

APPENDIX NO. 2  
A SPECIMEN OF THE  
QUESTIONNAIRE TO BE FILLED IN BY AN INSPECTING  
OFFICER OF SECONDARY SCHOOLS

A. GENERAL INFORMATION

1. Name of the officer:
2. Designation:
3. Name of the district or area over which your jurisdiction falls:
4. Area of your jurisdiction in square miles:
5. (a) Number of secondary schools for boys usually to be inspected by you and your assistants:
  - (b) Approximate number of pupils in boys' schools:
  - (c) The number of inspecting officers engaged in the inspection work of such schools:
6. (a) Number of secondary schools for girls:
  - (b) Approximate number of pupils in girls' schools:
  - (c) The number of inspectresses engaged in the inspection work of such schools:

B. AIMS AND OBJECTIVES OF SECONDARY SCHOOL INSPECTION

1. What, according to the Government policy, are the aims and objectives of inspection of secondary schools in your State?
2. How far do you think these objectives are realised in practice?
3. What, in your opinion, should be the main objectives of inspection of secondary schools?

4. How can these objectives be fulfilled?

C. DUTIES AND POWERS OF THE INSPECTING OFFICER OF SECONDARY SCHOOLS

1. What are the different duties assigned to you so far as secondary education in your area is concerned?
2. Besides the above duties, are there any additional duties assigned to you?
3. What are your educational prerogatives? How do you exercise them? Do you organize refresher courses and hold educational conferences and seminars on methods of teaching, syllabuses, etc. in your area?
4. What are your powers regarding secondary education in your area?
5. What are your administrative prerogatives? What part do these prerogatives play in the control and reform of secondary education?
6. What additional powers and prerogatives should, you think, be given to you so that your area could have the more effective system of school inspection?

D. INSPECTION METHODS AND PROCEDURES

1. What special points do you generally bear in mind while inspecting a secondary school?
2. (a) Is there any prescribed form for your inspection report on secondary schools?  
(b) If yes, what are their chief headings? Kindly enclose a copy of the prescribed form.  
(c) If no such forms exist, how do you present your report?
3. What are the average duration and frequency of inspection of secondary schools in your area?

4. What is the general procedure of school inspection? Please describe it here: .
5. How do you frame the general picture of the school you inspect? Do you and your assistants sit together and put the impression together or does each of your assistants accompanied by you submit his or her report to you and do you then finally build up the entire picture in your report?
6. Do you, at the end of the inspection of a secondary school, hold a general meeting of the teachers and the headmaster of the school and discuss the common points of interest?
7. (a) Do you pay surprise visits to secondary schools to study the natural condition in which the school functions?  
(b) If yes, what is your general impression of schools on such occasions?
8. Do the official regulations provide criteria for assessing the work of teachers? If yes, what are they?
9. Can you give any further information that throws light on the exact functioning of school inspection in your area?

E. DRAWBACKS OF THE INSPECTION SYSTEM AND SUGGESTIONS FOR ITS IMPROVEMENT

1. What are the problems that face you in your secondary school inspection work?
2. (a) How far do you consider the present system of inspection of secondary schools to be satisfactory?  
(b) What, in your opinion, are its principal defects and drawbacks?  
(c) In what way would you suggest a reorientation of the inspection system with a view to realising the aims and objectives described in B section of this questionnaire? Please suggest the necessary steps for the purpose.

3. (a) Do you favour the need for the inspectors of secondary schools to be given special training for inspectorial work?
  - (b) If yes, please suggest concrete steps for the purpose.
4. What are your views on the fact that under the present system the inspecting officer of secondary schools has too much office work which should be cut down considerably so as to enable him and help the secondary school to improve its quality and standard of education?
5. Do you favour a need for a separate inspectorate for secondary schools so that adequate attention could be paid to the growing problems of secondary education? Please comment.
6. (a) With the increase of number of secondary schools in your area, do you get more assistants to help you in your inspection work? Are there any official regulations to meet with the above requirement satisfactorily?
  - (b) If yes, what are they?
  - (c) If not, do you favour the quota system, i.e. the pupils-inspectorate ratio. If yes, what ratio should there be?

#### F. MISCELLANEOUS

1. What are the opportunities open to you to enhance your knowledge of inspection of secondary schools? In this connection please consider the following points:-
  - (a) Whether the department periodically holds inspectors' meetings.
  - (b) Whether you are given the chance to go and see what is going on educationally in other parts of the country.
  - (c) Whether you get any opportunity to secure state scholarship to go abroad to study the inspection system overseas.

- (d) Whether you are transferred temporarily to the training college where you can explore with the fund of your knowledge of secondary schools in your area, the means of bridging the gulf between theory and practice of teaching in secondary schools.
2. (a) Are there any reforming measures in the inspection system of secondary schools that you contemplate in your area?
    - (b) If yes, please describe them briefly:
  3. Kindly offer any other suggestions if you can for the improvement of secondary school inspection.