private or government hospital, they can stand in groups.
- They can stand in groups based on whether they take allopathic, ayurveda or homeopathy treatment.
- Depending on the source of finances for treatment (own money, borrow, sell assets etc), they can stand in groups
- They can form groups on the basis of the kind of care they receive from house, while, participation in domestic work, time for rest, reaching hospital on emergency.

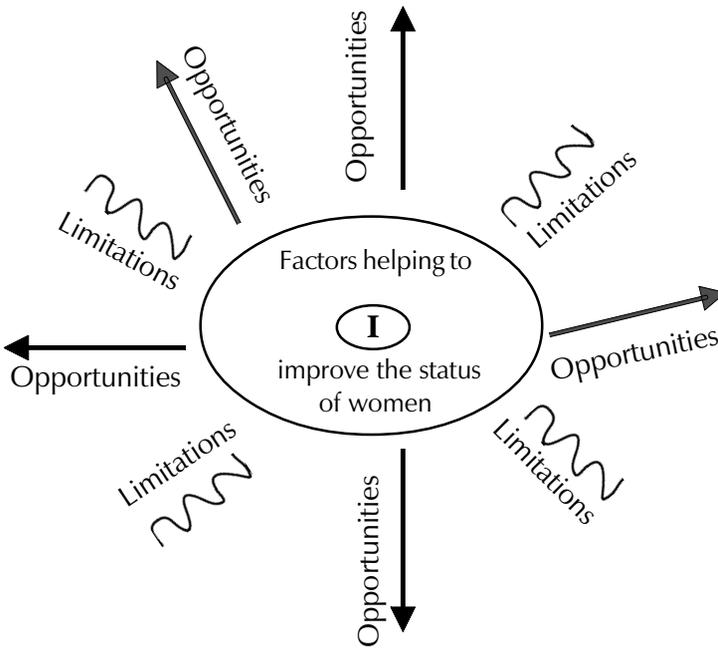
The responses can be counted and recorded immediately. A broad understanding how many women are suffering due to illnesses, their lifestyle, reproductive health issues, opportunities for health care and care within homes, can be gathered.

For eg: if 10 women out of 25 have joint pains and back pain and the reason they cited may be that it is the consequence of delivery and lack of rest. They are not receiving treatment because they are daily wage earners. Their family is dependent on their income. They get medicines from near by government ayurveda dispensary. Such information is very useful for health care planning at the local level.

A quick analysis of status of women can be done in this way, focusing on various indicators.

## Annexure VII FORCE – FIELD ANALYSIS

Ask the participants to draw a circle and they should imagine themselves within the circle. Following this, they should write 5 most important positive factors enhancing their status within the circle. Outside the circle and along with it, the limitations to the process of status enhancement can be written along the crooked lines and positive factors to improve status along the straight arrow marks. They can also discuss how to increase the positive factors and how to overcome the limitations



## Annexure VIII

### SWOT ANALYSIS

**SWOT can be used** to review the projects under WCP. SWOT means analysis of strengths, weaknesses, opportunities and threats or challenges. Every project should be listed and SWOT analysis conducted. SWOT will help in understanding if the project has helped in raising women's status, reasons for its failure and formulate projects on the basis of women's needs.

For eg: in a panchayat depending on agriculture, cattle was distributed to several groups. Vegetable cultivation and paddy cultivation are main sources of income. Majority of women have only primary education. Cattle rearing and agriculture are women's main work. Women do not own land. They are mainly agricultural workers. The cows distributed died within few months.

SWOT can be done as mentioned below:-

#### Strength

- Women in the area are skilled in cattle-rearing
- It is easy to make money from livestock

#### Weakness

- The quality of cows was not ensured
- As the cows were old and diseased, no income was obtained
- Veterinary doctors services were not obtained at the right time

#### Opportunity

- Increase in income
- Make milk and milk products
- Enhanced nutrition of family members
- Make biogas

#### Threat

- Increase of work within family
- The responsibility of looking after cow was not shared
- Women did not have the freedom to use the income
- Reduction of women's mobility
- Lack of access to market

When these projects are analysed, it can be seen that, though the projects are aimed at satisfying women's practical needs and increasing their income, even this is not achieved. So projects should be envisaged taking into consideration, the burden of domestic work, unequal status in society and inequality in distribution of resources. Hence the strategic needs of women should also be kept in mind while designing projects.

