APPENDIX
QUESTIONNAIRE (FOR PARENTS)

QUESTIONNAIRE FOR DATA COLLECTION FOR Ph.D. PROGRAMME ENTITLED ‘ADMINISTRATIVE, CURRICULAR AND INFRASTRUCTURAL ASPECTS OF SELECT NURSERY SCHOOLS OF CHANDIGARH : A CASE STUDY’ IN THE DEPARTMENT OF EDUCATION, PANJAB UNIVERSITY, CHANDIGARH

PLEASE TICK THE APPROPRIATE RESPONSE(S) ;

1. Is your opinion about this school’s administration in general
   (a) Good
   (b) Average
   (c) Poor

2. Is the fees charged by the school
   (a) Reasonable
   (b) Moderately High
   (c) Exorbitantly High

3. Do the school authorities ask for donations from you?
   (a) Often
   (b) Occasionally
   (c) Rarely
   (d) Never

4. Are shops for purchase of books and uniforms determined by the school?
   (a) Yes
   (b) No

5. Are books and uniforms sold at the shops selected by the school priced?
   (a) Much more than the market price
   (b) A little more than the market price
   (c) Same as the market price
   (d) Less than the market price
6. Is the school's admission policy
   (a) Good
   (b) Needs some improvements
   (c) Poor

7. Is the school timing
   (a) Convenient
   (b) Inconvenient

8. Would you like the number of working days in a week to be
   (a) Increased
   (b) Decreased
   (c) The same

9. If your child is availing the school transport facility, is the payment you are making for it
   (a) Reasonable
   (b) Moderately High
   (c) Exorbitantly High

10. Are the methods of maintaining discipline adopted by the school
    (a) Approved by you
        (b) Not much approved by you
        (c) Disapproved by you

11. Is the manner in which cumulative records (Report Cards) maintained by the school
    (a) Satisfactory
        (b) Not so satisfactory
        (c) Unsatisfactory

12. Should Parents-Teachers meetings be organised
    (a) More frequently
        (b) Less frequently
        (c) As being done now
13. Is the way in which parents-teachers meetings organised satisfactory?
   (a) Yes
   (b) No

14. Are parents' views sought on different matters regarding the functioning of the school?
   (a) Often
   (b) At times
   (c) Rarely
   (d) Never

15. Does the curriculum (academic & non-academic activities) of the school cater to the balanced development of the personality of your child?
   (a) True
   (b) Partially true
   (c) Not true

16. Does the school stress more on
   (a) Reading
   (b) Writing
   (c) Both

17. Does your child participate in co-curricular activities?
   (a) Often
   (b) Occasionally
   (c) Rarely
   (d) Never

18. Since joining this school, has your child learnt rhymes and songs that are
   (a) Many in number
   (b) Few in number
   (c) None

19. Since joining this school, has your child's ability to communicate developed
   (a) A lot
   (b) Reasonably
   (c) Not at all
20. Is the method of teaching adopted in this school
   (a) Satisfactory
   (b) Not much satisfactory
   (c) Unsatisfactory

21. Are the things taught drilled in the class?
   (a) Yes
   (b) No

22. Is revision of things taught earlier done
   (a) Frequently
   (b) At times
   (c) Rarely
   (d) Never

23. Is the amount of homework given by the teachers
   (a) Reasonable
   (b) Very less
   (c) A burden

24. Are attention and care received by your child in the school
   (a) Good
   (b) Not so good
   (c) Poor

25. Do you prefer the system of evaluation (examination) to be
   (a) Annual
   (b) Semester wise
   (c) Continuous (through out the year)

26. Are the methods of evaluation followed by this school
   (a) Satisfactory
   (b) Moderately satisfactory
   (c) Unsatisfactory

27. Please tick the appropriate response(s)

The books selected by this school are satisfactory in terms of
28. Is the school campus
(a) Clean and beautiful
(b) Reasonably Good
(c) Untidy and poorly maintained

29. Is the school building
(a) Good
(b) Average
(c) Not so good

30. Are the classrooms
(a) Well furnished
(b) Not so well furnished
(c) Poorly furnished

31. In case your ward is in Play Way/LKG, do you plan to continue your ward’s schooling in the next higher grade
(a) In this school
(b) In this school only if he fails to get admission in some other school
(c) Definitely in some other school

32. Any other information about this institution which you like to provide:
RESPONSE SHEET OF THE QUESTIONNAIRE FOR PARENTS

The number in the first column (QUESTIONS) indicate the number assigned to a particular question given in the questionnaire framed for the parents. The numbers in the top row indicate the parents interviewed. The response of the parents were marked as a/b/c/d which were the options given for the different questions of the questionnaire.

