Appendix

QUESTIONNAIRE

REQUEST TO THE SCHOOL AUTHORITY TO FILL UP THE FOLLOWING QUESTIONS

1. Name of the School .................................................................

2. Year of establishment ............................................................

3. Location .................................................. District..................

4. Name of the first principal .....................................................

5. Name of the present principal .................................................

6. A brief history of the school ..................................................

7. Nature of the school :- Boys/girls/Co-education

8. How many examinations are held in a year.........................?

9. Approximate expenditure the school incurs per examination

10. Does the school have library? Yes / No
11. Number of library books ..............................................

12. Funds allotted for the purchase of library books per year ........

13. Does the school have Science lab? Yes / No

14. Funds allotted for the purchase of lab items .........................

15. Is there computer education in your School? Yes / No

16. If so how many computer system the school has ....................
    Number of teachers ........... Number of students .................
    Class from.................... to ......................... Fees collected per
    child per year..................

17. Any computers provided by the government: Yes / No.

18. Do you conduct annual sports and Games meet? Yes/No

19. Do you have facilities to conduct the following games? If so tick.
    a. Foot ball    b. Basket ball    c. Table Tennis
    d. Volley Ball  e. Badminton court f. Any other specify ------

20. Annual expenditure for the sports and Games .......................
21. Does your school receive any government assistance for sports and games? Yes/No. If so how much per annum? ......................

22. What are the external factors that interfere with your administration?

23. Do you conduct any on-going Teachers Training programme, Annually/Half-yearly? If so how much money do you spend on such programme? .........................

24. Composition of Teaching and Non-Teaching Staff.

25. How often do you have staff meetings? Monthly/Quarterly/Half-yearly?

26. Expenditure incurred on each staff meeting ......................

27. Facilities available in the school (tick the available facilities)

<table>
<thead>
<tr>
<th>Students</th>
<th>Drinking water</th>
<th>Lavatory</th>
<th>Electricity</th>
<th>Fan</th>
<th>Light</th>
<th>Cycle-Shed</th>
<th>Canteen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Drinking water</td>
<td>Lavatory</td>
<td>Electricity</td>
<td>Fan</td>
<td>Light</td>
<td>Car-parking</td>
<td>Canteen</td>
</tr>
<tr>
<td>Visitor/ Guardians</td>
<td>Drinking water</td>
<td>Lavatory</td>
<td>Electricity</td>
<td>Fan</td>
<td>Car-parking</td>
<td>Canteen</td>
<td></td>
</tr>
</tbody>
</table>

Any other specify
28. What kind of co-curricular activities do you conduct in the school?
   a. Elocution  
   b. Extempore  
   c. Essay writing  
   d. Singing  
   e. Dancing  
   f. Painting  
   g. Musical Instruments  
   h. Debate  
   i. Recitation  
   j. Any other specify

29. Amount of money spent for the co-curricular activities per year ...

30. Do your students participate in any competitions conducted outside your school? Yes/No
    If, Yes, mention them. ....................................................

31. Class wise composition of Students.

32. Reason for the failure in final examination ............................

33. Reason for the Transfer of Students .................................

34. Does your school conduct any seminar for the students? Yes/No.
    Annual amount spent for such a programme ......................

35. Do you have a boarding in your school? Yes / No. Boys / Girls/ Both.
    Total number of boarding girls ...................... Total number of
    Boarding boys.......................... Annual fee ......................
    Monthly Mess fee ...........................
36. Does your school run any sub-station school? Yes/No. If, yes how many schools? .................. Up to what classes...................
   Is it self–sufficient? Yes/No

37. School land is purchased / donated.

38. Do you collect any fund for a common cause? Yes/No. If so how much a year..............

39. Have you received any government aid so far? Yes/No.
   Specify if any (computer, water tank, play ground, classroom, etc.)

40. How do people rate your school in your locality? Very good/
    good/average

41. Details of salary component of teaching staff

42. Details of salary component of non-teaching staff

43. Fee structure of your school during the last 13 years (1995-2007)

44. Details about total expenditure of your school under different heads (1995 – 2007)

45. Number of Alumni and their respective professional career.
46. Number of Alumni appointed as staff in your school?

47. Highlight the performance of your school in the matriculation examination.

48. Details of pass/failure/transfer of students for the last 13 years.

49. How do you rank your school in terms of working efficiency?

50. Are you satisfied with the present working system of the school? If no, please suggest ways and means to improve further.

Place .............. Signature of the principal/ Headmistress

Date .............. (With seal)