Appendix V

ENQUIRY SCHEDULE TO STUDY DEMOCRATIC PROCESS

I. ADMISSION

i) Who is the admission incharge?

ii) Who else is associating with the task of admission?

iii) How the admissions are finalised?

iv) What is the mechanism of resolving conflicts in respect of admission?

v) In case of trouble or misconduct who decides about expulsion of students?

II. TIME TABLE

i) Who is responsible for formulation of time table?

ii) What is the mechanism of resolving conflicts in respect of time table?

iii) Who allots the subjects and on what criteria subjects are allotted?

iv) How the principles regarding fixing the period to different subjects are formulated?

v) How time is allotted to different subjects?

III. EXAMINATION

i) Who formulates date sheet and time schedule for examination?

ii) Who allots the duties to teachers?

iii) Who maintains record of stationery and other material?

iv) Who frames rules regarding gross misconduct in examinations?

v) What criteria is used to resolve conflicts regarding examination?

vi) Who invigilates in examination?

vii) How invigilators are appointed?
IV. **PREPARATION OF RESULTS**

i) Who allots duties regarding compilation of results?

ii) Who maintains the records regarding the examination?

iii) Who provides criteria for preparation of results?

iv) Who resolves the conflicts that arise during preparation of result?

v) How the answer books are evaluated?

V. **PURCHASE OF LIBRARY BOOKS**

i) Who decides about purchase of library books?

ii) Whether consent of librarian is sought or not?

iii) Whether a purchase committee is constituted or not?

iv) Whether suggestions of various faculty members are sought regarding purchase of library books?

VI. **PURCHASE OF SCHOOL MATERIAL**

i) Who decides about purchase of school material?

ii) Whether various faculty members are consulted before purchase of material?

iii) Whether purchase committee is constituted or not?

iv) Whether priorities are fixed before hand regarding purchase of material?

VII. **STUDENT’S AND TEACHER’S PARTICIPATION**

i) Whether students are members of various purchase committees.

ii) Whether there is house system.

iii) Whether there is monitor system.