APPENDIX – 1

Teachers’ Training College Information Blank

GENERAL INFORMATION

1. Name and place of the Institution:

2. District and State:

3. Head of the Institution:
   i) Name:
   ii) Designation:
   iii) Actual designation of the Post of the Head:
   iv) Teaching experience in a secondary teacher education institution:

4. Date of the establishment with year & month:

5. i) Year of NCTE recognition:
   ii) Year of University affiliation:

6. Management (Please tick):
   i) Aided    ii) Government    iii) Private unaided
   iv) Whether run by a Trusty Board or Mission

7. Type of Institution (Please tick):
   i) Men    ii) Women    iii) Co-education
8. Courses of training provided:
   i) Name of the course:
   ii) Duration:
   iii) Prepares teacher to teach in classes (indicate classes):
   iv) Total number of working days:
   v) Working days for instruction for practice teaching and in theory:
   vi) Working days for other activities:
   vii) Working hour in a week:
   viii) Number of holidays:
   ix) Nature of vacation (number of days):

9. Strength of trainees for an academic year:

10. Total strength in the present academic year:

<table>
<thead>
<tr>
<th>Student</th>
<th>General</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>PC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
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<td></td>
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<tr>
<td>Female</td>
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</tr>
</tbody>
</table>

Grand Total –
11. Total number of trainees since the last 3 years of the Institution:

<table>
<thead>
<tr>
<th>Year/session</th>
<th>No. of seats</th>
<th>No. of candidates appeared</th>
<th>No. of candidates passes</th>
<th>1st class</th>
<th>2nd class</th>
<th>No. of candidates dropped</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

12. i) Minimum qualification for admission in the course:

   ii) Whether they can be relaxed (please tick):

   A. YES  
   B. NO

   iii) If Yes, in what type of cases:

13. i) State in detail the method of selecting trainees:

<table>
<thead>
<tr>
<th>Sex</th>
<th>Fresher</th>
<th>Deputed</th>
<th>Others</th>
<th>Total</th>
<th>G. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>F</td>
<td></td>
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</tr>
</tbody>
</table>
ii) Is there any reservation of seats?

If so, how many and for whom?

iii) What are the minimum percentages (%) of mark for each category?

<table>
<thead>
<tr>
<th>Year/Session</th>
<th>General</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>PC</th>
<th>Total</th>
</tr>
</thead>
</table>

14. i) Whether students provided stipends? (Please tick)

A. YES  
B. NO

ii) Total number of students getting stipends:

iii) Rate of stipend per month per student:

15. Qualification of the present trainees studying: (Total number)

i) B. A. -  
ii) B. Sc. -

iii) B. Com. -  
iv) B. A. (H) -

v) B. Sc. (H) -  
vi) B. Com. (H) -

vii) M. A. -  
viii) M. Sc. -

ix) M. Com. -  
x) Another –
16. Information of the trainees in the present academic year (2009-2010): (Total number)

i) From the State -

ii) From other State -

iii) From the district of the College -

iv) From other Districts -

17. Minimum qualification for a teacher in the Institute -

18. Teaching staff employed (for last 3 years):

i) Table One:-

<table>
<thead>
<tr>
<th>Year / Session</th>
<th>Full time teacher</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>SC</td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>F</td>
<td></td>
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<tr>
<td>M</td>
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<td>F</td>
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<tr>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ii) Table two:

<table>
<thead>
<tr>
<th>Year / Session</th>
<th>Part time teacher</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>SC</td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
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<td>M</td>
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<tr>
<td>M</td>
<td></td>
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<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. Present strength of Staffs composition: (Total number)

i) Teaching -

ii) Non-teaching -

iii) Part time teacher -

20. i) The Faculty Strength:

a) No. of faculty sanctioned: M F

b) No. of faculty present: M F

c) No. of faculty position vacant: M F
21. i) The strength of non-teaching staff:
   a) No. of non-teaching faculty sanctioned: M F
   b) No. of non-teaching faculty presently working: M F
   c) No. of non-teaching faculty position vacant: M F
      ii) Number of Part-time faculty present: M F
   iii) Number of Librarian: M F

22. Supporting Staff:
   i) Number of Office-cum-Account Assistant:
   ii) Number of Office Assistant-cum-Comp. Operator:
   iii) Number of Store Keeper:
   iv) Number of Technical Asstt.-cum-Comp. Operator:
   v) Number of Lab. Attendants / Helpers / Supporting Staff:

23. Method wise Faculty position: (Total number)

   Life Science       Pol. Science
   Physical Science   Psychology
   History            Sanskrit
   Geography          Comp. Science
   Bengali            Statistics
   English            Economics
   Mathematics
24.I. a) Curriculum followed: (Please Tick)

If so, what changes have you effected in the curriculum for your institution?

