APPENDICES
Appendix I
Forward Letter and Questionnaire to Women's Studies Centres

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
Gauhati University, Guwahati 781014 (Assam)
Phone: (0361) 2571954. Fax (0361) 2700311. E-Mail: dlisgu@gmail.com

To

_________________________________________

Sub: Survey on Documentation of Information Resources in Women's Studies Centres of North East India

Respected madam/sir,

I have the honour to state that I, Ms Pallavi Gogoi a research scholar from Department of Library and Information Science, Gauhati University under the supervision of Dr N. N. Sharma, Retd. Professor, Department of Library and Information Science, Gauhati University.

In connection to my research work a survey is conducted to know the existing status of Documentation of Women's Studies Centres of North East India.

In this regard, I would like to make a humble request to you to kindly spare some of your valuable time to fill up the questionnaire attached with this letter, which would be priceless help and encouragement for me in completing my research work.

With Kind Regards,

(Pallavi Gogoi)
Dept. of Library and Information Science
Gauhati University, Guwahati

Topic of Research: Documentation of Information Resources in Women's Studies Centres of India with reference to North-East India

Name of Guide: Prof. N.N. Sharma, Retd Professor, DLIS, Gauhati University, Assam.
QUESTIONNAIRE FOR WOMEN'S STUDIES CENTRES
(✓) Tick wherever necessary

Topic of Research: Documentation of Information Resources in Women's Studies Centres of India
with reference to North-East India.

1. GENERAL INFORMATION
   1.1. Name of the centre :
   1.2. Year of establishment :

2. DOCUMENTATION
   2.1. Total number of Staff in the Centre:
       Director/Co-ordinator ............Teaching Staff...........
       Research staff..................
       Library staff (Professional ............Non Professional ...........)
       Others ................

   2.2. Documentation activities performed in the centre:
       Bibliography compilation CAS SDI
       Collection of special issues ILL Classification
       Reprography OPAC Cataloguing
       Newspaper clipping Maintaining back volumes on women issues
       Indexing & Abstracting Any other

   2.3. Mention the status of Automation:
       Fully Automated Partially Automated
       On progress Not Automated

       If Automated,
       Mention the software used:
       CDS/ISIS SOUL
       LibSys In-House S/W
       Other None

   2.4. Does your Library has access to electronic materials: Yes No

   2.5. Total Number of Computers available in the centre

   2.6. Kindly mention the total document collection of the centre:
       Books Journals
       Reports Theses Others (If any)
3. USERS INFORMATION

3.1 Categories of users visiting to the centre:
  i. Research scholars: ☐  ii. Teachers: ☐
  iii. Students: ☐  iv. Others, if any: ☐

3.2 With what interest users visit to the centre:
  - In want of documents or information related to women ☐
  - Counseling ☐
  - Guidance ☐
  - Any other: ☐

3.3 Average number of users per day
  - 0-5 ☐
  - 5-10 ☐
  - More than 10 ☐

4. PUBLICATION

4.1 Is there any publication of the centre in the form of any one of the following:
  - Newsletter ☐  book ☐  Journal ☐  Pamphlet ☐
  - Conference Proceeding ☐  Any other: ☐

4.2 Number of Academic activities of the centre till date:
  - Seminars/Conferences: ☐
  - Workshops: ☐
  - Training Programme: ☐
  - Lecture/Talk: ☐
  - Counseling: ☐
  - Projects: ☐
  - Others, if any: ☐

(Please provide details, if possible)

5. TEACHING & RESEARCH

5.1 Whether any research project is completed by the centre: Yes ☐  No ☐

   If yes, Please mention the areas of research: ☐

   Number of Ongoing Projects, if any: ☐

5.2 Whether any Ph.D. research is conducted by the centre: Yes ☐  No ☐

   If Yes,
     i. Total Number of Guides: ☐
     ii. Total Number of Degrees awarded till now: ☐
     iii. Total number of Research works on progress: ☐
5.3 Whether any academic programme is conducted by the centres in terms of certificate, diploma, degree or master degree course, if yes please mention .................................................................

6. FUTURE PROGRAMME
Future planning for further development of the centre:.................................................................

Questionnaire completed by (optional):
Name and Phone No.: 
Designation:

N. B.: I take the opportunity of thanking you for sparing your valuable time for filling up this questionnaire which will be an encouragement and inspiration to me for the proposed work. Information provided by you will be kept confidential.

Pallavi Gogoi
Research Scholar
Deptt. of Library and Information Science
Gauhati University, Guwahati