

Questionnaire for Principals

Respected Principals,

As a part of my research work, I have constructed Questionnaire to know your views on Teacher Evaluation System in Elementary Schools of Tapi District. For this purpose, I request your kind cooperation. I assure you that the data collected will be kept confidential and used for research purpose only.

Thanking You,

Yours truly,

Ganga Thapa

Instructions

1. Write your personal information in the space provided below.
2. There are several questions to know your views. Please provide correct information.
3. All the questions for which more than one answer can be selected are given in bold style.
4. Please provide the answer to all the questions. If a question seems not applicable to you, please write, "NA".

Name of Teacher _____

Name of School _____

Designation: Principal **Experience:** _____

Questionnaire for Principal

1. Do you think there is a need of teacher evaluation system?

Yes ☐ No ☐

1.1. If yes, mention major objectives of teacher evaluation?

2. Is there any teacher evaluation system in your school decided by government?

Yes ☐ No ☐

2.1. If no, by whom it is decided? _____

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3. Are the teachers involved in deciding following objectives?

The Objectives of Teacher evaluation

The Objectives of own achievement for the present year

4. Do you communicate teacher evaluation criteria/standards to your teachers?

Yes

No

4.1. If yes, how do you communicate it to teachers?

Oral

Written

4.2. Mention criteria/standards. _____

5. Under which programs the teachers' performance is evaluated?

Gunotsav

Inspection by external agency

SSA

Own institute program

Any Other

5.1. If any other, mention here _____

6. Is there any readymade format/proforma being used for evaluation of teacher evaluation?

Yes

No

6.1. If yes, mention the title of format/proforma _____

6.2. If yes, were the teachers involved or taken their suggestions in designing teacher evaluation format or process?

7. Which source of teacher evaluation is followed in your school?

- | | |
|-------------------------------------|--------------------------|
| Self-evaluation by teachers | <input type="checkbox"/> |
| Peer evaluation of teachers | <input type="checkbox"/> |
| Student evaluation of teachers | <input type="checkbox"/> |
| Evaluation of teachers by superiors | <input type="checkbox"/> |
| Resource Person | <input type="checkbox"/> |
| Review of report | <input type="checkbox"/> |
| Any other | <input type="checkbox"/> |

If any other, mention here _____

8. Which method/technique do you follow to evaluate teachers?

- | | |
|-----------------------------------|--------------------------|
| Observation of classroom teaching | <input type="checkbox"/> |
| Interview | <input type="checkbox"/> |
| Review of performance | <input type="checkbox"/> |
| Evaluation of student performance | <input type="checkbox"/> |

9. Do you inform your teacher about your plan/ schedule to evaluate teachers in advance?

Yes ☐ No ☐

9.1. If yes, how many days before? _____

9.2. If yes, which kind of preparation is done by the teachers? _____

10. Do you do some preparation before evaluating teacher?

Yes ☐ No ☐

10.1. If yes, what kind of preparation done by you? _____

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11. How often is it possible for you to devote time for evaluation of an individual teacher usually in a year?

Once in a year	<input type="text"/>	Four time in a year	<input type="text"/>
Twice in a year	<input type="text"/>	More than four time	<input type="text"/>
Thrice in a year	<input type="text"/>		

If more than four time, mention how many times? _____

12. How much time is it possible for you to devote for evaluation of an individual teacher?

5 minutes	<input type="text"/>	10 minutes	<input type="text"/>
20 minutes	<input type="text"/>	1 period	<input type="text"/>

13. Do you take help from your staff for teacher evaluation if you needed?

Yes No

13.1. If yes, whose help do you take for teacher evaluation if you needed?

Vice principal	<input type="text"/>	Supervisor	<input type="text"/>
Senior Teachers	<input type="text"/>	Any other	<input type="text"/>

If any other, please write whose help _____

14. On which of the following basis performance of teachers is evaluated?

Planning (annual & daily lesson)	<input type="text"/>
Teaching Learning process	<input type="text"/>
Community approach	<input type="text"/>
Co- curricular activities	<input type="text"/>
Result of students/performance of the student	<input type="text"/>
Organizing / Involvement in Intra, Inter house	<input type="text"/>
Committees	<input type="text"/>
Personal attributes	<input type="text"/>
Assessment Tools, Planned Tools, Adopted	<input type="text"/>
Any other	<input type="text"/>

