

**APPENDIX A**

**QUESTIONNAIRE**

QUESTIONNAIRE  
"EVALUATION OF SECONDARY SCHOOLS  
OF GUJARAT, SAURASHTRA AND KUTCH."

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## I : PURPOSES OF THE SCHOOL

### (1) The Historical Background

Q. 1: Please state the historical background of school, with special reference to the purpose of starting it :

### (2) The Specification of Purposes

Q. 2: Please read the purposes listed below and answer according to the instructions given:

- i) Put a 'tick mark' in column I against each of the purposes your institution has accepted.
- ii) Select five chief purposes out of the accepted ones and Rank them in order of priority. Put '1', '2', '3', '4' and '5' in column II in order of priority.
- iii) Please mention the extent to which the selected purposes are realized in your school. Please put 'A', 'B', or 'C' in Column III :  
  
    'A' if the purpose is realised fully,  
    'B' if the purpose is realised partly,  
    'C' if the purpose is not realised at all.

No.	Purposes	Column	Column	Column
		I	II	III
i	To give the pupils opportunity for self realisation.			
ii	To develop the potential qualities (like leadership) in them.			

No.	Purposes	Column I	Column II	Column III
iii	To develop in pupils healthy habits of thought and action.			
iv	To train them how to use leisure time.			
v	To transmit to them material and cultural heritage.			
vi	To give them love, recognition and sympathy.			
vii	To develop in them the sense of duty to the community.			
viii	To help their normal physical and mental development.			
ix	To inculcate in them aesthetic values.			
x	To lead them towards better emotional adjustment.			
xi	To inculcate in them efficient communication skills.			
xii	To give students character training to enable them to participate creatively as citizens in the emerging democratic social order.			
xiii	To inculcate in them practical and vocational efficiency.			
xiv	To develop in them literary, cultural and artistic interests.			

\*Q. 3:

- \_\_\_\_\_ 1. The school has considered and formulated its purposes.
- \_\_\_\_\_ 2. The institutions' statement of purposes takes into account data regarding the needs and interests of the pupils.
- \_\_\_\_\_ 3. The institutions' statement of purposes takes into account the evidence regarding the needs of the society.

(\* Wherever asterisk marks are made, the conditions are to be rated by the investigator on the three point scale described here. The basis of such ratings would be the preceding question or questions and necessary supplementary information collected during the interview and personal observations of the investigator.

The conditions are to be rated according to the following key :

- A: if the condition is realised fully,
- B: if the condition is realised partly,
- C: if the condition is not at all realised.)

### (3) Teachers and Purposes

Q. 4: Do you have any programme through which you inform the teachers in your school about the educational purposes? Yes/No

\*Q. 5:

- \_\_\_\_\_ 1. The schools' statement of purposes, if formulated, is generally understood by teachers.
- \_\_\_\_\_ 2. The administration recognises the individual and professional worth of teachers in order to attain the objectives of the school.

- \_\_\_\_\_ 3. The purposes of the school are regularly evaluated by the teachers.

(4) Pupils and Purposes

Q. 6: Do you have any programme through which you make your pupils understand the educational goals towards which they are led ?

YES/NO

\*Q. 7:

- \_\_\_\_\_ 1. The school programme helps the pupils to understand the purposes of the school.

(5) Community and Purposes

Q. 8 : Do you have any programme through which you inform the parents and community at large, about your educational goals ?

YES/NO

\*Q. 9 :

- \_\_\_\_\_ 1. The school has a programme of communicating to the parents and the public, the purposes of the school.

## II. THE PHYSICAL FACILITIES

(1) The Site

Q. 1: The school is situated : (please tick mark)

- i) in the open city area : \_\_\_\_\_
- ii) in non-industrial area : \_\_\_\_\_
- iii) in an industrial area : \_\_\_\_\_
- iv) on the outskirts of a city or town : \_\_\_\_\_
- v) near station : \_\_\_\_\_
- vi) near a public road : \_\_\_\_\_
- vii) in the neighbourhood of a tank or a river or a public well : \_\_\_\_\_

Q. 2: Number of schools within the radius of one mile : \_\_\_\_\_

Q. 3: Whether any entertainment house (like a cinema house) is there, in the neighbourhood of the school :

Yes/No

\*Q. 4: The site :

- \_\_\_\_\_ 1. is easily accessible to the pupil population,
- \_\_\_\_\_ 2. is adequate for creating educational atmosphere,
- \_\_\_\_\_ 3. has extensive playground,
- \_\_\_\_\_ 4. has extensive grounds for further expansion needs.