II. What methods are followed for teaching in the institution? (Please tick)

<table>
<thead>
<tr>
<th>Methods</th>
<th>Generally</th>
<th>Frequently</th>
<th>Less frequently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorials</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Seminars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions and answers</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Group technique</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Field trips</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Audio-visuals</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Problems and project</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Any other (specify)</td>
<td></td>
<td></td>
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</tbody>
</table>
25. What is the mode of teaching in the Institute: (Please tick)
   i) One teacher teaches one Subject:
   ii) One teacher teaches many Subjects:
   iii) One Subject is shared by many teachers:

26. Does the Institute have a demonstration school?
   i) YES ii) NO

27. Practising schools -
   i) Do you use schools for practice teaching out side the campus?
      a) YES b) NO
   ii) Are these practising schools under the administration of the Head of the training Institute?
      a) YES b) NO
   iii) If the Institute uses for practice teaching other than Demonstration school, indicate the method of selection.
   iv) What type of schools do you select for practice teaching?
   iv) How many practice teaching schools do you have generally in an academic session?
v) What is the mode of transport for both trainees and supervisors to these practice teaching schools during the time of practice teaching?

vi) What difficulty does the Institute experience in making arrangements for practice teaching?

28. Practice teaching -

i) Please describe in a brief paragraph how you assign different subjects and classes to individuals students for practice teaching?

ii) How is the practice teaching programme spread over the academic session?

Is it done towards the end of the year or spread over the whole session?

Please indicate in a brief paragraph.

iii) How many lessons a trainee is to give in an academic session in each of the method course?

iv) How many different subjects or classes is a student-teacher required to teach?
29. Supervision of Practice teaching -

i) Do the class-room teachers assist in the supervision of student teachers?
   
a) YES                              b) NO

ii) Do the class room teachers discuss their observation with the trainees or do they hand over their evaluation sheets to the supervisors? (Please tick)
   
a) Discuss with trainees -
   
b) Hand over to the supervisors -
   
c) Both -
   
d) Any other (specify) -

iii) Indicate the average no. of lessons given by each trainee which are supervised by the staff of -
   
a) Training Institution
   
b) Practising Schools
   
c) Others

iv) Is every lesson approved by the supervisor?
   
a) YES                              b) NO
v) Please give a brief note on how the practice teaching work of
the trainees is supervised. If there is any other special feature
of your practice teaching programme please narrate.

30. Extra-curricular / Co-curricular activities:

i) Mention the type of extra-curricular or co-curricular activities
organized by your Institution.

ii) How do you assess the student participation in these activities?

iii) Is it compulsory for trainees to participate in one or more of
these activities?

iv) What student organization, clubs, unions or associations do you
have in your institution? Please mention them.

31. Evaluation System:

i) How can you conduct your examination? (Please tick)

   a) Unit Test -

   b) Semester -

   c) Annual -

ii) Are there any non-examination subjects? Mention some of
them if any.
iii) Theory paper:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of paper</th>
<th>No. of marks allotted to Internal assessment</th>
<th>No. of marks allotted to External assessment</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

iv) Practical work:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of work</th>
<th>Maximum marks</th>
<th>Minimum marks</th>
</tr>
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</tbody>
</table>

v) How many times examinations are conducted?

a) Weekly -  

b) Monthly -  

c) Quarterly -  

d) Annually -  

e) Any other way (specify) -  

32. Reporting:

i) Do you inform the students of their progress form time to time? If so, how frequently?

ii) Is there any report card? If so, please kindly attach a sample.

iii) Report card follows:
a) Grade system -

b) Marks system -

iv) Has your institution ever faced any disciplinary problems at the time of conducting examinations?

v) How many times (hour) is an allotted to each paper or subject in the final examination?

33. Has the Institution a building of its own?

   a) YES                       b) NO

34. If it has no building of its own, what are the existing arrangements of the building?

35. What are the general conditions of your building?

36. How many sq. mts. (approx) the institute covers?

   a) Land area -

   b) Built-up area -

37. The area is devoted to: (please tick)

   i) Administration and     ii) Playgrounds -

   iii) Hostels -           iv) Staff quarters -

   v) Agricultural farm -   vi) Medical dispensary-

   vii) Others (specify) –
38. Describe in brief the nature of environmental surroundings of the institute?