**Annexure IX**  
**GUIDELINES TO IDENTIFY COMMUNITY  
BASED ORGANISATIONS (CBOs)  
IN PANCHAYAT**

**1. All CBO's in panchayat**

(Name, address, number of members, style of functioning, span of meetings, difficulties faced, number of women members in the organisation, reason behind lack of women's participation)

**2. Nature of CBOs**

- Cultural organisations – Arts and Sports Club
- Mahila samajams, other women's organisations like SHGs
- Work-related organisations (trade unions, associations)
- Religious organisations
- Caste organisations etc

**3) Libraries**

(Name, Address, number of members, nature of activity, duration of meetings, main issues they face, number of women members, reasons for lack of women's representation)

- 4) Are there any other organisations for men and women?
- 5) What are the main problems addressed by these organizations in the panchayat area?

## Annexure X

### FOCUS GROUP DISCUSSIONS (FGDs)

**This is a participatory** methodology for qualitative data and importance is given to get a wider understanding of problems and issues.

#### **What is FGD?**

FGD is a discussion with a selected group on a particular topic. Data is collected from those who participate. In using this method, the ability and perspective of those who lead the discussion is important. It is important to keep the focus on the selected topic and not to get distracted with side discussions which may come up.

Since FGDs usually have maximum 10-15 members, it is possible to engage them in very focused and deep discussions. The group should be more or less homogeneous and the time for discussion should be fixed (between 45 minutes to an hour). Active participation of each and everyone in the group should be ensured.

#### **Special attention should be paid to the following aspects:-**

- An appropriate venue free from distractions and interferences should be selected. This should be accessible to the persons selected.
- Seating should be such that, it is comfortable and giving importance to all who participate (circular).
- Collect the name and signature from all those who participate.
- There should be one or two persons, who knows the subject thoroughly, who will assist by taking down notes.
- If you want to record the proceedings, tell the group the importance of what is being discussed and hence the need to record and ask their permission to do so.
- Remind them, that only one person at a time should talk; otherwise important information may be lost and the recording will be useless.

### **How FGDs are useful?**

- It gives a broad understanding of relevant issues when a status study is undertaken.
- It helps to collect data very fast.
- It can be used to plan new strategies and plans.
- It helps to identify the causes /reasons of the problems or issues discussed.
- It is a method acceptable for ordinary persons.
- It gives a possibility for participation/inclusion.

Or it can be done before finalising the questionnaire, so that you get a basic understanding of issues affecting women in a particular area.

### **Issues which can be probed through FGDs**

- Marriage, education, health, reproductive health, sexuality, employment, gender division of labour, income, savings, violence against women, access and use of media, politics, participation in gram sabha, awareness on status of women etc.

## Annexure XI

# GUIDELINES FOR ANALYSING WCP

### Interview 1

1. Elected representatives (previous panchayat committee/ present panchayat committee)
2. Key resource persons (K.R.P.)
3. Chairperson of CDS

### Focus of interview

- What are the guidelines being used in formulating projects under WCP?
- What is your role as an individual?
- What type of needs are being focused through WCP?
- What kind of meetings, discussions and surveys are conducted before formulating WCP?
- What are the project to be envisaged for women's empowerment in this panchayat? How can that be implemented?

