

**A CRITICAL STUDY OF WORK EXPERIENCE PROGRAMME AT THE UPPER
PRIMARY STAGE IN CENTRAL SCHOOLS OF GWALIOR**

RESPONDANT : PRINCIPAL

NAME OF THE SCHOOL _____

- Q 1) (A) IDENTIFICATION PARTICULARS
- (i) Name of the Principal (in capital letters)
 - (ii) Sex (Please put a tick mark)
 - (iii) Qualification
 - (a) Academic
 - (b) Professional
 - (iv) Experience
 - (a) Administrative
 - (b) Teaching
 - (c) School

(a) Male (b) Female

(Years)

- (B) General information about the school where working
- (i) Location of the school
 - (a) Urban / Semurban / Rural

- (C) Have you ever attended any inset (Inservice Education & Training) Programme on Work Experience?

Sno	Title/Theme of the programme	Organising institution	Venue	Period

- Q 2) (A) Work Experience Programme of the School
Work Experience activities offered

S No	CLASS	NAME OF ACTIVITY	NO OF BOYS	NO OF GIRLS	TOTAL NO OF STUDENTS INVOLVED
1	VI				
2	VII				
3	VIII				

- (B) Criteria for selection of each activity (Please Tick) How these Work Experience activities were selected for your school?

- (i) Prescribed by CBSE ()
- (ii) Allotment by Department /Scret ()
- (iii) Based on local survey of the institution ()
- (iv) Demand of the community (Parents) ()
- (v) Personal interest of teachers and /or yourself ()
- (vi) Availability of resources and facilities ()
- (vii) Any other (Please specify) _____

(C) Are you satisfied with the criteria as mentioned above?
 If no, what new activities do you suggest for your school? Give your criteria for such selection

SL NO	ACTIVITY	CRITERIA
1)		
2)		

Q 3 (A) The adequacy of facilities available in your school to run the work Experience Programme -

Srl No		ADEQUATE	SOMEWHAT ADEQUATE	INADEQUATE	NOT AVAILABLE
(1)	TEACHING STAFF				
(2)	SUPPORTING STAFF				
(3)	LAB/WORKSHOP				
(4)	RAW MATERIAL				
(5)	STORAGE FACILITIES				
(6)	COMMUNITY PARTICIPATION				
(7)	TOOLS AND EQUIPMENT				

(B) List the additional facilities you need to run Work Experience programme effectively -

SL.NO	FACILITIES REQUIRED
(1)	
(2)	

Q 4 Availability of instructional materials

Srl No		ADEQUATE	SOMEWHAT ADEQUATE	INADEQUATE	NOT AVAILABLE
(1)	TEACHERS'S MANUAL				
(2)	PPRACTICAL MANUAL				
(3)	TEXT BOOKS				
(4)	TEACHING AIDS				

Q 5 (A) Do you have teachers specially trained for this Programme? (YES/NO)
 If yes, please give their number (Please put tick mark)

- (i) Full time ()
- (ii) Part time ()
- (iii) Skilled worker/Workers from community ()

(B) If no, who teaches the Work Experience subject in your school? Please mention

Q 6 (A) Give details of grants received by the school for Work Experience (S U P W) Programme -

YEAR	AMOUNT SANCTIONED	AMOUNT RECEIVED	AMOUNT UTILISED	ADEQUATE	INADEQUATE
96-97					
97-98					
98-99					

expenses to run the Work Experience Programme. expenses to run the Work Experience Programme

SOURCES

(Please put tick)

- (i) PTA Funds (
- (ii) Boys Funds (
- (iii) Special Funds (
- (iv) Students personal contribution (
- (v) Any other source (Please specify) _____

(C) What granting pattern do you suggest for the successful implementation of this Programme?

Q 7 Do your Work Experience teacher's take active interest in organising Work Experience activities?

(YES/

If no, Why?

(Please put tick mark)

- (i) No special training provided to them (
- (ii) No incentive available (
- (iii) Too much work load onn the teacher (
- (iv) Lack of initiative by the teacher (

Q 8 What problems do you face in the implementation of Work Experience in your School?

