

Appendix – 5(a)

QUESTIONNAIRE FOR PRODUCERS

Instruction: Please answer the following statements and encircle

Yes - If you agree;

No - If you disagree.

You can encircle more than one response where choices are given.

BACKGROUND

1. For how many months/years have you been producing teleconferencing programme?
2. How may teleconferencing programme have you produced so far and for which subjects?
3. Are you involved in teleconferencing programmes as
 - a) Casual Producers? Yes / No
 - b) Regular Producers? Yes / No

REMUNERATION

1. (a) Do you get any remuneration for producing the teleconferencing programme? Yes / No
(b) If no, then please specify the reason?
2. (a) Do you think the remuneration is sufficient? Yes / No
(b) If no, then how much do you think it should be?
3. You may please mention any other relevant point(s) regarding "remuneration"

TOPICS

1. Do you get teleconferencing programme topic for production according to
 - a) Your interest? Yes / No
 - b) Your capability? Yes / No
 - c) Your feasibility? Yes / No
 - d) Its part of the job? Yes / No
2. Who selects the topic for teleconferencing?
3. You may mention any other relevant point(s) regarding the "topics".

TIME

1. Usually how much time are you given for producing teleconferencing programme?
2. a) Do you think the time given for production of the teleconferencing programme is sufficient? Yes / No
b) If no, then how much time do you think should be given?
3. If you have any other relevant point(s) regarding "time" please mention.

TRAINING

1. Have you received any training in production? Yes / No
(Specify period of training in terms of days/weeks/months)
2. Do you think that training in production is necessary? Yes / No
3. Do you think that the present training available in production is adequate for the beginners? Yes / No
4. Would you like to mention any other point(s) regarding "training". Please specify.

FACILITIES AVAILABLE

1. Are the physical facilities (infrastructure) for the production of the teleconferencing programme adequate? (if no, how?) Yes / No
 - a) Studio (well equipped) Yes / No
 - b) Staff (trained) Yes / No
 - c) Other staff (how many in numbers) Yes / No
 - d) Equipment (cameras, video, tapes, computers, etc.) Yes / No
 - e) Any other (Please mention)
2. Do you think that the functioning of the following is satisfactory? (If no, please mention the reasons)
 - a) Studio (well equipped) Yes / No
 - b) Staff (trained) Yes / No
 - c) Other staff (how many in numbers) Yes / No
 - d) Equipment (cameras, video, tapes, computers, etc.) Yes / No
3. Is sufficient finance made available for the production of teleconferencing programmes? Yes / No
4. Would you like to throw light on any other point(s) regarding "facilities available" for teleconferencing programme? (Please mention)

REACTION

1. With respect to on-going IGNOU teleconferencing programmes, what do you think about the performance of the following
 - a) Anchor person
 - b) Producers
 - c) Coordinators
 - d) Resource persons
 - e) Camera persons
 - f) Any other (Please specify)

INTERACTION AMONG DIFFERENT FUNCTIONARIES

1. How often do you call the meeting of the producers, researchers, presenters?
 - a) Once in a week/month Yes / No
 - b) Twice in a week/month Yes / No
 - c) Thrice in a week/month Yes / No
 - d) As many times as required Yes / No
 - e) Not at all Yes / No

SUGGESTIONS

A. Selection of Topics

1. Do you think that the present procedure for selection of topics for teleconferencing programmes is satisfactory? Yes / No
If no, then what do you think would be a better procedure for the selection of these topics?
2. Do you agree that the topics selected for teleconferencing programmes are suitable for the media. Yes / No
If no, then which type of topics should be selected.

B. Transmission

1. Do you think the length of the telecast./transmission of the teleconferencing programme is satisfactory? Yes / No
If no, then what do you think should be the length of the telecast of the teleconferencing programme?
2. Do you think that the frequency of telecasts for a particular subject is adequate? Yes / No
If no, how many telecasts (subject-wise and week-wise) you think should be adequate.

C. Presentation

1. Are you satisfied with the standard of the presentation of the current teleconferencing programmes? Yes / No
If no, what steps would be taken for improving the presentation of these programmes.

D. Utilization

1. What specific steps you think should be taken by the IGNOU teleconferencing section so that receiving ends would utilize this facility to the maximum extent?

E. Other Aspect

Any other aspect where you face problems and would like to mention or add for suggestion(s), please specify?

Appendix – 5(b)

QUESTIONNAIRE FOR RESOURCE PERSONS

Instruction: Please answer the following statements and encircle

Yes - If you agree;

No - If you disagree.

You can encircle more than one response where choices are given.

BACKGROUND

1. For how many years have you been in this area of specialization?
2. a) How many teleconferencing programmes have you presented so far in this area of specialization?
b) Please mention if you have presented for other subject also.

TOPICS

1. In presenting a programme do you get the topic of
 - a) Your interest? Yes / No
 - b) Your capability? Yes / No
 - c) Your availability? Yes / No
 - d) Any other (please specify)
2. Who allots the topic for the teleconferencing programme?
 - a) Subject experts Yes / No
 - b) Self Yes / No
 - c) Programme coordinator Yes / No
 - d) School as a whole Yes / No
 - e) Any other (please specify)
3. Any other information you would like to mention about "topics".

