ANNEXURE- QUESTIONNAIRE

Please provide the following details:

I. **General Profile of the Teacher**

1. Name
2. Age (in completed years)
3. Gender a) Female b) Male
4. Medium of communication while teaching a) English b) Hindi c) Mix of English and Hindi
5. Caste a) General b) OBC c) ST/SC
6. Religion a) Hindu b) Christian c) Muslim d) Sikhism e) Others
7. Family Size
8. Highest Educational Qualification
9. Name of the College/Institution
10. College affiliation a) AICTE b) UGC
11. Department
12. Designation
13. Total years of teaching experience
14. Subjects taught

II. **QUESTIONNAIRE TO ELICIT INFORMATION ON TEACHING COMPETENCIES**

A. **KNOWLEDGE**

1. Knowledge of subject:
   Please put a tick-mark against the statement that befits you. You can choose multiple options (more than one statement).
   1. I introduce the lesson effectively in order to create interest by
      1. Linking the topic to the interests of the students and their passion for the subject
      2. Linking the lecture to some current events or by developing scenarios
      3. Start with the verbal explanation of the concepts
   2. I make my students understand the subject matter by
      1. asking questions to test their earlier understanding
      2. by engaging them in live projects
      3. by using diagrams, flowcharts, figures to enhance their clarity
      4. by narrating real life examples from the related field
   3. I motivate the students to remain engaged in the topic:
      1. by frequently using examples in between the lesson
      2. by Using visual aids wherever necessary
      3. Use rhetorical questions to encourage students to keep them on track
      4. By narrating my experiences and sharing with students
      5. by introducing quizzes and educational games

4. I summarize the lesson by
   1. consolidating the major points
   2. asking questions for their response and understanding of the topic
   3. asking students to relate the learnt topic to real environment

5. The knowledge regarding your subject has mostly come from
   1. Practical field exposure
   2. acquired through Experiential learning
   3. theoretical knowledge acquired through formal education

6. Do you believe that Course Books provide enough information to students?  
   1. Yes  2. No

7. Do you engage in following for the purpose of knowledge enrichment?  
   1. Visiting relevant Libraries  2. discussion with other faculties
   3. Engaging in E-Learning (online libraries, online journals etc.)  4. asking students to gather information about related aspects and make presentations in the class
   5. participation in Communities of Practice

8. I try to link your subject with other subjects and interdisciplines?  

9. I try to link your subject with other subjects and interdisciplines?  
   

10. How do you relate the contents of the lesson to professional environment?  
    1. Using case studies  2. Giving real life examples from relevant field
    3. Engaging students with field projects  4. If any other, please specify

2. Knowledge of Students.

1. I engage in dialogue with students regarding following issues:
   1. Subject related issues
   2. Counseling on emotional and motivational aspects
   3. Discussion regarding everyday challenges
   4. Any other regarding everyday challenges

2. What are their main everyday challenges? (Rank from 4, 3, 2 and 1; where 4- highest ; 1 - lowest )  
   1. Adaptability to English Language
   2. Adaptability to Technology
   3. Communication with peers and lecturers
   4. Feeling of Isolation due to diverse cultural beliefs

   Please put a tick-mark against the statement that befits you. You can choose multiple options (more than one statement).

3. How do you connect to students from diverse backgrounds while teaching?  
   1. Giving examples from diverse fields
   2. Using mix of local and English language
   3. Using pictorial representations to gain interest and attention
   4. Using a wide range of teaching approaches in a classroom setting
   5. Any other, please specify

4. How often do you make yourself available to students beyond class hours for counseling, guidance, etc.?  

5. What are the various ways do you use in order to be accessible to students outside classroom?  
   1. Emails
   2. text messaging service
3. Tutorials

4. Engaging in Online Teaching

5. Any other, please specify

6. What are the most important ways of showing that you are concerned about students as individuals?

1. Giving importance to student views
2. Praising for their individual achievements
3. Treating them equally regardless of their backgrounds and socio-economic status
4. Individualizing instruction to meet varying needs of diverse students

7. How do you individualize instruction to meet the varying needs of students?

1. Developing self mastery
2. Group work
3. Alternative assignments
4. Linking the concepts to students’ lives through examples, stories etc.

