

List of schools

1. Government Senior Secondary School, Gurgaon Boys, Gurgaon
2. Government Girls Senior Secondary School, Jacobpura, Gurgaon
3. Government Senior Secondary School, Sector 4/7, Gurgaon
4. Government Senior Secondary School, Silani, Sohna, Gurgaon
5. Government Senior Secondary School, Panchgaon, Pataudi, Gurgaon
6. Government Senior Secondary School, Khalilpur, Pataudi, Gurgaon
7. Government Senior Secondary School, Jamalpur, Farukhnagar, Gurgaon
8. Government Senior Secondary School, Mokulwas, F.Nagar, Gurgaon
9. Government Senior Secondary School, Darbaripur, Sohna
10. Government Senior Secondary School, Carterpuri, Gurgaon

Questionnaire for the School Principal

1. Name
2. Qualification- Phd/M.Phil/PGT/TGT
3. Experience –
4. How long have you been Principal?
5. What posts have you held?
6. How long have you been Principal of this school?
7. How long have you been living in this community?
8. How many students are there in the school?
9. How is the composition of the student group of this school? Boys/ Girls/ Caste/ Religion/ Economic background? Please give the students' profile
10. What do you know of the student's background- Parents' occupation/ education levels/socio-economic situation, etc?
11. What is the pass out rate of your school ?
  - (i) Class 12
  - (ii) Class X
  - (iii) Class IX
  - (iv) Class VIII
  - (v) Class VII
  - (vi) Class VI
  - (vii) Class V
12. What, in your view , are the steps to be taken to increase pass out rate and transition rate?

13. Do students drop out of school? At what stage is drop out maximum?
14. What, in your view, is the main reason for student drop out?
15. What do you think would be the solution to prevent student drop out ? and to retain them in school?
16. Are there any young people (school going age 6-18) in the community who are not enrolled in school?
17. What, in your view, are the reasons?
18. Do you have ant student with special needs in the school?
19. What special needs do they have?
20. Do you map the diversity of students and teachers in your school?
21. Any special activities in the school to promote diversity?
22. Are there special activities in the school to encourage or assist students from SC/ST, Girls and special needs students? If so, please describe them.
23. In a normal working day, what activity takes up maximum of your time?
24. What is the School vision? Motto? Objectives?
25. Is this known to all stakeholders? Students/ Teachers/ Staff/SMDC/ PTA/ Parents
26. What is your vision for the school?
27. What do you value most about your school?
28. What do you like most about your school?
29. What are the problems you face in running then school? How do you deal with them?
30. What are the key priorities of your school? How are these priorities arrived at?

31. Is there any practice of preparing an Annual/Bi Annual/ Five Yearly/ School Development Plan?
32. Do you send any information to the District about the school for preparing Annual Plan and Budget? Does the school keep a copy of it?
33. What data/ information do you send to the District? How often do you send this data?
34. In what ways do you yourself use the data sent to the district?
35. What types of training have you or/ and your staff had on data collection and completion of School DCF( Data Collection Form)?
36. Are you aware of the various funds that the school receives?
37. In the last year what funds has your school received under what head?
38. How do you decide on what and how to use the funds?
39. Are these decisions linked to the school development plan?
40. What role does the SMDC play in deciding the utilization of funds?
41. Who do you report to on the use of funds and what information do they require?
42. Please tell us about the teachers in your school. How many teachers are there?
43. On an average, how many years does a teacher stay/ posted in the school?
44. If you need more teachers, how do you get them?
45. How much time does it take for the school to get a new teacher after transfer/ retirement/ resignation?
46. Does the school have a timetable? How was it developed? Are there guidelines for making a timetable?
47. Could you share how teachers decide content/ lessons to teach?

