

APPENDIX C
QUESTIONNAIRE

To
The Principal,

K. N. Patel
Extension Education Institute
Institute of Agriculture.
ANAND. (Dist. Kaira.) G. S.
Date : December, '65.

Sub:- Collection of Data on the Audio-Visual Training Programme through Questionnaire.

Respected Sir,

From the personal experience of visiting various Teachers' Training colleges, it has been found that this modern and potential branch of education i. e. Audio-Visual Education is in an infant stage in our country. It needs more emphasis and attention in order to improve the Audio-Visual training programme. To ascertain the present position of the Audio-Visual training programmes in the Secondary Teachers' Training Colleges in our country, a nation-wide survey was made in the preliminary stage of my study in which your college had also participated. I extend my sincere thanks for your kind cooperation you have offered by replying to my preliminary questionnaire. The valuable data so gathered from you has proved to be very useful in building a sound stepping stone for further research work. It is hoped that this study will be helpful in suggesting ways and means by which the Audio-Visual training programme could be more effective in the Teachers' Training Colleges.

Keeping this in view, I have prepared the final questionnaire to collect the data for my Ph.D. work in the Faculty of Education & Psychology, M.S. University of Baroda. The title of my study is "Critical Evaluation of the Organisation of Audio-Visual Education Training Programme in the Secondary School Teachers' Training Colleges in India."

It is requested that this questionnaire be kindly filled up by the head of the Audio-Visual Education Department/Section or by the Senior person concerned with the teaching of this subject in your college. You may kindly return the same at your earliest in the self addressed envelope attached herewith.

Your valuable help and cooperation in this study will be highly appreciated.
Thanking you,

Yours faithfully,

(K. N. Patel)

Encl :

1. Questionnaire.
2. Instruction for filling the questionnaire.

**“CRITICAL EVALUATION OF THE ORGANISATION OF
AUDIO-VISUAL EDUCATION TRAINING PROGRAMME IN THE
SECONDARY SCHOOL TEACHERS’ TRAINING COLLEGES IN INDIA.”**

QUESTIONNAIRE (Part I, II, & III)

INSTRUCTIONS FOR FILLING THE QUESTIONNAIRE.

Please fill up the questionnaire in view of the following instructions and oblige.

1. Questionnaire should be filled by the head of the Audio-Visual Department/Section or Senior person concerned with the teaching of this subject in the college.
2. Please reply the items only applicable to your Department/Section and put NA against the items not applicable.
3. Please go through the entire questionnaire before filling each entry just to have a complete picture of the questionnaire so that you can fill the same adequately.
4. You are kindly requested to hand over the same duly filled to the Principal of your college at your earliest and expedite its despatch through him.
5. You may use additional sheets where necessary and attach them with the questionnaire.

Date.

Place

Signature & Designation
of
the person filled the
Questionnaire

QUESTIONNAIRE PART I.

OBJECTIVES OF AUDIO-VISUAL EDUCATION PROGRAMME.

A. Objectives of Training Programme

Some general objectives of the Audio-Visual training programme are listed below. please indicate by putting (✓) against the item identical to your programme and (×) against the item not identical to it.

Sr. No.	Objectives	Identical	Not Identical
1.	To impart the knowledge of philosophy and principles of Audio-Visual Education (Psychological and Educational values)		
2.	To acquaint the teachers with the various modern tools of teaching techniques, i. e. Audio-Visual Aids		
3.	To impart training in the design and development of prototype classroom instructional aids from indigenous materials readily and inexpensively available		
4.	To train the teachers in preparing basic texts and manuals on the subject of Audio-Visual Education methods and media.		
5.	To help the teachers in selection and use of Audio-Visual Aids, appropriate to their respective subject matter		
6.	To impart training in handling and operation of Audio-Visual equipment (Projectors, Machines, etc.)		
7.	To produce Audio-Visual Aids for neighbouring schools		
8.	To distribute Audio - Visual Aids and equipments to the neighbouring schools for use		
9.	To develop the skill of maintenance and minor repairs of Audio-Visual Equipments		

