APPENDIX - I

RATING SCALE TO ASSESS THE PHYSICAL FACTORS (FACILITIES) IN PRIMARY SCHOOLS

Part – I : Personal Information

Name of the teacher :
Name of the school and address :
Gender :
Location of school : Rural / Urban
Type of school :
(Please ☑ (tick) mark the suitable item) Government / Private aided non-minority / Private aided minority

Part – II

Instructions

Here, we have given certain items related to the physical facilities available in primary schools. Please go through each item carefully and put ☑ (tick) mark to your response provided under each item. Your responses to the questionnaire will be used for research purposes only. They will be kept very confidential also. Most important of all, your responses to the questionnaire will help to suggest ways and means for improving the physical facilities related to school effectiveness.

I. Basic Facilities

1. The space available for each student in the classroom
   a) Upto 4 sq. ft. but below 6 sq. ft.
   b) Above 4 sq. ft. but below 6 sq. ft.
   c) Above 6 sq. ft. but below 8 sq. ft.
   d) 8 sq. ft. and above

2. Building of the school
   a) Open space
   b) Thatched building
   c) Mixed building of thatched, tiled and pucca
   d) Pucca building
3. The blackboard available in the school
   a) No blackboard
   b) Rolling blackboard
   c) Stand board
   d) Walled blackboard

4. The chalk used in the school
   a) White only
   b) White and colour
   c) Crayons
   d) All of them

5. The duster used in the school
   a) By hand
   b) Waste paper
   c) Cloth
   d) Wooden duster fixed with wool

6. The book used in the school
   a) Bazaar guide only
   b) Reader published by Tamil Nadu Text-book Society
   c) Reader published by Tamil Nadu Text-book Society and bazaar guide
   d) Reader published by Tamil Nadu Text-book Society and hand books issued by Directorate of Teacher Education Research and Training.

7. Possession of text-book by students
   a) No student with all books
   b) Some students with all books
   c) Most students with all books
   d) All students with all books

8. Possession of slate by students
   a) No students with slate
   b) Some students with slate
   c) Most students with slate
   d) All students with slate
9. Possession of pen by students
   a) No students with pen
   b) Some students with pen
   c) Most students with pen
   d) All students with pen

10. Possession of note-books by students
    a) No students with note-books
    b) Some students with note-books
    c) Most students with note-books
    d) All students with note-books

11. Drinking water for students
    a) Not available
    b) Potted water
    c) Bore-well
    d) Protected water from the tank

12. Toilet facility of the school
    a) Not available
    b) Common for all
    c) For teachers only
    d) For teachers and students separately

13. Furniture available for teacher
    a) Not available
    b) Chair only
    c) Table only
    d) Chair and table

II. Supplementary Facilities

14. Play facilities of the school
    a) Not available
    b) Inside the classroom with no play materials
    c) Play ground with no play materials
    d) Play ground with play materials
15. Furniture for the students in the school
   a) Not available
   b) Sitting bench only
   c) Writing desk only
   d) Furniture for sitting and writing

16. School bell of the school
   a) Not available
   b) Piece of rail
   c) Bronze bell
   d) Electric bell

17. Electric facility in the school
   a) Not available
   b) Partly available
   c) Fully available
   d) Fully available with generator

18. Water for cleaning
   a) Not available
   b) Stored water
   c) Well-water / Bore-well
   d) Tap water

19. Medical facility for the students in the school
   a) Not available
   b) First-aid kit only
   c) Annual medical check-up with first-aid
   d) Annual medical check-up, immunisation and first-aid

20. Dust-bin in the school
   a) Not available
   b) Some classes have
   c) Most classes have
   d) All classes have
21. Maths kit supplied under Operation Blackboard Scheme
   a) Not available
   b) Available but used rarely
   c) Used and damaged
   d) Used, damaged and replaced

22. Extra reading materials for children
   a) Not available
   b) Newspaper only
   c) Magazines
   d) Newspaper and magazines

23. Mini tool kit supplied under Operation Blackboard Scheme
   a) Not available
   b) Available but used rarely
   c) Used and damaged
   d) Used, damaged and replaced

III. Techno-Pedagogical Facilities

24. Radio in the school
   a) Not available
   b) Available and used rarely for educational programme
   c) Available and sometimes used for educational programmes
   d) Available and used regularly for educational programmes

25. Tape Recorder in the school
   a) Not available
   b) Available and used rarely for teaching and learning activities
   c) Available and used sometimes for teaching and learning activities
   d) Available and used regularly for teaching and learning activities

26. Overhead projector in the school
   a) Not available
   b) Availed through school complex rarely
   c) Availed sometimes through school complex
   d) Availed regularly through school complex
27. Film projector in the school
   a) Not available
   b) Availed through school complex rarely
   c) Availed sometimes through school complex
   d) Availed regularly though school complex

