APPENDIX I
QUESTIONNAIRE

The questionnaire has been prepared to collect your valuable observations on IGNOU B.Ed programme which will, it is hoped, go a long way on study of the process of the programme.

I would request you to give your observations on the various areas as indicated item wise below. Please tick ☑ in appropriate boxes of questions with Yes/No options. Your responses will be used for research purpose and names will be kept strictly confidential.

A. **General Information:**

1. Name : -
2. Sex : -
3. Home Address : -
4. Date of Birth : -
5. Academic qualification : - Graduate ☐ Post Graduate ☐
6. Name of the School working at: -
7. Category of School you are serving at : -
   - Primary ☐ Elementary ☐ Secondary ☐ Senior Secondary ☐
8. Teaching experience (In completed years): - ☐
B. **Students Support Facilities:**

1. Do you feel that the study materials of IGNOU are sufficient for study as an independent learner?

   **If yes,**
   
   (i) Concepts are explained in simple languages
   
   (ii) Concepts are duly illustrated
   
   (iii) Concepts are written taking care of the latest development in Teacher Education
   
   (iv) Quality of printing and get up of the study material are good

   **If no,**
   
   (i) Learners with background other than English or Hindi, find the content difficult to understand
   
   (ii) The contents are not elaborated broadly

2. Do you feel that some kind of counselling are required to support the learner for their study?

   **If yes,**
   
   (i) Clarify the difficult areas of SLMs
   
   (ii) Encouraged to continue regular studies
   
   (iii) Share learning problems with others

   **If no,**
   
   (i) SLMs are duly illustrated
   
   (ii) Self progress can be assessed by the learners themselves
3. Did you have any opportunity to contact your counsellors at personal level other than in counselling sessions?

   Yes [ ] No [ ]

4. Under distance education system there is a provision of teaching through teleconferencing mode where student and teacher’s can interact over telephone. Did you attend any interactive teaching through teleconferencing?

   Yes [ ] No [ ]

5. Did you get any library facility in your study centre?

   Yes [ ] No [ ]

   If yes,

   (i) Was there a reading room? [ ]

   (ii) What was the total seating capacity in the library? [ ]

   (iii) Could you borrow library books? [ ]

6. Did you like the process of yearly two exams for the course?

   Yes [ ] No [ ]

   If yes,

   (i) Helps in completion of course in time [ ]

   (ii) Continuity in achievement and progress can be maintained [ ]

   If no,

   (i) Learners do not get adequate time to study [ ]

   (ii) Cannot submit assignments in time [ ]
7. How do you rate the evaluation system of the course?
   (i) Not satisfactory
   (ii) Satisfactory
   (iii) Good
   (iv) Very good
   (v) Excellent

8. How do you rate the self learning materials of B.Ed. useful for learner?
   (i) Not satisfactory
   (ii) Satisfactory
   (iii) Good
   (iv) Very good
   (v) Excellent

9. What has been the system of IGNOU for delivery of study materials to the learners?
   (i) To collect from office personally
   (ii) Postal delivery

10. Which study centre of IGNOU are you attached to?
    (i) Govt. Banikanta College of Teacher Education, Guwahati
    (ii) Post Graduate Teacher Training College, Jorhat

11. What is the office timings of the study centres?
    (i) Opened on all working days from 10:00 A.M to 4:00 P.M
    (ii) Opened after normal working hours of the college
    (iii) Opened only on Sundays
12. When are the counselling sessions held?
   (i) Only on Sundays
   (ii) On Sundays and other holidays
   (iii) No fixed days

13. Do you feel that the counselling sessions are useful?
   If yes,
   (i) Sessions are interactive, doubts can be clarified from counsellors
   (ii) Sessions are held not like class teaching- a discussion type.
   If no,
   (i) Counsellors follow the normal classroom teaching
       process- as a result all the contents are not clarified.
   (ii) Sessions are not held as per schedule.

14. Did you get counselling session schedule for the whole year at the
    beginning of the session?
    Yes □ □ No □ □

   If no, the procedure has been
   (i) Whenever a counsellor comes he is given a class.
   (ii) Classes are arranged on availability of counsellor
   (iii) Any other__________________________________________

15. Do you feel that the number of counselling sessions are adequate?
    Yes □ □ No □ □
16. What other activities you had to take up while under going B.Ed. besides attending counselling session?

