

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

State of Teachers, Teaching, and Teacher Education Report 2023

GUIDELINES FOR FIELD INVESTIGATORS

As on 30th March 2023

Tata Institute of Social Sciences, Centre of Excellence Teacher Education, Mumbai is conducting field work for the research study “State of Teachers, Teaching, and Teacher Education Report 2023” (SoTTTER 2023)

1. Objectives of the study:

The Centre of Excellence in Teacher Education (CETE) at the Tata Institute of Social Sciences has planned a Biennial report series of ‘State of Teachers, Teaching and Teacher Education’. We are working towards our 2023 report which will **focus on teacher availability at schools, supply and demand**.

2. Research questions:

The research study seeks to address the following questions:

- 1) What is the supply of professionally qualified teachers (including the subjects and different levels) and what is its quality?
- 2) What and where is the demand for qualified teachers?
- 3) What is the status of supply and demand and deployment in relation to factors such as the size of the state, region (rural/urban), type of management of the school, and for different subject areas (all school subjects including arts, physical education, computer science, work education, and special education), and levels of school (early years, primary and secondary), school management? Are the Right to Education norms on teacher availability in schools met?
- 4) What are the demographic characteristics and trends of the teacher labour force? Does it reflect the population demography? What are the trends in feminisation?

The study will provide recommendations for comprehensive planning as suggested by the National Education Policy (NEP) 2020 for teacher availability, recruitment and deployment of teachers. This will help to ensure subject teachers' availability and deployment at the state and national levels.

The analysis draws on data from UDISE, PLFS, NAS etc in terms of secondary data, and it will also draw on primary data from schools and teacher education institutions in ten states, which

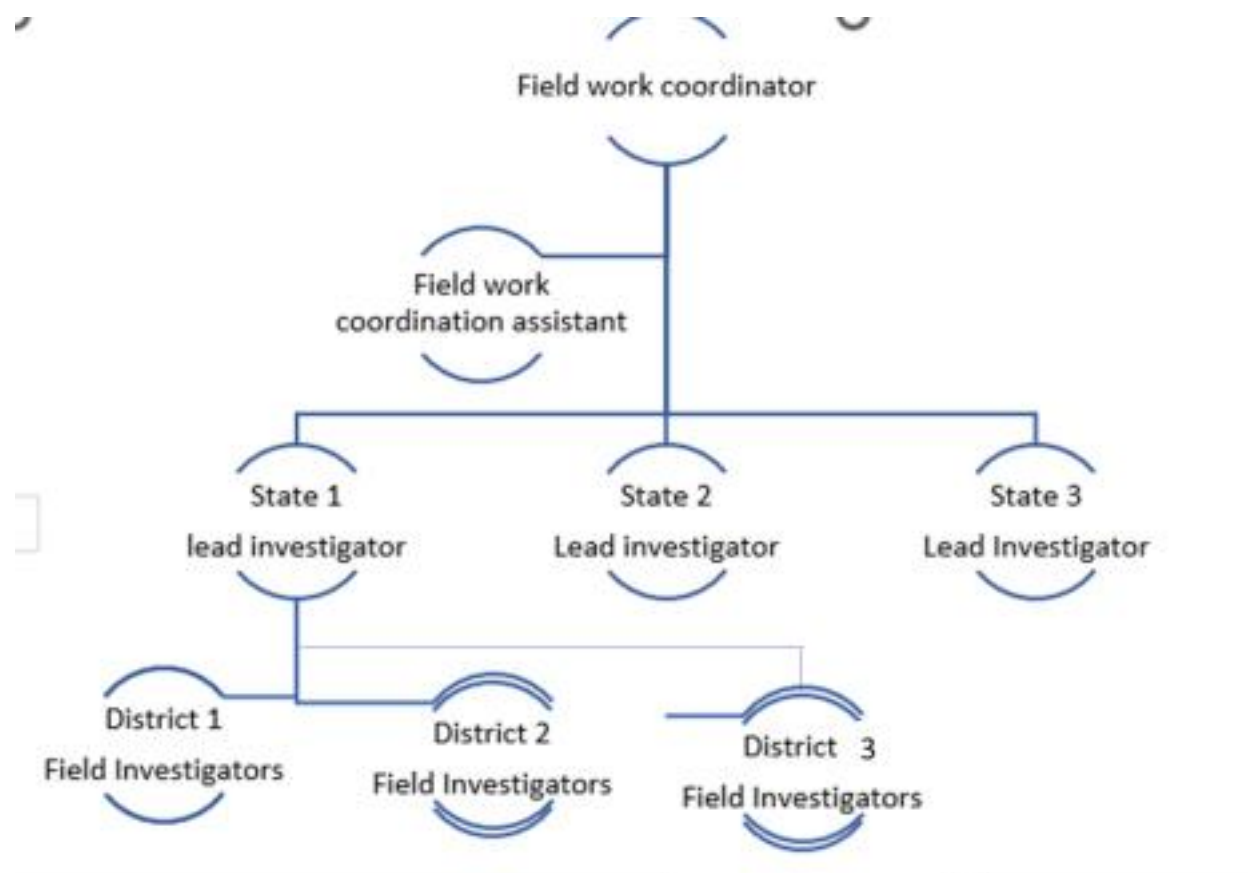
includes surveys of teachers, headteachers, heads of teacher education institutes, teacher educators and student-teachers.

