APPENDICES
APPENDIX-I

QUESTIONNAIRE FOR PRINCIPAL/HEADMASTER/HEADMISTRESS

Section A: General Information
1. Name of the Principal/Headmaster/Headmistress:
2. Name of the School with Address:
3. Area in which the school is located: Rural
4. Educational Qualifications
   (i) Academic Qualification: 
   (ii) Professional Qualification:
   (iii) Any other:
5. Any training programme attended. Yes/No
   If yes, please specify:
   a) Orientation  b) Refresher  c) Any other

Section B: Development of the School
1. Development of School
   1.1 Do the land (school compound) is registered in the name of school? Yes/No
   1.2 Nature of the building at the time of establishment. Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>At the time of Establishment</th>
<th>At Present (2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
<td>Permanent</td>
</tr>
<tr>
<td>Temporary</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

Section C: Administration
1. Administrative Records
   1.1 Has the school kept the Administrative Records right after the establishment of school? Yes/No
   If no, from which year the school has maintaining the Administrative Record?
   .................................................................
   1.2 Does the school maintain record of students overall performance? Yes/No

2. Appointment of Teachers
   2.1 What are the eligibility criteria for the recruitment of the teachers? Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>Class X with D.EL.ED (DIETs)/ (TTI)</th>
<th>Class XII Science/Arts D.EL.ED (DIETs)/ (TTI)</th>
<th>B.A/B.Sc/B.Com with B.Ed</th>
<th>Any other</th>
</tr>
</thead>
</table>

   2.2 How is the selection of teachers done? Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>Written test only</th>
<th>Interview only</th>
<th>Both Interview &amp; written</th>
<th>Any other</th>
</tr>
</thead>
</table>

   2.3 Are the teachers appointed on time? Yes/No
   2.4 When is the recruitment done? Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>Whenever the vacancy arises &amp; is to be filled up</th>
<th>Only once a year</th>
</tr>
</thead>
</table>
2.5 Are you satisfied with the method of recruitment of teachers? Yes/No

If no, what might be the reason? Please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>Selection body not properly constituted</th>
<th>Political interference</th>
<th>Selection procedure arbitrary (random)</th>
<th>Any other</th>
</tr>
</thead>
</table>

2.6 Total number of teachers in the school and status of the positions held at present:

<table>
<thead>
<tr>
<th>Primary Teachers</th>
<th>Upper Primary Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Adhoc</td>
</tr>
<tr>
<td>Regular</td>
<td>Adhoc</td>
</tr>
</tbody>
</table>

2.7 What is your opinion regarding on the appointment of Adhoc Teachers?

(a).....................................................................................
(b).....................................................................................

3. Admission of Students

3.1 What norms are followed for admitting students to your school? Please mention two of them

(a).....................................................................................
(b).....................................................................................

3.2 Do you face any problems regarding the admission of students as per the RTE Act? Yes/No.

If yes, Please mention any two major problems

(a).....................................................................................
(b).....................................................................................

3.3 Types of children with special needs enrolled in your school. Please mention the class & no. of students

<table>
<thead>
<tr>
<th>Children with Special Needs</th>
<th>Mention the No. of Children With Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visually impaired</td>
<td></td>
</tr>
<tr>
<td>Hearing impaired</td>
<td></td>
</tr>
<tr>
<td>Neuromuscular &amp; Orthopedically Handicapped</td>
<td></td>
</tr>
<tr>
<td>Learning Disabled</td>
<td></td>
</tr>
</tbody>
</table>

4. Incentives

4.1 What incentives are provided to students in your school according to RTE? Please tick (√)

whichever is relevant

<table>
<thead>
<tr>
<th>Free text book</th>
<th>Free uniforms/Rain coat/Bags/Shoes/Socks/Exercise copies</th>
<th>Scholarship for girls/ST/SC</th>
<th>Any other</th>
</tr>
</thead>
</table>

If yes, then when are the incentives distributed to students? Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>Within one week of opening of school</th>
<th>Within one month of opening of school</th>
<th>After one month of opening of school</th>
<th>Just before examination</th>
<th>Mid of academic session</th>
</tr>
</thead>
</table>

4.2 Does your school provide medical check-up for students? Yes/No

If yes, state frequency of medical check-up. Please tick (√) whichever is relevant

<table>
<thead>
<tr>
<th>Once in a year</th>
<th>Twice in a year</th>
</tr>
</thead>
</table>
4.3 Mention any two reasons for late distribution of incentives
(a) .....................................................................................
(b) .....................................................................................

