QUESTIONNAIRE FOR THE PARTICIPANTS

PROFESSIONAL DEVELOPMENT PROGRAMMES AT HIGHER EDUCATION LEVEL: AN EVALUATIVE STUDY

Under the Supervision of:
Dr. Yadavendra K. Sharma
Associate Professor,
Joint Director, IIHS
H.P. University, Shimla

By:
Mam Raj Pundir

DEPARTMENT OF EDUCATION
HIMACHAL PRADESH UNIVERSITY
SHIMLA – 171005
(2002)
Dear Learned Teacher,

The investigator has undertaken a research study entitled “PROFESSIONAL DEVELOPMENT PROGRAMMES AT HIGHER EDUCATION LEVEL: AN EVALUATIVE STUDY”, for his Doctoral work in Education, Department of Education, Himachal Pradesh University, Shimla. The questionnaire enclosed has been prepared to elicit information pertaining to various aspects of orientation programmes/refresher courses conducted for teachers by the Academic Staff Colleges. Presently, you are participating in a professional development programme of the ASC. This programme can be effective only if it fulfil certain basic requirement, which are essential to meet the programme objective. Below are certain items related to such requirements. Kindly respond to these items objectively. Your co-operation will help the researcher in carrying out the objective evaluation of ASC please.

The information provided by you will be kept STRICTLY CONFIDENTIAL AND WILL BE USED FOR RESEARCH PURPOSES ONLY.

The present questionnaire consists of two parts. Part-A (infrastructure and academic input) and Part-B (programme inputs). It is for your kind information that you are requested to respond to the questions in the questionnaire in the form of Yes/No. Kindly fill up the questionnaire and return the same to the investigator as early as possible.

Thanking You

Yours Sincerely

(Mam Raj Pundir)
Investigator
Questionnaire for the Participants

Name of participant .................................................................
Name of the ASC.................................................................
Institutional Address.............................................................
Qualification ...........................................................................
Teaching Experience ..............................................................
Other Achievement .................................................................

Part-A (Infrastructure Facility)

1. Are you satisfied with the Boarding/Lodging arrangement? Yes/No
2. Is the amount provided to you on account of TA/DA sufficient to meet such expenses? Yes/No
3. Does the ASC have conference room adequate? Yes/No
4. Is the seating arrangement in the library sufficient for the participants? Yes/No
5. (i) Does the ASC have library facility for participant/RPs? Yes/No
   (ii) If yes, is it adequate Yes/No
6. Is the seating arrangement in the library sufficient for the participant? Yes/No
7. Do you make use of library facility? Yes/No

Part-B (Programme Inputs)

12. (i) Does the ASC provide you printed reading material? Yes/No
    (ii) If yes, is the material relevant and adequate. Yes/No
13. (i) Does the ASC have its own publications? Yes/No
   (ii) If yes, are you encouraged to contribute articles for publication? Yes/No
14. Are the RPs associated with programme well qualified and experienced? Yes/No
15. Do you find the level of interaction of RPs with the participants satisfactory? Yes/No
16. Are the topics covered by RPs relevant to the objectives of the programme (education and pedagogy, management, personality development, general awareness and the subject related knowledge's)? Yes/No
17. Are the RPs able to communicate effectively? Yes/No
18. Do the RPs make use of BB/other equipment to make their presentation more effective? Yes/No
19. (i) Do you have some participant centered session? Yes/No
   (ii) If yes, do you find these sessions useful and interesting? Yes/No
20. Do the RPs provide the lecture notes to the participants? Yes/No
QUESTIONNAIRE FOR THE COLLEGE/UNIVERSITY TEACHERS
(Those who have already attended at least one OP and one RC)

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HIGHER EDUCATION LEVEL: AN EVALUATIVE STUDY

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H.P. University, Shimla

By:
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DEPARTMENT OF EDUCATION
HIMACHAL PRADESH UNIVERSITY
SHIMLA - 171005
(2002)
Dear Teacher,

The investigator has undertaken a research study entitled "PROFESSIONAL DEVELOPMENT PROGRAMMES AT HIGHER EDUCATION LEVEL: AN EVALUATIVE STUDY", for his Doctoral work in Education, Department of Education, Himachal Pradesh University, Shimla. The questionnaire enclosed has been prepared to elicit information pertaining to various aspects of orientation programmes/refresher courses conducted for teachers by the Academic Staff Colleges. Since you have attended the programme, you are requested to spare your valuable time to provide relevant information and also express your frank opinion and suggestions through this questionnaire. The information provided by you and your frank views based on your experience will be of immense help to the investigator in conducting the present study. The information and opinion furnished by you will be kept STRICTLY CONFIDENTIAL AND WILL BE USED FOR RESEARCH PURPOSES ONLY.