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QUESTIONNAIRE (ADMINISTRATIVE ASPECTS)

QUESTIONNAIRE FOR DATA COLLECTION FOR Ph.D. PROGRAMME ENTITLED ‘ADMINISTRATIVE, CURRICULAR AND INFRASTRUCTURAL ASPECTS OF SELECT NURSERY SCHOOLS OF CHANDIGARH : A CASE STUDY’ IN THE DEPARTMENT OF EDUCATION, PANJAB UNIVERSITY, CHANDIGARH

(A) GOAL, OWNERSHIP & ADMINISTRATION OF THE INSTITUTION

TICK THE APPROPRIATE RESPONSE(S) ;

(i) Briefly state the goals of the institution

(ii) This school was established in the year --------

(iii) Please tick the appropriate response(s)

(1) Is this institution

(a) Government School
(b) Government aided private school
(c) Private School not receiving any government aid

(2) If this school is a private institution, is it owned by

(a) An individual
(b) A group of individuals

(3) Is the school administered by

(a) Owner(s)
(c) Person(s) nominated by the owner(s)
(f) Board of professionals
(g) Any other

(4) Any other information regarding this institution which you would like to provide :
(B) **FINANCE** :

Please tick the appropriate response(s)

(i) What are the main sources of funds of this institution?

(a) Tuition fees  
(d) Government grant  
(e) Institutional aids  
(f) Donations  
(g) Any other source  
(h) All the above sources

(ii) On which of these does this school mainly incur recurring expenditure?

(a) Salary of the staff  
(c) Welfare services (Excursions, Work experience etc.)  
(d) Maintenance of the school plant  
(e) Any other  
(f) All of the above

(iii) Are the tuition fees charged for Play-way, LKG & UKG

(a) Same  
(b) Different

(iv) Do retirement benefits exist for staff?

(a) Yes  
(b) No

(iv) Any other information about your institution that you would like to be provided:

(C) **MISCELLANEOUS ITEMS UNDER ADMINISTRATION:**

Tick the appropriate response(s)

(i) Are the teachers recruited through

(a) Open advertisement  
(b) Placement agencies  
(c) Recommendation from known persons  
(d) Other sources  
(e) All the above

(ii) Are teachers recruited on the basis of their
(a) Qualification
(b) Training
(c) Experience
(d) All the above

(iii) Are teachers selected through
(a) Interview
(b) Written test
(c) Both

(iv) Are decisions regarding school administration taken by the
(a) Principal alone
(b) Governing body
(c) Principal, governing body & teachers
(d) Principal, governing body, teachers & parents

(v) What is the number of working days in a week?
(a) 4 days
(b) 5 days
(c) 6 days

(vi) What is the number of working hours in a day?
(a) 3 hours
(b) 4 hours
(c) 5 hours
(d) Any other

(vii) Does the school timing differ during summer and winter?
(a) Yes
(b) No

(viii) Does the school has its own transport for students?
(a) Yes
(b) No

(ix) For maintaining discipline among students is there the use of
(a) Corporal punishment
(b) Rewards
(c) Deprivation from rewards
(d) Any other means
(e) All the above

(x) What are the types of registers maintained for students?
   (a) Attendance Register
   (b) Admission & Withdrawal Register
   (c) Cumulative records
   (d) Any other
   (e) a, b & c
   (f) a, b, c & d

(xi) Are service books of teachers maintained?
   (a) Yes
   (b) No

(xii) Is Inservice Education provided to teachers?
   (a) Regularly
   (b) Occasionally
   (c) Rarely
   (d) Never

(xiii) Are Parent-Teacher meetings organised?
   (a) Regularly
   (b) Occasionally
   (c) Never

(xiv) Does the school administration consult experts and professional in the field of education?
   (a) Often
   (b) At times
   (c) Rarely
   (d) Never

