

**APPENDIX 6: QUESTIONNAIRE FOR TEACHER-EDUCATORS ON
ORGANIZATION AND MANAGEMENT**

Please read the following questions carefully and answer in the space provided

Name of the Teacher Educator:

Name of the College:

1. Does the institution have any Internal Quality Assurance Cell?

If Yes, mention the name of the coordinator/s:

Please state the procedure for selecting the coordinators of Internal Quality Assurance Cell:

Please mention the functions of the Internal Quality Assurance Cell:

2. Does the institution have any feedback mechanism for ensuring the quality assurance of the following, if yes how the mechanism contributes or works towards quality assurance?

Teaching Learning process

Teacher's progress

Students result

Any other, please specify

3. Which of the following strategies does the institution follow to improve the management of the institution?

Staff feedback

Students' feedback

Management's feedback

Parent's feedback

4. What is done to improve the efficiency of the non-teaching staff?

5. When does the planning for next academic session begin?

Before Vacation

Before beginning the new session

After new session begins

6. Does the institution have any academic calendar/planner? If yes, then what does it include?

7. How is the academic calendar prepared?

8. Who are the personnel generally involved in decision making at the institution?

9. How does the distribution of work take place at the institution?

Work distributed by the Principal stand alone

Work distributed through work distribution committee

Work distributed through staff meeting involving all the staff

members Any other, please mention

10. What measures does the institute take to promote professional development of teacher-educators?

Organize workshops

Organize seminars

Motivate to participate in workshops and seminars

Motivate to participate in refresher/orientation course

Motivate to plan and organize workshops and seminars

Any other, please mention

11. Does the institution organize any workshop/seminar for the non-teaching staff members? If yes, give details
12. How are teaching and non-teaching personnel recruited in your institution?
Mention the procedure
13. Does the institution have any provision for conducting guest- lectures at the college? How frequently the guest-lectures were conducted?
14. Is there any internal audit mechanism for checking the performance of administrative work? If yes by whom it is done?
15. Is there any internal audit mechanism for checking the performance of teaching work? If yes by whom it is done?
16. Does the institution have any grievances redressal mechanism?

If yes, How does it deal with grievances of the students?

How does it deal with grievances of the employees?
17. Does the institution provide any extra facilities to the employees (For example loans, LTC, Bonus, Medical, etc)? If yes, please mention
18. Do you get enough support from the head of the institute? If yes, Which kind of support you get:

Emotional	<input type="checkbox"/>
Professional	<input type="checkbox"/>
Financial	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>

Any other, please mention

19. How do you find the principal as academic administrator of your institution?

Excellent

Very Good

Good

Average

Poor

Substantiate your response

20. Do you think that the work environment in the institute is conducive to all its employees?

If yes, give details

If No, give details

21. Describe the relationship between the head and the employees of the institution.

22. Do you generate or contribute in generating fund for the institution? If yes, then how?

23. Does the institution have collaboration with any external agencies? If yes, give details

24. Do you think that you have been optimally utilized in the institution? If yes how? And if No, why?

25. Do you think that the institution has different policies for different employees? If yes, based on which factors it is done?

26. Do you think that the head of the institution is biased to some people? If yes, give details.

27. Does your institution take any initiative for faculty development? If yes, give details

28. Who bears the cost of attending the seminars/workshops/course by the faculty members?

Faculty members

Institution

29. Do you think that in the absence of the principal you work more efficiently?

Yes

No