Appendix–A

TOOL – I (INTERVIEW SCHEDULE-CUM-DOCUMENT ANALYSIS)


To,

The…………………………..
………………………………
………………………………
………………………………

Dear Sir / Madam,

I Mrs. Bornali Deka is a PhD scholar of Department of Education, Assam University, Silchar. I am working on a PhD topic titled, “Learning Process and Learning Success under Different Modes of Open and Distance Learning System: A Comparative Study” under the supervision of Dr. T.K. Basantia, Assistant Professor, Department of Education Assam University, Silchar. One of the major concerns of my PhD work is to know/study the learning process of the learners under different modes of Open and Distance Learning System. In order to know/study the learning process of the learners under different modes of Open and Distance Learning System, I want to have an Interview session with you as well as I will analyse the document of your centre/institution.

Please spare a little time from your busy work schedule for my present work. Your kind help in this regard will be highly worthful to my research work. I assure you that the data collected from you will be kept confidential by me and will not be used in any other purposes except my research work.

Please feel free while discussing with the researcher in this regard.

Sincerely yours

Mrs. Bornali Deka
Researcher,
Department of Education
Assam University,
Silchar
TOOL – I (INTERVIEW SCHEDULE-CUM-DOCUMENT ANALYSIS)


PERSONAL AND INSTITUTIONAL DATA OF THE RESPONDENT
1. Name of the Respondent: …………………………………………………
2. Designation of the Respondent: ………………………………………… ..
3. Name of the centre/institution: ………… ………………………………........
4. Management of the centre/institution: (central govt. /state govt. /private)
5. Mode of the centre/institution: (single mode /dual mode)
6. Address of the centre/institution: ……………………………… ……………..

A. ADMISSION PROCEDURE
1. Which of the following types of admission system is applicable in your institution?
   a) Online admission (Yes/No)
   b) Face to face admission (Yes/No)
   c) Admission through postal correspondence (Yes/No)
   d) Any other type applicable, please specify…………………………

2. How admission processes to different courses are advertised?
   a) Advertised through papers and magazines (Yes/No)
   b) Advertised through institutional notice board (Yes/No)
   c) Advertised in institutional website (Yes/No)
   d) Any other type applicable, please specify…………………………

3. For admission purposes, what type of counseling is practiced in your institution?
   a) Pre-admission counseling (Yes/No)
   b) Admission counseling (Yes/No)
   c) Any other type applicable, please specify…………………………

4. For admission into the courses which have no intake limit, which of the following types of admission criteria is followed?
   a) Past achievement of the students is considered (Yes/No)
   b) Screening test result (and/or interview result) is considered (Yes/No)
   c) Both past achievement and screening test result (and/or interview result) is considered (Yes/No)
5. For admission into the courses which have intake limit, which of the following types of admission criteria is followed?
   a) Past achievement of the students is considered (Yes/No)
   b) Screening test result (and/or interview result) is considered (Yes/No)
   c) Both past achievement and screening test result (and/or interview result) are considered (Yes/No)
   d) Any other type applicable, please specify…………………………………………………………………………
       ……………………………………………………………………………
       ……………………………………………………………………………

6. What is the session for admission to the different courses?
   a) Courses to which admission is done throughout the year…………
       ……………………………………………………………………………..
       ……………………………………………………………………………..
   b) Courses to which admission is done one time in a year…………..
       ………………………………………………………………………………..
       ………………………………………………………………………………..
       ……………………………………………………………………………..
   c) Courses to which admission is done two times in a year…………
       ……………………………………………………………………………..
       ……………………………………………………………………………..
       ……………………………………………………………………………..
   a) Any other type applicable, please specify…………………………..
       ……………………………………………………………………………..
       ………………………………………………………………………………

7. State the detail about the reservation policy for admission–…………………..
       ……………………………………………………………………………
       ……………………………………………………………………………
       ……………………………………………………………………………
       ……………………………………………………………………………

B. CURRICULUM AND STUDY MATERIALS

1. Details of the courses offered by the institution

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the course</th>
<th>Eligibility</th>
<th>Age bar</th>
<th>Duration</th>
<th>Starting Year</th>
<th>Fee</th>
<th>Medium</th>
<th>Intake capacity</th>
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</table>
2. Level of the courses offered by the institution

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<thead>
<tr>
<th>Sl. No.</th>
<th>Certificate level courses</th>
<th>Diploma level courses</th>
<th>P.G Diploma level courses</th>
<th>Bachelor degree level courses</th>
<th>Master degree level courses</th>
<th>M.Phil level courses</th>
<th>Ph.D level courses</th>
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3. Division of the courses as theory based courses (courses having term-end theory examination and assignment) and practical based courses (courses having term-end theory examination, assignments and term-end practicals/ sessional practicals).