39. Infrastructure (physical facilities available):
   
i) No. of classrooms -

   ii) No. of other rooms -

   iii) No. of buildings -

   iv) Has the Institution a Hall?

      a) YES          b) NO

   v) If yes, seating capacity of Hall -

   vi) Is there any safeguard against fire hazard in all the parts of the building?

      a) YES          b) NO

   vii) Is there any playground?

      a) YES          b) NO

   viii) If yes, then what type of facilities are available, please specify.

   ix) If no, then what type of facilities are available, please specify.

   x) Is there any physical instructor in your college?

   xi) Experimental facilities are:
40. Have the Institution the following infrastructure? (Please tick)

   i) Library cum Reading Room -  ii) ICT Resources Centre -
   iii) Psychology Resources Centre -  iv) Art and Craft Resources
   v) Health and Physical Education  vi) Science and Mathematics
   vii) Principal’s Office -  viii) Staff Room -
   ix) Administrative Office -  x) Visitors Room -
   xi) Girl’s Common Room -  xii) Seminar Room -
   xiii) Canteen -  xiv) Separate Toilet facility
   xv) Parking Space -  xvi) Store Room -
   xvii) Multipurpose play field -
   xviii) Open space for additional accommodations -

41. Library has -
   i) Seating capacity -
   ii) Minimum number of books -
   iii) Photocopying facility -
   iv) Computer with Internet facility -
42. Hostels and Staff quarters:-

i) Has the Institution a hostel for its students?
   a) YES  b) NO

ii) Is there any separate hostels for girls?
    a) YES  b) NO

iii) Is residence on the campus compulsory for the students, both male and female?
     a) YES  b) NO

iv) What is the total strength of students residing in the hostel?
    a) Male  b) Female

v) How many students share a room?

vi) Do you provide staff quarters for the staff members?

vii) Is there any provision for Common room, Sick room and Dispensary? (Please tick)
     a) For students - 
        I. Common Room - 
        II. Sick Room - 
        III. Dispensary - 
     b) For staffs - 
        I. Common Room - 
        II. Sick Room - 
        III. Dispensary -
vii) Is medical aid provided for -?
   a) Students  b) Staff

viii) Is it free for -?
   a) Students  b) Staff

x) Is there provision for library for the students and staffs?
   a) YES  b) NO

xi) Are the books available in library adequate -?
   a) Adequate  b) Inadequate  c) Normal

43. Other activities:

   Mention a few activities besides teaching activities which are imported in the Institution.

44. Teaching aids: (please tick)

   i) Black Board -  ii) Tools -
   iii) Books -  iv) Picture -
   v) Model -  vi) Chart -
   vii) Projector -  viii) Film, Slide -
   ix) Radio / Gramophone x) Television / Movie -
       / Tape record -
   xi) Educational  xii) Year book -
       encyclopedias -
xiii) Computer and electronic

45. Science laboratories and special subject’s rooms:

i) Do you have the provisions of science laboratories and other special subject’s rooms in the Institution?

ii) Is it equipped adequately or not? If not, please suggest improvement for the same.
APPENDIX 2

TEACHERS’ INFORMATION BLANK

1. Name:
2. Designation:
3. Address:
4. Date of Birth:
5. Age:
6. Sex:
7. Date of entering into the service:
8. Teaching experience:
9. Your academic qualification: (please tick)
   i) M. A. -  ii) M. Sc. -
   iii) M. Com. -  iv) Ph. D. -
   v) D. Lit. -  vi) D. Sc. -
10. Your professional qualification: (please tick)
    i) Basic training -  ii) B. Ed. -
    iii) M. Ed. -  iv) Training of the method -
    v) Short term training -
11. Have you qualified SLET / NET?
    A. YES  B. NO
12. How many lecture hours you spend in teaching in a week?

13. Class allotted in a week -
   A. Theory          B. Practice

14. Is there any extra load besides the classes?
   A. YES            B. NO

15. If so, please specify.

16. Are you involve in curriculum development?
   A. YES            B. NO

17. Whether you are consulted in curriculum development?
   A. YES            B. NO

18. i) Are you a member of academic body?
       A. YES            B. NO

       ii) If yes, please specify the name of the bodies.

19. Do you have the copy of the syllabus with you of B. Ed?
   A. YES            B. NO

20. i) what is your opinion about the suitability of the present curriculum?

       ii) What are the short commings?
21. Do you think that the present curriculum has given due weightage to practice and practical in comparison to theory?

22. Do you feel the modification of the existing curriculum?
   A. YES
   B. NO

23. How many lessons are practiced by the trainees in each teaching subject in real school situation including internship?