If any other, please write here _____

15. Which of the following dimensions do you consider for evaluating teacher's performance in the classroom?

Lesson Planning	<input type="checkbox"/>
Performance of students	<input type="checkbox"/>
Methodology in teaching	<input type="checkbox"/>
Mastery on subject matter	<input type="checkbox"/>
Teacher's Communication skill	<input type="checkbox"/>
Effective use of blackboard	<input type="checkbox"/>
Use of TLM & technology	<input type="checkbox"/>
Classroom management	<input type="checkbox"/>
Participation of students	<input type="checkbox"/>
Recapitulation	<input type="checkbox"/>
Reinforcement	<input type="checkbox"/>
Capacity to adhere to time schedule	<input type="checkbox"/>
Analytical ability & Assessment	<input type="checkbox"/>
Attitude of work	<input type="checkbox"/>
Sense of responsibility	<input type="checkbox"/>
Maintenance of discipline	<input type="checkbox"/>
Interpersonal relationship	<input type="checkbox"/>
Accomplishment of work timely	<input type="checkbox"/>
Students Attendance	<input type="checkbox"/>
Daily Planning of teachers	<input type="checkbox"/>
SCE	<input type="checkbox"/>
Students work recorded according to milestone (Pragna)	<input type="checkbox"/>
Co-curricular Activity	<input type="checkbox"/>
Any other	<input type="checkbox"/>

If any other, mention here _____

16. Do you take surprise visit of classroom?

Yes ☐ No ☐

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17. Do you think window observation of teachers while walking on the corridor also makes performance of teacher effective?

Yes ☐ No ☐

18. Do you get adequate co-operation from your teachers in the process of teacher evaluation?

Yes ☐ No ☐

18.1. If yes, what are the major reasons behind it? (Give following list 1 to 4 number on the basis of you experience)

Good Mutual relationship	<input type="checkbox"/>
Compulsory for teacher to be evaluated	<input type="checkbox"/>
Teachers' want to prove his/her worth	<input type="checkbox"/>
Teachers' aspiration to improve performance	<input type="checkbox"/>
Any other	<input type="checkbox"/>

If any other, mention here _____

18.2. If no, why don't they co-operate you? _____

18.3. What kind of co-operation do you expect from your teachers? _____

19. Do you give feedback to your teachers?

Yes ☐ No ☐

19.1. If yes, do you provide timely feedback to your teachers?

Most of the times	<input type="checkbox"/>	Sometimes	<input type="checkbox"/>
Every time	<input type="checkbox"/>	Never	<input type="checkbox"/>

19.2. How do you give feedback to your teachers?

Individually ☐ Generally in meeting ☐ Both ☐

19.3. Which types of feedback do you feel more effective?

Positive ☐ Negative ☐ Both ☐

20. Do you feel that the teachers put your advice into practice?

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Yes ☐ No ☐

20.1. If yes, how often do they put it in practice?

Every time ☐ Most of the times ☐ Sometimes ☐

21. Is there regular follow up work done after teacher evaluation?

Yes ☐ No ☐

21.1. If yes, which kind of it?

Guidance ☐ Training ☐ Any other ☐

If any other, mention here _____

22. Is your teacher given grade on the basis of their performance by you?

Yes ☐ No ☐

22.1. If yes, what is your role as a principal in the procedure of grading teacher?

As a evaluator to evaluate teacher ☐

As a reviewer to review performance of teacher ☐

Any other ☐

22.2. On What basis grade is given to teacher?

Assessment of work output ☐

Assessment of personal attributes ☐

Any other ☐

23. How does your school authority encourage teachers for better performance?

Certificate for best performance ☐ Award ☐ promotion ☐

Increment in Teacher's salary ☐ Recognition ☐ Any other ☐

If any other, mention here _____

24. In which type of document do you keep data of teacher evaluation as a proof or final report?

Confidential Report ☐ Logbook ☐

Readymade Performa ☐ Any Other ☐

If any other, mention here _____

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25. Do you show the data/report of teacher evaluation to your teacher?

