APPENDIX I
QUESTIONNAIRES FOR PRINCIPALS

Instruction
The questionnaire consists of items. Please read each item carefully and then give a tick mark (✓) to the response which you think to be the most appropriate according to you. If in case you feel that any of the responses provided does not clearly speak out your position/stand, you are free to add your own response in the space provided, or you may use a separate sheet of paper, if necessary.

1. Name:
2. Designation:
3. Qualification:
4. Name of the College/Institute:
5. Type of the College/institute: Arts/Science/Commerce/Combination of these/B.Ed/Medical/Technical/Law/Pharmaceutical
6. Management:
   (a) Government
   (b) Private aided
   (c) Private unaided
7. Location: Urban/ Rural (_______)

A. GENERAL INFORMATION
   Status of college
1. When was the college/institution established?

2. Is your college/institution affiliated with any university? Yes/No __
   If yes, when was the college/institution affiliated?

3. Is your College/Institution recognized by UGC?
   Yes/No __
   If yes, when? ________________________________

4. Is your college recognized by government of Sikkim?
   Yes/No __
   If yes, is it aided or not?

5. Is your college/institution assessed by concerned academic authorities?
   Yes/No __
   If yes, please tick who assess your college/institution:
   (a) NAAC, (b) NAB, (c) AICTE, (d) MCI, (e) NCTE, (f) BCI
   (g) Any other __

6. What are the different types of subjects/disciplines provided in your college/institution? Please mention

7. Which of the following programmes of classes are currently in your college/institution? Please tick:
(a) Full time day classes  
(b) Evening classes  
(c) Morning classes  
(d) Correspondence classes  
(e) Part-time day classes  
(f) Summer classes  
(g) Any other (please specify)

Teachers Recruitment  
8. Who recruits the teachers in your college/institution?  
   a. Selection Committee constituted by Vice-chancellor/ Registrar of University  
   b. Managing committee constituted by Principal/management  
   c. Board of Higher Education  
   d. Sikkim Public Service Commission  
   e. Department of Education, Government of Sikkim  
   g. Any other (please specify) _______________ _

9. How are the teachers recruited in your college/institution?  
   (i) As per UGC Norms  
   (ii) On the basis of interview  
   (iii) On the basis of interview/ written test  
   (iv) On the part time basis  
   (v) Any other please specify _______________ _

10. What is the total number of the teaching staff in the college/institution?  
    Full time ________  Part time ________

11. Total number of teaching staff according to qualification  

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>NO. OF TEACHERS</th>
<th>QUALIFICATION</th>
<th>NO. OF TEACHERS</th>
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</thead>
<tbody>
<tr>
<td>MA</td>
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<td>MSC</td>
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<td>MCom</td>
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<td>MBBS</td>
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<td>MTech</td>
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<td>LLM</td>
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<td>MPhil</td>
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<tr>
<td>PhD</td>
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<td>Any other</td>
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</tbody>
</table>

Admission  
12. How are the students admitted in your college/institution?  
   (i) On merit basis  
   (ii) On the basis of written test  
   (iii) On the basis of personal interview  
   (iv) On the basis of Academic record  
   (v) Place of residence  
   (vi) In some other ways (please specify) _______________ _

13. Are there any reserved seat/ quota for students in your college/institution?  
   Category                    Percentage
   (a) SC/ST/OBC               ___________
(b) Physically handicapped ________
(c) Sports quota ________
(d) Quota for girl students' ________
(e) Any other please specify ________

14. Students total enrolment in your college/institution.

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B. INFRASTRUCTURE
1. Do your college / institution have a building of its own?
   Yes/ No ________
   If No, where are the classes held?
   a. Rented building
   b. Leased building
   c. Any other (please specify) ___________________________

2. Is the classroom well lighted and ventilated? Yes/ No ________

3. Is the classroom having sufficient number of furniture like desks, benches, and chairs for students? Yes/ No ________
   If No, please specify the reason ___________________________________________

4. What type of furniture is provided for the students?
   i. Long bench and desk
   ii. Single bench and desk
   iii. Chair with attached side desk
   iv. Any other (please specify)

5. Is the laboratory/workshops adequately equipped? Yes/No ________
   If no, please mention how you are coping with the problem
   a __________________________
   b __________________________
6. Is there separate room for indoor games? Yes/No__
If no, how are indoor games conducted in your college/institution please specify?
   a ______________________________________________________________
   b ______________________________________________________________

7. Is there a separate room in the College/Institution for each one of the following?
   a. Principals room
   b. Head of the Department
   c. Teachers common room
   d. Girls common room
   e. Boys common room
   f. Library
   g. Auditorium hall
   h. Office rooms
   i. Gymnasium
   j. Computer room
   k. Any other (please specify) ____________________

8. Is there a separate playground facility for different games? Yes/No__
   If yes, for which type of games:
   1. Football
   2. Basketball
   3. Volleyball
   4. Badminton
   5. Any other (please specify) __________________

9. Is your college/institution having the facility for the use of Audio-visual aids?
   Yes/No__ If Yes, please give the information in detail.