<table>
<thead>
<tr>
<th>Theory based courses</th>
<th>Practical based courses</th>
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4. Status of revision of the courses-
   a) Generally revised in every year
   b) Generally revised in every two years
   C) Generally revised in every three years
   d) Generally revised in every four years
   e) Any other type applicable, please specify……………………………………
   ………………………………………………………………………………………
   ………………………………………………………………………………………
5. How are the study materials despatched to the students?
   a) By hand (Yes/No)
   b) By post (Yes/No)
   c) By online (Yes/No)
   d) Any other type applicable, please specify

6. State the courses for which study materials are not available-
   a) Course for which neither online materials nor printed materials are available
   b) Course for which printed materials are not available
   c) Course for which online materials are not available
   d) Any other type applicable, please specify

7. What are the alternative arrangements made for the courses for which study materials are not available? State details

8. Timing of despatching the study materials to the students-
   a) Generally in the beginning of the session
   b) Generally during the session
   c) Generally on demand of the learners
   d) Any other type applicable, please specify

9. Besides the study materials, what other type of supplementary materials are provided to the learners
   a) Reference books (Yes/No)
   b) Guide books (Yes/No)
   c) Enrichment/Diagnostic materials (Yes/No)
   d) Any other type applicable, please specify

10. Persons involved in preparation of the study materials
a) Institution teachers/counselors (Yes/No)
b) Outside experts (Yes/No)
c) Any other type applicable, please specify

11. In your institution whether the following provisions are there?
   a) Lateral entry system (Yes/No)
   b) Bridge courses (Yes/No)
   c) Choice-based credit system (Yes/No)
   d) Any other type applicable, please specify

C. COUNSELLING/TUTORIAL PROCEDURE AND OTHER LEARNING ACTIVITIES

1. Which of the following categories of counseling is prevailed in your institution?
   a) Face to face counseling (Yes/No)
   b) Online counseling (Yes/No)

2. Which of the following categories of counseling is prevailed in your institution?
   a) Individual counseling (Yes/No)
   b) Group counseling (Yes/No)

3. Which of the following categories of counseling is practised in your institution?
   a) Telephonic/audio-based counseling (Yes/No)
   b) Video/visual based counseling (Yes/No)
   c) Letter counseling (Yes/No)
   d) Handbook/guidebook based counseling (Yes/No)
   e) Any other type applicable, please specify

4. Status of attendance (in percentage) in counseling sessions of different subjects in last three (3) years.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Attendance</th>
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<td>2012</td>
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</table>

5. Organization of training/workshop for the counselors for upgradation of their knowledge and skills to hold counseling
   c) Always
d) Frequently
e) Sometimes
f) Rarely
g) Never
6. What is the timing of counseling for the different courses of the institution?
   a) On a particular time of the year
   b) No specific timing. It is organized as and when the institution demands
       a) Spreads throughout the session
       b) Any other type applicable, please specify

7. State the major difference between the counseling procedures of theory based
courses and Practical-based courses

8. Whether attending counseling is compulsory for attending the term-end
   Examination? (Yes/No)
   If yes, then does attendance is compulsory for all the courses or some courses.
   Give the details of minimum percentage of attendance required for different
   Courses for attending term-end examination

9. What is the status of organizing following activities for teaching-learning of the
   student?
   a) Workshops
   b) Seminars and symposiums
   c) Debates and discussions
   d) Special lectures
   e) Any other type applicable, please specify

10. What is the status of the use of audio-visual aids in the teaching-learning
    process by the Counselors and other resource persons
     a) Frequently used
     b) Sometimes used
     c) Never used

D. ASSIGNMENTS AND PRACTICALS
1. For which type of courses giving assignment is compulsory?
   a) Theory-based courses
   b) Practical-based courses
   c) Both of the above
   d) None of the above
   e) Any other type applicable, please specify
5. The courses for which submission of assignment is compulsory, which of the following patterns your institution follow for such courses?
   a) Submission of assignment first, then attending the term-end examination
   b) Attending the term-end examination first, then submission of assignments
   c) Any other type applicable, please specify

6. Does your institution follow certain time frame for submission of assignments? (Yes/No)
   If yes, give details

7. Does your institution follow a strict time deadline for submission of assignment in a session? (Yes/No)
   If yes, give details

5. Which of the following types of assignment system your institution follows for each course?
   a) For different sessions, the same assignment is used
   b) Assignments changes from session to session
   c) Instead of assignment changes from session to session, it changes as demanded by the institution
   d) Any other type applicable, please specify

6. After evaluating assignments, which of the followings is done-
   a) Returned to the students for self-evaluation and improvement
   b) Not returned to the students but marks/grades of the assignments are reported to them
   c) Any other type applicable, please specify

7. For practical-based courses, what type of practicals is conducted?
   a) Sessional practical (Yes/No)
   b) Term-end practical (Yes/No)
   c) Any other type applicable, please specify

