

APPENDIX D

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Instrument to measure the
effectiveness of academic
supervision of Secondary
Schools

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Dear Sir/Madam,

In connection with a study on 'The Educational innovations attempted by the Department of School Education, Government of Andhra Pradesh' the following instrument is being sent to you. It will be very much appreciated if you could kindly find some time to go through the same and feel free to furnish the necessary information. You may be assured that the information given by you will be kept confidential and will be used only for the purpose of the study. The filled in instrument may please be returned to me in the enclosed self-addressed envelope duly stamped.

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INSTRUMENT TO MEASURE THE EFFECTIVENESS OF INSPECTION OF
SECONDARY SCHOOL.

Note: Please checkmark (✓) in the appropriate column.

Identifying data:

1. Name and official address:

2. Total years of teaching experience.

..... more than 15 years.

..... Between 5 and 15 years.

..... Below 5 years.

3. Total years of experience as Inspecting Officer.

..... More than 15 years.

..... Between 5 and 15 years.

..... Below 5 years.

I. PLANNING OF INSPECTION:

1. Give the area of your Jurisdiction Sq.K.Ms.

2. Give the number of High Schools (both independent and attached to Junior Colleges) under your jurisdiction in the table below given.

Category of schools.	Number of schools managed by								Total	
	Government		Zilla Parishad.		Municipal		Private			
	R	U	R	U	R	U	R	U	R	U
Boys.										
Girls.										
Total.										

3. Please mention the number of schools you are required to

Number.

- a. inspect every year
b. visit casually (surprise visit)
c. Follow-up the inspection.

4. Please mention the number of schools you actually visited during the following academic years.

Year	Number of schools.		
	Inspection	Surprise visit	Follow-up.
1977-78			
1978-79			
1979-80			

5. Please checkmark (✓) the reasons for the shortfall, if any, between expected number of schools to be inspected and the actual number inspected/visited.

..... a. Non-availability of Government transport.

..... b. Non-availability of bus service.

..... c. Inaccessibility of school villages.

..... d. Frequent cyclones/strikes (score of the item not applicable.)

Contd. 3.

- e. Pressure of work due to non-academic and semi-academic activities entrusted to you.
- f. The post was kept vacant for sometime.
- g. Any other reasons (please specify)
 - i.
 - ii.

6. While planning the Inspection of schools what priorities are fixed? (please indicate your priorities giving their rank against each item.)

To Schools which are	<u>Priority Nos.</u>
a. not inspected for more than two years.
b. not having regular Headmaster.
c. having large strength in classes.
d. having results below the fixed target
e. having students from B.Cs., S.Cs. in a majority.
f. on the road side
g. having school complex
h. situated in Urban area
i. having instructional problems
j. Any other (please specify)	
i.
ii.

7. Annual Inspection Plan is drawn on the basis of

- a) Suggestions from District Educational Officer.
- b) Personal Knowledge.
- c) Information from previous records.
- d) Any other reason (please specify)
 - i)
 - ii)

8. Are the dates of Inspection notified in advance to the Institution? Yes No

9. The Inspection is conducted with the help of

	Usually	Occasionally	Never
a.a. Senior Inspector of Schools	-----	-----	-----
b.a. Junior Inspector of Schools	-----	-----	-----
c.a. panel of subject specialists	-----	-----	-----
d. the Headmaster.	-----	-----	-----
e. Ministerial staff to scrutinise the records.	-----	-----	-----

II. OBSERVATION OF LESSON:

10. Observation of lessons is done as per the following principle

- a. One lesson each of all the teachers of the school.
- b. One lesson each of a few selected teachers of the school.
- c. Two lessons of every teacher teaching two different subjects.

11. The lessons are observed sitting through

	Usually	Occasionally	Never
a. The whole lesson.	-----	-----	-----
b. A part of the lesson.	-----	-----	-----

12. Do you scrutinise the lesson plans prepared by

(a) the teacher before you observe the lessons? Yes
No.

(b) If yes, grade the following aspects of preparation of the teachers.

	In a majority of cases		
	Proper	Average	Poor
i. identification, formulation and spelling out of the objectives.	-----	-----	-----
ii. Planning of classroom interactions.	-----	-----	-----

	Proper	Average	Poor
iii. Planning questions for evaluation (feed back)			
iv. Stress on basic concepts and ideas			
v. 'Reinforcement' techniques.			

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13. While observing the lessons to which of the aspects do you give priority.