<table>
<thead>
<tr>
<th>Audio visual Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected</td>
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<tr>
<td>[ ]</td>
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<td>[ ]</td>
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</tbody>
</table>

10. Does your college/institution provide residential quarters for teachers? Yes/No__
    If no, how are your teachers coping with this problem.
    a ______________________________________________________________
    b ______________________________________________________________

11. Does your college/institution provide separate hostel accommodation for boys and girls? Yes/No__ If yes, is the accommodation in hostel adequate?
    a ______________________________________________________________
    b ______________________________________________________________

C. FINANCE
1. Do you prepare annual budget? Yes/No__ If No what is the reason please mention?
   a ______________________________________________________________
   b ______________________________________________________________

2. Do you have any problem with the budgeting of your college/institution? Yes/No
If yes, please mention those problems
a
b

3. Are the accounts audited annually? Yes/ No If no, what problem do you face?
a
b

4. Do you maintain proper records of receipts and expenditures? Yes/No
If no, why please mention?
a

5. What percentage of the total income to the college/institution during the year came from each of the following? If necessary, estimate the answers and put ‘E’ beside them to indicate they are an estimate

<table>
<thead>
<tr>
<th>Source</th>
<th>1998-99</th>
<th>2000-01</th>
<th>2002-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) State Government Sources</td>
<td></td>
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<tr>
<td>(b) Central Government Sources</td>
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<td></td>
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<tr>
<td>(c) Industrial Sources</td>
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<tr>
<td>(d) Income from college/institution’s own funds or property</td>
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<tr>
<td>(e) Tuition</td>
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<td>(f) Foreign aid</td>
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<tr>
<td>(g) Other sources (please specify)</td>
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<td>100%</td>
<td>100%</td>
<td>100%</td>
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</table>

6. What was the total expenditure for the college/institution?

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>(a) Total operating expenditure</td>
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<tr>
<td>(b) Materials and services</td>
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<tr>
<td>(c) Student scholarships and support</td>
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<tr>
<td>(d) Operating expenditure for instructional salaries</td>
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<tr>
<td>(e) Operating expenditure for administrative salaries</td>
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<tr>
<td>(f) Overheads</td>
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<tr>
<td>(g) Others (please specify)</td>
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</tbody>
</table>

7. From what source or sources were the salaries of the teaching staff paid

<table>
<thead>
<tr>
<th>Source</th>
<th>1998-99</th>
<th>2000-01</th>
<th>2002-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Partly by the government</td>
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<tr>
<td>(b) Entirely by the government</td>
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<tr>
<td>(c) Partly by Management</td>
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<tr>
<td>(d) Entirely by management</td>
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<tr>
<td>(e) Partly from other sources (please specify)</td>
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</tbody>
</table>
8. Which of the following types of financial assistance did your college/institution received from the concerned authorities in the last five years?

**Grants**
- a. The deficit grant-in-aid to pay to the teachers
- b. The College/institution building grant
- c. Science laboratory grant
- d. Scholarships grant
- e. Post graduate development grant
- f. Library grant
- g. Any other (Please specify)

9. Which of the following are provided in your college and who sponsors it?

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Yes/No</th>
<th>Regular/Not regular</th>
<th>Sponsoring agency</th>
<th>Amount per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Scholarship</td>
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<tr>
<td>Medical check up</td>
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<tr>
<td>Stipends to Gen/ST/Sc/OBC students</td>
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<tr>
<td>Free Scholarship</td>
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<tr>
<td>Book Grant</td>
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<tr>
<td>Stipends for handicapped students</td>
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<tr>
<td>Grants for excursion/field trips</td>
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</tbody>
</table>

10. Are the following benefits provided to the teachers?
- b. House rent allowance
- c. Medical allowance
- d. Traveling allowance
- e. Dearness allowance
- f. G.P.F
- g. Pension
- g. Any allowance

11. Do teachers get advance increment for higher qualification? Yes/No __________

12. What are the main financial problems faced by your college/institution? Please mention.
   - a ____________________________________________________________________
   - b ____________________________________________________________________

D. ADMINISTRATION

1. Do you have adequate office staff to assist your office work? Yes/No __________
   If No, how do you cope with this problem, please mention?
   - a ____________________________________________________________________
   - b ____________________________________________________________________

2. Is there any Governing Body in your college/institution? Yes / No __________
If yes, what are the functions of the Governing Body (please tick ( )

a. Planning the whole one year programme of college/Institution
b. Recruitment of teachers
c. Preparing budget of institution
d. Disciplinary matters regarding teachers
e. Disciplinary matters regarding students
f. Financial
g. Maintenance
h. Organizing co-curricular activities
j. Any other (please specify) __________________

3. Is extension activities carried out in extension of education?
Yes/No
If yes, what are they, please tick
a. Adult education programme
b. Continuing education
c. Population education
d. Environment education
e. Agriculture education
f. Health education
g. Rural education
h. N.S.S
i. N.C.C
j. Community Health Programme
k. Any other (please specify) ________________

4. Do you prepare self study report of your college/institution? Yes/No
If yes, mention the number of times,
(a) Annually, (b) Once in 3 years,
(c) Once in 5 years (d) Any other (please specify) ___________

5. Have there been any important innovations and changes in your college/institution since 1999 in management tools and methods? Yes/No
If yes, please tick
Innovation
(a) Establishment of new information system
(b) Introduction of programme planning
(c) Introduction of programme budgeting
(d) Use of computers for record keeping
(e) Use of analytical models
(f) Any other (please specify)

6. Does the college/institute maintain the following: Yes/ No (please tick)
a. Stock Register
b. Admission register
c. Supervision book
d. Leave register
e. Cash book
f. Receipt register
g. Accounts book
h. Salary register
i. Fee register
j. Staff Confidential register
k. Teacher's casual leave register
l. Personal file of teachers
m. Transfer and certificate register
n. Curricular file
o. Records of Co curricular activities
p. Annual and terminal plans for both curricular & Co curricular activities
q. Staff council proceeding book
r. Cumulative record card register
s. Progress report card
t. Pupil attendance register
u. Library catalogue & issue book register
v. Any other (pl specify)

7. In the table below are given the factors of change, please indicate to what extent these changes are desirable for the future of the college/institute.

