Appendix I

Questionnaire

SURVEY OF STUDENTS

Dear Student,

I am doing my research leading to Ph.D at CUSAT, Kochi, on the topic “Human Resources Development in Higher Education in Kerala”. I would be very grateful to you if you share your views and opinions by answering the questionnaire. I assure you that your response would be very precious for the study and will be used for this academic purpose only. Please respond openly.

Regards,

Yours lovingly,

K.M Rajini
Selection grade lecturer
Department of commerce
Sree Narayana College,
Nattika, Thrissur Dt
Section 1: Personal Data

Name of the College:

Name of Respondent:

Sex : Male / Female

Age :

Academic Status: Degree (II / III year); PG (I, II, III, IV semester)

Address

Section 2: Students' Assessment of Teachers.

1. How regular and prompt are the teachers? (Very prompt / Prompt / No option / Not prompt / Inordinately delays).

2. How is the teachers' tone and voice? (Audible / Inaudible)

3. What is the general relationship that the teachers maintain with the students? (Commendable / Cordial / Tolerable / Strained / Intolerable)

4. Do the teachers make a congenial atmosphere to facilitate the teaching-learning process very interesting? (Surely yes / Yes / No / Surely no / Difficult to say)

5. What is the attitude of teachers when students ask questions and doubts? (Appreciate / Accept / Deny / Avoid / Discourage)

6. How often do the teachers boost up the morale of students to keep them motivated? (Very often / Often / Rarely / Sometimes / Never)

7. How often do the teachers use teaching aids to supplement teaching? (Very often / Often / Sometimes / Very rarely / Never)

8. What is the attitude of teachers towards slow learners? (Help / Ignore / Discourage)
9. What is the teachers' attitude towards bright students? (Appreciate / Accept / Deny / Ignore / Discourage)

10. How often do the teachers conduct test papers and give assignments to students? (Often / Sometimes / Rarely / Very rarely / Never)

**Section 3: Trend Analysis of Students.**

1. Do you believe that you are getting quality higher education? [Yes, No]

2. Are you a member in any students' organization? [Yes, No]

3. Do you have faith in students' movements in the institution? [Very much, Much, Yes, No, Never]

4. Do you get any positive instigation for personality development from your students' political movement? [Enough, A little, Very little, Little, Not at all]

5. Does campus politics help for HRD of students? [Very often, Often, Sometimes, Rarely, Never]

6. Do you believe that the rights that you enjoy as a student now are earned by the organization you are a member of? [Very often, Often, Sometimes, Rarely, Never]

7. Do you participate in any extra-curricular activities? [Yes, No]

8. Have you ever participated in any strike called for by students' association? [Yes, No, Never, Difficult to say, No comment]

9. Was it (strike) for any good for students across the state? [Surely yes, Yes, No, Never, Not at all]

10. Have you ever had a thought that the campus politics do harm for the students community? [Surely not, Not, Surely yes, Yes, No answer]

**Section 4: Students' Assessment of Campus' Effectiveness and HRD.**
1. Are you aware of HRD? [Very much, Much, Very little, A little, Little]

2. How are the HRD activities at your institution? [Excellent, Very good, Good, Satisfactory, Dissatisfactory]

3. Are you satisfied with the style and contents of HRD activities at your institution? [Satisfied to a great extent, Satisfied to a moderate extent, Satisfied to some extent, Not satisfied, No comment]

4. How do you assess the infrastructural facilities available at your institution? [Excellent, Very good, Good, Poor, Very poor]

5. How often you use the infrastructural facilities available at the college? [Very Often, Often, Sometimes, Never]

6. Grade the teachers' innovation and sophistication in their teaching process [Very good, Good, Fair, Poor, Very poor]

7. How often do the teachers involve in the endeavour of Human Capital Formation? [Very often, Often, Rarely, Sometimes, Never]

8. How do you rate your non-teaching staff? [Excellent, Very competent, Competent, Poor, Very poor]

9. What is your rating of the management of your college? [Very co-operative, Co-operative, Somewhat co-operative, Non co-operative]

10. The total environment of the institution [Very conducive, Conducive, Somewhat conducive, Not conducive, Bad].

11. Do you want career counseling? [Very much, Yes, No]

12. Do you want training and lectures of visiting faculty mainly from industries and commercial enterprises? [Yes, No]

13. Do you want any revision in curriculum that you follow now? [Appreciate, Yes, No, Ignore, No idea]
14. Are you satisfied with the standard of your teachers? [Commendable, Very Good, Good, Satisfactory, Poor]

