











Community Service Project

Mentor Trainer Training Manual

Sep,2022



Day 5 - Offline Training - 7 hours + 1 hour lunch + 2 - 15 mins break

Welcome	15		
Warm up	15		
Recap	15		
Agenda	5		
Grouping Activity 1 - Sharing 3 case studies	15		
Map key stakeholders and Decide the research methodology to be use and design questions according	30		9 am -
Sharing their questionnaire	45	135	11:15 am
Break	15	15	11:15-11:3 0
Survey reporting - How to use tech to analyze data + How to analyze data with samples	70		
Activity to analyze data - drawing conclusions or next action items	30	100	11:30 am - 1:10 pm
Lunch Break	60		1:10pm - 2:10pm
Sharing analysis of data - within groups - Part 2	30		
Go through the findings of the case	20		
Warm up activity	15		
Role of a mentor - what student needs/ expectation and mentor interventions are required	30	110	2:10 pm - 4:00 pm
Break	15		4:00 pm - 4:15 pm
Group Sharing	20		4:00 pm -
Role of a mentor Log book introduction with grading	30	105	5:45 pm



Problem solving for challenges that can arise for both students		
and mentor and their solutions	45	
Recall + closing	10	

<u>Venue set-up</u>

- 1. Have the seating in a U shape or 2 layers of U (to begin with), then teachers can regroup in smaller groups
- 2. Have posters of the program if possible with stakeholder details
- 3. Make sure the venue is ready before the participants arrive
- 4. Have music handy and play during times of thinking activity and when participants enter
- 5. Have a table with handouts, books, stationary, toffees to lighten the mood (also can be shared to encourage participants and feedback forms)

Stationary required - Please add in more if required

- 1. Notebooks
- 2. Post-it's
- 3. Chart paper
- 4. Projector
- 5. Board to write
- 6. Ball
- 7. A4 sheets
- 8. Prints/Handouts of the case studies
- 9. Sketch pens
- 10. Markers
- 11. Speaker and music

Facilitator actions to ensure through the day

- Tagging
- Thanking responses/ encourage



- Asking open ended questions/probing
- Pausing for responses
- Since it is live, it can get chaotic. Ask a question and request them to raise hands (follow tagging post that)
- Check for understanding Thumbs up, rate of 5 etc.

Session 1 - Welcome + Warm-up activity- recap - agenda Grouping to design survey questions and sharing them whole group

Outcomes	Participants will be able to
	 Participants are able to recall the Day 3 and 4 sessions Go through a case study and prepare a questionnaire for survey
	3. Share the survey with the group
	4. Check on the final survey method used and questions for that particular case study
Time	135 minutes
Materials/prep	PPT - Link the ppt here
	Notebook for each teacher
	A4 sheets , sketch pens, Chart paper, Case student print outs (
	 with all 3 case introduction in a page individual case study with survey and data received for analysis

Section	Instruction	Time
Welcome	- Welcome them with a smile	15 mins









	 Hello greetings, Welcome and settle all in. Wait for the teachers to come Teachers might come in late so expect it start maybe about 15 mins late 	
Energiser (Mallika - how to facilitate in big number)	 Ask the participants to make an airplane out of the paper given to them. Inform them that they have 5 mins to make the plane Once they make the airplane, ask them to write the following things on the plane- Their name 2 questions they want to ask someone they have just met. Inform the participants to form groups of 5 in the the count of 1, 2, 3, 4, 5 Ask the participants to form into the groups of 5 and stand in a circle Ask them to throw the planes to another member in the circle Ensure each member catches a plane Once all the participants get the planes, one by one ask them to respond to the questions mentioned on the plane they caught Inform them that they have 10 mins to do that Give them a time check at intervals Close the activity by thanking them for being so participatory 	15 mins - mins
Recap (Mallika)	 Inform them that it is wonderful to see them all here. Ask them since they have been a part of our trainings, what is the first activity we will start with Collect a few responses Tell they it is "Recap" Today since we all are live here, let's do a small activity for recap 	15 mins

