5. School Management Committee
5.1 Does the school have school management committee? Yes/No
   If yes, who are the present members in the School Management Committee? Please tick (√) whoever is relevant

5.2 Is the School Development Plan prepared? Yes/No
   If yes, whether members of the SMC were involved in preparation of this plan? Yes/No

5.3 How often do the meeting of the school management committee is held? Please tick (√) mark wherever it is appropriate

5.4 What are the roles of the school management committee? Please put a tick mark (√) to wherever it is appropriate

5.5 Did you come across any sort of problem from the school management committee? Yes /No If so, what might be the problems? Please tick (√) whichever is appropriate.

6. Parent Teacher Association
6.1 Is there Parent Teacher Association (PTA) in the school? Yes/No

6.2 How often do you conduct meetings with teachers and parents in a year? Please tick (√) whichever is appropriate

7. School Inspection
7.1 Who inspects the school? Please tick (√) whichever is appropriate

7.2 Does your school get a feedback from the inspection authorities after the visit? Yes/No
If yes, do they do follow up? Yes/No
If yes, how they do? .............................................................................................................................

8. Library
8.1 Does the school have library facilities? Yes/No
8.2 Is there a separate room for library? Yes/No
8.3 Who is the in-charge of the Library? Please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th></th>
<th>A full time librarian</th>
<th>A teacher is in-charge to perform the duty of a librarian</th>
<th>Any other</th>
</tr>
</thead>
</table>

8.4 Do you have any particular period for accessing your school library? Yes/No
8.5 How often the library is used by the students of your class?

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
<th>Once in a week</th>
<th>Twice in a week</th>
<th>Any other</th>
</tr>
</thead>
</table>

8.6 What might be the reasons for not accessing library by the students? Please tick (√) (a) Lack of books (b) No time to access library

9. Information and Communication Technology
9.1 Does your school have facility for Information and Communication Technology? Yes/No If yes, please tick (√)
f) Internet connection
9.2 What are the purposes, ICT is used? Please tick (√)

<table>
<thead>
<tr>
<th></th>
<th>Admission of students</th>
<th>Keeping records of school</th>
</tr>
</thead>
</table>

10. Mid-Day Meal
10.1 Is food grain of Mid Day Meal supplied on time? Yes/No
10.2 Do you provide food grain to students or cooked food? Yes/No
10.3 Do you have specified menu of Mid Day Meal given by the State? Yes/No

If yes, is the food prepared as per the menu? Yes/No
10.4 Who cooks the food of Mid Day Meal? Please tick (√)
a) Cook. b) Self help group
10.5 Who looks after the management of Mid Day Meal in your School?

<table>
<thead>
<tr>
<th></th>
<th>Head master</th>
<th>School management committee</th>
</tr>
</thead>
</table>

10.6 Mention one major problem being faced by the school in managing cooked meal?
(i) .........................................................................................................................................................

11. Problems of Administration
11.1 What are the problems you have seen regarding overall administration of the school? Please put tick (√) mark
a) Not friendly & co-operative SMC members
b) Not systematic in keeping the school records
c) Shortage of computer and Printer
d) Shortage of ICT instruments like, computer, Internet connection
e) Inadequate number of staff
f) Any other please specify..............................................................

