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ANNEX

Questionnaire Form .

Title: a supervisory activities of campus chief as perceived by campus chief and teachers of Nursing Campuses in Nepal.

1. Purpose of the study:

- 1.1 To find out the supervisory activities of campus chief as perceived by teachers.
- 1.2 To prioritize supervisory activities of campus chief according to their importance as perceived by the teachers
- 1.3 To find out the supervisory activities of campus chief as perceived by the campus chief.
- 1.4 To compare the difference of perception between teachers and campus chief with respect to the supervisory activities of campus.
- 1.5 To give recommendation about the possible strategies to solve the difference

Name of Nursing Campus:

Introduction: The supervisory activities of campus chief is immense important in improving the campus programme, therefore you are requested to answer this questionnaire in rating scale for the purpose of judging the supervisory activities of campus chief which is perceived by the campus chief and teachers of Nursing Campus. Your opinions, criticism and suggestion are welcome. I would appreciate greatly for your kindness in answering the following items frankly and honestly. I will keep all your answer confidential.

Please do not write your name in the answer sheet

Instruction: This questionnaire is divided into three section:

- Section I is designed to determine the demographic information of campus chief and teachers.
- Section II is designed to determine the supervisory activities of campus chief. There are 72 items of supervisory activities of campus chief as perceived by campus chief and teachers. Most of the items are followed by aspects of supervisory activities of campus chief listed.

Questionnaire Form

Title: a supervisory activities of campus chief as perceived by campus chief and teachers of Nursing Campuses in Nepal.

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QUESTIONNAIRES FOR RESEARCH STUDY

I. DESCRIPTION OF THE INDIVIDUAL TEACHER

Section I

INSTRUCTION

Please tick mark the following items which is appropriate:

Α.	Place of present work			
	Maharajgunj Nursing Campus	[]	
	Lalitpur Nursing Campus	[}	
	Bir Hospital Nursing Campus	[.]	
	Nepalgunj Nursing Campus	[]	
	Pokhara Nursing Campus	[]	
	Biratnagar Nursing Campus	Į]	
	Birgunj Nursing Campus	[}	
	Bharatpur Nursing Campus	[}	
	Tansen Nursing Campus	[]	
в.	ETHNIC BACK GROUND			
	1. Brahman	[)	
	2. Chhetri	ĺ]	
	3. Rai, Limbu, Magar, Tamang	[]	
	4. Newar	[]	
	5. Other (Specify)	[,]	
c.	SEX			
	1. Male	[]	
	2. Female	ſ	1	

).	YFAR		
	21 - 36	1	}
4.	37 - 50	[)
	51 - 65	[ĵ
Ε.	RELIGION		
	1. Buddhist	[3
	2. Hindu	[]
	3. Christian].]
	4. Other (Specify)	(,]
F.	MARITAL STATUS		
	1. Married	[]
	2. Unmarried	[]
	3. Widow/widower	E]
	4. Separated	(]
G.	BASIC QUALIFICATION AND SUBJECTS		
	1. Certificate level of Nursing].]
	2. Bsc in Nursing	ĺ]
	3. Msc in Nursing	Į]
	4. Phd in Nursing	ſ)
Н	RESIDENTIAL STATUS		
	1. In the campus premise	[]
	2. Outside campus	[]

I.	TEAC	CHIN	G SUBJECT		Y
		1.	Nursing	Į	1
-		2.	Nepali	[1
		3.	Social Sciences	[1
		4.	Nepal Parichaya	[]
		5.	English	[] ×
J.	STA	<u>TUS</u>			
		1.	Professor	[]
	-	2.	Reader	ĺ	3
		3.	Lecturer	[] :
		4.	Assistant Lecturer	ĺ	1
		5.	Instructor	ĺ	1
		6.	Deputy Instructor	[1
		7.	Assistant Instructor	[3
11.	OTH	IER I	NFORMATION:		
	Inst	ruct	tion:		
	Plea	ase 1	fill in the blanks.	3-	
	Α.	How	long have you been working	*	1
		in	Nursing profession ?	[:] yrs
	В		long have you been in agement of Nursing campus?	[,] yrs
`	C	Ном	long have you been teaching?	ĺ] syrs
4	D		many years have you worked er the present Campus Chief?	[hrs
	E		many hours do you teach in week?	[-	hrs

Please place a tick mark () in the column which be indicates Done you please attach to each of the supervisory activities listed.