<table>
<thead>
<tr>
<th>Factors will occur or continue to occur</th>
<th>How desirable is the factor?</th>
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<tbody>
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<td></td>
<td>Yes</td>
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<tr>
<td>(b) Increase in enrolments</td>
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<tr>
<td>(c) Improving the quality of</td>
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<tr>
<td>incoming students</td>
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<td>(d) Attracting teaching and</td>
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<td>research staff in increasing number</td>
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<td>(e) Improving the quality of</td>
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<td>teaching and research staff</td>
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<td>(f) Changes in curriculum to keep pace</td>
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<td>with changing condition</td>
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<td>(g) Changes in structural</td>
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<tr>
<td>organization of college/institution</td>
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<td>to meet changing needs</td>
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<td>(h) Increasing the volume and</td>
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<td>sources of financing</td>
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<tr>
<td>(i) Expansion of facilities</td>
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</table>

8. What, in your estimation, have been the most important obstacles to needed or desirable changes at your college/institution in the last five years? Please state

(a) ________________________________
(b) ________________________________

10. What is the Student’s Welfare Activity carried out in your college/institute?

(a) ________________________________
9. Are you facing any problem regarding the administration of college/institution?  
Yes/No ____ If yes, please mention the problem.

E. ACADEMIC

I. Course

1. Have any new courses been added between 1999 and 2003? Yes/No ____
   If yes, please give the name of the course and give brief description of it, and the reason it was added.
   Name of the course added Description
   (a) __________________________________________________________
   (b) __________________________________________________________

2. Does your college/institution undertake any research studies? Yes/No ____
   If yes, which category (Please tick)
   a. Doctoral
   b. M.Phils
   c. Projects
   d. Individual
   e. Any other (please specify)

3. Do you organize any intensive course for professional development of teachers in your college/institution?  
Yes/No ____
   If yes, please tick
   a. Refresher course
   b. Orientation Course
   c. Certificate course
   d. Diploma Course
   e. Any other ____________________

4. Do you organize any academic programme in your college/institution?  
Yes/No ____
   If yes, please tick
   a. Seminar
   b. Conference
   c. Workshop
   d. Any other ____________________

II. Curriculum

1. Who frames the curriculum of your college/institution? Please tick
   a. University
   b. College/Institution
   c. State Board of Higher Education
   d. Managing committee of College/Institution
   e. Any other (please mention) ____________________

2. Is the existing curriculum satisfactory? Yes/No ____
   If no, please tick the defects from the following?
a. It is theoretical
b. It is too vast
c. It is inappropriate for graduate level
d. It does not fulfill the objectives of Higher education
e. It is not relevant to societal needs
f. It is not relevant to national needs
g. Any other (please mention) ___________________

3. Is curriculum revised? Yes/No ____________ If yes, how frequent the revision is carried out?
   a. every 2-4 years
   b. every 5-7 years
   c. every 8-10 years
   d. Any other duration (please mention) ___________________

III. Library
1. Is the library properly maintained and updated timely. Yes/No ____________
2. Who is in-charge of the library?
   a. Teacher on part time basis
   b. Clerk of the Institution
   c. Full time librarian

3. Do you provide reading room in the library? Yes/No ____________
4. Is the room well lighted? Yes/No ____________
5. What is the working hour of the library in your college/institution?
   (a) 8AM - 4PM
   (b) 9AM - 5PM
   (c) 10AM - 4PM
   (d) 10AM - 5PM
   (e) Any other please specify __________________________

6. Which of the following is stock in the library?
   e. Reference books
   f. Encyclopedias
   g. Journals
   h. Periodicals
   i. Text books
   j. Newspapers
   k. Any Other __________________________

7. How many encyclopedias are there in the library of your college/institution?
   a) 1  b) 2  c) 3  d) 4

8. How many different types of journals are there in the library of your College/institution?
   a) 1  b) 2  c) 3  d) 4

9. How many different types of newspapers do you subscribe in the library of your college/institution?
   a) 1  b) 2  c) 3  d) 4

10. Do you provide the facility of access to virtual library through internet? Yes/No ____________
    If not please furnish the reason in brief __________________________
11. Do your college/institution have any problem concerning library? Yes/No _____ If yes, Please specify

IV. Co-curricular Activities
1. What is the Co-curricular activity organized in your College/Institution? Please mention

2. Do you provide facilities for indoor games? Yes/No _____ If yes, what are they, please tick
   (a) Badminton
   (b) Table tennis
   (c) Carom board
   (d) Any other please mention

3. Do you have any problem in organizing co-curricular activities? Yes/No _____ If yes, please mention the type of problem

V. Examination & Evaluation
1. What type of examination system does your college/institution have?
   (a) Annual
   (b) Semester type
   (c) Any other (please specify)

2. Are there any problem in connection with examination and evaluation? Yes/No _____ If yes, please furnish the problem in brief

3. Do your students have to go outside the college/institution to face any examination? Yes/No _____ If yes, please state why the students are sent outside the state to face examination?
   (a) Lack of State general university
   (b) Lack of up-to-date laboratory
   (c) Lack of expertise in different subjects
   (d) Any other (please specify)

4. Result of B.A/ B.Sc/B.Com/B.Ed/LLB/B.Pharm/MBBS/BE (Please mention the result of only five years back from 2004)

<table>
<thead>
<tr>
<th>YEAR</th>
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<th>No of pass</th>
<th>% of Pass</th>
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<tr>
<td>2004</td>
<td></td>
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</tbody>
</table>

5. How many Doctoral (PhDs) are on the roll currently in your college/institution?

<table>
<thead>
<tr>
<th>Year</th>
<th>Title of the study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Please provide the title of the study in a separate sheet)</td>
</tr>
</tbody>
</table>

7. How many students with doctoral degree are produced from your institution till date?
   Please tick
   a. One  b. Two  c. Three  d. Any other number  e. None