3. Knowledge of self

1. Please pen down your major strengths and weaknesses with respect to teaching or academic exercise.

Strengths
Weaknesses

1. 1.
2. 2.
3. 3.

2. In your opinion, please list three of the most important competencies (knowledge, skills, and/or abilities) necessary to be an effective teacher and how have you learnt/acquired these competencies.

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>SOURCE OF LEARNING/ACQUIRING</th>
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<tbody>
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<td>1.</td>
<td>2.</td>
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<td>3.</td>
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3. How have the competencies mentioned above, been shared or infused at

a. Student level
b. Institutional level

1. 1.
2. 2.

Please put a tick-mark against the statement that befits you. You can choose multiple options (more than one statement).

4. Have you rendered self managed services to your department such as?

1. Career advice to students as part of induction
2. Counseling to students
3. a & b both
4. not had an opportunity so far

5. Have you taken up any course on credit or non credit basis for the purpose of skill enhancement?

1. Yes (with or without formal approval)
2. No

6. Have you participated in the following periodic enrichment activities?

1. Public lectures (delivering / taking lecture)
2. Training program for soft skills (as a trainer / a trainee)
3. Film and book discussion sessions (delivered / taken sessions)
4. Workshop for skill development (attended / hosted)
5. Any other, please specify
6. Not had any opportunity so far

7. Have you attended any of these training programmes for self development?

1. Workshop
2. Refresher Course
3. Seminars
4. Panel discussion
5. Orientation Program
6. Courses in particular skills such as professional reading

7. None

B. Skills

1. Role Oriented Skills

Please put a tick-mark against the statement that befits you. You can choose multiple options.

1. Have you been entrusted with the following tasks?
1. Preparation of subject specific curriculum  
2. Preparation of any other reading materials/course handbook  
3. Preparation of resource material including books  
4. Preparation of any manual such as Remedial Teaching/Student Counseling  
5. Not involved in such activities

2. What kind of teaching-learning sources do you use for preparation of resource materials?
   1. Instructional manual provided  
   2. Books  
   3. Online database  
   4. Interactive online material  
   5. Discussion with other faculties  
   6. All of them

3. Do you follow any particular model or framework when designing courses or programmes?
   1. Yes  
   2. No

3.1 If yes, in which of the following ways does it reflect? : (you can select multiple options)
   1. Give the students a comprehensive, current view of business to enhance their managerial skills.  
   2. Aim to provide a global perspective to students by exposing them to the dynamic environment of business  
   3. Aim at creating an awareness of current debates in their discipline  
   4. Aim at enhancement of the student critical thinking skills

4. How do you make employability links with your discipline for students?
   1. By stating skills and competencies, employers look for  
   2. By engaging them in field/live projects  
   3. By making them aware of variety or nature of related jobs  
   4. By providing industry interface

5. Can you name some competencies/skills employers are looking for in your discipline?
   1.  
   2.  
   3.

6. What are the most frequently used student assessment methods in your dept.?
   1. Formative assessment (at regular intervals)  
   2. Peer assessment  
   3. Summative assessment (at the end of an instructional unit)  
   4. Group assessment  
   5. Self assessment  
   6. Any other, please specify

7. On what basis students’ skills are assessed?
   1. Asking questions in the class  
   2. Assigning individual topics for presentation  
   3. Giving written assignments  
   4. Organizing group activities, debates etc.  
   5. Any other, please specify

8. At the end of any assessment activity, I am able to identify existing competencies among students.
   1. Always  
   2. Sometimes  
   3. Seldom  
   4. Never

9. I inform students about competencies to be acquired for overall development.
   1. Always  
   2. Sometimes  
   3. Seldom  
   4. Never

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<td>To what extent, Do your students know how their skills learnt in a module are relevant to dissertation/project/placements?</td>
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<td>Can the students articulate the skills gained in each module in daily practice/letter of application/interview etc.?</td>
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<td>12. I identify objectives and attainments in the lesson plan?</td>
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<td>13. Is the lesson plan shared with students before starting the lesson?</td>
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| 1. Lecturing | 2. Using PPT along with lecture or any other IT Support | 3. Engage students in some group activity |
| 14. What approaches do you use in classroom teaching? |
| 15. What methods do you adopt while implementing cooperative learning activities for students? |
5. Role play  6. Simulation  7. Structured enquiries