15. How do you rate your teachers in their performance? [Motivating and teaching, Teaching, Covering syllabus, No option, De-motivating]

16. What is the teachers' degree of awareness of the updated development in their chosen field? [Very good, Good, Satisfactory, Poor, Very poor]

17. What was your role in the UGC / University sponsored seminars that you attended? [Speaker, Presenter, Active participant, Participant, Passive listener]

18. What is your grasp of English language in speaking, writing, and understanding? [Very Good, Good, Satisfactory, Poor, Very poor]

19. Do you want assistance in learning grammatical English language? [Yes, No]

20. Do you want to know more about HRD? [Yes, No]

"Thank you very much for your co-operation".
Appendix II

Questionnaire

SURVEY OF TEACHERS

Dear Participants,

I am pursuing a research on “Human Resources Development in Higher Education in Kerala”. I would be grateful if you would take a few minutes off to answer this questionnaire as honestly as you can. Please do it to me today so that I can do some basic analysis soon. I assure you that your response would be kept confidential and will be used in a general way for academic purpose only.

Thanking you,

With regards,

Rajini K.M.

Selection Grade Lecturer of Commerce

Sree Narayana College, Nattika, Thrissur Dt..

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Section 1: Personal Details

Name of college : 

Name of the Participant : 

Age 

Sex : Male / Fe-male 

Subject : Arts / Science / Commerce. 

Educational Qualifications (Please tick mark):
   a. M. A./M.Sc./M.Com. 
   b. M.Phil 
   c. Ph.D 
   d. Other - (Please specify) 

Academic status : HOD / Reader / Selection grade/ Senior scale / Lecturer. 

Classes Handled (Please tick mark):
   U.G 
   P.G 
   M.Phil 
   Ph.D 

Section 2: How a teacher discharges his/her duties?

(Please answer Yes/No near the question. Y/N will do)

1. You are open to innovative ideas in tune with the needs of the society. 

2. You yourself as a vital link between society and the future teacher. 

3. You are very much interested in new methods of teaching. 

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4. You foresee the role of a teacher not as a manager, but more that of a catalyst/facilitator

5. You are confident of acquiring reasonable computer skills, using e-mail and internet.

6. You are confident that no matter what learning activity is to be used, you can handle it confidently.

7. You feel the need for a curriculum in touch with the needs of the society.

8. You are able to get to the students' level in communication.

9. You feel that you are too old to learn any new skill

10. You are in favour of a student-centred class-room.

11. You give assignments to students encouraging the use of related reference books, and internet addresses.

12. You are aware of a variety of methods in teaching a topic.

13. You encourage healthy critical criticisms, discussions, and interactions among students.

14. You are using different evaluation techniques to gauge your students' progress.

15. You are in favour of autonomy in higher education as a basic requirement for HRD in higher education.

Section 3: Self Evaluation of Teachers.

(Please answer Yes/No near the question. Y/N will do)

1. Are you aware of the aims and objectives of teaching your subject?

2. Do you know the vision and mission of your institution?

3. Are you aware of the changes taken place in your environment?

4. Do you try to find out the creative talents of your students while teaching?
5. Do you find time to interact with your students?

6. Have you ever tried to involve your students in the teaching-learning process?

7. Do you give additional information on the topic you teach besides the contents in the text books you follow?

8. Do you keenly watch the behaviours of your students in and outside the class-room?

9. Do you try to understand your students and to establish a rapport with them?

10. Have you ever attempted to make a self evaluation?

   "Thank you very much for your co-operation".
Appendix III

Questionnaire

SURVEY OF TEACHERS

Dear Sir / Madam,

I am doing my research leading to Ph.D at CUSAT, Kochi, on the topic “Human Resources Development in Higher Education in Kerala”. I would be very grateful if you could spare some time and share your views and experiences by answering the questionnaire. I assure you that your response would be kept confidential and will be used in a general way for academic purpose only.

Thanking you,

Yours faithfully,

K.M Rajini
Selection grade lecturer
Department of commerce
Sree Narayana College, Nattika, Thrissur Dt.
Section 1: Personal Data

Name of the College

Name of Respondent:

Age

Sex: Male / Female

Subject: Arts / Science / Commerce.

