# APPENDICES

# APPENDIX — A

### CENTRE FOR ADVANCED STUDY IN EDUCATION
### M.S.UNIVERSITY OF BARODA
### VADODARA — 390002.

Date:

To,
The Director,
Academic Staff College,

Dear Sir,

It is a welcoming step that Academic Staff Colleges (ASC) have been established in 48 Universities to provide academic orientation to the newly appointed lecturers of Colleges and Universities. However continuous review of their functioning, progress as well as points of weakness are essential for further improvement of such programmes. In this connection, I am pleased to inform you that, I have undertaken a Ph.D. level research project to study the process and problems of ASCs in the lights of their objectives as laid down by the UGC.

In the first phase of inquiry, I am mailing a set of questionnaires to all the Directors of ASCs. The questionnaire is designed to colect some factual data (viz. Finance, Infrastructure etc.) about the ASC and to know the perception of the Directors regarding different aspects (viz. components, duration, methods etc.) of Academic Staff Orientation Scheme.

You are requested to fill up the questionnaire by supplying appropriate information. You have to put a tick (✓) mark in some places where two or more options are suggested. Wherever necessary you may tick (✓) against more than one options or you may furnish your own viewpoint in writing, for which some questions are kept open-ended. Here I would also like to mention that, the informations provided by you will be kept strictly confidential and will be used for research work only.

Finally, I sincerely request you to kindly send me back the questionnaire duly filled-in at your earliest convenience, if possible within 3-4 weeks of its receipt. It is needless to mention that without your kind cooperation the study cannot be completed.

Thanking you in anticipation,

Yours Sincerely,

Guide:                                          (S.K.Pradhan)
Dr.T.P.Lulla                          Jr. Research Fellow (UGC)

Enclosures: (i) A set of questionnaire for the Directors.
(ii) A self-addressed stamped envelope.

QUESTIONNAIRE-CUM-RESPONSE SHEET FOR
THE DIRECTORS OF ACADEMIC STAFF COLLEGES

1    Name of the ASC      :

2    The date of establishment:

3    Statement regarding the establishment of ASC, whether

- necessary infrastructure (i.e. building, furniture
  etc) are provided by the University
- temporarily arranged by the ASC
- has its own permanent infrastructure
  (Please    any one of the above)

4    Numbers of Academic (core) Staff (incl. the Director):

i)    As sanctioned: Professor     _____
                     Reader        _____
                     Lecturer      _____

ii)   As Appointed: Professor      _____
                    Reader         _____
                    Lecturer       _____

5    Number of Non-Academic (core) Staff (Incl. library staff)

i)    As Sanctioned: Administrative _____
                     Secretarial    _____
                     Others         _____

ii)   As Appointed   Administrative _____
                     Secretarial    _____
                     Others         _____

6    Whether the ASC has seperate Library Facility ?
     YES / NO

7    If No, do you feel the need of if?  YES/ NO

8    If the ASC prossesses a separate library do you feel
     that the library is well-equipped and well-maintained?
     YES / NO

9    If NO, what would be your suggestion regarding the
     bettermnent of the library?

10   Whether the ASC possesses any hostel/Guest house to
     accommodate the participants and resource persons?
     YES / NO

11  In this connection do you feel that, the ASC:
    - should have permanent hostel/guest house
    - may arrange for hostel/guest house temporarily
    - should not take any responsibility

12. How many Orientation and Refresher Courses have been conducted so far?

| Year | Orientation | Refresher Course |
|------|-------------|------------------|
| 1987-88 | | |
| 1988-89 | | |
| 1989-90 | | |
| 1990-91 | | |
| 1991-92 | | |
| 1992-93 | | |
| 1993-94 | | |

13  Number of participants joined in different courses conducted so far:

| Year | Orientation | Refresher Course |
|------|-------------|------------------|
| 1987-88 | | |
| 1988-89 | | |
| 1989-90 | | |
| 1990-91 | | |
| 1991-92 | | |
| 1992-93 | | |