(2) The Building

Q. 5: Is the school building : (please tick mark)

- 1. your own : \_\_\_\_\_

2. Rental ? \_\_\_\_\_

3. government building ? \_\_\_\_\_

4. partly own ? \_\_\_\_\_

5. partly rental ? \_\_\_\_\_

Q. 6: If it is not your own, what annual rent do you pay to the owner ? \_\_\_\_\_

Q. 7: The school building is built (please tick mark) :

i) from government grants : \_\_\_\_\_

ii) from donations : \_\_\_\_\_

iii) from school funds : \_\_\_\_\_

Q. 8: Whether you have received any government loan for the extension of your school building : \_\_\_\_\_

Yes/No

1. If yes, how often ? \_\_\_\_\_

2. How much each time ? \_\_\_\_\_

Q. 9: After 1953, what sum have you spent to improve your school building ? \_\_\_\_\_

Q.10: Are there adequate drinking water facilities in the school building ? \_\_\_\_\_

Yes/No

Q.11: How is the water supplied to the school? (Please check whatever applies to your school):

1. Well: \_\_\_\_\_

2. Taps: \_\_\_\_\_

3. Tubewell: \_\_\_\_\_

4. Hand pump from a well: \_\_\_\_\_

5. Water pitchers: \_\_\_\_\_



Q.12: Whether the school building is :

(a) 1. Single storeyed : \_\_\_\_\_

2. Double storeyed : \_\_\_\_\_

3. Three storeyed : \_\_\_\_\_

(b) Number of staircases :

1. One : \_\_\_\_\_

2. Two : \_\_\_\_\_

3. Three : \_\_\_\_\_

4. Four : \_\_\_\_\_

Q.13: The sources of class ventilation:

(1) Is there enough ventilation in the class ? Yes/No

(2) Direction : East-West: \_\_\_\_\_

North-South: \_\_\_\_\_

Q.14: (a) Is there a hostel attached to the school ? Yes/No

(b) Have the staff quarters been provided? Yes/No

\*Q.15:

\_\_\_\_\_ 1. The building is durable.

\_\_\_\_\_ 2. There is provision for adequate ventilation.

\_\_\_\_\_ 3. Toilet and lavatory arrangements are suitable.

\_\_\_\_\_ 4. Drinking facilities are sufficient.

\_\_\_\_\_ 5. Building has adequate staircase facilities.

(3) Classrooms and Special Rooms

Q. 16: Which of the following facilities are provided in your school building?  
(please tick mark ):

- |   |       |
|---|-------|
| 1. Science laboratory room                    | _____ |
| 2. History, Geography or Social Studies room. | _____ |
| 3. Library-cum-reading room                   | _____ |
| 4. Drawing room                               | _____ |
| 5. Office room                                | _____ |
| 6. Gymnasium                                  | _____ |
| 7. Principal's room                           | _____ |
| 8. Teachers' room                             | _____ |
| 9. Tiffin room or lunch room                  | _____ |
| 10. Museum                                    | _____ |
| 11. Girls' room                               | _____ |
| 12. Craft room                                | _____ |
| 13. Assembly Hall                             | _____ |
| 14. Auditorium inside the school              | _____ |
| 15. Auditorium outside the school             | _____ |
| 16. Dead stock room (school godown)           | _____ |

Q. 17: The classrooms in the school are equipped with: (Please tick mark)

- |                              |       |
|------------------------------|-------|
| A. 1. Blackboards            |       |
| (a) Single wall Bb           | _____ |
| (b) Movable Bb               | _____ |
| (c) Double or triple wall Bb | _____ |

2. Bulletin Board \_\_\_\_\_
3. Model benches \_\_\_\_\_
  - (a) Single desk \_\_\_\_\_
  - (b) Double desk \_\_\_\_\_
4. Picture cases \_\_\_\_\_
5. Time-table boards \_\_\_\_\_
6. Class library cupboards \_\_\_\_\_
7. Florescent lights \_\_\_\_\_
8. Fans \_\_\_\_\_
9. Loudspeakers \_\_\_\_\_
10. Dust bins \_\_\_\_\_
11. Platforms \_\_\_\_\_
12. Class cupboard \_\_\_\_\_
- B. Any other special facility. \_\_\_\_\_

\*Q. 18:

- \_\_\_\_\_ 1. Classrooms are suitable to teaching conditions.
- \_\_\_\_\_ 2. There is provision for different subject rooms.
- \_\_\_\_\_ 3. Flexibility in classroom use has been considered.
- \_\_\_\_\_ 4. The Principal(Headmaster) has a separate room.
- \_\_\_\_\_ 5. A separate room has been provided for teachers.
- \_\_\_\_\_ 6. The science laboratory of adequate size is provided.

- \_\_\_\_\_ 7. The assembly hall is spacious enough for the number of pupils in the school.
- \_\_\_\_\_ 8. The school library is large enough to take care of the needs of the school.

(4) Furniture, Equipment and Facilities

Q. 19: The school has the following type of furniture.: (Please tick mark)

1. Classroom furniture:

- |                                |       |
|--------------------------------|-------|
| i) Plus and minus benches      | _____ |
| ii) desk cum chairs            | _____ |
| iii) tables                    | _____ |
| iv) platforms                  | _____ |
| v) cupboards for class library | _____ |
| vi) chairs                     | _____ |

2. Principal's room

- |   |       |
|---|-------|
| i) decent chair                                       | _____ |
| ii) table with drawers                                | _____ |
| iii) chairs for visitors                              | _____ |
| iv) cupboard for books, files, etc.                   | _____ |
| v) personal cupboard for keeping important documents. | _____ |
| vi) window curtains                                   | _____ |

## 3. Teachers' room :

- i) comfortable chairs \_\_\_\_\_
- ii) low chairs \_\_\_\_\_
- iii) cupboard with drawers \_\_\_\_\_
- iv) tea-table \_\_\_\_\_