8. The following are the some of the problems in the fields of higher education in Sikkim.
   a. Insufficient number of colleges/Institutions
   b. Non-availability of qualified teachers
   c. Insufficient number of teachers
   d. Lack of funds for Higher education
   e. Apathy of parents
   f. Low motivation of students
   g. Lack of proper academic atmosphere
   h. High percentage of failure
   i. Lack of general University in the State
   j. Lack of academic standard
   k. Lack of State Higher Education Committee
   l. Any other (please specify)  

9. Please offer some suggestions for the improvement of higher education in Sikkim,
   a. Provision of separate building for College/Institution with good campus
   b. Establishment of Sikkim University
   c. Establishment of more colleges
   d. Increase fund allocation
   e. Recruitment of qualified competent teachers
   f. Provision of educational facilities
   g. Awareness of parents
   h. Establishment of Higher Education Commission
   i. Any other (please specify)
APPENDIX II
QUESTIONNAIRE FOR COLLEGE TEACHER

Instruction
The questionnaire consists of items. Please read each item carefully and then give a tick mark ( ) to the response which you think to be the most appropriate according to you. If in case you feel that any of the responses provided does not clearly speak out your position/stand, you are free to add your own response in the space provided, or you may use a separate sheet of paper, if necessary.

1. Name:
2. Designation:
3. Name of the College/ institution:
4. Name of the Department:
5. Academic qualification:
6. Area of specialization:
7. Other (diplomas/ certificates):

I. GENERAL INFORMATION
1. How are you appointed in the college/institution? Please tick mark
   (a) Through interview
   (b) Through written test
   (c) Combination of Interview and written test
   (d) Based on Academic record
   (e) Any other (please specify)

2. Teaching experience

<table>
<thead>
<tr>
<th>Courses Taught</th>
<th>Name of University/ College/ Institution</th>
<th>Years of teaching experience</th>
</tr>
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<tr>
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<td>Pass</td>
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<td>Pass</td>
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<td></td>
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<tr>
<td>UG (professional)</td>
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<td>B.Sc (HM)</td>
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<tr>
<td>BE</td>
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<tr>
<td>B. PG (General)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td></td>
<td></td>
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</tbody>
</table>
3. Is your present work load heavy? Yes/No ___ if yes, please state the problem.
   a. ________________________________________________________________
   b. ________________________________________________________________

4. Are you satisfied with the present job? Yes/ No ___ If No, what are the reasons?
   a. Poor salary
   b. Low social status
   c. Heavy load
   d. Inadequate facilities
   e. College is too small and congested
   f. College is located far and have communication problem
   g. No place for teachers to act freely
   h. No consultation in decision making
   j. Any other (please specify) _________________

5. Are you satisfied with the method of recruitment of teachers? Yes/ No ___
   If no, please tick the reasons
   a. No proper advertisement
   b. No proper selection
   c. Political interference in selection
   d. Any other (Please specify) _________________

6. What are your suggestions for the improvement of recruitment of teachers?
   a. ________________________________________________________________
   b. ________________________________________________________________

7. What are the steps taken by you for students' welfare?
   a. ________________________________________________________________
   b. ________________________________________________________________

II. INFRASTRUCTURE
   1. Do your college / institution have a building of its own? Yes/ No
      If No, where are the classes held?
         i) Rented building
         ii) Leased building
iii) Any other (please specify)

2. Is the classroom condition satisfactory? Yes/No. If not, please tick the problems given below
   (a) Overcrowded
   (b) Class size is too small
   (c) Not well lighted
   (d) Not well ventilate
   (e) Insufficient number of benches and chairs

3. Is your college/institution is well equipped with teaching aids? Yes/No.
   If no, how are you coping with the problem, please mention.
   a
   b

4. Is the teacher's common room large enough to accommodate all teachers? Yes/No.

5. Is the teacher's common room providing with the following facilities? (please tick)
   i) Magazines
   ii) Journals
   iii) Newspaper
   iv) TV set
   v) Lockers for each lecturer
   vi) Reading room/ writing table
   vii) Any other (please mention)

6. Are the teachers provided single room? Yes/No.

7. Is there any provision of computer facility for teachers? Yes/No.

8. Is there housing facilities for teachers? Yes/No.
   If no, how are you coping with the problem, please mention.
   a
   b

9. Is there enough transport facilities for teachers? Yes/No.

10. Are you satisfied with the existing infrastructure provision for the teachers? Yes/No.
   If no, please give your suggestion to improve the infrastructural facilities in your college/institute.
   a
   b

III. FINANCE
1. Do you receive your salary regularly? Yes/No.

2. What types of pay scales are you getting?
   i) State government Pay scale
   ii) UGC scale
   iii) Any other scale (please specify)

3. Are the following benefits provided to the teachers?
   a. House rent allowance
   b. Medical allowance
   c. Traveling allowance
   d. Dearness allowance
4. Do you get financial assistance for any research work? 
   Yes/ No, ____ If yes, from which agency do you receive financial assistance: 
   (a) UGC 
   (b) State Government 
   (c) MHRD 
   (d) University 
   (e) Council 
   (f) Any other (please specify) 
5. Do you get advance increment for higher qualification? Yes/ No ___ 
6. Do your college/ Institution have any Pensioner Benefit schemes for teachers? 
   Yes/ No ___ 
7. What are the main financial problems faced by you? Please mention 
   (a) _________________________ 
   (b) ___________________________ 

IV. ADMINISTRATION 

A. Leave Rules 
1. Do you enjoy leave facilities? Yes/ No 
   If yes, mention the type of leave facility available in your college/ Institution. 
   j. Earned leave 
   k. Medical leave 
   l. Half day leave 
   m. Study leave 
   n. Extraordinary leave 
   o. Maternity leave 
   p. Casual leave 
   q. Sabbatical leave 
   h. Any other (Please specify) 
2. How many days are you permitted the following leave in 1 working year? 
   (i) Casual Leave _______ 
   (ii) Earned Leave ___________ 
   (iii) Medical Leave ___________ 
   (iv) Any other (Please specify) 
3. What are the problems faced by you related to leave facility provided in your college/institution? Please mention 
   a _____________________________ 
   b _____________________________ 

B. Promotion and Service Rules 
1. Are there any written rules and regulations related to your service condition? Yes/ No 
   If no, what are the problems you are facing due to absence of written rules and regulations? Please specify
2. Is there any prospect for promotion in your college? Yes/ No If no, what are the problem that you face with reference to promotion? Please mention

V. ACADEMIC
A. Courses
1. Have you undertaken any Project (both completed and in progress)? Yes/No If yes, please mention type of project
   (a) National
   (b) International
   (c) State
   (d) Any other (please specify)

2. Have you published any Monographs/ Books? Yes/No If yes, please mention the number of Monographs/ Books published by you and the title of the book.

