APPENDIX B-1
INTERVIEW SCHEDULE FOR STUDENTS

NAME __________________________ CLASS __________________
SCHOOL _________________________ DATE _______________________
ADDRESS __________________________

1. Do you feel that the guidance programme of the school has helped you in any way?

2. Have you approached the guidance worker/teachers for the solution of any of the following problems? (Explain)
   i) Personal problems
   ii) Educational problems
   iii) Problems relating to Vocational Planning

3. Did he show keen interest in your problem?

4. Do you feel at home in his company?

5. Do you hesitate to discuss personal and confidential matters with him?

6. Is he easily accessible whenever you required his help?

7. Any psychological tests taken by you?

8. Were you informed about the test results?

9. Have you ever gone through your cumulative records?

10. If not, do you want to go through it?

11. Do you like the subjects which you are studying now?

12. What is your future vocational plan?

13. Who has played major role in deciding your future vocation?
   i) Yourself
   ii) Parents
   iii) School guidance worker
   iv) Teachers
   v) Any other ______________

14. Do you know about the post-high school educational/training requirements for entering the profession of your choice?

15. Are you clear about the advantages and limitations of your
16. Have you ever studied occupational information material in your school?

17. How do you come to know about different occupations?
   i) From library
   ii) Studying guidance literature
   iii) Through different subjects
   iv) Counselling interview
   v) Career talks
   vi) Career Conferences
   vii) Career day
   viii) Career exhibitions
   ix) Films and filmstrips
   x) Visits to places of occupational interest
   xi) Any other _________________

18. Which is the major source of information for you?

19. Which of these is more appealing to you and why?

20. Do you really enjoy taking part in the co-curricular activities organised in the school?

21. Do you feel that guidance activities should continue as such?

22. What do you suggest for the further improvement of the guidance programme in your school?
APPENDIX B-2
INTERVIEW SCHEDULE FOR COUNSELLORS/CAREER MASTERS/MISTRESSES

NAME_________________________________________ DESIGNATION_________________________________________

EDUCATIONAL QUALIFICATION PROFESSIONAL QUALIFICATION

EXPERIENCE AS GUIDANCE WORKER ____________________________________________

SCHOOL_________________________ DATE__________________

1. Do you think that the guidance programme of your school is functioning satisfactorily?

2. Is there any guidance committee in your school?

3. Does it meet periodically? If Yes, how frequently?

4. Does the head of the institution extend his full support to the guidance programme?

5. Do the members of the staff associate themselves with the guidance activities?

6. Do you think that the guidance activities of your school cover all the students?

7. Do you acquaint the parents of the pupils with guidance activities of the school?

8. Do the parents really appreciate the worth of the guidance programme?

9. Do you help in providing and interpreting information about pupil's strengths and limitation to the parents of the pupils?

10. Do you feel that you are sufficiently trained to carry out the guidance activities effectively?

11. Have you undergone any in-service training in guidance and counselling during last two years?

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

13. Is the money sanctioned for guidance purposes used appropriately?

14. Do you get sufficient time for proper discharge of your guidance responsibilities?

15. Are you given some relaxation in your teaching workload?
16. Are the periods assigned for guidance and counselling used strictly for that purpose only?

17. Are you paid some extra allowance for the discharge of your guidance responsibilities?

18. Are you given enough freedom to carry out the guidance activities according to your plan?

19. Do you prepare annual reports of functioning of guidance programme in your school?

20. Do you wish to continue as a counsellor?

21. Do you think that the guidance programme is really useful to the students or it is merely a farce?

22. What sort of difficulties do you face in the performance of your guidance functions?

23. Give your suggestions to improve upon the existing guidance services.
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<th>No.</th>
<th>Question</th>
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<tr>
<td>1.</td>
<td>Is guidance and counselling a regular feature of the school programme?</td>
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<td>2.</td>
<td>Do you think that the guidance programme of your school is functioning satisfactorily?</td>
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<td>3.</td>
<td>Is there any Guidance Committee in your school?</td>
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<td>4.</td>
<td>Do the members of the staff co-operate in the proper functioning of the guidance programme?</td>
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<td>5.</td>
<td>Approximately, how many times the staff from Guidance Bureau visit your school in a year?</td>
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<td>6.</td>
<td>Approximately, how many times Vocational Guidance Officers from Employment Exchange visit your school in a year?</td>
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<td>7.</td>
<td>Do you get enough funds to carry out the guidance programme?</td>
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<td>8.</td>
<td>Is there any period for guidance and counselling in the regular time table?</td>
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<td>9.</td>
<td>If so, are the periods assigned for guidance activities used strictly for that purpose only?</td>
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<td>10.</td>
<td>Do you feel that guidance and counselling activities in the school should be under the charge of a full time counselor?</td>
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<td>11.</td>
<td>What criteria do you follow in assigning guidance duties to your staff?</td>
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<td>12.</td>
<td>Do you maintain cumulative records of all the pupils?</td>
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<td>13.</td>
<td>Is there any Parent-teacher Association?</td>
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<td>14.</td>
<td>How frequently are the meetings of Parent-teacher Association held?</td>
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<td>15.</td>
<td>What is the pupil-counsellor ratio in your school?</td>
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<td>16.</td>
<td>Do you feel that the guidance programme of your school is serving its purpose well?</td>
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<td>17.</td>
<td>What sort of difficulties do you face in the effective functioning or guidance programme in your school?</td>
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<td>18.</td>
<td>Give your suggestions to improve upon the guidance programme in your school?</td>
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APPENDIX B-4
INTERVIEW SCHEDULE FOR TEACHERS

