QUESTIONNAIRE

INSTITUTIONS OF HIGHER EDUCATION

1.0 Name of the Institution.
1.1 Name of the Principal.
1.2 Name of the Adult Education Programme Officer.
1.3 Designation
1.4 Faculty size.
1.5 Strength of the students.
2.0 Date of starting the programmes of
   (i) Adult Education
   (ii) Continuing Education
   (iii) Population Education
   (iv) Planning Forum
   (v) Science and Technology
   (vi) Rural Development
   (vii) J.S.N.
   (viii) MPFL
   (ix) Area-Development Approach.
2.1 Number of supervisors working for Adult Education.
2.2 Number of student instructors.
2.3 Number of non-student instructors.
3.0 Training Programmes organised in the Colleges for Instructors/Volunteers/Community

<table>
<thead>
<tr>
<th>Year</th>
<th>Theme</th>
<th>Beneficiaries</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985-86</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1986-87</td>
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<td></td>
<td></td>
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<tr>
<td>1987-88</td>
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<td>1988-89</td>
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<td>1989-90</td>
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<tr>
<td>1990-91</td>
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</tr>
</tbody>
</table>

3.1 Participation of functionaries in Training Programmes organised by CACCE and RRC by the Programme Officers/Supervisors/Instructors.

<table>
<thead>
<tr>
<th>Category</th>
<th>Theme</th>
<th>No. of courses attended</th>
<th>Total No. of days of participation in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.0 Learners Enrolment and Achievements

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of Centres</th>
<th>Enrolment targets</th>
<th>Successful achievement of targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985-86</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1986-87</td>
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<td>1987-88</td>
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<td>1989-90</td>
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<tr>
<td>1990-91</td>
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<td></td>
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</tr>
</tbody>
</table>
5.0 Extension programmes organised in the institution for students.

<table>
<thead>
<tr>
<th>Name of the Programme</th>
<th>No. of years for which organised</th>
<th>Average per year beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
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<tr>
<td>J.S.N.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Population Education</td>
<td></td>
<td></td>
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<tr>
<td>Planning Forum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science and Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.1 Extension Programmes for the community

<table>
<thead>
<tr>
<th>Name of the Programme</th>
<th>No. of years for which organised</th>
<th>Average beneficiaries per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approach</td>
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<td>Continuing Education</td>
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<td>Rural Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science and Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.2 Have you conducted any impact study of the programme on the learners? Yes/No

If yes, what changes were noted (Please check )

- Motivation for learning
- Education of children
- Health Care of Children
- Income generation
- Women's status
- Quality of life

INTER ORGANISATIONAL CO-ORDINATION

6.0 Do you organise programme in collaboration with developmental or Government agencies? Yes/No

If yes, please check ( ) the agencies,

- Agriculture
- Health
- Social Welfare
- Banks
- Co-operatives
- ICDS
- IRDP
- Any other

6.1 Are you getting good co-operation from other agencies? Yes/No

SUPERVISION AND MONITORING

7.1 No. of monthly visits of the centres by the Programme Officer.

7.2 No. of monthly visits of centres by the supervisors.

7.3 Do you use any tool for supervision? Yes/No

7.4 What do you observe at the time of supervision?

- Attendance
- Standards of Learning
- Teaching-learning materials
- Community support
- Motivation
- Mobilisation of Learners
7.5 How do you monitor your supervision?

7.6 Do you conduct periodic meetings of instructors? **Yes/No**

7.7 If so, after how long -
   After 15 days, After one month.

7.7 What do you discuss in periodic meetings?
   Problems of instructors,
   Problems of Learners,
   Completing the records,
   Payment of honoraria,
   Any other.

**EVALUATION**

8.0 Is evaluation conducted internally by instructors? **Yes/No**

8.1 If yes, it is periodic and continuous?

8.1 Is evaluation conducted at the end of the year? **Yes/No**

8.2 What are the evaluation tools?

8.3 Who prepares the evaluation tools? (Please check)
   Instructor College University

8.4 Are the tools standardized? **Yes/No**
8.5 Who corrects the evaluation sheets of learners?

Instructor, Supervisor, Programme Officer.

8.6 What is the criterion of success? (Please check)

At least 40% score, 50% score.

8.7 Do you give certificates to successful learners? Yes/No

8.8 Are you satisfied with the evaluation procedure? Yes/No

If No, what changes would you suggest?

COMMUNITY PARTICIPATION

9.0 What methods do you use to mobilise the community to participate in adult education programmes? (Please check)

Door-to-door contacts,
Public meetings,
Rallies,
Invitations.

9.1 Do you constitute village/Area Development committee? Yes/No

9.2 What are the roles and responsibilities of the village/Area committees?

9.3 Are you satisfied with the working of the committees? Yes/No

If no, what are your suggestions.

