

APPENDIX II

DATA COLLECTION TOOLS

FOOL-1

" A CRITICAL STUDY OF ORGANIZATION,  
PROGRAMMING AND FINANCES OF  
COLLEGES OF EDUCATION FOR SECONDARY  
SCHOOL TEACHERS IN GUJARAT "

495

Shri B. D. Shah College of Education  
MODASA, Dist. Sabarkantha

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**A. Brief History of the Institution.**

(Establishment)

1. Name of the Institution : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Year of Establishment : \_\_\_\_\_
4. Name of the Management : \_\_\_\_\_  
\_\_\_\_\_

5. Type of Management : Check (✓)

- ( i ) University Department
- ( ii ) University College
- ( iii ) Government College
- ( iv ) Private Aided College
- ( v ) Private Unaided College
- ( vi ) Any other type

6. Specific objectives of establishing the Institution :

- ( i ) \_\_\_\_\_
- ( ii ) \_\_\_\_\_
- ( iii ) \_\_\_\_\_
- ( iv ) \_\_\_\_\_
- ( v ) \_\_\_\_\_

7. Persons who took leadership in establishing the Institution (with their profession) :

	Name	Profession
( i )	_____	_____
( ii )	_____	_____
( iii )	_____	_____
( iv )	_____	_____
( v )	_____	_____

8. Initial financial resources and their adequacy for running the institution, and maintaining satisfactory standards :

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### B. Management

1. What is the size (total membership) of the managing body ?
2. How is the managing body constituted ?
 

	Yes/No	How many ?
( i ) Appointed	<input type="checkbox"/> Yes/No	_____
( ii ) Nominated	<input type="checkbox"/> Yes/No	_____
( iii ) Elected	<input type="checkbox"/> Yes/No	_____
3. A. What is the nature of the membership of the managing body ?
 

<input type="checkbox"/> Educationist	<input type="checkbox"/> Political leader
<input type="checkbox"/> Pleader	<input type="checkbox"/> Business man
<input type="checkbox"/> Donor	<input type="checkbox"/> Any other

B. Which type of membership is in majority ?  
\_\_\_\_\_
4. What is the duration of the term of the office of a member ? \_\_\_\_\_
5. To what extent does the managing body determine
  - a. the policy of the college ? \_\_\_\_\_  
\_\_\_\_\_
  - b. the selection of the teaching staff ? \_\_\_\_\_  
\_\_\_\_\_
  - c. size of the students' enrolment ? \_\_\_\_\_  
\_\_\_\_\_
  - d. the text-books to be used in the college ? \_\_\_\_\_  
\_\_\_\_\_
  - e. purchases for the College Library ? \_\_\_\_\_
  - f. purchase of the College Equipment ? \_\_\_\_\_
  - g. promotion of the staff ? \_\_\_\_\_
6. a. Has the College Principal a place on the managing body ? Yes/No.  
 b. If "Yes," state the nature of his representation and functioning :
 

( i ) Full member	<input type="checkbox"/>
( ii ) Ex. officio secretary	<input type="checkbox"/>
( iii ) His voice in decision-making process	<input type="checkbox"/>
( iv ) Only consulted sometimes in taking decisions	<input type="checkbox"/>
( v ) any other _____	

7. a. Has the College any Advisory Committee of educational experts? Yes/No.
- b. If "Yes" state
- ( i ) size \_\_\_\_\_
- ( ii ) composition \_\_\_\_\_
- ( iii ) effectiveness in terms of the acceptance of their advice by the Managing Committee and the College Principal :—
- a. Very much \_\_\_\_\_
- b. Somewhat \_\_\_\_\_
- c. Not at all \_\_\_\_\_
8. a. Has the college framed service condition rules for the teaching staff and clerical staff? Yes/No
- b. If "Yes" state
- ( i ) Who framed them? \_\_\_\_\_
- ( ii ) Are they approved by the university? Yes/No
- ( iii ) Are they comparable with those in University Departments or Government Colleges? Yes/No
- ( iv ) Are these conditions written down and given to the staff on appointment? Yes/No
9. How would you describe the attitude of the Management to the Staff?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (Understanding, reasonable, encouraging, broadminded, autocratic, democratic etc.)
10. State, in actual functioning, the nature of relationship of the managing body with
- ( i ) the university \_\_\_\_\_
- \_\_\_\_\_
- ( ii ) the State Government \_\_\_\_\_
- \_\_\_\_\_

( iii ) the Local community \_\_\_\_\_  
\_\_\_\_\_

11. State the general nature of the image of the Management among

( i ) students \_\_\_\_\_  
\_\_\_\_\_

( ii ) staff \_\_\_\_\_  
\_\_\_\_\_

( iii ) university \_\_\_\_\_  
\_\_\_\_\_

( iv ) Government \_\_\_\_\_  
\_\_\_\_\_

( v ) local community \_\_\_\_\_  
\_\_\_\_\_

( vi ) in the community of Teacher-educators \_\_\_\_\_  
\_\_\_\_\_

### C. The Physical Plant

1. College Building :—

- ( i ) Is the building specially constructed for the College of Education ? Yes/No  
 ( ii ) Is it owned by the college management ? Yes/No  
 ( iii ) Is it rented by the college management ? Yes/No  
 ( iv ) If it is not built for the college and if it is not rented by the management of the college, state the purposes for which the building was built ?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

- ( v ) The built-up area of the college building, or buildings is \_\_\_\_\_  
 Sq. Ft./Sq. Mts.

- ( vi ) How far is the college hostel from the main college building ? \_\_\_\_\_

- ( vii ) Has the college separate rooms for the following ? If "Yes", state their area and number in the following proforma.

Sr. No.	Purpose	No. of rooms	Area of each	Total area
1.	Principal's room	_____	_____	_____
2.	Staff common room	_____	_____	_____
3.	a. College office	_____	_____	_____
	b. Store-room	_____	_____	_____
4.	Main lecture Hall or Halls	_____	_____	_____
5.	Total No. of smaller rooms	_____	_____	_____
6.	Tutorial rooms	_____	_____	_____
7.	Seminar rooms	_____	_____	_____
8.	Audio-visual	_____	_____	_____
9.	Separate cabins for staff-members	_____	_____	_____
10.	Museum	_____	_____	_____
11.	Laboratory	_____	_____	_____
12.	Indoor games	_____	_____	_____
13.	Ladies' room	_____	_____	_____
14.	Psychological laboratory	_____	_____	_____
15.	Library	_____	_____	_____

Sr. No.	Purpose	No. of rooms	Area of each	Total area
16.	Auditorium	_____	_____	_____
17.	Language laboratory	_____	_____	_____
18.	Workshop	_____	_____	_____
19.	Extension services rooms	_____	_____	_____
20.	Cafeteria	_____	_____	_____
21.	Any other	_____	_____	_____

2. Residential Facilities :—

( i ) Has the College provided residential quarters to the Principal ? Yes/No

If "Yes" please state,

a. The Area \_\_\_\_\_ Sq. Fts./Sq. Mts.

b. Total No. of rooms \_\_\_\_\_

c. Free or rented \_\_\_\_\_

d. How far is it from the college ? \_\_\_\_\_

e. How far is it from the students' Hostel ? \_\_\_\_\_

f. Is it furnished ? \_\_\_\_\_ Yes/No

( ii ) Has the College residential quarters for the College staff ? Yes/No

If yes please state :—

a. Total No. of quarters \_\_\_\_\_

b. Their average area \_\_\_\_\_ Sq. Fts./Sq. Mts.

c. Distance from the College \_\_\_\_\_

d. Distance from the hostel \_\_\_\_\_

e. Average monthly rent charged \_\_\_\_\_

( iii ) Has the College residential quarters for the office staff ? Yes/No

If "Yes" please state :—

a. Total No. of quarters \_\_\_\_\_

b. Their average area \_\_\_\_\_ Sq. Fts./Sq. Mts.

c. Distance from college \_\_\_\_\_

d. Distance from the hostel \_\_\_\_\_

3. Playground and Compound :—

( i ) Area of the playground.

( ii ) The games that can be played on the playground :—

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- (iii) Is it used for any other extra-curricular activities ? Yes/No.  
If 'Yes', please specify them.

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4. Hostels :—

- (i) Has the college a hostel ? Yes/No.  
(ii) Is the building owned ? Yes/No.  
(iii) Is the building rented ? Yes/No.  
(iv) No. of students that can be accommodated in the hostel

- (v) No. of students generally accommodated in one room

- (vi) State the number of the following :—

Bath rooms : \_\_\_\_\_

Latrines : \_\_\_\_\_

Urinals : \_\_\_\_\_

- (vii) Has the hostel a separate dining hall ? Yes/No.

If 'Yes', please state

a. Area \_\_\_\_\_

b. No. of students who can dine at a time \_\_\_\_\_

c. Has the hall sitting arrangement of Indian style or western style ? \_\_\_\_\_

d. Has the hostel a reading room ? Yes/No.

e. Has the hostel a room for indoor games ? Yes/No.

f. Has the hostel a multi-purpose "Assembly-Hall" ? Yes/No.

5. Equipments in the college :—

State the quantity of the following :—

(i) Library Text Books \_\_\_\_\_

(ii) Library reference Books \_\_\_\_\_

(iii) Journals \_\_\_\_\_

(iv) Teaching Aids \_\_\_\_\_

(v) Projectors :

a. Film Strip \_\_\_\_\_

b. 16 M. M. film projector \_\_\_\_\_

(vi) Tape recorders \_\_\_\_\_

- (vii) Epidiascopes \_\_\_\_\_
- (viii) Film Strips \_\_\_\_\_
- (ix) Films \_\_\_\_\_
- ( x ) Laboratory \_\_\_\_\_  
[General picture] \_\_\_\_\_

6. Furniture (General picture)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### D. Staff and Procedure for personnel selection

1. Who selects the staff ?
2. What is the procedure followed in staff selection ?
  - ( i ) Advertisement Yes/No.
  - ( ii ) Interviews Yes/No.
  - ( iii ) Inviting recommendations from professional experts Yes/No.
  - ( iv ) Inviting suggestions from the college principal Yes/No.
3. Has the principal and/or Head of the Department an effective voice in selecting the staff ?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Do you follow University Rules in recruiting the staff ? Yes/No.
5. Has the college a Staff Selection Committee ? Yes/No.  
 If 'Yes', please state  
 ( i ) Who sits on it ? \_\_\_\_\_  
 \_\_\_\_\_  
 ( ii ) Have educational experts any representation on the committee ? Yes/No.
6. State whether in recruiting the staff, the Management has shown willingness to offer higher salary to very good candidates in order to motivate them to come to join the college ?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Are University Rules regarding service condition of the staff faithfully followed ? Yes/No.
8. Has the staff to do the job for which he is recruited ? Yes/No.
9. Is an incumbent allotted additional responsibility not covered in his original assignment ? Yes/No.
10. Who signs and gives the appointment order ?  
 \_\_\_\_\_
11. Is there any part-time staff ? Yes/No.

If 'yes' please state the details.

Sr. No.	Subject	Designation	Hours of work per week	Remuneration per month

12. Are the service condition rules given to an appointee along with the appointment order ? Yes/No.

13. State whether promotions to staff are given in just and fair manner. If not, indicate what unfair practices are usually followed by the Collegs Managing Committee.