8. What is the session for conducting the sessional practical?
a) Conducted in specific time of the session  
  b) Conducted throughout the session  
  c) Conducted as per the demand of the institution  
  d) Any other type applicable, please specify……………………………………  
  ………………………………………………………………………………  
  ………………………………………………………………………………  

9. Whether attendance in practical sessions is compulsory for attending the Term-End Examination of practical-based courses? (Yes/No)  
   If yes, what is the minimum percentage of attendance needed, specify subject wise……….  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subjects</th>
<th>Percentage of attendance required to attend Term-End examinations</th>
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10. Does your institution provide special chance to attend practicals, who have missed normal practical session because of some reasons? (Yes/No)  
   If yes, how……………………………………………………………………  
   ………………………………………………………………………………  
   ………………………………………………………………………………  

11. Whether these facilities are there in conducting the practicals for practical-based courses?  
    a) Practical teacher/counselor (Yes/No)  
    b) Lab assistant/ technician (Yes/No)  
    c) Peon (Yes/No)  
    d) Lab materials and infrastructure (Yes/No)  
    e) Any other type applicable, please specify……………………………………  
    ………………………………………………………………………………  
    ………………………………………………………………………………  

E. EVALUATION, REPORTING OF RESULT AND RECORD MAINTAINANCE  

1. Status of evaluation system to different courses of your institution?  
   a) Annual system of evaluation  

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<th>Sl. No.</th>
<th>Subjects</th>
<th>Courses</th>
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b) Semester system of evaluation

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<th>Subjects</th>
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2. In a year number of times that term-end examination is conducted
   a) One time
   b) Two times
   c) Three times
   d) Any other type applicable, please specify

3. Timing (month) of conducting the term-end examination
   a) No fixed months
   b) Fixed months
   If fixed months, state details about the month of conducting the term-end examination

4. Course wise weightage between the term-end mark and sessional mark

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the course</th>
<th>Weightage in Term-End marks</th>
<th>Weightage in assignment</th>
<th>Weightage in sessional mark/assignment/practical</th>
<th>Total</th>
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5. Status of certification (types of certification) of the different courses
   a) Courses certified with division (including percentage of marks)

   d) Courses certified with Grade (including grade points)

   e) Any other type applicable, please specify

6. Type of evaluation practiced in the institution-
a) Paper pencil type and related type of evaluation (Yes/No)
b) Computer-based evaluation (online evaluation) (Yes/No)
c) Computer-based evaluation (without online evaluation) (Yes/No)
d) Any other type applicable, please specify……………………

7. Whether these facilities are there in your institution?
   a) Re-evaluation (Yes/No)
   b) Re-checking of marks (Yes/No)
   c) Exam on learners demand (Yes/No)
   d) Declaration of results in time (Yes/No)

8. How the examination result is reported to the students?
   a) Reported through online/website (Yes/No)
   b) Reported by post (Yes/No)
   c) Published in the notice board (Yes/No)
   d) Any other type applicable, please specify……………………

9. How different records relating to the students are maintained?
   a) E-record is maintained (Yes/No)
   b) Manual record is maintained (Yes/No)
   c) Any other type applicable, please specify……………………

10. Where the examination of the institution is held?
    a) Main centre (Yes/No)
    b) Regional centre (Yes/No)
    c) Study centre (Yes/No)
    d) Any other type applicable, please specify………………

11. Which of the following types of record of the students are maintained in your institution?
    a) Achievements record (Yes/No)
    b) Cumulative record card (Yes/No)
    c) Any other type applicable, please specify……………………

F. USE OF MULTIMEDIA
1. Whether the following multimedia accessories are available in your institution
   a) Computer and printer facility (Yes/No)
   b) Xerox facility (Yes/No)
   c) Radio facility (Yes/No)
   d) Television facility (Yes/No)
   e) Loudspeaker facility (Yes/No)
f) Video facility (Yes/No)
g) Multimedia projector (Yes/No)
h) Smart/ Digi classroom (Yes/No)
i) E-bulletin board (Yes/No)
j) Any other multimedia facility available, please specify

2. Which of the following multimedia-based learning is prevailing/practicing in your institution?
   a) Audio-conferencing based learning (Yes/No)
   b) Video-conferencing based learning (Yes/No)
   c) Mobile-based learning (Yes/No)
   d) Online learning/Net-based learning (Yes/No)
   e) Smart classroom/ Digi-classroom based learning (Yes/No)
f) Any other multimedia based learning facility available, please specify

3. How learning materials are transacted to the learners?
   a) Through face to face interaction only
   b) Through the use of multimedia/ICT
   c) Both of the above
   d) None of the above
   e) Any other type applicable, please specify

G. LIBRARY USE
1. Which type of library system is applicable to your institution?
   a) Digital library
   b) Non- Digital library
   c) Both of these
   d) None of these
   e) Any other type applicable, please specify

2. Total number of collections in the library-
   a) Number of books
   b) Number of journals
   c) Number of periodicals
   d) Any other type applicable, please specify

