REQUEST LETTER AND INSTRUCTIONS

Honorable Education Officer/H.M. and Teachers,

You will be glad to know that I have undertaken a research project entitled “A CRITICAL STUDY OF EDUCATIONAL ADMINISTRATION OF MUNICIPAL CORPORATIONS OF VIDARBHA REGION”, for my doctoral degree in Education. This study is selected on the basis of my experience as a Teacher of Municipal Corporation Urdu High School, Amravati.

Through this study the various obstacles and problems in the process of Educational Administration of Municipal Corporation Schools will be identified and some possible solutions will be sought out.

I request all of you to put your felt opinions about the proposed problems and their solutions in the form of statements. The reliability of the results will depend upon your honest options.

Anticipating your full co-operation.

Date: 22/12/2003
Place: Amravati

Abdul Razique
Research Scholar
“A Critical Study of Educational Administration of Municipal Corporations of Vidarbha Region”

QUESTIONNAIRE FOR THE TEACHERS

Name of the Teacher: Meena B. Deshmukh
Qualifications: M.A. Degree
Designation: D.E.D. (Art teacher)
Age: 30
Sex: F
Experience: 11
Office Address: Municipal Corporations Boys School No. 22

Telephone: __________________ (R) __________________ (O)

INFORMATION ABOUT STUDENTS:

1. Do you have sufficient strength of students in all standards in your school? Yes/No
2. Please say whether most of the students come from slum area in your school? Yes/No
   If yes, please give reasons:
   __________________________________________________________

3. Could you maintain discipline regarding uniform in your school? Yes/No
4. Don’t you think that even the teachers are working satisfactorily; the reputation of the corporation schools is not good in public? Yes/No

PURCHASE PROCEDURE:

1. Do you think that the purchase procedure of your corporation is satisfactory? Yes/No
2. Do the headmasters should be given authority to purchase all the material required in school? Yes/No
3. Does the requirements of the school are fulfilled in due time? Yes/No

INFORMATION ABOUT SCHOOLS:

1. Are you satisfied with the work of your school? Yes/No
   Please give reasons in favour of your answer?
   __________________________________________________________

2. Do you think that all the teachers of municipal corporation schools not work hard for effective teaching? Yes/No

3. Does the number of municipal corporation schools is decreasing? Yes/No
   If yes please state reasons.
   __________________________________________________________
ORIENTATION AND REFRESHER COURSES:

1. Does the training programmes are arranged periodically to guide the headmasters regarding school administration. Yes/No

2. Please furnish information regarding the orientation or refresher courses organized for the teachers of different classes and subjects since last five years:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

COMPUTER EDUCATION:

1. Do you have a sufficient computer laboratory in your school? Yes/No

2. Does the sufficient number of computers are available in the computer laboratory of your school? Yes/No

3. Do you have any diploma/certificate of computer education required for teaching computer education in your school? Yes/No

4. Does the computer education is given satisfactorily in your school? Yes/No

GAMES AND SPORTS:

1. Whether the physical education teacher is appointed in your school? Yes/No

2. Does all the sports equipments are available in your school? Yes/No

3. Does the girls students are encouraged to participate in games? Yes/No

CO-CURRICULAR ACTIVITIES:

1. Do you have N.C.C. in your school? Yes/No
   If yes please tick appropriate box.

<table>
<thead>
<tr>
<th>For Boys</th>
<th>For Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Does the educational excursion is organized yearly and regularly? Yes/No

3. Does the annual gathering is organized regularly in your school? Yes/No
FACILITIES AND PROBLEMS:

1. Do you have a suitable staff-room with adequate seating arrangement and shelves? Yes/No
2. Do you have a cultural hall for school functions? Yes/No
3. Do you have an excess teaching work load? Yes/No
4. Does the class IV staffs are appointed adequately in your school? Yes/No
5. Does the sufficient store room is available in your school? Yes/No
6. Is there separate room for library in your school? Yes/No
7. Does the programmes of curricular and co-curricular activities are planned with the involvement of all the teachers? Yes/No
8. Are you allowed to give some suggestions to your headmaster? Yes/No
9. Do your headmaster advice you about teaching programmes time to time? Yes/No
10. Do you experience pressure from your headmaster while working in school? Yes/No
11. Does your headmaster take decisions with co-operation of staff members? Yes/No
12. Are you free to run some fruitful schemes in your school? Yes/No
13. Does the headmaster allot the work directly without any discussion? Yes/No
14. Please state difficulties in maintaining the discipline in secondary schools of municipal corporation schools.