3. Methodology for primary data collection:

As noted above, primary data collection will be carried out with teachers, head teachers, teacher educators, student-teachers, and department functionaries at the district and state levels, in ten states.

Each State will be led by a Lead Investigator and supported by a team of Field Investigators who will be a combination of paid field investigators and unpaid student interns. All travel and stay of all investigators will be compensated/reimbursable.

4. Teams



Field investigators may be paid or interns (unpaid); the same team may be allocated to work in both Districts or one for each. In the third district, only the lead investigator or an experienced field investigator will be required to visit and interview the DEO.

5. List of tools:

SN o	Name of tool	Type of tool	Mode of administration	Investigator
1	DEO Survey	Interview schedule	Interview (digitised by FI during or post completion)	Lead Investigator
2	Head Teacher Survey	Questionnaire Interview	(digitised by FI during or post completion)	Field investigator
3	Teacher Survey	Questionnaire Self administered	Google form or paper-pencil (digitised post completion)	Field investigator
4	Teacher- Teaching mapping form	Questionnaire/for m	Data from school records and Principal interview	Field Investigator
5	Teacher Educator Survey	Questionnaire Interview	(digitised by FI during or post completion)	Experienced Field investigator
6	Student Teacher Survey	Questionnaire Self administered	Google form or paper-pencil (digitised post completion)	Field investigator
7	Interview: Teacher Education Institution Principal	Interview schedule	Interview (digitised by FI during or post completion)	Lead Investigator and experienced Field investigator

8*	Interview: specialised teacher education institutions principal	Interview schedule	Interview (digitised by SP)	Special/Lead Investigators
	(*) This is a special interview schedule which is to be used in specialised TIEs such as physical education, special education, vocational teacher education, etc. which are included in the study over and above the state wise sample.			

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6. Sampling:

- The ten states selected for in-depth analysis include: Assam, Chhattisgarh, Delhi, Jharkhand, Karnataka, Maharashtra, Meghalaya, Punjab, Telangana, and Odisha. • Twenty-nine districts have been selected across these ten states (3 per state) for primary data collection and analysis.
- Out of these districts, two tehsils (one tehsil with the highest rural population and one tehsil with the highest urban population) have been chosen for comprehensive primary data collection.
- 35-45 schools and 5-6 teacher education institutions have been identified in both urban and rural areas in the tehsils on the basis of a number of criteria.