SUGGESTIONS

10.0 Please give your suggestions for the development of Area-development programmes, training programmes, mobilisation and motivation, community participation, supervision, monitoring and evaluation.
QUESTIONNAIRE
REGIONAL RESOURCE CENTRE

1. Name
2. Designation
3. Date of creation of RRC.
4. Core Staff

<table>
<thead>
<tr>
<th>Director</th>
<th>Assistant</th>
<th>Project</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

5. Staff Recruitment Procedures
   (i) Positions filled by open selections.
   (ii) Positions filled by taking person on deputation.

6. Major functions (Please check ).
   (a) Training of personnel
   (b) Development of Curricular programme
   (c) Publications of books
   (d) Organisation of workshops, seminars, conferences, etc.
   (e) Conducting Research and Evaluation.
   (f) Development of Programmes for special groups such as women, scheduled castes, workers, farmers, etc.
7.0 Programmes for Key Persons
Deputy/Assistant Director/Project Officer

<table>
<thead>
<tr>
<th>Year</th>
<th>Theme</th>
<th>No. of beneficiaries</th>
<th>No. of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1986</td>
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<td>1987</td>
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<td>1988</td>
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<td>1989</td>
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<tr>
<td>1990</td>
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</tr>
</tbody>
</table>

7.1 Workshops, Seminars, Conferences for Key Persons
From 1985 to 1990

<table>
<thead>
<tr>
<th>Year</th>
<th>Themes</th>
<th>No. of beneficiaries</th>
<th>No. of days</th>
</tr>
</thead>
</table>

7.2 Resources used in training programmes (Please check)

(i) Whether Resource persons were involved? Yes/No

(ii) Agencies from where Resource persons were drawn

(a) Directorate of Adult Education. Yes/No

(b) Universities Yes/No

(c) Government agencies/departments. Yes/No

(d) Voluntary organisations Yes/No

(iii) What kind of resource materials were used in training programme?
**TRAINING OF FIELD FUNCTIONARIES**

8.0 No. of training programmes organised for supervisors/preraks per year on the average.

8.1 Most common themes for training programmes of supervisors/prareks.

8.2 Details of training programmes for supervisors and Prareks.

From 1985-90.

<table>
<thead>
<tr>
<th>Year</th>
<th>Theme</th>
<th>No. of beneficiaries</th>
<th>No. of days</th>
</tr>
</thead>
</table>

8.3 Details of training programmes for instructors

From 1985-90

<table>
<thead>
<tr>
<th>Year</th>
<th>Themes</th>
<th>No. of beneficiaries</th>
<th>No. of days</th>
</tr>
</thead>
</table>

8.4 Details of training programmes for specialised groups

Writers, artists, illustrators, from 1985-90

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of the category</th>
<th>No. of days</th>
<th>Purpose</th>
</tr>
</thead>
</table>

8.5 Details of training programmes for community members from 1985 to 1990.

<table>
<thead>
<tr>
<th>Year</th>
<th>Community Group</th>
<th>No. of days</th>
<th>Objectives</th>
</tr>
</thead>
</table>
### DEVELOPMENT OF CURRICULAR PROGRAMMES

9.0 Do you develop curricular programmes to serve as a base for teaching/learning? Yes/No

9.1 Do you associate district project officers in the development of curricula? Yes/No

9.2 Do you train the district project officers to develop this capability? Yes/No

9.3 Do you develop course modules? Yes/No

9.4 Name the course modules developed:
- Key personnel
- Field functionaries
- Learners
- Any other.

### PREPARATION OF TEACHING-LEARNING PACKAGES

10.0 What are the most commonly environment building materials used/developed by the RRC?

- Posters, Charts, Handbills, Slides,
- Cassettes.

10.1 Please give below or attach the list of basic literacy materials developed by the RRC.

(1979-90)

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of the material</th>
<th>Major Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Please give below or attach the list of post-literacy materials developed by the RRC.

**EVALUATION AND TECHNICAL GUIDANCE**

11.0 Do you evaluate the programme of the projects? Yes/No

11.1 Do you prepare evaluation tools? Yes/No

11.2 Do you give technical guidance to the projects for the use of evaluation tools? Yes/No

11.3 Do you conduct impact studies? Yes/No

11.4 Do you give technical guidance to conduct impact studies? Yes/No

11.5 Do you conduct research studies? Yes/No

Please name the impact/research studies completed or in the process during the past 5-6 years.

Name of the studies completed:

Names of the studies in hand:

**INFORMATION AND DOCUMENTATION CENTRE**

12.0 Have you set up information and documentation services in the RRC? Yes/No

12.1 What is the organisation pattern, location and size of the services?

Organisational Pattern - Part of RRC/Separate independent Unit.

Location - Within the office/outside office

(Size: Number of books, library etc.)
12.2 Has the material been catalogued? Yes/No
12.3 What is the budget?
12.4 Do you process, analyse, consolidate and repackage information? Yes/No
12.5 Who are the users? Students/teachers/learners/community members.