________________________________________
________________________________________
________________________________________

Date: 10/4/2004
Place: AKola
Signature: [Signature]
Appendix – 1.2

“A Critical Study of Educational Administration of Municipal Corporations of Vidarbha Region”

QUESTIONNAIRE FOR THE HEADMasters

Name of the H.M.: ____________________________
Qualifications: ____________________________ Designation: ____________________________
Age: ________ Sex: ________ Experience: ____________________________
Office Address: ________________________________________________________________

Telephone: ____________________________ (R) ____________________________ (O)

STRENGTH OF THE STUDENTS:

1. Please state the strength of the students in your school:

<table>
<thead>
<tr>
<th></th>
<th>V</th>
<th>VI</th>
<th>VII</th>
<th>VIII</th>
<th>IX</th>
<th>X</th>
<th>XI</th>
<th>XII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total strength</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Please state whether the sections had been decreased in previous 10 years in your school. Yes/No

If yes, please mention the details in the following table:

<table>
<thead>
<tr>
<th></th>
<th>94</th>
<th>95</th>
<th>96</th>
<th>97</th>
<th>98</th>
<th>99</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
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<tbody>
<tr>
<td>No.of sections</td>
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<td>Standard</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

RECRUITMENT AND PROBLEMS:

1. Who should decide the qualification of the teachers to be appointed?

2. Please tick right (✓)/ wrong (✗) statements from the following. For the secondary schools:

   a. The teacher must have the same medium of instruction upto Xth or XIIth standard level as the school offers. □
b. The teacher does not have the same medium of instruction upto Xth or XIIth level but completed additional graduation in that language, even then he can not be appointed. ☐
c. Teachers having post graduation cannot be appointed in secondary schools. ☐

3. Please furnish the number of required staff in your school as requested in form B.

4. How many posts of teachers are vacant in your school.? _________________

5. Are the teachers appointed within three months after the vacancies are created? Yes/No

6. Please state some major problems in the procedure/time of recruitment being lengthy.

PURCHASE PROCEDURE:

1. Who is the purchasing authority for the requirements of schools in your corporation.

2. Who should be the purchasing authority for the requirements of schools.

3. Please mention the limit of amount to which you are authorized to purchase the required material.

4. Are you satisfied with the purchase procedure of your corporation. Yes/No

5. Are you authorized to return the useless material from the material supplied. Yes/No

6. Should the headmasters of secondary schools be authorized to purchase school materials with prior approval from Education Officer or Dy. Commissioner? Yes/No

FINANCE:

1. Please state whether the salaries are given as per the rules of state government to the teachers. Yes/No
2. How much amount is sanctioned to you monthly or yearly on account of general expenditure/contingency?

3. Whether schools should be given for private use on rent in holidays during academic session? Yes/No

4. Please provide information about the prizes or awards for the teachers and students for their best performances in your corporation.

5. Should the secondary schools not be given for private use on rent even in vacations? Yes/No

INFORMATION ABOUT NUMBER OF SCHOOLS:

1. Does the number of schools in your corporation is decreasing? Yes/No

2. Are you satisfied about the educational administration of your corporation? Yes/No

3. Is there any committee of teachers or headmasters to work for maintaining the number of municipal corporation schools? Yes/No

4. Please specify the reasons for decreasing number of municipal corporation schools.

5. Do you think the teachers of primary schools of municipal corporation do not work satisfactorily? Yes/No

6. Do the people are not interested in sending their children to municipal corporation schools? Yes/No

ORIENTATION AND REFRESHER COURSES:

1. Whether the training programs are arranged periodically to guide the headmasters regarding school administration. Yes/No

2. Please give information regarding the orientation or refresher courses organized for the teachers of different classes and subjects since last five years:
COMPUTER EDUCATION:
1. Please furnish the number of computers available in your high school.
2. Whether you have trained teachers for computer education. Yes/No
3. Whether the services of private agencies are taken for computer education in your school? Yes/No

GAMES, SPORTS AND CO-CURRICULAR ACTIVITIES:
1. Do you have a physical education teacher in your school? Yes/No
2. Do you have a suitable playground? Yes/No
3. Do you have a suitable cultural hall? Yes/No
4. Do you have all the sports equipments in your school? Yes/No
5. Does your school participate regularly in all type of games organized by District Sports Office? Yes/No
6. Do you organize annual sports meet regularly? Yes/No
7. Do you encourage the girls students by providing necessary facilities to participate in games? Yes/No
8. Do you have N.C.C. in your school? Yes/No
9. Do you organize annual gathering in your school? Yes/No

GOVERNMENT AID:
1. Who is responsible for getting the non-salary grants in secondary schools?
2. Are you getting the non-salary grants and building rent for your school regularly? Yes/No
3. Do you complete the procedure in due time for building rent and non-salary grants? Yes/No
4. Do you face the difficulties in getting necessary documents from education office of your corporation required for the procedure of non-salary grant and building rent? Yes/No
5. Do you want the municipal corporation to run some more primary and secondary schools? Yes/No

RESULTS OF Xth CLASS:
1. Are you satisfied with the results of Xth standards of all municipal corporation schools?  Yes/No