(Please put tick mark)

- (i) Shortage of teaching staff (
- (ii) Non-availability of trained staff (
- (iii) Organisational problem (
- (iv) Poor community participation (
- (v) Less no of periods allotted to Work Experience (
- (vi) Work Experience room/workshop with small space (
- (vii) Work Experience room /workshop lacking in required facilities (
- (viii) Difficulty in organising on the job training (

Q 9 What is the basis of internal assessment of students in Work Experience activities ?

(Please put tick mark)

- (i) Written Test (
- (ii) Oral Test (
- (iii) Fractional Test (
- (iv) Observation of students involvement (
- (v) Products (
- (vi) Community Services (
- (vii) Record Book (
- (viii) Project (

(B) Frequency of internal Evaluation of Work Experience activities

(Please put a tick mark)

- (i) Monthly (
- (ii) Quartely (
- (iii) Half Yearly (
- (iv) Annually (

If no, give suggestions for its improvement

(D) Do you suggest external assessment of Work Experience activities?

(Y/N/S/NC)

If yes, Please give reason (s)

Q 10 Suggest specific measures for the effective implementation of Work Experience Programme in you School?



QUESTIONNAIRE**A CRITICAL STUDY OF WORK EXPERIENCE PROGRAMME AT THE UPP
PRIMARY STAGE IN CENTRAL SCHOOLS OF GWALIOR****RESPONDANT : TEACHERS**

- (1) (i) Name _____
- (ii) Sex Male / Female (Please put a tick mark)
- (iii) Age _____
- (iv) Name of the school _____
- (v) Designation _____
- (vi) Qualification 1) Academic _____
 ii) Professional _____
 iii) Technical _____
- (vii) Teaching Experience Years _____
- (viii) Nature of appointment (Please put a tick mark)
 (i) Permanent ()
 (ii) Temporary ()
 (iii) Part-time ()
 (iv) Daily Wages ()

(2) (A) Work Experience subject being taught by you

SL NO	CLASS	NAME OF ACTIVITY	NO OF PERIODS/WEEK	NO OF STUDENTS
(1)				
(2)				
(3)				

(B) Number of periods per week given to you for Work Experience during school hours ;

SL NO	CLASS	NAME OF ACTIVITY	NO OF PERIODS/WEEK	NO OF STUDENTS
(1)				
(2)				
(3)				

(C) Number of periods per week given to you for Work Experience after school hours

SL NO	CLASS	NAME OF ACTIVITY	NO OF PERIODS/WEEK	NO OF STUDENTS
(1)				
(2)				
(3)				

*Q 3) (A) Are you satisfied with the number of periods allotted to you for Work Experience activity? (YES/N)

If no, then suggest numbers of periods/week required

(B) During school hours

SL NO	CLASS	NAME OF ACTIVITY	NO OF PERIODS/WEEK
(1)			
(2)			
(3)			

(C) After school hours

SL NO	CLASS	NAME OF ACTIVITY	NO OF PERIODS/WEEK
(1)			
(2)			
(3)			

Q 4) Any other Work Experience Activity you want to suggest according to the need of students and resources available in your school

SL NO	CLASS	ACTIVITY
(1)		
(2)		
(3)		

Q 5 Whether any guidance is given to you by the Principal or Education Officer regarding the conduct of Work Experience activities?

If yes, Please specify
Principal

Education Officer

Q 6 (A) How does Work Experience Programme affect your teaching in other subject area?
(Please put a tick mark)

- (i) Helpful (
- (ii) Not Helpful (
- (iii) Creates difficulties (

(B) Problems if any faced by students in pursuing academic work caused by Work Experience activities

(C) Problems faced by students in understanding Work Experience activities

Q 7) What are the objectives of the Work Experience Programme

Q 8) Is the curriculum suitable to realise all the objectives? (YES/NO)

Q 9) Do you have adequate instructional materials easily available for Work experience subjects? (YES/N)
 If no, please tick the type of instructional material you need

- (i) Textbook ()
- (ii) Teaching Aid ()
- (iii) Practical Manual ()
- (iv) Teacher Guide ()
- (v) Any other ()

Q 10) Do the students develop the required skills and competencies adequately on completion of the Programme
 If no, why? (Please put a tick mark)