3. Whether the existing materials of the library are computerized? (Yes/No)
   If yes, to what extent
   [Fully] [To medium extent] [To minimum extent]

4. Which of the followings is applicable to your institution?
a) Students are issued the books and other materials from the library
b) Students are not issued the books and other materials rather allowed to study the books in the library

**********************************************************
Appendix-B

TOOL-II (INFORMATION BLANK)

INFORMATION BLANK (FOR ADMINISTRATOR/ HEAD OF THE CENTRE/ INSTITUTION) FOR KNOWING THE LEARNING SUCCESS, ENROLMENT AND DROPOUT OF THE LEARNERS UNDER DIFFERENT MODES OF OPEN AND DISTANCE LEARNING SYSTEM

To,

The………………………………………………
………………………………………………
………………………………………………

Dear Sir/Madam

I Mrs. Bornali Deka is a PhD scholar of Department of Education, Assam University, Silchar. I am working on a PhD topic titled, “Learning Process and Learning Success under Different Modes of Open and Distance Learning System: A Comparative Study” under the supervision of Dr. T.K.Basantia, Assistant Professor, Department of Education, Assam University, Silchar. One of the major concerns of my PhD work is to study the learning success, enrolment and dropout data of learners of three batches of the centre/institution under open and distance learning system. In order to know the learning success, enrolment and dropout data of the learners under different modes of open and distance learning system. For the purpose, I want the record of learning success (achievement), enrolment and dropout data of the learners of three batches from your centre/institution. Please take a little pain to provide me the learning success, enrolment and dropout data of learners of three batches of your centre/institution. Your kind help in this regard will be highly beneficial to achieve the goal of my research work. I assure you that the data collected from you will be kept confidential by me and will not be used in any other purposes except my research purpose.

Please feel free while providing me the learning success (achievement), enrolment and dropout data of the learners.

Sincerely yours

Mrs. Bornali Deka
Researcher,
Department of Education
Assam University,
Silchar
TOOL-II (INFORMATION BLANK)

INFORMATION BLANK (FOR ADMINISTRATOR/ HEAD OF THE CENTRE/ INSTITUTION) FOR KNOWING THE LEARNING SUCCESS, ENROLMENT AND DROPOUT OF THE LEARNERS UNDER DIFFERENT MODES OF OPEN AND DISTANCE LEARNING SYSTEM

PERSONAL AND INSTITUTIONAL DATA OF THE RESPONDENT

1. Name of the Respondent: .................................................................
2. Designation of the Respondent: .....................................................
3. Name of the centre/institution: ......................................................
4. Management of the centre/institution: (central govt. /state govt. /private)
5. Mode of the centre/institution: (single mode /dual mode)
6. Address of the centre/institution: ...................................................

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the institution</th>
<th>Admission Year</th>
<th>Total No. Enrolled</th>
<th>Total No. Completed</th>
<th>Total No. of Dropout</th>
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Appendix -C

TOOL -III (INTERVIEW SCHEDULE)

INTERVIEW SCHEDULE (FOR LEARNERS) FOR KNOWING THE STUDY SKILL OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM

To
The ........................................
........................................
........................................

Dear Learner

I Mrs. Bornali Deka is a PhD scholar of Department of Education, Assam University, Silchar. I am working on a PhD topic titled, “Learning Process and Learning Success Under Different Modes of Open and Distance Learning System: A Comparative Study” under the supervision of Dr. T.K.Basantia, Assistant Professor, Department of Education, Assam University, Silchar. One of the major concerns of my PhD work is to know the study skill of the learners of open and distance learning system. In order to know the study skill of the learners of open and distance learning system, I want to administer an Interview schedule on you.

This schedule is consisted of 28 items. Each item has two options i.e. ‘Yes’ and ‘No’. In respect of each item, you have to accept one option, out of two according to your own perception. If your answer is ‘Yes’, then the options of the ‘Yes’ item include ‘Always’, ‘Sometimes’ and ‘Rarely’. You are requested to put tick mark (√) against the options of the items according to your own perception.

Your kind help in this regard will be highly beneficial to achieve the goal of my research work. I assure you that the data collected from you will be kept confidential by me and will not be used in any other purposes except my research purpose.

Please feel free while discussing with the researcher in this regard.

Sincerely yours

Mrs Bornali Deka
Researcher,
Department of Education
Assam University,
Silchar
**TOOL -III (INTERVIEW SCHEDULE)**

**INTERVIEW SCHEDULE (FOR LEARNERS) FOR KNOWING THE STUDY SKILL OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM**

**PERSONAL AND INSTITUTIONAL DATA OF THE RESPONDENT**

1. Name of the Respondent: .................................................................
2. Name of the centre/institution: ..........................................................
3. Name of the course of the respondent: ............................................
4. Practical base of the course of the respondent: (Practical based/Non-practical based)
5. Level of course the respondent: (PG Degree/UG Degree/Diploma level)
6. Employment status of the respondent: Employed/Non-employed
7. Age of the respondent: ..................................................................
8. Gender of the respondent: ...............................................................  