This questionnaire is divided into two parts. Under Part-A items related to the input in terms of the infrastructure and academic facilities are included. Part-B of the questionnaire contains items related to the impact of the programme in the context of stated objectives. You are requested to record your response on a five point rating scale provided against each item.

Thanking You
Yours Sincerely

(Mam Raj Pundir)
Investigator
Questionnaire for College/University Teachers

(Those who have already attended at least one OP and one RC)

Name of teacher .................................................................

Name of the Institution ........................................................

Subject ..............................................................................

Experience ........................................................................

Detail of the Latest Programme attended in ASC

(i) Name of the ASC ............................................................

(ii) Name of the course OPs/RCs ...........................................

(iii) Dates of the Programme ...............................................  

Part-A

1. To which extent you were satisfied with the boarding and lodging arrangement made by the ASC.
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

2. Were the seating arrangements in conference room adequate?
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

3. To which extent the library facility was adequate in ASC.
   (a) Very much  (b) Fully  (c) Moderately  (d) Poor  (e) Very poor

4. To which extent the library facility available in the ASC was used by you as participant.
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

5. To which extent the library facility has helped you to become conversant with the latest development in the relevant area.
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

6. How adequate was the reading material provided to you by ASC?
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

7. To which extent the audio-visual equipment in the ASC was adequate.
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

8. To which extent you are satisfied with the relevance of content delivered during the programme?
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

9. To which extent the interaction level in various sessions was satisfactory?
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

Part-B:  To which extent the programme has helped you in improving the following areas of Professional Development:

1. General awareness (knowledge about current problem/issues)
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

2. Knowledge about the other subjects
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

3. Conceptual clarity in the subject
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

4. Communicational skill
   (a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all
5. Skill of introducing the lesson
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

6. Providing illustration/explanations:
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

7. Language ability
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

8. Questioning skill
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

9. Attaining student participation in the class
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

10. Use of audio-visual aids
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

11. Personality Development (Dedication, honesty, confidence, sincerity, punctuality, commitment etc.)
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

12. Classroom Management
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

13. Interaction with the community (Extension role)
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

14. Attitude towards profession
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

15. Relation with the student
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

16. Relation with the colleagues
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

17. Relation with the Principal/Head of the Department
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

18. Job Satisfaction
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

19. Teaching Methodology of teaching at Higher Education Level
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

20. Awareness about the problem of the Higher Education
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

21. Awareness about the goals of Higher Education
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

22. Effective Student Evaluation
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

23. Updating subject knowledge
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

24. Knowledge of latest researches in your teaching subjects
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

25. Awareness about computer
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all

26. Awareness about Information Technology
(a) Very much  (b) Fully  (c) Moderately  (d) Very little  (e) Not at all
### Inventory of Infrastructure

Name of the institution: .................................................................
Name of the Director: .................................................................
Address: ......................................................................................
Phone No/Fax No: ........................................................................
e-mail: ......................................................................................

#### Part-A: Equipment

<table>
<thead>
<tr>
<th>S.No</th>
<th>Equipment</th>
<th>Total No.</th>
<th>Cost</th>
<th>Working Condition</th>
<th>Out of Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TV</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2.</td>
<td>VCR</td>
<td></td>
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<tr>
<td>3.</td>
<td>VCP</td>
<td></td>
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<tr>
<td>4.</td>
<td>OHP</td>
<td></td>
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</tr>
<tr>
<td>5.</td>
<td>Conference System</td>
<td></td>
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<tr>
<td>6.</td>
<td>Computer System/Printer</td>
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<tr>
<td>7.</td>
<td>LCD</td>
<td></td>
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<tr>
<td>8.</td>
<td>Slide Projector</td>
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<tr>
<td>9.</td>
<td>Film Projector</td>
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<tr>
<td>10.</td>
<td>Tape Recorder</td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>Audio Cassette</td>
<td></td>
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</tr>
<tr>
<td>12.</td>
<td>Video Cassette</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13.</td>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Fax Machine</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>15.</td>
<td>Photostat Machine/Modi Xeroxed</td>
<td></td>
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</tr>
<tr>
<td>16.</td>
<td>Typing Machine</td>
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</tr>
<tr>
<td>17.</td>
<td>Electronic Typewriter</td>
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</tr>
<tr>
<td>18.</td>
<td>Vacuum Cleaner</td>
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<tr>
<td>19.</td>
<td>Laser Printer</td>
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</table>