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14. Please state the details about the teaching staff including principal, during 1971-72 in the following proforma.



**E. Procedure of Admission**

1. What is the total sanctioned strength of the college ? \_\_\_\_\_
2. How many applications for admissions do you get on an average ? \_\_\_\_\_
3. Do you use any tools for selecting students ? Yes/No.

If 'Yes', please tick-mark the appropriate ones :—

- ( i ) Test of Intelligence
- ( ii ) Written Test

Please specify the nature of the written test.

- ( ili ) Listening and speech comprehension test.

Please give the following information about this test.

- a. Is it formal or standardized ? \_\_\_\_\_
- b. Is it in English or regional language ? \_\_\_\_\_

- ( iv ) Interview
- ( v ) Personality Test
- ( vi ) Specify - any other \_\_\_\_\_

4. Is there any guiding policy with regard to the admissions of the experienced and the fresh applicants ? Yes/No.  
If so, please specify

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Do you give weightage to the degree in school subjects ? Yes/No.  
If so, how much ? \_\_\_\_\_

6. Do you reserve any seats for

	Yes/No.	No. of seats
( i ) Women		
( ii ) Scheduled caste		
( iii ) Scheduled Tribes		
( iv ) Donors		
( v ) Managing Board		
( vi ) Any other		

7. When do you generally complete admissions ?

In December  January  February

8. State your reasons for giving admissions so early.

- ( i ) \_\_\_\_\_
- ( ii ) \_\_\_\_\_
- ( iii ) \_\_\_\_\_
- ( iv ) \_\_\_\_\_
- ( v ) \_\_\_\_\_

9. What is the approximate proportion of Arts and Science graduates that you admit to the B. Ed. class ? \_\_\_\_\_

10. What is generally the percentage of first and second class students admitted to the B. Ed. class ? \_\_\_\_\_

11. Do you admit students other than art and science graduates ? \_\_\_\_\_

12. Do you invite applications for admissions through newspaper advertisement ? \_\_\_\_\_

13. Do you collect tuition fees at the time of admissions ? Yes/No.

14. Do you refund the tuition fees to a candidate if later on he refuses admission and applies for its refund ? Yes/No.

15. Are there any conditions laid down for the refund ? If so, state

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Programme**

State the following :—

1. Courses taught \_\_\_\_\_

2. Subjects offered in each course :—

B. Ed. \_\_\_\_\_

\_\_\_\_\_

M. Ed. \_\_\_\_\_

\_\_\_\_\_

Dip. Ed. \_\_\_\_\_

\_\_\_\_\_

3. Have you introduced the tutorial system ? If 'yes,' what is the size of the group and the method of conducting the tutorials ?

\_\_\_\_\_

\_\_\_\_\_

4. Which of the following methods are usually followed for teaching at the college ?

( i ) Seminar

( ii ) Symposium

( iii ) Panel Discussion

( iv ) Group discussion

( v ) Any other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What are the hours of work of the college ?

( i ) on week days \_\_\_\_\_

( ii ) on Saturdays \_\_\_\_\_

6. How is practice teaching organized ?

( i ) on full alternate days

( ii ) on full consecutive days

- ( iii ) On half days
- ( iv ) Block teaching
- ( v ) Any other

7. Indicate any special Features of practice teaching, if there be any.

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8. What practical work is assigned to the teacher-students ?

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9. What co-curricular activities are organised in the college ?

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10. ( i ) What are the places where you take students for the off-campus programme ?

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( ii ) What are the objectives and purposes of the off-campus programme ?

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( iii ) What is the duration of the off-campus programme ?

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( iv ) How many trainees form the off-campus batch ?

( v ) Are the trainees required to do practice teaching in the off-campus ?

Yes/No.

If 'yes'

How many lessons do they give during the whole programme ?

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( vi ) What other activities do you include in the off-campus programme ?

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### G. Testing and Evaluation

1. What is the total No. of marks assigned to theory papers in the B. Ed. examination ?  
\_\_\_\_\_
2. What is the total No. of marks earmarked for internal evaluation for theory papers ?  
\_\_\_\_\_
3. Which of the following forms of internal assessment do you follow in your college ?

	No. of Tests	Total No. of marks allotted
<b>A. Theory</b>		
( i ) Periodical Tests		
( ii ) Term-papers		
( iii ) Field work-Reports		
( iv ) Written assignments other than term-papers		
( v ) Practical work on theory papers		
( vi ) Interview		
( vii ) Tutorials		
( viii ) Please, mention if any other		
<b>B. Practice Teaching</b>		
( i ) Practice Teaching lessons		
( ii ) Teaching Aids		
( iii ) Practical work (school)		
( iv ) Co-curricular activities		
( v ) Off-campus		

4. ( i ) How is the trainees' internal assessment finalised ?  
\_\_\_\_\_

- ( ii ) Is any moderation done in the internal assessment of the students ?  
If so, on what criteria is it done ? Yes/No.

\_\_\_\_\_

\_\_\_\_\_

(iii) State broadly the index of correlation between the internal assessment of the college and the external assessment by the university.

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5. Do you announce the students' internal assessment as and when it is done ? Yes/No.
6. Do you think that the internal assessment records should be discussed with the students ? Yes/No.
7. Do you agree with the view that the internal assessment should be used for diagnostic and remedial purpose ? Yes/No.
8. Should there be any committee or a unit in your college to look after all matters relating to the internal assessment ? Yes/No.  
If so, who should be included in the committee ?

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(i) How should it function ?

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9. Do you think that objective tests should be used for internal assessment at the college ? Yes/No.
10. Is your staff equipped with the knowledge of constructing good objective type of tests ? Yes/No.
11. Do you think that workshops for training staff members in constructing objective type tests should be organised frequently ? Yes/No.
12. What measures are adopted in the college to keep the validity and reliability of the internal assessment high ?

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### H. In - Service Education

1. Does your college have a Department of Extension Services ? Yes/No.
2. Do you think that every training college should have an Extension Services Department ? Yes/No.
3. Do you think the expenditure of this Department should be borne by the college management ? Yes/No.  
If "Not" who should bear it ?

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4. Do you think that one staff member should be permanently appointed in charge of the Extension Services Department ? Yes/No.  
( i ) Should the person in charge be changed at regular intervals ? Yes/No.
5. Do you think that the past-students of the college should be called for In - Service Education after two or three years of their training ? Yes/No.
6. Do you think that the schools should be charged for the Extension services rendered to them ? Yes No.
7. What Services should the Extension Services Department provide to schools ?  
\_\_\_\_\_  
\_\_\_\_\_

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8. What is the most convenient time to organize the in-service programmes ? Please check (✓) your choice.  
( i ) Vacations   
( ii ) Holidays   
( iii ) Working days   
( iv ) Sundays
9. Do you think teacher educators also need regular re-orientation ? Yes/No.
10. In the course of last two years how many of your staff members underwent In-service Education ? \_\_\_\_\_
11. How many programmes of In-service Training did your college organise during the last two years ?

### I. Post - Graduate Teaching and Research

1. Does your college provide Post-Graduate teaching ? Yes/No.
2. Please state the number of your college teachers recognised as the
  - ( i ) Post-Graduate teachers \_\_\_\_\_
  - ( ii ) Assistants to Post-Graduate teachers \_\_\_\_\_
3. How many of your staff members hold a Ph. D. degree ? \_\_\_\_\_
4. Have you a separate library or a separate section in the library devoted to the post-graduate courses ? Yes/No.
5. In which of the following areas do you think you have adequate library facilities ? Please check ("✓").
 

( i ) Experimental Education	<input type="checkbox"/>
( ii ) Research Methodology	<input type="checkbox"/>
( iii ) Education Administration	<input type="checkbox"/>
( iv ) History of Education	<input type="checkbox"/>
( v ) Comparative Education	<input type="checkbox"/>
( vi ) Curriculum Development	<input type="checkbox"/>
( vii ) Teacher Education	<input type="checkbox"/>
( viii ) Vocational Guidance	<input type="checkbox"/>
( ix ) Any Other	<input type="checkbox"/>
6. Do you invite guest teachers as resource persons ? Yes/No.
  - ( i ) If "yes", please mention the subject areas :—  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Has your college any research project on hand either sanctioned by the U. G. C., the N. C. E. R. T., or any other agency ? Yes/No.
8. How many members of staff are currently doing research ?  
 \_\_\_\_\_

**J. Library**

1. Is there a qualified librarian in charge of the college Library ? Yes/No  
 If "Yes",  
 Is he a part-time or a full-time employee ? \_\_\_\_\_
2. Please supply the following information regarding your library.
- ( i ) Total Number of Books. \_\_\_\_\_
- ( ii ) Total Number of college Text Books \_\_\_\_\_
- ( iii ) Total Number of Reference Books. \_\_\_\_\_
- ( iv ) Total Number of school Text Books used for practice teaching: \_\_\_\_\_
- ( v ) Total Number of Books in Gujarati. \_\_\_\_\_
- ( vi ) Total Number of Books in English. \_\_\_\_\_
- ( vii ) Total Number of Books in Hindi. \_\_\_\_\_
- ( viii ) Total Number of Books in other languages. \_\_\_\_\_
- ( ix ) Total Number of Journals \_\_\_\_\_
- ( x ) Average Number of Books issued per day. \_\_\_\_\_
- ( xi ) Average Number of Books returned per day. \_\_\_\_\_
3. Number of books usually added every year to the library. \_\_\_\_\_
4. What is the percentage of budget for the library in the total college budget ? \_\_\_\_\_
5. Do you get grants from any sources for the further development of your college library ? Yes/No.
6. Average number of books issued per student. \_\_\_\_\_
7. How long is the student allowed to keep a book with him ? \_\_\_\_\_
8. What are the working hours for the college library ? \_\_\_\_\_
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9. Do you keep the library building open on holidays ? Yes/No.

10. Is there any special arrangement for keeping the library open late in the evening during the months preceding the final examination ?

Yes/No.

11. a. Is there any special arrangement in the library building for reading and writing for post-graduate students ?

Yes/No.

b. If so, what is the nature of the arrangement ?

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**K. Finance**

1. What is the budget estimates of your college for the years 1970-'71 and 1971-'72 ?  
(Please attach a sheet if necessary.)

