APPENDIX 3

Request Letter and List of Experts
APPENDIX 3A

Request Letter to Employers and Employees

Date:

To,

Dear Sir/Madam,

I am a Ph.D. student in the Department of Home Science Education and Extension, Faculty of Home Science, M.S. University, Baroda and an employee of Kanoria College, Jaipur. I seek your favour in helping me to conduct my research study for the Ph.D. degree. I have undertaken a study of opinions of home science college students regarding adequacy of their preparation to take up vocations.

With reference to the study, I need to find out the competencies needed for various vocations. An instruction sheet is enclosed herewith for you to check the tool for its content.

Thanking you in anticipation,

Hoping for an early reply.

Yours sincerely,

(Veenu Bhargava)
Department of Home Science
Education & Extension
Faculty of Home Science
M.S. University
Baroda.

P.S.: For your convenience self addressed envelope is enclosed herewith.
INSTRUCTIONS FOR EXPERTS

Here is a list of vocational competencies (knowledge, ability/skills and affective behaviour), which an employee must have to be an efficient ____________.

I need your expert opinion to check that for becoming an efficient ____________:

1) which knowledge is required,
2) which competency is required at ability* or skill level **
3) for which items positive affective behaviour*** must be developed.
4) if additional items under knowledge, ability, skill and affective behaviour are needed.

* Ability means power to perform either mental or physical work well to its completion.

** Skill means competent excellence in performance expertness with ease and precision. There can be physical as well as mental or intellectual skills. Skill is higher level of ability.

*** Affective behaviour (positive outlook) means positive attitudes, beliefs, feelings, interest and values a person should have for a vocation.
## List of Employers and Employees

### For: College Teacher

1. **Dr. Kalpana Paralikar**  
   Reader, department of education and extension Faculty of home science  
   M.S. University, Baroda.

2. **Ms. Saroj Patel**  
   Head, department of clothing and textiles  
   Faculty of home science  
   M.S. University, Baroda.

3. **Dr. T. S. Saraswathi**  
   Professor and head  
   Department of child devp.  
   Faculty of home science  
   M.S. University, Baroda.

4. **Dr. Nalini Ogale**  
   Professor and head, department  
   Department of home management  
   Faculty of home science  
   M.S. University, Baroda.

5. **Dr. Sunder Gujral**  
   Retired Professor  
   Dept. of foods and nutrition  
   Faculty of home science  
   M.S. University, Baroda.

6. **Dr. Manindra Kapoor**  
   Associate Professor  
   P.G. Department of home science  
   Maharani College, Jaipur.

7. **Dr. Sarla Grover**  
   Professor and Head,  
   Department of home science  
   Maharani College, Jaipur.

8. **Dr. Mira Verma**  
   Associate Professor  
   Maharani College, Jaipur.

### For: School Teacher (Home Science)

1. **Ms. Shanti Masand**  
   Hari Shewa Girls Higher Secondary School  
   Baroda.

2. **Shri Suresh Kumar Kapoor**  
   Principal  
   Kendriya Vidyalaya (Harni Road)  
   Baroda.

3. **Mrs. P.L. Gupta**  
   Principal  
   Government Girls Senior Secondary School  
   (Shakarpura Extn)  
   Delhi.

4. **Ms. Jaishree Bhatnagar**  
   M.G.D. Public School  
   Jaipur.
7. Sr. Vimlan  
Vice Principal  
St. Angela Sophia School  
Jaipur.

8. Ms. Kamakshi Shukla  
Sir V.D.T. Girls High School  
Surat.

9. Ms. Neera Chetanlal  
G.G. Senior Secondary School  
Shakarpur Extn.  
Delhi.

10. MS. Vandana Garg  
Govt. Girls Senior Secondary School  
Shakarpur Extn.  
Delhi.

For: Researcher

1. Dr. Rachel George  
Director Technical Back up unit  
Baroda

2. Dr. Kalpana Paralikar  
Reader, department of education and extension  
Faculty of home science  
M.S. University, Baroda.

3. MS. J.B. Patel  
Professor, department of foods and nutrition  
Faculty of home science  
M.S. University, Baroda.

4. Mr. B. Balakrishnaiah  
Reader, department of clothing and textiles  
Faculty of home science  
M.S. University, Baroda.

