

**SERVICE DELIVERY
EDUCATION SURVEY
2017**

Module 3A – Principal Questionnaire



Cover Sheet

Enumerator Note: Please write all responses clearly using CAPITAL LETTERS ONLY!

	Name(s)	Code
School District		
School Tehsil		
School Mauza		
School Name		
School Code	<i>Unique school code as assigned in the School List of the survey</i>	
School EMIS Code	<i>Official code used by SED</i>	_ _ _ _ _ _ _ _
Enumerator Name		
Date of visit	<i>Day/Month/Year (e.g. 15/10/16)</i>	_ _ / _ _ / _ _

Supervision		Code	Response	Signature	Date
Questionnaire Verification	a. Enumerator	<i>Survey results codes: 1 = Questionnaire completed 2 = Incomplete questionnaire</i>	_		_ _ / _ _ / _ _
	b. Supervisor		_		_ _ / _ _ / _ _
	c. Data Entrant		_		_ _ / _ _ / _ _

Module 3 – Principal’s Questionnaire

Instructions: This questionnaire is to be administered to the Principal of the school. If the Principal is not available, the Vice Principal should be interviewed. If neither are available, the person in charge of school administration should be interviewed.

Section A: Principal Background			
<i>Enumerator: Let me ask you some questions about your background</i>			
Question	Unit/Code	Response	Skips
A1	What is your full name?	<i>First, Middle, Last Name</i>	_____
A2	Respondent’s sex <i>Enumerator Note: Observe and note.</i>	1= Male 2= Female	__
A3	What is your position in the school?	1 = Principal 2 = Deputy Principal/Second Head 3 = Teacher 4 = Acting Head 5 = Owner/Co-owner 6= Owner and Principal 99 = Other (specify)	__ _____
A4	Which classes do you teach? <i>Enumerator: Please enter one number for each class taught, up to 4 classes</i>	0 = Katchi 1= Grade 1 2= Grade 2 3= Grade 3 4= Grade 4 5= Grade 5 6= Grade 6 7= Grade 7 8= Grade 8 9= Grade 9 <u>10= Grade 10</u> <u>11</u> = Special needs <u>12</u> = None	__ __ __ __

A5	What is the highest level of education that you have completed?	1 = Primary complete 2 = Secondary incomplete 3 = Secondary complete 4 = University degree (bachelor) 5 = University degree (master) 6 = University degree (doctoral) 7 = None 99 = Other (specify)	__ _____	
A6	What year did you begin teaching? Enumerator Note: This refers to the year when the teacher first started teaching irrespective of contract (volunteer, temporary, private, public, etc.)	Year (e.g., 2017)	__ __ __ __	
A7	What year were you hired into the public system? Enumerator Note: This refers to the year when the teacher was first hired into the public school system as a full time paid staff.	Year (e.g., 2017)	__ __ __ __	
A8	Which year did you become Principal of this school?	Year (e.g. 1960)	__ __ __ __	
A9	How did you become Principal of this school? Enumerator Note: Read out the options	1= Posted- open vacancy 2= Transferred from another school 3= Promoted from Vice Principal 4= Promoted from Teacher 5= Temporary Principal 99= Other (specify)	__ _____	
A10	If open vacancy, was this a competitive position? Enumerator Note: Read out the options	1= Yes, it was a competitive process 0= No, it was not a competitive process		If A9=1
A11	What year were you born in?	Year (e.g. 1960)	__ __ __ __	

A12	Were you born in this tehsil?	1= Yes 0= No	__	
A13	Where were you born?	Write the district, tehsil and mauza names	District: _____ Tehsil: _____ Mauza: _____	If A12=0

Section B: Remuneration

Enumerator read aloud: We would like to ask you a few questions about your experience with the school system. Your responses to the questions in this section and the other sections are confidential. Your supervisor, colleagues and teachers will not see your responses.

Question		Unit/Codes	Responses	Skips
B1	How much is your monthly salary in this school (Including allowances)?	In Rupees	__ __ __ __ __	
B2	How much did you actually receive last month (after tax, retirement, etc., are deducted)?	In Rupees	__ __ __ __ __	
B3	Are there salary related payments you have not received yet? (Such as arrears, leave, hardship, TA/DA, relocation allowances, etc.)	1= Yes 0= No	__	
B4	What is the nature of your contract?	1= Government- permanent 2= Government-contract 3= Private- written contract 4= Temporary (unwritten / verbal contract) 5= Volunteer 6= NGO Provided 99= Other (Specify)	__ _____	
B5	If you have a contract for a specific duration, what is the duration of the contract?	Number	Years __ __ Months __ __	If B4=2 or B4=3