### Interview 2

- 1) Women who received benefits under WCP
- 2) Women's groups who received benefits under WCP

### Focus of interview

#### Individual

- What was the scheme, for which you were selected?
- Could you use the scheme fruitfully?
- In what way did you use it?
- If you could not use it, why?
- What are the gains from the benefit-economic, social, familial etc

#### Group

- What kind of enterprise received the benefit?
- How many people are there in the group?
- What was the amount received? Was any other financial resources raised? (loan, savings etc)
- Are you able to take forward the enterprise? If so, how? What are the plans?
- What were the reasons that facilitated the management of the enterprise?

- Has there been an increase in income? Has there been an increase in burden of work?
- If the enterprise is stagnant or failed, the reasons?

### **Questions for general review of WCP**

1. What were the project implemented under WCP (1998-2005) (Name, group or individual)?
2. In each year from 1998 to 2005, the amount set apart for WCP and general projects (years, project, amount) and number of beneficiaries for each year?
3. The projects under Women Component Plan
  - Infrastructure development
  - Financial programmes
  - Social programmes
  - Cultural programmes
4. How are projects under WCP implemented?
  - Are any suggestions from planning board?
  - Have the panchayat prepared guidelines?
5. What has been the participation of women beneficiaries in implementation of projects under WCP?
6. How are women beneficiaries identified under WCP?
7. What needs should be focused under WCP?
8. Which class of women benefited under WCP? What was the benefit?
9. What are the factors that helped in the success of projects?
10. Factors that led to failure of the project
11. Who is the implementing officer?
12. How much amount is spend for SHG's and for which needs?
13. In general projects, how many women-centered projects are there? What are they?
14. In agriculture and infrastructure developmental projects (1995-2005), were there any projects specifically for women of last 10 years?
15. Were the working groups functioning effectively in women component projects? What were their contribution in project formulation ?
16. What is the monitoring mechanism of WCP? What are your suggestions for this?
17. Is there a beneficiary committee for implementing WCP projects? What are their activities?

## Appendix XII

# GUIDELINES FOR GENDER ANALYSIS OF TRANSFERRED INSTITUTIONS

Institutions which women often visit can be selected for gender analysis. This may vary from village to village. In coastal areas, instead of agricultural offices, it may be fisheries offices and so on.

### **Institutions**

1. Government Lower Primary School
2. Primary Health Centre
3. Agriculture Office
4. Panchayat Office

### **Government Lower Primary School**

1. Number of male/female teachers
2. Number of girl/boy students
3. Number of drop outs- boys and girls?
4. Participation of boys/girls in sports and arts/cultural activities, scholarship, quiz programme, exams etc.
5. Who does the sweeping of class rooms and veranda regularly?
6. Do children interact in class rooms, sit together, etc.
7. Whom do the teachers first ask questions? Boys or girls?
8. What is the pattern of interaction of male teachers among themselves and with female teachers and vice versa ? Do they use authority? Are there strong gender difference? Behaving eachothers?
9. Are there staff meetings? When?
10. Mother's role in MPTA, PTA meetings
11. Do mothers talk in PTA? In relation to which matters do they talk?
12. Are there games in which boys or girls participate more?
13. Are there separate toilets for boys and girls? Is there water and door? Who cleans these toilets?
14. What is the method of punishment in school?

### **Krishibhavan (Agriculture office)**

1. Number of staff, how many men/women?
2. Staffing pattern and hierarchy (are there male-female differences?)
3. Who takes decision in office? (official-unofficial)
4. What is the interaction pattern?
5. What is the difference in services when man or woman come to the office?
6. Is there different committees in Krishibhavan? What is the participation rate of women in such committees?
7. What kind of relationship between Krishibhavan and the panchayat have? What is Krishibhavan's role in development projects of the panchayat?
8. Who participates from Krishibhavan in gram sabha and panchayat committee?

### **Panchayat Office**

1. Number of staff :- men/women:-
2. Staffing pattern- Is there male-female difference?
3. How are they behave when women coming to the panchayat (Towards men?)
4. How do we know if any officials take leave in panchayat office? What is the mechanism to inform the public ? Are there any signboards, pointers about which officers are responsible for which services?
5. Do women have the freedom to come to office and approach elected members?
6. Is the citizen's charter published and distributed?