5. Dr. S.P. Gupta  
Institute of Social Science  
Agra University  
Agra.

6. Ms. Indira P. Mallya  
Reader, department of child development  
Faculty of home science  
M.S. University  
Baroda.

For: Child Welfare Officer

1. Ms. Sushila R. Panwar  
District Programme Officer  
I.C.D.S. Project

2. Mr. Shailesh N. Desai  
Superintendent  
Boys Observation Home  
Bhutadi Zapa  
Baroda.
<table>
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<th>No.</th>
<th>Name</th>
<th>Designation</th>
<th>Institution</th>
<th>Location</th>
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<tr>
<td>4</td>
<td>Ms. Chandrika Vyas</td>
<td>Superintendent</td>
<td>Balika Sanraksan grah Karali Bagh</td>
<td>Baroda</td>
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<tr>
<td>5</td>
<td>Ms. Punam Bansal</td>
<td>Counsellor</td>
<td>Navrachana School</td>
<td>Baroda</td>
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<tr>
<td>6</td>
<td>Mr. Ramesh M. Patel</td>
<td>Community Organizer</td>
<td>U.B.S Project</td>
<td>Baroda</td>
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<td>7</td>
<td>Ms. Yamini Pandya</td>
<td>CDPO, Urban Project</td>
<td>B.M.C., Baroda</td>
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<tr>
<td>1</td>
<td>Sister Gabriel</td>
<td>Incharge Primary Section</td>
<td>Sophia School, Jaipur</td>
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<tr>
<td>2</td>
<td>Ms. Amrit Vig</td>
<td>Principal</td>
<td>Bright School</td>
<td>Baroda</td>
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<td>3</td>
<td>Sister Anne</td>
<td>Principal</td>
<td>Convent of Jesus and Mary</td>
<td>Baroda</td>
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<tr>
<td>4</td>
<td>Ms. Kiran L. Parekh</td>
<td>Reader and Superintendent</td>
<td>Laboratory Nursery School</td>
<td>Baroda</td>
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<tr>
<td>5</td>
<td>Dr. Jyoti Parikh</td>
<td>Reader, department of child development</td>
<td>Faculty of home Science</td>
<td>Baroda</td>
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<tr>
<td>6</td>
<td>Ms. Aruna Dave</td>
<td>Lecturer, Department of Child development</td>
<td>Faculty of home Science</td>
<td>Baroda</td>
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<tr>
<td>7</td>
<td>Mrs. Charlotte Pereira</td>
<td>Nursery School teacher</td>
<td>Convent of Jesus and Mary</td>
<td>Baroda</td>
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<td>8</td>
<td>Ms. Viru Hakim</td>
<td>Teacher, Chetan Balwadi</td>
<td>Faculty of home science</td>
<td>Baroda</td>
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<td>9</td>
<td>Ms. Nasreen Babi</td>
<td>Teacher, department of child development</td>
<td>Faculty of home Science</td>
<td>Baroda</td>
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<tr>
<td>10</td>
<td>Ms. Pallavi Jin</td>
<td>Pre-Primary teacher, Tejas Vidyalaya</td>
<td></td>
<td></td>
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</tbody>
</table>
For : Textile Designer

2. Mrs. Meera Bhargava
   *Meera Boutique*
   Jaipur.

4. Mr. Rahul N. Duggal
   'Aravali' Printer
   Jaipur.

6. Mrs. S. Jaiswal
   'Jaiswal Printers'
   Jaipur.

For : Garment Designer

1. Mr. Rahul N. Duggal
   'Aravali' Printer
   Jaipur.

4. Ms. Wendell Rodricks
   Fashion designer Cum instructor
   S.N.D.T. - P.V. Polytechnic
   Bombay.

5. Ms. Kamla Balami
   'Banjara' Boutique
   Vallabh Vidyanagar.

7. Ms. Minoo Lal
   M/s. Khyati Creations
   Bombay.

For : Extension Officer

1. Ms. Vandana Joshi
   Programme assistant
   Centre for environmental education
   Ahmedabad.

2. Ms. M. Baruah Deka
   Home economist
   Directorate of extension education
   Assam Agriculture University
   Jorhat.

3. Mrs. Shoba Gupta
   'Shreyans Printers'
   Jaipur.

5. Mr. Vipin Shah
   Baroda Printers
   Baroda.

4. Ms. Wendell Rodricks
   Fashion designer Cum instructor
   S.N.D.T. - P.V. Polytechnic
   Bombay.

3. Ms. Rashmi Paliwal
   Proprietor of Boutique
   Delhi.

6. Ms. Neeta Lulla
   Fashion Promoter
   Bombay.
4. Dr. R. K. Talukdar  
Deputy director (Communication)  
Assam Agriculture University  
Jorhat.

3. Dr. K. K. Talukdar  
Home economist  
Directorate of extension education  
Assam Agriculture University  
Jorhat.

6. Dr. D. S. Surue  
Co-ordinator, department of extension services  
M. B. Patel College of Education  
Vallabh Vidyanagar.

5. Ms. Sabita Baruah  
Training Officer  
Assam Agriculture University  
Jorhat.

For: Administrator

1. Dr. Arvinda Chandra  
Professor and head  
Department of education and extension  
Faculty of home science  
M. S. University  
Baroda.

2. Dr. B. K. Chakraborty  
Professor and head  
Department of foods and nutrition  
Faculty of home science  
M. S. University  
Baroda.