## 4. Science Laboratory :

- i) benches \_\_\_\_\_
- ii) tables for experimentation \_\_\_\_\_
- iii) cupboards for storing apparatus \_\_\_\_\_
- iv) water taps \_\_\_\_\_
- v) water tub \_\_\_\_\_

Q. 20: Out of the following equipment, which items does the school possess? (Please tick mark) :

- (1) Map cupboard \_\_\_\_\_
- (2) Drawers for storing picture \_\_\_\_\_
- (3) Separate lockers for teachers \_\_\_\_\_
- (4) Slide and filmstrip projector \_\_\_\_\_
- (5) Movie-sound projector \_\_\_\_\_
- (6) Tape recorder \_\_\_\_\_
- (7) Mike and loudspeaker \_\_\_\_\_
- (8) ~~Epidi~~scope \_\_\_\_\_
- (9) Radio \_\_\_\_\_

(10) Telephone \_\_\_\_\_

(11) Gramophone records \_\_\_\_\_

(12) Objects and models \_\_\_\_\_

Q. 21: On the whole, the school building  
has : (please tick mark)

(a) 1. decent rooms \_\_\_\_\_

2. hygienic facilities \_\_\_\_\_

3. convenient staircases \_\_\_\_\_

4. toilet rooms \_\_\_\_\_

5. corridors \_\_\_\_\_

6. water room \_\_\_\_\_

7. cycle shades \_\_\_\_\_

8. lavatory facilities \_\_\_\_\_

9. open-air space \_\_\_\_\_

10. playground \_\_\_\_\_

(b) Have you got any other special  
facility in your school?  
(Please mention) \_\_\_\_\_

(c) Any other special facilities  
like the following ?

(in case of multipurpose or  
vocational schools)

1. Workshop \_\_\_\_\_

2. Home Science room \_\_\_\_\_

3. Craft room \_\_\_\_\_

4. Commerce room \_\_\_\_\_

Any other facility \_\_\_\_\_

Q. 22: (A) Are the school buildings fitted with electricity? YES/NO

(B) If 'yes' please check, if there is a provision for:

i) electric light in all rooms.

ii) electric fans in all rooms.

\*Q. 23:

\_\_\_\_\_ 1. The classroom has adequate furniture.

\_\_\_\_\_ 2. The special rooms (such as: the principal's room, the special subject room,) are equipped with adequate furniture and other required material.

\_\_\_\_\_ 3. Teaching aids are adequate for the requirements of different subjects.

\_\_\_\_\_ 4. The library is equipped with books sufficient in number to meet with the needs of the pupils and teachers.

(5) Materials and Storage Facilities

Q. 24: The school has the following type of facilities: (Please tick mark)

A. Drawing:

(1) Paper material for making graphs, charts, pictures \_\_\_\_\_

(2) Drawing pencils \_\_\_\_\_

(3) Colours \_\_\_\_\_

(4) Drawing desks \_\_\_\_\_

## B. Duplicating :

(1) Papers \_\_\_\_\_

(2) Stencils &amp; Slate \_\_\_\_\_

(3) Ink \_\_\_\_\_

## C. Stationery:

(1) Papers \_\_\_\_\_

(2) Pencils \_\_\_\_\_

(3) Files of various types \_\_\_\_\_

## D. Storage Facilities:

(1) Store room for spare  
furniture \_\_\_\_\_(2) Storage facilities and  
other useful material  
for co-curricular acti-  
vities \_\_\_\_\_

## \*Q. 25:

- \_\_\_\_\_ 1. Materials for making graphs, maps,  
charts, etc. are available.
- \_\_\_\_\_ 2. Accessible storage facilities  
are available for models, speci-  
mens and other equipments.
- \_\_\_\_\_ 3. Effective use of physical faci-  
lities, is made.

(6) Maintenance

Q.26: During the last three years what  
sum have you spent for :



- (1) repairs in the building \_\_\_\_\_
- (2) beautifying and colouring \_\_\_\_\_
- (3) reconstructing \_\_\_\_\_

\*Q. 27:

- \_\_\_\_\_ 1. Systematic inspection of school property is made periodically.
- \_\_\_\_\_ 2. School building is well cared for and kept in good condition.

### III. ADMINISTRATION AND ORGANISATION OF THE SCHOOL

#### (1) Selection and Composition of Staff

Q. 1: What are the criteria of selection of teachers ?

- |      |                             |                   |
|------|-----------------------------|-------------------|
| i)   | Academic qualifications     | <u>          </u> |
| ii)  | Professional qualifications | <u>          </u> |
| iii) | Experience                  | <u>          </u> |
| iv)  | Salary demanded             | <u>          </u> |

Q. 2: By whom the recruitment is made?

- |      |  |                   |
|------|--|-------------------|
| i)   | By the headmaster or the principal             | <u>          </u> |
| ii)  | By the school committee without the headmaster | <u>          </u> |
| iii) | By the school committee with the headmaster    | <u>          </u> |

Q. 3: Please mention the total experience range of your staff members.

- |      |                    |                   |
|------|--------------------|-------------------|
| i)   | Below two years    | <u>          </u> |
| ii)  | 2 to 5 years       | <u>          </u> |
| iii) | 6 to 15 years      | <u>          </u> |
| iv)  | 16 to 25 years     | <u>          </u> |
| v)   | More than 25 years | <u>          </u> |