B6	If you are a government employee (permanent or newly hired), what is your pay grade?	1= Grade 9 2= Grade 10 3= Grade 11 4= Grade 12 5= Grade 13 6= Grade 14 7= Grade 15 8= Grade 16 9= Grade 17 10= Grade 18	__	If B4= 1 or B4=2
B7	Did you receive any formal recognition/ praise/ bonus for your work during the last year?	1=Yes 0=No	__	
B8	During the last year, did you receive any monthly recognition from the SED?	1=Yes 0=No	__	If B4=1 or B4=2 and B7=1
B9	If you received such praise or recognition, what did you receive it for? <i>Multiple responses accepted</i>	1=Regular attendance 2=Children performance in examination 3= Parental praise 4= Extra responsibility in school 99= Other (Specify)	__ _____	If B7=1 or B8=1
B10	Did you receive any money for this recognition?	1=Yes 0=No	__	If B7=1 or B8=1
B11	If this recognition was expressed in money, how much did you receive?	<i>In rupees</i>	__ __ __ __ __	If B10=1
B12	Do you also give private tuition?	1=Yes 0=No	__	
B13	How much do you earn from private tutoring per month?	<i>In rupees</i>	__ __ __ __ __	If B12=1

B14	How many students do you provide private tuitions to?	<i>Number of students</i>	_ _ _	If B12=1
B15	Do you teach at a private tuition center?	1=Yes 0=No	_	If B12=1
B16	How do you spend your time during the school break (summer vacations)? Enumerator Note: Multiple responses can be selected.	1= Private tuitions 2= Other income generating activity 3= Work for the same school 99= Other (specify)	_ _____	

Section C: Principal Professional Development and Time use

Question		Unit/Codes	Responses	Skips
C1	Have you ever received formal training on how to manage a school? (clarify that the focus is on school management and not other types of trainings)	1=Yes 0= No	_	
C2	Thinking about the longest training you received on school management, approximately how long did the training last?	1= Less than 1 day 2= Between 1 to 5 days 3= Between 1 to 4 weeks 4= Between 1 to 4 months 5= More than 4 months	_	If C1=1
C3	Which year did you receive this training? Enumerator note: Write -98 if the respondent doesn't remember.	Year (e.g. 2010)	_ _ _ _	If C1=1
C4	What was the topic of the training? Enumerator Note: read options aloud and select all that apply	1= Funds utilization: Non-Salary Budget, stipends to students, textbooks, uniforms, how to prepare a budget and how to manage the financial resources of the school. 2 = Missing facilities and upgrading: Fixing the building, maintaining infrastructure 3= Human resource management skills: e.g., hiring non-administrative staff, how to motivate and support teachers, leadership	_ _____ _ _____ _ _____	If C1=1

		skills, how to evaluate their performance 4= Communication skills : How to manage the relationship with the parents and the community 5= Administrative skills : DTE visits, DSD assessment, how to report the data on the school, do inquiries, to whom, who to ask for materials needed for the school, teachers, etc. 99=Other (to specify)		
C5	During a normal week, how many hours per day do you work on school related activities for this school (including teaching)?	Hours per day	_ _	
C6	Of those hours, how many hours per day do you spent actually teaching?	Hours per day	_ _	

Section D: Principal decision-making power				
Questions		Responses		
		1.	2.	3.
<p><u>Who</u> have the most influence over the following?</p> <p>[Instruction to enumerator: the purpose here is not to test whether the respondent knows the rules; the purpose is to find out how things “really happen.” <u>Select up to 3 options</u>]</p>		<p>Unit/Code 1= Provincial level School Educ Dept. (SED) – Govt of Punjab 2 = District level AEO / DEO / Deputy DEO / CEO / EDO 3=Directorate of Staff Dev (DSD) / QAED 4= School councils 5= Teachers 6= Private school owner 7= Punjab Education Foundation (PEF) 8=NGOs 9=Private sector 10. Principal 11. School board/Trust 99= Other (specify)</p>	<p>How important is your voice?</p> <p>0 =None 1 =A little 2 =A Lot</p>	<p>Have you had to deal with a case like this in this school?</p> <p>1= Yes 0= No</p>
Material and Infrastructure				
a	The purchase of equipment and school supplies	_ _ _ _ _	_	_
b	Maintenance of school (roof, walls, furniture ...)	_ _ _ _ _ _ _	_	_
Government (civil servant) Teachers				
c	Teacher allocation to schools	_ _ _ _ _ _ _	_	_
d	Teacher allocation to grades in the school	_ _ _ _ _ _ _	_	_

<p>E2</p>	<p>Teachers in the school have several responsibilities. In your opinion as the principal of school, which is the most important one?</p> <p>Enumerator Note: Do not read the responses out loud. Mark the things that are mentioned by the Principal.</p>	<p>0= None were mentioned 1= Being on time to school 2= Maintain discipline in the class 3= Improve student' score 4= Help out in extra academic activities that the school face 5= Teach students to be good citizens 6= Have a positive relationship with other teachers and students</p>	<p> _ _ _ </p>
<p>E3</p>	<p>Think about teachers in your school who are the best at increasing student learning. What specifically do these teachers do that makes them successful?</p> <p>Enumerator Note: Do not read the responses out loud. Multiple responses accepted. (3 options)</p>	<p>1=Natural ability 2=Hard work 3=Positive thinking/Belief in students 4=High expectations of students 5=Teaching experience 6=Academic background 7=Good classroom management 8=Positive relationship with the students 9=Good command on subject/content 10=Good pedagogy 11=Good student assessment system (homework, informal quizzes, etc.) 12= Punctuality 99=Other (to specify)</p>	<p> _ _ _ _ _____</p>