14  Number of resource persons invited for conducting such programmes:

| Year | Orientation | Refresher Course |
|------|-------------|------------------|
| 1987-88 | | |
| 1988-89 | | |
| 1989-90 | | |
| 1990-91 | | |
| 1991-92 | | |
| 1992-93 | | |

15  Receipt of funds: (Please furnish the exact figures in Rs.)

| Year | UGC | University | Any other | Total |
|------|-----|-----------|-----------|-------|
| 1987-88 | | | | |
| 1988-89 | | | | |
| 1989-90 | | | | |
| 1990-91 | | | | |
| 1991-92 | | | | |
| 1992-93 | | | | |
| 1993=94 | | | | |

16  Items of Expenditure (Please furnish actual figures in Rs. except for the year 1993-94, however the estimated figure may be quoted).

| Heads of Expenditure | Years | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1987-88 | 88-89 | 89-90 | 90-91 | 91-92 | 92-93 | 93-94 | |
| a  Salary & Allowances to Academic Staff (core) | | | | | | | | |
| b  Salary & Allowances to Non-Academic staff (core) | | | | | | | | |
| c  Library Staff (Salary) | | | | | | | | |
| d  T.A, D.A, Honorariums to Resource Persons. | | | | | | | | |
| e  T.A., D.A.,Accommodation etc. to the Participants | | | | | | | | |
| f  Building & infra-structure | | | | | | | | |
| g  Equipments | | | | | | | | |
| h  Library (Books, Journals, etc.) | | | | | | | | |
| i  Miscellaneous | | | | | | | | |
| j  Total Expenditure | | | | | | | | |

(Please note that, if the figures according to the above classification is not available then year-wise total expenditure (i.e. item No. 16 (j) may be furnished.

17. How much weightage you give generally to each of the components of course outline suggested by the UGC?

Components                                 Weightage (in %)

A. Awareness of linkage between society,
   Environment, Development & Education      _____

B. Philosophy of Education, Indian
   Education and Pedagogy      _____

C. Subject Upgradation      _____

D. Management and Personality Development      _____

18. How do you react to the relevance of UGC proposed curriculum for the ASCs keeping in view the objectives of ASCs and the practical needs of a University/College teacher? (Please respond to each of the topics listed below by putting a "✔" mark in the appropriate column. In the right hand side).

| Topics | Most Relevant (MR) | Not so Relevant (NR) | Irrelevant (IR) |
|---|---|---|---|
| COMPONENT A | | | |
| Secularism | MR | NR | IR |
| Egalitarian Society | MR | NR | IR |
| National Integration | MR | NR | IR |
| Multilingualism | MR | NR | IR |
| Multiple culture | MR | NR | IR |
| Equality | MR | NR | IR |
| Status of women | MR | NR | IR |
| Casteism | MR | NR | IR |
| Environmental pollution | MR | NR | IR |
| Poverty | MR | NR | IR |
| Unemployment | MR | NR | IR |
| Urbanisation | MR | NR | IR |

| | | | |
|---|---|---|---|
| Modernisation | MR | NR | IR |
| Rural Development | MR | NR | IR |
| Youth indiscipline | MR | NR | IR |
| Role and responsibility of a teacher | MR | NR | IR |
| Value based education | MR | NR | IR |
| Indian tradition | MR | NR | IR |
| Creation of an India Identity | MR | NR | IR |

COMPONENT - B

| | | | |
|---|---|---|---|
| Aims and objectives of Education | MR | NR | IR |
| Role of educational institutions | MR | NR | IR |
| Family and State in education | MR | NR | IR |
| Western and Indian models of education | MR | NR | IR |
| Human growth and developments | MR | NR | IR |
| Motivation | MR | NR | IR |
| Group psychology | MR | NR | IR |
| Learning process | MR | NR | IR |
| Memory | MR | NR | IR |
| Intelligence | MR | NR | IR |
| Education and society | MR | NR | IR |
| Indian education system | MR | NR | IR |
| School education pattern | MR | NR | IR |
| Non-formal education | MR | NR | IR |
| Economics of education | MR | NR | IR |