	6 Priority Nos.
a. The ways of motiviting the children.	
b. The relevance of teacher's approach to the topic or subject.	
c. Classroom behavioural profile.	
d. Interaction of the students and teacher	
e. Correctness and suitability of facts.	
f. Stress on basic ideas and concepts of the content.	
g. Feedback to the teachers.	
h. Any other reasons:-	
i.	
ii.	

14. Did you have the necessity to

	Usually	Occasionally	Never
a. interrupt the teacher when he was teaching a lesson.			
b. Pass comments while the teacher was teaching.			
c. Teaching yourself stopping the teaching for a while or part of the period.			

15. (a) Do you write a critique on the lesson observed by you? Yes No

(b) If yes, which of the following aspects are highlighted in your critique?

..... a. quality of preparation for the class.

..... b. Adequacy and correctness of content.

..... c. Competence in method.

..... d. Attitude towards students.

..... e. Quality of interaction.

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..... f. Identification of teacher deficiencies.

16. Does the critique form part of the Inspection Report?
Yes No

III. DEMONSTRATION LESSON (To remedy the teaching deficiencies)

17. Do you teach a Demonstration lesson whenever you inspect a school? Yes No

18. Is the lesson related to the subject area in which you specialised for your general degree. Yes No

19. If so, do you plan one lesson each to terminal classes namely Classes VII and X? Yes No

20. If more than one lesson is taught, are both from your methodology subjects of B.Ed? Yes No

21. Do you prepare a detailed lesson plan for the lesson demonstrated? Yes No

22. If so, do you circulate the same to all the teachers in advance. Yes No

23. Are they acquainted in advance with the instructional objectives of your lesson? Yes No

24. While preparing lesson plan and demonstrating the lesson which of the following aspects are taken into consideration?

..... a. Standard of the class.

..... b. Size of the class.

..... c. Socio-economic background of the majority of children of that class/school.

..... d. Local resources available.

..... e. The deficiencies of the teachers of that school whose lessons are already observed.

..... f. Current educational practices.

..... g. Potentiality to make teachers think on new lines.

..... h. Tested good practices evolved in other schools.

..... i. Suitable educational literature other than the textbook.

..... j. Optimum and proper utilisation of available teaching aids.

- k. Variations in the standards of achievement of the students.
- l. Graded assignments depending on the level of achievement of children.
- m. Allocation of time for different aspects of the lesson.
- n. Co-relating content to life situations to enrich the experience of the child, where possible.
- o. Incorporating the latest developments regarding subject content.
- p. Incorporating the latest developments in pedagogy.

25. Do you allow a free and frank discussion on the lesson by teachers. Yes No

26. How often the following features cover the discussion.

	<u>'Usually'</u>	<u>'occasionally'</u>	<u>'never'</u>
a. Lack of open minded comments from the teachers.			
b. Traditional (i.e. 'the pattern of B.Ed. training) point of the teachers.			
c. insightful of the bright features incorporated in the lesson taught!			
d. indication of genuine doubts of teachers and their inclination to clear them.			
e. Indicative of their inclination to change their classroom approaches suitably.			
f. Exhibition of conservatism by teachers.			
g. Indicative of their need to work for improvement in classroom teaching on similar lines.			

IV. HEADMASTER AS A PARTNER:

27. While inspecting the school is the Headmaster given the role of equal partner: Yes No

28. Does the Headmaster able to understand the strong and weak instructional procedures followed in the school? Yes No

- ### V. STAFF CONFERENCES.

	Always	often	sometimes
a. Administrative matters.			
b. Service matters of teachers.			
c. Library & Laboratory facilities.			
d. Maximum use of the existing resources available in the school.			
e. Tap the community resources.			
f. Adoption of modern teaching & evaluation techniques.			

	Always	often	some- times	
g. General deficiencies of teaching.				377
h. Writing of objective-based lesson-plan.				
i. Development of Sports & Games in the School.				
j. Preparation of Institutional Plan.				
k. Discipline of the school.				

36. Which of the following are your main activities in such a conference?

- a. Listing out mistakes of teachers method.
- b. Listing out mistakes in content presented.
- c. Listing out the weaknesses of teachers in
 - i. giving home assignment.
 - ii. evaluating home assignment.
 - iii. conducting unit tests.
 - iv. approaches adopted in classroom in matters of
 - a. motivation
 - b. method
 - c. using aids/equipment
 - d. reinforcement of basic ideas.
 - e. Any other ideas (please specify)
 - i.
 - ii.
- d. Suggestions for
 - i) improving teaching of teachers.
 - ii) improving content of teachers.
 - iii) improving co-curricular activities.