<table>
<thead>
<tr>
<th>1. Do you make proper planning for completing the course in time?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
</tr>
<tr>
<td>Always</td>
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<thead>
<tr>
<th>2. Do you manage time for your study even though you are overburdened with overwork?</th>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
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<tr>
<td>Always</td>
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<table>
<thead>
<tr>
<th>3. Do you make yourself responsible for completing the course in time?</th>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
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<tr>
<td>Always</td>
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<thead>
<tr>
<th>4. Are you alert about the date, time, schedule etc of different activities/programmes organised relating to your course?</th>
</tr>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
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<tr>
<td>Always</td>
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<thead>
<tr>
<th>5. Do you attend the tutorial /counselling classes of your course organised in your centre / institution?</th>
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<tbody>
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<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
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<tr>
<td>Always</td>
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<table>
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<tr>
<th>6. Do you study the study materials thoroughly supplied by your centre/ institution?</th>
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<tbody>
<tr>
<td><strong>Yes</strong></td>
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<tr>
<td>If Yes,</td>
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<tr>
<td>Always</td>
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</table>
7. Do you practice the exercises/activities given in every block/unit of the study materials?

<table>
<thead>
<tr>
<th>Yes</th>
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<td></td>
<td>If Yes,</td>
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<td></td>
<td>Always</td>
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</table>

8. If you fail to understand any aspect of the study materials supplied to you, do you make effort to take help from other sources to understand such study material?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td></td>
<td>If Yes,</td>
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<tr>
<td></td>
<td>Always</td>
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9. Do you use additional materials like reference books, work books, guide books etc. (other than supplied study materials) for your study purpose?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td></td>
<td>If Yes,</td>
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<td>Always</td>
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</table>

10. Do you consult the study materials as well as other supplementary materials properly while preparing assignments for the course?

<table>
<thead>
<tr>
<th>Yes</th>
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<tr>
<td></td>
<td>If Yes,</td>
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<td>Always</td>
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11. Do you make effort to submit the assignment within the stipulated time as decided by the centre/institution?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td></td>
<td>If Yes,</td>
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<td>Always</td>
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</table>

12. Do you take back your assignments from the study centre/institution (which are duly remarked by the tutors/counsellors) for rectifying your mistakes and learning ability?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td>If Yes,</td>
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<td>Always</td>
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13. Do you use online materials for study purpose?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td></td>
<td>If Yes,</td>
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<td>Always</td>
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14. Do you use internet for study purpose?

<table>
<thead>
<tr>
<th>Yes</th>
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<td></td>
<td>If Yes,</td>
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<td></td>
<td>Always</td>
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15. Do you use your centre/institution website for improving your learning?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
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<td></td>
<td>If Yes,</td>
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<td>Always</td>
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16. Do you use your e-mail for study purpose?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<td>If Yes,</td>
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<td>Always</td>
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17. Do you take part in seminar, symposium, conference etc. both face to face and Multimedia based organised by your centre/institution for learners’
development/ achievement?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tr>
<th>Always</th>
<th>Sometimes</th>
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18. Do you participate in co-curricular and extra-curricular activities organised by your centre/ institution relating to your course of study?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tr>
<th>Always</th>
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<th>Never</th>
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19. Do you attend satellite T.V. channels (for example Gyan darsan channel), satellite audio channels (for example Gyan vani channel) etc. for improving your study?

<table>
<thead>
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<th>Yes</th>
<th>No</th>
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<tr>
<th>Always</th>
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20. Do you consult news papers, magazines, journals etc. for developing your Study related proficiency?

<table>
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<tr>
<th>Always</th>
<th>Sometimes</th>
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21. Do you keep in contact with your course friends and centre/ institution personnels and resource persons for sharing your study related issues?

<table>
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<th>Yes</th>
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<th>Always</th>
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22. Do you take part in enrichment/remedial instructional support and other such instructional support programmes organised by your centre/ institution?

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<th>Yes</th>
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<tr>
<th>Always</th>
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23. Do you use/ practice latest multimedia based learning techniques like mobile learning, virtual learning, learning through chatting etc. for your study purpose?

<table>
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<th>Yes</th>
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<th>Always</th>
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24. Besides taking the support from your centre/ institution, do you take help from other agencies/ outside resource persons and materials for your study purpose?

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25. Do you consult the library of your centre/ institution for improving your study related proficiency?

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<th>Always</th>
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26. Do you contact passout/ senior students for clarifying your doubts/ difficulties relating to your study?

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<th>Yes</th>
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27. Do you consult with the previous sessions’ question papers, syllabus, examination system etc. in order to get some insight about present learning
28. Do you take proper preparation relating to your prescribed courses of study prior to attending examination of your centre/institution?