Qualification

Academic Status: HOD / Reader / Selection Grade /
Senior Scale / Lecturer.

Classes handled: UG / PG / M.Phil / Ph.D.

Section 2: Human Resources Effectiveness (Please tick marks your opinions)

Legends: [SA—Strongly Agree; A—Agree; NO—No Option; DA—Disagree; SDA—Strongly Disagree]

1. My college implements a recruitment policy based on merits only

   [SA – A – NO - DA – SDA]

2. My college conducts regular evaluation of teachers and administrative staff

   [SA – A – NO - DA – SDA]

3. My college conducts regular training programmes for teachers and non-teaching staff

   [SA – A – NO - DA – SDA]

4. There is a strong and positive relationship between the management and staff.

   [SA – A – NO - DA – SDA]

5. Our management takes utmost care in every administrative aspect of the college

   [SA – A – NO - DA – SDA]
6. There is a participative style of management in my college

7. The vision statement and the mission statement of our college is clear to us

8. A strong and effective grievance redressal cell is in function in the college

9. Our management takes extra interest in ensuring excellent academic standards

10. We give due interest to co-curricular and extra curricular activities

**Section 3: Institutional Effectiveness**

(Please tick mark your choice)

1. Infrastructure facilities at the college [Excellent, Very good, Good, Poor, Very poor]

2. Course-wares and teaching materials [Excellent, Very good, Good, Poor, Very poor]

3. Academic standard of teachers [Excellent, Very good, Good, Poor, Very poor]

4. Administrative staff of the college [Excellent, Very good, Good, Poor, Very poor]

5. Facilities for extra-curricular activities [Excellent, Very good, Good, Poor, Very poor]

6. Opportunities for the outgoing students [Excellent, Very good, Good, Poor, Very poor]
7. Management of the college [Excellent, Very good, Good, Poor, Very poor]
8. General standard of the students [Excellent, Very good, Good, Poor, Very poor]
9. Standard of academic results [Excellent, Very good, Good, Poor, Very poor]
10. Academic atmosphere on the campus [Excellent, Very good, Good, Poor, Very poor]

Section 4: Human Resources Development Activities. (Please tick mark your response)

1. Are you aware of the significance of 'Human Resources Development' activities in educational institutions? [Very much, Much, Rarely, No, Never]
2. Are you aware of Academic Staff Colleges (ASCs)? [Yes / No]
3. What is your ranking of the management and organization of ASCs? [Commendable, Very good, Good, Satisfactory, Below average]
4. What are the objectives of ASCs? [Conducting orientation/refresher courses for teachers; Up-dating subject knowledge of teachers; Imparting the basic teaching skills for teachers; Professional development of teachers; In-service training for teachers]
5. How many orientation/refresher courses that you have attended? [One, Two, Three, None]
6. How do you rate the quality of training programmes of ASC that you have attended? [Excellent, Very good, Good, Satisfactory, Dissatisfactory]
7. Are you satisfied with the duration (21 working days/one month) of the training programme of your ASC? [Very much satisfied, Satisfied, Somewhat satisfied, Dissatisfied]
8. How will you rank the contents of the orientation/refresher course? [Very satisfied, Moderately satisfied, Satisfied to some extent, Dissatisfied]

9. How did the course influence you? [To a great extent; To a moderate extent; To some extent; No influence]

10. Do you recommend Refresher courses of ASCs for the professional development of teachers which may ultimately result in the ‘Human Resources Development’ of students? [Yes, No]

   “Thank you very much for your co-operation”.
Dear Sir / Madam,

I am doing my research leading to Ph.D at CUSAT, Kochi, on the topic “Human Resources Development in Higher Education in Kerala”. I would be very grateful if you could spare some time and share your views and experiences by answering the questionnaire. I assure you that your response would be kept confidential and will be used in a general way for academic purpose only.

Thanking you,

Yours sincerely,

K.M Rajini
Selection grade lecturer
Department of commerce
Sree Narayana College, Nattika, Thrissur Dt.