### **Primary Health Centre**

1. Number of officials, staff pattern and number of men and women among the staff and their positions in the hierarchy?
2. Is there discrimination between male and female staff?
3. What is the decision making process? Who takes decisions?
4. Who participates in panchayat committee meeting and gram sabha? What is the relation between panchayat and PHC?

5. Is there a Hospital Development Committee (HDC) in the PHC, as mandated ? What is women's participation in decision making?
6. For what needs do people come to the PHC? Who seek service from PHC more- men or women?
7. Do women patients have enough privacy?
8. What kind of information and education is given from here? What kind of IEC materials use for information?

### **Infrastructural facilities**

Is there toilet facility, door for toilets, waiting place, facilities like water, bucket, cup, waste basket etc, light, board giving direction to the toilet?

### **Method for analysis**

1. Observation
2. Conversation with teachers and non teaching staff; officials, health service staff.
3. Conversing with PTA, MPTA, HDC, agriculture-committees.
4. Talking to guardians of children.
5. Talking to students/ services/seekers in various offices.
6. Asking the boys and girls about the expectations they have from teachers; asking the beneficiaries.



10. Number of family members
11. House  
 1) Own  2) Rented  3) Tenancy   
 4) Lease  5. Husbands family house   
 6. Wife's family house  7. With siblings
12. If house is not in your name, then in whose name?  
 1) Husband  2) Joint  3) Children
13. Do the family have land not associated with the house?  
 1) Yes  2) No
14. If so, in whose name?  
 1) Own  2) Husband  3) Joint   
 4) Others
15. How did the family get the land?  
 1) Paternal ancestral property   
 2) Maternal ancestral property   
 3) Bought  4) Got as dowry
16. Toilet  
 1) Own  2) Sharing  3) Public  4) No
17. Drinking water (Source)  
 1) Own well  2) Public well  3) Public tap   
 4) Own pipe connection  5) Pond   
 6) River  7) Rainwater harvesting
18. Electricity connection  
 1) Yes  2) No
19. Cooking fuel  
 1) Firewood  2) Gas  3) Kerosene   
 4) Electric Stove  5) Biogas
20. Equipments at home  
 i. *Electronics*  
 1) Fridge  2) TV  3) Phone   
 4) Washing Machine  5) Mixi  6) Radio   
 7) Heater  8) Vacuum Cleaner  9) Mobile Phone

ii. *Work equipments*

- 1) Tractor/Tiller  2) Mechanised boat   
3) Chinese dip net (Fishing Net)

iii. *Vehicles*

- 1) Cycle  2) Scooter/Bike  3) Autorickshaw   
4) Car  5) Truck/Lorry  6) Jeep

**III. Work**

21. Does anyone help you in domestic work?

- 1) Yes  2) No

22. If yes, who helps?

- 1) Husband  2) Other men  3) Other women   
4) Son  5) Daughter

23. Do you work outside the house?

- 1) Yes  2) No

24. If yes, what work do you have?

- 1) Professional  2) Government Service   
3) Private service  4) Business   
5) Self-employment  6) Traditional occupation   
7) Labourer  8) Technical jobs  9) Abroad

25. Do you have any work along with household labour which adds to family income?

- 1) Yes  2) No

**IV. Income/Savings/Debt**

26. If you have own income do you hand over your income to your husband?

- 1) Yes  2) No

27. Are you able to save?

- 1) Yes  2) No

28. If yes, for what do you save?

- 1) Education of children  2) Health needs   
3) Buy gold  4) Construct home   
5) Marriage needs  6) Buy Land  7) Old age

29. For what do you spend the major portion of the family income?

- 1) Food  2) Children's education  3) Treatment   
4) Repay debts  5) Alcohol consumption