<table>
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<th>Yes</th>
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<td>Never</td>
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Appendix- D

TOOL –IV (SELF EXPRESSIVE RATING SCALE)

SELF EXPRESSIVE RATING SCALE (FOR LEARNERS) FOR STUDYING THE PROBLEMS OF LEARNING OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM

To,

……………………………………
……………………………………
……………………………………

Dear Learner

Mrs. Bornali Deka is a PhD scholar of Department of Education, Assam University, Silchar. I am working on a PhD topic titled, “Learning Process and Learning Success Under Different Modes of Open and Distance Learning System: A Comparative Study” under the supervision of Dr. T.K.Basantia, Assistant Professor, Department of Education, Assam University, Silchar. One of the major concerns of my PhD work is to study the problems of learning of the learners of the center/institution under open and distance learning system. In order to know the problems of learning of the learners of open and distance learning system, I want to administer a scale titled, “Self Expressive Rating Scale” on you.

This scale consists of 50 items under seven major problem areas. Each item has three options i.e. ‘Maximum extent’, ‘Medium extent’ and ‘Minimum extent’. In respect of each item, out of three options, you have to accept one option according to your own perception. You are requested to put tick mark (√) against the options of the items according to your own perception.

Please spare a little time for this scale from your valuable work schedule. Your kind help in this regard will be highly beneficial to achieve the goal of my research work. I assure you that the data collected from you will be kept confidential by me and will not be used in any other purposes except my research purpose. Please feel free while discussing with the researcher in this regard.

Sincerely yours

Mrs. Bornali Deka
Researcher,
Department of Education
Assam University,
Silchar
TOOL –IV (SELF EXPRESSIVE RATING SCALE)

SELF EXPRESSIVE RATING SCALE (FOR LEARNERS) FOR STUDYING THE PROBLEMS OF LEARNING OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM

PERSONAL AND INSTITUTIONAL DATA OF THE RESPONDENT

1. Name of the Respondent: ………………………………………………………………………
2. Name of the centre/institution: …………………………………………………………………
3. Name of the course of the respondent: ………………………………………………………
4. Practical base of the course of the respondent: (Practical based/Non-practical based)
5. Level of course the respondent: (PG Degree/UG Degree/Diploma level)
6. Employment status of the respondent: Employed/Non-employed
7. Age of the respondent: …………………………………………………………………………
8. Gender of the respondent: ………………………………………………………………………

A. PROBLEMS RELATING TO ADMISSION PROCESS

1. I find problem in getting proper information regarding the admission process of the Centre / institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

2. I find problem in timing of the admission of the centre/institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

3. I find problem in counselling process for admission of the centre/ institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

4. I find problem in prevailing type of admission process (i.e. face to face admission system or postal admission system etc.) of the centre/institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

5. I find problem in the existing admission criteria/ eligibility of the centre/ institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

6. I find problem in the existing session for the admission to the different courses of the centre/ institution.  
   Maximum extent  |  Medium extent  |  Minimum extent

7. I find problem in the existing reservation policy for admission to different courses of the Centre/ institution.  
   Maximum extent  |  Medium extent  |  Minimum extent
B. PROBLEMS RELATING TO CURRICULUM AND STUDY MATERIALS

8. I find problem in taking admission in open and distance learning institutions because of its fee for the course.

9. I find problem in getting the study materials from the centre/institution in time.

10. I find problem in the existing time duration of the course of the Centre/institution.

11. I find problem in the existing medium of instruction of the course of centre/institution.

12. I find problem in the existing age bar/age criteria of the course of the centre/institution.

13. I find problem in getting proper quality study materials from the centre/institution.

14. I find problem in understanding/grasping the contents of the study materials of the centre/institution.

15. I find problem in relating the contents of the study materials with the aims and objectives of the course.

16. I find problem with the curriculum/course revision process of the centre/institution.

17. I find problem in relating the existing course/curriculum of the centre/institution with the real life situation.

18. I find problem in relating the existing course/curriculum/guidelines with the study materials supplied by the centre/institution.
C. PROBLEMS RELATING TO COUNSELLING/ TUTORIAL PROCEDURE
19. I find problem in attending counselling/ tutoring/ PCP of the course of the centre/ institution.

   Maximum extent | Medium extent | Minimum extent

20. I find problem in getting chance to interact/ communicate with the counsellor/ tutor of the centre/ institution.

   Maximum extent | Medium extent | Minimum extent

21. I find problem in the existing time schedule/ time duration of the counselling of the course of the centre/ institution.

   Maximum extent | Medium extent | Minimum extent

22. I find problem to adjust with the counsellor/ tutor of the course of the centre/ institution.

   Maximum extent | Medium extent | Minimum extent

23. I find problem with the skill/ competency of the counsellor/ tutor in counselling/ tutoring process of the centre/institution.

   Maximum extent | Medium extent | Minimum extent

24. I find problem to adjusting with the type of counselling (telephonic counselling, tutorial based counselling etc.) provided by the centre/ institution.