16. Does your teaching style/strategy encourage students in:
   1. Enhancing Academic writing  2. Note taking from lectures
   3. Making and delivering presentations  4. Enhancing awareness for various writing styles
   5. Searching for information from library  6. Reflective writing
   7. Learning journals  8. All of them

17. What among the following approaches do you follow to encourage peer learning among students?
   1. Encourage students to organize collaborative learning tasks/activities to be performed in the class
   2. Engage students in organizing case studies /projects in the class
   3. Making students organize small group sessions where you are not present(peer learning)
   4. Encouraging Online discussion groups among students

18. Have you tried to acknowledge the efforts of students who exhibit leadership/mentoring skills while performing group activities?

19. Do you compile information related to student progress, achievement, internal marks, attendance etc.?
   1. Yes, then answer the next ques.  2. No, then skip to Ques. No.21

20. How does such compiled information about student progress help you?
   1. to identify students weaknesses and strengths  2. guides you in Designing assessment instruments
   3. it's a routine exercise revealing no useful information  4. Guides you in Selecting and using appropriate instructional resources and materials
   5. guides you to use different approaches of teaching

21. I manage the classroom effectively by
   1. presenting appropriate attention gestures to pupils  2. making them assume responsibilities
   3. keeping the lesson at a good pace  4. giving credit to desirable behavior
   5. giving scope to ask questions and clarity doubts  6. giving direction to students

22. How do you spend your time in college? List three top activities.
   1. 2. 3.

23. How have you contributed in order to promote professional development and co-curricular activities in your institution?
   1. Managing/development of any recreational club like hobby club/sports club etc.
   2. Managing of inter college cultural programme etc.
   3. Managing / execution of any social event in campus like fest/ farewell etc.
   4. Managing the Induction Cell of your institution
   5. Organizing workshop for students
   6. Not had an opportunity so far

24. What is your role in maintaining and enhancing educational quality of your institution?
   1. Participated in internal processes such as design/approval of new academic programmes
   2. Executing the process of examinations
   3. Participated in regular monitoring and periodic review of programmes
   4. Promotion of research dept.
   5. Not had an opportunity so far

25. Do you have an Internal Quality Assurance Cell (IQAC) in your institution? a) Yes    b) No
   If Yes, do you have any role and activities as part of IQAC of your institution among the following?
   1. Development of quality benchmarks for various academic and administrative activities of the University/College;
   2. Development of appropriate infrastructure and technology for participatory teaching and learning process;
   3. Organization of inter and intra University workshops, seminars on quality related themes
   4. Promoting quality circles;
   5. Development of Quality Culture in University;
   7. Not involved in any of these activities

26. Have you taken any initiative in promoting Personal Development of students?
1. Engaged in student counseling
2. Arrangement of guest lectures
3. Student Engagement in projects to develop employability skills
4. Execution of seminars / conferences etc.
5. Hosting workshops for students

27. Have you been a part of placement cell of your college? 1. YES 2. NO

If Yes, Then As a part of the Placement cell, How do you extend your support to students in enhancing their employability?
1. Providing placement services
2. Executing Entrepreneurship workshops
3. Foster links with corporate
4. Providing internship projects
5. Promote corporate grooming of students
6. Extending CV services
7. Establishing links with Alumni
8. Organizing workshop on life skills/soft skills
9. Any other, please specify

2. Interpersonal skills
1. How do you foster a healthy rapport with students?
   1. By providing time to time counseling to resolve academic and personal issues.
   2. By providing opportunities for a healthy dialogue between faculty and students.
   3. By catering to their specific learning needs such as developing IT skills, overcoming Language barriers etc.
2. How do you encourage teacher-student interaction in class?
   1. By showing positive reactions to students’ queries
   2. By fostering formal and informal discussions in class
   3. By encouraging students to give feedback
   4. By Posing questions to discuss in small groups
3. What strategies do you follow to motivate students to remain engaged in the learning process?
   1. Provide timely and accurate feedback to students
   2. Design tasks that offer opportunities to be successful but also challenge students
   3. Provide opportunities to exercise some choice and control
   4. Provide stimulating and interesting tasks and class activities
   5. Highlighting achievements of students
   6. reward achievements and positive behaviors of students

