INSTRUCTIONS

Sir/Madam,

This Questionnaire seeks to elicit the knowledge and rich experience of Inspecting Officers/Head Teachers/Teachers of the Primary Schools in West Bengal regarding the problems of inspection and supervision of administrative and academic as well as the developmental programmes.

Your frank and valuable response and comments are sought through it. The data obtained will be used for research purpose only and these will be kept absolutely confidential. Please fill up the questionnaire in respect of each item.

For your convenience the following guidelines are given:

(a) Kindly give mark (✓) against the statement whichever you think most suitable;

(b) Please give mark (✓) against ‘Yes/No’ to which you agree;

(c) Please give mark (✓) against the choice to which you agree;

(d) Kindly record your opinion/suggestion in the space provided wherever necessary.

Miss Purnima Basu
Investigator
QUESTIONNAIRE
(To be filled by Head Teachers of Primary Schools)

1.00 Personal Information

1.10 Name :

1.20 Age :

1.30 Sex :

1.40 Academic Qualification : School Final / Intermediate / Graduate / Post-Graduate,

1.50 Professional Qualification : Under-Graduate / Graduate / Post-Graduate degree in Education or Teaching,

1.60 Experience as Head Teacher : ....... Years

1.70 Name of the present posting : i) School ..........................................

ii) Circle ..........................................

iii) Block ..........................................

vi) Education ..........................................

<table>
<thead>
<tr>
<th>Time devoted to different works</th>
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<tbody>
<tr>
<td>During the Inspection of schools how much time does the SI spend in</td>
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<tr>
<td>% of time spent</td>
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</table>
| Conferring with Head Teacher ..........................................
| Conferring with Teachers ..........................................
| Conferring with Guardians ..........................................
| Classroom observation ..........................................
| Checking school records ..........................................
| Other (Please specify) ............................................. |
3.00 Relation with Head Teachers and Teachers

3.10 Does the SI seek your co-operation during the Inspection?
   Always/Sometimes/Never

3.20 What percentage of Teachers do you think the SI knows by name in your School?
   (Mark the nearest)
   0 - 10 - 20 - 30 - 40 - 50 - 60 - 70 - 80 - 90 - 100

4.00 Teachers Meeting

4.10 After doing the school inspection does the SI call a meeting of Teachers for guidance?
   Yes/No

4.20 In the meeting which of the following matters are mostly discussed?
   (Mark five important matters)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Matter</th>
<th>( \checkmark )</th>
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<tbody>
<tr>
<td>4.2.1</td>
<td>Academic progress</td>
<td></td>
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<td>4.2.2</td>
<td>Text books (supply etc.)</td>
<td></td>
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<td>4.2.3</td>
<td>Teaching aids</td>
<td></td>
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<td>4.2.4</td>
<td>Facility for productive and creative work</td>
<td></td>
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<td>4.2.5</td>
<td>Student absenteeism</td>
<td></td>
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<td>4.2.6</td>
<td>Teachers’ attendance and leave</td>
<td></td>
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<td>4.2.7</td>
<td>School Building and space</td>
<td></td>
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<td>4.2.8</td>
<td>Operation Blackboard</td>
<td></td>
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<td>4.2.9</td>
<td>Teachers’ professional problems</td>
<td></td>
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<tr>
<td>4.2.10</td>
<td>Other</td>
<td></td>
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</tbody>
</table>
5.0 Meeting with Parents (Guardians)

5.1 After school inspection does the SI meet some parents?
   Always/Sometimes/Never

5.2 Does he/she try to improve Parent-Teacher relations?
   Yes/No
   If yes, in what way does SI try?
   (V mark against appropriate statement)
   5.2.1 Organising Parent-Teacher meetings.
   5.2.2 Requesting Parents to visit school from time to time.
   5.2.3 Inviting Parents to school cultural function.
   5.2.4 Other (Please specify).

6.00 Writing the Inspection Report

   What difficulties does an SI come across in the Primary School inspection (your views)
   (V mark against appropriate statement)
   6.1 Time is short for Inspection.
   6.2 Improper record keeping of the School.
   6.3 Inadequate knowledge and inadequate preparations of SI.
   6.4 Interference or pressure of clique group.
   6.5 Other (Please specify)

7.00 Does he/she listen to your personal grievances?
   Yes/No

8.00 Do you aspire to become an SI?
   Yes/No
PRIMARY SCHOOLS VISITED BY THE RESEARCHER