   Maximum extent | Medium extent | Minimum extent

25. I find problem in understanding the lecturer of the counsellors in the counselling session.

   Maximum extent | Medium extent | Minimum extent

D. PROBLEMS RELATING TO ASSIGNMENT AND PRACTICALS
26. I find problem in getting assignment questions and related things in right time.

   Maximum extent | Medium extent | Minimum extent

27. I find problem in getting proper study materials and related things for preparation of assignments.

   Maximum extent | Medium extent | Minimum extent

28. I find problem in submission procedure of assignments.

   Maximum extent | Medium extent | Minimum extent

29. I find problem in understanding the assignment questions.

   Maximum extent | Medium extent | Minimum extent
30. I find problem in attending practical sessions/ activities relating to my course of study organised by the centre/ institution.

Maximum extent | Medium extent | Minimum extent

31. I find difficulty in getting proper feedback/ remark/ comment for the assignment from the centre/ institution.

Maximum extent | Medium extent | Minimum extent

E. PROBLEMS RELATING TO EVALUATION REPORTING OF RESULTS AND RECORD MAINTANANCE

32. I find difficulty in getting the marks/ grade for the submitted assignments of the centre/ institution.

Maximum extent | Medium extent | Minimum extent

33. I find difficulty in attending the Term-End examination conducted by the centre/ institution.

Maximum extent | Medium extent | Minimum extent

34. I find problem in adjusting with the existing type of term-end examination conducted by the centre/ institution.

Maximum extent | Medium extent | Minimum extent

35. I find problem in adjusting with the existing time schedule of Term-End examination conducted by the centre/ institution.

Maximum extent | Medium extent | Minimum extent

36. I find problem in relating to the existing system of re-evaluation/ re-checking of the script of the course of the centre/ institution.

Maximum extent | Medium extent | Minimum extent

37. I find problem in relating to certification and/or grading system of the course of the centre/ institution.

Maximum extent | Medium extent | Minimum extent

38. I find problem with the sitting and other arrangements and administration system of the Term-end examination of the course of the centre/ institution.

Maximum extent | Medium extent | Minimum extent

39. I find problem in competing with the students who are studying the similar type of courses (what I study in this centre/ institution) in conventional mode of education.

Maximum extent | Medium extent | Minimum extent

40. I find problem in getting different types of records relating to my performance and other activities/ abilities in the centre/ institution.
F. PROBLEMS RELATING TO THE USE OF MULTIMEDIA
41. I find problem in getting multimedia facilities like computer, internet, audio-visual aids etc. in the centre/ institution.

42. I find problem in getting the competent and skilful persons who help me for handling ICT in the centre/ institution.

43. I find problem in handling multimedia/ ICT related materials in the centre/ institution.

44. I find problem in learning/ to learn from the distant tutor/counsellor through the use of multimedia/ ICT.

45. I find problem in participating multimedia based workshops, seminars, conferences etc. organised by the centre/ institution.

G. PROBLEMS RELATING TO THE USE OF LIBRARY
46. I find problem in getting proper library facility in the centre/ institution.

47. I find problem in getting proper co-operation from the library staff of the centre/ institution.

48. I find problem in getting adequate number of text books, reference books, journals and other related materials in the library of the centre/ institution.

49. I find problem in getting facilities like internet, Xerox and other multimedia based facilities in the library.

50. I find problem in opening and closing time of the library of the centre/ institution.
Appendix-E

TOOL -V: (ATTITUDE SCALE)

ATTITUDE SCALE FOR STUDYING THE ATTITUDE OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM TOWARDS OPEN AND DISTANCE LEARNING SYSTEM

To,

........................................
........................................
........................................

Dear Learner

I Mrs. Bornali Deka is a PhD scholar of Department of Education, Assam University, Silchar. I am working on a PhD project titled, “Learning Process and Learning Success Under Different Modes of Open and Distance Learning System: A Comparative Study” under the supervision of Dr. T.K. Basantia, Assistant Professor, Department of Education, Assam University, Silchar. One of the major concerns of my Ph.D work is to know/study the attitude of the learners of open and distance learning system towards open and distance learning system. In order to know/study the attitude of learners towards open and distance learning system, I want to administer an attitude scale on you.

This attitude scale consists of 30 items and is a 5 point scale. The options of the items are ‘STRONGLY AGREE’ (SA), ‘AGREE’ (A), ‘UNDECIDED’ (UD), ‘DISAGREE’ (D), ‘STRONGLY DISAGREE’ (SD). The scale includes both positive and negative items. For SA, A, UD, D, SD items, positive items are scored as 5, 4, 3, 2, 1 and negative items are scored as 1, 2, 3, 4, 5 respectively.

Please spare a little time for this scale from your valuable work schedule. Your kind help in this regard will be highly beneficial to achieve the purpose of my PhD work. I assure you that the data collected from you will be kept confidential by me and will not be used in any other purposes except my research work. Please feel free while discussing with the researcher in this regard.