	 Yes the agenda Look at case studies, read them - Map the key stakeholders and prepare a survey questionnaire based on the research methodology decided Look at tools needed for data analysis for Survey reporting How to analyze data and draw conclusions or next action items Role of a mentor , requirements of students Introduction to grading system and log book design Problem solving mentor issues/challenges 	
Grouping the Activity 1 - Sharing 3 case studies	 Let's begin with the first session of the training today, inform the participants that we will be going through a case study and build on a research survey for the same For this activity request you all to form groups of (decide as per the classroom strength, ensure that there are not more than 6 groups Read out the intro for each case study so the teachers are aware of the different types of case studies Give each group a choice to choose from Arts, Commerce, Science cases Check for understanding 	15mins
	Case Study 1: Type: For Arts Students - Qualitative Focus Group Study Topic: Employing CBPR to Understand the Well-Being of Higher Education Students During Covid-19 Lockdown in India Task: - Design research survey questions for participants - What challenges did students face during this time?	











Link to Case: CaseStudy1_Arts.pdf	
Case Study 2: Commerce	
Type: Quantitative + Qualitative Study including Stakeholder Management	
Topic: Tourism as an Additional Source of Rural Livelihoods: An Experience from Two Villages of Rajasthan	
Task:- Design research survey questions for participants- Who are the key stakeholders for this study?	
Link to Case: CaseStudy2_Commerce.pdf	
Case Study 3: Science	
Type: Quantitative + Qualitative Study including educational intervention	
Topic: The Effect of Community-Based Health Education Intervention on Management of Menstrual Hygiene among Rural Indian Adolescent Girls	
Task:	
- Design research survey questions for participants	









unice	f 🥝
for every	/ child

	 What education awareness campaign/strategy measures would you take? 	
	Link to Case: CaseStudy3 Science.pdf	
Design survey question	 In this activity, you will be As a group review this '<u>Socio Economic Survey Sample</u>' As a group come design the survey / interview questions You have 25 mins to complete the activity - mention end time Answer to question 2 Check for understanding by asking a teacher to repeat Questions if any Begin! - Give time checks in between Time is up Facilitator note: Go around the classroom to hear what the teachers are discussing and probe them if required	30 mins
Group sharing	 At the end of 25 minutes, ask each group to present Inform them that they have 5 mins each to complete the sharing They have to share stakeholders, research methodology and the questions asked in the type of survey (briefly the ones they think that stood out) Ensure they are timed and participants do not exceed 5 mins At the end of the session, thank the participants for participating and provide the entire case study for their study. Also, inform them that the case studies will also be shared with the students for their reference and learning Let's take a quick 15 mins tea break, we will see you at 	45mins



Session 2 - How to use tech to analyze data + How to analyze data received + Drawing conclusions/ check for hypothesis solutions / next action steps and report findings

Outcomes	Participants will be able to
	5. Participants learn/ get introduced to how tech is used to analyze data
	 Participants understand how to analyze data Learn how to Draw conclusions, solutions or draw next steps for the case and report findings
Time	90 minutes
Materials/prep	PPT - Link the ppt here
	Notebook for each teacher
	A4 sheets , sketch pens, Chart paper, Case student print outs
	- individual case study with survey and data received for analysis

Section	Instruction	Time
Survey reporting - How to use tech to analyze data, draw conclusions or develop next steps + How to analyze data with samples (VAMSHI)	 Welcome back teachers How are you feeling right now rate on a scale of 1-5, 1 being low and 5 being super charged Now let's get back to the groups we were a part of before we went for the break Are you all settled into your groups? What is the next step? Gather a few responses Yes to conduct a survey, unfortunately since we are 	70mins









	short of time we will not be practically conducting a	
	survey in our sessions but the students will and they	
	will be conducting this survey for 1 full week.	
-	Week 2 - the students will have to dedicate for	
	actually going on ground and conducting the survey	
-	We will in the next activity go through the survey	
	conducted for the case study we were discussing	
	earlier.	
-	The next step after completing the survey is to ?	
-	Collect all data and analyze it	
-	This will help in a step called 'Survey reporting'	
-	What do you think is survey reporting ?	
-	Gather responses and share < A survey report is a	
	document with important metrics gathered from	
	survey The goal of a survey report is to present the	
	data in full, its analysis and presents all the results	
	that were collected	
-	There are different methods and tools which we can	
	use for analyzing data and reporting the survey with	
	next steps or conclusions and your findings	
Theo	ry on Data Analysis:	
Your c collec mentio	data analysis methods will depend on the type of data you t and how you prepare it for analysis. The information oned here is for your reference, as per your interest and	
Data o examp studyi the fre	can often be analyzed both quantitatively and qualitatively. For ole, survey responses could be analyzed qualitatively by ing the meanings of responses or quantitatively by studying equencies of responses.	
		1