3. Have you attended any of the following Intensive Courses?
   Please tick mark
   (a) Refresher Course
   (b) Orientation course
   (c) Certificate Course
   (d) Diploma Course
   (e) Any other (please specify)

4. Have you organized any seminar/ conference? Yes/No If Yes, how often?
   (f) Once
   (g) Twice
   (h) Thrice
   (i) Any other

5. Are you involved in imparting continuing education? Yes/ No If yes, what is your role?
   A. Faculty   b.Organiser   c.Organiser and faculty
6. Have you reviewed papers for technical journals or served on other Editorial Boards.
Yes/ No
If applicable, name the journal, __________________ ________________ 

B. Curriculum
1. Who frames the curriculum of your institution?
   a. The university
   b. State Government
   c. State Board of Higher Education
   d. Managing committee
   e. Any other (please specify) __________________ 

2. Is the existing curriculum satisfactory? Yes/ No
If no, please mark the defects from the following?
   a. It is theoretical
   b. It is too vast
   c. It is inappropriate for graduate level
   d. It does not fulfill the objectives of Higher education
   e. It is not relevant to societal needs
   f. It is not relevant to national needs
   g. Any other (please specify) ____________________ 

3. Is curriculum revised? Yes/ No
If yes, how frequently the curriculum is revised?
Please tick
   a. every 2 years
   b. every 3 years
   c. every 4 years
   d. every 5 years
   e. every 10 years
   f. Any other duration (please mention) ____________________ 

C. Library
1. Is the library properly maintained and updated timely? Yes/No

2. Who is in- charge of the library?
   a. Teacher on part time basis
   b. Clerk of the Institution
   c. Full time librarian

3. Do you have reading room in the library? Yes/No

4. Is the room well lighted? Yes/No

5. What are the hours of work for the library?
   (a) 8AM - 4PM
   (b) 9AM- 5PM
   (c) 10 AM- 4PM
   (d) 10AM- 5 PM
   (e) Any other please specify ____________________ 

6. Which of the following are stocks in the library? Please tick
   a. Reference books
   b. Encyclopedias
   c. Journals
7. Is your college/institution library is stocked adequately with books on different subjects?
   Yes /No ___ If no, how are you coping with this problem?
   a _____________________________________________________________
   b _____________________________________________________________

8. What are your main library problem (please specify)
   a) _____________________________________________________________
   b) _____________________________________________________________

D. Co-Curricular Activities
1. Are you taking any responsibility towards Co curricular activities in the college/institution?
   Yes/No ______ If yes, what are the Co curricular activities that you are in charge of?

2. Do your college/institution provide facilities for indoor games? Yes/ No ____
   If yes, what are they, please tick
   (a) Badminton
   (b) Table tennis
   (c) Carom board
   (d) Any other please mention

3. Do you have any problem in organizing co curricular activities? Yes/No ______
   If yes, please mention the type of problem.
   a _____________________________________________________________
   b _____________________________________________________________

E. Method of Teaching
1. Do you have the freedom to teach in your own style? Yes/ No ______
2. Which method of teaching do you generally follow in your classes? Please tick
   a. Lecture Method
   b. Discussion Method
   c. Demonstration Method
   d. Questioning
   e. Dictating notes
   f. Field study
   g. Project Method
   h. Self study by students
   i. Any other (please specify)

3. What are the problems related to method of teaching?
   a _____________________________________________________________
   b _____________________________________________________________
4. How do you ensure student’s active participation in classes?
   a. Encouraging the student to make queries
   b. Proper distribution of question to students
   c. Distributing work
   d. Organizing group discussion
   e. Any other

5. Do you use Teaching aids? Yes/No___ If no, what are the problem related to teaching aids in your college/institution?
   a. ______________________________________________________________
   b. ______________________________________________________________

6. Is there innovations in teaching in your college/institution? Yes/No___
   If yes, Indicate which of the items listed below are major innovations in the college/institution and which is now systematic or experimental use.

   | (a) Instructional television |   |
   | (b) Instructional radio |   |
   | (c) Computer assisted instruction |   |
   | (d) Independent study course |   |
   | (e) Programmed instruction |   |
   | (f) Team teaching |   |
   | (g) Any other (please specify) |   |

7. What are the problem do you face in the classroom related to teaching?
   a. ______________________________________________________________
   b. ______________________________________________________________

F. Examination and Evaluation
1. What type of examination system does your college/institution have?
   (a) Annual
   (b) Semester type
   (c) Any other (please specify)

2. Are you facing any problem in connection with examination and evaluation?
   Yes/No___ If yes, please furnish the problem in brief
   a. ______________________________________________________________
   b. ______________________________________________________________

3. Do your students have to go outside the college/institution to face any examination?
   Yes/No_______ If yes, why the students are sent outside the state to face examination?
   Please state
   (a) Lack of State general university
   (b) Lack of up-to-date laboratory
   (c) Lack of expertise in different subjects
   (d) Any other (please specify)

