

**Centre of Excellence in Teacher Education
Tata Institute of Social Sciences**

Tool 2: Headteacher Survey Questionnaire

Section-1 - School Profile

(Researcher to fill this section 1)

- Take a picture of the school enrollment (number of students, gender, classes, social category and fill the section 1)
- Take a picture of the teacher chart, if available (names of teachers, nature of the contract and date of joining etc.)
- Take a picture of the school timetable (class 3 and class 8)

1. a) and b) State and district:

Name of the state

- 1) Assam:
- 2) Meghalaya
- 3) Delhi
- 4) Chattisgarh
- 5) Orissa
- 6) Karnataka
- 7) Telangana
- 8) Punjab
- 9) Maharashtra
- 10) Bihar

District 1

- Darrang
- Ribhoi
- South East
- Sukma
- Nabarangpur
- Yadgir
- Bhadradi-Kothagudem
- Morga
- Nandurbar
- Muzaffarpur

District 2

- Kamrup Metro
- East Khasi Hills
- New Delhi
- Raipur
- Khordha
- Bangalore urban
- Hyderabad
- Chandigarh/ Mohali
- Mumbai
- Patna

2. Tehsil/block:

3. UDISE code: _____

4. Name of the school: _____

5. School level:

- a) 1- 5
- b) 1-8/ 1-7
- c) 1-10
- d) 1-12
- e) 6-8
- f) 6-10
- g) 6-12
- h) 9-10
- i) 9 -12
- j) 11-12
- k) others

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Name of field investigator:

6. Type of school management: Pvt/ Govt/ Aided/ Govt. Others/ Others
7. The total number of students in the school:
8. No. of female students in the school
9. No. of male students in the school
10. Number of students in different social categories:
 - a) General
 - b) OBC
 - c) SC
 - d) ST
 - e) Minority
 - f) Others
11. Type of school building:
 - a) Pucca
 - b) partially Pucca
 - c) Kutchha
 - d) tent
 - e) Dilapidated building
 - f) building under construction
12. Is the premises clean?
Yes/ No/Somewhat
13. Is there a boundary wall for the school building?
Yes/ no
14. Is the area in and around the school clean?
Yes/ No/Somewhat
15. Describe the school environment in a few sentences.

Section 2: School profile**(To be completed by the head teacher)**

16. Describe the environment of the school:
 - a) Rural
 - b) Urban
 - c) Semi-urban
 - d) semi-rural
 - e) Remote
 - f) hilly
 - g) others _____
17. No. of students with disabilities _____(enter no.)
18. What proportion of the schools' children are from out of the state? _____
19. What is the medium of instruction in the school? _____

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Name of field investigator: _____

20. What are the 2nd and 3rd languages taught in the school?

2nd languages: _____

3rd languages: _____

21. What are the first languages of the students? (Please note down each language and the approximate proportion of students)

22. What is the student catchment area?

a) Within a 1 km radius

b) 2- 3 km

c) More than 3 km

23. What is the year of starting the school? _____

24. Year of recognition:

a) Primary (1-5)- _____

b) High School (9, 10)- _____

c) Higher secondary school (11, 12)- _____

25. What are the school timings for the students?

26. What are the school timings for the teachers?

Section- 3- Teachers' Profile

27. Please mention your designation:

a) Headteacher/ Principal

b) Asst. Head teacher/ Vice- principal

c) Acting Headteacher

d) Incharge from another school

e) Incharge from the block/district

f) Others

28a. what is the number of teachers who are regular/permanent/long contracts (> 3 years) in your school?

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Name of field investigator:

28b. How many of them are men?

28c. how many teachers are contractual (short term of few months to <3years)/ad hoc/temporary.

28 d. How many of them are men?

28. What is the approximate PTR in the school?

- a) Primary school -
- b) Upper Primary -
- c) High school -

29. Does the school have a requirement for additional teachers/teacher vacancies? if yes, what is the requirement (number) and for what subjects/grades?

30. How do you determine the teacher requirement?

- a) It is as per the allocation to the school
- b) Based on the RTE/ board norms
- c) It is based on the number of sections added
- d) It is based on our need

31. What are the types of employment terms for the teachers in the school?

- a) Government appointment
- b) Yearly written contract
- c) Yearly verbal contract
- d) others

32. Does the school have multi-graded classes? Yes/ No

33. If yes,

Classes taught together

Number of students

34. Do you have any contracts with agencies for curricular inputs for science labs, library physical education, music and arts, ICT etc.? Please specify.