Research Method	Qualitative or Quantitative?	When to use?
Statistical Analysis	Quantitative	To analyze data collected in a statistically valid manner from surveys, and observations)
Thematic Analysis	Qualitative	To analyze data collected from interviews, focus groups or textual sources.
relationships i used by scien organizations. To draw valid planning from specify your h design, samp After collectin summarize the inferential stat about the pop findings. Now, we will u through a 5 st	using quantitative tists, government conclusions, stati the very start of t ypotheses and m le size, and sampl g data from your s e data using desc tistics to formally to pulation. Finally, your understand how to ep process with a your hypotheses a	data. It is an important research to s, businesses, and other stical analysis requires careful the research process. You need to ake decisions about your research ing procedure. sample, you can organize and riptive statistics. Then, you can use test hypotheses and make estimate bu can interpret and generalize you o perform Statistical Analysis a simple example.











Question	Hypothesis	Null Hypothesis
What are the health benefits of eating an apple everyday?	Increasing apple as part of every day diet will result in decreasing frequency of doctor visits	Increasing apple as part of every day diet will have no effect on frequency of doctor visits
Which mobile networks have the worst signal quality?	Low-cost mobile networks are more likely to have bad signal quality	Low-cost and high-cost mobile networks are equally likely to have bad signal quality
Step 2: Choose Sam	ple and estimate samp	le size
Step 3: Summarize y	our data with descripti	ve statistics
Step 3: Summarize y Step 4: Test hypothe	our data with descripti ses or make estimates	ve statistics with inferential statistic
Step 3: Summarize y Step 4: Test hypothe Step 5: Interpret you	rour data with descripti ses or make estimates r results	ve statistics with inferential statistic
Step 3: Summarize y Step 4: Test hypothe Step 5: Interpret you Example Research	rour data with descripti ses or make estimates r results Question:	ve statistics with inferential statistic
Step 3: Summarize y Step 4: Test hypothe Step 5: Interpret you Example Research Is there a relationship point average (GPA)	rour data with descripti ses or make estimates r results Question: o between parental inco	ve statistics with inferential statistic ome and college grade
Step 3: Summarize y Step 4: Test hypothe Step 5: Interpret you Example Research Is there a relationship point average (GPA)' Step 1: Write your h	rour data with descripti ses or make estimates r results Question: b between parental inco potheses and plan y	ve statistics with inferential statistic ome and college grade
Step 3: Summarize y Step 4: Test hypothe Step 5: Interpret you Example Research Is there a relationship point average (GPA)' Step 1: Write your h The goal of research variables within a po statistical analysis to	rour data with descripti ses or make estimates r results Question: between parental incomposition ypotheses and plan y is often to investigate a pulation. You start with test that prediction.	ve statistics with inferential statistic ome and college grade rour research design a relationship between a prediction, and use









While the null hypothesis always predicts no effect or no relationship between variables, the alternative hypothesis states your research prediction of an effect or relationship.	
Example Hypothesis:	
Null Hypothesis: Parental income and GPA have no relationship with each other in college students	
Alternative Hypothesis: Parental income and GPA are positively correlated in college students	
Plan your Research Design:	
A research design is your overall strategy for data collection and analysis. It determines the statistical tests you can use to test your hypothesis later on.	
First, decide whether your research will use a descriptive or correlational design.	
 In a correlational design, you can explore relationships between variables (e.g., parental income and GPA) without any assumption of causality using correlation coefficients and significance tests. In a descriptive design, you can study the characteristics of a population or phenomenon (e.g., the prevalence of self-confidence amongst college students in Andhra Pradesh) using statistical tests to draw inferences from sample data. 	
Example Research Design:	
Null Hypothesis: To collect your data, you will ask participants to fill in a survey and self-report their parents' incomes and their own GPA.	
Step 2: Choose Sample and estimate sample size	
Before recruiting participants, decide on your sample size either by looking at other studies in your field or using statistics. A sample that's too small may be unrepresentative of the sample, while a sample that's too large will be expensive.	