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<tr>
<th>YES</th>
<th>NO</th>
<th>At Times</th>
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<tr>
<td>4. When trying to explain something, do you ask your listeners if they are following you?</td>
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<td>5. Do you spend considerable time in listening to students queries, ideas?</td>
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<td>6. Do you find interest in what students have to say</td>
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7. What approaches/strategies do you follow for effective communication with students in the class?
   1. Preparing a repertoire of questions in advance to be asked in class
   2. Preparing a sequence of directive questions for a meaningful interaction/ group discussion
   3. Development of content in advance to address the problems or challenging situations related to the topic
   8. What kind of questions do you generally ask? Look at the list and see which categories your questions usually fit into?
   1. Clear and simple
   2. Probing
   3. Narrow
   4. Superficial
   5. Broad and generic
   6. Reflective
   7. Complex
   8. Case based approach

3. Technology integration skills
1. Do you have access to any of the technological sources related to teaching-learning
   1. online database
   2. e- journals
   3. interactive website

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>2. Are you Familiar with the following?</td>
<td></td>
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<tr>
<td>a) Internet browsers (ex. Internet Explorer, Firefox or Safari)</td>
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<tr>
<td>b) Email (ex. Gmail, Microsoft Outlook and Mozilla Thunderbird)</td>
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</tr>
<tr>
<td>c) Learning Management Systems LMS (Moodle, Blackboard)</td>
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</table>
d) Content Management Systems (CMS) (Word press, Drupal )

3. I make use of synchronous tools to Facilitating online teaching:
   1. chat systems  2. whiteboards  3. real-time web  4. video conferencing  5. None

4. I make use of following asynchronous tools to facilitate online teaching:
   1. discussion boards   2. Blogs  3. social networking,  
   4. e-mails   5. List serves  6. None of these

5. I keep track of the development of emerging computer softwares that may impact the classroom?
   1. Always  2. Whenever required  3. Never

6. Do the Information and Communication Technologies (ICT) provide a platform for:
   1. teacher interaction  2. Information exchange  3. seminars
   4. study sessions  5. academic support  6. Any other, please specify

7. Which of the information and communication technologies, do you use to share information?
   1. On-line journals   2. Package software  3. E-mail   4. Any other, please specify

8. For what purposes do you make use of IT enabled instructional resources?
   1. For design and preparation of lesson plans, student assignments etc.
   2. For dissemination of materials and information (feedback on assessment) over the web
   3. For encouraging students to design graphic, pictorial aids, graphs, tables, and diagrams
   4. For engaging in online discussion / collaborations with industry for up gradation of skills as well as
      curriculum

9. How do you make use of PPT?
   1. To include Bullet points which provide a basis for elaboration
   2. To enhance creativity by including digitized images, sound or video material
   3. To include explanation of concepts in paragraphs
   4. Any other, please specify

10. What facilities are available for your students to use as e-learners?

11. Do you integrate e-learning activities in your teaching? 1. Yes 2. No
    If yes, then in which of the following ways?
    1. By recording a lecture and presenting it online for self directed learning
    2. By arranging Live Seminars or Webinars for online interaction between students and industry experts
    3. By incorporating the use of Voice Board
    4. By encouraging students to use Online Library tools
    5. By engaging students in Online Test and Assessments
    6. By taking online tutorials

    7. By assisting group tasks to students and encouraging them to get it published online as blogs, website, or multimedia presentation

12. Do you face any barrier in using ICT for learning and teaching purpose?  1. Yes  2. No
    If yes, then what kind of barriers do you face?
    1. No or limited access to appropriate infrastructure
    2. time consuming and complicated
    3. Lethargy
    4. Not prepared to change, but feel the need of adequate mentoring to get adapted
    5. Not willing to change these options and don't go deeper in knowledge exploration
    6. Students sometimes rely only on these options and don't go deeper in knowledge exploration