(i) Workshop

(ii) Practice teaching

(iii) Writing assignment.

17. What has been your experience on attending workshops?

**very useful because** -

(i) Programme schedule were well planned covering important content area of B.Ed. course

(ii) Resource persons were highly experienced

(iii) Workshops were organised during summer vacation so all could attend

**not very useful because** -

(i) Programme could have been for few more days

(ii) Workshop were held during school working days so could not attend fully

(iii) Resource persons were not from Teacher Education background

(iv) Evaluation of workshop based activity need a review

18. What technological facilities were available during workshop

(put tick against each)

(i) Projector (LCD / Others)

(ii) Digital Voice Recorder

(iii) VCR

(iv) Any other
(v) No such support are available

19. What were the arrangements made for practice teaching?
   (i) In my own school
   (ii) In a different school

20. What was the practice of supervision and feedback on your practice lesson?
   (i) Supervised by my mentor
   (ii) Supervised by Academic counsellor & mentor.

21. How many assignments you had to submit?

22. How were the assignments helpful?
   (i) Extremely helpful as extensive reading of materials were required.
   (ii) Confidence was developed on the course
   (iii) Not very helpful as questions were not set out of these Assignments

23. Did you get the feedback on your assignments before your theory exam?
   Yes ☐ No ☐

24. Are you aware that grades on assignments carry weightage to your final theory grade?
   Yes ☐ No ☐
C. **Constraints Faced by Learners:**

A few areas as stated below were identified as areas where some candidates undergoing B.Ed. might have faced some problems. Identify, if any or all you did face. Also add some other areas if experienced.

1. **Admission:**
   (i) Admission advertisement not received in time.
   (ii) Due to the postal delays forms were received late
   (iii) Entrance test was difficult

2. **Fee-structure:**
   (i) Rates of fees affordable
   (ii) Rates of fees not affordable

3. **Study Materials:**
   (i) Study materials were received late
   (ii) Full materials were not received at a time
   (iii) Materials sent by post were delayed
   (iv) Study materials were only in English and Hindi, hence difficult
       for Assamese and Bengali medium students to follow

4. **Counselling session:**
   (i) Counselling session schedule for the whole year not given so had to miss few sessions
   (ii) Co-ordinator could not be contacted for classes as centre did not have a telephone
   (iii) Counsellors could not be contacted for information
   (iv) Counselling sessions were conducted as theory classes, hence individual doubts could not be properly clarified
5. **Contact with Study centres, Regional centres or with Head quarters of IGNOU:**

   (i) It was difficult to get people at the centres for certain clarification

   (ii) Reply to letters and queries used to be delayed

   (iii) Reply to letters were not received

   (iv) Postal delay was a regular feature

6. **Feedback on assignments:**

   (i) Feedback on assignments were not received at all

   (ii) Proper written feedback on quality of assignment responses were not given
APPENDIX II

STRUCTURED INTERVIEW SCHEDULE

Name :

Designation :

Sex :

Address :

Contact no :

A. About the B.Ed programme :
   1. Inception of B.Ed programme
   2. Number of B.Ed study centres in India/Assam
   3. Location of B.Ed study centres in Assam
   4. About Regional centre in Assam
   5. Establishment date of B.Ed study centres
   6. Trend of enrolment for the programme

B. Admission procedure :
   1. Circulation of admission advertisement
   2. Entrance test
   3. Total intake capacity
   4. Official procedure of admission

C. Academic transaction :
   1. Appointment procedure of co-ordinator and academic counsellor
   2. Provision of orientation of study centre functionaries
   3. Participation of academic counsellors during academic activities
D. Counselling :

1. Arrangement of counselling sessions
2. Role of RC /SC during counselling sessions
3. Provision of monitoring and supervision from RC

E. Workshop :

1. Arrangement of workshops
2. Involvement of RC/SC during workshop sessions
3. Disciplinary measures undertaken during counselling/workshop sessions
4. Duration of such sessions
5. Maintenance of attendance register for student teachers