Section 1: Personal Data

Name of the College

Name of Respondent

Age

Sex : Male / Female

Qualification

Academic Status : (a) Office Superintendent /

Accountant / Clerk / Librarian.
Section 2: Human Resources Effectiveness

(Please tick marks your opinions)

Legends: [SA- Strongly Agree; A- Agree; NO- No Option; DA-Disagree; SDA-Strongly Disagree]

1. My college implements a recruitment policy based on merits only
   [SA – A – NO - DA – SDA]

2. My college conducts regular evaluation of teachers and administrative staff
   [SA – A – NO - DA – SDA]

3. My college conducts regular training programmes for teachers and non-teaching staff
   [SA – A – NO - DA – SDA]

4. There is a strong and positive relationship between the management and staff.
   [SA – A – NO - DA – SDA]

5. Our management takes utmost care in every administrative aspect of the college
   [SA – A – NO - DA – SDA]

6. There is a participative style of management in my college
   [SA – A – NO - DA – SDA]

7. The vision statement and the mission statement of our college is clear to us
   [SA – A – NO - DA – SDA]

8. A strong and effective grievance redressal cell is in function in the college
   [SA – A – NO - DA – SDA]

9. Our management takes extra interest in ensuring excellent academic standards
   [SA – A – NO - DA – SDA]

10. We give due interest to co-curricular and extra curricular activities
    [SA – A – NO - DA – SDA]
Section 3: Institutional Effectiveness

(Please tick mark your choice)

1. Infrastructure facilities at the college [Excellent, Very good, Good, Poor, Very poor]
2. Course-ware and teaching materials [Excellent, Very good, Good, Poor, Very poor]
3. Academic standard of teachers [Excellent, Very good, Good, Poor, Very poor]
4. Administrative staff of the college [Excellent, Very good, Good, Poor, Very poor]
5. Extra-curricular activities [Excellent, Very good, Good, Poor, Very poor]
6. Opportunities for the outgoing students [Excellent, Very good, Good, Poor, Very poor]
7. Management of the college [Excellent, Very good, Good, Poor, Very poor]
8. General standard of the students [Excellent, Very good, Good, Poor, Very poor]
9. Standard of academic results [Excellent, Very good, Good, Poor, Very poor]
10. Academic atmosphere on the campus [Excellent, Very good, Good, Poor, Very poor]

Section 4: Human Resources Development Activities. (Please tick mark your response)

1. What is your reaction when the students seek your guidance while identifying and solving administrative problems? [Appreciate, Accept, Avoid, Ignore, Discourage]
2. How do you rate the common attitude of administrative staff towards students? [Very co-operative, Co-operative, Tolerable, Strained, Intolerable]

3. How do you rank the students' behaviour, in general, towards the non-teaching staff? [Respected and feared, Respected and loved, Tolerated, Ignored, Hated]

4. Are you aware of the significance of 'Human Resources Development' activities in educational institutions? [Very much, Much, Rarely, No, Never]

5. Do you believe that 'Human Resources Development' of administrative staff is a determining factor for Human Resources Development of students? [Sure, Yes, Sometimes, No, Never]

6. Do you get any in-service training or refresher courses for your professional betterment? [Very Often, Often, Rarely, Sometimes, Never]

7. What is the degree of your awareness of the updated development in your chosen field? [Excellent, Very good, Good, Satisfactory, Poor]

8. Grade the innovation and sophistication of administrative staff, in general, in their career. [Very good, Good, Fair, Poor, Very poor]

9. How often does the non-teaching staff use the infrastructural facilities available in the college for their own development? [Very often, Often, Rarely, Sometimes, Never]

10. How do you rate a training programme or refresher course in per cent age of its importance for your career improvement, conducted by UGC or University? [100, 75, 50, 25, 0]

"Thank you very much for your co-operation".
Appendix V

Opinionnaire

SURVEY OF PARENTS

Dear Parent,

I am doing my research leading to Ph.D at CUSAT, Kochi, on the topic “Human Resources Development in Higher Education in Kerala”. May I request you to extend your opinions by giving me the answers for the questions mentioned below? Your response may be very valuable for the present study.

Regards,

Yours sincerely,

K.M Rajini
Selection grade lecturer
Department of commerce
Sree Narayana College, Nattika, Thrissur Dt.
Section 1: Personal Data.

Name of Respondent

Age

Sex : Male / Female.

Qualification

Address

Occupation

Name, class, and division of the ward:

Section 2: Opinions of parents: Institutional Effectiveness and Human Resources Development.