28. Film-strip projector in the school
   a) Not available
   b) Availed through school complex rarely
   c) Availed sometimes through school complex
   d) Availed regularly though school complex

29. Television in the school
   a) Not available
   b) Available but used rarely during academic programmes
   c) Available and used sometimes during academic programmes
   d) Available and used regularly during academic programmes

30. Science Laboratory in the school
   a) Not available
   b) Used through school complex rarely
   c) Used sometimes through school complex
   d) Regularly used through school complex

31. Library in the school
   a) Not available
   b) Available with books upto 50 in number
   c) Available with books upto 100 in number
   d) Available with more than 100 books

IV. Support Services Provided in the School

32. Community support services for the school
   a) Nothing
   b) Parent Teachers Association
   c) Village Education Committee
   d) Parent Teachers Association and Village Education Committee
33. Health and sanitary services
   a) Nothing
   b) Usual annual medical check-up
   c) Usual annual medical check-up and vaccination
   d) Usual annual medical check-up vaccination and school doctor

34. Savings Scheme for children
   a) Not available
   b) Sanchayika (small savings for children) used by some children
   c) Sanchayika (small savings for children) used by most children
   d) Sanchayika (small savings for children) used by all children

35. Nature of road facility to the school
   a) No road facility
   b) Metal road
   c) Tar road
   d) Concrete road

36. Transport facility in the locality
   a) Walking only
   b) Private vans
   c) State transport
   d) School bus

37. Level of educational institutions available in the locality
   a) Upto primary school
   b) Upto high school
   c) Upto Higher Secondary school
   d) Above Higher Secondary level

38. Hospital facilities available in the locality
   a) Nothing
   b) Private clinic only
   c) Primary Health Centre
   d) Government General Hospital
39. Preschool facilities in the locality
   a) Nothing
   b) Private nursery school
   c) Preschool facilities by non-governmental organisations
   d) Anganwadi / Balwadi

Signature of the Headmaster / Teacher
APPENDIX - II

RATING SCALE TO ASSESS THE CURRICULAR FACTORS RELATED TO SCHOOL EFFECTIVENESS AT PRIMARY STAGE

Part - I : Personal Information

Name of the teacher : 
Name of the school and address : 
Gender : 
Location of school : Rural / Urban
Type of school : Govt. / Private aided non-minority / Private aided minority
(Please √ (tick) mark the suitable item)

Instructions

Here, we have given certain statements relating to the curricular factors found in operation in primary schools. Please go through each statement carefully and put √ (tick) mark to your response provided under each statement. Your responses to the questionnaire will be used for research purposes only. They will be kept very confidential also. Most important of all, your responses to the questionnaire will help to suggest ways and means for improving the effectiveness of schools in terms of the curricular factors.

I. Aspects Related to Curriculum Planning

1. I always teach the lessons
   a) In the order presented in the book
   b) In a graded manner
   c) In a graded manner without identifying a locally relevant curriculum
   d) In a graded manner with a locally relevant curriculum.
2. I commence my classroom teaching
   a) Directly with the new unit
   b) By briefing the previous unit
   c) By asking questions from the previous unit
   d) With an informal talk related to the new unit

3. The quantum of time that I spend for co-curricular activities of my pupils for a week
   a) Nil
   b) 10%
   c) Between 10% and 30%
   d) 40%

4. I spare my time during week end and terminal holidays for my student’s learning
   a) Not true of me
   b) Rarely true of me
   c) Sometimes true of me
   d) Always true of me

5. The number of classes taught by me
   a) More than 4
   b) Upto 4
   c) Upto 3
   d) Upto 2

6. The number of subjects taught by me
   a) More than 4
   b) Upto 4
   c) Upto 3
   d) Upto 2

7. Total number of pupils taught by me in a class
   a) More than 60
   b) Upto 60
   c) Upto 40
   d) Upto 20

X
8. Total number of periods that I work for a week
   a) More than 20
   b) Upto 20
   c) Upto 15
   d) Upto 10

II. Aspects Related to Teaching, Learning and Evaluation

9. The design of my work
   a) Nothing in particular
   b) Teaching the enrolled children
   c) Enrolling children and teaching them with absolute retention
   d) Enrolling the children, retaining them and helping them for their success

10. The available teaching aids in the school are used by me
    a) Never
    b) Rarely
    c) Sometimes
    d) Always

11. I prepare and make use of low-cost teaching aids to supplement the content of the text
    a) Not true of me
    b) Rarely true of me
    c) Sometimes true of me
    d) Always true of me

12. I make use of the audio-visual aids in my teaching
    a) Never
    b) Rarely
    c) Sometimes
    d) Always
13. I make use of the radio for my pupils when there is an educational programme
   a) Never
   b) Rarely
   c) Sometimes
   d) Always

14. I make use of the Panchayat Union Television for my pupils when there is an educative programme
   a) Never
   b) Rarely
   c) Every week for ‘Kanbom Karpom’ programme
   d) ‘Kanbom Karpom’ and other educative programmes regularly

15. As for as Operation Blackboard (OB) Scheme is concerned
   a) I have no training
   b) I have training but the school doesn’t have the OB Kit
   c) I have training but used the OB Kit rarely
   d) I have training and use the OB Kit regularly.