2. What is the total strength of the teaching staff ? \_\_\_\_\_
3. What is the total strength of the non-teaching staff ? \_\_\_\_\_
4. What is the per teacher cost in your college ? \_\_\_\_\_
5. What is the total expenditure of the college ? \_\_\_\_\_
6. What is the per student annual cost expenditure ? \_\_\_\_\_
7. What is the total number of students in your college ? \_\_\_\_\_
8. Give the break up of expenditure on the following heads. \_\_\_\_\_
  - ( i ) Rent of the building. \_\_\_\_\_
  - ( ii ) Furniture. \_\_\_\_\_
  - ( iii ) Equipment. \_\_\_\_\_
  - ( iv ) Teaching aids including Audio visual materials. \_\_\_\_\_
  - ( v ) Library. \_\_\_\_\_
  - ( vi ) Student welfare services  
(Scholarships, Stipend, Loan, Hostel services etc.) \_\_\_\_\_
  - ( vii ) Physical education, sports and recreation. \_\_\_\_\_
  - ( viii ) Tours and Excursions. \_\_\_\_\_
  - ( ix ) Tests and Examinations. \_\_\_\_\_
  - ( x ) Extension work. \_\_\_\_\_
  - ( xi ) Publications. \_\_\_\_\_
  - ( xii ) Contingency. \_\_\_\_\_
  - ( xiii ) Miscellaneous. \_\_\_\_\_
9. What is the total income of the college in the year 1971-'72 \_\_\_\_\_ Rs.
10. Mention the receipt under following heads.
  - ( i ) Tution fees. \_\_\_\_\_
  - ( ii ) Other fees. \_\_\_\_\_
  - ( iii ) Grant from the state  
government. \_\_\_\_\_
  - ( iv ) Donation. \_\_\_\_\_
  - ( v ) Endowments. \_\_\_\_\_
  - ( vi ) Grant from Central government. \_\_\_\_\_
  - ( vii ) Grant from University Grant Commission. \_\_\_\_\_
  - ( viii ) Grant from N. C. E. R. T. \_\_\_\_\_
  - ( ix ) Contribution from the parent trust or the society. \_\_\_\_\_
11. Did you have deficit budget any time in the last five years ? If so please state
  - ( i ) Deficit. \_\_\_\_\_

( ii ) How the deficit was made up.

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12. Do you feel that Government grant is sufficient to meet the normal expenditure ? Yes/No.  
 If not,  
 how much percentage of expenditure should come from State Government grant ?
13. ( i ) Tuition fee per term per student \_\_\_\_\_ Rs.  
 ( ii ) Do you think that it is reasonable ? Yes/No.  
 If "not"  
 ( iii ) What should be the tuition fee according to you ? \_\_\_\_\_ Rs.
14. ( i ) Do you think that all the universities in the state should charge the same amount of fees for the B. Ed. class ? Yes/No.  
 ( ii ) Give reasons in support of your answer.  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_
15. How much has a student spent on a off-campus teaching programme ? \_\_\_\_\_ Rs.
16. ( i ) Do you think that college should give some subsidy towards the expenditure being incurred by the students in off-campus ? Yes/No.  
 ( ii ) Give reasons in support of your answer.  
 a \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_
17. ( i ) How much is the hostel fee per student ? \_\_\_\_\_ Rs.  
 ( ii ) What is the total expenditure on running hostel ? \_\_\_\_\_ Rs.  
 ( iii ) What is the grant received from Government on hostel ? \_\_\_\_\_ Rs.  
 ( iv ) Do you think that income from the hostel fees and Government grant on hostel is sufficient to meet the total expenditure ? Yes/No.  
 ( v ) If the income is not sufficient how you meet with the deficit.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- (vi) What is the average food bill per month ? \_\_\_\_\_ Rs,
- (vii) a. Does your college give any subsidy in the food expenditure of the students ? Yes/No.
- b. If not please state whether some subsidy should be given in food expenditure.

**L. Problems of administration and development.**

1. Who has a really effective voice in the college administration ? Principal/Committee
  
2. If it is of the managing committee what type of persons dominate the committee ?  


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3. If it is of the college principal then supply the following informations.
  - ( i ) His academic and professional Qualifications.  


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  - ( ii ) a. School Teacher \_\_\_\_\_ Yrs.  
 b. College Teacher \_\_\_\_\_ Yrs.  
 c. Principal (School & College both). \_\_\_\_\_ Yrs.
  - ( iii ) Personality \_\_\_\_\_  


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  - ( iv ) Leadership quality \_\_\_\_\_  


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  - ( v ) Practical sense. \_\_\_\_\_  


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  - ( vi ) Human relationship. \_\_\_\_\_  


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  - ( vii ) Respect he commands from his staff, students and local community. \_\_\_\_\_  


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  - ( viii ) Membership of any university body. \_\_\_\_\_  


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  - ( ix ) Membership of professional organisation of teacher educator. \_\_\_\_\_  


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  - ( x ) Research status. (Researches done, Recognition as. P. G. teacher, Director of any research programme.) \_\_\_\_\_  


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( xi ) **Publications.**

Books \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Articles in popular journals. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

( xii ) (a) Has the college a Vice-Principal ? Yes/No.

(b) If not, is the seniormost teacher delegated with some administrative powers and duties ? Yes/No.

4. How frequently are the staff meetings convened ?

\_\_\_\_\_

5. Are all important issues administrative as well as academic discussed in the staff meeting ?

\_\_\_\_\_

6. To what extent is the staff involved in the decision making process ? (Please rate it.)

Very much                       Much                       So, so   
 Not much                       Not at all

7. ( i ) Do you notice any fractions in the staff ? Yes/No.

( ii ) If so, what would you attribute this fraction to ?

\_\_\_\_\_

8. Do you think that recognition to staff be done on the basis of ability rather than position and seniority ?

\_\_\_\_\_

9. To what extent are factors such as community, provincialism, religion, personal relationship, favouritism, responsible for promoting the members of the staff to higher position academically and financially ?

\_\_\_\_\_

- 10. Do you have institutional planning practice in the college? Yes/No.
- 11. Has the staff any share in preparing budget of the college? Yes/No.
- 12. Is the staff involved in preparing future plans of development? Yes/No.
- 13. In the course of the few years of establishment to what extent has the institution developed?

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- 14. Give five reasons for bringing about speedy development of the college.

- ( i ) \_\_\_\_\_
- ( ii ) \_\_\_\_\_
- ( iii ) \_\_\_\_\_
- ( iv ) \_\_\_\_\_
- ( v ) \_\_\_\_\_

- 15. Give five reasons which hindered the development of the college in the last few years.

- ( i ) \_\_\_\_\_
- ( ii ) \_\_\_\_\_
- ( iii ) \_\_\_\_\_
- ( iv ) \_\_\_\_\_
- ( v ) \_\_\_\_\_

- 16. What can you say about the relationship of the college with the following.

- ( i ) Other training colleges in the state.

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- ( ii ) University.

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- ( iii ) State Department of Education.

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(iv) N. C. E. R. T.

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(v) Any other Institution.

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17. What is broadly your feeling about the administrative functioning of the college ?

Please rate.

Very effective

Effective

Satisfactory

Not much effective

Ineffective

18. If you have to make five suggestions for the development of the college in the next five years which would they be ?

( i ) \_\_\_\_\_

( ii ) \_\_\_\_\_

( iii ) \_\_\_\_\_

( iv ) \_\_\_\_\_

( v ) \_\_\_\_\_

TOOL-2

**" A CRITICAL STUDY OF ORGANIZATION PROGRAMMING & FINANCES OF  
COLLEGES OF EDUCATION FOR SECONDARY SCHOOL  
TEACHERS IN GUJARAT "**

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સાઈબી/બહેનશ્રી,

ગુજરાત રાજ્યના માધ્યમિક શિક્ષકોની તાલીમ આપતી કોલેજોના તાલીમી કાર્યક્રમો અને સંચાલન વ્યવસ્થા અંગે ડું પી. એચ. ડી. કક્ષાનું એક સંશોધન કરી રહ્યો છું. આ સંશોધનના પરિણામે આપણા તાલીમી કાર્યક્રમોને ઉપયોગી થઈ રહે એવી માહિતી મળી રહે એમ છે.

તમે તાલીમી તરીકે એ કાર્યક્રમોના એક ભાગ હોવાથી તમને મારી યોજના સામેલ કરવાના હેતુથી મેં આ પ્રશ્નાવલિ બનાવી છે. તમે તાલીમી કાર્યક્રમો અંગે શા અભિપ્રાય ધરાવો છો, તે આ પ્રશ્નાવલિના જુદા જુદા વિભાગોમાં નોંધશો. આ માટે તમારે અભિપ્રાયના ખાનામાં ✓ નિશાની જ કરવાની છે.

મને શ્રદ્ધા છે કે આ કાર્યમાં તમારો અમૂલ્ય સહકાર મને સંપૂર્ણ રહેશે જ.

લિ.  
સ્નેહાંકિત,  
કૌશિક વ્ર. શેઠ

૧. તાલીમી માહિતી:—

(૧) નામ:—

(૨) કોલેજનું નામ:

(૩) શૈક્ષણિક લાયકાત:—

ઉપાધિનો પ્રકાર	ઉપાધિનું નામ	મુખ્ય વિષયો	વર્ગ	યુનિ.	વર્ષ
સ્નાતક અગર સમકક્ષ ઉપાધિ					
અનુસ્નાતક પદવી અગર સમકક્ષ					

(૪) શૈક્ષણિક અનુભવ:—

શાળા / સંસ્થા	કુલ વર્ષ	ધારણા	શીખવેલા વિષયો
પ્રાથમિક શાળા			
માધ્યમિક શાળા			
અન્ય કોઈ:—			

૨. હાલની બી. એડ્. ની તાલીમ નીચે જણાવેલ રીતે કેટલે અંશે ઉપયોગી બની રહે છે તે અંગેના તમારા અભિપ્રાય યોગ્ય ખાનામાં ✓ નિશાની કરી આપો.

નંબર	વિધાન	સંપૂર્ણ	ધણું	સાધારણ	ઓછું	ખિલકુલ નહિ.
૧	જે વિષયો શીખવવાના છે તેના વિષય વસ્તુ (Content)નું જ્ઞાન આપે છે.					
૨	જે વિષયો શીખવવાના છે તેમાં કરવાના પ્રેક્ટીકલ કામનું જ્ઞાન આપે છે.					
૩	ખાળ માનસનું જ્ઞાન આપે છે.					
૪	વર્ગ વ્યવસ્થાનું કૌશલ્ય ખીલવે છે.					
૫	વર્ગ શિક્ષણના સિદ્ધાન્તોની જાણકારી આપે છે.					
૬	શૈક્ષણિક પ્રયુક્તિઓ (Teaching devices) ના ઉપયોગની કાર્યક્ષમતા ખીલવે છે.					
૭	શૈક્ષણિક પ્રયુક્તિઓમાં નવી શોધ વિચારવા પ્રેરે છે.					
૮	શૈક્ષણિક પ્રસાધનોની રચનાનું કૌશલ્ય કેળવે છે.					
૯	શૈક્ષણિક પ્રસાધનોના ઉપયોગના કૌશલ્યો કેળવે છે.					
૧૦	દશ્ય-શ્રાવ્ય સાધનોની રચનાનું કૌશલ્ય કેળવે છે.					
૧૧	દશ્ય-શ્રાવ્ય સાધનોના ઉપયોગનું કૌશલ્ય કેળવે છે.					
૧૨	પાઠના આયોજનમાં અને તેના ગઠનની (organization) ની જાણકારી આપે છે.					
૧૩	વિદ્યાર્થીઓની વ્યક્તિગત જરૂરિયાતોની જાણકારીનું કૌશલ્ય કેળવે છે.					
૧૪	વિદ્યાર્થીઓની વ્યક્તિગત જાણકારી મેળવી તે મુજબ શૈક્ષણિક પ્રયુક્તિઓના અમલીકરણની યોગ્યતા ખીલવે છે.					
૧૫	લોકશાહી જીવન વિશેની સમજ કેળવે છે.					
૧૬	વિદ્યાર્થીઓમાં લોકશાહી જીવન વિશેનું યોગ્ય વલણ વિકસાવે છે.					
૧૭	સહ અભ્યાસ પ્રવૃત્તિઓનું આયોજન કૌશલ્ય કેળવે છે.					
૧૮	સહ અભ્યાસ પ્રવૃત્તિઓનું નિરીક્ષણ કૌશલ્ય ખીલવે છે.					
૧૯	સહ અભ્યાસ પ્રવૃત્તિઓમાં પોતાનો ખાસ ફાળો આપતા કરે છે.					
૨૦	પોતાની શક્તિઓમાં આત્મવિશ્વાસ કેળવે છે.					
૨૧	ઉદ્યમીપણની ટેવ વિકસાવે છે.					
૨૨	નિષ્પક્ષપાતીપણનું વલણ કેળવે છે.					
૨૩	સરચાર્જની ભાવનાનો વિકાસ કરે છે.					
૨૪	પોતાના વિચાર રજૂ કરવાની તાકાત કેળવે છે.					
૨૫	વિચાર પ્રવાહની તીવ્રતાનો વિકાસ કરે છે.					
૨૬	સહકારની ભાવના વિકસાવે છે.					
૨૭	અન્યના વિચારો સ્વીકારવાની તૈયારી કેળવે છે.					
૨૮	અભિદાનની વૃત્તિ કેળવે છે.					
૨૯	સ યા ન્યાયની ભાવના (Sense of Justice) કેળવે છે.					
૩૦	સાવેગિક સમતુલા (emotional balance) કેળવે છે.					
૩૧	જીવન જરૂરિયાતો અને અભ્યાસક્રમ એ એ વચ્ચેના સંબંધની સમજ વિકસાવે છે.					
૩૨	સતત બદલાતા સમાજમાં શિક્ષકના હિસ્સાની સમજ ખીલવે છે.					
૩૩	પ્રયેગ તરફ વલણનો વિકાસ કરે છે.					
૩૪	પુસ્તકાલય વ્યવસ્થામાં કૌશલ્ય ખીલવે છે.					

