Appendix - V.a.

Interview Schedule for the Project Officer

Name   :

Qualification   :   Academic   -

                        ·   Professional   -

Sex   :

Years of Experience   :   In the Deptt-
as project Officer
                            Elsewhere   -

1. As you are the officer, mainly responsible for planning and organization of AE programme of the Department, Please spell out what are the factors considered for starting a centre in a particular area?

2. After deciding to start a centre in a particular area, it is essential that a survey is conducted to identify the needs and requirements of the learners. Do you organize such survey?   YES/NO

    If yes, please state how the surveys are conducted and who are the persons involved in it?

    If no, then please tell how the needs of the learners are assessed?

3. Once the location of the centre is identified, the next step will be naturally the selection of the instructors. Please specify the procedure followed in the selection of the instructors.

4. After their selection, you must be organizing training for them. Please tell
    Do you organize training in your own Deptt ?   YES/NO

Who are the other agencies involved
in training programme?

How do you ensure that instructors
are trained properly for their job?

How many times the training is
organized in a year?

If any instructor bringforth any
problem related to teaching/learning
during the middle of the programme, in
what way he is helped?

Please specify, what are the different aspects
on which the instructors are trained.

5. Do you prepare primers for the learners?   YES/NO

If yes, please tell who are involved in
preparing them and how do you ensure the
learners needs and interests?

If no, please specify from where do you get
the primers.

Do you *fac*. any problem in procuring them   YES/NO

If yes, please specify them -

6. The Supervisors are supposed to supervise the
programme for the effective implementation of the
programme. How do you ensure that they are visiting
the centres and the centres are running regularly.
Are they trained in their job?   YES/NO

If no, how do you ensure their efficiency?

7. While organizing the programme, it is necessary that some
of the agencies/schemes like family welfare, self-employ-
ment scheme etc. are co-ordinated. Have you made any
such co-ordination?   YES/NO

If yes, specify those agencies.

8. Motivation and interests of the grass-root level functionaries are very important for successful implementation of the programme like AE. How do you consider the motivation level of your functionaries? Please suggest what measures can be taken to enhance their motivation.

9. The U.G.C. is propagating the involvement of the students in AE programme. Do you involve the students?　　　　　　　　　　　　　　　　　　　　　　　　YES/NO

How many students have been involved for the present year ?

What measure do you like to suggest for the involvement of more number of students?

10. How do you evaluate the progress and achievement level of the learners?
Who are the persons involved in it?

11. What difficulties have you faced while carrying out the programme?
- Administrative support from the Department/ University
- Resource mobilization
- Co-ordination with other agencies
- Involvement of the beneficiaries

12. With your work and experience in the programme, do you think the programme has been successful in bringing about necessary changes in the adults or is it helping them to solve their day to day problems?
　　　　　　　　　　　　　　　　　　　　　　　　YES/NO

If yes, please tell what are the aspects in which they are benefitted most.

If you like to make any suggestion for making the programme more effective, then please, specify them.

APPENDIX V.b

INTERVIEW SCHEDULE FOR THE DIRECTOR

General Information

1. Name of the Director

2. Educational Qualification:
   (Specification of the basic
   degree also be made)

3. Years of Service as Director
   of the Department

4. Years of service as Director/
   in any other Adult and Conti-
   nuing Education Department

5. Years of service in the field
   of Adult and Continuing
   Education in other capacity
   (specification of the job
   also be made).

6. Are you

   (a) a full time Director:
   (b) an honorary Director
   (c) an officiating Director

   If you are not a full time Director, are you in some
   other job? (Specification about the post will be made):

7. Occupation before entering into the field of Adult and
   Continuing Education:

SCHEDULE

Administrative:
1. Planning:
   a. Is there any planning committee/s in the Department
       or at University level:

What are the functions of the Committee?