30. Are you indebted?  
 1) Yes                       2) No
31. If yes, purpose of the loan?  
 1) Treatment     2) Marriage needs   
 3) To give dowry  4) Build house  5) Buy land   
 6) Buy equipments for house   
 7) Buy work related equipments   
 8) Work related trips to abroad  9) Buy vehicles
32. From where do you take loan?  
 1) Bank  2) SHG's  3) Private financiers   
 4) Friends  5) Relatives  6) Individuals
33. Is it your personal responsibility to repay?  
 1) Yes                       2) No
34. Who takes decision in relation to purchase of food items?  
 1) Own     2) Husband     3) Joint   
 4) Others
35. Who takes decision in relation to purchase of clothes?  
 1) Own     2) Husband     3) Joint   
 4) Others
36. Who takes decision in relation to purchase of gold?  
 1) Own     2) Husband     3) Joint   
 4) Others
37. Who takes decision in relation to purchase of costly electrical equipments?  
 1) Own     2) Husband   
 3) Joint     4) Others

## V. Education

38. Are you educated?  
 1) Yes     2) No
39. If no, what are the reasons for not studying?  
 1) Poverty     2) Lack of interest   
 3) To look after younger siblings   
 4) Lack of parental interest   
 5) Distance to school  6) Health problems   
 7) Poor in studies  8) Married   
 9) Lack of other members in the house

40. If yes, how many years did you study?  
 1) Below 8 years  2) 8 years  3) 10 years   
 4) 12 years  5) 15 years   
 6) above 15 years
41. Were you able to study as much as you liked?  
 1) Yes  2) No
42. What are the reasons?  
 1) Poverty  2) Lack of interest   
 3) Look after younger siblings   
 4) Lack of parental interest   
 5) Distance to school  6) Health problems   
 7) Poor in studies  8) Married   
 9) Lack of other members in the house

## VI. Marriage

43. If married, age of marriage
44. Were you interested in marrying at that age?  
 1) Yes  2) No
45. What was your husband's age when you got married?
46. How much gold was received at the time of marriage?  
 1) Below 5 sovereign  2) 5 to 10  3) 10 to 20   
 4) 20 to 30  5) 30 to 40  6) 40 to 50   
 7) above 50
47. What was done with that gold?  
 1) Kept in locker  2) Pawned  3) Sold   
 4) Gave as dowry for sister-in-law   
 5) Sold for new house  6) Gave your daughter
48. How much money was given during marriage?  
 1) Below Rs. 50,000   
 2) Between Rs. 50,000 & Rs. 1,00,000   
 3) Between Rs. 1,00,000 & Rs. 2,50,000   
 4) Between Rs. 2,50,000 & Rs. 5,00,000   
 5) Between Rs. 5,00,000 & Rs. 10,00,000   
 5) Above Rs. 10,00,000 lakhs

49. What was done with this amount?  
 1) Deposited in bank  2) Bought house   
 3) Used for the needs of the husband's house   
 4) Spent for treatment   
 5) Spent for children's education   
 6) Spent for dowry
50. Was house given during marriage?  
 1) Yes  2) No
51. If yes, in whose name?  
 1) Own  2) Joint  3) Husband   
 4) After father's death, I will get the house   
 5) Only a share of the house
52. If you got a house, what did you do?  
 1) Sold  2) Presently staying in it   
 3) Gave children  4) Gave for rent
53. Was land given during marriage?  
 1. Yes  2.No.
54. If yes, in whose name?  
 1) Own  2) Husband  3) Joint
55. If you received land, what did you do?  
 1) In my name itself  2) Gave the children   
 3) Sold  4) Constructed house in that plot
56. Was vehicle given during marriage?  
 1) Yes  2) No
57. Was work equipments given during marriage?  
 1) Yes  2) No
58. How did the family manage to get money for soverigns, land, house, vehicles etc?  
 1) Saving of parents  2) Saved through SHGs   
 3) Took loan  4) Help of relatives   
 5) Sold the house  6) Sold property
59. Did the husband's family ask dowry?  
 1) Yes  2) No
60. Did the husband's family harass you for dowry after the marriage?  
 1) Yes  2) No