નંબર	વિધાન	સંપૂર્ણ	ધણ	સાધારણ	ઝાણ	મિલકુલ નહિ
૩૫	ખાળકાના શિક્ષણની પ્રક્રિયા વધારવામાં અને તેને અસરકારક બનાવવામાં શિક્ષકનો ફાળો વિકસાવે છે.					
૩૬	સમાજસેવા વ્યવસ્થા વિશે અભિમુખ અને અને તેમાં સક્રિય ભાગ લેતા કરે છે.					
૩૭	વાલી-શિક્ષક સંમેલન વ્યવસ્થાની જાણકારી આપે છે.					
૩૮	પરીક્ષા સંચાલન વ્યવસ્થાની જાણકારી આપે છે.					
૩૯	શાળા ઓફીસ કાર્યસંચાલનની જાણકારી આપે છે.					
૪૦	ખાળકાના સ્વાસ્થ્યની જાળવણી, સિદ્ધાન્તો અને કાર્યપ્રણાલિકા અંગેનું જ્ઞાન આપે છે.					

૩. નીચેના વિષયો તાલીમાર્થીને એક આદર્શ શિક્ષક બનવામાં શો ફાળો આપે છે તે યોગ્ય ખાનામાં ✓ નિશાની કરી દર્શાવો.

નંબર	વિષયો	સંપૂર્ણ	ધણ	સાધારણ	ઝાણ	મિલકુલ નહિ
૧	શિક્ષણની ફિલસૂફી					
૨	શૈક્ષણિક મનોવિજ્ઞાન					
૩	શૈક્ષણિક પદ્ધતિઓ, આયોજન અને મૂલ્યાંકન					
૪	શિક્ષણની વર્તમાન સમસ્યાઓ					
૫	શાળા સંચાલન					
૬	શાળા વહીવટ					
૭	સ્વાસ્થ્ય શિક્ષણ					
૮	વિષયવસ્તુ (content)					
૯	અધ્યાપન પદ્ધતિઓ (Method of teaching)					
૧૦	વિશિષ્ટ ક્ષેત્ર					
૧૧	અન્ય કોઈ					

૪. તમારા તાલીમ કાળ દરમિયાન તમોને નીચેના કાર્યોનું આપવામાં આવ્યા હોય તે પ્રથમ ખાનામાં “હા” અને ન આવ્યા હોય તે “ના” લખો. જો જવાબ “હા” હોય તે તે અનુભવો તમને આદર્શ શિક્ષક બનવામાં કેટલે અંશે ઉપયોગી લાગ્યા તે અંગેના તમારા અભિપ્રાય જે તે ખાનામાં ✓ નિશાની કરી દર્શાવો.

નંબર	વ્યવસાયી અનુભવો	હા/ના	સંપૂર્ણ	ધણા	સાધારણ	ઝાઝા	બિલકુલ નહિ
૧	ક્રિયાત્મક સંશોધનનું આયોજન કરવું.						
૨	અંગ્રેજી લેખનું લાપાંતર કરવું.						
૩	અંગ્રેજી યા ગુજરાતી લેખની સમીક્ષા કરવી.						
૪	શાળા પ્રશ્નપત્રની ‘બ્લ્યુ પ્રિન્ટ’ તૈયાર કરવી.						
૫	શાળા પ્રશ્નપત્રનું પૃથક્કરણ કરવું.						
૬	શાળા સંચાલનને લગતાં પત્રકો ભરવાં						
૭	કોષ્ટક શૈક્ષણિક સાધન તૈયાર કરવું.						
૮	સત્ર નિબંધ લખવો.						
૯	શાળા સમયપત્રક રચવું.						
૧૦	ઝોકમ આયોજન કરવું.						
૧૧	સામાજિકતાનો આલેખ તૈયાર કરવો.						
૧૨	વિષયવસ્તુ નોંધપોથીના સ્વાધ્યાયો લખવા.						
૧૩	કોઈ એક પાઠ્ય પુસ્તકનું પૃથક્કરણ કરવું.						
૧૪	અલિકમિત અધ્યયનની ફેમ રચવી.						
૧૫	પુસ્તક સમીક્ષા કરી હેવાલ તૈયાર કરવો.						
૧૬	સિદ્ધિપ્રેરણાનો અભ્યાસ કરી હેવાલ તૈયાર કરવો.						
૧૭	શાળાનું વાર્ષિક/માસિક પ્રેલેન્ડર તૈયાર કરવું.						
૧૮	વ્યક્તિ અભ્યાસ (case study) કરવો.						
૧૯	દ્રશ્ય-શ્રાવ્ય સાધનોનો ઉપયોગ કરવો.						
૨૦	વિજ્ઞાન પ્રયોગો કરવા.						
૨૧	વર્ગવ્યવહાર અભ્યાસ કરી હેવાલ તૈયાર કરવો.						
૨૨	મનોવૈજ્ઞાનિક પ્રયોગો કરવા.						

૫. તમારી તાલીમ દરમિયાન તમને નીચેની જે પ્રવૃત્તિમાં ભાગ લેવાની તક મળી હોય તેની સામે “હા” લખો. અને જેમાં તક ન મળી હોય તેની સામે “ના” લખો. જે જવાબ “હા” હોય તો તે પ્રવૃત્તિ એક આદર્શ શિક્ષક બનવામાં તમને કેટલે અંશે ઉપયોગી નીવડી તે જણાવવા જે તે ખાનામાં ✓ નિશાની કરો.

નંબર	પ્રવૃત્તિ	હા/ના	સંપૂર્ણ	ધણી	સાધારણ	ઝાઝી	ખિલકુલ નહિ
૧	પ્રાર્થના ગવરાવવી.						
૨	પ્રાર્થના પ્રવચન કરવું.						
૩	કોલેજ પ્રવૃત્તિનો માસિક હેવાલ આપવો.						
૪	શુલેટિન બોર્ડ સભ્યવતું.						
૫	ભીંતપત્રતું સંચાલન કરવું.						
૬	સમાચાર લખવા.						
૭	સુવિચાર લખવા.						
૮	વિશિષ્ટ દિવસોની ઉજવણી કરવી.						
૯	વકતૃત્વ સ્પર્ધાઓમાં ભાગ લેવો.						
૧૦	નિબંધ સ્પર્ધામાં ભાગ લેવો.						
૧૧	રંગોળી સ્પર્ધામાં ભાગ લેવો.						
૧૨	નાટ્ય કાર્યક્રમમાં ભાગ લેવો.						
૧૩	પ્રતિભા બેજના કાર્યક્રમ (Talent Evening) માં ભાગ લેવો.						
૧૪	ચિત્ર સ્પર્ધામાં ભાગ લેવો.						
૧૫	પ્રવાસ આયોજન કરવું.						
૧૬	રમત ગમતોતું આયોજન કરવું.						
૧૭	પ્રદર્શનતું આયોજન કરવું.						
૧૮	મ્યુઝિયમની સમવટ કરવી.						
૧૯	સમાજ સેવા પ્રવૃત્તિ ઉપાડવી.						
૨૦	નેતાગીરીની તાલીમ લેવી.						
૨૧	અન્ય :						
૨૨							
૨૩							

૬. હાલના શિક્ષક તાલીમ કાર્યક્રમના સંબંધમાં નીચે કેટલાંક વિધાનો આપેલાં છે. તે વિધાનો સાથે તમે કેટલે અંશે સંમત છો તે બતાવવા યોગ્ય ખાનામાં ✓ નિશાની કરો.

નંબર	વિધાન	સંપૂર્ણ	ધણી	સાધારણ	ઝાણી	બિલકુલ નહિ
૧	શિક્ષક તાલીમ કાર્યક્રમનો હાલનો ગાળો ટૂંકો છે.					
૨	હર્ષાટનાં પગથિયાં પર રચાયેલી શિક્ષણ પદ્ધતિઓ ઉપર વધુ પડતો ભાર મૂકવામાં આવે છે.					
૩	વિષયવસ્તુના જ્ઞાનની અવગણના કરવામાં આવે છે.					
૪	સૈદ્ધાન્તિક અને પ્રયોગિક કાર્યનો સમન્વય થતો નથી.					
૫	ચારિત્ર્ય અને બંધારણની દૃષ્ટિએ રાષ્ટ્રીય નથી.					
૬	અભ્યાસક્રમ જૂનો પુરાણો છે.					
૭	અભ્યાસક્રમ સ્થિતિસ્થાપક નથી.					
૮	હાલનો તાલીમી કાર્યક્રમ હાલનાં શૈક્ષણિક સંશોધનો પર રચાયેલો નથી.					
૯	શાળાની જરૂરિયાતોને પહોંચી વળવા તે અસમર્થ છે.					
૧૦	તાલીમી કાર્યક્રમ સમાજની જરૂરિયાતોને પહોંચી વળે તેવા પૂરતો નથી.					
૧૧	તાલીમી કોલેજમાં સ્ટાફ પૂરતો હોતો નથી.					
૧૨	કાર્યક્રમનું પ્રાયોગિક પાસું અપૂર્ણ અને બિનકાર્યક્ષમ છે.					
૧૩	હાલના તાલીમી અભ્યાસક્રમ દ્વારા શિક્ષકમાં નૈતિક અને આધ્યાત્મિક મૂલ્યોનો વિકાસ થતો નથી.					