Do you think it is represented by all sections who matter in the Department.

b. If there is no planning body, please state the reasons for that and also state

- how programmes are planned? (at what level):

- What are the factors considered to start any programme of the Department?

c. Determination of objectives of the Department:

- How objectives are formulated? (Factors taken into consideration):

- Who are the personnel involved in formulating objectives:

- Is there any change in emphasis of the Departmental Programmes during your leadership (For e.g. shift of emphasis from providing the knowledge of 3R's to provision of functional literacy etc.):

- Please tell about the rationale for such changes:

- Do you visualize any changes or shift in emphasis of Departmental Programmes in immediate future? If so, please specify what changes you visualised?

d. Availability and utilization of physical and collaborative resources of the University Departments and from other agencies:

- Is the Department building adequate for office work and in-campus teaching work?   YES/NO

- Is there any university directive for the
University Departments to supply physical and
human resources to the Department of Adult and
Continuing Education, whenever there is need? YES/NO

If no, please specify jow does the Department
acquire the facilities from different Departments
when those are required: (State the issues and
problems):

- How does the Department acquire the facilities
from outside agencies? (Please specify
different issues and problems your Department
is facing in this regard):

e. Participation of University Departments in CEPS:
   - The involvement of University Departments in
   CEPS of your Department has been decreasing
   in recent years. What are the main reaons
   for that?

   - Please give your suggestions to involve
   different Departments of the University in
   CEPS:

f. Short courses and Extension Programmes for
   different Learning groups:

   - How do you plan these extension programmes:
   (on public demand, availability of experts,
   infrastructural facilities etc.)

   - In the recent years there has been a considerable
   decrease in the number of short courses and
   extension lectures in your Department what are the
   main reasons for the decrease? (Please give your
   suggestions to increase the number of short courses
   and extension programmes in the Department):

2. <u>Organizational</u>:

    a.   What is the present status of the Department:

         - Does the present status affect the smooth
           functioning of the Department?   YES/NO
           If yes, please state how it affects:

         - If the Department wants to start one
           programme, is it necessary to seek
           permission from some higher authorities
           of the University?   YES/NO

           If Yes, please state which authority? _____

         - Is it creating problems to take immediate
           action on Department's policy?   YES/NO

         - If you would like to make any suggestions
           with regard to change of Department's status
           then please state them:

    b.   Working groups/work units in the Department:

         - Are there working units in the Department:

         - their composition:

         - their functions

         - Are these units made responsible for planning
           implementing and evaluating their assigned tasks?

    c.   Involving experts from University Departments and
       other agencies in CEPS of the Department:

         - How are the experts selected for CEPS of the
           Department:
             - Subject experts:
             - Interested persons:
             - any other criteria:

- Have you ever faced the constraints of experts and consequently droping the idea of starting any programme or stopping any programme after starting it?

  YES/NO

- Problems and issues faced by your Department in influencing the university staff members, students & experts from other agencies for their participation in GEPS, as teachers, as learners etc.:

- Have you ever faced the constraint of instructors for AECS?

  YES/NO

  If yes, what are the main reasons for that:

d. Communicating the objectives and performance of the Department to the community members, university staff members, voluntary agencies, instructors, learners and other concern:
   - Does the Department communicate its purposes and performance to the university staff members, community members, voluntary agencies, instructors, learners, and the sponsoring agencies?
   - What are the media used for communicating different groups?

   - How frequently these groups are communicated?

   - Problems of maintaining the information flow i.e. communication:

3. Co-ordination and implementation of the Programme:

a. What are the different forums of the Department where staff-members meet to discuss problems that arise out of the programme implementation?

b. Are community members invited to participate in such forums?

c. How frequently such meetings take place in the Department?

d. Do you have any problems of co-ordinating different units of the Department?

YES/NO

If yes, please state them:

e. If there is no forum or staff meeting does not take place in the Department, then how does the Department resolve the issues or problems arisen from different stages of programme implementation?
   - Is it done at the university level?
   - Is it done by the Director himself?
     (Please specify at what levels such problems are discussed and then efforts are made to resolve them):

4. <u>Evaluation Practice</u>:

a. Evaluation of units' performance:
   - How is the performance of different units evaluated?

   - What are the general criteria for such evaluation?

