APPENDICES
APPENDIX-I
ROLE PERFORMANCE QUESTIONNAIRE

Supervisor:
Dr. (Mrs.) Asha Pandey
Reader

Investigator:
Km. Kusum Srivastava

Faculty of Education
B. H. U.
Kamachha, Varanasi

School | College
Name
Cast
Sex
Age

To be filled by the investigator:

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<th>Role</th>
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Instruction:

The present questionnaire contains some statements related to the different roles of Principal. Five alternatives (Always, Frequently, Occasionally Seldom, Never) have been given against each item. You have to express your opinion by ticking (√) anyone of the alternatives.

For example/उदाहरण:

—Our principal encourages the students to participate in co-curricular activities.

_ADO_  [ ] [ ] [ ]

Although there is no time limit but we request you to fill this questionnaire at your earliest. The informations provided by you will be used for research purpose only and will be kept confidential.

Please, go through each item carefully and express your opinion frankly.

Thanks!
Our Principal...

1. ...warns students about their attendance from time to time.
2. ...makes arrangement of substitutes for teachers on leave.
3. ...gives proper recognition to the constructive works of teachers.
4. ...takes appropriate action against any colleagues who absent himself/herself from work without leave.
5. ...acquaints the community leaders with the change of educational policy, new innovations of teaching method and techniques.
6. ...keeps the necessary policy matter confidential to himself/herself.
7. ...prepares students for participating Inter school competitions.
8. ...makes provision in the budget to introduce new programme in the light of national policy of education.
9. ...makes provision for holding competitions such as debate, essay writing etc. in the school.
10. ...frames the objectives in the perspective of overall national educational goals.
11. ...provides necessary physical facilities for the academic development of the teachers.
Our Principal...

12. ...motivates the teachers and students for organizing the various celebrations such as annual function, birth anniversaries (Jayanties) and national festivals etc.

13. ...evaluates the teaching methods of teachers on definite criteria by observing their classes.

14. ...encourages the teachers to present their ideas and opinions for constructive use.

15. ...has concern about the acceptance of his/her ideas and actions by the society.

16. ...sets the objectives of the school.

17. ...solves students problems of emotional adjustment and discipline efficiently.

18. ...consults with colleagues regarding their choice of classes before school programme is prepared.

19. ...makes arrangement for special classes for weak students.

20. ...regularly attends the various meetings called by administrators such as DEOs, DIOS etc.
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<td>22.</td>
<td>regularly takes certain number of classes.</td>
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<td>23.</td>
<td>takes an active interest in inviting educationists and dignitaries in the school.</td>
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<td>ensures that furniture, equipment and other facilities are adequate and in order.</td>
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<td>26.</td>
<td>procures money through forming Co-operative Society which raise fund by selling materials of daily use to teachers and students.</td>
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<td>encourages teachers and students to make better use of periodicals subscribed by the school.</td>
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<td>prepares the entire programme of co-curricular activities in consultation with teachers and students.</td>
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Our Principal...

21. helps teachers to deal with those students who create problem and need special attention in the class.

22. regularly takes certain number of classes.

23. takes an active interest in inviting educationists and dignitaries in the school.

24. ensures that furniture, equipment and other facilities are adequate and in order.

25. ensures that his/her office maintains various records systematically.

26. procures money through forming Co-operative Society which raise fund by selling materials of daily use to teachers and students.

27. encourages teachers and students to make better use of periodicals subscribed by the school.

28. often checks the answer books of the students in various examinations.

29. emphasizes strict compliance with rules.

30. prepares the entire programme of co-curricular activities in consultation with teachers and students.

31. grants leave judiciously as due to staff.
Our Principal...

32. ...takes care to invite members of the community in the school functions.

33. ...participates in the function of parent-teacher association.

34. ...takes care that needy students are provided books through the book bank in the school.

35. ...takes an active interest in organizing N.S.S., N.C.C. and such other youth service activities in the school.

36. ...takes care of the personal problems and grievances of the staff.

37. ...takes care that no student faces inconvenience in making use of laboratory or library.

38. ...provides suitable training facilities for some selected activities like athletics, scouting and civil defence etc.

39. ...decides the objectives in consultation with his/her colleagues.

40. ...organizes social and cultural activities in the school to interpret the school programme to the community.

41. ...actively associates himself/herself with professional bodies and associations.