2. Have you ever got result of Xth standard of your school below twenty percent?  Yes/No

FORM-B

Name of the School:-

Year of Establishment:-

Information of Staff:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of the Post</th>
<th>Required</th>
<th>Filled</th>
<th>Vacant</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Master</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Asstt. H.M. / Dy. H.M.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>3</td>
<td>Supervisor</td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
<td>Teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Laboratory Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Superintendent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>U.D. clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Junior Clerk</td>
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<td></td>
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<tr>
<td>9</td>
<td>Peon</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>Guard/ Chawkidar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: / / 200
Place: ___________  Signature & Seal:
Appendix – 1.3

“A Critical Study of Educational Administration of Municipal Corporations of Vidarbha Region”

QUESTIONNAIRE FOR OFFICERS

<table>
<thead>
<tr>
<th>Name of the Officer:</th>
<th>Qualifications:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>Sex:</td>
<td>Experience:</td>
</tr>
<tr>
<td>Office Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECRUITMENT AND PROBLEMS:**

1. Please state the person who is responsible for internal school administration?

2. Who should decide the qualification of the teachers to be appointed?

3. Please tick right (✓)/wrong (✗) statements from the following. For the secondary schools:
   a) The teacher must have the same medium of instruction upto Xth or XIIth standard level as the school offers. ✗
   b) The teacher does not have the same medium of instruction upto Xth or XIIth level but completed additional graduation in that language, even then he can not be appointed. ✗
   c) Teachers having post graduation cannot be appointed in secondary schools. ✗

4. Please furnish the number of required staff in your corporation as requested in Form – A.

5. How many posts of teachers and headmasters are vacant in your corporation?
   
   Teachers: ____________________  Headmasters: ____________________

6. Do you appoint the teachers and headmasters within three months after the vacancies are created?
7. Please state some major problems in the procedure/time of recruitment being lengthy.

8. Do you have adequate class-IV staffs in your schools?  
   Yes/No

PURCHASE PROCEDURE:

1. Who is the proper purchasing authority for the requirements in the schools?

2. Do you have any complaint from your headmasters regarding the material supplied by the municipal corporation?

3. Please mention the limit of amount to which the headmasters are authorized to purchase the required material.

4. Are you satisfied with the purchase procedure of your corporation?  Yes/No

5. Do you have the procedure of checking the material through the experts after supply?  Yes/No

6. Should the headmasters of secondary schools be authorized to purchase required school materials with prior approval from Education Officer or Dy. Commissioner?  Yes/No

FINANCE:

1. Please state whether the salaries are given as per the rules of the state government to the teachers?  Yes/No

2. How much amount is sanctioned monthly or yearly on account of general expenditure (Contingency)?  Monthly:  Yearly:  

3. Whether schools should be given for private use on rent in holidays during academic session?  Yes/No

4. Please provide information about the prizes or awards for the teachers and students for their best performances in your corporation:
   a.  
   b.  
   c.  
   d.  

5. Should the secondary schools not be given for private use on rent even in vacations? Yes/No

APPOINTMENTS OF SCHOOL INSPECTORS AND E.Os.:

1. Please state how many posts of school inspectors and education officers are vacant in your corporation?
   School Inspectors: ________ Education Officers: ________

2. Do you appoint the school inspectors medium wise? Yes/No

3. The promotion of school inspectors be given on:
   Seniority basis □ Qualification □ Through Competitive Exams □

4. Whether school inspectors promoted as per seniority can work effectively? Yes/No

5. Should the appointment of school inspectors and education officers be made within three months after their retirement? Yes/No

INFORMATION ABOUT NUMBER OF SCHOOLS:

1. Please specify the number of schools in your municipal corporation in 1983, 1993 and at present?

2. Are you satisfied about the work of your schools? Yes/No
   Please give reasons in favour of your answer.
   ________________________________________________________________
   ________________________________________________________________

3. Do you ever take suggestions from your headmasters regarding school administration? Yes/No

4. Do you think the teachers of municipal corporation schools are incompetent in teaching effectively? Yes/No

5. Please specify the reasons for the decreasing number of municipal corporation schools if it has happened so:
   ________________________________________________________________
   ________________________________________________________________
6. Do the people are not interested to sending their children to municipal corporation schools? Yes/No

ORIENTATION AND REFRESHER COURSES:
1. Do you arrange periodically the training programmes to guide the Headmasters regarding school administration? Yes/No
2. Please give information regarding the orientation or refresher courses organized for the teachers of different classes and subjects since last five years:

COMPUTER EDUCATION:
1. Please furnish the number of computers available in each high school of your municipal corporation.
2. Whether you have trained teachers for computer education? Yes/No
3. Whether the services of private agencies are taken for computer education in your municipal corporation schools? Yes/No

GOVERNMENT AID:
1. Who is responsible for getting the non-salary grants and building rent of the secondary schools?
2. Are you getting regularly the non-salary grants and building rents of all the secondary schools? Yes/No
3. Do the headmasters complete the procedure in due time for building rent and non-salary grants? Yes/No
4. Does your office face the difficulties in supply of necessary documents from other offices of municipal corporation to the headmasters for non-salary grant or building rent? Yes/No
5. Does the municipal corporation is running some secondary schools on permanent non grant basis? Yes/No
FORM-A