   - Who evaluate? (i.e. whether the concern unit evaluate

its own performance or some other person in the
Department is entrusted with the task of evaluation):

- Please state what are the problems of such evaluation
  practice?

(If the Department has no such provision of evaluating
the performance of different units, please state:

- Why the Department has no such practice? (Specific
  problems):

- Do you think that such evaluation can help the Department
  in analysing its performance and subsequently improving
  it?

b. Learners' Evaluation:
  - There are mainly two types of programmes in your
    Department, i.e. CL Programmes for different
    learning groups and adult education for the adult
    illiterates and neo-literates. Does the Department
    evaluate the learner's progress in both these
    programmes? YES/NO

  - Who evaluates for which programme?

  - What are the main techniques applied for evaluation?
    (in both programmes):

  - How frequently learners are evaluated? (in both
    programmes)

- For what purposes does the Department use the results
of such evaluation
    - reporting to the sponsoring agencies:
    - reporting to the learners;
    - reporting to the community members:
    - any other purposes:
- What are the problems of learners' evaluation with
regard to expertise, tools etc ?

If the Department does not evaluate the learners'
progress on any programme, please state why?

c. Programme Evaluation by External Agencies:
- Has any external agency evaluated any programme of
the department during your headship?   YES/NO
/ If yes, please specify the name of the agencies
and the programme they evaluated?

- How do you think about the importance of such
evaluation in Adult & Continuing Education Programmes?
Please justify your stand?'

II. Technical Functions:
1. Staff Development:
    a. Adequacy of the number of staff members in the
    Department:
        - Teaching (full time and part time):

    b. Motivation of the staff members:
        - For the success of any programme efficient   personnel
        are required for   . your department. But
        if we see the salary and job security of some of the
        staff members of your department like supervisor,
        project-officers etc. these jobs are not very much

attractive. How does your Department get efficient persons for different posts? (Please state what motivating techniques are applied)

- How do you think to resolve this problem of motivation of staff members (particularly who are getting low salary and working on temporary basis):

- Have you written to the sponsoring agency (U.G.C.) about this problem ?   YES/NO

   If yes, what is their reactions (Please state briefly).

C. Upgradation of skills and knowledge of the personnel involved in adult and continuing education programme of the department:

- Does the Department have any provision of sending some of its staff member for some sort of training to any training programmes in each year?
                                                                    YES/NO

   If yes, please state about the provision:

- Does the Department organize training camps: (Please specify about the problems of organizing such camps with regard to experts, funds etc.):

- Does the Department's library get current literature on different areas of Adult and Continuing Education?
                                                                    Yes/No

If no, please specify the problems in this regard:

2. Development of curriculum and learning materials and use of Teaching Aids in the Department:
   a. Curriculum:
      - How are the curricula for different programmes formulated?
         - by entrusting it to a particular person:
         -- by entrusting to a committee of members:
         - any other means (please specify):

      - Does the Department provide guide lines/frame work to the member/members preparing curriculum?
                                                              YES/NO

      - How does the Department ensure that the person s preparing curriculum are efficient persons for the job?

         - by selecting specialists for the task:
         - by providing them training:
         - please specify if any other means:
         - Does the Department follow the guidelines prescribed by U.G.C. on curriculum preparation for adult education?
                                                              YES/NO

         If no, then please state why your department does not follow the guidelines?

   b. Learning Materials:
      - Do the learning materials are developed in the Department?

      - Do you have adequate number of trained personnel in your department to prepare learning materials?

      - Do you have the facility of training the instructors and other personnel in developing teaching-learning

- materials?

- Please state the specific issues and problems with regard to development of learning materials in your department:

c. Teaching Aids:
   - Does the department use teaching aids like electronic gadgets, overhead projectors, etc. for teaching/training purposes?

                                                                    YES/NO

   - What are the teaching aids prepared in the department?

   - Do you have the trained staff to handle those gadgets?

                                                                    YES/NO

      If no, who handles them?