MISCELLANEOUS
1. What is you specific problem with reference to
   (a) Service condition
   i. ______________________________________________________________
   ii. ______________________________________________________________
(b) Teaching
i
ii
(c) College/institute atmosphere
i
ii
2. The following are some of the problems in the fields of higher education in Sikkim.
   h. Insufficient number of colleges/Institutions
   i. Non-availability of qualified teachers
   j. Insufficient number of teachers
   k. Lack of funds for Higher education
   l. Apathy of parents
   m. Low motivation of students
   n. Lack of proper academic atmosphere
   o. High percentage of failure
   p. Lack of general University in the State
   q. Lack of academic standard
   r. Lack of State Higher Education Committee
   s. Any other (please specify)
3. Please offer some suggestions for the improvement of higher education in Sikkim,
   a. Provision of separate building for College/Institution with good campus
   b. Establishment of Sikkim University
   c. Establishment of more colleges
   d. Increase fund allocation
   e. Recruitment of qualified competent teachers
   f. Provision of educational facilities
   g. Awareness of parents
   h. Establishment of Higher Education Commission
   i. Any other (please specify)
APPENDIX III
QUESTIONNAIRE FOR STUDENTS

Instruction
The questionnaire consists of items. Please read each item carefully and then give a tick mark ( ) to the response which you think to be the most appropriate according to you. If in case you feel that any of the responses provided does not clearly speak out your position/stand, you are free to add your own response in the space provided, or you may use a separate sheet of paper, if necessary.

Name:
Course:
Year:
Department:
Name of the College/Institution:

I. GENERAL INFORMATION

1. Which discipline have you selected for your study?
   (vi) Law, (vii) Pharmacy, (viii) Any other (please specify) __________

2. Why did you select this discipline?
   (i) It is easier than other subjects
   (ii) I have interest in this subject
   (iii) It is easy to get job after completing this course
   (iv) Any other (please specify) __________

3. How did you get admission in the college/institution?
   a. Interview
   b. Written test
   c. Viva and Written test
   d. Previous examination marks
   e. Donation.
   f. Any other (please specify) __________

4. Is there any student organization in your college/institution? Yes/ No
   If yes, what are the functions of student’s organization?
   a. To help students to cope with present problem
   b. To work for welfare of students
   c. Disciplinary matters regarding students
   d. Funding it
   e. Organization of co-curricular activities
   f. It has no function and survives for the name sake
   g. Any other __________

5. What are the problems do you face during the admission in the college/institution?
   a. ____________________________________________________________
   b. ____________________________________________________________

6. Is there enough options to choose the subjects in your college/institution? Yes/No __
   If no, what are the problems faced by students related to it, please state.
   a. ____________________________________________________________
   b. ____________________________________________________________
II. INFRASTRUCTURE

1. Does your College/Institution have building of its own? Yes/ No, If No,
   a. Rented buildings
   b. Leased property
   c. Any other

2. Is there separate room in the College/Institution for each of the following? Please tick mark
   a. Girls common room
   b. Boys common room
   c. Auditorium hall
   d. Any other (please specify)

3. Is the classroom having sufficient number of furniture like desks, benches, and chairs for students? Yes/ No
   If no, please mention how are you coping with these problems?
   a
   b

4. What type of furniture is provided for the students?
   i) Long bench and desk
   ii) Single bench and desk
   iii) Desk with attached side desk
   iv) Any other (please specify)

5. Do you have science laboratory/workshops/clinic in your college/institution? Yes/No

6. Do you face any problem with laboratory/workshop equipments? Yes/No
   If yes, what are the problems
   h. Equipments are outdated
   i. Equipments are not up to date
   j. Equipments need repairing
   k. Any other

7. Are the students provided internet connection facilities in your college/institute? Yes/No

8. Is there separate room for indoor games? Yes/No
   If no, how are indoor games conducted in your college/institution please specify?
   a
   b

9. Is there separate playground for different games? Yes/No
   If no, how are you coping with the problem, please mention.
   a
   b

10. Are you provided with college/institution transport system? Yes/No
    If no then how are you coping with the problem
    a
    b

Hostel

11. Are you day scholar or hosteller? Yes/No
    If yes, is your hostel well furnished and well equipped? Yes/No

12. What type of hostel accommodation are you getting?
(i) Single room
(ii) Two bedded
(iii) Dormitory
(iv) Any other (please specify)

13. Is your stay in hostel comfortable? Yes/No If not, please mention your problem
   a
   b

III. FINANCE
A. Scholarships
1. Are the students given scholarships? Yes/No If yes, it is based on
   i) OBC/ST/SC
   ii) National scholarships
   iii) State scholarships
   iv) University scholarships
   v) Any other (please specify)

2. Do you think the amount given as the scholarships is adequate enough for the liabilities? Yes/No If not, what are you doing about it?
   (a) Opting for more
   (b) Not interested in making any move
   (c) Complaining to the principal or the government
   (d) Any other (please specify)

3. Do you get book grant facility? Yes/No

4. Are the students given freeship? Yes/No If yes, is it based on
   i) Poor economic background
   ii) Good academic record
   iii) Any other (please specify)

B. Fees
1. The fees charged in your college/institution are;
   (i) Too high
   (ii) Average
   (iii) Any other (please specify)

2. Please give in detail the amount of fees charged in your college/institution

<table>
<thead>
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<th>Fees</th>
<th>Amount</th>
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</thead>
<tbody>
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<td>Laboratory fee</td>
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<tr>
<td>Games fee</td>
<td></td>
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<tr>
<td>Hostel fee</td>
<td></td>
</tr>
<tr>
<td>Any other fee</td>
<td></td>
</tr>
</tbody>
</table>

