APPENDIX - 6
INTERVIEW SCHEDULE FOR ADMINISTRATORS

Name_________________________  Designation_________________________
College________________________
Date_________________________

1. Is guidance and counselling a regular feature of the institution overall programme?

2. Do you think that the guidance programme of your college/university is functioning satisfactorily?

3. Is there any Guidance Committee in your institution?

4. Do the members of the staff co-operate in the proper functioning of the guidance programme?

5. Approximately, how many times the staff from the Ministry of Education in charge of guidance services visit your institution in a year?

6. Do you get enough funds to carry out the guidance programme?

7. Is there any period for guidance and counselling in the regular timetable?

8. If so, are the periods assigned for guidance activities used strictly for that purpose only?

9. Do you feel that guidance and counselling activities in your institution should be under the charge of a full time counsellor?

10. What criteria do you follow in assigning guidance duties to your staff?

11. Do you maintain cumulative records of each student?

12. Is there any Parent-Teacher Association?

13. How frequently are the meetings of Parent-teacher Association held?

14. What is the guidance worker - student ratio in your institution?

15. Do you feel that the guidance programme of your institution is serving its purpose well?

16. What sort of difficulties do you face in the effective functioning of guidance programme in your institution?

17. Give your suggestions to improve upon the guidance programme in your institution?