3. Dr. Sarla Grover  
Professor and head  
University Maharani College  
Jaipur.

4. Shri G. B. K. Hooja  
Vice-Chancellor  
Gurukul Kangri Vishwavidyalaya  
Haridwar.

For: Food Service Manager

2. Mr. Dalip Singha  
Personnel manager  
Welcom group, Vadodra.

1. Mr. C. B. Narang  
G. M. Operations  
Welcom group, Delhi.

4. Mr. M. S. Dolle  
Assistant manager restaurant  
Hotel Surya  
Baroda.

3. Mr. Veer Vijay Singh  
Food and beverage manager  
Welcom group, Vadodra.

6. Debu Gosh  
Production manager  
Hotel Surya Palace  
Baroda.

5. Mr. Subhash Pandit  
Assistant manager  
(Food and beverage)  
Hotel Surya  
Baroda.
8. Mr. Samir P. Bhagat  
Director  
Hotel Aditi  
Baroda.

7. Mr. Noshir D. Modi  
Food and beverage manager  
Express Hotel  
Baroda.

9. Mr. Shivi Kumaria  
Food and beverage manager  
Kanishka Hotel  
Delhi.

For : Dietitian

2. Dr. Diyesh Mehta  
Chief, Medical Staff  
Bhailal Amin Hospital  
Baroda.

1. Dr. Yogesh J. Bhatt  
Superintendent  
E.S.I.S. General Hospital,  
Baroda.

4. Ms. Sujata Kanetkar  
Dietitian  
Nanavati Hospital  
Bombay.

3. Dr. Hitesh Bhargava  
Superintendent  
Zenana Hospital  
Jaipur.

6. Ms. Parul Majmundar  
Dietitian  
Smt. B.C.J. General Hospital  
Bombay.

5. Ms. Usha Lapasia  
Dietitian  
Nanavati Hospital  
Bombay.

8. Ms. Divya Prabha N. Chauhan  
Dietitian  
E.S.I.S. General Hospital  
Baroda.

7. Ms. Kavita Kapur  
Dietitian  
Narhari Arogya Kendra  
Baroda.

10. Ms. Neeta B. Shah  
Dietitian  
Shri Maharani Shanti  
Devi Nursing Home  
Baroda.

9. Shruti N. Kikani  
Dietitian  
Bhailal Amin General Hospital  
Baroda.

12. Ms. Mansi A. Bapat  
Dietitian  
K.E.M. Hospital,  
Bombay.

11. Ms. Sandhya T. Shah  
Dietitian  
K.G.P. Children Hospital  
Baroda.

14. Ms. Bernadette Lewis  
Dietitian  
K.E.M. Hospital,  
Bombay.

13. Ms. Sheetal R. Mhamunkar  
Dietitian  
K.E.M. Hospital,  
Bombay.

15. Ms. Rita U. Patel  
Dietitian  
S.S.G. Hospital  
Baroda.
For: Executive Housekeeper

2. Ms. Deepa Bhatnagar
   Executive housekeeper
   'Arif Castles'
   Nanital.

4. Mr. Tushar Dalal
   Executive housekeeper
   Hotel Surya
   Baroda.

6. Mrs. N. Sable
   Executive housekeeper
   Hotel Surya Palace
   Baroda.

8. Mr. Naushir Modi
   Food and beverage Manager
   Express Hotel
   Baroda.

10. Mr. C. B. Narang
    G.M. Operations
    Welcome group,
    Delhi.

12. Mr. Dalip Singha
    Personnel Manager
    Welcomgroup, Vadodra.

For: Interior Designer

2. Ms. Punita Mehta
   Centre for Continuing Education
   Baroda.

4. Mr. Bijoy Kumar Bardoloi
   Bijoy Kumar Bardoloi & Associates
   Baroda.

6. Mr. Jaydev M. Kamdar
   'Architect'
   Pratap Ganj
   Baroda.
List of experts for checking clarity and scoring of the tools

1. Dr. S. Roy
   Professor in Education
   CASE
   M.S. University, Baroda.

2. Dr. N.A. Shelat
   Reader (Administration)
   C A S E
   M.S. University, Baroda.

3. Dr. R. Kothari
   Reader in Education
   C A S E
   M.S. University, Baroda.

4. Dr. N.S. Pathak
   Dean, Faculty of Education and Psychology
   M.S. University, Baroda.

5. Dr. S. Grover
   Head, Dept. of P.G. Studies (Home Science)
   University of Rajasthan
   Jaipur.

6. Dr. K.G. Desai
   Director, Institute of Psychological and Educational Research and Guidance, Ahmedabad.

7. Mr. Mario Xavier
   Lecturer in Psychology
   Faculty of Education and Psychology
   M.S. University, Baroda.

8. Dr. Rashmi Chaturvedi
   Lecturer, Department of English
   Kanoria College, Jaipur.