Sr. No.	Objectives	Identical	Not Identical
10.	To impart training in preparing school broadcasting programme		
11	To conduct research in the field of Audio-Visual Education		
12.	To promote and organise seminars on Audio-Visual Education among teachers and Principals		
13.	To work as a clearing-house of informations about Audio-Visual Education		
14.	To publish bulletins and news-letters of Audio-Visual Education		
15.	To issue at regular intervals a catalogue of materials showing where they are available on sale, loan or gratis		
16.	To follow-up the teachers trained in the field of Audio-Visual Education at the College		
17.	To help the Extension Wing/Department of the College in the field of Audio-Visual Education		
18.	To help in procuring the A. V. Aids and equipments to the other departments of the Faculty/College		

Please specify any other objectives you impliment or you think desirable

Other objectives implemented by you	Desirable objectives

QUESTIONNAIRE PART II

ORGANISATION OF AUDIO-VISUAL EDUCATION PROGRAMME.

A. Curriculum Construction

How are the Audio-Visual Education courses planned in the College?
Tick any suitable answer by putting (✓) against the following item
identical to the practice in your college.

Sr. No.	Items	Tick (✓) Answer
1.	By the head of Department	
2.	By the Principal of the college	
3.	By college Principal and department head	
4.	By committee of the heads of different departments and Principal	
5.	By committee of all the teaching staff of A. V. Education Department	
6.	By the committee appointed by the University authorities	
7.	By the committee representing schools, commercial firms dealing in A. V. Aids and Equipments, state education department, college and university authorities	

Specify any other method you follow

B. Planning

1. Do the teaching staff of your department plan the course outline for the subjects they teach ? (A.V. Education only)

Yes _____ No _____

If yes, please mention below the details considered in making the course outline for the year.

C. Course revision

1. Do you revise the syllabus for Audio-Visual Education ?

_____ Yes _____ No.

If yes, how often it is done ?

Every year _____, After three years _____ After five years _____, Any other period (specify) _____.

2. On what grounds is the syllabus revised ? Please mention reasons in the space given below.

D. Staff pattern

You may please fill in the following table the information regarding the present staff in the Audio-Visual Education Department/Section

Designation 1	No. of posts			Academic qualifications & experience in the field 5	Pay scale		Remarks 8
	Full time 2	Part time 3	Total 4		Full time 6	Part time 7	
Professor of Audio- Visual Education							
Asst. Professor/ Reader in Audio- Visual Education							
Lecturer in Audio- Visual Education							
Instructor/Tutor in Audio-Visual Education							
Projectionist							
Electrician/ Technician							
Artist							
Photographer							

1	2	3	4	5	6	7	8
Audio-Visual							
Laboratory Attendent							
Clerk							
Audio-Visual librarian							

Specify any other category of staff you have

E Selection of staff for Audio-Visual Education Department

You may please mention the minimum qualification you think desirable for the appointment of the following staff for the Audio-Visual Education Department/Section.

Staff	Qualification	Experience
Professor of Audio-Visual Education		
Asstt. Professor/Reader of Audio-Visual Education		
Lecturer in Audio-Visual Education		
Instructor/Tutor in Audio-Visual Education		
Projectionist		
Electrician/Technician		
Artist		
Photographer		
Audio-Visual Librarian		
Audio-Visual Laboratory attendant		
Clerk		

Any other staff in this Department

F. Work-load of the staff of Audio-Visual Education Department/Section

Please give the number of work-hours per week for the following

Staff	Number of work-hours per week in					
	Theory	Practical	Research	Administration	Others (specify)	Total
	H M.	H.M.	H M.	H M.	H. M.	H. M.
Professor of Audio-Visual Education						
Asst. Professor/Reader in Audio-Visual Education						
Lecturer in Audio-Visual Education						
Instructor/Tutor in Audio-Visual Education						
Projectionist						
Electrician/Technician						
Artist						
Photographer						
Audio-Visual Laboratory Attendent						
Clerk						
Audio-Visual Librarian						

Specify any other

G. Training Programme

1. Theory

You are requested to answer the following questions

- (a) Do you impart general training in Audio-Visual Education to all the trainees? _____ Yes _____ No.
- (b) Do you offer Audio-Visual Education as the special field? _____ Yes _____ No.
- (c) To how many students can you offer Audio-Visual Education as the special field? _____.

(d) Please mention the numbers admitted in this special field during the last five years.