#### Part-B: (a) Furniture (Office)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Equipment</th>
<th>Total No.</th>
<th>Cost</th>
<th>Working Condition</th>
<th>Out of Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Table</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Chair</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>3.</td>
<td>Sofa Set</td>
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<td></td>
</tr>
<tr>
<td>4.</td>
<td>Computer Table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Elmira, with rack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Office Table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Room Heaters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Book-case</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Revolving Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>File case</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>White Marker Board</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Part-B: (b) Furniture: (Conference rooms)

<table>
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<tr>
<th>S.No</th>
<th>Equipment</th>
<th>Total No.</th>
<th>Cost</th>
<th>Working Condition</th>
<th>Out of Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chair</td>
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</tr>
<tr>
<td>2.</td>
<td>Table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Lecture stand</td>
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</table>

Part-C: Library

<table>
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<tr>
<td>1.</td>
<td>Total Number of Books</td>
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</tr>
<tr>
<td>2.</td>
<td>Magazine</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Journals</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>English Dailies</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Hindi Dailies</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Audio Cassettes</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Video Cassettes</td>
<td></td>
</tr>
</tbody>
</table>

Part-D. Building

<table>
<thead>
<tr>
<th>S.No</th>
<th>Facility Available</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Director room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Deputy Director room</td>
<td></td>
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<tr>
<td>3.</td>
<td>Assistant Director room</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Conference room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Library Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Resource Person room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Residence for Directors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Canteen/Pantry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Toilet Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Any other</td>
<td></td>
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</tr>
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</table>
Interview Schedule For Directors’/Deputy Directors’/Co-Ordinator

PROFESSIONAL DEVELOPMENT PROGRAMMES AT HIGHER EDUCATION LEVEL: AN EVALUATIVE STUDY

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Interview Schedule for Directors'/Deputy Directors'/Co-ordinator

Name of Director/Co-ordinator

Name of the Institutions

Qualifications

Experience

Academic Administration

Respected Sir,

The researcher is conducting a study of your Academic Staff College. Some important information about your ASC is being gathered through this questionnaire. You are requested to respond to items given below:

1. Does the Staff College has its own building for office and academic programme? Yes/No

2. Do you have sufficiently built in space for office and academic programme? Yes/No

3. (i) Do you have hostel facility for the participant? Yes/No
(ii) if yes, is it adequate Yes/No
(iv) if no, what alternative arrangement are made for the stay of participant

4. (i) Does the Staff College provide library facilities for participants/RPs? Yes/No
(ii) If yes, is it adequate in your opinion? Yes/No

5. Are the books in the library readily available to participants/RPs? Yes/No

6. Do you have the provision of providing printed/xeroxed reading material to the participant? Yes/No

7. What are the criteria for selecting participant for OPs/Rcs

8. What percent of the participants make use of equipment items available in the ASCs?

9. What generally is the average number of the participant in one OPs/Rcs?

10. Does the Staff College select participant of both the sexes proportionally?
11. Which are the most popular method/technique used by the resource person to conduct the sessions in OPs/RCs?

12. Kindly elaborate the criteria for the selection for resource person

13. Does the Staff College invite the resource person from outside the state also? Yes/No

14. How many RCs on an average are organized in a year by your Staff College?

15. How many OPs/RCs on an average are organized in a year by your Staff College?

16. Does the ASC has its own publications Yes/No
   If yes, kindly list.

17. Do you always make available the abstract of lectures delivered to the participants? Yes/No

18. What methodology Staff College adopt to evaluate its programmes?

19. What mechanism is used to get feedback about resource persons?

20. What changes do you envisage in the participant who have completed OPs?

21. What change do you envisage among participant after completion refresher courses?