7. Details of district sample state-wise:

	State	State Capital Aspirational District District-1 District-2	Aspirational Addition al Special TEIs to be covered (*)	Status as on 29/3/2023, LI and tentative dates
1.	Assam	Kamrup Metropolitan DEO: Schools:	Darrang DEO Dhubri DEO/BEO:	TBC

		Schools: 35-40 (TBF) 35-40 (TBF) TEIs: 7	
2.	Chhattisgarh	Raipur Bastar DEO: Schools: 37 TEIs: 7 Korba DEO/BEO: DEO Schools: 36 TEIs: 5	LI: Saurav Mohanty
3.	Jharkhand	Ranchi DEO: Schools: 37 TEIs: 7 (TBF) Pakaur DEO: Schools: 33 TEIs: 7 (TBF) Ramgarh DEO/BEO:	LI: Harshvardhan
4.	Karnataka	Bangalore DEO: Schools: 40 TEIs: 7 Yadgir DEO: Schools: 34 TEIs: 5 Raichur DEO/BEO:	LI: Anitha c

5.	Maharashtra	Mumbai Nandurbar DEO: DEO: Gadchiroli DEO/BEO:	LI: Jyoti Bawane c

		Schools: 42 TEIs: 6	Schools: 43 TEIs: 6	
6.	Meghalaya	East Khashi Ribhoi Hill DEO: Schools: 10 TEIs: 7 (TBF)	NA DEO/BEO: DEO: Schools: 14 TEIs: 7(TBF)	
7.	Odisha	Khordha DEO:	Nabarangpur DEO:	LI TBD
8.	Punjab	Schools: 11 TEIs: 7 (TBF)	Schools: 12 TEIs: 7 (TBF)	LI: Kamlesh
		Mohali DEO:	Moga DEO:	
		Schools: 36 TEIs: 5	Schools: 34 TEIs: 5	
9.	Telangana	Hyderabad DEO:	Bhadradri-Kot hangudem/ Bhoopalapally DEO/BEO: Khammam DEO: Schools: 29 TEIs: 6	LI: Karthik

10.	Delhi	New Delhi South East South West A DEO/BEO: DEO: Schools: 33 TEIs: 7 (TBF) DEO: Schools: 41 TEIs: 7 (TBF)	LI: Harsh
11	Additional Special TEIs		

The full list of the schools and TEIs to be sampled will be provided by the CETE-SOTTTER-23 team.

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8. The detailed plan for data collection is as follows:

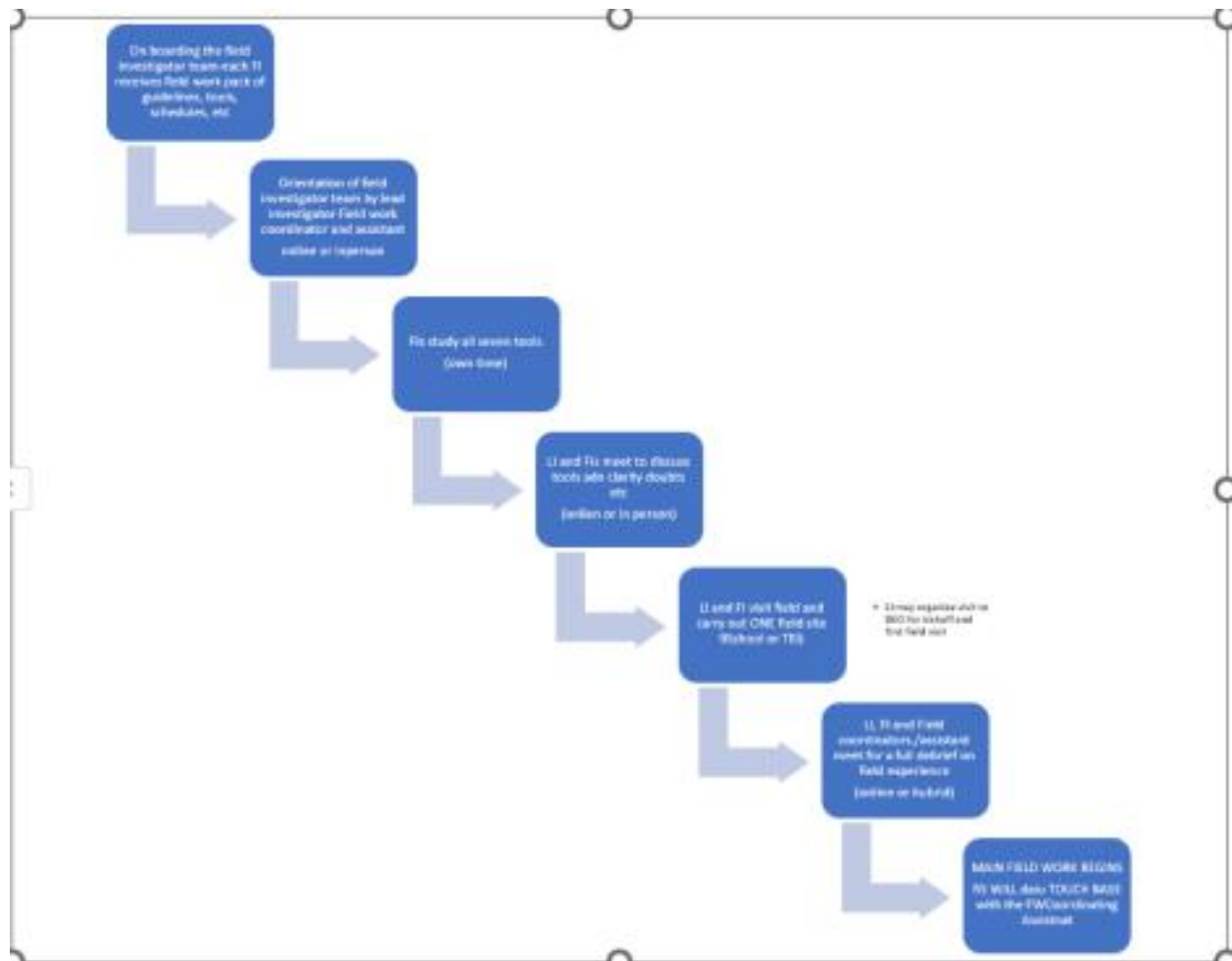
Unit	Respondent Number to be covered	Tools
School (Government, Private, Aided, others, and Composite, Primary and High schools)	Headteacher All heads in the school (in case there are separate heads for primary/middle/secondary etc).	Tool 2: Headteacher survey
School (Government, Private, Aided, others, and Composite, Primary and High schools)	Teachers 20 (maximum) in a school to cover all subject teachers (including PE, arts, music)	Tool 3: Teacher survey

<p>School (Government, Private, Aided, others, and Composite, Primary and High schools)</p> <p>Teacher education institution (Government, Private, Aided, and others)</p>	<p>Teachers OR School</p> <p>Head of School</p> <p>timetable and Register.</p> <p>Teacher educators 4 per teacher education institution</p> <p>From ALL teachers in the school: Basic information regarding teacher qualification (academic and professional) and subjects and grades s/he is teaching to be noted.</p>	<p>Tool 4: Teacher-Teaching mapping form</p> <p>Tool 5: Teacher educators survey</p>
<p>Teacher education institution (Government, Private, Aided, and others)</p>	<p>Student teachers 20 per teacher education institution</p>	<p>Tool 6: Student teacher survey</p>
<p>Teacher education institution (Government, Private, Aided, and others)</p>	<p>Head/ Principal of teacher education institution</p> <p>1 per teacher education institution</p>	<p>Tool 7: Profile of teacher education institution: interview questionnaire</p>
<p>District/block Education Office</p>	<p>District Education Officer/Block Education Officer</p> <p>1 per district/block</p>	<p>Tool 1: Education officer: interview questionnaire</p>

All tools will be in the form of spreadsheets/Google forms. A hard copy should be carried for areas without Internet access.