48. Do the teachers share their lesson plans with you/ with Class/ with parents?
49. What are the Classroom Monitoring practices you follow?
50. How do teachers interact with students ? In school / Outside school/
51. Have you received any training under RMSA in the past one/ two/ three years?
52. What kind of training have you received?
53. What did you learn from the training?
54. Are there other ways in which you pursue professional development? (Online courses/ Personal study/Professional Group membership/ etc,? Please give examples
55. Does the school contribute to teachers' professional development in any way? Please give examples?
56. How often do your teachers go for training?
57. Have you noticed any changes in your school/ classrooms after the trainings you / your teachers attended?
58. Do you meet other fellow principals? How often?
59. Do you discuss issues/ problems faced by you in these meetings? Do these meetings help you get solutions for your school related problems?
60. What facilities would you like to have (more) in your school that will help students learn better/ more? For all/ for special needs /
61. How frequently are the facilities (labs/ libraries/ auditorium/playground/ sports equipment – used in the school?
62. What kind of policies do you have for student' safety in the school ?( For all/ for girls/ for special needs )

63. Is there a system / tool / process you use to review the performance of the school?
64. How often is this done?
65. Who does the review?
66. Who do you share the findings with?
67. What action is taken after the review?
68. Describe the biggest challenge your school is presently facing?
69. What are your suggestions to tackle it?
70. Do you interact with the parents of your students? How often does this happen? What is discussed most frequently in these interactions?
71. Does your school have an active SMDC? How often does the SMDC meet? What type of matters are discussed in the SMDC?
72. Have the SMDC members been trained under RMSA?

Questionnaire for Teachers

(For those teachers who have attended the training)

1. Name –
2. Post – TGT/PGT
3. Subject –
4. Medium – Hindi/ English
5. Experience – (a) How Long have you been teaching?  
(b) Where / Which school? (Govt/ Aided/ Private)
6. Which Class/ Classes do you teach? All girls/ All boys? Mixed?
7. What kind of methods/ Class room practices do you prefer to use while teaching? Please elaborate.
8. Where did you learn these methods?
9. How many RMSA trainings have you attended?
10. When did you attend the RMSA training? (Place, Date)
11. How many days was the training?
12. Was the training on the subject you are teaching?
13. How big was the group of teachers (How many teachers was in the training?)
14. Was it a purely subject training or general training?
15. How was the training conducted?  
Class Room /Lecture  
Exercises (Individual /Group)  
Discussions

Assignments

Presentations

16. Did you have any expectations from the training?
17. Did you have any problems in your teaching (eg; Communicating with the students/rapport with the students/ difficulty in transacting lessons/difficulty in assessment? etc). Please elaborate.
18. Did you have to do any reading during the training?
19. What is the content used in the training?
20. Were you aware of the Objectives /Goals of the training?
21. Have you attained/ achieved any of the Goals/Objectives? Yes/ No  
Give examples
22. Did you learn anything new in the training?
23. What did you learn in the training?
24. What have you done differently in your teaching as a result of this training?
25. Has your training methods/ style changed your style / method of teaching? Yes/ No Give examples
26. Are you communicating better/ teaching better using the new method of teaching? Yes/ No Give examples
27. Are you able to transact lessons better as a result of training? Yes/ No  
Give examples
28. Are you more able to assess student needs better as a result of training? Yes/ No Give examples
29. Are you able to differentiate different student needs better as a result of training? Yes/ No Give examples
30. Do you think your training and new methods make the students understand better? Yes/ No Give examples



31. Can you describe the practices you follow before training / after training?
  - (i) Knowledge of the subject
  - (ii) Ability to design Lesson Plans
  - (iii) Use of teaching aids
  - (iv) Comfort level while teaching/transacting the lesson
  - (v) Ability to communicate/ answer question to the students on this subject?
  - (vi) Ability to evaluate/ assess student learning in this subject?
  - (vii) Evaluating using summative forms of assessment.
  - (viii) Evaluating using formative forms of assessment.
  - (ix) Any other- Please describe
32. Do you think learning outcomes of students have improved with your new teaching methods?
33. Do you interact with the Principal? On what issues?
34. Do you speak to your Principal of your problems/ challenges? Please detail.
35. Do you communicate with the student's Parents ?
36. How? In meetings? or through notes? Please detail.
37. Do you have students of special needs in your class/classes?
38. Are you trained to teach special needs students?
39. Are you trained to teach Adolescent children?
40. Are you familiar with adolescent children's issues?
41. What kind of challenges you face while teaching adolescent children?
42. How do you handle the challenges you face?

