APPENDIX D

Instrument to measure the effectiveness of academic supervision of Secondary Schools

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Dear Sir/Madam,

In connection with a study on 'The Educational Innovations attempted by the Department of School Education, Government of Andhra Pradesh' the following instrument is being sent to you. It will be very much appreciated if you could kindly find some time to go through the same and feel free to furnish the necessary information. You may be assured that the information given by you will be kept confidential and will be used only for the purpose of the study. The filled in instrument may please be returned to me in the enclosed self-addressed envelope duly stamped.

Dr. Smt. S.J. Mehta, Investigator & Lecturer
Guiding Teacher
The M.S. University, Government Comprehensive
Baroda, College of Education, Hyderabad.


INSTRUMENT TO MEASURE THE EFFECTIVENESS OF INSPECTION OF SECONDARY SCHOOL.

Note: Please checkmark (✓) in the appropriate column.

Identifying data:
1. Name and official address:
2. Total years of teaching experience.
   ..... more than 15 years.
   ..... Between 5 and 15 years.
   ..... Below 5 years.
3. Total years of experience as Inspecting Officer.
   ..... More than 15 years.
   ..... Between 5 and 15 years.
   ..... Below 5 years.

1. PLANNING OF INSPECTION:
   1. Give the area of your Jurisdiction ..... Sq.K.Ms.
2. Give the number of High Schools (both independent and attached to Junior Colleges) under your jurisdiction in the table below given.

<table>
<thead>
<tr>
<th>Category of schools</th>
<th>Number of schools managed by</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Government</td>
<td>Zilla Parishad</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>U</td>
</tr>
<tr>
<td>Boys.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Please mention the number of schools you are required to inspect every year, visit casually (surprise visit), follow-up the inspection.

4. Please mention the number of schools you actually visited during the following academic years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of schools</th>
<th>Inspection</th>
<th>Surprise visit</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>1977-78</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1978-79</td>
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<td></td>
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<tr>
<td>1979-80</td>
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</tbody>
</table>

5. Please checkmark (✓) the reasons for the shortfall, if any, between expected number of schools to be inspected and the actual number inspected/visited.

- b. Non-availability of bus service.
- c. Inaccessibility of school villages.
- d. Frequent cyclones/strikes (score of the item not applicable.)

Contd. 3.
e. Pressure of work due to non-academic and semi-academic activities entrusted to you.

f. The post was kept vacant for sometime.

g. Any other reasons (please specify)

i. 

ii. 

6. While planning the Inspection of schools what priorities are fixed? (please indicate your priorities giving their rank against each item.)

To Schools which are Priority Nos.

a. not inspected for more than two years. ........

b. not having regular Headmaster. ........

c. having large strength in classes. ........

d. having results below the fixed target ........

e. having students from B.Cs., S.Cs. in a majority. ........

f. on the road side ........

g. having school complex ........

h. situated in Urban area ........

i. having instructional problems ........

j. Any other (please specify)

i. ........

ii. ........

7. Annual Inspection Plan is drawn on the basis of

a) Suggestions from District Educational Officer.

b) Personal Knowledge.

c) Information from previous records.

d) Any other reason (please specify)

i) 

ii)
8. Are the dates of Inspection notified in advance to the Institution? Yes .... No ....

9. The Inspection is conducted with the help of
   a. Senior Inspector of Schools.
   b. Junior Inspector of Schools.
   c. Panel of subject specialists.
   d. the Headmaster.
   e. Ministerial staff to scrutinise the records.

II. OBSERVATION OF LESSONS:

10. Observation of lessons is done as per the following principle

   a. One lesson each of all the teachers of the school.
   b. One lesson each of a few selected teachers of the school.
   c. Two lessons of every teacher teaching two different subjects.

11. The lessons are observed sitting through

   a. The whole lesson.
   b. A part of the lesson.

12. Do you scrutinise the lesson plans prepared by
   (a) the teacher before you observe the lessons? Yes .... No ....
   (b) If yes, grade the following aspects of preparation of the teachers.

   In a majority of cases
   Proper * Average * Poor

   i. Identification, formulation and spelling out of the objectives.

   ii. Planning of classroom interactions.
iii. Planning questions for evaluation (feed back)

iv. Stress on basic concepts and ideas

v. 'Reinforcement' techniques.

13. While observing the lessons to which of the aspects do you give priority.

a. The ways of motivating the children.
b. The relevance of teacher's approach to the topic or subject.
c. Classroom behavioural profile.
d. Interaction of the students and teacher.
e. Correctness and suitability of facts.
f. Stress on basic ideas and concepts of the content.
g. Feedback to the teachers.
h. Any other reasons:
   i.
   ii.