1. Name of the Municipal Corporation: 

2. Year of establishment of Municipal corporation: 

3. Information of the Staff:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Designation</th>
<th>Approved Pay Scale</th>
<th>No. of Posts</th>
<th>Remark</th>
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<tbody>
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<td>Education Officer (Pri)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Edu. Officer (Sec)</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>School Inspector</td>
<td></td>
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<tr>
<td>4</td>
<td>Superintendent</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Upper Division Clerk</td>
<td></td>
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<tr>
<td>6</td>
<td>Senior Clerk</td>
<td></td>
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<tr>
<td>7</td>
<td>Junior Clerk</td>
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<td>8</td>
<td>Peon</td>
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<td>9</td>
<td>Guard/Chaokidar</td>
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<td>10</td>
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4. Information of the Schools:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Type Of Institution</th>
<th>Medium Of Instruction</th>
<th>Total</th>
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<tbody>
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<td></td>
<td>Marathi</td>
<td>Hindi</td>
</tr>
<tr>
<td>1</td>
<td>Junior Colleges</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Secondary Schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Primary/Upper Primary Schools</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Pay Scales:

1. Head Masters :
   a) Junior College Attach Secondary Schools : Rs.
   b) Only Secondary Schools : Rs.
   c) Primary Schools : Rs.
2. Junior College Teachers : Rs.
4. Primary School Teachers : Rs.
5. Sports Officer : Rs.

Date : / / 200
Place : ___________       Signature & Seal : _______________
 REQUEST LETTER AND INSTRUCTIONS

Dear Students,

You will be glad to know that I have undertaken a research project entitled “A CRITICAL STUDY OF EDUCATIONAL ADMINISTRATION OF MUNICIPAL CORPORATIONS OF VIDARBHA REGION”, for my doctoral degree in Education. This study is selected on the basis of my experience as a Teacher of Municipal Corporation Urdu High School, Amravati.

I request all of you to put your felt opinions about the proposed problems and their solutions in the form of statements. The reliability of the results will depend upon your honest options.

The options put against the statements will be kept secret and in no way it will put any problem to you. Please read each statement carefully and then indicate your response by putting a (✓) mark in appropriate box. The information about the responses is given below for your convenient.

Date: 22/12/2003
Place: Amravati

Abdul Razique
Research Scholar

<table>
<thead>
<tr>
<th>Statements</th>
<th>Abbreviations</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>पूरी ताह वहमत</td>
</tr>
<tr>
<td>2.</td>
<td>सहमत</td>
</tr>
<tr>
<td>3.</td>
<td>अनिश्चित</td>
</tr>
<tr>
<td>4.</td>
<td>असहमत</td>
</tr>
<tr>
<td>5.</td>
<td>पूरी ताह असहमत</td>
</tr>
</tbody>
</table>

आपके सहयोग का अभिलाषी.
"A Critical Study of Educational Administration of Municipal Corporations of Vidarbha Region".

Opinionnaire for the Students - विद्यार्थियों के लिए मतावली

Name of the student: **Subhati N. Vama** Age: **16** Sex: **M/F**

Name of the School: **N.M.C. Sanjay Nagar Hindi Madhyamik Shala, Dipti Singnal, Nagpur**