Yes ☐ No ☐

25.1. If yes, When?

Logbook: Every time ☐ sometime ☐
Confidential Report: Every time ☐ sometime ☐
Readymade Performa: Every time ☐ sometime ☐
Any other _____ Every time ☐ sometime ☐

25.2. If yes, when do you show your evaluation report /note to the teachers?

	Adverse remarks given	teacher asks for it	As a part of regular practice
Logbook:			
Confidential Report:			
Readymade Performa:			
Any other _____			

26. Do you send the teacher evaluation report to any office/ officer?

Yes ☐ No ☐

26.1. If yes, mention the name of the office/officer _____

26.2. Mention, what does s/he consider while reviewing teacher evaluation report?

Objective completion ☐
Strength ☐
Shortfalls ☐
Constrain ☐
Extraordinary Achievement ☐

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Significant failure

☐

26.3. What are the general remarks given by officer? _____

27. Do you feel that teacher evaluation provides rationale for the decisions making such as the following?

Tenure

☐

Reward

☐

Promotion

☐

Transfer

☐

Training

☐

Counseling

☐

Any other

☐

If any other, mention here _____

28. Have you got training for teacher evaluation?

Yes

☐

No

☐

28.1. If yes, how many days of training? _____

29. Do you pay more attention to evaluate the performance of a novice teacher than an experienced teacher?

Yes

☐

No

☐

29.1. If yes why? _____

29.2. If no why? _____

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30. Do you face difficulties in teacher evaluation in your school?

Yes ☐ No ☐

30.1. If yes, which kind of them

Time Constrain	<input type="checkbox"/>		
Resource constrain	<input type="checkbox"/>	Human Resource	<input type="checkbox"/> Physical Resource <input type="checkbox"/>
Workload	<input type="checkbox"/>		
Paper work for evaluation	<input type="checkbox"/>		
Online submission of data	<input type="checkbox"/>		
Negative attitude of teachers	<input type="checkbox"/>		
Lack of evaluator's training	<input type="checkbox"/>		
Any other	<input type="checkbox"/>		

If any other, mention them here. _____

31. Do you have the power to take action against poor performance of the teacher?

Yes ☐ No ☐

31.1. If yes, state the types of action which you can take. _____

31.2. If no, what kind of power do you really need? _____

32. Is there teacher evaluation system besides government/organization decided evaluation system?

Yes ☐ No ☐

(If answer is yes, attempt question no. 32.1 to 32.7)

32.1. If yes, by whom it was initiated? _____

32.2. Are the teachers allow to decide objectives of achievement by themselves in this evaluation system?

Yes ☐ No ☐

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32.3. What is the method of evaluation? _____

32.4. Write the procedure of teacher evaluation mentioned above. _____

32.5. Do the teachers feel comfortable during teacher evaluation?

Yes ☐ No ☐

32.6. How is the feedback given by initiator?

Positive ☐ Negative ☐ Both ☐

32.7. Write advantage of teacher evaluation system initiated by initiator? _____

33. Do you find following kind of evaluation is done timely in your school by the following evaluators? (Tick under appropriate option)

No.	Evaluator	Most of time	Sometimes	Never
1	Evaluation done by teachers (self-evaluation)			
2	Evaluation done by supervisor			
3	Evaluation done by vice principal			
4	Gunotsav by external evaluator			
5	Evaluation done by Educational inspector			
6	Evaluation done by the co-teachers (peer evaluation)			
7	Evaluation done by the students			
8	Evaluation done by external evaluator			
9	CRC Co-ordinator			
10	Any other			
11				
12				
13				

If any other, Mention in row number 11 to 13 and tick under appropriate option.

34. Which of the following evaluators gives timely feedback in your school?

Vice principal ☐

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Supervisor	<input type="checkbox"/>
Educational inspector	<input type="checkbox"/>
CRC Co-ordinator	<input type="checkbox"/>
BRC	<input type="checkbox"/>
BRP	<input type="checkbox"/>
Co teacher	<input type="checkbox"/>
Students	<input type="checkbox"/>
Any other	<input type="checkbox"/>

If any other, mention here _____

35. Which of the following evaluators does follow up work timely in your school?

Vice principal	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>
Educational inspector	<input type="checkbox"/>
CRC Co-ordinator	<input type="checkbox"/>
BRC	<input type="checkbox"/>
BRP	<input type="checkbox"/>
Co teacher	<input type="checkbox"/>
Students	<input type="checkbox"/>
Any other	<input type="checkbox"/>

If any other, mention here _____

36. Are you satisfied with the present evaluation system?

Yes ☐ No ☐

36.1. If no, give reasons for your dissatisfaction. _____

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37. Do you feel there is need of some changes in the existing teacher evaluation system?

Yes ☐ No ☐

37.1. If yes, give your valuable suggestions for improvement of the teacher evaluation system?