16. I conduct supervised extended study
   a) Never
   b) Rarely
   c) Sometimes
   d) Always

17. Homeworks are given to the pupils by me
   a) Once a week
   b) Twice a week
   c) Once in two days
   d) Everyday

18. As far as remedial teaching is concerned
   a) I am not interested in it
   b) I myself involved in it
   c) I involve the gifted children also
   d) I involve the gifted children and community also
19. Academic assistance is given to me
   a) By none
   b) By my colleagues
   c) By my superiors
   d) By my colleagues and superiors

20. My co-operation with my colleagues in the school
   a) Not possible to co-operate
   b) For academic improvement of students
   c) For resource development of the school
   d) For academic improvement of students and resource development of the school

21. I spare my time for the attainment of the slow learners
   a) Never
   b) One hour twice a week in the evening after the school hours.
   c) One hour in the evening after the school hours everyday
   d) One hour in the morning before the school hours daily.

22. I make myself free after the school hours for solving the problems of the low-achievers
   a) Not possible
   b) One hour twice in a week
   c) One hour thrice in a week
   d) One hour daily

23. I organise peer group learning situations
   a) Not possible in my school
   b) Twice in a week in the evening
   c) Thrice a week in the evening
   d) Daily in the evening

24. I evaluate the learning attainment of students
   a) Terminally
   b) Monthly
   c) Monthly and terminally
   d) Everyday
25. I monitor the progress of my pupils
   a) Terminally
   b) Monthly
   c) Monthly and terminally
   d) Everyday

26. I give room for self-evaluation of my teaching
   a) Never
   b) Occasionally
   c) Sometimes
   d) Regularly

27. Progress reports of pupils are sent to their parents by me
   a) Never
   b) Once in a term
   c) Twice in a term
   d) Once in a month

28. I organise Parent Teacher Association meeting in order to discuss the students’ progress specifically
   a) Never
   b) Once in a term
   c) Twice in a term
   d) Once in a month

III. Aspects Related to Teachers’ Job Preparation

29. I know the family background of
   a) No pupils in my class
   b) Some pupils in my class
   c) Most of the pupils in my class
   d) All the pupils in my class

30. I am just and impartial
   a) To no student
   b) To some students only
   c) To most of the students
   d) To all the students
31. I refrain from divulging confidential information about students expect to
those who are entitled to it
a) Not true of me
b) Sometimes true of me
c) Mostly true of me
d) Always true of me

32. The strategy of Minimum Levels of Learning (M.L.L.) is for
a) Just to have a change in education
b) To reduce the quantity in education
c) To encourage child-centred education
d) To encourage child-centred education and learning without burden

33. My general education qualification before entering service
a) Upto Standard VIII
b) Upto Secondary School Leaving Certificate (S.S.L.C)
c) Upto to Higher Secondary Course
d) Above Higher Secondary Course

34. The professional qualification that I had before entering service
a) Nil
b) Few months course
c) Diploma in Teacher Education (D.T.E) / Secondary Grade Teacher
   Training (S.G.T.T)
d) Bachelor of Education (B.Ed.) and above

35. Inservice Training attended by me
a) Nil
b) Upto 1 or 2
c) Upto 3
d) Upto 5

36. The general educational qualification that I have attained after I entered
service
a) Nil
b) Upto Secondary School Leaving Certificate
c) Upto Higher Secondary Course
d) Above Higher Secondary Course
37. My teaching experience
   a) Upto 5 years
   b) Between 5 and 10 years
   c) Between 10 and 15 years
   d) More than 15 years

38. The workshops attended by me for text-book writing
   a) Nil
   b) One only
   c) Two
   d) More than two

39. The journals that I read regularly
   a) Nil
   b) Recreational only
   c) Educational only
   d) Recreational and Educational

IV. Aspects Related to Teachers' Job Satisfaction

40. The time-table allotted to me
   a) Not comfortable
   b) Little comfortable
   c) More comfortable
   d) Most comfortable

41. My collaboration with other teachers of my school
   a) Not good
   b) Good
   c) Very good
   d) Extra-ordinary

42. I feel respected by
   a) None
   b) Students only
   c) My colleagues only
   d) Students and colleagues
43. The involvement of parents on students’ learning of my class
   a) Nil
   b) Minimum only
   c) More than minimum but not maximum
   d) Maximum