<table>
<thead>
<tr>
<th>SCHOOL:</th>
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<th><strong>A</strong></th>
<th><strong>UD</strong></th>
<th><strong>D</strong></th>
<th><strong>SD</strong></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>My school is very good. मेरी शैक्षणिक अद्यावधि अच्छी है।</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>2</td>
<td>My school campus is not very good. मेरी शैक्षणिक स्थल अच्छा नहीं है।</td>
<td>☐️</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>3</td>
<td>The location of my school is not good. मेरी शैक्षणिक स्थल अच्छा स्थल पर नहीं है।</td>
<td>☐️</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>4</td>
<td>There is outer noise problem in my school. मेरी शैक्षणिक स्थल में बाहरी आवाज की परेशानी है।</td>
<td>☐️</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>5</td>
<td>Every year we organize tree plantation programme in my school. मेरी शैक्षणिक स्थल में हर वर्ष वृक्षारोपण कार्यक्रम का आयोजन करते हैं।</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>6</td>
<td>My school campus always remains clean मेरी शैक्षणिक स्थल हमेशा साफ सुथरा रहता है।</td>
<td>☐️</td>
<td>☑️</td>
<td>☐️</td>
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<th>STAFF:</th>
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<th><strong>UD</strong></th>
<th><strong>D</strong></th>
<th><strong>SD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All subject teachers are available in my school. मेरी शैक्षणिक स्थल में सभी विषय के शिक्षक उपलब्ध हैं।</td>
<td>☑️</td>
<td>☐️</td>
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<tr>
<td>2</td>
<td>My teachers allow us to ask the difficulties. मेरे शिक्षक हमें कठिनाई पूछने की अनुमति देते हैं।</td>
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<tr>
<td>3</td>
<td>Appropriate class IV servants are not available in my school. मेरी शैक्षणिक स्थल में आवश्यकता के अनुसार चतुर्थ कक्षा उपलब्ध नहीं है।</td>
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<tr>
<td>4</td>
<td>My teachers finish syllabus in due time with effective teaching. मेरे शिक्षक प्रामाण्य अवधि में सही समय पर अभ्यासक्रम पूरा करते हैं।</td>
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<tr>
<td>5</td>
<td>All teachers in my school are very good. मेरी शैक्षणिक स्थल के सभी शिक्षक अच्छे हैं।</td>
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<tr>
<td>6</td>
<td>Some teachers in my school are not good. मेरी शैक्षणिक स्थल के कुछ शिक्षक अच्छे नहीं है।</td>
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<tr>
<td></td>
<td>In my school all the teachers take efforts to teach effectively.</td>
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<tr>
<td>1</td>
<td>मेरी शाला के सभी शिक्षक प्रभावी अध्यापन के लिए मेहनत लेते हैं।</td>
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<td>2</td>
<td>Due attention is given towards the teaching of General Knowledge in my school.</td>
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<td></td>
<td>मेरी शाला में सामान्य ज्ञान के अध्यापन की ओर पर्याप्त ध्यान दिया जाता है।</td>
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<td>3</td>
<td>Educational tour is not organized regularly in my school.</td>
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<td></td>
<td>मेरी शाला में शैक्षणिक यात्रा का आयोजन हर वर्ष किया जाता नहीं है।</td>
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<td>4</td>
<td>Teachers provide due attention towards homework of the students in my school.</td>
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<td></td>
<td>मेरी शाला में शिक्षक गृहपाठ की ओर उचित ध्यान देते हैं।</td>
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<tr>
<td>5</td>
<td>All the students are not promoted to next class in my school.</td>
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<td></td>
<td>मेरी शाला में सभी विद्यार्थियों को अगली कक्षा में उन्नती नहीं दी जाती है।</td>
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<td>6</td>
<td>Percentage of failure students in annual examination is very less in my school.</td>
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<td></td>
<td>मेरी शाला में वार्षिक परीक्षा में असफल होने वाले विद्यार्थियों का प्रतिशत कम रहता है।</td>
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<td>7</td>
<td>Examination is taken strictly in my school.</td>
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<td></td>
<td>मेरी शाला में परीक्षा सबकी से ती जाती है।</td>
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<td>8</td>
<td>Teachers often use teaching aids wherever necessary for good teaching in my school.</td>
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<td></td>
<td>शिक्षक अच्छे अध्यापन के लिए आवश्यकता के अनुसार शैक्षणिक साधनों का उपयोग करते हैं।</td>
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### FACILITY:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>There is no suitable cultural hall in my school. (मेरी शाळामध्ये सांस्कृतिक भवन नाही हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>2</td>
<td>My school has suitable urinals for boys and girls separately. (मेरी शाळा मध्ये विद्यार्थी व विद्यार्थिणियांच्या कार्यालयात अलग-अलग योग्य प्रसाधन असते)</td>
<td>☐️</td>
</tr>
<tr>
<td>3</td>
<td>The students use the school library very well. (विद्यालयाच्या ग्रंथालयात अच्छा उपयोग करते हे)</td>
<td>☐️</td>
</tr>
<tr>
<td>4</td>
<td>Necessary furniture is not available in my school. (मेरी शाळा मध्ये अनुशासक उपकरण उपलब्ध नाही हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>5</td>
<td>There is no sufficient playground in my school. (मेरी शाळा मध्ये खेळकुटक के लिए पर्याप्त मैदान नाही हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>6</td>
<td>Students are given the opportunity to show their abilities in my school. (मेरी शाळा मध्ये विद्यार्थीयांनी त्यांच्या व्यक्तिगत गुण पेश करणे का अवसर दिला जाते हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>7</td>
<td>Annual gathering is organized in my school every year systematically. (मेरी शाळा मध्ये वार्षिक स्थानांतरणातील सूचनांनी कायम केली जाती हे)</td>
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</tbody>
</table>