Student Questionnaire

1. Name
2. Class
3. Do you attend school/ classes regularly?
4. Which subjects do you like?
5. How does the teacher teach this subject?
6. Describe the ways in which your teacher teaches in class. (methods, processes, and aids used?)
7. Do you ask the teacher questions?
8. Does the teacher ask you questions? Does he/she ask you to ask him/her questions?
9. What do you like about the classroom? What do you like about his /her way of teaching?
10. Who is your teacher?
11. Has there been any change in the way he/she conducts the classroom or teaching?
12. Has it helped you learn better?
13. Does the teacher give tests?
14. How much do you get in these tests?
15. Which subjects are more / most difficult for you?
16. How does your teacher teach this subject?
17. Who is your teacher?
18. Has there been any change in the way he/she conducts the classroom or teaching?

19. Has it helped you learn better?
20. Describe the ways in which your teacher teaches in class.(methods, processes, and aids used?)
21. Do you ask the teacher questions?
22. Does the teacher ask you questions? Does he/she ask you to ask him/her questions?
23. What do you like about the classroom? What do you like about his /her way of teaching?
24. What do you dislike about the teaching of this subject?
25. Does the teacher give tests?
26. How much do you get in these tests?
27. What other forms of assessment are used in addition to testing?
28. Do you observe any changes in the way your teachers teach after attending teacher training programmes?
29. Do you participate in class?
30. Does the teacher ask for volunteers for some tasks/work for the subject?
31. What classroom activities do you like?
32. Have you undergone Self Defense Classes organized by School?
33. Did you have to pay for these self defense classes?
34. Do you like these self defense classes?
35. Do you look forward to these classes?
36. Are they conducted in school or elsewhere?
37. Do you find self defense classes helpful? How?
38. Has Self Defense classes increased your confidence?
39. Do you feel you can defend yourself in a situation?
40. Has it helped you attend school regularly?

41. Do you sometimes go to the Lab for Science and Math or Environmental Studies classes?
42. Can you use the equipments there?
43. Do your teachers use the lab equipments?
44. Do you like sports? Name any sports activity you play
45. Do you play sports in school?
46. When do you have games period?
47. Do you look forward to these games/ sports period?
48. Does your school have any sports equipments?
49. Do you have a sports teacher?
50. Does your school have separate bathrooms/toilets for girls/ boys?
51. Are they clean?
52. Do you use the bathroom/toilet in school?

School Management Committee Member Questionnaire

1. Name -
2. Are you an SMC - Parent member /Deptt member/ School Staff member/ Community Member?
3. How often do you have SMC meetings?
4. Are discussions recorded and minutes of these meetings maintained?
5. Do you discuss students' academic performance / teachers posting/ teachers attendance/ school -classroom practices in these meetings?
6. What are the issues you discuss in SMDC meetings?
7. Have SMDCs members received training under RMSA?
8. When and Where were the trainings?
9. Who conducts these trainings?
10. What is the content of the training?
11. How many days were these trainings?
12. What have you gained from these trainings?
13. Have the way your SMDC functioned changed after these trainings?
14. What is the difference between your functioning (SMDC functioning) before and after the training?
15. How often do you visit the school/s? What is the main purpose of these visits? What happens as a result of these visits?
16. How often do you interact with the Principal?
17. Do you have any other form of interaction with the Principal or other SMDC members?
18. What has been / is your contribution to the SMDC?

19. Are you aware of the teachers' availability or non-availability in the school/s?
20. Are you aware of the School's academic performance?
21. How do you discuss this issue in the meetings?
22. Are you aware if there are PTM / PTA meetings?
23. Are you aware of the School Annual Plan? Are you (SMDC) involved in making the school annual plan?
24. What action does the school take on the SMDC meeting decisions/recommendations?

