APPENDIX - D

COPY OF SELF DEVELOPED INSTITUTIONAL PLANNING QUESTIONNAIRE FOR THE COLLEGE PRINCIPALS

Name : ..........................................................
Age : ........... Years, Sex: Male/Female
Academic Status : ..........................................................
Ph. D. Topic (if any) : ..........................................................
Teaching Experience : ........... Years, Administrative Experience: ........... Years
Status of your Post : Permanent / In-charge. (Please give tick mark).
Status of your College : Private/ Provincialised / Govt.
Management : Governing Body / Trust / Managing Committee / Advisory Committee.
Year of establishment : ..........................................................
College is for : Boys / Girls / Co-educational.
Streams in your College : Arts/ Science / Commerce.
No. of Teaching Staff : Permanent :............. Contractual :.............
Major in Subjects : English/ Education/Economics/Pol. Science/
History/Philosophy/Assamese/Bengali/Hindi/Bodo/Any
other Please mention........................................................
No. of students : ..........................................................
Pass Percentage at : ..........................................................
Degree level of your College

1. QUESTIONS BASED ON ADMINISTRATION:
1.1 According to you, what is more important to administer a College smoothly:
Training / Experience / Both / Individual confidence.

1.2 Does your college have own Academic Calendar? Yes/No

1.3 Does your college have 'Planning Committee' to prepare Institutional Planning for the college? Yes/No
1.4 Does your college have ‘Developmental Committee’ to carry out departmental plans?  
Yes/No

1.5 Does your college have the system of funding Resource Project from college Fund?  
Yes/No

1.6 Did you attend any training programme on Institutional planning or Educational Planning?  
Yes/No

1.7 Does your college work as a Resource Centre for community services?  
Yes/No

1.8 Does your college have Grievance Redressal system for students, Teachers and staff?  
Yes/No

1.9 Do you have specific staff development process of your own?  Yes/No  
If yes, please narrate briefly: .................................................................
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..............................................................................................................

1.10 What are the sources of Financial Resources for your college?  
UGC / State Government / Central Government / Donation / Fees / Others, if any.  
Please mention:- .................................................................
..............................................................................................................
..............................................................................................................

1.11 What are the problems you have to overcome in administering your college?  
Shortage of classroom / Shortage of teachers / Overcrowded students / Low quality students / Shortage of funds / Dissatisfaction of temporary teachers / Undisciplined behaviour of students / Any other (please specify).................................
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1.12 What are your suggestions to overcome these problems? (Please mention)  
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1.13 Do you think that Special Administrative Training is helpful to run an educational institution efficiently?  Yes/No
1.14 Do you think that an in-charge Principal has to face more problems in managing the college in comparison to a full fledged Principal? Yes/No

1.15 Do you think that a female Principal has to face some specific problems? Yes/No
If yes, please specify the same:
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........................................................................................................................................

1.16 Your vision about an ideal institutional planning are:-
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2. QUESTIONS BASED ON ACADEMIC ASPECTS:

2.1 Do you have audio-visual arrangements in your class-rooms where more than 80 students are present? Yes/No

2.2 Do you have the system of arrangements of holding Tutorial classes in regular time-table of your college? Yes/No

2.3 Does your college adopt any diagnostic system to find out special children (Gifted/Delinquent/Slow learner) other than merit list/mark sheets of examination? Yes/No

2.4 Do you have ‘Examination Committee’ of your college for smooth conduct of various examinations? Yes/No

2.5 Does your college change rules and regulation of ‘Students Council/Students Union’ on the basis of changing nature of problems related to students’ indiscipline? Yes/No

2.6 Does your college have ‘Co-curricular Activity Committee’ to deal with such issues? Yes/No
2.7 Does your college have “Student Welfare Board”? Yes/No
2.8 Does your college have “Remedial Education Programme”? Yes/No

2.9 Does the present conventional system of conducting examinations can be changed to semester system prevalent in professional institutions to improve quality of learning?
   a) Do not know  b) Will be of great help  c) No need  d) May be help full

2.10 Do you think that internal assessment of students will definitely improve their quality of learning?
   a) Do not know  b) Will be of great help  c) No need  d) May be help full

2.11 Do you think that micro planning of an institution will greatly help to improve the educational environment of it?
   a) Do not know  b) Will be of great help  c) No need  d) May be help full

2.12 Do you think that introduction of vocational courses in the colleges should be made in view of the present economic scenario of the world?
   a) Do not know  b) Will be of great help  c) No need  d) May be help full

2.13 Do you think that “Career Counseling Cell” in every colleges can be a great help for the students?
   a) Do not know  b) Will be of great help  c) No need  d) May be help full.

2.14 Does your college have any specific programme to maintain direct contact with the students in your daily time table? Yes / No