Section D: Infrastructure

1. Building
1.1 Is the school building well equipped and well maintained? Yes/No
   If no, state any two of the reasons  (i)...........................................................................................
   (ii)...............................................................................................
1.2 Are there staff quarters in the school? Yes/No

<table>
<thead>
<tr>
<th>Headmaster/Headmistress Quarter</th>
<th>Teaching staff</th>
<th>Non-teaching staff</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no, write any two how are the teachers managing? (a)........................................................................
   (b)......................................................................................
1.3 Does the School have a separate compound? Yes/No
1.4 Is the school area big enough for conducting various recreational activities? Yes/No
1.5 Does the school have a playground with proper facilities? Yes/No
   If yes, where is it located? Please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>Outside the school premises</th>
<th>Within school premises</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no, how do you handle this problem? Please mention two of them
   (i)...............................................................................................
   (ii)...............................................................................................
1.6 Which of the following recreational facilities are available to students? Please tick (√)

<table>
<thead>
<tr>
<th>Only outdoor games</th>
<th>Only indoor games</th>
<th>Both</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volley ball</td>
<td>Foot ball</td>
<td>Table tennis</td>
<td>Badminton</td>
</tr>
</tbody>
</table>

1.7 What are the problems do you face in relation to school building? Please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair of roof, walls, floor etc</td>
<td>Repair of other rooms</td>
<td>Repair of protective/supporting walls</td>
<td>Any other</td>
</tr>
</tbody>
</table>

2. Class Rooms
2.1 Are the classrooms well ventilated and lighted? Yes/No
2.2 Is there sufficient furniture in the school’s classroom? Yes/No
   (i) Tables and chairs. Yes/No
   (ii) Blackboards, chalks, duster. Yes/No
   (iii) Desks and benches. Yes/No
   (iv) Book self. Yes/No
2.3 Does your school have a resource room for children with special needs? Yes/No
2.4 Who provides specialized help in the resource room? Please tick (√) whichever is appropriate
   (i) Full-time resource teacher of the school
   (ii) Part-time resource teacher of the school
(iii) Special school teacher  
(iv) Special educator  
(v) Inclusion facilitator  
(vi) Any other person (please specify)  

2.5 How are you handling problem of inadequate furniture? Mention two of them:  
(i)..........................................................................................................................  
(ii)..........................................................................................................................

2.6 What type of kitchen shed does the school have?  

<table>
<thead>
<tr>
<th>Temporary</th>
<th>Permanent</th>
</tr>
</thead>
</table>

If temporary, what is the reason for it? Please mention two of them  
(i)..........................................................................................................................  
(ii)..........................................................................................................................

3. Other Physical Facilities  

3.1 Does the school have separate toilets for teachers as well as students? Yes/No  
If yes, is there a separate toilet for the boys and girls? Yes/No

3.2 Is there safe drinking water in the school? Yes/No  
If no, how is the school managing? ........................................................................  

3.3 Is there proper electricity connection in your school? Yes/No  

3.4 What are the problems you have faced in relation to infrastructural facilities and other physical facilities? Please tick (√) whichever is appropriate  

a) Shortage of classrooms.  
b) Lack of boundary wall.  
c) Shortage of staff room furniture, chair, table, almirah etc.  
d) Shortage of HM’s room furniture, chair, table, almirah etc.  
e) Lack of resource room for CWSN.  
f) Toilets needed repair in schools.  
g) Repair of drinking water connectivity and water hydrant.  
h) Repair of electricity connection.

Section E: Academic

1. Teaching Learning Material  
1.1 Do your school get any grant- in- aid for teaching learning material from the government? Yes/No  
If yes, mention how is it utilised? .............................................................................

1.2 How many number of teachers have received teaching learning material (TLM) grant of Rs.500/ from HRDD? .........................................................