INTER-ORGANISATIONAL CO-ORDINATION

13.0 Do you co-ordinate literacy programmes in collaboration with other government departments/agencies? Yes/No. If yes, name the departments.
13.1 How do you co-ordinate?
13.2 Do you get adequate support? Yes/No

SPECIAL GROUPS

14.0 Do you identify special groups that need priority treatment? Yes/No
14.1 Please name the priority groups of your area?
14.2 What are your special programmes for your special groups?
QUESTIONNAIRE
FOR PROJECT OFFICERS/SUPERVISORS

1. Name of the Project:

2. Name of the Project Officer:

3. Educational and professional qualifications.

4. Date of implementation of the project.

5. Number of adult education centre.

6. Other programmes (Please mention the names)

TRAINING PROGRAMMES

7.0 Do you organise training programmes for instructors? Yes/No

i) Please give the number of training programmes organised per year.

ii) No. of participants per programme.

No. of days

iii) Total number of programmes organised per year:

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of programmes</th>
<th>No. of beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1986</td>
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<tr>
<td>1987</td>
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<td>1988</td>
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<tr>
<td>1989</td>
<td></td>
<td></td>
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<tr>
<td>1990</td>
<td></td>
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</tr>
</tbody>
</table>
8.0 Please give your frank opinions on the following issues:

8.1 Salary and status
8.2 Work load
8.3 Nature of work
8.4 Interaction with supervisors
8.5 Interaction with instructors
8.6 Interaction with learners
8.7 Interaction with community
8.8 Interaction with development agencies.
8.9 Role in organisation of training programmes.
8.10 Role in development of teaching-learning materials.

9.0 Problems.
QUESTIONNAIRE

FOR USE BY THE INSTRUCTORS

1. Name
2. Age
3. Sex
4. Address
5. Educational background
6. Occupation
7. Income
8. Date of joining as Instructor
9. Source of motivation to work as Instructor
10. Did you get any training before starting the work? Yes/No
    If yes, mention number of days for which you were trained.
11. Did you get in-service training? Yes/No
    If yes, what was the duration?
12. What are the facilities available at the centre?
13. Please check(✓) the activities that you perform
    - mobilisation of learners
    - mobilisation of community
    - collection of teaching-learning materials
    - Imparting reading, writing, computation skills.
    - Imparting general information
    - Imparting occupational information.
- Giving social awareness
- organising programmes in collaboration with other agencies.

14. Please write down your problems and difficulties.
INFORMATION SHEET FOR LEARNERS

Name.
Sex
Age
Marital status: Married/Unmarried.
Profession of the learner.
Income of the family
Type of Family Joint/Nuclear
Size of the family
Nativity Rural/Urban

Source of Information about adult education centre.

Expectations of learners from the Adult Education Centre.

Literacy
General information
Functional knowledge
Occupation information
Income Generation
Multiple benefits.

Attitudes of the learners; towards:
location
time
Environment
Teacher
Teaching-learning material
Methods of Teaching.
### THE J.S.N. SCHEDULE

<table>
<thead>
<tr>
<th>Name of the village/Mohalla with address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of the JSN School, place of worship, residential house, any other.</td>
</tr>
<tr>
<td>Name of the Prarek.</td>
</tr>
<tr>
<td>Educational background.</td>
</tr>
<tr>
<td>Age.</td>
</tr>
<tr>
<td>Sex</td>
</tr>
<tr>
<td>Marital Status</td>
</tr>
<tr>
<td>Date of joining as Prarek</td>
</tr>
<tr>
<td>Total experience</td>
</tr>
<tr>
<td>Training as Prarek</td>
</tr>
<tr>
<td>No. of days of training</td>
</tr>
<tr>
<td>No. of days of re-training</td>
</tr>
<tr>
<td>Service area</td>
</tr>
<tr>
<td>One village/mohalla</td>
</tr>
<tr>
<td>Two villages/mohallas</td>
</tr>
<tr>
<td>Three or more villages/mohallas</td>
</tr>
<tr>
<td>Functioning Time</td>
</tr>
<tr>
<td>Attendance per day in</td>
</tr>
<tr>
<td>(a) reading room</td>
</tr>
<tr>
<td>(b) community education</td>
</tr>
<tr>
<td>(c) sports and recreation</td>
</tr>
<tr>
<td>No. of Books in the JSN.</td>
</tr>
<tr>
<td>No. of magazines and journals contributed.</td>
</tr>
<tr>
<td>Names and number of daily newspapers.</td>
</tr>
</tbody>
</table>
Programmes organised in collaboration with other agencies.

If so, name the agency and nature of programme.

Visits per week to supervise adult education centre.

Mobile library service provided to the neo-learners

If yes, what are the facilities and procedures adopted.