



# Instrument 5

## Questionnaire For Non-Teaching Staff

**The Questionnaire for Non-Teaching Staff** is based on the primary dimensions of quality improvement and accountability in his/her school.

The questionnaire contains basic and comprehensive compilation of data about the school based on the seven domains of Quality Assurance. The questionnaire consisting of 25 statements collects data on the view points of non-teaching staff to school policies and practices. It also seeks information about the availability of innovative, relevant, and socially conscious learning environment in his/her school.

**Dear Staff,**

*This Questionnaire is part of a research study on quality education. All information collected in this study will be kept confidential.*

### About the Questionnaire

- ✿ This questionnaire asks for your opinion about the school education and policy matters.
- ✿ This questionnaire must be filled in by the non-teaching staff only.
- ✿ After completing the questionnaire, please return it to the facilitator.
- ✿ When in doubt about any aspect of the questionnaire, please discuss with the facilitator.

**Name of School :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_



*As a member of the non-teaching staff, I feel that:*

Please indicate your degree of agreement against each statement by checking/ticking against one of the seven columns: Strongly Agree (SA) 7, Agree (A) 5, Not Sure (NS) 3, Disagree (D) 2, or Strongly Disagree (SD) 1.

S. No.	Statement	Strongly Disagree	Disagree	Not Sure	Partly Sure	Agree	Partly Agree	Strongly Agree
		1	2	3	4	5	6	7
1	The school's vision, philosophy and objectives are referred to and reflected in school decisions.							
2	Students are disciplined and respect the staff members.							
3	Counselling facility is available for the staff.							
4	School provides opportunities for continuous development of staff.							
5	Equal opportunities for all staff is provided.							
6	School has adequate medical facilities and is equipped to handle medical and other emergencies.							
7	Rest rooms, toilets, laboratory, playground, classrooms are clean and well maintained.							



Please indicate your degree of agreement against each statement by checking/ticking against one of the seven columns: Strongly Agree (SA) 7, Agree (A) 5, Not Sure (NS) 3, Disagree (D) 2, or Strongly Disagree (SD) 1.

S. No.	Statement	Strongly Disagree	Disagree	Not Sure	Partly Sure	Agree	Partly Agree	Strongly Agree
		1	2	3	4	5	6	7
8	Clean drinking water is available.							
9	There are separate toilets for girls and boys.							
10	The library is well equipped and is accessible.							
11	The school pays attention to the conservation of environment and has taken initiatives to implement waste management practices.							
12	There are regular evacuation/fire drills for disaster management.							
13	The school has provisions for differently-abled children / staff.							
14	The Principal/Head is approachable and accessible and believes in building partnerships.							



Please indicate your degree of agreement against each statement by checking/ticking against one of the seven columns: Strongly Agree (SA) 7, Agree (A) 5, Not Sure (NS) 3, Disagree (D) 2, or Strongly Disagree (SD) 1.

S. No.	Statement	Strongly Disagree	Disagree	Not Sure	Partly Sure	Agree	Partly Agree	Strongly Agree
		1	2	3	4	5	6	7
15	The school provides conducive working environment with growth opportunities.							
16	Administrative systems are in place including handbook / job manual / induction policy etc.							
17	The staff is appropriately represented in the Governing Body.							
18	Parents are satisfied with the school procedures and policies.							
19	Sensitization workshops are held to work with differently-abled individuals.							
20	There is a mechanism for feedback, review and performance enhancement for the staff.							
21	Data, documents, records and evidences are well maintained.							



Please indicate your degree of agreement against each statement by checking/ticking against one of the seven columns: Strongly Agree (SA) 7, Agree (A) 5, Not Sure (NS) 3, Disagree (D) 2, or Strongly Disagree (SD) 1.

S. No.	Statement	Strongly Disagree	Disagree	Not Sure	Partly Sure	Agree	Partly Agree	Strongly Agree
		1	2	3	4	5	6	7
22	Instructional leadership/ Mentoring is evident and innovative practices are encouraged.							
23	Staff development needs are identified and programs initiated for the same.							
24	Capabilities/ potential of the staff are fully utilized.							
25	Recognition/incentives appreciation of the individual work is given.							
	<b>Total Score</b>	Value= Znt						
	<b>Out of Maximum Score</b>	= 175 (25 items x7)						
	<b>Satisfaction level expressed in % terms</b>	= (Znt/ 175) x 100						
	<b>Non-Teaching Staff Individual Satisfaction Index</b>	=Snt						