NAME________________________________________TEACHING EXPERIENCE

EDUCATIONAL QUALIFICATION ____________________________________________

PROFESSIONAL QUALIFICATION __________________________________________

SCHOOL ___________________________ ADDRESS______________________________

DATE _____________________

1. Do you feel that teachers should associate themselves with the school guidance activities?

2. Is there any guidance committee in the school?

3. Are you a member of that guidance committee?

4. How many times in a year are the meeting of Guidance committee held?

5. Do you regularly attend these meetings?

6. Do you extend help to the school counsellor in organising guidance activities?

7. If so, what kind of help do you provide?

8. Do you know each pupil of your class fairly well?

9. Do you give personal help to students with educational problems?

10. Have you ever located the students with special abilities?

11. If yes, have you taken some extra measures to develop those abilities?

12. Do you contribute significant data for pupil inventory?

13. Do you make use of information collected in cumulative records to render help and guidance to the students?

14. Do you locate and refer students with counselling needs to the school counsellor?

15. Do you exchange information about the pupils with counsellor and other teachers?

16. Do you confer with principal and counsellor about pupils who need special attention?
17. Do you confer with parents about the problems and need of their children?

18. Do you discuss the occupational application of your teaching subject/subjects with the pupils?

19. Do you believe that all teachers should serve as counsellors?

20. Are you interested in taking advantage of in-service training opportunities in guidance?

21. Do you think that guidance programme is really useful to the students or it is merely a farce?

22. Do you think that the guidance programme of your school is functioning satisfactorily?

23. Give your suggestions to improve upon the existing guidance services.
# Interview Schedule for District/U.T. Level Incharge of Guidance Programme

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<th>Name</th>
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<th>Date</th>
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1. Are you satisfied with the present position of guidance services in the District/Union territory?

2. Is there enough staff in your office to help you in discharging your duties?

3. Are you assigned duties other than related to guidance by D.E.D.?

4. If so, what sort of duties are you assigned?

5. Are you satisfied with the emoluments which you get?

6. Are you given full freedom to carry out guidance programme according to your plans?

7. Approximately, how many times do you visit each school in a year?

8. Are you provided with transport facilities for visiting various schools?

9. Do the heads of the institutions co-operate with you in carrying out the guidance activities in the schools?

10. Do you send annual reports about guidance programmes to the state Guidance Bureau?

11. Do you think that guidance programme is really useful to the students or it is merely a force?

12. What sort of difficulties do you face in the effective functioning of guidance programme in the District/Union territory?
INTERVIEW SCHEDULE FOR ASSISTANT EMPLOYMENT OFFICERS (V.G)

NAME_________________________________ DESIGNATION_____________________

QUALIFICATIONS________________________________________________________

DATE OF JOINING PRESENT POST __________________________________________

EMPLOYMENT EXCHANGE__________________________________________________

DATE ________________________________

1. Are you satisfied with the present position of guidance services in the Union Territory/District?

2. Is there enough staff in your office to help you discharge your duties?

3. Do you get enough time to discharge your duties relating to school guidance programme?

4. Are you given full freedom to carry out guidance programme according to your plans?

5. Are you provided with conveyance/conveyance allowance for visiting various schools/industries/establishments etc.?

6. Do the heads of the institutions co-operate with you in carrying out guidance activities in the schools?

7. Approximately, how many times do you visit each school within a year?

8. Is there any District/U.T. level co-ordination committee for guidance activities?

9. If so, how frequently are its meeting held?

10. Do you find this committee really useful in facilitating the task of guidance programme?

11. Are you assigned duties other than related to vocational guidance?

12. If so, what sort of duties are you assigned?

13. Have you attended any in-service training course to improve upon your professional skill?

14. Do you think that guidance programme is really useful to the students or it is merely a farce?
15. What difficulties do you face in the effective functioning of guidance programme?

16. Give suggestions to improve upon the functioning of guidance programme.
APPENDIX B-7
INTERVIEW SCHEDULE FOR PARENTS

NAME ____________________________ NAME OF THE WARD ___________________
NAME OF THE SCHOOL OF THE WARD _________________________________
DATE__________________________

1. Are you aware of the existence of guidance programme in the school that your child is attending?
2. Have you ever been explained the purpose of the guidance programme?
3. Do you know the importance of administering psychological tests?
4. Have these ever been administered to your child in the school?
5. Are the test results explained to you?
6. When do you make visits to the school of your ward?
7. Do the school teachers give sympathetic hearing to any complaint or problem whenever you approach them?
8. Is there any Parent-teacher Association formed in the school?
9. How frequently are the meetings of Parent-teacher Association held?
10. Do you regularly attend these meetings?
11. Do the teachers ever call you personally to discuss the difficulties/problems of your child?
12. Is there any specific time fixed for Parent-teacher meetings during the week?
13. Do the school teachers ever visited your house?
14. Do you know the special abilities and limitations of your child?
15. If so, how did you come to know about these?
16. Do the school authorities make special arrangements to help students who are weak in studies?
17. Have you ever discussed with the teachers about post-high
school educational planning of your child?

18 Have you ever discussed with the teachers about the future vocational planning of your child?

19. Are regular progress reports of your child sent to you?

20. Do you feel that school guidance programme is of considerable value to the students?

21. Give your suggestions for the further improvement of the guidance programme.