2. Time Table  
2.1 What is the total working day of the school in one academic session? .........................  
2.2 Do you receive any academic calendar given from HRDD for pursuing your school activities? Yes/No

2.3 What are the problems you have faced regarding number of school working days in relation present evaluation system? Please mention two major problems  
(a)..........................................................................................................................  
(b)..........................................................................................................................
3. Examination and Evaluation
3.1 How many Formative & Summative Assessment are conducted in a year? Please write in given below table

<table>
<thead>
<tr>
<th>Frequency in a year</th>
<th>Formative Assessment (FA)</th>
<th>Summative Assessment (SA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks allotted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2 How is marks converted into grade?
(i).................................................................
(ii).................................................................

3.3 Are the students detained in the same class in your school? Yes/No

3.4 What are the criteria for detention of students?
(i)........................................................................
(ii)........................................................................

3.5 What are the problems you have faced as regard with the non-detention policy of students?
Mention major two problems
(a)........................................................................
(b)........................................................................

3.6 What are the problems in relation to Comprehensive and Continuous Assessment? Please tick (√) whichever is appropriate
a) Shortage of time. b) Shortage of teachers. c) Shortage of TLM. d) Any other

4. Regarding lesson plan of teachers
4.1 Do your teachers prepare lesson plan before teaching? Yes/No

4.2 Do you check lesson plan of teachers? Yes/No
If no, mention two problems (i)...............................................................
(ii)............................................................... 

4.3 Are teachers able to use training inputs in classroom/school? Yes/No
If yes, in what way?.............................................................................
If no why..............................................................................................

4.4 Is the working days adequate to complete syllabus during each FA & SA? Yes/No
If no, what are the problems faced due to inadequate no. of working days?
Please mention two of them (i).............................................................
(ii).............................................................

5. Problems in Academic
5.1 What are the problems you have faced in managing academic quality in the school? Please mention
(i).................................................................................................
(ii).................................................................................................

Section F: Finance

1. Budget
1.1 Who prepare the budget of your school?

<table>
<thead>
<tr>
<th>Headmaster/Headmistress</th>
<th>Other staff</th>
<th>SMC</th>
<th>Government</th>
<th>Any other</th>
</tr>
</thead>
</table>

1.2 What are the problems with the budgeting of your school? Mention two of them
(a).................................................................................................
2. Expenditure

2.1 How much is the school expenditure in a year including teachers of school staff? Please mention

2.2 How much average expenditure for students in a year?

2.4 How much fund received by your school from the Department? Please mention

<table>
<thead>
<tr>
<th>Year</th>
<th>Ancillary grant</th>
<th>Stationary grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.5 Do you think that the fund provided above is sufficient? Yes/No

If no, how do you manage? .................................................................

2.6 What problems do your school have with regard to finance? Please mention

i) ..............................................................................................................

ii) ............................................................................................................

2.6 What is your suggestion to improve the elementary education in the state?

..............................................................................................................

..............................................................................................................

..............................................................................................................

..............................................................................................................

THANK YOU FOR YOUR TIME!
APPENDIX-II
QUESTIONNAIRE FOR TEACHERS TEACHING AT PRIMARY AND UPPER PRIMARY LEVEL

Section A: Teachers’ Profile

1. Name of the Teacher: .................................................................
2. Name of the school with Address: ..............................................
3. Area in which the school is located: Rural                     Urban
4. Gender: Male       Female
5. Designation:
   General teacher, Science & mathematics, Language teacher, Music Instructor, Art education Instructor, Physical education Instructor

6. Academic Qualification:
   Under Matric, Class X, Class XII Science/Arts, B.A/B.Sc/B.com, M.A/M.com/M.Sc, Any other

7. Professional Qualification:
   D.El.Ed(DIETs) / T.T.I, B.Ed, M.Ed, Any other

8. Have you received any training? Yes/No
   If yes, please specify the name in the table given below
<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of Training</th>
<th>Year</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   If no, give two reasons
   (i)........................................................................
   (ii)........................................................................