૭. નીચે પ્રત્યક્ષ શિક્ષણના (Practice teaching) ના સંબંધમાં કેટલાંક વિધાનો છે. એ વિધાનો સાથે તમે કેટલે અંશે સંમત છો તે બતાવવા યોગ્ય ખાનામાં ✓ નિશાની કરો.

નંબર	વિધાન	સંપૂર્ણ	ધણી	સાધારણ	ઝાણી	બિલકુલ નહિ
૧	અધ્યાપકો પૂરતી સંખ્યામાં દાર્શનિક પાઠો આપે છે.					
૨	દાર્શનિક પાઠોના નિરીક્ષણ પહેલાં પાઠને જોવા અંગેનાં તરવોનો ખ્યાલ આપવામાં આવે છે.					
૩	પાઠ આયોજન અંગે શરૂઆતમાં જ સંપૂર્ણ સમજ આપવામાં આવે છે.					
૪	અધ્યાપકોના દાર્શનિક પાઠોનું સ્તર માર્ગદર્શક અને તેવું હોય છે.					
૫	પાઠ આયોજન અંગે અધ્યાપક સંપૂર્ણ માર્ગદર્શન આપે છે.					
૬	અધ્યાપકોની નિરીક્ષણ નોંધ-ટીકાઓ અનાત્મલક્ષી અને પૂર્વગ્રહ વિનાની હોય છે.					
૭	પાઠ આયોજન માર્ગદર્શન માટે સમય પૂરતો કાળવવામાં આવે છે.					
૮	અધ્યાપક સમગ્ર પાઠનું નિરીક્ષણ કરે છે.					
૯	પાઠના અંતે આપવામાં આવતાં સૂચનો પાઠ આપવાનું કૌશલ્ય સુધારણા માટે માર્ગદર્શક બની રહે તેવાં હોય છે.					
૧૦	પાઠો આપવાથી અમારું વર્ગશિક્ષણનું કૌશલ્ય વધુ કાર્યક્ષમ બન્યું છે.					

૮. કોલેજ તરફથી ગોઠવાતા એક કૅમ્પસ કે સતત શિક્ષણના કાર્યક્રમો વિશે તમે શે અભિપ્રાય ધરાવો છો તે બતાવવા યોગ્ય ખાનામાં ✓ નિશાની કરો.

નંબર	વિધાન	સંપૂર્ણ	ધણા પ્રમાણમાં	સાધારણ	ઓછા પ્રમાણ	બિલકુલ નહિ
૧	છૂટા છવાયા પાઠોને બદલે એકમના આયોજન અને શિક્ષણની તક મળે છે.					
૨	શાળાઓ, વિદ્યાર્થીઓ, શિક્ષકો, આચાર્યોને સમજવાની તક મળે છે.					
૩	કોલેજની પ્રેક્ટિસીંગ શાળાઓ ઉપરથી બોલ હળવો કરવામાં મદદ કરી શકાય છે.					
૪	શિક્ષણ અને શિક્ષણ પદ્ધતિઓના આધુનિક પ્રવાહોથી શાળાને ચાત કરવાની તક મળે છે.					
૫	એક વેક કરવાનો અનુભવ થાય છે.					
૬	એક ખર્ચાળ પ્રવૃત્તિ કરવી પડે છે.					
૭	આ કાર્યક્રમો શાળાઓને બોલરૂપ હોય છે.					
૮	આ કાર્યક્રમો શાળાઓની અપેક્ષાઓને પોષવા માટે નિષ્ફળ નીવડ્યા છે.					
૯	આ કાર્યક્રમ દ્વારા પોતાની કોલેજની આગવી છાપ ઉભી કરવાની તક મળે છે.					

૯. તાલીમી કોલેજમાં યોજવામાં આવેલી સહઅભ્યાસ પ્રવૃત્તિઓના સંબંધમાં નીચે કેટલાંક વિધાનો આપ્યાં છે. તે વિધાનો સાથે તમે કેટલા અંશે સંમત છો તે બતાવવા યોગ્ય ખાનામાં ✓ નિશાની કરો.

નંબર	વિધાન	સંપૂર્ણ	ધણા	સાધારણ	ઓછા	બિલકુલ નહિ
૧	સહ અભ્યાસ પ્રવૃત્તિઓથી તેના આયોજન, અમલ અને મૂલ્યાંકનનો ખ્યાલ આવે છે					
૨	તાલીમીઓ આંતરિક ગુણાંકનના કારણે જ એમાં ભાગ લે છે.					
૩	સહ અભ્યાસ પ્રવૃત્તિઓનું સ્તર ઊંચું હોતું નથી.					
૪	કોલેજ પ્રતિષ્ઠા મેળવવા માત્ર આવી પ્રવૃત્તિઓનું આયોજન કરે છે.					
૫	તાલીમીઓના વ્યક્તિત્વ વિકાસમાં એ પ્રવૃત્તિઓનો ફાળો છે.					

૧૦. તાલીમ દરમિયાન કરવામાં આવતું પરીક્ષણ અને મૂલ્યાંકન કેવું હોય છે તે માટે નીચે કેટલાંક વિધાનો આપ્યાં છે. તમે તે સાથે કેટલે અંશે સંમત છો તે બતાવવા યોગ્ય ખાનામાં નિશાની કરો.

નંબર	વિધાન	સંપૂર્ણ	ધણી	સાધારણ	ઝાંઝા	ખિલકુલ નહિ
૧	સૈદ્ધાન્તિક ( Theory ) પરીક્ષણને વધુ મહત્ત્વ અપાય છે.					
૨	સહ અભ્યાસ પ્રવૃત્તિઓ માટે પ્રમાણમાં ઝાંઝા શુભ ફાળવવામાં આવ્યા હોય છે.					
૩	આંતરિક મૂલ્યાંકન તાલીમાર્થીઓને દર્શાવવા માટેનું અર્થોધ સાધન હોય છે.					
૪	વ્યવસાયી અનુભવોનું મૂલ્યાંકન ઝાંઝું થાય છે.					
૫	પાઠની રિમાઈ અને તેના માઈ વચ્ચે કોઈ સંબંધ માલુમ પડ્યો નથી.					

૧૧. હાલના તાલીમી કાર્યક્રમો અંગે કેટલાંક સૂચનો આપ્યાં છે. તે સાથે તમે કેટલે અંશે સંમત છો તે યોગ્ય ખાનામાં ✓ નિશાની કરી દર્શાવો.

નંબર	સૂચનો	સંપૂર્ણ	ધણી	સાધારણ	ઝાંઝા	ખિલકુલ નહિ
૧	બી. એડ. ની તાલીમમાં શાળા વિષયોના શિક્ષણની તાલીમ સાથે સાંસ્કૃતિક પ્રવૃત્તિઓ, રમત-ગમતો વગેરેની તાલીમને પૂરતા પ્રમાણમાં સ્થાન હેલું જોઈએ.					
૨	તાલીમાર્થીઓમાં નૈતિક અને આધ્યાત્મિક મૂલ્યોના વિકાસ માટે સહજવનની હેતુકામના અનુભવોને સારા પ્રમાણમાં મહત્ત્વ મળવું જોઈએ.					
૩	બી. એડ. કોલેજમાં જ તાલીમાર્થી વિદ્યાર્થીઓને શિક્ષણના વ્યવસાયની નીતિશાસ્ત્ર (Ethics) નું જ્ઞાન મળવું જોઈએ.					
૪	બી. એડ. નો અભ્યાસક્રમ જે આજે નવ માસનો છે તે વધારીને ૧૨ થી ૧૪ માસનો કરવો જોઈએ.					
૫	બી. એડ. ની તાલીમને બી. એ., બી. એસ. સી. સાથે જોડી દઈ એસ. એસ. સી. પછી સીધો સતત ચાર વર્ષનો અભ્યાસક્રમ બનાવવો જોઈએ.					
૬	બી. એડ. કોલેજમાં પ્રથમ સર્વમાં theory નો અભ્યાસક્રમ પૂરો કરી પ્રેક્ટીસ ટીચીંગ આપી બીજી ટર્મમાં ચલું જોઈએ.					
૭	પ્રાયોગિક કાર્યનું નિરીક્ષણ અને નિદર્શન માટે લાગે પ્રેક્ટીસીંગ રક્ષણના અનુભવી શિક્ષકોને સોંપી દેવું જોઈએ.					

નંબર	સૂચનો	સંપૂર્ણ	ધણા	સાધારણ	ગ્રાહ્ય	મિલકત નહિ
૮	બી. એડ્. ના અભ્યાસક્રમમાં સૈદ્ધાન્તિક ખાતો (Theory) તુ પ્રમાણુ કરી પ્રેક્ટીસ ટીચીંગ અને બીજા પ્રાયોગિક કાર્યોતુ પ્રમાણુ કરવુ જોઈએ.					
૯	થિયરીના તાસમાં વિદ્યાર્થીઓને માટે હાજરી દરજિયાત ખનાવવી જોઈએ નહિ.					
૧૦	થિયરીનો વિષય મોટા વર્ગમાં સામુહાયિક રીતે શીખવવાને બદલે ૧૫ થી ૨૦ ના નાના જુથોમાં શીખવવો જોઈએ.					
૧૧	થિયરીના દરેક વિષયની સાથે ચોક્કસ સ્વરૂપતુ પ્રેક્ટીસ કામ તાલીમાર્થીઓ માટે યોજવુ જોઈએ.					
૧૨	પ્રથમ સત્રમાં					
	(૧) શૈક્ષણિક મનોવિજ્ઞાન, શિક્ષણની વિશિષ્ટ પદ્ધતિઓ વગેરે વિષયોતુ શિક્ષણ આપવુ.					
	(૨) તેની સાથે પ્રેક્ટીસ ટીચીંગતુ કામ જોડી દહ મોટા ભાગતુ પહેલા સત્ર અને બીજા સત્રનાં થોડાં અઠવાડિયામાં પૂર કરવુ જોઈએ.					
	(૩) બી. એડ્. ની થિયરીના બાકીના બીજા વિષયોતુ શિક્ષણ બીજા સત્રના છેવટના ભાગમાં યોજવુ જોઈએ.					
૧૩	પ્રેક્ટીસ ટીચીંગના પાઠમાં શિક્ષણના અને મૂલ્યાંકનના સાતથી દસ મુદ્દાઓ નક્કી કરી દરેક મુદ્દા પર અધ્યાપકોની સૂચના અને તેતુ મૂલ્યાંકન હોવુ જોઈએ.					
૧૪	દરેક પાઠને અંતે વિદ્યાર્થીને તેના માક આપી દેવા જોઈએ.					
૧૫	શિક્ષણ પાઠોતુ મૂલ્યાંકન દરેક પાઠોને અંતે નહિ પરંતુ પાંચ પાંચ પાઠના ઝોકમ પછી સમગ્ર રીતે થવુ જોઈએ.					
૧૬	બી. એડ્. ની તાલીમમાં સેમિસ્ટર શૈક્ષણિક પદ્ધતિનો ઉપયોગ કરવો જોઈએ.					
૧૭	બી. એડ્. ની થિયરી અને પ્રેક્ટીસતુ સો ઝો સો ટકા મૂલ્યાંકન આંતરિક ઝેટલે કે કોલેજના અધ્યાપકો દ્વારા થવુ જોઈએ. (યુનિ. પરીક્ષા ન હોવી જોઈએ.)					
૧૮	બી. એડ્. ની પરીક્ષા આંતરિક અને તેથી તેની પરીક્ષા હી પ્રમાણુમાં ઝોળી કરવી જોઈએ.					
૧૯	તાલીમ દરમિયાન વિદ્યાર્થીઓ ને ઝોફ કેમ્પસના કાર્યક્રમમાં બન્ય તેમને યુનિવર્સિટી કે કોલેજ તરફથી આર્થિક રાહત મળવી જોઈએ.					