Q. 4: Teachers in your school: (Please mention the number)

- |                       |                   |                   |
|-----------------------|-------------------|-------------------|
|                       | <u>Male</u>       | <u>Female</u>     |
| 1. Trained graduates. | <u>          </u> | <u>          </u> |

	<u>Male</u>	<u>Female</u>
2. Untrained graduates	_____	_____
3. Trained under-graduates	_____	_____
4. Untrained Under-graduates	_____	_____
5. Special teachers	_____	_____

\*Q. 5:

- \_\_\_\_\_ 1. Teacher selection is a co-operative process wherein the headmaster and the management cooperate.
- \_\_\_\_\_ 2. Selection is made on the basis of fitness of candidates for a particular position.
- \_\_\_\_\_ 3. There are enough number of teachers as per class requirement in the school.
- \_\_\_\_\_ 4. Most of the teachers are professional trained.
- \_\_\_\_\_ 5. Most of the teachers are experienced.

(2) Conditions of Service

Q. 6: Give the teacher pupil ratio in your institution:

a) for secondary classes \_\_\_\_\_

b) for the entire school \_\_\_\_\_

Q. 7: Please furnish below the information in respect of teacher turn over as related to your school in 1962-63.

1. Total number of sanctioned posts at the end of the year. \_\_\_\_\_
2. Number of newly recruited staff. \_\_\_\_\_
3. Number of teaching staff (including principal) \_\_\_\_\_
4. Number of posts vacant. \_\_\_\_\_
5. Number of transfers. \_\_\_\_\_
6. Number of teachers left. \_\_\_\_\_

Q. 8: Number of teachers left during the year :

1. being temporary \_\_\_\_\_
2. due to inefficiency. \_\_\_\_\_
3. being dismissed. \_\_\_\_\_
4. retired. \_\_\_\_\_
5. on getting better chance elsewhere. \_\_\_\_\_

On whose initiative?

1. teacher's own \_\_\_\_\_
2. headmaster's. \_\_\_\_\_
3. Committee. \_\_\_\_\_
4. Secretary. \_\_\_\_\_

Q. 9: What payscales do you give to teachers?

1. Integration Committee pay-scales. \_\_\_\_\_

2. One or two increments more  
to all the teachers. \_\_\_\_\_

3. More increments to the  
deserving candidates. \_\_\_\_\_

Q. 10: What is the opinion of the  
below mentioned teachers  
regarding the payscales  
suggested by the Integration  
Committee and which are in  
force at present?

	<u>Adequate</u>	<u>Not at all</u>	<u>Proper</u> <u>adequate</u> <u>for the</u> <u>present</u>
1. Headmasters	_____	_____	_____
2. Supervisors	_____	_____	_____
3. Senior teachers	_____	_____	_____
4. New teachers	_____	_____	_____
5. M.As.	_____	_____	_____
6. M.Eds.	_____	_____	_____

Q. 11: Do you provide stipends to :

(a) teacher for training. Yes/No

(b) What amount?

i) full pay: Yes/No

ii) full pay and fees. Yes/No

iii) half pay or less  
than that. Yes/No

(c) On what type of binding?

i) 2 years. Yes/No

ii) 3 years. Yes/No

iii) 5 years. Yes/No

Q. 12: What are the conditions under which teachers are deputed for studies ?

1. For which type of courses the teachers are deputed?
2. For which subjects the teachers are deputed?
3. How many of the staff members are deputed in such seminars from the period 1961-65?
4. Generally, on what terms are the teachers deputed?

\*Q. 13:

- \_\_\_\_\_ 1. There is security of tenure of office.
- \_\_\_\_\_ 2. The workload is equitably divided among the staff members.
- \_\_\_\_\_ 3. Each staff member gets the extra class responsibility according to his own choice and ability.
- \_\_\_\_\_ 4. The stability of the staff members is generally maintained.
- \_\_\_\_\_ 5. The teacher-pupil ratio of about 1:30 is generally maintained.
- \_\_\_\_\_ 6. The school encourages teachers to obtain better professional equipment by deputing them for further studies.

(3) Staff Organization

Q. 14: What are the different committees in your school ?

Q. 15: Is it organized on departmental lines?

Ye /No

If so, what are the responsibilities of each department?

Q. 16: Please mention here the organisation of administrative machinery in your school.

(a) Present principal's qualifications. \_\_\_\_\_

(b) Please mention the existing number of persons for the following posts:

Number of supervisors. \_\_\_\_\_

Number of graduate trained teachers. \_\_\_\_\_

Number of undergraduate trained teachers. \_\_\_\_\_

Number of full-time staff members. \_\_\_\_\_

Number of part-time staff members. \_\_\_\_\_

Number of clerical and accounting staff members. \_\_\_\_\_

Number of Class IV employees  
(Peons etc.) \_\_\_\_\_

Number of special teachers: \_\_\_\_\_

Hindi \_\_\_\_\_

Craft \_\_\_\_\_

Music \_\_\_\_\_

Physical Education \_\_\_\_\_

Drawing \_\_\_\_\_

Others : Librarian \_\_\_\_\_

Q. 17: How do you allot teaching work  
to teachers?

1. On the basis of graduation  
subjects irrespective of  
subjects at B.Ed. Degree. \_\_\_\_\_
2. On the basis of the subjects  
at B.Ed. Degree irrespective  
of subjects at graduation  
level. \_\_\_\_\_
3. On the basis of general  
teaching experience! \_\_\_\_\_