3. What problem do you face regarding fees, please state.
   a
   b
IV. ACADEMIC

A. Class Room
1. What type of classroom climate generally exists, please tick
   (a) Friendly and open
   (b) Tense and strict
   (c) Indifferent towards students need
   (d) Any other please specify ________________ _
2. Is the environment in your college/institution favorable for you to study? Yes/No __
   If No, please mention the disturbing factors
   a _____________________________
   b _____________________________
3. What is the medium of instruction used in class by teachers?
   vi) English except in other language class
   vii) State common language
   viii) Mixture of English and state common language
   ix) Any other (please specify) ________________ _
4. Are you satisfied with lectures given in the class room? Yes/No__
   If no, Please say in few lines
   a ______________________________________________________________ 
   b ______________________________________________________________
5. What are the classroom problems faced by students in your college/institution?
   a ~--------------------------------------------------------------
   b ______________________________________________________________ __

B. Method of teaching
1. Does teacher use innovative technique while teaching in the class? Yes/ No __
   If yes, please tick
   a. OHP to clear important points
   b. Computer
   c. Charts
   d. Working model
   e. Static model
   f. Any other _______________________ _
2. Which method of teaching do your teachers generally follow in the class? Please tick
   a. Lecture Method
   b. Discussion Method
   c. Demonstration Method
   d. Questioning
   e. Dictating notes
   f. Field study
   g. Project Method
   h. Self study by students
   i. Any other (please specify)
3. What are the problem do you face with the teaching method followed by teachers in
   the class, please mention.
   a _____________________________
   b _____________________________
C. Library
1. Is the library properly maintained and updated timely? Yes/No ___
2. Who is in-charge of the library?
   a. Teacher on part time basis
   b. Clerk of the Institution
   c. Full time librarian
   d. Any other ______________________
3. Do you have reading room in the library? Yes/No___
4. What are the hours of work for the library?
   (a) 8AM – 4PM
   (b) 9AM- 5PM
   (c) 10AM- 4PM
   (d) 10AM- 5 PM
   (e) Any other please specify ____________________________
5. What are the library problems faced by students in your college/institution? Please state.
   a ______________________________________________
   b ______________________________________________

D. Curriculum
1. Is the existing curriculum satisfactory?
   Yes/No if no, please mark the defects from the following?
   a. It is theoretical
   b. It is too vast
   c. It is inappropriate for graduate level
   d. It does not fulfill the objectives of Higher education
   e. It is not relevant to societal needs
   f. It is not relevant to national needs
   g. Any other (please specify)
2. Should students be involved in framing the curriculum? Yes/No____ please justify your answer
   a ______________________________________________
   b ______________________________________________

E. Co-curricular Activities
1. What is the Co-Curricular activities organized in your College/Institution? Please tick
   a. Dance Competition
   b. Sports Competition
   c. Quiz
   d. Debate
   e. Song
   f. Painting
   g. National Social Service
   h. Any other ______________________________
2. Do you participate in co curricular activities organized in your College/ Institution? Yes/No__ If yes, what are the activities that you participate.
   a
   b

3. Do you face any problem regarding the co curricular activities organized in your college/institution? Yes/No__ If yes please specify
   a
   b

4. Does your college/institution have facilities for any indoor games?
   i. Gymnasium
   ii. Table tennis
   iii. Badminton
   iv. Any other (Please specify) 

5. Are the extension activities carried out in your College/ Institution? Yes/ No
   If Yes, please tick the activities in which you participate.
   a. Adult education programme (NAEP)
   b. Continuing education
   c. Population education
   d. Environment education
   e. Agriculture education
   f. Health education
   g. Rural education
   h. N.S.S
   i. N.C.C
   j. Community Health Programme
   k. Any other (please specify)

F. Examination and Evaluation
1. What type of examination system does your college/institution have?
   (a) Annual
   (b) Semester type
   (c) Any other (please specify) 

2. Do you prefer Semester system/annual system of examination?

3. Are there any problem in connection with examination and evaluation? Yes/ No
   If yes, please furnish the problem in brief
   a
   b

4. Do students have to go outside the State to face any examination? Yes/ No
   If yes, please state the name of examination and the university/college where students have to go to face examination
   Name of examination                        Name of university/college
   (i)                                        (ii) 

5. If students have to go outside the State to face any examination? Please specify the reason:
   (a) Lack of State general university
(b) Lack of up-to-date laboratory
(c) Lack of expertise in different subjects
(d) Any other (please specify)

Miscellaneous
1. Are you satisfied with the facilities provided by college/institution? Yes/ No __
2. What are the main problems that the students face in your college/institution?
   a. ______________________________________________________________
   b. ______________________________________________________________
3. Please give your suggestions for the improvement of your college/ institution.
   a. ______________________________________________________________
   b. ______________________________________________________________
   c. ______________________________________________________________
APPENDIX IV
INTERVIEW SCHEDULE FOR FORMER STUDENTS OF COLLEGES/INSTITUTES OF THE STATE

Name:
Educational Qualification:
Year of passing out from the college/institute:
Department:
Name of the College/Institute:
Present Position:

I. INFRASTRUCTURE
1. Do the college/ institute had its own building when you studied?
2. Where were the classes held in your college/ institute?
   a. Rented building, b. leased building, c. Any other (please specify)
3. How important is the own building for college/institute than the rented building?
   a. ________________________________
   b. ________________________________
4. Did the college/ institute provide hostel facility? Yes/No If not, how did students cope with the problem
5. Was there transport facility in your college/ institute? Yes/No If not how did you cope with the problem
6. Did your college/ institute have any problem with the infrastructural facilities?