4. Life Long Learning Skills
   1. Are you aware of the concept of “Life Long Learning”?  1. Yes  2. No. ( skip to ques.4)
   3. In what ways, Has Life Long Learning helped you?
1. Provides opportunities to self-assess own attitudes, values and skill proficiency
2. Helps incorporate soft skills into practice.
3. build self-confidence
4. build better relationships with students
5. any other, please specify

4. Do you engage in any of the following ways of informal learning in order to enhance self-worth?
   1. dialogue with others
   2. observation
   3. reflection on current experiences
   4. learning through reading and researching
   5. learning via doing and trial and error
   6. None

5. What teaching mechanisms do you employ in order to build life skills among students?
   1. holding interactive classroom sessions and group discussion to enhance negotiation techniques among students
   2. By engaging students in simulations, games and role plays that help in business scenario development
   3. Encouraging Storytelling exercises in class
   4. By applying case study method of teaching in classroom
   5. By applying action research in teaching
   6. Arranging experiential workshops
   7. By providing Timely Mentoring and counseling of students

6. How do your teaching strategies help in application of life skills by students in real life situations?
   1. Students can articulate the skills learned in modules in their projects and dissertations
   2. Students can successfully apply skills of business writing while preparing for their CVs and letter of application
   3. Students can apply life skills in interviews (skills of negotiation, product knowledge and orientation etc)
   4. Any other, Please specify

C. ATTITUDES

1. Professional Vision
   1. If you were called in to be a consultant at a brand new comprehensive community college, what: would you suggest be a "vision" for continuing education/in-service education program/ professional development program) for the next two years? (Examples: Building Industry – academic interface,offering life long learning and other innovative programs, promoting vocational skill development, organizing faculty exchange programs and academic collaboration across globe, promoting research etc.)
   1. 
   2. 
   3. 
   2. Can you envision the challenges facing in-service education program in the year 2017-18 (examples: Technology, Infrastructure Workforce, Funding, lesser practical exposure, gap between teaching and research etc.)
   1. 
   2. 
   3. 
   3. Envision the opportunities stemming up in in-service education program in the year 2017-2018.(examples: digitalization, promoting scholarships, faculty networking, need based analysis of new market trends, enhance learning in practical aspects etc.)
   1. 
   2. 
   3. 
   4. What critical competencies would be needed to take advantage of these opportunities? (examples: research acumen, informational literacy, critical thinking, reasoning, inquisitiveness etc)

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2. Student Engagement
Please put a tick-mark against the statement that befits you. You can choose multiple options.
1. While addressing a large class, what strategies do you usually follow for achieving maximum engagement of students in the topic?
   1. Pose questions for students to discuss in small groups
   2. Ask MCQs to students by show of hand responses
   3. Show DVD clip and discuss in groups
   4. Use demonstrations
   5. Ask students to do a mini test to elicit feedback
   6. Any other, please specify

2. What kind of approach do you usually employ to attain maximum learning by students in class?
   1. Interactive and student centered
   2. Non interactive and teacher centered

3. I incorporate “element of humor” in your teaching style?
   1. Yes, Please answer next ques.
   2. No, Skip to next segment: Teacher Resilience

4. What kind of humor do you generally use in the class?
   1. funny stories
   2. Pun
   3. Ridle
   4. Personal experiences
   5. funny games
   6. Jokes
   7. Cartoon
   8. Sarcasm

5. What outcomes do you see from using humor in the class?
   1. Students are more attentive
   2. Lowers tension in class
   3. boosts morale of students
   4. Facilitates understanding
   5. Makes teacher more likeable
   6. Helps in better retention of information among students

   1. At what occasions do you make use of humor?
      1. Using short funny stories while introducing new concepts
      2. At the time of giving negative performance feedback
      3. Using humor while delivering a lecture to sustain interest in the topic

3. Teacher resilience

1. What keeps you motivated at work?
   1. Challenging assignments
   2. Opportunity for further learning/knowledge development
   3. Timely recognition at work
   4. Adequate Salary Package

2. How do you enhance creativity in work you do?
   1. I experiment and take risks in my work even when there is a chance of failure.
   2. I search outside the formal boundaries of my organization for innovative ways to improve what we do
   3. I network with people for naïve ideas and suggestions