| | | | |
|---|---|---|---|
| Higher education | MR | NR | IR |
| Curriculum design | MR | NR | IR |
| Teaching process | MR | NR | IR |
| Methods of teaching | MR | NR | IR |
| Skills in teaching | MR | NR | IR |
| Lesson planning | MR | NR | IR |
| Evaluation methodology | MR | NR | IR |
| Classroom techniques | MR | NR | IR |
| Teaching aids | MR | NR | IR |
| Teaching materials production | MR | NR | IR |
| Using library | MR | NR | IR |
| Reference skills | MR | NR | IR |
| Self study | MR | NR | IR |
| Note making and review | MR | NR | IR |

COMPONENT - C

| | | | |
|---|---|---|---|
| Subject upgradation | MR | NR | IR |

COMPONENT - D

| | | | |
|---|---|---|---|
| Logical thinking and discussion | MR | NR | IR |
| Speech training and debating | MR | NR | IR |
| Public speaking | MR | NR | IR |
| Communications skills | MR | NR | IR |
| Effective writing | MR | NR | IR |
| Extra-curricular activities | MR | NR | IR |
| How to run a club/ society | MR | NR | IR |
| Sports | MR | NR | IR |

| Group behaviour | MR | NR | IR |
|---|---|---|---|
| Team work | MR | NR | IR |
| Student counselling | MR | NR | IR |

19  You may add some more topics in addition to the above, which you consider to be the MOST RELEVANT under each of the components.

COMPONENT - A

COMPONENT - B

COMPONENT - C

COMPONENT - D

20  Generally the duration of each orientation programme is _____ working days.

21  In each of the working days during the programme, orientation is provided for _____ hours (excluding, tea, lunch breaks etc.)

22  Do you agree that the existing model of orientation of 30 days or so is sufficient.

(i)    To a greater extent
(ii)   To some extent
(iii)  Not at all

23  In your opinion how much time will be adequate for such type of programme:

(i)    _____ days (please state in terms of working days only)

(ii)   _____ days per day (please mention total No. of effective hours) excluding breaks.

24  At present the methods of orientation at your ASC are:

(i)    Lecture
(ii)   Seminar
(iii)  Workshop
(iv)   Group discussion
(v)    Any other (Pl. specify)

25  Are you fully satisfied with the present methods of orientation ?  YES / NO.

26  If NO, then would you suggest some other methodologies

27  Do you give any practical assignments to the participants? (Kindly check if Yes/No)

    i)    Demonstration of teaching skills        Yes/No
    ii)   Lesson planning                         Yes/No
    iii)  Use of educational technology           Yes/No
    iv)   Preparing  software  for teaching       Yes/No
    v)    Framing of test papers                  Yes/No
    vi)   Writing research papers/articles        Yes/No
    vii)  Any other (pl. specify)

28  Generally through which medium the orientation is provided?

    (i)    English only
    (ii)   Both English and Regional Language
    (iii)  Regional Language only

29  Do you have any appraisal system for the participants? Yes/No

30  If Yes would you please enunciate some of its features?

31  What is your observation regarding the participants?

    (i)    They participate enthusiastically.
           (Mostly/To some extent/Rarely)

    (ii)   They come just to complete the formality.
           (Mostly/ To some extent/Rarely)

    (iii)  They come with a sort of defiance.
           (Mostly/To some extent/Rarely)

    (iv)   They are co-operative.
           (Mostly/To some extent/Rarely)

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32 Do you face any problem to get adequate number of competent resource persons? Yes/No

33 Do you get necessary co-operation from the resource persons? (Mostly/To some extent/Not at all)

34 Are you able to conduct the required numbers of orientation programmes in a particular year? YES/NO

35 If "NO", what are the causes for which you fail to do so?

36 Do you feel that the ASC scheme has succeeded in its endeavour? (Mostly/ To some Extent/Not at all)

37 Would you like to state some of the causes of its success/failure from your practical experience?

Signature & Seal of
The Director