Check A if the activities is done extremely well

Check B if the activities is done well

Check C if the activities is average

Check D if the activities is not so well

Check E if the activities is done very badly

Check F if the activities is not done

Section III is designed to discover whether each of the supervisory activities are prioritized according to their importance as perceived by the campus chief and teachers.

Please write into the appropriate column after judging on the each item please kindly give suggestion in provided space.

---- A = Most important

---- B = Important

---- C = Average

---- D = . Not so important

---- E = Not important at all

---- F = No need

Section II

I. PROCEDURE DATA:

Instruction:

Please rate the activities of the campus chief in the following rating scale.

Please Tick [] mark in the appropriate column after observation of supervisory activities.

Which is best ?

NOTE:

A = Done Extremely Well

B = Done Well

C = Average

D = Done Not so well

E = Done Very Badly

F = Not Done

	SUPERVISORY ACTIVITIES	1	A	В	C	D	E	F	
Α.	ACTIVITIES IN MEETING THE INDIVIDUAL TEACHER NEEDS:						3.		
	1. Assist new teacher in her work in the following areas								
	1.1 Making time table.	*							
	1.2 Planning for daily duty rost in clinical area.	er				:			
	1.3 Planning for residential wor in field.	rk -					:		
	1.4 Planning for orientation visin different area.	sit							
	1.5 Making yearly Master plan.	13							

		7							
	SUP	ERVISORY ACTIVITIES	A	В	C	D	E	F	
2.		st in orienting the new ation for new teachers.							
	2.1	Giving orientation program for the physical set up.							
	2.2	Giving orientation program for the job description.				,			
7	2.3	Giving orientation of the policy and rules and regulation of the campus.							
	2.4	Giving orientation of the organogram of the campus.							
	2.5	Giving introduction to new staffs from old staffs.							-
	2.6	Helping and guiding in class room teaching.							-
	2.7	Helping and Guiding in instructional activities on the ward and community.							
3.		nize the individual teacher her/his need arises.							-
	3.1	Helping in preparation of teaching materials.							-
	3.2	Guiding and preparing of audio visual aids.							
	3.3	Teaching in communication skills at various levels of the students.							
4.		vailable to the teacher who res advice.							1
	4.1	Advising how to solve the problem between teachers and students.							
	4.2	Guiding and supervising classroom teaching & clinical teaching.							

			1	Α	I B	C	n .	E	FI	
	4.3	Demonstrating how to maintain good interpersonal relationship between teacher and student, teacher and teacher.						2		
	4.4	Guiding in doing field or clinical internal evaluation of performance.								
+	4.5	Advising how to conduct the final practical examination.								
5.	which	vide comfortable environment ch contribute to the rovement of teaching.		,						
	5.1	Providing good lighting, fan and ventilation in class room.								
	5.2	Providing good transportation facilities for clinical experience for teachers and students.								
	5.3	Conducting the individual conference according to need of the teacher.								
	5.4	Providing enough time for tutors to evaluates the students clinical performance								
B. <u>A</u>	CTIVIT	IES IN CURRICULUM STUDY:			1					
. 1		riculum change.		1						
	1.1	Guiding the teachers about how to make note of any necessary changes in the curriculum while teaching.								
	1.2	Raising consciousness of the teachers about current trends in nursing profession								
				.1	1	1	Ţ	1	1	1

2.	Pre	paration of curriculum guides	A	В	C	D	E	F	
	2.1	Teaching the component of the curriculum development program to the teacher.			£				
	2.2	Involving teachers in development of curriculum when ever chance comes.					=		
3.		ivate teachers to use new tent							
	3.1	Giving orientation of the teacher about the new content of the curriculum	i						
	3.2	Explaining about the changes of content in the curriculum.							
	3.3	Trying to solve the problem of implementation of new contents in curriculum.							
C. ACT	<u>IVITI</u>	ES IN INSTRUCTIONAL MEANS:							
1.		rm teachers about availability nstructional means.							
167	1.1	Explaining the instructional media in which they can be used.							
	1.3	Teaching the teacher how to utilize different audio visual- aids in different projector.							
2.		vides an adequate supply of as and professional journals							
	2.1	Providing up to date and adequate books, journals and other in the library.							
	2.2	Providing reference books for the teachers.							