Q. 18: Give the number of meetings of  
the teaching staff held during  
1963-64.

(a) (i) general meetings. \_\_\_\_\_

(ii) Subject meetings. \_\_\_\_\_

(b) Staff meetings are held: \_\_\_\_\_

(i) weekly. \_\_\_\_\_

(ii) fortnightly. \_\_\_\_\_

(iii) monthly. \_\_\_\_\_



(iv) bi-monthly. \_\_\_\_\_

(v) Quarterly. \_\_\_\_\_

(vi) Once in each term. \_\_\_\_\_

(vii) not at all. \_\_\_\_\_

\*Q. 19:

- \_\_\_\_\_ 1. The school has been organised on departmental lines.
- \_\_\_\_\_ 2. The posts of Supervisors, Assistant headmaster, etc. are filled by the Managing Committee.
- \_\_\_\_\_ 3. The teaching work is given on the basis of professional qualifications of the teachers.
- \_\_\_\_\_ 4. Staff meetings are held regularly.

(4) The Managing Committee

Q. 20: Please mention the number of members in the school committee.

Q. 21: What are the special powers of the board of management?

Q. 22: Whether the headmaster has a representation on the school committee.

Yes/No

In case the school budget is prepared:

		YES/NO
(i)	Whether the headmaster has any 'say' in it?	<input checked="" type="checkbox"/>
(ii)	Whether the term fee account is handled by headmaster?	<input type="checkbox"/>
(iii)	Whether the staff representative is given a place in the school Committee?	<input type="checkbox"/>
(iv)	Whether suggestions for budgeting are invited from teachers?	<input type="checkbox"/>

\*Q. 23:

- \_\_\_\_\_ 1. The managing Committee determines the policy of the school according to the rules and regulations.
- \_\_\_\_\_ 2. The Managing Committee hands over the executive functions to the head of the school.
- \_\_\_\_\_ 3. The Managing Committee holds regular meetings.
- \_\_\_\_\_ 4. The Managing Committee keeps minutes of such meetings.
- \_\_\_\_\_ 5. The Managing Committee is composed of competent persons.
- \_\_\_\_\_ 6. The Managing Committee exercises powers in consultation with the Principal.

(5) The Role of the Principal

Q. 24: What are the special duties of the Principal ?

Q. 25: How do you carry out the responsibilities of your administration and supervisory roles?

- (1) Administration. \_\_\_\_\_
- (2) Supervisory. \_\_\_\_\_
- (3) Guidance. \_\_\_\_\_

\*Q. 26:

- \_\_\_\_\_ 1. The headmaster divides his time suitably between administrative and supervisory duties.
- \_\_\_\_\_ 2. The headmaster provides assistance to new teachers in getting acquainted with their responsibilities.
- \_\_\_\_\_ 3. The headmaster develops in them a feeling of security.
- \_\_\_\_\_ 4. The headmaster facilitates professional improvement of the staff.

(6) Health and Medical Staff

Q. 27: What special care is taken about the pupils' health and medical care?

Q. 28: Is the doctor attached to your school?

Yes/No

Q. 29: If yes, how many times during the year does he check the pupils?

Once. \_\_\_\_\_

Twice. \_\_\_\_\_

Thrice. \_\_\_\_\_

\*Q. 30:

- \_\_\_\_\_ 1. At least one person qualified to administer first aid is available in the school building when the school is in session.
- \_\_\_\_\_ 2. Up-to-date records are kept of all medical examinations and treatment.
- \_\_\_\_\_ 3. Remediable defects are called to the attention of parents.
- \_\_\_\_\_ 4. Systematic follow-up procedure for remedial work are carried out by the doctor, in co-operation with the parents.

(7) Pupil Records

Q.31 : What records for pupils do you keep in your school?

1. General register \_\_\_\_\_
2. Progress record card \_\_\_\_\_
3. Class register \_\_\_\_\_
4. Cumulative record card \_\_\_\_\_
5. Medical report card \_\_\_\_\_

\*Q. 32:

- \_\_\_\_\_ 1. Different types of records are available of all pupils enrolled in the school.

\_\_\_\_\_ 2. Proper follow-up work is done on the basis of the data contained in the records.

\_\_\_\_\_ 3. Students' cumulative record card is maintained in the proper order.

(8) Reports to Parents

Q. 33: When do you send the progress reports to the parents?

(1) Weekly. \_\_\_\_\_

(2) Fortnightly. \_\_\_\_\_

(3) Monthly. \_\_\_\_\_

(4) Bi-monthly. \_\_\_\_\_

(5) Quarterly. \_\_\_\_\_

\*Q. 34:

\_\_\_\_\_ 1. Parents receive periodic reports from the school concerning pupils' progress in the educational programme.

\_\_\_\_\_ 2. Parents are encouraged to comment on reports.

\_\_\_\_\_ 3. Parents and teachers confer on problems indicated in the reports.

(9) School Finance

Q. 35: What is the rate of fees per month in your school for the following Standards?

-----  
V VI VII VIII IX X XI  
-----  
-----

Q. 36: Please mention whether you have got grants from the Government of India or Government of Gujarat for experiments in your school.