As a rule of thumb, a minimum of 30 units or more per subgroup is necessary. Additionally, there are many sample size calculators online available for you to explore.
Step 3: Summarize your data with descriptive statistics
Once you've collected all of your data, you can inspect them and calculate descriptive statistics that summarize them.
Descriptive Statistics summarize and organize characteristics of a data set.
There are 3 main types of descriptive statistics:
Distribution: the frequency of each value/variable in numbers or %
 Measures of Central tendency: the averages of the values, the mean, median and mode are 3 ways of finding the average.
Mode: the most frequent value.
Median: the middle number in an ordered dataset.
Mean: the sum of all values divided by the total number of values.
• Variability or dispersion: how spread out the values are - the range, standard deviation and variance each reflect different aspects of spread.
Range: the highest value minus the lowest value of the data set.
Interquartile range: the range of the middle half of the data set.
Standard deviation: the average distance between each value in your data set and the mean.
Variance: the square of the standard deviation.









unicet 🧐
for every child

$Sample \ Mean, \ \bar{x}$	$\frac{\sum x}{n}$
Population Mean, μ	$rac{\sum x}{N}$
Sample Standard Deviation, (s)	$\sqrt{rac{\sum (x-ar{x})^2}{n-1}}$
Population Standard Deviation, σ	$\sigma = \sqrt{rac{(x-\mu)^2}{N}}$
$Sample \ Variance, \ s^2$	$s^2=rac{\sum (x_i-ar{x})^2}{n-1}$
Population Variance, σ^2	$\sigma^2 = rac{\sum (x_i - \mu)^2}{N}$
Range, (R) 1 addition to central tendenc our dataset is important to u	Largest data value - smallest data value y, the variability and distribution of inderstand when performing
Range, (R) n addition to central tendence our dataset is important to un lescriptive statistics. The shap neasurement should guide younter outer quartile range is the best while standard deviation and or normal distributions.	y, the variability and distribution of inderstand when performing ape of the distribution and level of our choice of variability statistics. measure for skewed distributions, variance provide the best informat
Range, (R) n addition to central tendence our dataset is important to u lescriptive statistics. The sha neasurement should guide yo nterquartile range is the best while standard deviation and or normal distributions.	y, the variability and distribution of inderstand when performing upe of the distribution and level of our choice of variability statistics. The measure for skewed distributions, variance provide the best informat



































Step 4 statist	: Test hypotheses or make estimates with inferential tics
Inferer predic import sample valid s	ntial statistics help you come to conclusions and make tions based on your data. With inferential statistics, it's ant to use random and unbiased sampling methods. If your e isn't representative of your population, then you can't make tatistical inferences.
Using popula	inferential statistics, you can make conclusions about ation parameters based on sample statistics.
•	A statistic is a measure that describes the sample (e.g., sample mean). A parameter is a measure that describes the whole population (e.g., population mean)
Sampling error is the difference between a parameter and a corresponding statistic. Since in most cases you don't know the real population parameter, you can use inferential statistics to estimate these parameters in a way that takes sampling error into account.	
There popula	are two important types of estimates you can make about the ation: point estimates and interval estimates.
•	A point estimate is a single value estimate of a parameter. For instance, a sample mean is a point estimate of a population mean. An interval estimate gives you a range of values where the parameter is expected to lie. A confidence interval is the most common type of interval estimate.
Both ty where	ypes of estimates are important for gathering a clear idea of a parameter is likely to lie.
A conf up with are use error ir	idence interval uses the variability around a statistic to come h an interval estimate for a parameter. Confidence intervals eful for estimating parameters because they take sampling nto account.