					1	Α	В	c	D	Е	F	
		2.3	Inciting the teachers to equipped new and current teaching/learning materials									
, i	3.	new_orde	asize teachers to keep up with instructional materials in r to plan an on-going and program.	:	*							
		3.1	Making good plan and budget for instructional materials, in every year.			150						
		3.2	Providing resources for all areas of the curriculum.		!							
	4.	comm	ce teachers to utilize unity resources in teaching ning activities.									
		4.1	Giving information about local available community resources.									
		4.2	Giving more emphasis to utilize the real object which are available in the community for teaching.									
	5.		te outside experts for sultant services to teacher.				3					
		5.1	Conducting the seminar or workshop by inviting outside experts for consultant services to the teacher.									
		5.2	Giving feedback about good a well as weak points regardin teaching/learning activities of individual teachers.	g		7	0					
D.	AC1	TIVIT	IES IN - SERVICES EDUCATION:									
	1.	to a the tead	ice the teachers to observe an give constructive criticism of classes taken by individual chers for better improvement classroom teaching.									

. 7									
	1.1	Encouraging the teacher to take more classes in relevant subject.		A	В	С	D	F	F
	1.	2 Providing opportunities to involve workshops and seminar							
	1.3	Providing the opportunities for pre and post classroom conference.							
	1.4	Encouraging the teachers to utilize appropriate audio visual aids for classroom teaching.	•		3				
		group conferences of discuss ructional problems.					Y	- 1	
	2.1	Selecting appropriate topics for group discussion about instructional problems.							
	2.2	Teaching regarding the process of problem solving.							
	2.4	Summarizing possible solution for solving the instructional problems.							
	2.5	Sharing the idea and experience regarding solving problems in a group.							
	2.6	Encouraging the teachers to implement possible solutions of instructional problems in real situation.			*.				
3.		ourage teachers to attend ashop and conferences.			47		7	-	
	3.1	Creating motivation among the teachers for attending workshop and conferences.					: «		
	3.2	Planning the teachers for workshop and seminar in different topics.				-	ं		
				1	1	1	1	1	1

1.1	Encouraging the teacher to		A	В	C	1	1	F	F	
	take more classes in relevant subject.				1					
. 1	.2 Providing opportunities to involve workshops and seminar								·	
1.3	Providing the opportunities for pre and post classroom conference.				:					
1.4	Encouraging the teachers to utilize appropriate audio visual aids for classroom teaching.	i.						,		
	d group conferences of discuss . tructional problems.									
2.1	Selecting appropriate topics for group discussion about instructional problems.				1					
2.2	Teaching regarding the process of problem solving.									
2.4	Summarizing possible solution for solving the instructional problems.									
2.5	Sharing the idea and experience regarding solving problems in group.									
2.6	Encouraging the teachers to implement possible solutions of instructional problems in real situation.									
	courage teachers to attend rkshop and conferences.					: ,				-
3.	Creating notivation among the teachers for attending workshop and conferences.					•				
3.	2 Flanning the teachers for workshop and seminar in different topics.	0 2								

3.				-1 Δ	l R I	C	ומ	F	F	
	3,3	Giving equal opportunities teachers to attend such workshops and seminars.					J			
	3.4	Providing transport facilities to the teachers for attending workshops at different places			\ .					*
4.		ide library facilities for hers.	,					, ,		
	4.1	Supervising the librarian for keeping up to date inventory of books, Journals etc.								
	4.2	Planning the budget for library facility on time.	8							
	4.3	Arranging good physical facilities and ventilation in the library.								
	4.4	Maintaining good rules and regulation of library utilization.	2				n .			
	4.5	Giving opportunities to the teachers to utilize references books periodically.								
Ŧ	4.6	Providing more current or up to date books, journals or any information regarding related subjects.							*	
	4.7	Allowing the maximum free time to the teacher for utilization of the library.								
5.		urage teaching to do advanced v according to campus need.	e de						,	
	5.1	Encouraging or motivating to do advance study.							'	
÷.	5.2	Pre-planning of sending teachers to need further training according need to campus.					3			
					1	1	1	1	1	

						•
						130
	5.3 Providing more detailed information about advance training.	A	В	C	D E	F
	5.4 Providing in service scholarship to do advance study.			٠		
	5.5 Helping the candidate individually to meet the requirement of study programme.			**1		
· G.	Provide adequate teaching materials in order to solve instructional problems.					
	5.1 Keeping up-to-date list teaching materials availabin the campus.	le				
	6.2 Maintaining good condition machinery projectors as necessary.	of		٠		
F. ACT	IVITIES IN GROUP PROCESS:					
1.	Encourage co-operative group or community activities and discussion.					
Œ	1.1 Providing opportunity to make policy and rules and regulation of the campus in the group process.					
	1.2 Providing opportunities fo the group of teachers to visit the different teaching/learning fields.	r				
2.	Promote co-ordinating meeting between hospital and campus and other division.					

and other division.

regularly.