Q. 37: Please supply a copy of your school budget of the year 1963-64.

\*Q. 38:

- \_\_\_\_\_ 1. The school budget is preplanned and adopted by the school Managing Committee.
- \_\_\_\_\_ 2. The school budget is adequate to meet the growing requirements.
- \_\_\_\_\_ 3. The pupils are given enough facilities from their term fees and other funds.
- \_\_\_\_\_ 4. The expenditure is made as a phased programme.
- \_\_\_\_\_ 5. The school tries to develop it-self from the surplus, it is making.
- \_\_\_\_\_ 6. The suggestions from the teachers are invited for the requirements of the school budget.

(10) School Schedule and Time-Table

Q. 39: How is the school programme for the year planned?

	YES/NO
(i) By the headmaster(Principal) with the help of some teachers.	<input type="checkbox"/>
(ii) By all teacher together in staff meetings.	<input type="checkbox"/>
(iii) By subject teachers together in staff meetings.	<input type="checkbox"/>
(iv) By subject teachers independently.	<input type="checkbox"/>
Q. 40: When is the school schedule planned?	
(i) Before the commencement of the year.	<input type="checkbox"/>
(ii) In the beginning of the year.	<input type="checkbox"/>
(iii) As and when required during the academic year.	<input type="checkbox"/>
Q. 41: Do you change the school schedule from year to year?	Yes/No
Q.42 : Do you preplan the time-table before the opening of the school?	Yes/No
Is the time-table operative on the opening day?	Yes/No
Q. 43: Do you make the following provisions in the school time-table to meet with the curricular needs?	YES/NO
(i) Combined periods for composition work.	<input type="checkbox"/>
(ii) Combined activity periods for different subjects.	<input type="checkbox"/>

	YES/NO
(iii) School centred co-curricular activity periods.	<input type="checkbox"/>
(iv) Guidance or Home room periods.	<input type="checkbox"/>

Q. 44: Do you make the following provisions to meet with the community needs?

	YES/NO
(i) School timings according to the needs of pupils.	<input type="checkbox"/>
(ii) Vacations according to the needs of the community .	<input type="checkbox"/>
(iii) Recess according to the needs of the pupils.	<input type="checkbox"/>

\*Q .45:

- \_\_\_\_\_ 1. The school schedule of the year is preplanned in the previous year.
- \_\_\_\_\_ 2. The schedule is planned as a co-operative process with the staff members.
- \_\_\_\_\_ 3. Improvements in the planning of the schedule are made on the basis of the experience gained every year.
- \_\_\_\_\_ 4. The school time-table is operative on the opening day.
- \_\_\_\_\_ 5. The time-table meets the curricular needs.
- \_\_\_\_\_ 6. The time-table meets the community needs.



#### IV. THE CURRICULAR PROGRAMME OF THE SCHOOL

##### (1) Syllabus

Q. 1: (i) Do you follow the prescribed syllabus? Yes/No

(ii) Do you make any change in it? Yes/No

(iii) If so, what change do you make?

(iv) And on, what basis?

Q. 2: Do the teachers understand clearly the objectives of each course?

Q. 3: Are the teaching units developed on the basis of the prescribed syllabus as well as the objectives of each course?

Q. 4: How is the syllabus divided into teaching units?

Q. 5: How are the teaching units developed?

Q. 6: Is the syllabus proper for your school?

Yes/No

Q. 7: Do you feel that the changes must be made in the syllabus?

Yes/No

Q. 8: What changes must be made?

\*Q. 9:

- \_\_\_\_\_ 1. The syllabus, which is prescribed by the State Department of Education, is followed by the school.
- \_\_\_\_\_ 2. Teachers try to plan and develop teaching units on the basis of the syllabus.
- \_\_\_\_\_ 3. The necessary changes and alterations in the syllabus are made by the school staff in order to meet the requirements of pupils.

## (2) Learning Process

Q. 10: Do the school teachers follow any of the activity methods in teaching?

- |       |                              |       |
|-------|------------------------------|-------|
| (i)   | Project method.              | _____ |
| (ii)  | Assignment method.           | _____ |
| (iii) | Supervised study techniques. | _____ |

Q. 11: Do the teachers make experiments in teaching?

Yes/No

Q. 12: (a) How much home-work is given daily to pupils in different classes? Please indicate in terms of clock hours of work expected?

V to VII

VIII to X

(b) Please suggest your reactions regarding the success of the home-work programme.

(c) How is the homework programme checked?

(d) How is the follow-up remedial work undertaken?

\*Q. 13:

- \_\_\_\_\_ 1. The objectives of each course are clearly understood by teachers.
- \_\_\_\_\_ 2. The teachers try to provide learning experiences to the pupils on the basis of the syllabus content.
- \_\_\_\_\_ 3. Instructional activities are developed on the basis of the needs and interests of the pupils.

- \_\_\_\_\_ 4. Different teaching techniques are used in the learning and teaching process.
- \_\_\_\_\_ 5. Community resources are used for enriching learning activities.
- \_\_\_\_\_ 6. Pupils are guided to carry out homework assignments regularly.