- (i) Lack of suitable practical training ()
- (ii) Students not interested in the skill ()
- (iii) Inadequacy of instructional materials ()
- (iv) Lack of Teacher Expertise ()
- (v) Lack of tools and materials ()
- (vi) Any other ()

Q 11) Are the students aware of the objectives of Work Experience Programme? (YES/N)

Q 12) Are adequate facilities available to you for Work Experience activities? (Please put a tick mark)

	Adequate	Inadequate	N/A
(i) Space for (a) Teaching (b) Storage	()	()	()
(ii) Workshops / Laboratory	()	()	()
(iii) Tools for Practical Work	()	()	()
(iv) Raw Material	()	()	()
(v) Machinery	()	()	()

Q 13) Are you allowed a free hand in planning, organising and managing your Work Experience activities? (YES/N)

Q 14) Are adequate funds made available to you when you need them for your programme? (YES/N)
 If no, how do you manage practical work.

Q 15) What different instructional methods do you adopt to teach Work Experience activities? (Please put a tick mark)

- (i) Demonstration ()
- (ii) Project Method ()
- (iii) Group Work ()
- (iv) Suggestions and Motivation ()
- (v) Dictating Notes ()

Q 16) Do you get assistants for teaching in (Please put a tick mark)

- (i) Laboratory ()
- (ii) Workshop ()
- (iii) Field ()

Q.17)

Are you collaborating with any other agency?
If yes, name the agency

Q 18) Which evaluation devices do you use to get feedback from students?
(Please tick those you actually use)

- (i) Oral Test
- (ii) Written test
- (iii) Performance Test
- (iv) Project test
- (v) Home Assignment
- (vi) Products

Q 19) How often do you evaluate your students?

- (i) Monthly
- (ii) Quartely
- (iii) Half yearly
- (iv) Annually
- (v) After every activities

Q 20) What difficulties are you facing in your internal evaluation system?
(Please put a tick mark)

- (i) Administrative interferences
- (ii) Students Pressure
- (iii) Pressure from colleagues
- (iv) Pressure from parents

Q 21) Are you satisfied with the present scheme of evaluation? (YES/NO)
If no, give suggestions

Q 22) Do they actively, willingly and enthusiastically participate in the practical classes? (YES/NO)
If no, what are the reasons?

Q 23) Does Work Experience help in developing in students the following qualities?
(Please put a tick mark)

- (i) Cooperation
- (ii) Creativity
- (iii) Punctuality
- (iv) Neatness and cleanliness
- (v) Good Work habits
- (vi) Self confidence
- (vii) Positive attitude towards work

Q 24)

Is your subject popular among students
If no, Why?

(YES/N

Q 25)

What is the attitude of others towards the Work Experience Programme?

	POSITIVE	INDIFFERENT	NEGATIVE
(i) Staff Members	()	()	()
(ii) Parents	()	()	()
(iii) Students	()	()	()
(iv) Head of the Institution	()	()	()
(v) Educational Administration	()	()	()

Q 26)

State the problems you are facing in implementing Work Experience Programme in your school?

Q 27)

Your suggestions to improve the Programme

QUESTIONNAIRE

A CRITICAL STUDY OF WORK EXPERIENCE PROGRAMME AT THE UPPER PRIMARY STAGE IN CENTRAL SCHOOL OF GWALIOR

RESPONDANT STUDENT

प्रत्यार्थी विद्यार्थी

PERSONAL INFORMATION

(व्यक्तिगत सूचनाएँ)

1 INTRODUCTION (परिचय)

(a) Name (नाम)

(b) Class (कक्षा)

(c) Age (आयु)

(d) Sex (लिंग)

(Boy / Girl) (लड़का / लड़की)

(e) Category (Please Tick)

GENERAL / RESERVE / S C / S T

श्रेणी (कृपया निशान लगाये)

सामान्य / आरक्षित / अज / अजजा

(f) Home Address

2 Name of the School

3 (a) Father's Name (पिता का नाम)

(b) Qualification (योग्यता)

(c) Occupation (Please Tick)

Government / Private / Business / Others

व्यवसाय (कृपया निशान लगाये)