### DISCIPLINE:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>My school follows the timetable strictly. (मेरी स्कुळ मध्ये समय शारणी पर सहलीसे अमल किया जाते हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>2</td>
<td>All the teachers of my school attend the prayer daily. (मेरी शाळा के सभी शिक्षक रोजाना प्रार्थना मध्ये उपस्थित रहते हे)</td>
<td>☑️</td>
</tr>
<tr>
<td>3</td>
<td>Due attention is not given towards the uniform in my school. (मेरी शाळा मध्ये स्कुळ युनिफर्म (गणवेष) को सही महत्व नाही दिया जाता)</td>
<td>☐️</td>
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<tr>
<td></td>
<td>All the periods are taken as per time table in my school.</td>
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<tr>
<td>4</td>
<td>मेरी शाला में सभी तासिकाएं समय सारणी के अनुसार ली जाती है।</td>
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<tr>
<td>5</td>
<td>In my school no attention is given on the daily attendance of the students.</td>
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<tr>
<td></td>
<td>मेरी शाला में विद्यार्थियों की अनुपस्थिती पर किसी प्रकार का ध्यान नहीं दिया जाता है।</td>
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</tbody>
</table>

**COMPUTER LABORATORY:**

<table>
<thead>
<tr>
<th></th>
<th>A sufficient computer laboratory is available in my school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>मेरी शाला में पर्याप्त संगणक प्रयोगशाला उपलब्ध है।</td>
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<tr>
<td>2</td>
<td>There is no trained computer teacher available in my school.</td>
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<tr>
<td></td>
<td>मेरी शाला में प्रशिक्षित संगणक शिक्षक उपलब्ध नहीं है।</td>
</tr>
<tr>
<td>3</td>
<td>Different subjects are taught with the help of computer and C.Ds in my school.</td>
</tr>
<tr>
<td></td>
<td>मेरी शाला में संगणक एवम् सी.डी. के माध्यम से विविध विषयों का अध्ययन किया जाता है।</td>
</tr>
<tr>
<td>4</td>
<td>A sufficient time is not given to the students to use the computer.</td>
</tr>
<tr>
<td></td>
<td>विद्यार्थियों को संगणक का इस्तेमाल करने के लिए पर्याप्त समय नहीं दिया जाता है।</td>
</tr>
<tr>
<td>5</td>
<td>The services of private institutes are taken for teaching computer in my school.</td>
</tr>
<tr>
<td></td>
<td>मेरी शाला में संगणक शिक्षण देने के लिए खाजगी संस्थाओं की सेवा ली जाती है।</td>
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</table>

**SCIENCE LABORATORY:**

<table>
<thead>
<tr>
<th></th>
<th>A well equipped science laboratory is available in my school.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>मेरी शाला में विज्ञान की सूचवित प्रयोगशाला है।</td>
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<tr>
<td></td>
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<tr>
<td>2</td>
<td>Students are allowed to do the experiments with optimum number of students.</td>
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<td></td>
<td>विद्यार्थियों को संतुलित संख्या में विज्ञान प्रयोग शाला में प्रयोग करने का अवसर दिया जाता है।</td>
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<tr>
<td>3</td>
<td>In my school the science laboratory is used only by the students of Xth standard.</td>
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<tr>
<td></td>
<td>मेरी शाला में सिर्फ दसवीं कक्षा के विद्यार्थी ही विज्ञान प्रयोगशाला का उपयोग करते हैं।</td>
</tr>
<tr>
<td>4</td>
<td>In the science laboratory of my school sufficient apparatus, chemicals and other material is not available. मेरी शाळा की विज्ञान प्रयोगशाला में पर्याप्त मात्रा में साहित्य, रसायन व अन्य साधन उपलब्ध नहीं है।</td>
</tr>
<tr>
<td>5</td>
<td>Students of my school do not take interest to go to science laboratory for experiments. विद्यार्थी प्रयोग करने के लिए प्रयोगशाला जाने में रुचि नहीं लेते है।</td>
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**LIBRARY:**

| 1 | My school library is not well equipped. मेरी शाळा में सुसज्जित ग्रंथालय नहीं है। | ☑ ☑ ☑ ☑ ☑ |
| 2 | Students are allowed to use the school library in my school. मेरी शाळा में विद्यार्थीयों को ग्रंथालय का उपयोग करने का अवसर दिया जाता है। | ☑ ☑ ☑ ☑ ☑ |
| 3 | Separate arrangement for boys and girls are available in our library. हमारे ग्रंथालय में विद्यार्थी और विद्यार्थिनियों के बैठने के लिए अलग-अलग व्यवस्था है। | ☑ ☑ ☑ ☑ ☑ |
| 4 | A sufficient number of books are available in my school library. मेरी शाळा की ग्रंथालय में पर्याप्त मात्रा में पुस्तकें हैं। | ☑ ☑ ☑ ☑ ☑ |
| 5 | In my school library more than one book is given to the students. मेरी शाळा के ग्रंथालय में विद्यार्थीयों को एक समय में एक से ज्यादा पुस्तकें दी जाती है। | ☑ ☑ ☑ ☑ ☑ |

**PROBLEMS:**

| 1 | Duties of class IV employees are being done by us sometimes. चारवां श्रेणी कर्मचारियों का काम कभी कभी विद्यार्थीयों से कराया जाता है। | ☑ ☑ ☑ ☑ ☑ |
| 2 | Partiality in appreciation of students is experienced in my school. मेरी शाळा में विद्यार्थीयों की प्रशंसा करने में भेदभाव किया जाता है। | ☑ ☑ ☑ ☑ ☑ |
### GAMES & SPORTS:

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| **3** | Some teachers discourage the students to ask questions in the classroom.  
कुछ शिक्षक विद्यार्थीयों को कक्षा में प्रश्न पूछने के लिए अनुमति नहीं देते हैं। | ✗ | ✗ | ✗ | ✗ |
| **4** | Partiality in evaluation happens in my school.  
मेरी शाळा में उत्तरपत्रिका के मुल्यांकन में भेदभाव रखा जाता है। | ✗ | ✗ | ✗ | ✗ |
| **5** | Girls students are not allowed to participate in games and sports organized by district sports office.  
जिल्हा क्रिकेट कार्यालय के द्वारा आयोजित किये गए खेलों में लड़कियों को भाग लेने की अनुमति नहीं दी जाती। | ✓ | ✗ | ✗ | ✗ |

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</table>
| **1** | Regular coaching for games and sports is not available in my school.  
मेरी शाळा में खेल के लिए नियमित कोचिंग दिया नहीं जाता है। | ✗ | ✓ | ✗ | ✗ |
| **2** | Our school participate regularly in all type of games organized by district sport office.  
हमारी शाळा जिल्हा क्रिकेट कार्यालय द्वारा आयोजित किये गये सभी प्रकार के खेलों में नियमित रूप से भाग लेती है। | ✓ | ✗ | ✗ | ✗ |
| **3** | The girls in my school are not encouraged to participate in sports by providing necessary facilities.  
मेरी शाळा में विद्यार्थियों को सुविधाएं उपलब्ध करके खेल में भाग लेने के लिए प्रोत्साहित नहीं किया जाता है। | ✗ | ✗ | ✗ | ✓ |
| **4** | Annual sports meet is organized regularly in my school.  
मेरी शाळा में वार्षिक क्रिकेट महोत्सव आयोजित किया जाता है। | ✗ | ✗ | ✗ | ✓ |
| **5** | All the sports equipments are available in my school.  
मेरी शाळा में खेल के सभी साधन उपलब्ध हैं। | ✓ | ✗ | ✗ | ✗ |
| **6** | N.C.C. is functioning properly in my school.  
मेरी शाळा में एन.सी.सी. अच्छी अवस्था में कार्यरत है। | ✓ | ✗ | ✗ | ✗ |
Appendix – 3

“A Critical Study of Educational Administration of Municipal Corporations of Vidarbha Region”

INTERVIEW SCHEDULE

Name of the Interviewee: _____________________________
Qualification: _____________________________ Designation: _____________________________
Age: ________ Sex: ________ Experience: _____________________________
Office/School Address: __________________________________________

Telephone: _____________________________ (R) _____________________________ (O)
Place: _____________________________ Date: _____________________________ Time: _____________________________

Recruitment and Problems:

Sir, it is a general problem occurred in Municipal Corporation Schools that recruitment of teaching and non teaching staff has been delayed. Can you please specify how the recruitment procedure can be made faster?

purchase Procedure:

Non salary grants of the high schools of Municipal Corporation Amravati is given by the Education Officer, Zilla Parishad Amravati, to the Headmasters. Hence if Headmasters are authorized for purchasing the school material then what may be the benefits and drawbacks?

purchase Procedure:
Sometimes materials supplied through the Municipal Corporations are not in good condition. Please give your comments about the reasons there of.

कभी कभी म.न.पा. द्वारा भेजे गए सामान अच्छी हालत में नहीं रहते। कृपया इसके कारणों के प्रति आपके विचार बताएं।

For many reasons the purchasing procedure is delayed. Would you please give some information for the fast and useful purchasing procedure?

अनेक कारणों से खरीदी प्रक्रिया में देर होती है। कृपया का आप खरीदी प्रक्रिया को गतिशील और उपयोगी बनाने के लिए कुछ सुझाव दें?

Finance:

Please comment why the salaries are not given as per government rules meant for schools. Why there is variations?

कृपया बताएं कि म.न.पा. शालाओं में शासन परिषदों के अनुसार वेतन को नहीं किया जाता। इसमें पर्याप्त कोई है? कृपया अपने विचार प्रकट करें?

In your opinion whether the schools should be given on rent for private use compromising with academic activities?

का आपके विचार में शालाओं की वार्षिक गती विद्यार्थियों को महत्त्व न देते हुए शालाएं खाजगी इस्तेमाल के लिए भाड़े देना चाहिये?
Orientation and Refresher Courses:

Sir, please say whether the orientation or refresher courses are necessary for the teachers of Municipal Corporations? Should it be organized by Municipal Corporations?

महोदय, कृपया बताएं कि वह म.न.पा. शिक्षकों के लिए प्रशिक्षण जरूरी है? या इन प्रशिक्षणों का आयोजन म.न.पा. द्वारा होना चाहिए?