24. How many lessons are practiced by the trainees in each teaching subject in simulated situation?

25. How many lessons are observed which are taught by practiced by the trainees in each teaching subject?

26. How many action research project you have carried out?

27. How many stand alone experience of school organization you have carried out?

28. How many field specific community experience you have carried out?

29. How many lessons would be supervised at least?
   A. Total lessons
   B. Supervised lessons

30. Are the lesson planning, teaching and supervision record maintained by you?
   A. YES
   B. NO
31. Which methods do you follow?
32. Do you involve your student in survey?
   A. YES  B. NO
33. Do you engage your student in any project work?
   A. YES  B. NO
34. Do you participate in excursion?
   A. YES  B. NO
35. Are you engaged your student in any exhibition / fair?
   A. YES  B. NO
36. Teaching aids are used by you: (please tick)
   i) Black Board -  ii) Tools, maps, charts etc. -
   iii) Audio aids -  iv) Laboratory -
   v) Computer -  vi) Educational encyclopedia -
   vii) Tools -  viii) Books -
   ix) Projector & Flim Slide -
37. Are the teaching aids available?
   A. YES  B. NO
38. If no, then describe the lack of teaching aids.
39. Do you make any teaching aid?
   A. YES  B. NO
40. Which type of evaluation technique you follow:
   A. Traditional -
   B. Modern -
   C. Combined -

41. Examination procedure / assessment:
   A. Unit Test -
   B. Semester -
   C. Annual -
   D. Oral -
   E. Practical –

42. Are you arranged any seminar for your student?
   A. YES
   B. NO

43. Are you engaged your student in project work?
   A. YES
   B. NO

44. Do you allot a task for your student?
   A. YES
   B. NO

45. Is there any remedial test for your student?
   A. YES
   B. NO

46. What are the co-curricular activities you organized for your trainees?

47. How do you asses the student participation in co-curricular activities?
48. What is your opinion about the participation of the trainees in co-curricular activities? So far its practicability and usability in their real school situation.

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APPENDIX 3
PROBLEMS CHECKLIST

Kindly provide the following information by checking in the pace provide on the table given below. Be assured that your individual choices will be kept strictly confidential.

1. Problems related to physical facilities:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of furniture in the school</td>
<td></td>
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<tr>
<td>Insufficient buildings for class rooms</td>
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<td></td>
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<tr>
<td>Lack of professional library</td>
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<td></td>
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<tr>
<td>Absence of a room for keeping teaching aids</td>
<td></td>
<td></td>
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<tr>
<td>Classes are over crowded</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Problems related to time table:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time table is very rigid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class load is heavy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time allotted for various subject is not adequate</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Irregular attendance among students</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Time table is not consonance with local needs</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

3. Problems related to syllabus:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescribed content of syllabus is excessive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course of study very rigid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course of study is vague</td>
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</tr>
<tr>
<td>Lack of knowledge of the objectives of different subject</td>
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</tr>
<tr>
<td>Lack of knowledge of content among teachers</td>
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</tbody>
</table>
4. Problems related to resources for teaching:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-availability of teaching aid of teaching</td>
<td></td>
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</tr>
<tr>
<td>To improvise teaching aid is a problem</td>
<td></td>
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</tr>
<tr>
<td>Many students do not have text books</td>
<td></td>
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</tr>
<tr>
<td>Teacher's hand books are not available</td>
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</tr>
<tr>
<td>Lack of skill in the use of teaching aid</td>
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</tbody>
</table>

5. Problems related the achievement of qualitative improvements:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow and passive trainees in class</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Motivating the under achievers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Identify the cause of trainees poor achievement</td>
<td></td>
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<tr>
<td>Lack of skill in remedial teaching</td>
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<tr>
<td>Lack of skill in preparing diagnostic test</td>
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<td></td>
</tr>
</tbody>
</table>
6. General problems:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Always</th>
<th>Sometimes</th>
<th>Not at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-service training is too theoretical and traditional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lack of skill in handling pupils</td>
<td></td>
<td></td>
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<tr>
<td>Lack of reading habits among the students</td>
<td></td>
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<tr>
<td>Lack of environment to teach children</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lack of support from parents and communities</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
APPENDIX 4

LIST OF SAMPLED TEACHERS’ TRAINING COLLEGES OF WEST BENGAL AND ASSAM

The colleges in West Bengal are –

10. David Hare Training College, Calcutta University.
11. B. Ed department Uluberia College, Calcutta University.
14. B. Ed department, Kalyani University.
15. B. Ed department, Rabindra Bharati University.
16. Govt. Teachers’ Training College, North Bengal University.

The colleges in Assam are –

9. Dr. Sashibhusan College of Education, Assam University.
10. Dr. Shyamaprasad College of Education, Assam University.
11. Vivekananda College of Education, Assam University.
12. Diphu College of Education, Assam University.