## TOOL 3

SOCIO-ECONOMIC BACKGROUND, MOTIVATION AND ASPIRATION LEVELS OF  
B.ED. STUDENTS

1. Name of the College  
with place : .....
2. Sex of the respondent (Check) : Male.....Female.....
3. Age in complete years : ..... Years
4. Geographical origin (Tick) :
  - 4.1 Born in a Village ..... City .....
  - 4.2 Passed S.S.C. from a school in a Village.....  
City .....
  - 4.3 Native of which District ? .....
  - 4.4 Lived in which district before  
joining the B.Ed. Class ? .....
  - 4.5 Native of which State, if not of Gujarat ? .....
5. Qualifications (Check) :
  - 5.1 Bachelor's Degree in : First Class .....  
Second Class.....  
Pass Class .....
  - 5.2 Master's Degree in : First Class .....  
Second Class.....  
Pass Class .....
  - 5.3 Bachelor's Degree obtained as a : Regular student.....  
Private student.....
  - 5.4 If Bachelor's Degree was taken as a private  
candidate, state after how many years after  
passing the S.S.C. Examination : .....years
  - 5.5 Any teaching qualifications : (i.e. Certificate or  
Diploma). Please name them :
    - (i) .....
    - (ii) .....
    - (iii) .....

6. Teaching Experience : (Check)

- 6.1 Nil .....
- 6.2 Mostly in Primary Classes I to IV .....
- 6.3 Mostly in Upper Primary Classes V to VII .....
- 6.4 Mostly in high school classes .....
- 6.5 Mostly in higher secondary or College .....
- 6.6 Only one year or below .....
- 6.7 Two years' .....
- 6.8 Between 3 and 5 years .....
- 6.9 5 to 10 years .....
- 6.10 Over 10 years .....

7. Main purpose of seeking admission to the B.Ed. Class :  
(Tick mark any two : Rank them as 1 and 2 according to  
your preference order).

- 7.1 Loved to be a teacher : .....
- 7.2 Could not get admission to any other course  
such as M.A., M.Sc., M.Com. : .....
- 7.3 Parents and relatives desired so : .....
- 7.4 Forced/deputed by school where employed : .....
- 7.5 Becoming permanent teacher was not possible  
without a B.Ed. degree : .....
- 7.6 Desired to brighten marriage opportunities  
(in case of ladies) : .....
- 7.7 To supplement family income : (Job as a teacher  
is very difficult without a B.Ed. degree) : .....
- 7.8 It's better to learn something instead of  
remaining idle at home (in case of ladies) : .....
- 7.9 Friends/relatives joined the B.Ed. Course : .....

8. After getting a B.Ed. degree, what will be your best  
desire ? (Check)

- 8.1 To get a job of a teacher in a village school : .....
- 8.2 To get a job of a teacher in a city school : .....
- 8.3 To get a job in a school anywhere : .....
- 8.4 To be a headmaster of a school some where : .....
- 8.5 To join M.Ed. for further studies : .....
- 8.6 To get a monthly salary of Rs. .... / a higher  
salary than Rs. 300-
- 8.7 To get a job in Government Education Department:.....

9. Occupation of the father (or husband in the case of a  
married lady student) : (Check)

- 9.1 A school teacher : .....
- 9.2 A College/University teacher:.....
- 9.3 Government Service : .....
- 9.4 Semi-Government Service : .....
- 9.5 Businessman : .....
- 9.6 Farmer : .....

- 9.7 Industrial (Factory) Worker :.....
- 9.8 Clerk : .....
- 9.9 Any other (Mention) : .....

10. Education of Parents : (Check)

	<u>Father</u>	<u>Mother</u>
10.1 Primary - I-IV Classes	.....	.....
10.2 Primary - I-VII Classes	.....	.....
10.3 Non-S.S.C.	.....	.....
10.4 S.S.C.	.....	.....
10.5 Under-graduate	.....	.....
10.6 Graduate	.....	.....
10.7 Post-graduate	.....	.....
10.8 Illiterate	.....	.....

11. If any member of your family, who is/was a teacher.  
State the relationship : .....

12. Income group of the father/husband/the candidate himself/  
herself (if the father is not living or in the case of the  
girl candidate, if she is unmarried) :

- 12.1 Above Rs. 6000 per year : .....
- 12.2 Between Rs. 6000 and Rs. 4000 : .....
- 12.3 Below Rs. 4000 : .....
- 12.4 No income at all : .....
- 12.5 (a) Any loan taken for B.Ed. Training ? Yes....No...
- (b) If Yes, how much loan ? Rs. ....
- At what rate of interest ? .....
- From whom ? .....

13. Your local residence, if any, at present : (Check)

- 13.1 University/College Hostel : .....
- 13.2 Private boarding house : .....
- 13.3 Rented house (if not staying with own  
family, relatives or friends: .....
- 13.4 Living with own family : .....
- 13.5 Living with relatives : .....
- 13.6 Living with acquaintancies/friends : .....

14. If you reside outside where this college is situated,  
please specify : .....

- 14.1 Travelling daily by S.T.Bus :.....Distance.....Kms.
- 14.2 Travelling daily by  
railway train : .....
- Distance.....Monthly cost:Rs...
- Distance.....Monthly cose:Rs...
- 14.3 Cycling daily :..... Distance.....Kms.
- 14.4 Travelling on foot : .....
- Distance.....Kms.
- 14.5 Your home in within.....Kms. from the B.Ed.  
College : .....

TOOL-4

## THE BACK-GROUND OF THE STAFF OF COLLEGE OF EDUCATION IN GUJARAT

( Please check ( ✓ ) appropriate blanks to indicate your response. )

1. Name of the College : \_\_\_\_\_
2. Sex : Male \_\_\_\_\_ Female : \_\_\_\_\_
3. Age in complete years : \_\_\_\_\_ years :
4. Qualifications : Check)
  - 4.1 Degree s in Arts \_\_\_\_\_ In Science \_\_\_\_\_  
In Commerce \_\_\_\_\_ In more than one discipline \_\_\_\_\_
  - 4.2 Class at -
    - (a) First Degree : \_\_\_\_\_
    - (b) Sceond Degree if any : \_\_\_\_\_
    - (c) B. Ed. Degree : \_\_\_\_\_
    - (d) M. Ed. Degree : \_\_\_\_\_
    - (e) Any other professional diplomas : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 4.3 (a) Whether Ph. D. : Yes \_\_\_\_\_ No. \_\_\_\_\_  
(b) If yes, say whether in academic subject? \_\_\_\_\_  
In education? \_\_\_\_\_  
(c) Field or area of doctoral work : \_\_\_\_\_  
(d) Year of getting the degree : \_\_\_\_\_  
(e) The name of the University : \_\_\_\_\_  
(Name of the Country, if of a foreign University \_\_\_\_\_ )
  - 4.4 Mention Diplomas Degrees obtained in your spare time after appointment  
in a college of Education : \_\_\_\_\_
5. Teaching back-ground:—
  - 5.1 If at primary level, the No. of years : \_\_\_\_\_
  - 5.2 If at secondary level, the No. of years : \_\_\_\_\_
  - 5.3 If as a headmaster, the No. of years : \_\_\_\_\_
  - 5.4 If in an arts/science college the No of years : \_\_\_\_\_
  - 5.5 In a College of Education, the No. of years : \_\_\_\_\_
  - 5.6 In a University Department of Education, the number of years: \_\_\_\_\_
  - 5.7 In a College of Education outside India \_\_\_\_\_  
(Mention the Country)
6. Subject of Specialisation —
  - (a) Academic side Special method) : \_\_\_\_\_
  - (b) Professional side (B. Ed. Theory papers) : \_\_\_\_\_
  - (c) Special Field : \_\_\_\_\_
7. First entry into college of education : \_\_\_\_\_ years.
  - 7.1 Whether direct from college of education ? yes \_\_\_\_\_ No \_\_\_\_\_
  - 7.2 Whether recruited from a secondary school ? yes \_\_\_\_\_ No \_\_\_\_\_
  - 7.3 Whether recruited from a research organisation ? yes \_\_\_\_\_ No \_\_\_\_\_

[ P. T. O. ]

- 7.4 Whether recruited from a purely administrative (such as educational inspector) position ? yes \_\_\_\_\_ No \_\_\_\_\_
- 7.5 Whether recruited as Junior lecturer or in the higher cadre \_\_\_\_\_  
(If in a higher cadre, please specify).
- 7.6 The age at first entry into a college of Education: \_\_\_\_\_
- 7.7 The number of years after passing M. Ed. that you first had an idea of seeking an appointment in a College of Education? \_\_\_\_\_ years.
8. No. of years required by you to achieve professional promotion:—
- (a) From Tutor/Junior lecturer to Lecturer/Senior lecturer \_\_\_\_\_ yrs.
- (b) From Senior lecturer to Reader/Assistant Professor \_\_\_\_\_ yrs.
- (c) From Reader/Assistant Professor to Professor \_\_\_\_\_ yrs.
- (d) No. promotion achieved so far (Check) \_\_\_\_\_
9. The reasons why you were attracted to seek appointment in a college of education : (You can tick more than one):—
- 9.1 Interest in education and possibility of teaching it to a higher level. \_\_\_\_\_
- 9.2 Interest in the subject (sp. method) and the possibility of experimenting with its new techniques and approaches. \_\_\_\_\_
- 9.3 Possibilities of working with more mature students. \_\_\_\_\_
- 9.4 More variety and flexibility of work than in schools. \_\_\_\_\_
- 9.5 Improved salary and or promotion prospects. \_\_\_\_\_
- 9.6 Better social status than school teachers. \_\_\_\_\_
- 9.7 Can live easy life with less tension and workload than working in school. \_\_\_\_\_
- 9.8 Desire to propagate new ideas, interest in work and greater variety of children contracted. \_\_\_\_\_
- 9.9 Improved opportunities for research, writing and private study. \_\_\_\_\_
- 9.10 Opportunities to work with volunteer students rather than captive audience of school children. \_\_\_\_\_
- 9.11 Improved work condition, freedom from administrative responsibilities. \_\_\_\_\_
- 9.12 The chance to teach the discipline in which one has been trained. \_\_\_\_\_
- 9.13 Any other (write below)
- \_\_\_\_\_
10. Given an opportunity, would you prefer to change your present job in a college of education for job in \_\_\_\_\_
- 10.1 a good high school as a teacher. \_\_\_\_\_
- 10.2 a high school as a head master. \_\_\_\_\_
- 10.3 an arts/science/commerce college in the same cadre of post. \_\_\_\_\_
- 10.4 any other organisation (specify) \_\_\_\_\_

## ભાઈશ્રી/બહેનશ્રી

ગુજરાત રાજ્યની માધ્યમિક શિક્ષકોને તાલીમ આપતી કોલેજોના તાલીમી કાર્યક્રમો અને સંબંધિત વસ્તુ અંગે હું પી. એચ. ડી. કક્ષાતું એક સંશોધન કરી રહ્યો છું. આ સંશોધનના પરિણામે આપણા તાલીમી કાર્યક્રમોને ઉપયોગી થઈ રહે એવી માહિતી મળી રહે એમ છે.

