

Appendix – 6(a)

Section - A

Teleconferencing Feedback Proforma

PLEASE NOTE

1. This is to be filled up and send by Fax/or mail immediately after the sessions of the day are concluded.
2. Against Items 1,2 and 3 please indicate in respective columns numbers, "NIL" for no attendance.
3. Against Items 2 and 3 please indicate 'NF" if not functional, and "NIL" if these were not used.
4. Against Items 4 and 5, indicate your response in the following way: 1 for Very Good, 2 for Good, 3 for Fair, 4 for Bad, 5 for Poor, 6 for No Signals received.
5. If no signals are received this feedback report may still be sent daily indicating the position.

Date:

Name of the Centre:

Name of the programme		SESSIONS			
		I	II	III	IV
1	Number of persons who attend the sessions				
	A. Students				
	B. Academic Counsellors				
	C. Study Centre Functionaries				
	D. Regional Centre Functionaries				
	E. Others				
2.	Number of questions asked over telephone				
3.	Number of questions asked by FAX				
4.	Quality of Video				
5.	Quality of Audio				
6.	Any other remarks :				

Appendix – 6(b)

Section - B

1. Name:
2. Name of the study centre:
3. Target Audience:
4. Attendance:
(specify in percentage of participants who usually come to attend teleconferencing programmes)

Instruction:

Please answer the following statements and tick (√) against the statements where you agree.

Motivation:

1. How learners should be motivated to attend teleconferencing programmes ?
 - a) Orienting learners about teleconferencing and IGNOU programmes.
 - b) Training learners to use the apparatus and equipment used for teleconferencing.
 - c) Increasing the frequency of teleconferencing programmes.
 - d) Increasing time duration of teleconferencing programmes.
 - e) Providing latest information about the subject.
 - f) Use of audio-visual aids.
 - g) Any other

Section - C

Participation:

1. How participation of learners can be increased in talkback session (Question-Answer) of teleconferencing programmes ?
 - a) Resource persons should have lively personality.
 - b) Cross-questioning the learners. (Interactive style of presentation.
 - c) Increasing the length of talkback session.
 - d) Giving short and precise answers to learners.
 - e) Giving chance to learners of all the nodal centres in talkback session.
 - f) Any other.

Section - D

Under Utilization:

1. What are the reasons for under utilization of teleconferencing programmes?
 - a) Lack of orientation to learners.
 - b) Lack of motivation to learners.
 - c) Learners are not being informed well in advance.

- d) Due to technical problems.
- e) Due to non-technical problems.
- f) Quality of programme is not good in terms of less use of teaching aids.
- g) Quality of programme is not good due to less use of teaching methods.
- h) TV sets are too small.
- i) TC sets are not functioning most of the times.
- j) Non availability of service engineers.
- k) Lack of proper seating arrangement for participants.
- l) Unavailability of Fax machine
- m) Unavailability of STD phone.
- n) Administrative problems
- o) Time table or teleconferencing schedule is not sent in time to Regional Study Centre.
- p) Lack of planning and preparation for teleconferencing programmes.
- q) Centre of teleconferencing is very far from home.
- r) Unsuitability of teleconferencing timings for distance learners.
- s) Any other (please specify)

Section - E

Benefits:

1. Do you think teleconferencing allows better management of -
 - a) Human resources?
 - b) Communication?
 - c) Information float?
 - d) Time?
 - e) Travel?
 - f) Meetings/conferences/counselling?
 - g) Any other

Section - F

Suggestions/Comments

1. Any suggestion/comment to improve the existing IGNOU teleconferencing programmes.