2.1 Planning the schedule for co-ordinating meeting

					13	31
	1 A	1 a 1	CID	E	F 1	
5.3 Providing more detailed information about advance training.	-					
5.4 Providing in service scholarship to do advance study.	· · · · · · · · · · · · · · · · · · ·					
5.5 Helping the candidate individually to neet the requirement of study programme.						
6. Provide adequate teaching naterials in order to solve instructional problems.	•		, .			
6.1 Keeping up-to-date list teaching naterials available in the campus.						
6.2 Maintaining good condition of machinery projectors as necessary.						
1. Encourage co-operative group or community activities and discussion.						
1.1 Providing opportunity to nake policy and rules and regulation of the campus in the group process.						
1.2 Frowiding opportunities for the group of teachers to						

visit the different

Promote co-ordinating meeting between hospital and campus and other division.

2.1 Planning the schedule for co-ordinating meeting

regularly.

teaching/learning fields.

		2.2	Sending information about meeting to different division before time.	A .	В	С	D	Е	F	
	•	2.3	Keeping up-to-date records the different meetings.							
	3.	good	st the teacher to develop relationship between the us and community.							
		3.1	Providing opportunities to the teachers to get together with the community from time to time.							
F.			FS IN RESEARCH ASED							
	1.		rm teachers about research ods and procedures.							
		1.1	Giving orientation to the teacher about introduction, modern methodology and procedures of research.							
		1.2	Giving theoretical knowledge about research as well as practical implication.							
	2.		ice teachers to use new ideas practices.							
		2.1	Informing the teachers about the new ideas and practices.			1			+,	
		2.2	Motivating the staff to utilize current information for teaching.							
	3.		olve teachers in doing earch.							
		3.1	Helping the teacher in selection of appropriate topics.							

3.2	Providing	research time by
	demanding	lighter service
	loads.	

3.3 Providing budget in time for different research.

G. ACTIVITIES IN EVALUATION:

- 1. Encourage teachers in self evaluation of their work.
 - 1.1 Motivating the teachers about mental preparation for self evaluation.
 - 1.2 Giving crientation about methods of self evaluation.
 - 1.3 Teaching them the different methods of grading of self evaluation.
- 2. Encourage the teachers to evaluate the campus activities or program.
 - 2.1 Encouraging teachers to keep anecdotal record of performance done by student in clinical area.
 - 2.2 Keeping up to date record of internal evaluation and external final examination of the students.
 - 2.3 Guiding the teacher to submit the evaluation of student performance in clinical area and also classroom test marks sheet in time in the administrative office.

Section III

I. PRIORITIZATION OF THE SUPERVISORY ACTIVITIES

A. <u>Prioritization of the following supervisory activities according to there importance in the classroom and clinical situation by putting rating alphabet.</u>

Supervisory Activities

Activities in evaluation

	Activities	in	meeting t	he	individual <	teacher	needs
	Activities	in	curriculu	m. s	study		
	Activities	in	instructi	ona	al means		
	Activities	in	in-servic	е е	education	12.0	
	Activities	in	group pro	ce	SS		
	i						
	Activities	in	research	an	d experiment	ation	
-			1.0			7	

	1.		1.5			
	4.97				4	
				•	•	1
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						414
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						7 4
	3.					
	•					r
		- 1	-			
	4					
	4					1
						1
		(4)				
C.	Why you have Give reasons	listed	Least us	<u>cful</u> in ab	ove col	umn No. 1
	1.					
	. (*)					
					40	
7.5						

3.

- D. In what way can the work of the campus chief be made more effective.
 - 1.
 - 2.
 - 3.
 - 4.

Thank you very much for your help for the completion of my thesis in supervisory activities of campus chief and teachers. Your any comments and suggesstions will be highly appriciated.



Vitae

Mrs. Mohan Devi Shrestha was born on 24th Augest, 1942 in Kathmandu District. She holds a lecturer post in nursing campus Tribhuban University in Nepal. She finished her Bachelor of Science in nursing from Punjab University Chandigarh, India in 1981. She obtained a Scholarship from Save The Children Fund (U.K) to study the Masters in Science in Health Development, major in Management, from Chulalongkorn University, Bangkok, Thailand in 1992. After the long time of hospital nursing experience, and turn over the service in nursing campus of University become a lecturer of nursing campus in in Nepal.