9. Guidelines for primary data collection:

9.1 Preparation for field work



9.3 Field work kit:

1. Digital version of all tools
2. Print-outs of all tools
3. Field work guidelines (print out)
4. Permission letters (print out)
5. Consent form
6. Sample and schedules
7. Field work progress reporting form

9.4 Forms

1. Field Investigator joining form
2. Lead Investigator team details form
3. Travel claim form
4. Travel voucher form
5. Field Investigator remuneration claim form

9.5 Field work

1. Each Field Investigator is expected to visit up to **12 schools and 2 teacher education institutions during the course of 3 weeks.**
2. At the beginning of each day, you are expected to check in with the primary data collection coordinator, who will be part of the SoTTTER core team and based in Bangalore.
3. Please make sure you have all the suitable permission letters (listed below) before you visit schools or teacher education institutions for data collection. You can contact the SoTTTER core team in case of any questions, or if any additional letters are required. This includes:
 - a. Letter from CETE, TISS to say that you are an authorised field investigator for the study.
 - b. Letter of permission from relevant state authority to CETE, TISS authorising and permitting us to undertake the study.
 - c. Other letters as may be decided and deemed to be necessary by your lead investigator, such as letter to the DEO.
4. Please commence data collection with a visit and meeting with the DEO office to explain your plan for data collection in schools. Similarly, if relevant, it may be useful to coordinate with the local DIET to explain your plan for data collection in teacher education institutions. You can contact the SoTTTER core team in case of any questions. When you visit the block, you may similarly also touch base with the BEO. The BEO office will also be able to provide you with mobile numbers of school heads etc and help you coordinate your visit to schools. DIET will help you coordinate your visits to TEIs.
5. Depending on the location, you are then expected to visit 1-2 schools or teacher education institutions in a day and collect data from the appropriate respondents.
6. While school/teacher education institution names, addresses, and contact details have been provided, please contact schools/teacher education institutions in advance before visiting for data collection if possible.
7. Please make sure you have made suitable travel arrangements before commencing local travel.
8. When possible, please collect data via Google Forms or the digital version of the tool itself for purposes of efficiency. Please also carry hard copies of the tools in case there are unanticipated connectivity problems.

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9. If you are using a hard copy, you are expected to digitize all the data on the same day itself and ensure it has been submitted in the appropriate format.
10. For each Google Form, there is a section on informed consent at the beginning of the form. Please ensure respondents are completing this section. For the interview, there is an informed consent form in the form of a Word document in the folder of tools. Please ensure respondents are completing this section.
11. At the end of each day, you are expected to complete a primary data collection tracker on a daily basis via a Google sheet, indicating the status of data collection.
12. The field work coordinating assistant will expect you to inform her daily about your progress of field data gathering and digitising the data.
13. For any concerns and questions, please be in touch with the focal point coordinating the

primary data collection in your state/district. This could be either someone based in state or the overall coordinator based in Bangalore.

14. In general, please be proactive and responsive in terms of communication, so that any issues can be addressed and the data can be collected in a timely manner without delaying the project timelines.
15. Carrying printout of tools for field investigators reference or for teachers to fill. For this requirement costs of printout etc will be reimbursed (not included in the basis honorarium). Please photocopy additional copies of the tools, based on need. Suggested numbers of print outs are as follows: Teacher survey- 10, Head teacher- 2, Teacher educators- 5, Student teachers- 5, TEI- Head- 2, Teacher- teaching mapping form- 2.
16. Please remember that field work is very expensive—it is not only your time and effort but also the time and effort of ALL respondents who give us valuable information. It is very important to respect their time, and carefully note EVERYTHINGS and complete all forms so that their time meaningfully contributes to the purpose of the study. Please be diligent and respectful.

10. Honorarium guidelines:

1. Field Investigators (paid) May be paid a total honorarium of INR 15000, which includes all local travel costs to cover a total of 10-12 schools/institutions, or Rs 1000/- per day per institution + field travel. This will be decided in consultation with the lead investigator and core team at CETE, TISS prior to the commencement of field work.
2. Field Investigators (only for student interns—unpaid): travel and stay will be compensated/reimbursed/arranged.
3. Lead investigators may recommend some advance to be provided towards field work travel etc. In case additional requirements are there for field visits/field work, please discuss with your lead investigator who will guide you on this matter. (Lead Investigators are requested to finalise these details in consultation with the SOTTTER field work team). The remaining amount will be released after the data collection is completed and all data has been submitted in digital form.
4. Please note that TDS of 10% will be deducted on the honorarium.