(xiv) What is the minimum age for admission to
   (a) Play-way ______
   (b) LKG ______
   (c) UKG ______
(xv) Is there any maximum age limit for entry into a particular grade?
(a) Yes
(b) No

(xvi) Are meetings organised with the staff?
(a) Regularly
(b) At times
(c) Rarely
(d) Never

(xvii) Who supervises the different activities of the school?
(a) Principal
(b) Governing Body
(c) Any other

(xviii) Give the number of
(a) Teachers in the school
(b) Non-teaching persons in the school
(c) Total number of students in the school
(d) Average number of students in each class

(xix) Any other information that you would like to provide:
QUESTIONNAIRE FOR DATA COLLECTION FOR Ph.D. PROGRAMME ENTITLED ‘ADMINISTRATIVE, CURRICULAR AND INFRASTRUCTURAL ASPECTS OF SELECT NURSERY SCHOOLS OF CHANDIGARH: A CASE STUDY’ IN THE DEPARTMENT OF EDUCATION, PANJAB UNIVERSITY, CHANDIGARH

(A) ACADEMIC AND NON ACADEMIC ACTIVITIES IN GENERAL

TICK THE APPROPRIATE RESPONSE(S)

(i) Does the curriculum of this school cater to the development of the

(a) Cognitive aspect
(b) Emotional aspect
(c) Physical aspect
(d) Social aspect
(e) Moral aspect
(f) Aesthetic aspect

(ii) Does the curriculum cater to individual needs and interests?

(a) Yes
(b) No

(iii) In comparison to non academic activities, are academic activities stressed

(a) More
(b) Less
(c) Equally

(iv) In academic activities is the stress on

(a) Reading
(b) Writing
(c) Both

(v) Is learning by pupils

(a) Activity based
(b) From books
(c) Play way
(d) All the above
(e) Any other

(vi) What are the languages taught?
(a) English
(b) Hindi
(c) Punjabi
(d) Any other

(vii) Is moral education imparted?
(a) Yes
(b) No

(viii) Are co-curricular activities organised?
(a) Daily
(b) Few days in a week
(c) Rarely

(ix) Is prayer organised everyday?
(a) Yes
(b) No

(x) Are children encouraged to play?
(a) Yes
(b) No

(xi) Is provision for art and craft there?
(a) Yes
(b) No

(xii) Are stories narrated to the children?
(a) Often
(b) Occasionally
(c) Rarely
(d) Never

(xiii) Are rhymes taught in
(a) English
(b) Hindi
(c) Punjabi

(xiv) Are music classes organised?
(a) Often
(b) Occasionally
(c) Rarely
(d) Never

(xv) Are national days and festivals celebrated?
(a) Yes
(b) No

(xvi) Are cultural programmes organised?
(a) Often
(b) Rarely
(c) Never

(xvii) Are sports and games organised?
(a) Often
(b) Rarely
(c) Never

(xviii) Are children taken on excursions?
(a) Often
(b) Rarely
(c) Never

(xviii) Any other information which you would like to provide:

2. BOOKS, TEACHING METHODS, EVALUATION

TICK THE APPROPRIATE RESPONSE (S)

(i) Are the illustrations in the books selected
(a) Many
(b) Few
(c) None

(ii) Do the books selected have provision for drill?
(a) Yes
(b) No

(iii) Is print of books in bold?
    (a) Yes
    (b) No

(iv) Is the content of books arranged from simple to difficult order?
    (a) Yes
    (b) No

(v) Are work books used?
    (a) Regularly
    (b) At times
    (c) Never

(vi) Are teaching aids used?
    (a) Always
    (b) Occasionally
    (c) Rarely
    (d) Never

(vii) Are the teaching aids used of
    (a) Audio types
    (b) Visual types
    (c) Both audio and visual types

(viii) Is the medium of instruction
    (a) English
    (b) Hindi
    (c) Punjabi
    (d) All the above

(ix) Is the drilling of the thing taught done
    (a) Regularly
    (b) Occasionally
    (c) Rarely

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(x) Do you question during teaching?
(a) Frequently
(b) At times
(c) Rarely

(xi) Is revision done?
(a) Frequently
(b) At times
(c) Rarely

(xii) Is homework given?
(a) Regularly
(b) Occasionally
(c) Never

(xiii) Is evaluation
(a) Annual
(b) Semester wise
(c) Continuous

(xiv) Is evaluation done for
(a) Academic activities
(b) Non academic activities
(c) Both types