આપ અધ્યાપક તરીકે એ કાર્યક્રમોના એક ભાગ હોવાથી આપે મારી યોજનામાં સામેલ કરવાના હેતુથી મેં આ પ્રશ્નાવલિ બનાવી છે. આ પ્રશ્નાવલિના જુદાજુદા વિભાગોમાં મળેલ માહિતી આપ ચોક્કસાધર્થી આપશો એવો વિનંતી છે. આપે આપેલ માહિતીનો ઉપયોગ મારા સંશોધન કાર્યમાં જ થશે તેની હું ખાતરી આપું છું.

મને શ્રદ્ધા છે કે આ કાર્યમાં આપનો અમૂલ્ય સહકાર મને સંપડી રહેશે જ.

લિ.  
સ્નેહાકિત  
કૌશિક વ્ર. શેઠ

I હાલના તાલીમી અભ્યાસક્રમ (Theory) નાં સારાં / નરસાં પાસાં અંગે આપના અભિપ્રાયો

II તાલીમી કોલેજોના નીચે જણાવેલા કાર્યક્રમો અંગે આપના અભિપ્રાયો

(i) પ્રાયોગિક શિક્ષણકાર્યો (Practice Teaching)

(ii) ઓફરેમ્પ્સ

(iii) પ્રાયોગિક કાર્યતુલનો :

III આજના અભ્યાસક્રમના સુધારા અંગે સૂચનો ?

પ્રેષક:- કૌશિકકુમાર વ્રજલાલ શેઠ

વ્યાખ્યાતા

શ્રી. બી. ડી. શાહ કોલેજ ઓફ એજ્યુકેશન

મોહાસા, જિ. સાબરકાંઠા

પ્રાત,

આચાર્યશ્રી

સાહેબ,

ગુજરાત રાજ્યની સાધ્યમિક શિક્ષકને તાલીમ આપતી કોલેજોના તાલીમી કાર્યક્રમો અને સંચાલન વ્યવસ્થા બંને હું પી. એચ. ડી. કક્ષાનું એક સંશોધન કરી રહ્યો છું. આ પરિણામે આપણા તાલીમી કાર્યક્રમોને ઉપયોગી થઈ રહે એવી માહિતી મળી રહે એમ છે.

આપને ત્યાં આપના વિસ્તારની તાલીમી કોલેજોના તાલીમીઓ શાળાનુભવો (Practice Teaching) માટે આવે છે. તાલીમી કોલેજોના એ કાર્યક્રમનાં સ્વરૂપ અને કારગતતા વિષે આપે ચિંતન કરેલ હશે. આપના ચિંતનનું મારા સંશોધનમાં નિયોજન કરવા મેં એ પ્રશ્નાવલી બનાવી છે. આપ તાલીમી કોલેજની સહકારી શાળાના આચાર્ય તરીકે તાલીમી કાર્યક્રમોના એક સક્રિય હિસ્સેદાર છે તો આપ મારી આ પ્રશ્નાવલિના જુદાજુદા વિભાગોમાં માગેલ માહિતી ચોક્કસાઈથી આપી મારા કાર્યમાં સહાયક થાવ તેવી વિનંતી છે. આપે આપેલ માહિતીનો ઉપયોગ મારા સંશોધન કાર્યમાં થશે તેની હું ખાતરી આપું છું.

મને શ્રદ્ધા છે કે આ કાર્યમાં તમારો અમૂલ્ય સહકાર મને સાંપડી રહેશે.

લિ.

સ્નેહાંકિત

કૌશિક કુમાર શેઠ

I તાલીમીઓનું વિષય અંગેનું જ્ઞાન:-

II તાલીમીઓનું વ્યવસાય તરફનું વલણ:-  
(ખરેખર તેઓને શિક્ષણમાં રસ છે ખરો ?)

III સહૃદયતા (Sincerety)

IV તાલીમીઓનો વ્યવસાય તરફનો રસ

(i) સામાન્ય

(ii) અવસાવલક્ષી

[ પાછળ જુઓ.

( ૨ )

V શાળાની જરૂરિયાતોને પહોંચી વળે તેવી તાલીમ મળે છે ખરી ?

VI શાળાની જરૂરિયાતને પહોંચી વળે એવા શિક્ષકો તાલીમી કોલેજો પૂરા પાડે છે ખરી ?

VII આપ જ્યારે તાલીમ લેતા હતા તે વખતના તાલીમાર્થીઓને ખ્યાનમાં રાખી આજના તાલીમાર્થીઓની સંખ્યા અને આપના અભિપ્રાયો.

VIII કાયદેસર શિક્ષક તૈયાર કરવા તાલીમી કોલેજોએ શું કરવું છે તે અંગે આપના સૂચનો.

TOOL-7

From

**Shri K. V. Sheth**  
B. Sc M. Ed.

[ Research student for Ph. D. degree of M. S. University Baroda ]

Lecturer

**Shri B. D. Shah College of Education**  
**MODASA.**

**Dear Sir,**

I have undertaken a research project entitled 'A critical study of Organization, Programming and Finances of Colleges of Education for Secondary School Teachers in Gujarat', under the guidance of Dr D. M. Desai, Dean Faculty of Education and Psychology; M. S. University, Baroda for a doctorate in education from the said University.

Thus far I have collected, the following details regarding my thesis from various teachers training Colleges of Gujarat State, (i) General information about the Colleges (ii) Student - teachers' perception of the present training programme (iii) Back ground of the teacher educators iv Socio - Economic back ground of the present trainees, of Gujarat. I want to supplement this information with opinions from distinguished educationist I believe your opinions and views regarding the questions put on this sheet, coming as they are from a person of your scholarship and vision will immensely help me in understanding the problem of my study in its true perspective.

May I assure you, Sir, that the data furnished by you will be treated as confidential and that it will be used for no other purpose but the research work on hand.

I request you to respond me and to return it to me.

Thanks.

Yours faithfully

(K. V. Sheth)

(i) What do you think of the present B. Ed. training programme in Gujarat?

(ii) What suggestions will you make for its improvement.

## CASE STUDY

## TOOL A(1)

STUDY OF ORGANISATIONAL CLIMATE IN SELECTED COLLEGES OF  
EDUCATION

1. Leadership qualities and personality of the College Principal (The ratings should be the pooled rating from some staff members and students)

A = Excellent                      B = Good                      C = Satisfactory  
D = Not satisfactory                      E = Very poor

- |      |   |   |   |   |   |   |
|------|---|---|---|---|---|---|
| 1.1  | The appearance (general feeling left after the first meeting with him)        | A | B | C | D | E |
| 1.2  | Temperament   | A | B | C | D | E |
| 1.3  | Academic scholarship (school subject area)                                    | A | B | C | D | E |
| 1.4  | Professional scholarship and insight  | A | B | C | D | E |
| 1.5  | Courtsey and grace  | A | B | C | D | E |
| 1.6  | Dependance on status leadership   | A | B | C | D | E |
| 1.7  | Dependance on leadership through academic and professional competence         | A | B | C | D | E |
| 1.8  | Fleasant human relationship   | A | B | C | D | E |
| 1.9  | Acting as a co-ordinating agency  | A | B | C | D | E |
| 1.10 | Ensures the harmonious development of the whole institution                   | A | B | C | D | E |
| 1.11 | Has faith in human nature and in his staff                                    | A | B | C | D | E |
| 1.12 | A man of good character   | A | B | C | D | E |
| 1.13 | Sharing planning and decision-making with colleagues                          | A | B | C | D | E |
| 1.14 | Ensures security for the staff members  | A | B | C | D | E |
| 1.15 | Provides scope for initiative, experimentation and adventure to staff members | A | B | C | D | E |
| 1.16 | Gets love and gives love to and from staff and students                       | A | B | C | D | E |

- 1.17 Gives credit and recognition to each staff member (staff members have job satisfaction) A B C D E
- 1.18 Firm decision-making A B C D E
- 1.19 Provides a progressive direction to the teacher-training programme A B C D E
- 1.20 A man of high moral character A B C D E
- 1.21 Prefers to be guided by rulers and policies A B C D E

## 2. Staff meeting

- 2.1 Regular, periodic, occasional .....
- 2.2 Well-planned in advance, with a definite agenda or just thought about spuriously .....
- 2.3 How much interaction between the principal and staff members .....
- 2.4 How much interaction among the staff members .....
- 2.5 How are decisions arrived at ? .....
- 2.6 Are these decisions implemented ? Always, Rarely, Sometimes, Not at all.

## 3. Institutional Planning

- 3.1 Is there any thing like institutional planning ?
- 3.2 If yes -  
How is it done ? What developments or changes planned ?  
Who provides direction ? How much is the staff involved ?  
How much does the staff actually contribute ? Is there evaluation of this planning ? Who does this evaluation ?  
What type of evaluation is it ? Are results used for improvement ? What are the obstacles, if there be any ?
- 3.3 What groups are formed for looking after various aspects of the programme of the College ? How are these groups functioning ? If they are functioning well, what are the contributive factors ? If they are not functioning well, what are the obstructing factors ?
- 3.4 How is the staff morale ? What is broadly the teachers' (staff) attitude to the management, principal, student teachers and practice teaching schools ? What is broadly the principal's attitude to staff, students, practising schools and the college management ? What are the good features ? What are the disturbing features ?

- 3.5 What are broadly the feelings of job-satisfaction among the staff ? What are broadly the feelings of satisfaction among the students regarding the facilities, attitude, care taken, treatment meted out, quality of training provided by the college and its staff ?
- 3.6 What are broadly the quality of conditions of work in the colleges ? Good physical facilities ? Permissive atmosphere ? Respect for staff ? Job security ? Family atmosphere ? Imposed discipline ? Regular payment of salary ? Increment ?
- 3.7 What opportunities do the staff members have for professional growth ? Who are deputed to seminars and conferences ? Only the seniors ? Only the juniors ? Both seniors and juniors ? How many staff members got higher qualifications while serving on the staff ? How do the staff members feel about their work-load ?
- 3.8 How would you describe the personality of the college in terms of interaction between the principal and staff, among the staff members, group dynamics ?
- 3.9 How would you describe the organisational climate as 'Open' (a lively organisation, energetic climate, good morale, provide satisfaction to staff), or 'Autonomous' (where the leader exerts little control over the group; the leadership acts emerge primarily from staff members groups), or 'Controlled' (impersonal and highly task-oriented, little consideration to needs and satisfaction of the staff), or the 'familiar' where it is highly personal, but 'uncontrolled' or 'paternal' (the principal initiates most of the leadership acts himself), or a 'closed' (bureaucratic, controlled, tension, authoritarianism, suspicion, etc.) ?
- 3.10 To what extent the organisational climate of the college affected student achievement ? Staff professional advancement ?