शासकीय / अशासकीय / व्यापार / अन्य

(d) Approximate family income per month Rs -----

परिवार की अनुमानित मासिक आय रु

4 Name the Work Experience Activities you are doing in the School ?

(जिन कार्यानुभव कार्यक्रमों को आप विद्यालय में करते हैं उनके नाम बताओ)

(a) _____ (b) _____

(c) _____ (d) _____

5 What is your objective in learning Work Experience Activities ? (Please put a tick mark)

कार्यानुभव विषय को आप किस उद्देश्य से पढ़ रहे हैं ? (राही का चिन्ह लगाये)

(a) Development of useful skills ()

उपयोगी कुशलताओं के विकास के लिए

(b) Earn some money to support your studies ()

(स्वयं की पढ़ाई के लिए पैसा कमाने के लिए)

(c) Fruitful utilisation of leisure time ()

(खाली समय के सदुपयोग के लिए)

(d) Gain some vocation in future ()

(भविष्य में किसी व्यवसाय में जाने के लिए)

6 Are you getting any incentive (cash / kind) performing this activity? (Yes/No)

If yes, Please mention

(क्या इन क्रिया कलाओं द्वारा आपको नकद या ओर किसी रूप में प्रोत्साहन के लिए कुछ प्राप्त होता है)

(हां / नहीं)

यदि हाँ, कृपया स्पष्ट रूप में लिखिये।

7. Do you have the facility to perform Work Experience Activities in the School ?

(Please put a tick)

(क्या इन क्रिया कलापो के द्वारा आपको नकद या ओर किररी रूप में प्रोत्साहन के लिए कुछ प्राप्त होता है) (कृपया चिन्ह लगाये)

Sufficient / Insufficient / Nil

पर्याप्त / अपर्याप्त / बिल्कुल नहीं

8. Does your Work Experience Teacher carries out Work Experience related activities and instruction effectivety ?

(आपके कार्यानुभव विषय के अध्यापक कार्यानुभव संबंधी क्रियाकलापो को प्रभावी ढंग से प्रस्तुत कर पाते हैं?)

(a) Theory सैद्धांतिक (Yes/No) (b) Practical (प्रयोगात्मक) (Yes/ No)

9. Mention the number of periods per week given to Work Experience Programme

(एक सप्ताह में कार्यानुभव कार्यक्रम के लिए कितने कालाश घंटे होते हैं ? कृपया उल्लेख करें।)

(a) Inside the School (विद्यालय के अन्दर)

(b) Outside the School (विद्यालय के बाहर)

10. How much resources and facilities are available for Work Experience Programme? (Please put a tick mark)

(कार्यानुभव कार्यक्रम के लिए आपके विद्यालय में किस – किस प्रकार के साधन ओर सुविधाये प्राप्त हैं ?) (कृपया चिन्ह लगाये)

	<u>Adequate</u>	<u>Inadequate</u>	<u>Not Available</u>
(a) Work shop facilities (कार्यशाला सुविधा)	()	()	()
(b) Laboratory for Practicals (प्रयोगशालाए)	()	()	()
(c) Text books (पाठ्य पुस्तक)	()	()	()
(d) Raw Materials (कच्चा माल)	()	()	()
(e) Tools / Equipment (औजार / उपकरण)	()	()	()
(f) Practical Manuals (प्रायोगिक मैनुअल)	()	()	()
(g) Instructional Material (निर्देशालाक साग्री)	()	()	()
(h) Work Kit (कार्य पटिका)	()	()	()
(i) Storage facility (संग्रहण सुविधा)	()	()	()

11. Who evaluate your Work Experience Activities ?

(तुम्हारे कार्यानुभव संबंधी क्रियाकलापो का मूल्यांकन कौन करता है)

(a) Education Officer (शिक्षा अधिकारी) Yes / No (हां / नहीं)

(b) Principal (प्रधानाचार्य) Yes / No (हां / नहीं)

(c) Teacher (अध्यापक) Yes / No (हां / नहीं)

12. Which of the following are used by the teacher for evaluating you in the Work Experience Programme (Please put a tick mark)