A confidence level tells you the probability (in percentage) of the interval containing the parameter estimate if you repeat the study again.	
Example: A 95% confidence interval is usually used, you can use the same. It means that if you repeat your study with a new sample in exactly the same way 100 times, you can expect your estimate to lie within the specified range of values 95 times.	
Hypothesis Testing:	
Using data from a sample, you can test hypotheses about relationships between variables in the population. Hypothesis testing starts with the assumption that the null hypothesis is true in the population, and you use statistical tests to assess whether the null hypothesis can be rejected or not.	
Statistical tests determine where your sample data would lie on an expected distribution of sample data if the null hypothesis were true. These tests give two main outputs:	
 A test statistic tells you how much your data differs from the null hypothesis of the test. A <i>p</i> value tells you the likelihood of obtaining your results if the null hypothesis is actually true in the population. 	
Statistical tests come in three main varieties:	
 Comparison tests: assess group differences in outcomes. Regression tests: assess cause-and-effect relationships between variables. Correlation tests: assess relationships between variables without assuming causation. 	
Your choice of statistical test depends on your research questions, research design, sampling method, and data characteristics.	
Introduction to t-test:	
A t-test is a statistical test that is used to compare the means of two groups. It is often used in hypothesis testing to determine whether a process or treatment actually has an effect on the	









population of interest, or whether two groups are different from one another.	
When choosing a t-test, you will need to consider two things: whether the groups being compared come from a single population or two different populations, and whether you want to test the difference in a specific direction.	
One-sample, two-sample, or paired t-test?	
 If the groups come from a single population (e.g. measuring before and after an experimental treatment), perform a paired t-test. If the groups come from two different populations (e.g. two different species, or people from two separate cities), perform a two-sample t-test (a.k.a. independent t-test). If there is one group being compared against a standard value (e.g. comparing the acidity of a liquid to a neutral pH of 7), perform a one-sample t-test. 	
One-tailed or two-tailed t-test?	
 If you only care whether the two populations are different from one another, perform a two-tailed t-test. If you want to know whether one population mean is greater than or less than the other, perform a one-tailed t-test. 	
Performing the t-test:	
Excel is a great tool to perform the t-test, this link can be followed to understand and perform the step-by-step process - <u>https://statisticsbyjim.com/hypothesis-testing/t-tests-excel/</u> . Additionally, you can google search for 'how to perform t-tests on excel' and learn from what suits you best.	
If you want to explore the test manually, you can see below:	
The formula for the two-sample t-test is shown below.	
$t = \frac{\bar{x}_1 - \bar{x}_2}{\sqrt{(s^2(\frac{1}{n_1} + \frac{1}{n_2}))}}$	









 ((t	In this formula, t is the t-value, x1 and x2 are the means of the two groups being compared, s2 is the pooled standard error of the two groups, and n1 and n2 are the number of observations in each of the groups.
	A larger t-value shows that the difference between group means is greater than the pooled standard error, indicating a more significant difference between the groups.
F	Example: t-test Result
	Since you expect a positive correlation between parental income and GPA, you use a one-sample, one-tailed t test. The t test gives you:
t	t value of 3.08 and a p value of 0.001
	Step 5: Interpret your results
	Statistical significance
: 	The significance level, or alpha (α), is a value that the researcher sets in advance as the threshold for statistical significance. In a hypothesis test, the <i>p</i> value is compared to the significance level to decide whether to reject the null hypothesis.
	 If the p value is higher than the significance level, the null hypothesis is not rejected, and the results are not statistically significant.
	 If the p value is lower than the significance level, the results are interpreted as rejecting the null hypothesis and reported as statistically significant.
l r ł	Usually, the significance level is set to 0.05 or 5%. That means your results must have a 5% or lower chance of occurring under the null hypothesis to be considered statistically significant.
l l i	Note: Statistically significant results are considered unlikely to have arisen solely due to chance. There is only a very low chance of such a result occurring if the null hypothesis is true in the population.