Section B: Academic

1. Syllabus
   1.1 Who prepares the syllabus? Please tick (√) whichever is appropriate
      Headmaster, SCERT officials, Teachers, Any other

   1.2 How do you find the present Syllabus? Please tick (√) whichever is appropriate
      Very relevant, Not related to real life, Bookish, Bulky, Any other

   1.3 Can you cover the prescribed course in the stipulated time? Yes/No
   1.4 What do you do if you could not cover up the syllabus within the stipulated time?
Please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>Take extra classes to complete the syllabus</th>
<th>Exclude questions from the portion for examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Time Table
2.1 Are you satisfied with the time table of your school? Yes/No
   If no, which of the following is the main reason? Please tick (√) mark
   
<table>
<thead>
<tr>
<th>Too many classes in a day</th>
<th>It’s not systematic</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Teaching Learning Material
3.1 Is the supply of teaching materials/aids adequate? Yes/No
3.2 Do you use the following teaching learning materials? Please tick (√) mark

<table>
<thead>
<tr>
<th>Text books</th>
<th>Teachers’ hand book</th>
<th>Supplementary reading</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.3 Do you prepare TLM for your class? Yes/No
   If yes, please share (i)........................................................................
   (ii).................................................................................................

3.4 Do you utilize the teaching learning materials other than text books? Yes/No
   If yes, which of the following teaching learning materials are available at your school?
   (a) Set of charts
   (b) Set of cards
   (c) Maps
   (d) Globes
   (e) Blackboard
   (f) Pictures
   (g) Instrument box

4. Medium of Instruction
4.1 In which medium do you teach your students? Please put tick (√) mark

<table>
<thead>
<tr>
<th>English</th>
<th>English &amp; Nepali</th>
<th>Only Nepali</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 What are the problems you have faced in relation to medium of instruction? Please mention any two
   (i)........................................................................................................
   (ii)...........................................................................................................

5. Teaching
5.1 Do you prepare lesson plans for your classes? Yes/No
   If yes, how do you maintain it.........................................................?
   If no, please mention reasons for not making lesson plan
   (i)........................................................................................................
   (ii)........................................................................................................

5.2 What teaching method do you apply in the classroom? Please tick (√) mark

<table>
<thead>
<tr>
<th>Lecture method</th>
<th>Demonstration</th>
<th>Lecture cum demonstration</th>
<th>Discussion</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please explain, why do you prefer the method? .................................................................

5.3 Do you face any problem in teaching different subjects? Yes/No
If yes, kindly mention any two them
(i)..............................................................................................
(ii)...............................................................................................

5.4 How do you make teaching interesting to the students?
(i)..............................................................................................
(ii)...............................................................................................

5.5 How do you help weak learners in your class? Write two of them
(i)..............................................................................................
(ii)...............................................................................................

5.6 Do you take private tuition? Yes/No
If yes, tick (√) the following
a) For helping those students who are weak in study. b) To earn extra money. c) For personal interest only. d) Any other

6. Information and Communication Technology
6.1 Is the school having the facility for Information and Communication Technology for classroom teaching? Yes/No
If yes, please tick (√) a) Computer. b) Over head projector. c) Television.
                  d) Tap recorder. e) Radio. f) Internet connection

6.2 Do you use these facilities for classroom teaching? Yes/No please tick (√) mark

<table>
<thead>
<tr>
<th>Computer</th>
<th>Over head projector</th>
<th>TV</th>
<th>Any other</th>
</tr>
</thead>
</table>

7. Class-room Management
7.1 Do you face any challenges due to the RTE Act provision which prohibit physical punishment and mental harassment? Yes/No
If yes, what might be the reason? Please tick (√) mark

<table>
<thead>
<tr>
<th>Increase of misbehaviour and indiscipline among the students</th>
<th>Teachers are disrespected</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.3 How do you handle, if students misbehave in class? Please explain
(i)..............................................................................................
(ii)...............................................................................................