1. Are you satisfied with the performance of your son / daughter doing his / her course at this institution? [Very much, Much, No, Not at all]

2. What is your opinion about the college where your ward is pursuing his / her course? [Excellent, Very good, Good, Poor, Very poor]

3. How often do you discuss academic affairs with your ward? [Daily, Very often, Often, Rarely, Never]

4. What is your feedback from your ward regarding the functioning of the college? [Commendable, Good, Satisfactory, Poor, Very poor]

5. How often do you visit college to know about your ward? [Monthly, Quarter yearly, Half yearly, Yearly, Never]

6. Do you try to maintain rapport with the teachers of your ward? [Surely, Yes, No, Never]

7. What were the reactions of teachers whom you approached for consulting about the performance of your ward? [Very positive, Positive, Fair, Negative, Dissuading]
8. What is your rating about the teachers who teach your ward?  
[Very good, Good, Fair, Poor, Difficult to mention]

9. Are you fully aware of the performance of your ward at the  
institution? [Fully aware, Aware, Partially aware, Not aware,  
Totally not aware]

10. What is your opinion about campus politics? [Very progressive,  
Progressive, No idea, Regressive, Very regressive]

11. Do you recommend your ward to join any students' political  
factions? [Always, Often, Rarely, No, Never]

12. Do you believe that your ward would reach the level you expect  
by passing out the Degree / PG course which your ward  
pursuing now? [Surely yes, Yes, Not sure, No answer]

13. Do you have faith in the overall attempts for ‘human capital  
formation’ and HRD activities at this institution? [Very much,  
Much, Yes, No, Never]

14. How do you rate the performance of college authorities? [Very  
cordial, Cordial, Tolerable, Strained, Intolerable]

15. How do you rank the management of this institution?  
[Commendable, Good, Satisfactory, Poor, No commend]

   “Thank you very much for your co-operation”.

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Appendix VI

Questionnaire

SURVEY OF PRINCIPALS

Dear Sir / Madam,

I am doing my research leading to Ph.D at CUSAT, Kochi, on the topic “Human Resources Development in Higher Education in Kerala”. I would be very grateful if you could spare some time and share your views and experiences by answering the questionnaire. I assure you that your response would be kept confidential and will be used in a general way for academic purpose only.

Thanking you,

Yours faithfully,

K.M Rajini

Selection grade lecturer

Department of commerce

Sree Narayana College, Nattika, Thrissur Dt.
Section 1: Personal Data

Name of the College

Name of Respondent

Sex : Male / Female

Age

Subject : Arts / Science / Commerce

Qualification (please tick mark)

: M.A / M.Sc / M.Com (M.Phil / Ph. D)

Section 2: Institutional Effectiveness and Human Resources Development.

1. How would you rate the role of a Principal? [More an Administrator than an Instructional Leader; More an Instructional Leader than an Administrator; Both on equal parity, No Option, Ignore]

2. Do you consider that Ph. D Degree is a *sine qua non* for the Human Resources Development of teachers? [To a Great extent, To a Certain extent, To Some extent, Never, Ignore]

3. Do you believe that professional training is a basic condition for the administrative/instructional developments of principals in arts and science colleges? [To a great extent, To a certain extent, To some extent, Never, No Comment]

4. Do you have sufficient infrastructural facilities for a better human capital formation of students, teachers, and the non-teaching staff in your institution? [Yes, No]

5. How can we relate ‘Autonomy’ and ‘Qualitative Development’ of higher education? [Autonomy is inevitable, Autonomy is very
essential, Autonomy is good but not essential, Autonomy is not essential, Ignore]

6. Do you think that the guest faculties dissolve the academic standard, thereby it affects the process of human capital formation of the students? [Very often, Often, Rarely, Sometimes, Never]

7. What is your learned experience and opinion about campus politics? [Very progressive, Progressive, No Option, Detrimental, Very detrimental]

8. How can you rate the importance of performance appraisal for teachers in connection with the HRD activities in the institutions? [Inevitable, Essential, Considerable, Unessential, Avoidable]

9. Do you have a comprehensive programme for Human Resources Development in higher education in your institution? [Commendable, Very Good, Good, Satisfactory, Poor]

10. How would you rank the significance of HRD of teachers upon the HRD of students? [To a Great extent, To a Certain extent, To Some extent, No Option Ignore]

"Thank you very much for your co-operation".