State/District Officials Questionnaire

1. Name-
2. Post-
3. Experience in the post/How long have you been working in this post?
4. Previous experience-
5. What is your role/ function?
6. How are you involved in the preparation of the AWP&B?
7. What is your role in the preparation of the AWP&B?
8. What data do you use? How did you collect/ get the data?
9. Do you use this data for any other activity?
10. What are the quality interventions/ activities you would like to include in the plan?
11. What are the quality interventions/ activities actually included in the plan?
12. How much funds do you budget for quality interventions? (Annual/in the past five years)
13. How much is actually allocated? (Annual/in the past five years) (Annual)
14. How much is spent? (Annual/in the past five years)
15. Do you have an officer/ official in charge of quality interventions?
16. How long has he/ she been discharging this function?
17. How do you plan the implementation of these various interventions?
18. What types of training have you undergone?

## **Teachers**

19. How do you plan for deployment of teachers?
20. What are the challenges?
21. Is there shortage of teachers?
22. Which subject teachers posts are the most difficult to fill? Why?
23. How do you plan for recruitment of teachers?
24. What are the challenges?
25. How do you plan for teacher training?
26. What kinds of training do you plan and carry out?
27. Can you describe the process for teacher training implementation?
28. What are the challenges?
29. What output/outcomes do you look for in teacher training implementation?
30. What kind of monitoring/ evaluation do you have for these trainings?
31. Do you have a baseline indicator for teacher performance?
32. Do you look at classroom practice improvement?
33. What indicators do you have in this baseline?
34. Any review conducted / assessment conducted for teachers' performance after training? Please explain in detail for the different classes?
35. Has the data shown any improvement for teachers' performance after training?
36. Do you have a baseline for student learning outcomes for different classes/ grades?
37. Has there been any improvement in student learning outcomes after teachers' training?



38. What is your assessment of the quality of teaching in your district/ State?
39. Are your teachers' trained in handling/teaching special needs children?
40. Do you have Counsellors in schools?
41. Are teachers training in for Student Counsellor function?

### **School Performance**

42. Do you have a system of School assessment/ Performance report?
43. Do you plan / carry out trainings for the Principals?
44. Please describe in detail.
45. In your assessment, is there any data based result of improvement of school performance linked with Teacher's training?
46. In your assessment, is there any data based result of improvement of school performance linked with Principals' training?
47. Do the schools in your district/ State have active SMDCs?
48. How often do you visit the schools in your district/ State?
49. Any other information.

SCERT Questionnaire

1. How many RMSA trainings has SCERT conducted?
  - i. Induction Training
  - ii. Annual/ Refresher Training (Subject Training/ Adolescent Student issues training/ Communication skills/ other – Please mention)
  - iii. Principal / Leadership Training
  - iv. Specialised Training (please give details?)
  - v. Any other training
  
2. Are these trainings conducted every year?
3. What is the duration of the training (number of days?)
  - i. Induction Training
  - ii. Annual/ Refresher Training ( Subject Training/ Adolescent Student issues training/ Communication skills/ other – Please mention)
  - iii. Principal / Leadership Training
  - iv. Specialised Training (please give details?)
  - v. Any other training
  
4. From which year have they been started?
5. How many batches of teachers have been trained?
  - i. Induction Training
  - ii. Annual/ Refresher Training (Subject Training/ Adolescent Student issues training/ Communication skills/ other – Please mention)
  - iii. Principal / Leadership Training

- iv. Specialised Training (please give details?)
- v. Any other training
  
6. How many teachers in a batch?
7. How is the selection of teachers trainees from schools decided?
8. What are the main objectives of the training?
9. How do you measure the achievement of these objectives?
10. Is there any measurable scale to assess the achievement of these objectives in the training?
11. Are these teachers assessed in the training?
12. Are they given exercises/ assignments/ readings?
13. Do all teachers attend all the days of the training?
14. Is there any follow up/ refresher course for these teachers who have undergone training?
15. Is there any need assessment of teacher training needs?
16. How is this done?
17. How is the training content developed?
18. How do you select Master Trainers?
19. Who trains the Master Trainers?
20. What kind of training Manuals are they given??
21. Do these Master Trainers go to the districts to give training?
22. Is there any monitoring of these trainings? At SCERT? At District level?
23. Who does the monitoring?
24. Do you think teachers apply the learning from these trainings in their classroom?
25. Has any evaluation taken place?