   - Does the Department use F.L.M.?   YES/NO
      If yes, who prepares the P.L.M.
      If no, do you think that P.L.M. can be useful
      in CEPs?   ·   YES/NO
      (Please justify your stand):

   - Do the university departments co-operate in providing teaching-aids whenever your department approaches them?
                                                                    YES/NO
      If no, please state what are the main reasons for
      their non-cooperation:

   - Please state the specific problems your department is facing with regard to development and utilization of teaching-aids in different programmes like short courses, literacy programme etc.:

3. <u>Survey of Community Needs</u>:

   - Does the department conduct surveys of needs and problems of learning groups?

   YES/NO

   If yes, please state

   - For which of the programmes of the department such surveys are conducted?

   - Are the persons involved in surveying from your department only?

   YES/NO

   - Are they adequately trained?

   - What are the main techniques used for surveys in your department? (Techniques like questionnaire survey, interviewing etc.):

   If the department does not conduct survey, please state the reasons for not doing so?

4. <u>Marketing</u>: (Applicable to short courses and courses leading to degrees or diplomas etc.):

   a. publicity:
      - Does the department make publicity of the courses?

      YES/NO

      If yes, what are the media used for publicity of the courses:

      If no, please state why?

   b. Legitimacy of degrees or diplomas:
      - Are the degrees or diplomas are recognized by the university?

      YES/NO

      - Are the degrees or diplomas accepted by recruiting agencies in the job market?

      YES/NO

If no, have you tried to know the reasons? (Please specify the reasons):

c. Competition:
   - Is there any organization competing with the programmes of your department? (with regard to products):
                                                                    YES/NO
   - How does the department face the competition?
     (Please state the specific issues):

5. Finance:
   a. Grant System:
      - which are the agencies from which the Department is receiving grants?

      - Release of grants: (How grants are released from the sponsoring agency/agencies is to be collected from records):

   b. Do you think that the grants available to the department is adequate.
                                                                    YES/NO
      If no, please state on which items you think grants as inadequate:

   c. Budgeting:
      Does the Department prepare its annual budget?
      - Personnel involved in preparing the budget?
      - When the budget is prepared?
      - Nature of budget (whether it is a line-budget, i.e. listing expenses just the way they are paid out or a performance budget which projects the cost of performaning a certain unit of work).

d. Problems if you are facing with regard to budgeting-like the department's inability to know when the grants will be sanctioned or what amount will be sanctioned etc. which may left the department in an ignorant position.

6. <u>Research and Publication in the Department</u>:
   a. Research:
      - At present what are the research projects undertaken by the Department?

      - What are the on going individual research works in the department?

      - Is the department conducting any research work in collaboration with some external agencies?

                                                      YES/NO
        If yes, please state which are those agencies:

      - Do you have adequate number of staff members for research work in your department?

      - Please specify the main problems of your department in the development of research work:

   b. Publications:
      - Which are the regular publications of your department?
      - Was the journal 'Prasar' published regularly? If not why?

      - The annual report of the department has also been not published regularly in recent years. Please state the main reasons for that:

      - What are the major problems related to publication works of the Department.

Appendix - V c

INTERVIEW SCHEDULE FOR THE EX-DIRECTOR

1. Name   : _____

2. Date of Retirement   : _____

3. Retired from   : _____

4. Years served in the
   department of Adult
   and Continuing Education: _____

5. Whether presently associated with any organization of
   Adult and Continuing Education:

   (Specify the name of the organization:

   _____

I. Genesis of the Department of Adult and CE in the University
    of Rajasthan.

    - Environmental factors that helped . in the establishment
      of the Department.

    - What kinds of structural responses the Department made to
      take the challenge of environmental influence:

II. Structural Changes:

    - Goals of CEPS in the University:
    - Changes in the goals:
    - Status of the Department:
    - Changes in the Status:
    - Functioning of the other University Departments in CEPS
      of the Department.

    - Organizational changes (changing roles from Adult
      Education to CE).

    - Changing roles of University.

III. Constraints:

- Financial

- Social

- Perceptual (perception of university Teaching Staff)

- Motivational (Learners' Motivation)

- Organizational

- Any other

IV. Centre Community Relation:

- Community Participation.

- Participation of Voluntary Agencies.