II. FINANCE
1. Whether the students were given any scholarships? Yes/ No If yes, It is based on
   i) SC/ST/OBC
   ii) National scholarships
   iii) State scholarships
   iv) University scholarships
   v) Any other (please specify)
2. The fees charged in your college/ institute at the time when you studied was:
   i) Too high
   ii) Average
   iii) Low
5. What are the problems faced by students regarding the fees?
   a. ________________________________
   b. ________________________________

III. ADMINISTRATION
1. How are students enrolled in your college/institute? Please tick mark
   (a) In order of merit basis
   (b) Written test basis
   (c) Interview
   (d) Written and interview
   (e) Previous examination marks
   (f) Any other (please specify)
2. Are you satisfied with the course that you opted? Yes/No  If no, please give your reason

IV. ACADEMIC
1. Was the environment in your college/ institute favorable for you to study?
   Yes/No  If No, please mention the disturbing factors
   a  ____________________________________________________
   b  ____________________________________________________

2. Which method of teaching did your teachers generally followed in the class? Please tick
   a. Lecture Method
   b. Discussion Method
   c. Demonstration Method
   d. Questioning
   e. Dictating notes
   f. Field study
   g. Project Method
   h. Self study by students
   i. Any other (please specify)  ____________________________________________________

3. What were the problems faced by students related to method of teaching used by teachers in the classroom?
   a  ____________________________________________________
   b  ____________________________________________________

4. Was the library properly maintained and updated timely.
5. Did you face any problem concerned with library? Yes/ No  please furnish your suggestions for the improvement of library.
   a  ____________________________________________________
   b  ____________________________________________________

6. Were you satisfied with the curriculum? Yes/No  if no, please give your reasons?
   a  ____________________________________________________
   b  ____________________________________________________

7. What are the impotance of co curricular activities in colleges/institutes?

8. Did the students face any problems with the co curricular activities organized in your College/ institute?
   a  ____________________________________________________
   b  ____________________________________________________

9. What type of examination system did your college/ institute have?
   (a) Annual Examination System
   (b) Semester type
   (c) Any other (please specify)  ____________________________________________________

10. Did you face any problem in connection with examination and evaluation?
    Yes/ No  If yes, please furnish the problem in brief
     a  ____________________________________________________
     b  ____________________________________________________

12. Please suggest some suggestions for the development of College/ institute.
    a  ____________________________________________________
    b  ____________________________________________________
APPENDIX V
INTERVIEW SCHEDULE FOR OFFICIALS OF HUMAN RESOURCE DEVELOPMENT DEPARTMENT, GOVERNMENT OF SIKKIM

Name:
Designation:
Office:
Years of service completed:

ADMINISTRATION
1. What is the Administrative structure of Education in the State?

2. How is management of Higher Education carried out in Sikkim?


4. Do you involve principals of the colleges in planning of higher education in State? Yes/No____ If yes, please mention

5. Kindly mention policies adopted by the Government of Sikkim for setting up of colleges/institutes in the state.

6. What criteria are used for recruitment of teachers in the colleges/institute?

7. Do you receive any grievances from the colleges/institute?
   a. How often: _______________________
   b. What type: _______________________

8. Does the state government set up State Council of Higher Education? Yes/No. If yes, when was it set up__________
   If No, please state reason

9. What relationship exists between state government and colleges/institute of state?

10. How are you satisfied with the present procedure adopted by the state government towards development of higher education in Sikkim? Please justify.
11. What is the administrative assistance provided by the Department of Education (Government of Sikkim) towards Private colleges/institute? Please state

12. What are the problems of college education administration in the state?

FINANCE

1. How much of grants was earmarked for colleges in the last 5 years

<table>
<thead>
<tr>
<th>Year</th>
<th>Total amount of fund</th>
<th>Amount allotted to each colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>Rs</td>
<td>a) Government colleges Rs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Private colleges Rs</td>
</tr>
<tr>
<td>2000</td>
<td>Rs</td>
<td>a) Government colleges Rs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Private colleges Rs</td>
</tr>
<tr>
<td>2001</td>
<td>Rs</td>
<td>a) Government colleges Rs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Private colleges Rs</td>
</tr>
<tr>
<td>2002</td>
<td>Rs</td>
<td>a) Government colleges Rs</td>
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<tr>
<td></td>
<td></td>
<td>b) Private colleges Rs</td>
</tr>
<tr>
<td>2003</td>
<td>Rs</td>
<td>a) Government colleges Rs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Private colleges Rs</td>
</tr>
</tbody>
</table>

2. Please state how is the budget estimate is prepared for colleges/institutes of the state?

3. What are the conditions for payment of grants to the different Colleges/institutes?

4. Apart from grants, do you extend any other financial assistant to government colleges/institute in Sikkim? Yes/No
   Please elaborate your answer

5. Do you provide any financial assistance to private colleges/institutes in the state? Yes/No. If Yes, please state in detail

6. Do you provide financial assistance to students from Sikkim pursuing Higher Education outside the state? Yes/ No _____ If yes please state briefly.
ACADEMIC

1. What are the aims and objectives of Higher Education in the State? Please give your views.

2. Please state whether the department of education, state government carries out supervision towards Higher Education in the State? State briefly.

3. Do the Government of Sikkim, department of education carries out inspection of the colleges for the following years:

4. Whether inspection reports are submitted to the authority concerned like
   a. University Grants Commission (UGC)
   b. National Assessment and Accreditation Council (NAAC)
   c. All India Council of Technical Education (AICTE)
   d. Bar Council of India (BCI)
   e. North Bengal University (NBU)
   f. State Government (Government of Sikkim)

5. What types of complaints do you get with regards to the Colleges/ institutes in general?
   a ________________________________________________________________
   b ________________________________________________________________

6. What are the academic problems of the Colleges/institutes, detected during the course of Inspection?
   a ________________________________________________________________
   b ________________________________________________________________

7. Please give your suggestions for the better functioning of educational administrative machinery in Higher Education of Sikkim.
   a ________________________________________________________________
   b ________________________________________________________________
   c ________________________________________________________________