F. Practice teaching :

1. Duration/period
2. Procedure
3. Kind of school
4. Process of supervision
5. Monitoring system of RC

G. Examination system :

1. Place of examination
2. Function of RC/SC during examination
3. Role of Head quarter during Examination

H. Facility of ICT :

1. Availability of ICT facilities in RC/SC for the programme
2. Provision of interactive teaching schedule either in RC or SC
3. Supply of technological aids to study centre
I. Study materials:
   1. Study material delivery system
   2. Library facility

J. Financial system:
   1. Remuneration system for the programme
   2. Amount of payment to PIC, academic counsellor, resource person and other office staff
   3. Mode of payment for running the study centre

K. Overall comment on IGNOU B.Ed programme and suggestion if any
APPENDIX III

CENTRE INFORMATION SCHEDULE

Notes for filling up the Schedule

The facts and figure filled in here will be kept confidential. It will be used for an educational research study only. This schedule contains number of questions. Some of the questions are divided into certain parts. Kindly provide information from your official record and documents. Some questions can be answered through discussion with academic counsellors and other associated with this centre. If needed please use additional paper. If you want to provide any additional information related to the course please enclosed herewith. You may provide supporting documents against your reply. Kindly write each answer in brief and precise way.

1. Name ________________________________

2. Name and address of the study centre __________________

3. Date of establishment of the centre __________

4. a) Number of academic counsellor: Male _______ Female _______

   b) Number of PTM Male _____________ Female _____________

   c) Number of non Academic staff Male ______

   Female _____________
5a) Particular of enrolment during last four years

<table>
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<th>Year</th>
<th>Total enrolment year wise</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>2011</td>
<td></td>
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<tr>
<td>2012</td>
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</table>

5(b) Attendance of Workshop

<table>
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<th>2nd Year</th>
<th>Total</th>
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<tbody>
<tr>
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5(c) Attendance of Counselling Session

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<th>2nd Year</th>
<th>Total</th>
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</thead>
<tbody>
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<td>2012</td>
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</table>
5(d) No. of Students appeared in the examination during last 4 years

<table>
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<th>2nd Year</th>
<th>Total</th>
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<td>2009</td>
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6. Information regarding infrastructural facilities available in your centre.

(a) Provision of library
Yes [ ] No [ ]

(b) Provision of ICT facility
Yes [ ] No [ ]

If available please specify_____________________

c) Students common room
Yes [ ] No [ ]

d) Computer facility
Yes [ ] No [ ]

e) Telephone facility
Yes [ ] No [ ]
7. What type of assistance do you receive from Regional centre? (put ✓ mark)

(a) Supply of TLM …..

(b) Financial assistance for conducting work shop …….

(c) Financial assistance for centre development activities ……

(d) others (please mention)………………

………………………………………………

8. How many times did the inspecting officer visit your centre during last 4 years?

<table>
<thead>
<tr>
<th>Year</th>
<th>Frequency of visit</th>
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<tbody>
<tr>
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<td>2011</td>
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8. How many times did the inspecting officer visit your centre during last 4 years?

9. What were the objectives performed by the inspecting officer during their visit to the study centre? (put ✓ mark)

- Analysed information regarding enrolment, attendance etc.  
- Tried to understand problems of the centre  
- Observed teaching of academic counselor  
- Demonstrated model class teaching  
- Examined documents related to B.Ed programme  
- Others (please mention)

…………………………………………………………………………………………..

…………………………………………………………………………………………..

10. What is your opinion about B.Ed workshop session?

…………………………………………………………………………………………..

…………………………………………………………………………………………..
11. What is your opinion about B.Ed counselling?
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........................................................................................................

12. Kindly mention your comment on practice teaching procedure of this programme.
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........................................................................................................

13. Are you satisfied with the submission and evaluation procedure of assignment?
........................................................................................................
........................................................................................................

14. What is your opinion about evaluation system of IGNOU B.Ed Examination?
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........................................................................................................

15. Do you have any opinion regarding enrolment procedure of B.Ed?
........................................................................................................
........................................................................................................

16. Kindly mention major problems faced by your centre.
........................................................................................................
........................................................................................................

17. What measures do you like to suggest for?
........................................................................................................
........................................................................................................

Signature

Date

Office seal