44. I feel respected by the society
   a) Not true of me
   b) Little true of me
   c) Mostly true of me
   d) Very true of me

45. Average time spent on general routine correspondence by me in a month
   a) Nil
   b) Upto 5 hours
   c) Upto 10 hours
   d) More than 10 hours

46. I am receiving incentives for my meritorious work in the school
   a) Not from any source
   b) From the Government of Tamil Nadu
   c) From the Government of India
   d) By the Government and Non-Government organisations

47. The salary I am paid is sufficient for the work I am doing
   a) Not adequate
   b) Adequate to certain extent
   c) Adequate
   d) More than adequate

48. I am able to perform my duties better due to further higher academic and
    professional educational qualifications.
   a) Not true of me
   b) Little true of me
   c) Mostly true of me
   d) Very true of me
49. My professional experience has helped me in improving the learning achievement of my pupils
   
   a) Not true of me
   b) Little true of me
   c) Mostly true of me
   d) Very true of me

50. The inservice trainings that I have undergone have helped me in improving the learning achievement of my pupils

   a) Never
   b) Rarely
   c) Sometimes
   d) Always

Signature of the Headmaster / Teacher
APPENDIX - III

RATING SCALE TO STUDY THE ADMINISTRATIVE FACTORS RELATED TO SCHOOL EFFECTIVENESS

*****

Part – I : Personal Information

Name of the teacher : 
Name of the school and address : 
Gender : 
Location of school : Rural / Urban
Type of school : Govt. / Private aided non-minority / Private aided minority

(please ✓(tick) mark the suitable item)

Part – II

INSTRUCTIONS

Here, we have given certain statements relating to the administrative practices in primary schools. Against each statement four gradations are given namely ‘Not at all true of me’, ‘Rarely true of me’, ‘Sometimes true of me’ and ‘Very true of me’ having the scores 1, 2, 3 and 4 respectively. Please go through each statement carefully and put ✓(tick) mark in the appropriate brackets against each statement keeping its applicability to you in mind. Your responses to the questionnaire will be used for research purposes only. They will be kept very confidential also. Most important of all, your responses to the questionnaire will help to suggest ways and means for improving the effectiveness of administrative factors related to primary schools.

<table>
<thead>
<tr>
<th>I. Classroom Management</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td>1. I organise the classroom activities according to a prespecified schedule</td>
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</table>
2. I supervise the class rooms to see whether the students are seated in such a way to make individual / group activities easy, enjoyable and educative

3. I take interest to see that the pupils are getting sufficient light to read and write in the classroom

4. I accommodate seats in the front row to the pupils who are visually, auditorily and other physically handicapped

5. I am very particular about the punctuality of the pupils

6. I do not like to see the students wandering here and there

7. I give opportunity to the pupils to assume responsibility through monitor and prefect schemes.

8. I do not punish the whole class for mistakes committed by an individual pupil

9. I am watchful in the regular attendance of the pupils to the school

10. I make suitable arrangements for the improvement of slow learners in their academic achievement with the help of gifted children.

II. Resource Management

11. I prepare monthly, weekly and unit plan of the syllabus for teaching

12. I maximise the learning time of pupils through supervised study.
13. I render my services to improve the achievement of slow-learners during quarterly, half-yearly, annual and weekend holidays.


15. I take steps to meet the need for additional human resources for supervised extended study.

16. In order to avoid the 'no-teacher classroom' situation I do the needful for a substitute teacher.

17. I make use of the services of the retired and unemployed category of teachers for the needy classrooms.

18. I develop financial resources for organising different programmes / functions in the school.

19. I make arrangements for children to view educational programmes [('Kanbom and Karpom') for e.g] in the television regularly.

20. I procure necessary teaching aids for students learning.

21. I check regularly whether the sports materials and regularly used by the students or not.

22. I supervise whether the learning materials of the pupils are kept safely or not.

23. I am very particular about the nutrition of the noon-meal of the children.
24. I help my pupils in getting them the Government’s incentives like free textbooks, uniforms etc. in time

25. I mould my pupils with responsibility for looking after the school resources and equipments

III. Liaison Between Parents, Teachers and Administration

26. I create situations for conversations with parents of slow learners for enhancing their academic achievement

27. I mobilise the well-wishers of the school for the development of physical resources of the school.

28. I engage parents in planning and executing various functions and activities of the school

29. I maintain a smooth relationship with the secretary / Assistant Educational Officer of my school.

30. I make all arrangements for my pupils to be benefitted by the Govt.’s incentives through the secretary / Assistant Educational Officer.

31. I enlist the support of parents of students with respect to the homework of children

32. I take immediate steps for the medical help to students when they fall ill in the class and inform it to the parents.

33. I organise Parent Teacher Association meeting every month for discussion about school improvement.

Signature of the Teacher / Headmaster.