

LIST OF TABLES

Sr. No.	Title of the Table	Page No.
1.1	Growth of Secondary Schools by Types of Management in India in Percentage	07
1.2	Decade-wise Growth of Secondary Schools by Different Managements in Manipur Since 1980	13
3.1	Sample Schools Selected from the Total Number of Schools Areas-Wise	55
4.1	Procedure of Finding out Numbers & Nature of Vacant Teaching Posts as responded by Secretaries and Principals	76
4.2	Methods of Advertisement for Vacant Teaching Posts	77
4.3	Constitution of Selection Committee for Teachers Recruitment as responded by Secretaries and Principals	78
4.4	Process of Conducting Teachers' Interview in Schools as responded by Principals/Secretaries, Teachers of Schools	79
4.5	Method of conducting Interview for Recruitment of Teachers as responded by Principals and Secretaries	81
4.6	Issue of Appointment Letters, Joining Reports, Matters in Appointment Letters, and Time Taken to Join Service by Selected Candidates	82
4.7	Areas Identified for Staff Development Activities in Schools	85
4.8	Norms for the Staffs Attaining Workshops Outstation	86
4.9	Frequency of Organizing Staff Development Activity in Schools as responded by Principals and Senior Teachers	87
4.10	Experts Invited for Staff Development Activity at Schools as responded by Principals, secretaries and senior teachers	88
4.11	Leave of Staff for Attaining Outstation Workshops	89
4.12	Staffs Sharing Outstation Experience as responded by Principals and Teachers	90
4.13	Encourage from Management Staff Development	91
4.14	Policy for Task Distribution of School Teachers	93

4.15	Guidelines Provided to Staffs for Performing Schools' Task as Responded by Principals, Secretaries and Teachers	94
4.16	Problems faced by Schools in Tasks Distribution	95
4.17	Process Followed to Resolve the Problems of Overlapping of Tasks	96
4.18	Teachers' Teaching subjects and their Subject Specialization	97
4.19	Non Teaching Work Allocation to Teachers	98
4.20	Problems Faced due to Tasks Ambiguity	99
4.21	Process to Resolve the Problems Task Ambiguity	100
4.22	Availability of Schools' Service Rule for Staffs	101
4.23	Difficulties Experienced by Teachers to Follow Service Rules	102
4.24	Action Taken on Staffs who do not follow Service Rules	103
4.25	Schools Authorities Recognize Teacher's Innovations	105
4.26	Awards Given to Teachers by Schools Authorities	106
4.27	Prevalence of Working Environment in Schools	107
4.28	Conduction of Staff Meeting	108
4.29	Provision for Further Studies for Staffs	109
4.30	Communication between School Secretary and Principal	110
4.31	Communication between School Secretary and Teacher	111
4.32	Communication between Principal and Teachers of Schools	112
4.33	Procedures Followed for Fixation of Teachers' Salary	114
4.34	Criteria for Providing Incentives to Teachers	115
4.35	Other Facilities Provided to Staffs by Schools	117
4.36	Nature of Feedback to Schools' Teachers	119
4.37	Principals' Guided to Teachers	120
4.38	Feedback to Non-performing Teachers	121
4.39	Recognition of Teachers' Good Performance	122
4.40	Process of School Budget Preparation	129
4.41	Financial Requirements as basis of School Budget	131
4.42	Considered Previous Year Financial Deficit in Current Schools Budget	132
4.43	Persons Involve in School-budget Preparation	133
4.44	Tuition Fees and other Sources of Schools' Finance	134

4.45	Process of Tuition Fees Collection at Schools	135
4.46	Problem of Sources of School Finance	136
4.47	Solving the Schools Financial Problems	137
4.48	Problems of Schools Budgets Preparation and its Solutions	139
4.49	Problems in Implementation of School Budget and Solutions	141
4.50	Provision for Principals using Schools' Finance	143
4.51	Guideline for Using Schools' Finance to Principals	144
4.52	Audit of Schools Finance	145
4.53	Location & Design of School Building	149
4.54	Area of Construction of School Buildings and Expansion Facilities	151
4.55	Construction Process of the School Buildings	152
4.56	Condition of School Buildings	152
4.57	Use of School Buildings	154
4.58	Number of Classrooms in Schools	155
4.59	Condition of Classrooms	156
4.60	Conditions of Furniture in Classrooms	157
4.61	Arrangement of Books in Schools' Library	158
4.62	Number of Books Available in School Library	159
4.63	Use of Modern Technology in School Library	160
4.64	Use of School Library by Staffs and Students	161
4.65	Circulation Books Among Users	162
4.66	Library Period in Schools Time Table	163
4.67	Availability of Computers in Schools	164
4.68	Number of Computers Available in Schools	165
4.69	Maintenance of Computers	166
4.70	Use of Computers by Staff & Students	167
4.71	Demand Register for Science Equipments	168
4.72	Science Equipments and Materials Availability	169
4.73	Qualities of Science Equipments in Schools	170
4.74	Maintenance of Science Equipments	171
4.75	Use of Schools' Science Laboratory	172
4.76	Space adequacy in Science Laboratories	173

4.77	Teaching Aids Available in Schools	175
4.78	Quality & Relevance of Teaching Aids	176
4.79	Maintenance of Teaching Aids	177
4.80	Maintenance of Demand Register for Purchasing Sports Materials	178
4.81	Need Analysis to Purchase Sports Materials	179
4.82	Demand and Approval of Sports Materials to Purchase	180
4.83	Adequacy of Sports Materials	180
4.84	Quality of Sports Materials	181
4.85	Size of the Playground and Maintenance	182
4.86	Sources of Drinking Water Facility	183
4.87	Hygienic of Drinking Water Available in Schools	184
4.88	Regularity of Drinking Water Supply in Schools	185
4.89	Maintenance of Water Purifier in Schools	186