(xv) Are tools of evaluation
(a) Written tests
(b) Oral tests
(c) Both

(xvi) Is evaluation done by awarding
(a) Grades
(b) Marks
(c) Combination of both

(xvii) Any other information that you would like to provide:
QUESTIONNAIRE (INFRASTRUCTURAL ASPECTS)

QUESTIONNAIRE FOR DATA COLLECTION FOR Ph.D. PROGRAMME ENTITLED 'ADMINISTRATIVE, CURRICULAR AND INFRASTRUCTURAL ASPECTS OF SELECT NURSERY SCHOOLS OF CHANDIGARH: A CASE STUDY' IN THE DEPARTMENT OF EDUCATION, PANJAB UNIVERSITY, CHANDIGARH

PLEASE TICK THE APPROPRIATE RESPONSE(S)

(i) Is the school located in
(a) Residential Area
(b) Non Residential Area

(ii) Is the school site in
(a) Crowded area
(b) Sparsely populated area
(c) In the vicinity of a main road
(d) Quiet area

(iii) Is the school surrounding green?
(a) Yes
(b) No

(iv) Has the school plant scope for extension?
(a) Yes
(b) No

(v) Has the school plant enough space to conduct outdoor activities?
(a) Yes
(b) No

(vi) Are there lawns and gardens in the school campus?
(a) Yes
(b) No

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(vii) Do the class rooms receive light
(a) Profusely
(b) Adequately
(c) Poorly

(viii) Is the school building well ventilated?
(a) Yes
(b) No

(ix) Is the school building
(a) Single storeyed
(b) Double storeyed
(c) Triple storeyed
(d) Any other

(x) Are the school office and the Principal’s room
(a) Same
(b) Different

(xi) Is the school office well furnished and comfortable?
(a) Yes
(b) No

(xii) Is the facility for drinking water
(a) Good
(b) Not so good
(c) Poor

(xiii) Are toilet facilities
(a) Good
(b) Not so good
(c) Poor

(xiv) Are the class rooms well furnished?
(a) Yes
(b) No
(xv) Are there adequate toys for pupils?

(a) Yes
(b) No

CHECK LIST

1. Please give the number of:

(a) Classroom ____
(b) Hall _____
(c) Games room ____
(d) Music room ____
(e) Library _____
(f) Staff room ____
(g) Toilets ____
(h) Office _____

2. Give the number of the following equipments

(a) Computer
(b) T.V.
(c) Music System
(d) Musical Instruments
(e) Sports items
(f) VCR
(g) Story Books

Any other information which you would like to provide:
QUESTIONNAIRE (FOR TEACHERS)

QUESTIONNAIRE FOR DATA COLLECTION FOR Ph.D. PROGRAMME ENTITLED ‘ADMINISTRATIVE, CURRICULAR AND INFRASTRUCTURAL ASPECTS OF SELECT NURSERY SCHOOLS OF CHANDIGARH : A CASE STUDY’ IN THE DEPARTMENT OF EDUCATION, PANJAB UNIVERSITY, CHANDIGARH

1. PLEASE GIVE THE ANSWERS IN BRIEF

(i) Your academic qualification:

(ii) Your professional qualification:

(iii) You are in the present profession since the year:

(iv) You have been working as a teacher in this school since the year:

2. PLEASE TICK THE APPROPRIATE RESPONSE(S)

(i) Was your appointment in this institution through

(a) Written test

(b) Interview

(c) Both

(d) Any other way

(ii) Do you participate in the decision making process regarding the administration of the school

(a) Often

(b) Rarely

(c) Never

(iii) To maintain discipline in the classroom do you resort to

(a) Corporal punishment

(b) Rewards

(c) Deprivation from rewards

(d) Any other means

(iv) Do you attend in-service education programmes?