(3) Use of Instructional Material

Yes/No

- Q. 14: (i) Do you think that adequate instructional material is used by the teachers in your school?
- (ii) In what way do the teachers use the material?
- (iii) Do you purchase instructional material every year?
- (iv) Has the school published some educational material such as pamphlets, brochures, books, etc.

\*Q.15:

- \_\_\_\_\_ 1. Effective use is made of audio-visual aids in the instructional activities.
- \_\_\_\_\_ 2. Instructional materials (such as newspapers, magazines, periodicals) are available.
- \_\_\_\_\_ 3. Pupils are guided in the use of materials.

(4) School Libraries

- Q. 16: Have you got class Library in your school? Yes/No

	Yes/No
(ii) Have you got special library furniture?	<input type="checkbox"/>
(iii) Do you subscribe to children's magazines?	<input type="checkbox"/>
(iv) Have you appointed a Library Committee?	<input type="checkbox"/>
(v) Is there a library teacher in your school?	<input type="checkbox"/>
(vi) Do you keep a separate library period?	<input type="checkbox"/>
(vii) Do you keep a record of students' reading?	<input type="checkbox"/>
(viii) Do you make attempts to create interest in reading among pupils?	<input type="checkbox"/>
(ix) Do you co-ordinate classroom teaching with library?	<input type="checkbox"/>
(x) Do you make attempts to attract pupils towards library?	<input type="checkbox"/>

Q. 17: Where are the books kept?

Q. 18: How is the expenditure on library met with?

Q. 19: By whom are the books selected?

Q. 20 : What are the types of classification done in your library?

Q. 21: For what time is the library open?

Q. 22: What average number of books is issued per pupil per year?

Q. 23: What types of books are liked by Pupils? (Stories, adventures, short stories, biographies, novels, poems).

\*Q. 24:

- \_\_\_\_\_ 1. Teachers use the library extensively in their planning of teaching.
- \_\_\_\_\_ 2. Pupils are well guided in the effective use of school Library.
- \_\_\_\_\_ 3. A librarian is employed in charge of the school library.
- \_\_\_\_\_ 4. Teachers are responsible for recommending the addition of new books, in their various fields.

(5) Co-curricular Programme

Q. 25: What co-curricular activities are included in your school programme? (Please tick mark).

Class-wise	School-wise	Whether co-ordinated for learning purpose

1. Festival and celebrations
2. Entertainment programmes
3. Sports, games, athletics
4. Trips, excursions, tours
5. Magazines, essay competitions.

Q. 26: School assemblies for both the pupils and teachers:

- (1) Twice a day. \_\_\_\_\_
- (2) Once daily. \_\_\_\_\_
- (3) On alternate day. \_\_\_\_\_
- (4) Twice a week. \_\_\_\_\_
- (5) Once a week. \_\_\_\_\_
- (6) Once a fortnight. \_\_\_\_\_

Q. 27: Assembly programmes include:

- (1) Lectures. \_\_\_\_\_
- (2) Musical programmes. \_\_\_\_\_

(3) Debates and discussions. \_\_\_\_\_

(4) Pupil government activities. \_\_\_\_\_

(5) Discussions of school and  
community personnel. \_\_\_\_\_

Q. 28: Do you have old students' Associations? Yes/No

\*Q. 29:

- \_\_\_\_\_ 1. The programme provides opportunities to pupils in developing desirable personality qualities.
- \_\_\_\_\_ 2. The number and type of activities developed in school, are appropriate to the available facilities.
- \_\_\_\_\_ 3. Majority of the pupils of the school participate in the co-curricular activities programme.
- \_\_\_\_\_ 4. A time-table of the entire programme is available to all.
- \_\_\_\_\_ 5. A teacher is available to guide and supervise each activity.
- \_\_\_\_\_ 6. The institution has a school staff council with clearly defined authority and responsibility.

(6) Evaluation of Pupil Progress

Q. 30: How many examinations do you conduct per year ?

Q. 31: How do you assess the pupils for internal marking?



Q. 32: Pass percentage of S.S.C. Examination in the year 1962-63.

Q. 33:(a) By whom the question papers were set for the annual examination of 1963-64 for different classes?

(i) By the subject teacher of the class section concerned. \_\_\_\_\_

(ii) By a teacher of the same subject of another class. \_\_\_\_\_

(iii) By the teachers from a group of schools. \_\_\_\_\_

(iv) By other arrangement. \_\_\_\_\_

(b) Was there any provision for moderation of question papers of the year 1963-64?

YES/NO

Q. 34: How were answer scripts valued in the annual examination of 1963-64 of different classes?

(i) By the teacher who teaches the section. \_\_\_\_\_

(ii) By another teacher who teaches the same class. \_\_\_\_\_

(iii) By a subject teacher of another class. \_\_\_\_\_

(iv) Was there any provision for moderation of answer scripts? \_\_\_\_\_

Q. 35: How were the pupils promoted from class to class?

Q. 36:

- \_\_\_\_\_ 1. Examinations are planned on the basis of purposes.
- \_\_\_\_\_ 2. Methods for evaluation are appropriate.
- \_\_\_\_\_ 3. Efforts are made to produce better question papers.
- \_\_\_\_\_ 4. A system of internal marking for evaluating various abilities of pupils is in practice in school.
- \_\_\_\_\_ 5. Teachers use examination results in analysing the effectiveness of their teaching.
- \_\_\_\_\_ 6. Evaluation procedures help pupils to understand their progress.
- \_\_\_\_\_ 7. Evaluation activities are used to identify pupils needing remedial instruction.