42. ...devotes adequate time towards academic research work.
43. ...initiates policy formulation.
"...\textit{मीरा निर्देश की प्रारंभ करता / करती है।}

44. ...procures funds for promoting co-curricular activities from sources other than budget.
"...\textit{बजट के अंतर्गत अन्य संसाधनों से राहत सहायती किया जाता है एवं अन्य आय करता / करती है।}

45. ...involves his/her entire staff in preparation of school budget.
"...\textit{सीधी सहयोगी के हाथों का काम करता / करती है।}

46. ...carefully selects the activities which may help to develop the sense of co-operation, national integration etc. in the students.
"...\textit{सामाजिक एवं राष्ट्रीय जोड़ जाने के लिए सामाजिक गतिविधियों की सामर्थ्य करता / करती है।}

47. ...properly guides the students who come to him/her for selection of their courses of study.
"...\textit{स्कूल के पास के लिए निर्देशन करता / करती है।}

48. ...maintains good linkage with various socio-cultural and informational agencies.
"...\textit{सामाजिक सांस्कृतिक एवं जानकारी संस्थाओं के साथ जल्दी संचालित करता / करती है।}

49. ...ensures that advertisements relating to the school (vacancies, tenders, courses, meeting) are published well in stipulated time.
"...\textit{स्कूल के संबंध में जानकारी (वैकेंसी, तदनुसार, कोर्स, मिलिंग) के प्रकाशन का स्वीकृत समय पर संचालित करता / करती है।}

50. ...consults the managing committees/board of education on vital issues.
"...\textit{साधृभूमि की विषय रोज बनाता / देता है।}

51. ...thoroughly knows rules and regulations governing the school and its personnel.
"...\textit{स्कूल के नियम एवं नियमों की सामर्थ्य करते हैं।}

52. ...prepares a comprehensive programme of school activities in the light of objectives.
"...\textit{सीधी सहयोगी की भौतिक योजनाएँ जानकारी के सम्बन्ध में पूरा करता / करती है।}
Our Principal...

53. ...reads professional books/journals.

54. ...performs his/her financial responsibilities (receiving/distributing grant, fund, salary etc.) efficiently.

55. ...invites the guardians to discuss the problems which can help to remove the evils of the society.

56. ...takes interest to achieve threshold knowledge of various disciplines.

57. ...makes appropriate plans for allocation of the class rooms, laboratories, play ground etc.

58. ...takes interest in organizing S. U. P. W.

59. ...prepares elaborate agenda for various meetings.

60. ...allows freedom to the staff-members to come into his/her office frequently with their individual problems.

61. ...examines the teachers diaries regularly.

62. ...maintains good contacts with the board of education and other such agencies.

63. ...writes books/articles papers for professional journals.
Our Principal...

64. ...relates his/her plans and policies to existing pupil enrolment, staff, equipment, building, funds and services,

65. ...makes a report of the condition and progress of the school at the end of school years.

66. ...visits the staffroom for a casual chat with the staff members.

67. ...establishes a good relationship with parents and reports progress, problems and needs of the pupils.

68. ...improves academic standards through his/her supervisory encouragement.

69. ...makes effort for mobilizing additional financial resources for the school.

70. ...supervises the written work of students occasionally.

71. ...maintains good communication with the parents.

72. ...encourages the teachers to develop the creative attitude in leisure periods.

73. ...tries to keep himself/herself abreast with new and innovative teaching techniques.

74. ...motivates the teachers to participate in discussions.

75. ...effectively participates in the policy making process.
Our Principal...

- takes an active interest in the organization of teachers and students clubs, fair and exhibition in the school.
- readily meets the students who come to him/her regarding their personal problems.
- skillfully conducts the staff council meetings.
- encourages teachers to construct their own evaluation tools.
- makes provision for tutorial classes based on the teachers information.
- prepares the school budget for whole academic session carefully well in advance.
- takes an active interest to equip the school library with useful books and magazines.
- attends various programme (seminar, work shop, refresher courses etc.) related to his discipline and profession.
- ensures that the evaluation of the students is a continuous process in his/her school.
- regularly presents the various financial-accounts of the school before the managing body.
- prepares the scheme of different school activities with the help of his/her colleagues.

- takes an active interest in the organization of teachers and students clubs, fair and exhibition in the school.
- makes provision for tutorial classes based on the teachers information.
- prepares the scheme of different school activities with the help of his/her colleagues.
87. ...takes round of the school to ensure, if the instructional programme is running smoothly.

88. ...invites the opinion of his/her colleagues in selecting books and materials in their subject areas.

89. ...provides useful information to students for their future educational and vocational development.

90. ...ensures that classroom, sport grounds, school campus are properly maintained.

91. ...keeps himself/herself up to date with the latest development in his/her area of specialisation.

92. ...introduces job oriented courses relevant to the needs of the society.

93. ...takes active interest in students welfare activities like freeships, concessions, scholarships, loans etc.

94. ...participates graciously in celebrations of festivals of all communities.

95. ...delegates responsibilities according to suitability of staff members for their efficient functioning.

96. ...acquaints his/her staff with the information which is developed/taken in the administrative meetings.
Our Principal...

97. ...collects information regarding classes taken by teachers each day.

98. ...gives proper advice to the managing body in the selection and appointment of teachers.

99. ...distributes awards and prizes to outstanding students for their creditable performance in co-curricular activities.

100. ...pays due honour to the invitees for the special functions.