14. Did you have the necessity to

a. Interrupt the teacher when he was teaching a lesson.
b. Pass comments while the teacher was teaching.
c. Teaching yourself stopping the teaching for a while or part of the period.

15. (a) Do you write a critique on the lesson observed by you? Yes ...... No ......

(b) If yes, which of the following aspects are highlighted in your critique?

...... a. Quality of preparation for the class.
...... b. Adequacy and correctness of content.
...... c. Competence in method.
...... d. Attitude towards students.
16. Does the critique form part of the Inspection Report? 

Yes.....No.....

II. DEMONSTRATION LESSON (To remedy the teaching deficiencies)

17. Do you teach a Demonstration lesson whenever you inspect a school? 

Yes.....No.....

18. Is the lesson related to the subject area in which you specialised for your general degree? 

Yes.....No.....

19. If so, do you plan one lesson each to terminal classes namely Classes VII and X? 

Yes.....No.....

20. If more than one lesson is taught, are both from your methodology subjects of B.Ed? 

Yes.....No.....

21. Do you prepare a detailed lesson plan for the lesson demonstrated? 

Yes.....No.....

22. If so, do you circulate the same to all the teachers in advance? 

Yes.....No.....

23. Are they acquainted in advance with the instructional objectives of your lesson? 

Yes.....No.....

24. While preparing lesson plan and demonstrating the lesson which of the following aspects are taken into consideration?

a. Standard of the class. 

b. Size of the class. 

c. Socio-economic background of the majority of children of that class/school. 

d. Local resources available. 

e. The deficiencies of the teachers of that school whose lessons are already observed. 

f. Current educational practices. 

g. Potentiality to make teachers think on new lines. 

h. Tested good practices evolved in other schools. 

i. Suitable educational literature other than the textbook. 

j. Optimum and proper utilisation of available teaching aids.
k. Variations in the standards of achievement of the students.

l. Graded assignments depending on the level of achievement of children.

m. Allocation of time for different aspects of the lesson.

n. Co-relating content to life situations to enrich the experience of the child, where possible.

o. Incorporating the latest developments regarding subject content.

p. Incorporating the latest developments in pedagogy.

25. Do you allow a free and frank discussion on the lesson by teachers. Yes .... No ....

26. How often the following features cover the discussion.

a. Lack of open minded comments from the teachers.

b. Traditional (i.e., the pattern of B.Ed. training) point of the teachers.

c. Insightful of the bright features incorporated in the lesson taught.

d. Indication of genuine doubts of teachers and their inclination to clear them.

e. Indicative of their inclination to change their classroom approaches suitably.

f. Exhibition of conservatism by teachers.

g. Indicative of their need to work for improvement in classroom teaching on similar lines.

IV. HEADMASTER AS A PARTNER:

27. While inspecting the school is the Headmaster given the role of equal partner. Yes .... No ....

28. Does the Headmaster able to understand the strong and weak instructional procedures followed in the school? Yes .... No ....
29. Is the Headmaster able to understand the strong and weak instructional procedures followed in the school? Yes ****. No ****.

30. Are the views of the Headmaster given due weight and value by you? Yes ****. No ****.

31. Did the Headmaster put into practice any of the following suggestions made by you.

- a. Regular supervision of the academic work of teachers.
- b. Convening frequent review meetings with individual teachers.
- c. Providing necessary infrastructure facilities.
- d. Providing the academic guidance in matters of
  - i. Preparation and planning of the lessons
  - ii. Actual teaching of the lessons.
  - iii. Evaluation and feedback.
  - iv. Diagnosing the nature or backwardness and remedial teaching techniques.

V. STAFF CONFERENCES.

32. A Staff Conference arranged in the school which you inspected. Invariably! often! sometimes!

33. The role of the Headmaster at the staff conference is that of a moderator.

34. The role of the Headmaster at the staff conference is that of a Convener.

35. How frequently the following issues come up for discussion in the staff conference.

- a. Administrative matters.
- b. Service matters of teachers.
- c. Library & Laboratory facilities.
- d. Maximum use of the existing resources available in the school.
- e. Tap the community resources.
- f. Adoption of modern teaching & evaluation techniques.