## V. PUPIL WELFARE AND SCHOOL-COMMUNITY RELATIONS

### (1) Pupil Guidance

Q. 1: (i) Is there any problem of school discipline? Yes/No

(ii) Do you encourage student councils? Yes/No

(iii) Do you encourage co-education? Yes/No

(iv) Does any problem result from co-education? Yes/No

Q. 2: Disciplinary problems of pupils are solved by : (please tick mark).

(i) The headmaster. \_\_\_\_\_

(ii) The teachers only. \_\_\_\_\_

(iii) The teachers in consultation with the students. \_\_\_\_\_

(iv) The teachers in consultation with the headmaster. \_\_\_\_\_

(v) The students' union. \_\_\_\_\_

Q. 3: Do you think that the pupils need guidance? Yes/No

Q. 4: What steps do you take for providing guidance services to the pupils or for developing a guidance programme in your school?

Q. 5: What cost do you incur per pupil for giving guidance services?

Q. 6: Who is in charge of this Programme?

- |                           |        |
|---------------------------|--------|
| (1) Full time counsellor: | Yes/No |
| (2) Teacher counsellor:   | Yes/No |
| (3) Career master:        | Yes/No |

Q. 7: Which of the following guidance functions are being carried out?

- |  |       |
|--|-------|
| (1) Advising pupils to choose elective courses:                                    | _____ |
| (2) Supplying information about educational opportunities, career and occupations: | _____ |
| (3) Advising pupils on personal problems, by giving academic guidance for studies: | _____ |
| (4) Helping pupils to get jobs:  | _____ |
| (5) Follow up work relating to school leavers:                                     | _____ |

\*Q. 8:

- |       |  |
|-------|--|
| _____ | 1. Guidance services are provided to the pupils at the time of success or failure. |
| _____ | 2. Guidance is provided for remedying difficulties in school subjects.             |
| _____ | 3. Guidance is provided to pupils for making wise vocational choices.              |

(2) Services to Pupils

Q. 9: Please check whether there are any of the following organisations in the school to look after pupil welfare.

(i) Students' Committee or Council. \_\_\_\_\_

(ii) A Committee consisting of staff and students. \_\_\_\_\_

(iii) A Committee having representatives of the school staff and parents. \_\_\_\_\_

Q. 10: (a) In your school, are the students' councils formed in order to run the school on democratic lines? Yes/No

(b) Is the students' council elected by the students? Yes/No

Q. 11: (a) Do you have any arrangement for midday meals for pupils? Yes/No

(b) Please give one major reason, if the arrangement of midday meals is not there.

Q. 12: (a) Is there poor boys' fund or students' welfare fund in your school? Yes/No

(b) For what purpose, it is used?

For helping poor boys to meet the expenditure towards:

- (i) purchase of books and stationary. \_\_\_\_\_
- (ii) purchase of clothes. \_\_\_\_\_
- (iii) examination fee. \_\_\_\_\_
- (iv) hostel charges. \_\_\_\_\_

\*Q. 13:

- \_\_\_\_\_ 1. Proper amount of scholarships are provided to the pupils.
- \_\_\_\_\_ 2. Committees are formed to look after pupil welfare.
- \_\_\_\_\_ 3. Poor boys' fund is maintained in the school.
- \_\_\_\_\_ 4. Midday meals are provided in the school.
- \_\_\_\_\_ 5. Medical help is provided in the school.
- \_\_\_\_\_ 6. Free coaching services are provided for weak students.
- \_\_\_\_\_ 7. Student councils are formed to run the school in a democratic spirit.

### (3) Home-School Relations

Q. 14: Is there any provision in the school for the following?

- (1) Consultation of parents with class teachers. \_\_\_\_\_
- (2) Home visits by teachers. \_\_\_\_\_
- (3) Parent-teachers' Association. \_\_\_\_\_
- (4) Old students' Association. \_\_\_\_\_

\*Q. 15:

- \_\_\_\_\_ 1. The school has a Parent-Teacher Association.
- \_\_\_\_\_ 2. Parents are invited to cultural and social activities of the school.
- \_\_\_\_\_ 3. Parents consult the staff members of the school on special problems of their children.
- \_\_\_\_\_ 4. The school arranges home-visits by teachers.

(4) School-Community Co-operation

Q. 16: (a) How do you try to get co-operation from community?

- (1) by trying to contact them personally. \_\_\_\_\_
- (2) by arranging parent's meeting in a school. \_\_\_\_\_
- (3) by telling the teachers to contact parents. \_\_\_\_\_
- (4) by arranging exhibitions and social evening for the parents. \_\_\_\_\_

(b) Is there any Parent-Teacher Association in your school? Yes/No

(c) Is your school used as a community centre? Yes/No

\*Q. 17:

- \_\_\_\_\_ 1. The school uses community resources for vitalizing classroom instruction through excursion, field trips, etc.
- \_\_\_\_\_ 2. The School encourages community use of school facilities and services.
- \_\_\_\_\_ 3. The school assists the community in the organisation of the social, educational and recreational activities.
- \_\_\_\_\_ 4. Teachers and pupils go out in the community to render public services.