VI. INDIVIDUAL CONFERENCES:

37. Which of the following are discussed in the conferences with individual teachers.

-a. Deficiencies in the Lesson Plan as related to the mistakes and weaknesses spotted.
-b. The method used in the class.

-c. Adequacy of content of the lesson.
-d. Suitability of content of the lesson.
-e. General behavioural profile of the class.
-f. Evaluative criterion used in the class.
-g. Use of aids (existing or improvised)
-h. Service matters of the teachers.
-i. Personal problems of the teachers.
- i. Any other issues (please mention)

i.

ii.

VII. REVIEW MEETING:

38. How frequently is the work of the Deputy Educational Officers reviewed by the District Educational Officer (in a meeting)

- a. Once a month.
- b. Once in two months.
- c. Whenever the D.E.O. finds the time.
- d. Once a year.
- e. No such meeting is called.

39. In a review meeting the issues discussed are

	Invariably	Occasionally	rarely
a. Regular Inspection of schools.	t	t	t
b. Reasons for the backlog of inspection, if any.	t	t	t
c. Mode of Inspection adopted by Dy.E.Os.	t	t	t
d. Various administrative problems of teachers.	t	t	t
e. Use of Library by the Dy.E.Os.	t	t	t
f. Discussion on the latest literature on education.	t	t	t
g. Reasons for low percentage of results in Public Examinations.	t	t	t
h. Evaluation procedures used in the Schools.	t	t	t
i. Follow-up action of Dy.E.Os of their inspections.	t	t	t

VIII. LIBRARY.

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(a) 40. Does your office has a library? Yes No.....

(b) If so how many books does it contain.

i. On school subjects.

ii. On Education

Total.

41. Please name the educational journals and other periodicals you subscribe for?

	Name of the Periodical Journal.	Date from which subscribed.
1.		
2.		
3.		

42. Please give a list of books you consulted on the school subjects and Education during the last one year.

School subjects.

Education.

1.

1.

2.

2.

IX. FOLLOW-UP

43. The Inspection Report is communicated to the school within a period of

..... a. A fortnight.

..... b. One month.

..... c. After one month.

44. (a) Is the Headmaster of the school made responsible for implementation of the report? YesNo.....

(b) If so, whether any compliance report is called for and reviewed. YesNo.....
How often and

45. Which of the following are incorporated in the Inspection Report?

a. Listing out the deficiencies of teachers in the areas of

i) preparation

ii) motivation.

	Always	Occasionally	rarely
i)			
ii)			

	Always	Occasionally	Rarely
iii) classroom interaction			
iv) Evaluation			
v) Feedback from unit test etc.			
vi) control over content.			
b. Listing out the wrong approaches teacher-wise.			
c. Listing out the suggestions for improvement.			
d. Suggestions in general terms.			
e. Suggestions about the lessons observed teacher-wise.			
f. Suggestions about the lessons observed subject-wise.			
g. Suggestions in general terms which the Headmasters can follow-up irrespective of their special subject fields (i.e. of Headmasters.)			
46. During surprise visits to schools which of the following do you do and how often.			
a. Ask Headmasters how far suggestions you made previously are followed?			
b. Sample check of teaching of various teachers keeping the individual suggestions you made previously.			
c. Sample check of records (lesson plans compositions, test material etc.) to know how far your suggestions are followed?			
d. Ask teachers why they are not following if they are not.			
e. Estimate whether your suggestions were practicable and beneficial if followed.			
f. Do you maintain a record of your observations and estimates with regard to your suggestions when you go for follow-up visits.			

X. ADMINISTRATIVE WORK

47. Are you entrusted with the following types of work in addition to the Inspection of Schools:

..... a. Conduct of Public Examinations.

..... b. Enquiries against Headmasters/teachers.

..... c. Attend on official guests.

..... d. Deputise for the D.E.Os at Zilla Parishads meetings etc.

..... e. Regular file work.

..... f. Selection Committees for appointment of staff.

Any other (please specify)

..... g.

..... h.

48. Do you think that the above types of administrative work is a hindrance for your academic work? Yes No

49. If yes, how much percentage of your time is consumed by these activities.(approximately)..... per cent.

50. Please specify your suggestions, if any, for improvement of academic Inspection of Secondary Schools.