Exam	ple: Result Interpretations
You co 0.05. V hypoth betwe	ompare your p value of 0.001 to your significance threshold of With a p value under this threshold, you can reject the null nesis. This indicates a statistically significant correlation en parental income and GPA in college students.
lote t nere a ariab e bec nks b	hat correlation doesn't always mean causation, because are often many underlying factors contributing to a complex le like GPA. Even if one variable is related to another, this may cause of a third variable influencing both of them, or indirect between the two variables.
B)	Thematic Analysis
Thema somet or valu of text examin pattern Some	atic analysis is a method where you're trying to find out hing about people's views, opinions, knowledge, experiences ues by analyzing qualitative data. It is usually applied to a set is from surveys, interviews or focus groups. You will closely ne the data to identify common themes – topics, ideas and ns that come up repeatedly.
answe	r:
•	How do patients perceive doctors in a government hospital? What are young women's experiences about inequality in their daily life? How is the support system for financial assistance from banks?
Thema judger beliefs	atic analysis is subjective and relies on the researcher's ment, so you have to reflect carefully on your own choices, and interpretations.
There	are two types of approaches for Thematic Analysis:
1)	Inductive Approach: is a method of drawing conclusions by going from the specific to the general or bottom-up reasoning. It is a logical approach to making inferences, or conclusions. People often use inductive reasoning informally









in everyday Specific observatio	situations. Inductive reaso	General conclusion
Cheap medica A and B both a major side eff Examples: Inductiv	tions ause ects All observed cheap medications cause major side effects we Approach	All cheap medications cause major side effects
Stage	Example 1	Example 2
Specific Observation	Charlie is a brown dog and he barks loudly	Baby Riya said her first word at the age of 12 months
Pattern Recognition	Every brown dog I met barks loudly	Every girl baby I saw says their first word at 12 months
General Conclusion	All brown dogs bark loudly	All girl babies say their first word at the age of 12 months
 2) Deductive A general idea reasoning. In deductive certain idea conclusion, 	Approach: is a metho is to specific conclusi e reasoning, you'll mal . You make an inferen by applying different	ed where you progress from ons or top-down ke an argument for a ce, or come to a premises.











	Deductive reas	soning
Existing theory	Formulate hypothesis Collect data	→ Analyze data → Do/don't reject hypothesis
	Example	
All biological life depends on water to exist	All land mammals depend on water to exist	→ All land mammal spacies depend on water → Null hypothesis does not get rejected
A prem statem Conclu In a sin a prem conclu called Examples: De	nise is a generally accept nent that lays the ground usions are statements sup mple deductive logic argun nise, and add another pre- sion based on these two "premise-premise-conclu- eductive Approach	ed idea/fact/rule. It's a work for a theory/idea. pported by premises. ument, you'll often begin with emise. Then, you form a premises. This format is usion.
Stage	Example 1	Example 2
Stage Premise	Example 1 All insects have exactly 6 legs	Example 2 Blue Litmus paper turns red in the presence of acid
Stage Premise Premise	Example 1 All insects have exactly 6 legs Spiders have eight legs	Example 2 Blue Litmus paper turns red in the presence of acid The blue litmus paper turned red when I poured some liquid on it
Stage Premise Premise Conclusion	Example 1All insects have exactly 6 legsSpiders have eight legsTherefore, spiders are not insects	Example 2 Blue Litmus paper turns red in the presence of acid The blue litmus paper turned red when I poured some liquid on it Therefore, the liquid is acidic





















just saving there's reasons not to	accept chan	
100% trust them. The rules keep hanging – I can't do any transaction outside banks.	IS	je
n this extract, we've highlighted vari colours corresponding to different co dea or feeling expressed in that part At this stage, you should be thoroug every interview and highlight everyth or potentially interesting. As well as t sentences that match these codes, w as we go through the text.	ious phrases in different odes. Each code describe t of the text. h: go through the transcr hing that jumps out as rele highlight all the phrases a we can keep adding new	es the pt of evant nd codes
After going through the text, collate a groups identified by code. These co overview of the main points and con hroughout the data.	all the data together into des will give a condensed nmon meanings that recu	ł
3. Generating Themes Next, look over the codes you've cre hem, and start coming up with them	eated, identify patterns ar nes.	nong
Themes are generally broader than c combine several codes into a single combine codes into themes like this:	codes. Most of the time, y theme. In our example, w :	ou'll ve can
Codes	Theme	
 Uncertainty Lack of knowledge Alternative explanations 	Uncertainty	
• Fear of being cheated by		











