SELECTED BIBLIOGRAPHY


Articles :


7. Harasim, L. Teaching online: Computer conferencing as an educational environment. Proceedings of the International Symposium on Computer Conferencing, Ohio State University, June 1991. (Contact Linda Harasim, Department of Communication, Simon Fraser University, Burnaby, British Columbia)


Journals :


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QUESTIONNAIRE

NAME OF THE BUSINESS SCHOOL

OFFICE STAFF

1. Name of Employee : _____________________________
2. Designation : _________________________________
3. Qualifications : _________________________________
4. I.T. applications used : Yes / No
   If Yes (Please Tick the Options)
   Windows O.S.
   Windows X.P.
   MS Office
   Internet / Internet Explorer
   Accounting Package _________________
   SQL Server
   Page Maker
   Adobe Acrobat
   Photo Shop
   ERP Softwares ______________
   HR Softwares ______________
   Other Softwares ______________
5. Is IT Application Advantageous : Yes / No

QUESTIONNAIRE
LIBRARY STAFF

1. Name of Employee : _____________________________
2. Designation : _________________________________
3. Qualifications : _________________________________
4. Whether using I.T. applications : Yes / No If Yes (Please Tick the Options)
   Windows O.S.
   Windows X.P.
   MS Office
   Internet / Internet Explorer
   Anti Virus Software (Pl. Mention)

   Library Softwares (Pl. Mention)

   Other Softwares Used (Pl. Mention)

5. Is IT Application Advantageous : Yes / No
   If Yes (Please Tick the Options)
   Improves Quality of Work
   Enhances the work and Saves Time
   Helps in Maintaining Records Upto Date
   Easy to Calculate Dues
   Less Paper Work

TEACHING STAFF

1. Name of Employee : _____________________________
2. Designation : _________________________________
3. Qualifications : _________________________________
4. I.T. applications used : Yes / No
   If Yes (Please Tick the Options)
   Windows O.S. / Windows X.P. / MS Office /
   Internet /
   Anti Virus Package / Page Maker / Other
   Softwares

5. Devices Used : LCD Projector
   Smart / interactive board
   Scanner
   Digital Video Cameras
   Storage Devices – Pen Drive / CDs

   Makes Topic More Interesting
   Effective and Clear
   Enhance the Depth of Topic by Discussion
   Gives More Control in Class Room
   Easy to Understand and Explain the Topic
   Saves Time for Explaining the topic
   Topics can be Stored and Reused for References


QUESTIONNAIRE

NAME OF THE BUSINESS SCHOOL
## STUDENTS

1. Name of the Student : ___________________________ 
2. Course : _________________________________
3. I.T. applications used : Yes / No 
   If Yes (Please Tick the Options) 
   Use Laptops 
   Internet Modem 
   Pen Drives / CD’s 
   Other Devices Pl. Mention 

5. Advantages of Using I.T.: Improves Quality of Work 
   Saves Time 
   Feel Interesting to Work 
   Less Paper Work 

   Smart / interactive board 
   Scanner 
   Digital Video Cameras 
   Storage Devices – Pen Drive / CDs 