INSTITUTIONAL DATA SCHEDULE
(For research purpose only)

Name of the School: ________________________________

Whether L P or M E School: ________________________________

Whether Govt/ Pvt Aided/ Pvt Unaided ________________________________

**Instruction:** This schedule is to be filled up by you (Headmaster) with information regarding your school. Please read every question carefully so as to verify its appropriateness to your school practices. If you think those to be appropriate to your school practices you can answer in 'yes' ( √ ) or else you can simply write 'no' ( X ). Your cooperation and sincerity will be highly appreciated.

1. School Organizational Culture:
   
   (i) Is your school in safe and secured place?  
   Yes No
   □  □

   (ii) Are you engaging all classes regularly?  
   Yes No
   □  □

   (iii) Do you provide the clear-out guide lines to all members regarding the rules and regulations of the school?  
   Yes No
   □  □

   (iv) Do you specify the duty and responsibility of teachers and students?  
   Yes No
   □  □

   (v) Do you send your teachers to orientation programme / training programme to enhance their teaching efficiency from time to time?  
   Yes No
   □  □
(vi) Do you believe that all the teachers of your schools are well qualified?

(vii) Is there any provision of following facilities in your school?
   (a) Health check-up
   (b) Guidance and counselling
   (c) Scholarship for poor / backward children

(viii) Do you like to adjust the timings of school or vacations according to the local needs?

(ix) Is your school inspected or supervised at least once in a year?

(x) Do your teachers seek your suggestions / advice at any time they require?

(xi) Do you encourage your students to participate in different programmes of the school?

(xii) Do you like to appoint the most efficient teachers in guiding or tackling the students problem?

(xiii) Do you organize any seminar / workshop during holidays to improve the academic standard of your teachers?

(xiv) Do you like to involve yourself with the academic standard of your teachers?

(xv) Are you monitoring students’ progress frequently through unit test / class test?
(xvi) Do you provide any feedback to the students who are not progressing properly?

☐ ☐

(xvii) Do you evaluate the participation of the students in class work, project work half yearly / terminal examination?

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(xviii) Do you organize PTA meeting regularly in your school?

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(xix) Do you provide the opportunity to the parents as well as the class teachers to discuss freely about their words in PTA meeting?

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(xx) Do you ask any explanation from the teacher's who is unnecessarily absent / abstain from his/her duty in the school?

☐ ☐

2. Infrastructure / Physical Facilities:

(i) Does your school possess at least one classroom for each class?

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(ii) Is the school building pucca?

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(iii) Whether the school has minimum amenities like drinking water, sanitary facilities.

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(iv) Are the classrooms well equipped with-?

(a) Black board

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(b) Table-chair / bench-desks/

☐ ☐

(c) Teacher's table.

☐ ☐

(d) Maps (State & Country)/ Colorful pictures hanging on the wall

☐ ☐

(e) Electronic Fan, Light.
3. Teacher-Pupil Variables:

(i) Does your school have at least one teacher per class? □ □

(ii) Does school have less than 40 students per class? □ □

(iii) Are all teachers of your school coming to the school regularly? □ □

(iv) Are all the teachers efficient in managing the class? □ □

(v) Do you keep on eye over the teacher’s punctuality in dealing with the students’ affair in academic matters? □ □

(vi) Is there any provision of reward to the student who show excellence in class? □ □

(vii) Do you believe that without physical punishment sincerity and motivation among the pupils can be brought? □ □

(viii) Do your students like to talk with their teacher’s whenever they want? □ □

(ix) Do you like to observe the classes (frequently) during the class-time (when the teacher in the class) to check the situation? □ □

(x) Do your teachers like to visit students home to develop a fair rapport with him? □ □

4. Instructional Variables:

(i) Do you provide any guidelines to your teachers for effective instruction? □ □
(ii) Do you provide any instructional aides to the teachers for effective teaching from the following:

(a) Audio aids (tape recorder, Radio etc) □ □

(b) Visual aids (chart, picture, model, globe etc.) □ □

(c) Audio-visual aids (tv, vcd, film, stripper, computer etc.) □ □

(d) Science kits. □ □

(e) Mathematical kits. □ □

(iii) Do you engage the teacher’s in teaching at multi-class?

(if yes, then whether temporary / permanent) □ □

(iv) Do you like to restrict the teaching-learning process only in chalk-n-talk method? □ □

(v) Do your teachers able to create a conductive environment in the classroom to make all the students participate actively in teaching-learning process? □ □

(vi) Do you believe that all the teachers of your school are well conversant with local language? □ □

(vii) Do you encourage your teachers to follow innovative methods of teaching like programme learning, team teaching etc. □ □

(viii) Do you keep any account of teachers regarding

(a) The completion of courses in time, □ □

(b) The relationship with students □ □

(c) The feedback given to the students. □ □
(ix) Do you encourage your teachers to visit the neighboring places to visualize things or materials for better perception of ideas?

(x) Do you provide any remedial teaching for special children?

5. Co-curricular Activities:

(i) Do you provide any physical activities like games/sports, yoga, drill etc. for the children?

(ii) Do you have game equipment i.e. football, volleyball, hockey or cricket materials etc.

(iii) Do you organize any debate/quiz programmes in your school?

(iv) Do you have any provision of music/dance classes in the school?

(v) Do you publish any school magazine to encourage students literary activities?

(vi) Do you arrange any trip for picnic or excursion for the students?

(vii) Is there any provision of social activities or social services in the school?

(viii) Do you allow your students to participate in various competition organised by various institutions?

(ix) Is there any special provision for girls in different activities?

(x) Do you celebrate Annual Day of your school with pump and show?