35. How is the teacher requirement for Physical education being met?

- a) we have a full-time teacher
- b) we have a part-time teacher
- c) we don't have a teacher and another teacher takes the class
- d) it's a free period
- e) we don't hold the classes regularly/ it is not in the timetable
- f) We have a requirement

36. How is the teacher requirement for arts being met?

- a) we have a full-time teacher
- b) we have a part-time teacher
- c) we don't have a teacher and another teacher takes the class
- d) it's a free period
- e) we don't hold the classes regularly/ it is not in the timetable
- f) We have a requirement

37. How is the teacher requirement for music being met?

- a) we have a full-time teacher
- b) we have a part-time teacher
- c) we don't have a teacher and another teacher takes the class
- d) it's a free period
- e) we don't hold the classes regularly/ it is not in the timetable
- f) We have a requirement

38. How is the teacher requirement for special education being met?

- a) we have a full-time teacher
- b) we have a part-time teacher
- c) we have a requirement
- d) we don't need a special educator

39. Did you/your teachers undergo training in special education?

40. Does the school offer any vocational subjects in

- a) High school-----
- b) Higher secondary-----

41. Are there teachers with disabilities?

42. No. of teachers who left the school last year.

43. No. of teachers who joined this year.

44. List the reasons for leaving the school

45. List all the reasons for hiring.

- a) replacement of teachers
- b) school expansion
- c) filling up existing vacancies
- d) others

46. Is there a retirement age for the teachers? How many will retire in the next three years

Section 4- Working conditions and governance

47. What are the main teaching challenges that teachers in your school face?

- a) High PTR b) motivating slow-learners c) lack of resources
 d) high workload e) students attendance issues f) students lack motivation
 g) parents are not supportive h) others- please mention

48. Which of the following is active in your school? (Tick all that apply)

- a) Edu. companies
 b) Ed.Tech companies
 c) Spl. Govt. interventions
 d) Textbook company
 e) NGOs
 f) Not applicable

49. When was the last visit by a CRP/official/ school inspector?

50. Do you have a PTA/ SMC? Yes/ No

51. When was the last time SMC/ PTA meeting was held?

52. Is there an issue of teacher absenteeism? Yes/ No

53. School infrastructure

Number

Classrooms
 Library
 Science Labs
 Computer lab
 Staff rooms
 Headteacher/ Principal room
 Playground
 Functional toilet for students
 Functional toilet for staff
 Teacher learning materials/kits
 Projector
 TV
 Kitchen (for mid-day meal)

54. Do you have the following non-teaching staff?

Librarian	Yes/No
Computer lab assistant	Yes/No
Science lab assistant	Yes/No
Cooking staff	Yes/No

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Name of field investigator:

Cleaning staff

Yes/No

55. Are there admin/ finance and other staff members available? How many?
56. Is there a separate staff responsible for data entry and maintenance? Yes/ No
57. Is CCTV installed in the school? When and what were the reasons?
58. Did you have any experience of violence or threat to safety issues in school from students/ parents/community/ local politics? Yes/ No
59. Do you face any issues with students' behaviour?
60. Rank the motivation level of teachers in the school, on a scale of 1-10 (1 being lowest and 10 being highest)
61. Does the school have internet access?
62. What is the length of time, you did not have enough teachers? (in this academic year)- deleting this.
63. What is the percentage of teachers who are punctual?
- a) More than 90%
 - b) More than 75%
 - c) More than 50%
 - d) Less than 50%
64. Can you share some examples of exceptional work done by your teachers such as recognition/ awards, etc.
65. If the school is remote, what are the provisions being made?
- a) Staff quarters
 - b) Bus services
 - c) Other facilities
 - d) No facilities are provided
 - e) Not remote
66. What are the hiring practices of the school? Please explain.

67. What do you look for when you hire teachers? (such as qualifications, mindset, knowledge and attitude)

68. What is the salary range you offer to teachers?

Primary school

High school

Higher secondary school

69. Do you have students from B.Ed/ D.Ed for practice teaching? Yes/ No

70. If yes, do you charge the B.ED/ D.Ed students? Yes/ NO

71. Do you have a WhatsApp group of all the teachers? Yes/ No

72. Thinking about the teachers in this school, how strongly do you agree or disagree with the following statements?

	Strongly disagree	Disagree	Agree	Strongly agree
a) Most teachers in this school strive to develop new ideas for teaching and learning				
b) Most teachers in this school are open to change				
c) Most teachers in this school search for new ways to solve problems				
d) Most teachers in this school provide practical support to each other for the application of new ideas				

73. What are the challenges you face as a headteacher? (Tick all that apply)

- a) Retaining teachers
- b) Fees collection
- c) Shrinking enrollment
- d) Teacher's motivation
- e) Students' motivation
- f) Attendance issues of students
- g) Parents are illiterate and not supportive
- h) Others

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Name of field investigator:

74. How has covid affected your institution? (Tick all that apply)

- a) Could not conduct classes online
- b) Parents could not pay fees
- c) Many students dropped out/withdrew
- d) Was not able to retain teachers
- e) Online classes were not effective
- f) Learning gaps among students

Section 5:

If govt. School

75. Have teacher issues come up for discussion in the SMC over the last two years? - Yes/
No

76. What was the last issue discussed in the SMC meeting?

- | | |
|--------------------------|--------------------------|
| a) Students' issues | b) teaching- learning |
| c) school infrastructure | d) teachers' absenteeism |
| e) teacher availability | f) None of the above |
| g) others _____ | |

77. Does the SMC play any role with respect to teacher hiring or teacher vacancies? - Yes/
No