**Centre of Excellence in Teacher Education**

**Tata Institute of Social Sciences**

**Tool 2: Headteacher Survey Questionnaire (AS- 2023)**

**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 District 1 District 2**

1. Assam: Darrang Kamrup Metro
2. Meghalaya Ribhoi East Khasi Hills
3. Delhi South East New Delhi
4. Chattisgarh Sukma Raipur
5. Orissa Nabarangpur Khordha
6. Karnataka Yadgir Bangalore urban
7. Telangana Bhadradri-Kothagudem Hyderabad
8. Punjab Morga Chandigarh/ Mohali
9. Maharashtra Nandurbar Mumbai
10. Bihar Muzaffarpur Patna
11. **Tehsil/block:**
12. **UDISE code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
13. **Name of the school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
14. School level:
15. 1- 5
16. 1-8/ 1-7
17. 1-10
18. 1-12
19. 6-8
20. 6-10
21. 6-12
22. 9-10
23. 9 -12
24. 11-12
25. others
26. Type of school management: Pvt/ Govt/ Aided/ Govt. Others/ Others
27. The total number of students in the school:
28. No. of female students in the school
29. No. of male students in the school
30. Number of students in different social categories:
31. General
32. OBC
33. SC
34. ST
35. Minority
36. Others
37. Type of school building:
38. Pucca b) partially Pucca c) Kutchha d) tent

e) Dilapidated building f) building under construction

1. Is the premises clean?

Yes/ No/Somewhat

1. Is there a boundary wall for the school building?

Yes/ no

1. Is the area in and around the school clean?

Yes/ No/Somewhat

1. Describe the school environment in a few sentences.

**Section 2: School profile**

**(To be completed by the head teacher)**

1. Describe the environment of the school:
2. Rural b) Urban c) Semi-urban d) semi-rural

e) Remote f) hilly g) others\_\_\_\_\_\_\_\_\_\_\_

1. No. of students with disabilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter no.)
2. What proportion of the schools' children are from out of the state? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the medium of instruction in the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What are the 2nd and 3rd languages taught in the school?

 2nd languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3rd languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the first languages of the students? (Please note down each language and the approximate proportion of students)
2. What is the student catchment area?
3. Within a 1 km radius
4. 2- 3 km
5. More than 3 km
6. What is the year of starting the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Year of recognition:
8. Primary (1-5)- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. High School (9, 10)-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Higher secondary school (11, 12)-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. What are the school timings for the students?
12. What are the school timings for the teachers?

**Section- 3- Teachers’ Profile**

1. Please mention your designation:
2. Headteacher/ Principal
3. Asst. Head teacher/ Vice- principal
4. Acting Headteacher
5. Incharge from another school
6. Incharge from the block/district
7. Others

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

28b. How many 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?

1. What is the approximate PTR in the school?
2. Primary school -
3. Upper Primary -
4. High school -
5. Does the school have a requirement for additional teachers/teacher vacancies? if yes, what is the requirement (number) and for what subjects/grades?
6. How do you determine the teacher requirement?
7. It is as per the allocation to the school
8. Based on the RTE/ board norms
9. It is based on the number of sections added
10. It is based on our need
11. What are the types of employment terms for the teachers in the school?
12. Government appointment
13. Yearly written contract
14. Yearly verbal contract
15. others
16. Does the school have multi-graded classes? Yes/ No
17. If yes,

Classes taught together Number of students

1. Do you have any contracts with agencies for curricular inputs for science labs,library physical education, music and arts, ICT etc.? Please specify.
2. How is the teacher requirement for Physical education being met?
3. we have a full-time teacher
4. we have a part-time teacher
5. we don't have a teacher and another teacher takes the class
6. it's a free period
7. we don't hold the classes regularly/ it is not in the timetable
8. We have a requirement
9. How is the teacher requirement for arts being met?
10. we have a full-time teacher
11. we have a part-time teacher
12. we don't have a teacher and another teacher takes the class
13. it's a free period
14. we don't hold the classes regularly/ it is not in the timetable
15. We have a requirement
16. How is the teacher requirement for music being met?
17. we have a full-time teacher
18. we have a part-time teacher
19. we don't have a teacher and another teacher takes the class
20. it's a free period
21. we don't hold the classes regularly/ it is not in the timetable
22. We have a requirement
23. How is the teacher requirement for special education being met?
24. we have a full-time teacher
25. we have a part-time teacher
26. we have a requirement
27. we don't need a special educator
28. Did you/your teachers undergo training in special education?
29. Does the school offer any vocational subjects in
30. High school—--------------------------------------
31. Higher secondary—------------------------------------
32. Are there teachers with disabilities?
33. No. of teachers who left the school last year.
34. No. of teachers who joined this year.
35. List the reasons for leaving the school
36. List all the reasons for hiring.

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

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

**Section 4- Working conditions and governance**

1. 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

1. Which of the following is active in your school? (Tick all that apply)
2. Edu. companies
3. Ed.Tech companies
4. Spl. Govt. interventions
5. Textbook company
6. NGOs
7. Not applicable
8. When was the last visit by a CRP/official/ school inspector?
9. Do you have a PTA/ SMC? Yes/ No
10. When was the last time SMC/ PTA meeting was held?
11. Is there an issue of teacher absenteeism? Yes/ No
12. 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)

1. 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

Cleaning staff Yes/No

1. Are there admin/ finance and other staff members available? How many?
2. Is there a separate staff responsible for data entry and maintenance? Yes/ No
3. Is CCTV installed in the school? When and what were the reasons?
4. Did you have any experience of violence or threat to safety issues in school from students/ parents/community/ local politics? Yes/ No
5. Do you face any issues with students' behaviour?
6. Rank the motivation level of teachers in the school, on a scale of 1-10 (1 being lowest and 10 being highest)
7. Does the school have internet access?
8. What is the length of time, you did not have enough teachers? (in this academic year)- deleting this.
9. What is the percentage of teachers who are punctual?
10. More than 90%
11. More than 75%
12. More than 50%
13. Less than 50%
14. Can you share some examples of exceptional work done by your teachers such as recognition/ awards, etc.
15. If the school is remote, what are the provisions being made?
16. Staff quarters
17. Bus services
18. Other facilities
19. No facilities are provided
20. Not remote
21. What are the hiring practices of the school? Please explain.
22. What do you look for when you hire teachers? (such as qualifications, mindset, knowledge and attitude)
23. What is the salary range you offer to teachers?

 Primary school

 High school

 Higher secondary school

1. Do you have students from B.Ed/ D.Ed for practice teaching? Yes/ No
2. If yes, do you charge the B.ED/ D.Ed students? Yes/ NO
3. Do you have a WhatsApp group of all the teachers? Yes/ No
4. 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 tosolve problems  |  |  |  |  |
| d) Most teachers in this school provide practical supportto each other for the application of new ideas |  |  |  |  |

1. What are the challenges you face as a headteacher? (Tick all that apply)
2. Retaining teachers
3. Fees collection
4. Shrinking enrollment
5. Teacher’s motivation
6. Students’ motivation
7. Attendance issues of students
8. Parents are illiterate and not supportive
9. Others
10. How has covid affected your institution? (Tick all that apply)
11. Could not conduct classes online
12. Parents could not pay fees
13. Many students dropped out/withdrew
14. Was not able to retain teachers
15. Online classes were not effective
16. Learning gaps among students

**Section 5:**

**If govt. School**

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

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