REMUNERATION

1. (a) Do you get any remuneration for presenting a teleconferencing programme? Yes / No
(b) If no, please specify the reason?
2. (a) Do you think the remuneration is sufficient? Yes / No
(b) If no, how much do you feel should be the remuneration?
3. You may please mention any other relevant point(s) regarding "remuneration"

TIME

1. a) Usually how much time are you given for preparing a presentation for teleconferencing programme? (specify in terms or weeks or length of time)
- b) Do you think the time given for presenting a topic for teleconferencing programme is sufficient? Yes / No
2. Do you go to studio for the preparation of teleconferencing programme.
3. If you have any other relevant point(s) regarding "time" please mention.

TRAINING

1. Did you receive any training in presentation? Yes / No
2. Do you think that training in presentation is necessary? Yes / No
3. Do you think that the present training available in production is adequate for the beginners? Yes / No
4. Would you like to mention any other point(s) regarding "training". Please specify. Yes / No

REACTION

1. With respect to on-going IGNOU teleconferencing programmes, what do you think about the performance of the following
 - a) Producers
 - b) Anchor persons
 - c) Resource persons / experts
 - d) Coordinators
 - e) Any other (Please specify)

EXPERIENCE

How do you find your involvement in teleconferencing programme as a Resource person?

- | | | |
|-------|-------------------------------------|----------|
| (i) | Quite interesting | Yes / No |
| (ii) | Interesting to some extent | Yes / No |
| (iii) | Not at all interesting | Yes / No |
| (iv) | Any other reaction (please explain) | |

SUGGESTIONS

A. Selection of Topics

1. Do you think that the present procedure for selection of topics for teleconferencing programmes is satisfactory? Yes / No

If no, then what do you think would be a better procedure for the selection of these topics?

B. Transmission

1. Do you agree that the duration of transmission of the teleconferencing programme is satisfactory? Yes / No
If no, then what do you think should be the duration of the transmission of the teleconferencing programme?
2. Do you think that the frequency of transmission for a particular subject is adequate? Yes / No
(Please specify) (depending on subject topic)
If no, then how many transmissions (per week or month, subject-wise) do you think would be adequate?

C. Presentation

1. Are you satisfied with the quality/standard of the presentation of the teleconferencing programmes? Yes / No
If no, what steps do you think should be taken for improving the presentation aspects of these programmes?

D. Utilization

1. a) Do you think that the receiving ends are utilizing this facility to the optimum level? Yes / No
b) If no, then what steps in the following areas do you think should be taken by IGNOU teleconferencing section, so that the receiving ends would utilize this facility to the maximum extent?
 - (i) Learners motivating factors
 - (ii) Viewing conditions in the classroom/receiving centre
 - (iii) Accommodation of teleconferencing programmes in learners' time table
 - (iv) Learners interest
 - (v) Other counsellors and administrative staff's involvement/encouragement
 - (vi) Any other (Please specify)

E. Talk-back (Question-Answer Session)

1. Do you think time for question answer session is enough? Yes / No
2. a) Do you think maximum number of learners are participating in the talk-back session from all the centres? Yes / No
b) If no, then what steps should be taken to increase the participation of learners from all the centres?
3. Any other suggestion if you have regarding talkback session, please specify.

Appendix – 5(c)
QUESTIONNAIRE FOR ANCHOR PERSONS

Instruction: Please answer the following statements and encircle

Yes - If you agree;

No - If you disagree.

You can encircle more than one response where choices are given.

BACKGROUND

1. For how many months/years have you been involved in teleconferencing programme?
2. How may teleconferencing programme have you compered or anchored?

REMUNERATION

1. (a) Do you get any remuneration for anchoring the IGNOU teleconferencing programme? Yes / No
(b) If no, then please specify the reason?
2. (a) Do you think the remuneration is sufficient? Yes / No
(b) If no, then how much do you feel should be given?
3. You may please mention any other relevant point(s) regarding "remuneration"

TRAINING

1. Did you receive any training in anchoring teleconferencing programmes? (Specify the period of training in terms of days/weeks/months) Yes / No
2. Do you think that training in anchoring is necessary? Yes / No
3. Would you like to mention any other point(s), regarding "training"?

ORGANIZATION

1. Do you think there is a need to introduce audience with
a) Teaching Schedule ? Yes / No
b) Resource persons? Yes / No
2. Do you think summarization of points/issues raised during the day(sessions) should be done at the end of each day or programme? Yes / No
3. Do you think recapitulation of the point(s)/issues raised during the day (sessions) should be done at the end of each day or programme? Yes / No
4. Do you think questions asked by different centres should be repeated at the teaching end by the Anchor person or Resource persons? Yes / No
5. Do you have any other point(s) regarding "coordination"? Please mention.

REACTIONS

1. What do you think about the following aspects of IGNOU Teleconferencing programme? (For the following aspects, express whether the ongoing TC is satisfied/not satisfied and why?)
 - (i) Length of the transmission
 - (ii) Presentation
 - (iii) Content (accuracy)
 - (iv) Content (adequacy)
 - (v) Number of Transmissions (in a session/subject-wise)
 - (vi) Evaluation / Feedback
 - (vii) Any other (Please specify)

SUGGESTIONS

1. What suggestions would you offer towards the improvement of the present IGNOU teleconferencing programmes in the following aspects
 - (i) Presentation
 - (ii) Pre-telecast activities (Before lecture session)
 - (iii) Post-telecast activities (after all the sessions)
 - (iv) Evaluation/feedback

Any other (Please specify)