(अध्यापक आपके कार्यानुभव कार्यक्रम के मूल्यांकन के लिए निम्न लिखित में से किस-किसका प्रयोग करता है?) (कृपया चिन्ह लगाए)

- (a) Oral Test (मौखिक परीक्षा) () (b) Practical Test (प्रयोगात्मक परीक्षा) ()
 (c) Record Book (अभिलेख पुरितिका) () (d) Written Test (लिखित परीक्षा) ()
 (e) Observation (निरीक्षण) () (f) Production (उत्पादन) ()
 (g) Project (परियोजना) () (h) Community Service (सामुदायिक सेवा) ()
 (i) Any Other (अन्य) ()

13 Does your School invite some outside experts for enrichment of your subject knowledge ?

(क्या आपके विद्यालय में आपके विषय ज्ञान बढ़ाने के लिए बाहर से विषय-विशेषज्ञों को आमंत्रित किया जाता है ?)

Mostly / Occasionally / Never.

अधिकतर / कभी-कभी / कभी नहीं।

If Yes, Please mention the activities those has been done by experts

(यदि हा, तो उन विषय विशेषज्ञों द्वारा कौन-कौन सी क्रियाकलाप करवाये जाते हैं ?)

- (a) _____ (b) _____
 (c) _____ (d) _____

14 Do you think Work Experience Programme in School is simply wastage of time, it should be discontinued (Yes / No)

If Yes, give reasons

(क्या आप यह महसूस करते हैं कि कार्यानुभव कार्यक्रम विद्यालय में समय का नष्ट करता है, इसको समाप्त कर दिया जाए (यदि हा तो स्पष्ट करें) हा / नहीं)

15 Do you think that Work Experience Programme is necessary to make student a skilled person ? (Yes / No)

(क्या आपको यह लगता है कि कार्यानुभव कार्यक्रम छात्रों को एक कुशल व्यक्ति बनाने के लिए आवश्यक है ?) (हा / नहीं)

16 What new Work Experience activities will you suggest for your School ?

आप अपने विद्यालय के लिए कार्यानुभव संबंधी किन क्रियाकलापों को इस कार्यक्रम में शामिल करने के लिए सुझाव देना चाहते हैं ?

17 Mention the problems you face in conducting Work Experience activities in your School ?

(आप अपने विद्यालय में कार्यानुभव संबंधी क्रियाकलापों को संपन्न करने में किन कठिनाइयों का सामना करते हैं, कृपया उल्लेख करें)

18 Give your suggestions for the improvement of Work Experience activities in your School ?

~~Give your suggestions for the improvement of Work Experience activities in your School ?~~

CONFIDENTIAL

**CRITICAL STUDY OF WORK EXPERIENCE PROGRAMME AT THE UPPER
PRIMARY STAGE IN CENTRAL SCHOOLS OF GWALIOR**

OBSERVATION SCHEDULE

Schools visit by Investigator

Identification Information Blank - ,

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- (a) Name of the School _____
- (b) Number of Teachers _____
- (1) Whether annual plan for work experience programme has been prepared? (YES/NO)
- (2) Who is teaching work experience programme in school?
(i) _____ (ii) _____
- (3) How many teachers in this school is/are teaching exclusively the Work Experience activities
- (4) How many teachers are involved in work experience programmes?

- (5) Name the items which are prepared by the school ?
(i) _____ (ii) _____
(iii) _____ (iv) _____
- (6) Name of any income generating project or any community service based activity carried out by the schools -
- (a) Hospital Service
(b) Traffic signal service
(c) Students canteen
(d) Gardening
(e) Plantation of trees
(f) Any other
- (7) What ways the articles prepared by the students are utilised -
- (a) Sold in exhibition
(b) Returned to students
(c) Kept in school
- (8) How many rooms are available Work Experience related practical work in school?

- (9) Whether sufficient space for doing practical work is available? (YES/NO)
- (10) Are the tools/equipment available in sufficient quantity for doing practical work? (YES/NO)
- (11) Whether the school engages some skilled workers from the community for giving practical Training to students? (YES/NO)
- (12) Maintenance of systematic evaluation records of work experience activities performed by the students? (YES/NO)