61. If yes, when?
- 1) When children are born
  - 2) During house construction  3) Going to gulf
  - 4) Time of other children's marriage
  - 5) For treatment  6) Buying land
  - 7) For repaying debt
  - 8) When my family property was divided
  - 9) Without reasons

## VII Sexuality

62. Age of menarche ?
63. Did any one inform you about menstruation before your menarche?
- 1) Yes  2) No
64. What do you use during menstruation?
- 1) Clothes  2) Pad/Napkin
- [65-85 questions for married only]**
65. Did you get information about sexuality before marriage?
- 1) Yes  2) No
66. From whom?
- 1) Mother  2) Sister  3) Friend  4) Books
  - 5) Religious Classes  6) Internet
67. Do you discuss sexual matters with your husband?
- 1) Yes  2) No
68. Do you have any sexual problems with your husband?
- 1) Yes  2) No
69. If yes, what are the problems?
- 1) Doubtful/suspicious about me
  - 2) Doubtful about husband
  - 3) Forced to engage in sexual relationship
  - 4) Husband's lack of interest
  - 5) I have no sexual interest  6) Forced to have sexual relationship in the way I do not like
70. Have you approached anyone to solve such problems?
- 1) Yes  2) No

71. Who decides about the number of children?  
 1) Husband  2) Own  3) Joint   
 4) Husband's mother  5) Husband's relatives   
 6) My relatives
72. Who decides the age gap between children?  
 1) Husband  2) Own  3) Joint   
 4) Husband's mother  5) Husband's relatives   
 6) My relatives
73. Do you use any family planning methods?  
 1) Yes  2) No
74. If yes, what methods?  
 1) Pills  2) Copper – T  3) Condom   
 4) Rhythem period  5) Withdrawal   
 6) Tubectomy  7) Vasectomy
75. At what age you undergone tubectomy?
76. What are the reasons for not using the family planning methods?  
 1) Lack of knowledge  2) No children   
 3) Husband's lack of interest   
 4) Own lack of interest
77. From where did you get information about family planning methods?  
 1) Own  2) Husband  3) Health workers   
 4) Books  5) Television advertisements   
 6) Friends
78. Are you pregnant now?  
 1) Yes  2) No
79. How many times have you conceived?
80. How many times have you miscarried?
81. How many times have you undergone abortion?
82. How many children do you have?  
 1) Only boys  2) Only girls  3) Both

83. Type of deliveries.

- 1) Normal  2) Caesarian

### VIII. Health

84. Do you have health problems for which you need constant medication?

- 1) Yes  2) No

85. If yes, which illness?

- 1) Diabetes  2) Blood Pressure  3) Heart illness   
4) Breathing related  5) Stomach related   
6) Urinary infection  7) Cancer   
8) Orthopaedic problems  9) Sexual illness

86. Where are you treated?

- 1) Govt. Hospital  2) Herbal  3) Private Hospital   
4) Homeo  5) Ayurveda  6) Siddha   
7) Nature Cure

87. Do you go to PHC for any need?

- 1) Yes  2) No

88. If yes, what purpose?

- 1) For children's immunisation   
2) For common illness like fever   
3) Immunisation  4) Check-up during pregnancy   
5) Children's illness

89. What is the reason for not using the PHC?

- 1) Distance  2) Lack of medicine   
3) No doctor  4) No facility to treat   
5) Lack of necessary staff   
6) Private hospital in proximity

90. Have you undergone through hysterectomy?

- 1) Yes  2) No

91. Does your husband have the following habits?

- 1) Alcoholism  2) Smoking   
3) Chewing tobacco  4) Drug addiction   
5) Pan parag/Shambu  6) Card playing

92. Are there financial problems due to this habits?

- 1) Yes  2) No

**IX. Politics**

93. Are you member of any political party?

- 1) Yes                       2) No

94. Do you vote?

- 1) Yes                       2) No

95. Are you member of any organisation?

- 1) Yes                       2) No

96. If yes, which organisation

- 1) Religious organisation     2) Work organisation   
 3) Political     4) Co-operatives     5) SHGs   
 6) Mahila Samajam     7) Cultural Organisation

