APPENDIX II

QUESTIONNAIRE

Sir/Madam,

The position of an education officer in an educational organisation is of paramount importance. He has to perform multifarious roles with a view to meet the emerging educational and social demands of the society.

In the recent years, responsibilities of the education officers have increased due to diversification of courses of study, expansion of scientific knowledge and development of education system as one of the biggest sector of employment. As a result, the education officers have been facing a number of challenging tasks. In fact, these tasks have become more complex over the recent years and complexity is likely to increase further in future.

This questionnaire seeks to investigate the administrative problems as perceived by you as an education officer working in the Education Department of the Union Territory of Chandigarh.

You are requested to respond in a free and frank manner as your responses will be kept confidential.

Hoping your valuable co-operation in this research investigation.

Yours faithfully,

(ARUN KUMAR SHARMA)
PART : I

Please carefully fill in your responses to the items given below in the space provided for the purpose or tick mark (✓) at the relevant places.

1. Full Name of the Education Officer

2. Designation

3. Name of the office

4. Age

5. Sex
   a) Male ( )
   b) Female ( )

6. Marital Status
   a) Married / Unmarried
   b) Widow / Widower
   c) Divorced / Separated

7. Qualifications:
   a) Educational:
      i) B.A./B.Sc./B.Com./Any other equivalent degree
      ii) M.A./M.Sc./M.Com./Any other equivalent degree
      iii) Any other educational qualification

   b) Professional:
      i) B.Ed. ( )
      ii) M.Ed. ( )
iii) M.Phil. ( )
iv) Ph.D ( )
v) Any other ________

8. Teaching Experience Acquired Before Becoming Education Officer:

<table>
<thead>
<tr>
<th>Experience as</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-5</td>
</tr>
<tr>
<td>a) Primary teacher</td>
<td></td>
</tr>
<tr>
<td>b) C &amp; V teacher</td>
<td></td>
</tr>
<tr>
<td>(Hi., Pbi., Skt. etc.)</td>
<td></td>
</tr>
<tr>
<td>c) T.G.T. (Master/Mistress)</td>
<td></td>
</tr>
<tr>
<td>d) Lecturer/P.G.T.</td>
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</tbody>
</table>

9. Administrative Experience Acquired Before Becoming Education Officer:

<table>
<thead>
<tr>
<th>Experience as</th>
<th>Years</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1-5</td>
</tr>
<tr>
<td>a) In charge of a Primary School</td>
<td></td>
</tr>
<tr>
<td>b) In charge of a Middle School</td>
<td></td>
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<tr>
<td>c) Head of a High/Secondary School</td>
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</table>
10. Administrative Experience as Education Officer:

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<tr>
<th></th>
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<th>above 20</th>
</tr>
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<tbody>
<tr>
<td>1-5</td>
<td>6-10</td>
<td>11-15</td>
<td>16-20</td>
<td></td>
</tr>
</tbody>
</table>

11. Existing Strength of Staff in your office:

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Administrative Officer</td>
<td>_____</td>
</tr>
<tr>
<td>b) Co-ordinator</td>
<td>_____</td>
</tr>
<tr>
<td>c) Superintendent</td>
<td>_____</td>
</tr>
<tr>
<td>d) Section Officer</td>
<td>_____</td>
</tr>
<tr>
<td>e) Accountant</td>
<td>_____</td>
</tr>
<tr>
<td>f) Assistant</td>
<td>_____</td>
</tr>
<tr>
<td>g) Stenographer</td>
<td>_____</td>
</tr>
<tr>
<td>h) Clerk</td>
<td>_____</td>
</tr>
<tr>
<td>i) Class IV employee</td>
<td>_____</td>
</tr>
<tr>
<td>j) Any other</td>
<td>_____</td>
</tr>
</tbody>
</table>
PART : II

Please consider carefully each problem area given below and enlist major administrative problems as perceived by you at the appropriate place.

1. PROBLEMS PERTAINING TO OFFICE STAFF

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. PROBLEMS RELATING TO SCHOOL PRINCIPALS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. PROBLEMS CONCERNING SCHOOL TEACHERS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. PROBLEMS PERTAINING TO CLASS IV EMPLOYEES

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________________________________________________________________________

________________________________________________________________________

5. PROBLEMS ARISING DUE TO INTERFERENCE OF EMPLOYEE UNIONS.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
6. PROBLEMS ARISING DUE TO INTERFERENCE OF TEACHER UNIONS.

7. PROBLEMS ARISING DUE TO INTERFERENCE OF STUDENT UNIONS.

8. PROBLEMS PERTAINING TO SUPERVISION AND INSPECTION OF OFFICE WORK.

9. PROBLEMS CONCERNING SUPERVISION AND INSPECTION OF SCHOOLS.

10. PROBLEMS PERTAINING TO CONDUCT OF EXAMINATIONS
11. PROBLEMS RELATING TO APPOINTMENTS.

12. PROBLEMS PERTAINING TO THE INTERFERENCE OF HIGHER AUTHORITIES IN THE OFFICIAL WORK.

13. PROBLEMS ARISING DUE TO THE INTERFERENCE OF POLITICIANS IN THE OFFICIAL MATTERS.

14. FINANCIAL PROBLEMS.

15. PROBLEMS RELATING TO PARENTS AND COMMUNITY.

16. PROBLEMS PERTAINING TO DEVELOPMENT ACTIVITIES.
17. PROBLEMS CONCERNING IMPLEMENTATION OF NATIONAL/STATE LEVEL EDUCATIONAL POLICIES AND PROGRAMMES.

18. PROBLEMS PERTAINING TO MAINTAINING BALANCE BETWEEN QUALITATIVE AND QUANTITATIVE EDUCATION.

19. PROBLEMS PERTAINING TO USE OF DISCRETIONARY POWERS.

20. PLEASE RECORD YOUR OPINIONS ON THE FOLLOWING ISSUES:

i) Are you satisfied with the existing pattern of educational administration? If so, what is the criterion of your satisfaction? If not, what is the source of your dissatisfaction?
ii). Enlist some major drawbacks of the present school-education administration.

iii). What suggestions do you offer to improve the existing educational administration?

Dated: ________________  Signature of the Education Officer