Sincerely yours

Mrs Bornali Deka
Researcher,
Department of Education
Assam University,
Silchar
TOOL-V: (ATTITUDE SCALE)

ATTITUDE SCALE FOR STUDYING THE ATTITUDE OF THE LEARNERS OF OPEN AND DISTANCE LEARNING SYSTEM TOWARDS OPEN AND DISTANCE LEARNING SYSTEM

PERSONAL AND INSTITUTIONAL DATA OF THE RESPONDENT

1. Name of the Respondent: …………………………………………………………………………
2. Name of the centre/institution: ………………………………………………………………………
3. Name of the course of the respondent: ……………………………………………………………
4. Practical base of the course of the respondent: (Practical based/Non-practical based)
5. Level of course the respondent: (PG Degree/UG Degree/Diploma level)
6. Employment status of the respondent: Employed/Non-employed
7. Age of the respondent: ……………………………………………………………………………………
8. Gender of the respondent

1. I feel proud to study in open and distance learning system.  
2. I like the flexibility nature open and distance learning system.  
3. Open and distance learning system is an effective alternative to the formal system of education.  
4. Open and distance learning institution should be opened in all the corners/areas of the country.  
5. I do not like the management and functioning system of open and distance learning system.  
6. Open and distance learning system is an isolated and passive system of education because in such a system there is little face to face contact between the learner and teacher/counsellor.  
7. Open and distance learning system should be praised since it helps in equalising educational opportunity by catering educational needs of heterogeneous groups of people.  
8. Open and distance learning system should be extended to different stages of education starting from higher education to school education because of its multisided advantages.
9. The government as well as non-government agencies should spend more money to facilitate open and distance learning institutions.

10. Scholarship/ incentives should be introduced in open and distance learning system for increasing learners’ performance.

11. Varieties of courses starting from liberal courses like social studies, political science etc. to vocational/ practical courses like engineering, medical studies etc. should be opened through open and distance learning system.

12. The learning style and learning process through open and distance learning system are no way inferior to the learning style and learning process of traditional system of education.

13. Open and distance learning system promotes social justice by providing educational facility to large mass of people which include employed person unemployed person, student-non-student, young children-old people etc.

14. Open and distance learning system should be promoted because students with different capabilities (i.e. low achievers, high achievers, medium achievers, fast learners, slow learners etc.) can easily be adjusted with open and distance learning system.

15. The degrees and diplomas provided by open and distance learning institutions should be considered inferior to the similar type of degrees and diplomas provided by formal educational institution.

16. Open and distance learning institutions should be facilitated because sitting at home one can get education.

17. The learner centric characteristics, freedom and autonomy of Open and distance learning system should be highly praised.

18. Open and distance learning system should be facilitated because it can be used as one of the best media to meet the educational challenges of globalized world.

19. Open and distance learning system should not be given high weightage in future day education system.
20. Open and distance learning system should be given due importance since it is both economical as well as qualitative.

21. The courses/ subjects offered by Open and distance learning institutions do not benefit more to the learners in their actual life.

22. Open and distance learning system should be facilitated since it is tied with life long education.

23. Open and distance learning system should not be given a high status in the whole education system because no job opportunity is provided by this system.

24. Open and distance learning system should be popularised day by day because it fulfils many educational hopes and aspirations of deprived section of the society like SC, ST, Women, Handicapped etc.

25. Public awareness should not be created in a faster speed for the widespread use of Open and distance learning system.

26. Open and distance learning system should be popularised because it reduces the gap between the demand of education and supply of education.

27. The use of e-learning techniques/ multimedia technologies in Open and distance learning system should be highly praised.

28. Open and distance learning system is a regressive system of education.

29. Self paced and self motivated learning characteristics of Open and distance learning system should be highly praised.

30. For advancement and dissemination of knowledge in different field of life i.e. social, political, economic, moral etc. open and distance learning system has great contribution.
Appendix-F

LIST OF OPEN AND DISTANCE LEARNING INSTITUTIONS
LIST OF OPEN AND DISTANCE LEARNING INSTITUTIONS IN EASTERN AND NORTH-EASTERN STATES OF INDIA FROM WHERE DATA WERE COLLECTED

A- List of ODL Centres/Institution from Assam
   1. Krishna Kanta Handique State Open University (KKHSOU), Guwahati
   2. Institute of Distance and Open Learning (IDOL) Gauhati University, Guwahati
   3. Indira Gandhi National Open University (IGNOU) Regional Centre, Guwahati

B- List of ODL Centres/Institution from West Bengal
   1. Netaji Subhas Open University(NSOU), Kolkata
   2. Directorate of Distance Education(DDE) Rabindra Bharati University, Kolkata

C- List of ODL Centres/Institution from Orrisa
   1. Directorate of Distance and Continuing Education(DDCE) Utkal University, Bhubaneswar

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