## 2. Compound of the Playground

- 2.1 Does the College possess a compound ? Yes / No  
If 'Yes', with or without wall ? How big ?  
For what purpose is it used ? Morning Assembly,  
Student Meetings,  
Cultural Activities
- 2.2 Does the compound include a garden ? Yes / No  
If 'Yes', how big ? Whether open-air classes  
are held in it ? If 'yes', how frequently ?
- 2.3 Does the college possess a playground ? Yes / No  
If 'Yes', how big ? How far from the college  
building ? How far from the college hostel ?  
Is it used by B.Ed. students ? Yes / No  
If 'Yes', how frequently ? For which games ?  
Whether used for physical education ? Yes / No  
Whether used for cultural activities ?  
For meeting with local community ?  
For any other purposes ?

## 3. Furniture and Equipment

- 3.1 Do classrooms use long benches ? Single desks ?  
Double desks ? Chairs with writing handles ?  
Seminar type-tables ?
- 3.2 Are black-boards separate (on wooden stands) ?  
Fitted on walls ? Wooden ? Slate ? Glass ?  
Any new modern variety ?
- 3.3 What types of audio-visual apparatus and  
instructional materials are there in the college ?  
Any film-strips (school subject content) ?  
How many ? Slides ? How many films (general) ?  
How many films pertaining to education ?  
To what extent student-teacher borrow audio-  
visual aids to be used in their practice  
teaching ? How often college staff use films  
on psychology, pedagogy, etc. in their day-to-day  
teaching ?
- 3.4 How is the college equipped with equipment for  
physical education, games, musical evenings,  
cultural evenings ?
- 3.5 Has the college a science laboratory ? How well  
is it equipped ? Do students use it for  
practising experiments to be used in their  
practice teaching lessons ? Has it received  
equipment from the UNISEF Science Project ?

3.6 Do the members of the staff have enough furniture?- tables, chairs, cup-boards, etc.

4. What are the special fields taught in the college ? Are the choices of the special fields limited to students by college authorities in order to have nearly equal number for all special fields ? Or are students given freedom to choose the special field of their liking ? Which fields are very popular (first two in order of popularity ? Which fields are less popular ? (List two in order of popularity) (Collect the distribution of students in terms of percentages for all special fields.)
5. Which special methods are more popular ? (Collect the distribution of students in terms of percentages for all special methods)
6. Percentage of students in different special method groups that do not have the degree in that subject area :

Special Methods	P.C. of students not having a degree in the subject area
Gujarati	.....
English	.....
Hindi	.....
History	.....
Geography	.....
Social Studies	.....
Science	.....
Mathematics	.....
Home Science	.....
Music	.....
Art (Education)	.....

7. Practice Teaching

- 7.1 Whether the college has its own practising school ?
- 7.2 Total number of schools used for practice teaching ?
- 7.3 How far are these schools scattered from the college ?
- 7.4 Whether block teaching performed ? What is the proportion of practice lessons of the block teaching type in the total of practice lessons ?
- 7.5 What are the procedures used for lesson plan guidance (Discussion and approval) ? What is the general feeling among the staff about the effectiveness of this practice ? Do they suggest change ? If 'Yes', what changes ?

- 7.6 What are the procedures used for evaluating and grading (marking) the practice lessons of trainees ? Is the staff happy about it ? What changes do they suggest ?
- 7.7 Are students required to make teaching aids ? Yes / No  
If 'Yes', how are subject (aids) assigned to them ? How are they guided ? How are these aids evaluated ? What is the general feeling of the student-teacher about how the selection, guidance, evaluation, etc. are done ? How much does a student spend on it on an average ? Do students grumble about the cost ? Are teaching aids exhibited in the college ? In some practising schools ? What suggestions are made by the staff for improvement ? What suggestions are made by the student-teacher for improvement ?

#### 8. Off-Campus

- 8.1 The places usually selected.
- 8.2 How are student-teachers allotted to each off-campus batch ?
- 8.3 How are the staff members allotted to each off-campus batch ?
- 8.4 What are the objectives of the off-campus programme ?
- 8.5 What are the activities done by student-teachers during the off-campus programme ?
- (a) Practice teaching (how many lessons a day given by each student ?)
  - (b) Studying school records
  - (c) Getting acquainted with school administration
  - (d) Giving demonstration lessons/criticism lessons
  - (e) Trying out new methods or approaches to teaching
  - (f) Working out new projects
  - (g) Local community survey
  - (h) Cultural programme for the local community
  - (i) Career talks
  - (j) Doing practical assignments in special field

- (k) Organising picnics and excursions
- (l) Organising camp-fire
- (m) Arranging educational exhibition
- (n) Showing films to local school children and/or community
- (o) Any other (To be specified)

#### 9. Practical work

- 9.1 What types of practical work do the B.Ed. students do ?  
Observations of children ? Preparation of a good question paper or a test ? Objective marking of essay answers ?  
Preparation of projects ?
- 9.2 What types of field work do the student-teachers do ?
- 9.3 Do students write term papers ? Book reviews ?  
Any other kind of assignments ? Are these guided or unguided ? If guided, who guide them ? What is the arrangement for guiding these written assignments ?

#### 10. Tests and Examinations

- 10.1 Is there complete internal assessment ? Yes/No  
If 'Yes', how frequently are the tests held ?  
What forms do they take, Essay ? Short answer ?  
Objective ? Written assignment ? Term papers ?  
Any other (Mention)  
Who prepares these tests - the teacher teaching the subject or any teacher of the college ?  
Are they moderated ? Do the tests go beyond the class lectures - depend upon some independent reading on the part of the students ? How do the students feel about these tests ? How do the staff members feel about internal testing ? How objectively are these tests assessed ? How do students feel about the mark of grades given to them ? Are they objective ? Just and Fair ?  
How do the staff members feel about the marking ?
- 10.2 If the internal assessment is not cent per cent, what is the weightage given to each paper ? Are the students serious about the periodic tests ? Do they seriously prepare for taking the test ? What is generally the quality of their performance ? What do they think about the marks given to them ? Are they announced on the Notice-board ?

Are the common mistakes, typical answers discussed in the class by the teacher (Examiner) concerned ?  
How is the arrangement for supervision of examinations ?  
Is the supervision well-planned, strict and vigilant ?  
Do students try to copy at the tests ? Any sex differences in regard to use of unfair means at the examinations ?

### 11. Tutorials

Is there a provision for tutorials ? If yes, how many periods a week ? Are they in both the terms or only in one ?  
What are the objectives of tutorials ? Where do tutorial groups meet - in the staff members' cabin ? In the classroom ?  
Who takes the tutorials ? How are tutorial batches formed ?  
How big is the tutorial batch ? What is actually done during tutorials ? Discussion of personal problems ? Discussion of practice teaching experiences ? Discussion of a written paper prepared by each members of the tutorial group ? Do all members of the tutorial group participate in discussion ?  
What about the regularity of the attendance of students at tutorials ? Are there tutorial cards ? Are the records of tutorials entered in these cards ? Are marks or credits given for tutorials ?

### 12. Student Unions

How are they constituted ? Are they controlled by the Principal ? Who is the Chairman/President ? What are the programmes ? How do they function ?

### 13. Innovating Programmes

13.1 How many of the following innovating programmes are followed in the college ? Each programme is to be viewed on these bases :

- (a) What are the basic features ? (Description of the innovation)
- (b) Leadership of the Principal or senior staff member
- (c) Perceptions of the staff about it
- (d) Perceptions of the students (in general way)
- (e) How carefully and thoroughly is it planned ?
- (f) Involvement of the staff in its meeting/planning
- (g) Its periodical evaluation and further improvement with the help of feedback from the results of evaluation.

- 13.2 Instructional Planning
- 13.3 Inculcation of values and modification of student-teacher behaviours
- 13.4 Block practice teaching
- 13.5 Observation of practice teaching lessons by student-teacher interpretation analysis
- 13.6 Micro-teaching
- 13.7 Class teaching through seminars and workshops
- 13.8 Use of techniques like role-playing, simulation, case studies, etc. in teacher training
- 13.9 Practice teaching in rural situation
- 13.10 Guidance bureau and placement services
- 13.11 Semester system
- 13.12 Internal Assessment (Testing by one who teaches)
- 13.13 Orientation of students in Programmed Learning
- 13.14 Orientation of students in Population Education
- 13.15 Any other (Specify)

#### 14. Staff Opinions on some Vital Issues

(Find out what the majority of the staff feel about the following issues)

- 14.1 No more B.Ed. Colleges in Gujarat now
- 14.2 The duration of B.Ed. course should be extended to two years (four terms)
- 14.3 Admission to B.Ed. be restricted to those who hold a degree in school subjects
- 14.4 Instead of more B.Ed. Colleges we should go in for large size B.Ed. colleges, say with an enrolment of 200 to 500.
- 14.5 We should not admit fresh students (with no teaching experience) in the B.Ed. class.
- 14.6 Admission to B.Ed. class be made through rigorous selection.

- 14.7 Teaching of the subject content is not the function of the college of education, but it is of the colleges of Arts or/ and Science
- 14.8 College should subsidise student teachers' expenditure on off-campus programme
- 14.9 Programme like community prayers, community living, group work, social service, labour camp, house system in a college of education are necessary for developing values and effecting attitudinal change in student teachers.
- 14.10 Students should have a part in all major decision-making (academic as well as organisational and administrative)
- 14.11 Cultural and recreational programmes in a teachers' College is no less important than the theory lectures and practice teaching programmes.
- 14.12 Each staff member should take at least one student-teacher for intensive study, behavioural change, skill training and value orientation.

CASE STUDY

TOOL (3)

BACKGROUND STUDY OF PRINCIPALS OF COLLEGES OF EDUCATION IN GUJARAT

1. Name of the College : .....
2. Sex : .....
3. Age (in complete years) : .....Years
4. Year of first appointment as Principal : .....
5. Age at the time of first appointment as Principal : .....
6. Experience prior to the appointment as Principal : .....
7. 6.1 In a secondary school as a teacher : .....Years
- 6.2 In a secondary school as a Principal : .....Years
- 6.3 In an Arts/Science College as a Lecturer/  
Reader : .....Years
- 6.4 In a college of education, as a lecturer : .....Years  
as a Senior Lecturer : .....Years  
as a Reader : .....Years  
as a Professor : .....Years
- 6.5 In any other college of education, as a Principal: ....
7. Reasons why you chose the appointment as Principal :  
(Check as many as you like)
- 7.1 Improved salary
- 7.2 Improved status
- 7.3 Residential opportunities
- 7.4 Opportunities for election to University Bodies  
(like the Senate, Academic Council, Boards of  
Studies in Education)
- 7.5 Improved opportunities for appointment as examiner
- 7.6 Desire to propagate new ideas/practices in teacher  
education
- 7.7 Opportunity to pass experience to teacher educators  
and teachers in training

- 7.8 Liking for administrative work
- 7.9 Improved opportunities for experimentations and/or innovations in teacher education
- 7.10 Improved opportunities for research and private study
- 7.11 Improved opportunities for writing textbooks or other remunerative publications
- 7.12 Limited opportunities in previous post (as Lecturer etc.)
- 7.13 Worked as Lecturer/Reader/Professor long enough and Principalship was regarded as a legitimate aspiration
- 7.14 Was the senior-most on the staff
- 7.15 Obtained a Ph.D. degree
- 7.16 Was invited by the College Management
- 7.17 Possibility of going abroad
- 7.18 Any other (Mention)