Distrust of technology	
Some codes are too vague or not relevant enough (for example, because they don't appear very often in the data), they can be grouped with similar codes as themes. Create potential themes that tell something helpful about the data.	
4. Reviewing Themes	
Now make sure that the themes are useful and accurate representations of the data. Review the data set and compare themes against it. Check if you are missing anything? Are the themes really present in the data? What can you change to make the themes work better? If you encounter problems with the themes, split them up, combine them, discard them or create new ones: whatever makes them more useful and accurate.	
5. Defining and naming Themes	
Now that you have a final list of themes, it's time to name and define each of them.	
Defining themes involves formulating exactly what you mean by each theme and figuring out how it helps you understand the data.	
Naming themes involves coming up with a succinct and easily understandable name for each theme.	
6. Summary	
Finally, synthesise your analysis of the data using the below key points:	
Follow the report format provided, ensure you also include a methodology section, describing how you collected the data (e.g. through structured interviews or open-ended survey questions or focus groups and explaining how you conducted the thematic analysis itself.	
The results or findings section usually addresses each theme in turn. Describe how often the themes come up and what they mean,	









	including examples from the data as evidence. Finally, in the conclusion explain the main takeaways and show how the analysis has answered the research question.	
drawing conclusions or next action items	 Now that we have gone through how to report a survey Let's look at the case study we were working on this morning Share the case study survey questions and the data collected In this activity you will be Spend the First 10 mins looking at the stakeholders identified, survey conducted and the data collected during the survey Next look at the tools used to collect data and for analysis Analyze the data State your findings and what the next steps should be You have 20 mins to complete the task Give time checks Add an additional 5 mins if required 	30 mins

Session 3 - Warm up activity, Group sharing,



Outcomes	 Participants will be able to 8. Participants keenly observe the case studies and it's findings 9. Participants understand the role of a mentor and the interactions/interventions required
Time	110 minutes
Materials	PPT -Will be shared Notebook for each teacher

Section	Instruction	Time
Group sharing	 Inform them that we will continue with the group sharing activity 	30 mins
	 Share your findings and what steps should be taken next Add in any other points you found interesting or atruck you 	
	 Ensure the participants stick to a time limit Congratulate and thank them for being a part of this activity 	









Go through the actual survey and it's findings	 Inform them that Now let's spend the next 10 mins go through what were the actual findings of the case and the next steps they took. Do a group discussion on What are some similarities and differences between the actual findings and the one they made as a group 	20
	Debrief	
	 Ask the participants how they felt doing this activity What are somethings that stood out for them How was working with your group so far <!--</th--><th></th>	









groups of 6-7 members A. Challenge: "I have a challenge for you all!" B. End Goal: "The goal of this activity is to bring this pipe down from the shoulder length of the tallest person in the group to	
 A. Challenge: "I have a challenge for you all!" B. End Goal: "The goal of this activity is to bring this pipe down from the shoulder length of the tallest person in the group to 	
B. End Goal: "The goal of this activity is to bring this pipe down from the shoulder length of the tallest person in the group to	
from the shoulder length of the tallest person in the group to	
norm the onounder length of the tallost person in the group to	
the ground. <show pipe="" the=""></show>	
C. Guideline: "There are some guidelines for you to follow:	
a. The pipe must only rest on your index fingers	
b. Your index fingers should only be parallel. Not	
up-down- facing down or up, and neither should you	
hold the pipe at any point <show all="" of="" th="" this="" without<=""><th></th></show>	
the pipe>	
c. The pipe must stay in contact with index fingers of	
ALL the members ALL the time till the task is	
delivered.	
d. Every time you digress or catch yourself from not	
following the guidelines: "you start the task again"	
D. Expectation: "I expect you to correct yourself without me	
calling out"	
E. Time: Option 1: "How much time do you think you will take to	
complete this challenge?" Option 2: "I give you 7 mins: Do	
you need more or less?" Facilitator can extend the time by 3	
more mins which would make it 10 mins collectively.	
F. Questions: "Do you have any questions about this	
challenge?"	
Debrief	
a. How was the experience? Talk to me about it a little.	
b. What did you personally have to do to make sure the pipe did not	
arop?	
c. what did you need the others to do?	
Facilitator Note: Look out for responses that talk about cooperation	
communication, coordination and most importantly how each	
members' presence was important to make this happen.	
a. We are starting on an adventure together.	