(a) Frequently
(b) At times
(c) Rarely
(d) Never

(v) Do you try to update your knowledge through
(a) Books
(b) Media
(c) Attending lectures, seminars, refresher courses etc.
(d) Any other means

(vi) At present are you pursuing
(a) Any academic course
(b) Non academic course
(c) None

(vii) Is your salary
(a) Satisfactory
(b) Not so satisfactory
(c) Unsatisfactory

(viii) In this school is there a staff-room for you?
(a) Yes
(b) No

(ix) Do you keep in touch with the parents of your pupils through
(a) Link book
(b) Telephone
(c) Calling parents to school
(d) Visiting pupil’s home
(e) All the above
(f) Any other way

(x) Do you try to know about the home environment of pupils?
(a) Yes
(b) No

(xi) Do you try to pay individual attention to each student?
(a) Always
(b) At times
(c) Rarely
(d) Never
(xii) Do you pay special attention to exceptional children?
(a) Yes
(b) No
(xiii) Would you welcome the supervision of your teaching?
(a) Yes
(b) No
(xiv) Are you open to constructive criticism of your teaching?
(a) Yes
(b) No
(xv) Do you teach
(a) Certain subjects
(b) All subjects
(xvi) Do you teach in
(a) LKG
(b) UKG
(c) Play way
(d) All the above
(xvii) Do you follow the sequence of the content of the books
(a) Flexibly
(b) Rigorously
(xviii) Do you follow any prescribed syllabus?
(a) Yes
(b) No
(xix) The syllabus of this school is prescribed by:
(xx) Do you follow the prescribed syllabus
(a) Rigorously
(b) May deviate from it
(xxi) Does your teaching method stress
(a) Learning by doing
(b) Learning by rote
(c) A combination of a & b
(d) Any other

(xxii) While teaching do you question students
(a) A lot
(b) Often
(c) Rarely
(d) Never

(xxiii) Do you motivate your pupils through
(a) Praise
(b) Reward
(c) a & b
(d) Criticism
(e) a & d
(f) Any other

(xxiv) Do you make students revise things taught earlier
(a) Often
(b) Rarely
(c) Never

(xxv) Do you drill things taught earlier
(a) Always
(b) Often
(c) Rarely

(xxvi) Do you use teaching aids
(a) Often
(b) At times
(c) Rarely
(d) Never

(xxvii) Is the amount of home work given by you
(a) Reasonable
(b) A lot
(c) Very less

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(d) None

(xxviii) Do you check the copy books
(a) Daily
(b) On alternate days
(c) Irregularly

(xxix) Do you encourage students to express their views
(a) Always
(b) Often
(c) Rarely
(d) Never

(XXX) Do you enjoy your job?
(a) Yes
(b) No

(XXXI) Any other information which you would like to provide:
SCHEDULES FOR OBSERVATIONS AND INTERVIEWS

1. SCHEDULES FOR OBSERVATIONS

(i) Administrative aspects

The following aspects were observed:

(a) Teacher-student ratio
(b) Various records and registers maintained by the nursery schools
(c) Methods of maintaining discipline
(d) Parents- teachers meetings

(ii) Infrastructural aspects

The following aspects were observed:

(a) School campus
(b) School building with its classrooms, hall, staff-room, office etc. and scope for future extension
(c) Playground and equipments

(iii) Curricular aspects

The following aspects were observed:

(a) Time table followed in the different classes
(b) Method of teaching and teaching aids
(c) Books and notebooks

2. SCHEDULES FOR INTERVIEWS

(i) Administrative aspects

Questions were asked to the respondents (Principals of the selected schools) on the following aspects:

(1) Goals set by the nursery school
(2) Student strength of the school and the year of its establishment.
(3) Ownership of the school
(4) Mode of admission of the students into the school
(5) Mode of recruitment of the teachers of the school
(6) Decision making by the school authorities.
(7) Working days and working hours of the school
(8) School transport system for the children.
(9) Records and registers maintained by the school
(10) Methods employed by the school to establish link with homes of the students.
(11) Supervision of the school.
(12) Consultation with experts by the school authorities.
(13) Human resource of the school.
(14) Inservice education of teachers of the school.
(15) Meetings between the principal and the teachers of the school.

(ii) **Curriculum of the preschools**

Questions were asked to the respondents (Principals and teachers of the selected schools) on the following aspects:

(1) The criteria for framing the curriculum.
(2) The academic and non-academic parts (activities and subjects) of the curriculum.
(3) The timetable followed in the different grades.
(4) The teaching method – presentation, questioning, teaching aids, home work, correction of written work, revision, medium of instruction, etc.
(5) Evaluation system of the preschools.
(6) Criteria for selecting textbooks.
(7) Type of notebooks used.

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