97. Do you participate in the meetings of these organisations?

- 1) Yes     2) No

98. Who is your ward member?

99. Do you know your MLA/MP?

- MLA      1) Know     2) Do not know

- MP        1) Know     2) Do not know

100. Do you participate in gram sabha?

- 1) Yes                       2) No

101. Have you had any chance of expressing your opinion in gram sabha?

- 1) Yes                       2) No

102. What are the achievements after becoming a member of SHGs?

- 1) Could come out of the house and work   
 2) Saving habit   
 3) Saved from high rate of interest of private money lenders   
 4) Lead to self-growth     5) Could repay debt

103. Have you experienced any difficulty while involving in SHGs?

- 1) Yes                       2) No

104. If yes, what difficulties?
- 1) No time after house work
  - 2) Constraint by husband
  - 3) Constraint by husband's relatives
  - 4) Question of leadership of Sangha
  - 5) No money to give every month
  - 6) No money to get regular income
  - 7) Involvement in public problems
105. Do you think there have been achievements in your panchayat after decentralisation process started?
- 1) Yes
  - 2) No
  - 3) Do not know
106. Has your panchayat published the citizen's charter?
- 1) Yes
  - 2) No
  - 3) Do not know

#### **X. Mobility**

107. For what reasons do you go out?
- 1) Work related
  - 2) Home related
  - 3) Visiting friends
  - 4) Attending meetings
  - 5) Religious reasons
  - 6) Pleasure trips
108. Do you go out alone?
- 1) Yes
  - 2) No
109. Have you experienced physical harassment while travelling?
- 1) Yes
  - 2) No
110. During travel, have you experienced any harassment like staring, vulgar comments, teasing etc
- 1) Yes
  - 2) No

#### **XI. Violence/Legal Mechanisms**

111. Do you know any women in your neighbourhood who experiences domestic violence?
- 1) Yes
  - 2) Do not know
112. If you know, who are they?
- 1) Relatives
  - 2) Neighbours
  - 3) Friends
  - 4) Colleagues
113. Have you experienced physical violence any time in your life?
- 1) Yes
  - 2) No

114. If yes, what type?
- 1) Physical violence( beating, kicking,)
  - 2) Hitting head on wall  3) Hitting on stomach
  - 4) Trying to burn  5) Threaten to kill
  - 6) Breaking vessels  7) Destroying food
  - 8) Destroying clothes
115. From whom did you experience violence?
- 1) Father  2) Mother  3) Brother  4) Husband
  - 5) Sister  6) Father-in-law  7) Mother-in-law
  - 8) Brother-in-law  9) Sister-in-law
  - 10) Neighbour  11) Other relatives
116. Have you ever experienced mental torture in your life?
- 1) Yes
  - 2) No
117. If yes, what type?
- 1) Insulted in front of family members/others
  - 2) Always suspicious
  - 3) Children made to stay apart
118. From whose side did such problems emerge?
- 1) Father  2) Mother  3) Brother  4) Husband
  - 5) Sister  6) Father-in-law  7) Mother-in-law
  - 8) Brother-in-law  9) Sister-in-law
  - 10) Neighbour  11) Other relatives
119. Have you ever experienced financial torture in your life?
- 1) Yes
  - 2) No
120. If yes, what type?
- 1) Extravagant use of money  2) Create debts
  - 3) Constant alcoholism
  - 4) No money for domestic needs
  - 5) Did not give money for personal needs
  - 6) Did not go for work
  - 7) Did not permit her to go for work
  - 8) Takes whole salary