	b. Just like in the exercise, if we do not work together as one team, we won't get much done . Each of us have a role to play and the program will not go forward without your complete cooperation, coordination and help. You all play a very important role	
Introduction the role	 Inform them that as they are aware, a group of 15 	30
of a mentor	students will report to a mentor who is a faculty from	
	the college or region the students belong to	
	 They will be updating their project's progress to the 	
	mentors	
	- Let's now look at the role of a mentor and the	
	activities he/she has to do for a successful	
	completion of this project	
	 In this activity we want you to map two things 	
	- In first half the sheet write down all the support and	
	help a student will need from a mentor	
	 In the second half side write down all the things a 	
	mentor can do to help the student from his/her side	
	- Let's think of all the minutest help required or can be	
	done to ensure this project can be a success	
	- You have 20 mins to work on this (10 minutes on each	
	side)	
	- Inform them that their responses will help us plan the	
	project better and set a role for the mentors	
	- Give a time check at 10 mins	
	 Give an additional 5-10 mins if required 	
	- Thank them for being a part of this activity and inform	
	them that we will be taking a 15 min break now	
	- Once we are back we will noting down your	
	responses	



Session 4 - Understanding the roles of mentors, student expectations and challenges faced.

Outcomes	Participants will be able to
	10. Participants will be able to identify issues or challenges that could come up
	11. Share solutions for the problems or challenges
	12. Understand the log book and grading
Time	105 minutes
Materials	PPT - Link the ppt here

Section	Instruction	Time
Group sharing	- We will now look at the responses	20-30
	- While sharing request you all to share top 3 needs	
	from the students	
	- 3 things the mentors can do to fulfill the needs	
	- Thank you teachers for sharing	
	- We will go back to our team and discuss how some of	
	these needs can be met by the mentors or be added	
	in the curriculum	









Role of a mentor	- Here's a quick summary of what we think you as	10
Log book introduction with	mentor will have to do	
	 Meet the students before they begin their projects 	
grading	- Handover the student curriculum and the log book	
	template	
	- Be available on calls for the students to ask	
	questions/doubts	
	 Meet them mid project to see progress 	
	- Check on log completions	
	 Approve project completion 	
	- Grade the project	
Detailed project	- Let's go through in detail how you will be grading the	15 mins
grading	project	
	 Share the 3 pager shared by the govt 	
	- Let the teachers go through it in detail	
	- QnA if there are any questions	
Introduction to loa	- Here's how the logs will look like	10 mins
book design	- After each milestone the student is suppose to log it in a	
	format mentioned in their student curriculum	
	- For example after they begin their project approximately on	
	Day 2 they are suppose to log in - Log in the 5 top personal issues in the environment identified, mapping to SDG and their solutions	
	 Similarly there are different milestones they have to log in 	
	- Let's spend the next 5 mins going through the logs	
	- Please feel free to ask questions after we have gone through	
	it for the next 5 mins	
	- QnA	









Problem and solving	 Mentors now that you know what the student expectations or requirements are and what all is needed from your end ? Do you foresee any challenges that could be there from the mentors end and the students end 	45mins
	 Let's first focus on what challenges you think you will be facing 	
	 Second write down the challenges students will be facing 	
	 You can refer to the previous chart, look at the tasks the mentors have to do and what we shared 	
	- Put down challenges you think will be there	
	- You have 10 mins to work on the challenges	
	- CFU, Time check	
	 Now let's look at solving those challenges 	
	 You have 10 mins to work on the solutions for the challenges you listed down 	
	- Time's up	
	 Can each group share top 3 challenges you think will be there and the solutions for it 	
	- Get each group to share	
	- Note down their responses	









	 Thank you the teachers and inform them that this part is very important for us as we can use the problems they shared and come up with better planning for the project. 	
Recall + Closing	 We are towards the end of the session today. Let's quickly see what all we did Look at case studies, read them - Map the key stakeholders and prepare a survey questionnaire based on the research methodology decided Look at tools needed for data analysis for Survey reporting How to analyze data and draw conclusions or next action items Role of a mentor , requirements of students Introduction to grading system and log book design Problem solving mentor issues/challenges 	10 mins
	 Poll - Ask them how are their energy level rate from 1-5, 1 being low and 5 being high Inform them that - Before we let you go please fill in the feedback form. See you all for the next session - inform details 	