Sir, please state according to your opinion which type of refresher or orientation courses should be organized by the Municipal Corporations?

महोदय, कृपया बताएं कि आपके विचार में किस प्रकार के प्रशिक्षण जरूरी है कि म.न.पा. द्वारा होना चाहिए?

Computer Education:

Do you feel that computer education should necessarily be given at school level?

क्या आप सोचते हैं कि स्कूल के स्तर पर संगणक शिक्षण जरूरी है? कृपया अपने विचार बताएं।

Please state whether the students after undergoing computer courses show academic progress or not? If so give the causes there of?

कृपया बताएं कि वह संगणक शिक्षण लेनेवाले विद्यार्थियों में शैक्षणिक प्रगति दिखाई देती है या नहीं? यदि ऐसा है तो उसके बारे में कारण क्या है?
Libraries:

It is observed that most of the schools do not have their school library. Please explain whether schools can give proper academic support in such circumstances?

Please describe some suggestions to maintain well equipped libraries in high schools of Municipal Corporations.

Games and Sports:

Most of the schools do not organize the Annual Sports Day. Please suggest, how Municipal Corporation can organize the annual sports day for high schools?

Decreasing Number of Schools:

Please mention some of the major causes for which the number of Municipal Corporation schools are decreasing. Also suggest some solutions to overcome this problem.

Date: / / 200
Place: __________________ Signature: __________________
Chi-Square Table Of Statement “My School Is Very Good”

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Observed Frequencies</th>
<th>Expected Frequencies</th>
<th>Cell Chi-Square</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Agree</td>
<td>672</td>
<td>180</td>
<td>1344.80</td>
</tr>
<tr>
<td>Agree</td>
<td>204</td>
<td>180</td>
<td>3.20</td>
</tr>
<tr>
<td>Undecided</td>
<td>8</td>
<td>180</td>
<td>164.36</td>
</tr>
<tr>
<td>Disagree</td>
<td>12</td>
<td>180</td>
<td>156.80</td>
</tr>
<tr>
<td>Strongly Disagree</td>
<td>4</td>
<td>180</td>
<td>172.09</td>
</tr>
<tr>
<td>Total</td>
<td>900</td>
<td></td>
<td>Chi-Square = 1841.24</td>
</tr>
</tbody>
</table>

Remark: Null Hypothesis Rejected.

The calculations of Chi-Square for the above table is as follows:

1. Calculation of Expected Frequencies:
   In this example Fe is obtained by dividing Total Number by 5 = 900/5 = 180.

2. Calculation of Chi-Square for each cell is obtained by the formula
   \[ \text{Cell Chi-Square} = \frac{(Fo - Fe)^2}{Fe}. \]
   In this example First Cell Chi-Square = \[ \frac{(672 - 180)^2}{180} \]
   \[ = 1344.80 \]

3. Total Chi-Square = Sum of the Chi-Squares of all five cells.
   In this example Total Chi-Square Obtained = 1344.80 + 3.20 + 164.36 + 156.80 + 172.09 = 1841.24

4. Calculation of df = Categories -1 = 5 – 1 = 4

5. Observation of Table Value of Chi-Square at 4 df & 0.05 level.
   In this example Table Chi-Square = 9.488.

Testing of hypothesis:
In this example because the Obtained Chi-Square is more than the Table Chi-Square i.e. 9.488 > 1841.24 the Null hypothesis is rejected.
Appendix – 5
Snaps of Interviews

Research Scholar Taking Interview with Gulam Rasool Ashraf
Principal, Sane Guruji Urdu Jr. College, Nagpur

Research Scholar Taking Interview with Mrs. Kokila D. Kaware
Head Mistress, NMC Urdu High School, Nagpur
While Taking the Interview
Research Scholar with Dr. Smt. Savita H. Chakrapani
Education Officer, Amravati Municipal Corporation, Amravati

While Taking the Interview
Research Scholar with R.B. Mesare
School Inspector, Amravati Municipal Corporation, Amravati
While Taking the Interview
Research Scholar with A.R. Rahman
Assistant Education Officer, Nagpur Municipal Corporation, Nagpur

While Taking the Interview
Research Scholar with V.G. Nalat
Assistant Education Officer, Nagpur Municipal Corporation, Nagpur
While Taking the Interview
Research Scholar with Anwar Jaleel
Supervisor, Sane Guruji Urdu Jr. College, Nagpur

While Taking the Interview
Research Scholar with M.U. Lavale
Administrative Officer, Akola Municipal Corporation, Akola
While Taking the Interview
Research Scholar with Mumtaz Ahmad
Head Master, Municipal Corporation Urdu High School, Amravati

While Taking the Interview
Research Scholar with Dr. Smt. Aruna K. Dange
Centre Coordinator (S.S.A.), Mpl. Corp. Marathi Girls High School, Amravati