3. If there is a need for you to come to college on a weekend, what is your reaction?
   1. we work at weekends
   2. will come if its urgent
   3. will come as and when asked
   4. will come if it is for skill development

4. When your work is criticized, you
   1. feel angry and defensive
   2. lose your self-confidence
   3. try to objectively view the criticism
   4. any other, please elaborate

5. When a colleague makes some misrepresentations about you, how do you react:
   1. ignore it
   2. try to understand why he did it.
   3. pay him back in the same coin

6. List the constraints that teachers face in fulfilling the work roles or in developing competencies
   1. 
   2. 
   3. 

7. How do you manage multiple responsibilities at work?
1. I usually take things in stride by multitasking
2. I count on my colleagues and students for sharing my burden
3. I buy extra time to fulfill my tasks one by one

8. What strategies do you follow to deal with extra workload?
   1. Applying Modular approach (preparing flexible modules)
   2. Applying Capsule approach (covering specific/Need based topics)
   3. Handing over the written notes to students
   4. Taking extra classes
   5. Requesting other faculty to take classes
   6. Not required so far

9. When I’m in a difficult situation,
   1. I can get through difficult times because I’ve experienced difficulty before.
   2. I depend on my colleagues for their suggestions or counseling
   3. I get upset quickly and give up.

10. In the middle of a crucial meeting a heated debate starts. How do you react?
   1. keep quiet
   2. try to defuse the situation by mediating between everyone
   3. take the side of the group you think is right

4. REFLECTIVE THINKING:

   1. After your teaching episode, have you ever asked to yourself what went well and what did not go so well in your class?
   2. Do these weakness and strengths help you make decisions for future actions?

3. What methods do you make use of, for evaluating your teaching?
   1. Recording your teaching episodes using video tapes for further examination
   2. Taking feedback from students
   3. Asking colleagues for review of your teaching material/syllabus/assignments
   4. Making own Reflective statement on a particular course with goals of the course, teaching methods used etc.

4. Do you think evaluating your teaching method by your students and other teachers can help you improve you teaching method?
   1. Yes
   2. No
   If yes, does it help you in any of the following?
   1. Improve Instructional Delivery (quality and level of classroom instruction)
   2. Course Planning (development and level of classroom instruction)
   3. Grading and Assessing Student Learning
   4. Department and Curricular Work
   5. Advising and Mentoring
   6. Professional Development and Innovation Around Teaching

5. What methods do you use to strengthen your reflective skills?
   1. Micro teaching
   2. Action research observation
   3. Analysis of selected teaching episode
   4. Coaching
   5. close examination of cases for critical reflection

6. Are you engaged in any or all of the following:
   1. Scholarly activity (Research, supervision of dissertation/ thesis, Writing journal etc)
   2. Consultancy
   3. University-Industry interaction
   4. None

7. Rate the following activities on a scale of 1 to 4 on the basis of your level of engagement, within your stay at University

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<tr>
<th>Activity</th>
<th>1=No engagement</th>
<th>2=Occasional engagement</th>
<th>3=Moderate engagement</th>
<th>4=Required minimum engagement</th>
<th>5=Maximum engagement</th>
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<td>2. Scholarly activity</td>
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8. What kind of exposure have you had in Industry Institute Interface?

1. Delivering/ Arranging Guest Lectures/
2. Engaged in Executive Education and MDPs
3. Engaged in Consulting corporate project or research.
4. Engaged in Consulting corporate project or research.
5. have been a part of faculty exchange program
6. Arranged Seminar with Industry Experts
7. not had an opportunity so far

9. How does such exposure to industry or corporate improve your learning and teaching?

1. Help in curriculum development and content designing.
2. Help in personality development (enhancing self worth by updating skill set)
3. Help to enhance employability skills among students
4. Help to guide students in projects / dissertations
5. Any other

10. How does your industry interaction facilitate students in the learning process?

1. Helps in Promotion of employability skills
2. Helps in enhancement of soft skills among students
3. Motivates students to carry out project /dissertations
4. Bridges the gap between teaching and research