121. From whose side?  
 1) Father  2) Mother  3) Brother  4) Husband   
 5) Sister  6) Father-in-law  7) Mother-in-law   
 8) Brother-in-law  9) Sister-in-law   
 10) Neighbour  11) Other relatives
122. Have you ever experienced sexual violence in your life?  
 1) Yes  2) No
123. Nature of sexual violence :-  
 1) Unnecessary touch   
 2) Forced to have sexual relations   
 3) Forced to have relation in the way I do not like   
 4) Forcefully showed pornographic picture
124. Who is responsible for this?  
 1) Father  2) Mother  3) Brother  4) Husband   
 5) Sister  6) Father-in-law  7) Mother-in-law   
 8) Brother-in-law  9) Sister-in-law   
 10) Neighbour  11) Other relatives
125. Did you seek anyone's help while experiencing violence?  
 1) Yes  2) No
126. If yes, what measure were taken?  
 1) Spoke to family members   
 2) Spoke to relatives   
 3) Spoke to neighbours  4) Spoke to elders   
 5) Spoke to women's groups
127. Have you experienced violence during pregnancy?  
 1) Yes  2) No
128. Do you believe husbands have right to beat wives?  
 1) Yes  2) No

## XII. Media/Religion

129. Do you read newspaper everyday?  
 1) Yes  2) No
130. If yes, which news are you interested in reading?  
 1) Political  2) Social  3) Cartoon   
 4) Cinema  5) Death, Marriage   
 6) Cookery  7) Advertisements

131. Do you listen to radio?  
 1) Yes  2) No
132. If yes, what programmes do you listen?  
 1) Film songs  2) Radio songs   
 3) Agricultural programmes  4) News   
 5) Educational programmes
133. Do you watch television?  
 1) Yes  2) No
134. If yes, which programmes?  
 1) Serials  2) Cinema  3) News   
 4) Other entertainment programmes  5) Sports   
 6) Religious programmes   
 7) Educational programmes   
 8) Agricultural programmes
135. Other than newspapers, do you read magazines and books?  
 1) Yes  2) No

### **XIII. Perception in relation to gender**

136. In your opinion, what qualities should a good woman have?  
 1) Discipline  2) Humility   
 3) Sense of responsibility  4) Cleanliness   
 5) Tolerance  6) Patience   
 7) Loyalty  8) Obedience
137. Do you believe, men have to give high status in family and society?  
 1) Yes  2) No
138. If more women come to power, will it benefit other women?  
 1) Yes  2) No
139. Why women are not given high status in family and society?  
 1) God has created human being like that   
 2) Women are intelligently backward   
 3) Physical differences   
 4) Women do not have own property or income   
 5) Men control everything in society   
 6) Male dominance
140. Do you agree to the statement that to maintain family peace and integrity, women should subjugate themselves?  
 1) Yes  2) No

## Abbreviations used in this book

ADS	Area Development Society
CapDeck	Capacity Development for Decentralisation in Kerala
CBO	Community Based Organisation
CDS	Community Development Society
DPC	District Planning Committee
EMR	Elected Male Representative
ER	Elected Representative
EWR	Elected Women Representative
FGD	Focus Group Discussion
GO	Government Order
JPHN	Junior Public Health Nurse
KRP	Key Resource Person
KSRTC	Kerala State Road Transport Corporation
LAD	Local Administration Department
LSG	Local Self Government
MS	Manuscript
NFHS	National Family Health Survey
NGO	Non Governmental Organisation
NHG	Neighbourhood Group
OBC	Other Backward Caste
PHC	Public Health Centre
PRI	Panchayati Raj Institution
SC	Scheduled Caste
SDC	Swiss Agency for Development and Cooperation
SHG	Self Help Group
SSLC	Secondary School Leaving Certificate
ST	Scheduled Tribe
SWOT	Strength, Weakness, Opportunities, Threats
TAC	Technical Advisory Committee
WCP	Women Component Plan
WG	Working Group
WWG	Women Working Group
PTA	Parent Teacher Association
MPTA	Mother Parent Teacher Association
HDC	Hospital Development Committee
IEC	Information Education Communication

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