(32)
36. Which of the following are your main activities in such a conference?

a. Listing out mistakes of teachers method.
b. Listing out mistakes in content presented.
c. Listing out the weaknesses of teachers in giving home assignment.
d. Listing out the weaknesses of teachers in evaluating home assignment.
e. Listing out the weaknesses of teachers in conducting unit tests.
g. Approaches adopted in classroom in matters of method.
h. Approaches adopted in classroom in matters of using aids/equipment.
i. Approaches adopted in classroom in matters of reinforcement of basic ideas.
j. Any other ideas (please specify)

VI. INDIVIDUAL CONFERENCES:

37. Which of the following are discussed in the conferences with individual teachers.

a. Deficiencies in the Lesson Plan as related to the mistakes and weaknesses spotted.
b. The method used in the class.
c. Adequacy of content of the lesson.

d. Suitability of content of the lesson.

e. General behavioural profile of the class.

f. Evaluative criterion used in the class.

g. Use of aids (existing or improvised).

h. Service matters of the teachers.

i. Personal problems of the teachers.

j. Any other issues (please mention)

VII. REVIEW MEETING

38. How frequently is the work of the Deputy Educational Officers reviewed by the District Educational Officer (in a meeting)

   a. Once a month.

   b. Once in two months.

   c. Whenever the D.E.O. finds the time.

   d. Once a year.

   e. No such meeting is called.

39. In a review meeting the issues discussed are

<table>
<thead>
<tr>
<th>Issue</th>
<th>Invariably</th>
<th>Occasionally</th>
<th>Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Regular Inspection of schools.</td>
<td>t</td>
<td>t</td>
<td>t</td>
</tr>
<tr>
<td>b. Reasons for the backlog of inspection, if any.</td>
<td></td>
<td>t</td>
<td>t</td>
</tr>
<tr>
<td>c. Mode of Inspection adopted by Dy.E.Os.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>d. Various administrative problems of teachers.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>e. Use of Library by the Dy.E.Os.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>f. Discussion on the latest literature on education.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>g. Reasons for low percentage of results in Public Examinations.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>h. Evaluation procedures used in the Schools.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>i. Follow-up action of Dy.E.Os of their inspections.</td>
<td></td>
<td>t</td>
<td></td>
</tr>
</tbody>
</table>
VIII. LIBRARY.

40. Does your office have a library? Yes .... No ....

(b) If so how many books does it contain.

i. On school subjects. .........

ii. On Education .........

Total. .........

41. Please name the educational journals and other periodicals you subscribe for?

<table>
<thead>
<tr>
<th>Name of the Periodical Journal</th>
<th>Date from which subscribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

42. Please give a list of books you consulted on the school subjects and Education during the last one year.

<table>
<thead>
<tr>
<th>School subjects</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
</tbody>
</table>

IX. FOLLOW-UP

43. The Inspection Report is communicated to the school within a period of

....... a. A fortnight.

....... b. One month.

....... c. After one month.

44. (a) Is the Headmaster of the school made responsible for implementation of the report? Yes .... No ....

(b) If so, whether any compliance report is called for and reviewed. Yes .... No ....

45. Which of the following are incorporated in the Inspection Report?

<table>
<thead>
<tr>
<th>Always</th>
<th>Occasionally</th>
<th>Rarely</th>
</tr>
</thead>
<tbody>
<tr>
<td>.......</td>
<td></td>
<td></td>
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<tr>
<td>.......</td>
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<tr>
<td>.......</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   a. Listing out the deficiencies of teachers in the areas of

   i) preparation

   ii) motivation.
### iii) Classroom Interaction
- Evaluation
- Feedback from unit test etc.
- Control over content.

b. Listing out the wrong approaches teacher-wise.
c. Listing out the suggestions for improvement.
d. Suggestions in general terms.
e. Suggestions about the lessons observed teacher-wise.
f. Suggestions about the lessons observed subject-wise.
g. Suggestions in general terms which the Headmasters can follow-up irrespective of their special subject fields (i.e., of Headmasters).

#### 46. During surprise visits to schools which of the following do you do and how often.

| a. Ask Headmasters how far suggestions you made previously are followed? |
| b. Sample check of teaching of various teachers keeping the individual suggestions you made previously. |
| c. Sample check of records (lesson plans compositions, test material etc.) to know how far your suggestions are followed? |
| d. Ask teachers why they are not following if they are not. |
| e. Estimate whether your suggestions were practicable and beneficial if followed. |
| f. Do you maintain a record of your observations and estimates with regard to your suggestions when you go for follow-up visits. |
X. ADMINISTRATIVE WORK

47. Are you entrusted with the following types of work in addition to the Inspection of Schools:

...... a. Conduct of Public Examinations.
...... b. Enquiries against Headmasters/teachers.
...... c. Attend on official guests.
...... d. Deputise for the D.E.Os at Zilla Parishads meetings etc.
...... e. Regular file work.
...... f. Selection Committees for appointment of staff.

Any other (please specify)

...... g.

...... h.

48. Do you think that the above types of administrative work is a hindrance for your academic work? Yes .... No ..

49. If yes, how much percentage of your time is consumed by these activities (approximately) ..... per cent.

50. Please specify your suggestions, if any, for improvement of academic Inspection of Secondary Schools.