7.4 What are the main problems usually faced by teachers classroom management? Please tick (√) mark

<table>
<thead>
<tr>
<th>Students reach late</th>
<th>Students do not listen to teachers</th>
<th>The lack of concentration</th>
<th>Student do not complete their homework</th>
<th>Irregularity in attendance</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Co-curricular activities
8.1 Does the school organise the Co-curricular activities? Yes/No
8.2 Are you involved in organising any other activity in the school? Yes/No
If yes, please tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>Games &amp; Sports (Foot ball, Volley ball)</th>
<th>Aesthetic ( Dance, singing)</th>
<th>Scholarly ( Debate, Quiz, Essay writing)</th>
<th>Any other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Examination & Evaluation

9.1 How do you evaluate the academic performance of your pupils? Please tick (✓) mark

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grades</th>
<th>Both Marking &amp; Grading</th>
</tr>
</thead>
</table>

Comment: What is your opinion on grading system........................................................................

9.2 Do you face any problems regarding the evaluation of your students’ properly through CCA?
   Yes/No If yes, please tick (✓) mark

<table>
<thead>
<tr>
<th>Shortage of teachers</th>
<th>Shortage of time</th>
<th>Lack of teaching aids</th>
<th>Any other</th>
</tr>
</thead>
</table>

9.3 What is your opinion regarding the Comprehensive and Continuous Assessment system?
   (i) These are useful, from the point of view of assessing pupil’s knowledge
   (ii) Affected the quality of school education
   (iii) Any other.............................................................................................................

9.4 What are the problems regarding comprehensive and continuous assessment? Please mention three of them
   (a).........................................................................................................................
   (b).........................................................................................................................
   (c).........................................................................................................................

9.5 Suggest how the present system of evaluation be improved?
   (a).........................................................................................................................
   (b).........................................................................................................................

Section C: Administration

1. Leave

1.1 What leave are available for you?

<table>
<thead>
<tr>
<th>Casual Leave</th>
<th>Medical Leave/Maternity</th>
<th>Earned leave</th>
<th>Study leave</th>
<th>Half-pay leave</th>
<th>Any other</th>
</tr>
</thead>
</table>

2. Promotion

2.1 On what basis promotion is given to teachers? Please put tick (✓) whichever is relevant.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Seniority</th>
<th>Written examination &amp; Viva voice</th>
<th>Any other</th>
</tr>
</thead>
</table>

2.2 Are you satisfied with the conditions laid down for promotion? Yes/No
   If no, what changes do you suggest?
.........................................................................................................................

4. Transfer

4.1 On what basis, teachers are transferred? Please tick (✓) whichever is relevant.

<table>
<thead>
<tr>
<th>Political reason</th>
<th>Teacher’s personal reasons</th>
<th>Excess numbers of teachers in the school</th>
<th>According to norms set by the Govt</th>
<th>Any other</th>
</tr>
</thead>
</table>
4.2 Are you satisfied with the present system of transfer process? Yes/No
If no, Please suggest any two measures for improvement.
(i)........................................................................................................................................
(ii)........................................................................................................................................

Section D: Finance

1. Salary and Allowances
1.1 Do you get your salary in time? Yes/No
1.2 Do you get the following allowances? Yes/No
If yes, tick (√) whichever is appropriate

<table>
<thead>
<tr>
<th>Allowance</th>
<th>House rent allowance</th>
<th>Medical allowance</th>
<th>Special duty allowance</th>
<th>Dearness allowance</th>
<th>Any other</th>
</tr>
</thead>
</table>

1.3. Are you satisfied with the present pay scale of the teacher? Yes/No
If no, please tick (√) whichever is appropriate
   a) Present pay scale system is low as compared to the labour put.
   b) It is not up to the standard
   c) Any other

2. Incentives Provided to Teachers
2.1 Tick the Incentives provided to the teachers by the school.
   (i) Professional development
   (ii) Gratuity/pension scheme
   (iii) Insurance schemes
   (vii) Any other....................................................

2.2 Mention, if there any problem with the teaching profession
........................................................................................................................................... 2.3 Please provide suggestions to improve Elementary schools in the State
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

THANK YOU FOR YOUR TIME!