

SCHOOL PROFILE DATA SHEET (SPD)

1. Name of the school :
2. Age of the school :
3. Nature of the management : Government/Municipal/Private/Aided
4. Locality of the school : Urban / Rural
- Area (in sq. feet) :
6. Staff (indicate the number in each category) :
- Total No. (handling std. IX and X) :
- Men teachers :
- Women teachers :
- B. A. or B. Sc. B. Eds :
- M. A. or M. Sc. B. Eds. :
- B. A. or B. Sc. M. Eds. :
- M. A. or M. Sc. M. Eds. :
- Tamil Pandits :

7. Teachers undergone Special training in their subjects :

Nature of Training	Period and Duration of Training	Training organised by	No. of staff undergone training	Whether the training is useful at present

8. Adequacy of trained-staff in the concerned faculties Adequate/Inadequate :
9. If adequate/inadequate, give details (Whether inadequacy refers to the number of hands or the nature of training) :
10. Total pupil strength of the school :
- a) Total strength in Standard IX, X & XI :
- Boys :
- b) " " " " Girls :
- c) No. of section in Standards IX :
- X :
- XI :

11. General majority of the parents belong to the following category :

- a) Farmers ()
- b) Business class ()
- c) Labourers ()
- d) Educated employed ()
- e) Any other ()

12. Who are the members of managing committee?

Members Category	Educational Qualification	Their full time profession	Do they often visit the school	Do they meet the staff	In what ways they extend their suggestions
Correspondent					
Secretary					
First Member					
Second Member					

13. Who appoints the staff in your school?

14. Who holds the power to terminate the services of an individual staff member?

15. Staff work-load :

- a) Average No. of periods per week for an individual
- b) Average No. of periods per week for Sec. Teacher
- c) Average No. of periods per week for B. T. Assistants
- d) Apart from Teaching work, staff have to do :
 1. Maintaining Records
 2. Assisting in maintain accounts
 3. Assisting in office work
 4. Assisting the H. M.
 5. Often attending seminars
 6. Frequent correction of Exam. papers
 7. Over time works
 8. Any other
- e) Any accepted system in practice for substitute work (when a staff is on leave)

16. Achievements of the School :

a) S. S. L. C RESULT

S No.	Year	No. appeared	No passed	% pass	Pass				
					English %	Tamil %	Maths. %	Science %	His.&Geo. %
1.	1972								
2.	1973								
3.	1974								
4.	1975								
5.	1976								

- b) Achievement in sports :
- GAMES
- District level : _____
- Intra-school level : _____
- Any other : _____

SPORTS

- District level : _____
- Intra-school level : _____

- c) Oratorical, essay and other contests at district level :

- d) The special activities that school does (More details here)

1. Social service ()
2. Adopting a village ()
3. School complex ()
4. Any other ()

- e) Any other achievements for your school :

17. Staff - meeting :

- i) Frequency : a) once in how many days : _____ days
b) depends on the need
- ii) Procedure of the staff meeting : a) Headmaster makes announcements or reads
(Tick more than one if appropriate) a) Staff take active part
c) Staff can express freely on anything academic or non academic
d) Strictly following the agenda (No deviation)
- iii) Usual Agenda : a) Discussion of academic matters only
b) Discussion on matters of general welfare of school, staff or pupils
c) Only for planning certain special functions of the school
d) Any other

18. Special Activities of the school :

- A) CELEBRATIONS :
- i) Independence day
 - ii) Republic day
 - iii) Children's day
 - iv) Teachers day
 - v) Any other
- B) FUNCTIONS :
- i) School day / Annual day
 - ii) Sports day
 - iii) Any other
- C) ACADEMIC :
- i) Science Exhibition
 - ii) Any other

19. Pupil-Associations functioning in the school

- a) Science club ()
- b) Maths club ()
- c) History / Geography Association ()
- d) Anyother

20. Have you parent-teacher association in your school? Yes/No

21. For what purpose do you normally use the parent-teacher association meeting

PURPOSE :

22. What is the role of the parent in those meetings?

- a) Listening
- b) speaking
- c) suggesting
- d) any other

23. Do your pupils have any role in the administration or organisation of the school Yes/No

24. Have parents any role in school administration or organisation?

25. School publications, if any?

- a) School dairy/calender ()
- b) Annual day Souvenir ()
- c) School magazine ()
- d) Any other

26. What are the objectives or ideals of your institution?

a)

b)

c)

27. Do your teachers and pupils know about these ideals? Yes/No

28. Have you pointed the ideals on any of the hand-outs of your school? Yes/No

29. Do you have daily morning assembly? Yes No

30. Does the Headmaster address the pupils daily (If yes on what matters)? Yes/No

Matter (Subject):

31. Do other teachers address the school assembly? Yes/No

32. What provisions do you have for the professional growth of your staff?

- a) Allowing them for further qualification ()
- b) Permitting them to attend in - service courses ()
- c) Assessment or rating system of the professional growth? ()
- d) Any other

33. Is any of your staff a member of any one of the professional bodies? Yes/No

34. Do you arrange for guest-lectures for your staff in subject areas? Yes/No

35. What are the professional journals or magazines you get for your school?

Names of the journals

1.

2.

3.

4.

5.

GENERAL

36. Please indicate your special achievements in a few lines:

37. General physical facilities and their use :

Please indicate whether you have adequate facilities in the following :

(Indicate in the brackets with (A) if Adequate and with (I) if Inadequate and with (N) for No facility

A=Adequate	I=Inadequate	N=No facility
a) Playground	()	n) Lavatory for pupils ()
b) Use of playground	()	o) Urinal for pupils ()
c) Laboratory	()	p) Separate bus for the school ()
d) Common assembly hall	()	q) Reading room ()
e) Radio	()	r) School library ()
f) Film projector	()	s) Use of school library ()
g) Film strip projector	()	t) Notice&Bulletin Boards ()
h) Tape-recorder	()	u) Use of these boards ()
i) Record player	()	v) Proper use of Audiovisual Aids ()
j) Linguaphone records	()	w) Special skill imparted ()
k) Separate room for Headmaster	()	x) Hostel facilities ()
l) Separate staff room	()	y) Inter-com faciinties ()
m) Lavatory&Urinal for masters	()	

(For use by the staff of the private aided schools)

38. Is Headmaster the only representative of the management in the school? Yes/No
39. Is there a separate room for the correspondent in the school? Yes/No
40. Does the correspondent daily or frequently visit the school? Yes/No
41. Does the correspondent or the managing committee member discuss school improvement programmes with the headmaster? Yes/No
42. Does the correspondent meet the members of the staff once in a while? Yes/No
43. Does a member of the staff has direct access to the correspondent on school matters? Yes/No
44. Does the correspondent appreciate the innovative practices adopted in the school? Yes/No
45. Is there any incentive scheme to encourage useful innovative suggestions? Yes/No
46. Do the staff feel security of service? Yes/No
47. Do you voluntarily implement the innovative practices? Yes/No
48. Generally innovative practices are suggested from above and the staff have no choice except to implement them? Yes/No
49. Ours is a innovative school Yes/No
50. Do you intend to serve in this institution till your retirement? Yes/No