Year	1959-60	1960-61	1961-62	1962-63	1963-64	Total
No						

(e) Please mention whether you include in theory teaching the following items. If yes, please put (✓) in column 3 & 5 and if no, put (×) in column 4 & 6 as the case may be

Sr. No.	Item	For trainees of special field		For all the trainees (General)	
		Yes 3	No 4	Yes 5	No 6
1	2				
1	The role of Audio-Visual Instruction in modern Education				
2	Communication, its role in present day education				
3	Psychological basis of Audio-Visual Aids				
4	The relation of Audio-Visual Aids to methods of teaching				
5	Classification and selection of Audio-Visual Aids				
6	General principles of preparation and use of the following Audio-Visual Aids				
7	Simple flat Display Materials (e.g. Flannel Graph, Charts, Posters, Photographs, Diagrams, Flash Cards, Flip-books, Sketches, Cartoons, Diagrams, B. B. Writting, Maps, Graphs etc.)				
8	3Dimensional Materials (e. g. Models, Puppets, object, specimen, Dioramas, etc.)				
9	Projectable Materials (e. g. Filmstrips, 16 m. m. Film, Slides etc.)				
10	Press Materials (e.g. Circular letters, News paper, Pamphlet, Folders etc.)				
11	How to write the script for school broadcast, tape, P. A. Equipment programme and phonograph ?				
12	Working principles and operational mechanical knowledge of the following equipments.				

1	2	3	4	5	6
	(i) Radio				
	(ii) Tape-recorder				
	(iii) P. A. Equipment				
	(iv) Recording and playback equipment				
	(v) Epidiascope				
	(vi) Filmstrip projector				
	(vii) 16 m.m. Film projector				
	(viii) Overhead projector				
	(ix) Camera				
	(x) Silk-screen Equipments				
	(xi) Microscope				
13	The administration of Audio-Visual Instruction programme				
14	Maintenance of Audio-Visual library				
15	Sources of information regarding materials, equipment and supplies				
16	Testing the results of Audio-Visual Instruction in the classroom				
17	Research Methodology in Audio-Visual Education				
18	Organisation of Audio-Visual programme in the school				
	Principles of utilizing the following methods				
	(i) Plays				
	(ii) Sociodrama				
	(iii) Role-playing				

1	2	3	4	5	6
	(iv) Demonstration				
	(v) Fieldtrips				
	(vi) Exhibitions				
	(vii) Mock-ups				
	(viii) Recorded tapes				

Any other item you teach in your course or you think should be included

Items taught

Items should be included

2 Practicals :

Do you impart practical training in the preparation and or handling of the following items ? If yes, please put (✓) in columns 3 & 5 and if no, put (×) in columns 4 & 6 as the case may be.

Sr No	Item	For teachers of special field		For all the trainees (General)	
		Yes 3	No 4	Yes 5	No 6
1	2				
(a)	Simple flat display materials (Flannel graph, Photograph, Flash card, Flip book, Charts, Posters, Diagrams, Sketches, Cartoons, Maps & Graphs, Pictures etc.)				
(b)	3 Dimensional materials (Models, Puppets, Objects, Specimens, Diorama etc.)				
(c)	Projectable materials (Filmstrips, 16 m.m. Films, slides etc.)				
(d)	Press materials (Circular letters, News paper, Pamphlet, Folders etc.)				
(e)	The script for school broadcast, Tape, P. A. Equipment, programme and Phonograph				
(f)	Practical training in the operation and handling of the following equipment				
	(i) 16 m.m. Film projector				

1	2	3	4	5	6
	(ii) Filmstrip projector				
	(iii) EPidiascope				
	(iv) Overhead projector				
	(v) Public Addressing Equipment				
	(vi) Tape recorder				
	(vii) Camera				
	(viii) Recording and playback equipment				
	(ix) Tracing Table				
	(x) Duplicating equipment (Silk screen printing, Duplicating machine etc.)				
	(g) Presenting lesson plans for practice teaching by the following methods				
	(i -) Play				
	(ii) Socio-drama				
	(iii) Role playing				
	(iv) Demonstration				
	(v) Field trip				
	(vi) Exhibition				
	(vii) Mock-up				
	(viii) Film				
	(ix) Radio				
	(x) Linguaphone				
	(xi) Tape-recorder				
	(xii) Slides				

Specify any other items you include in practical training or think should be included.

Items practiced

Should be practiced

3. Off-Campus training

(a) Do you arrange fieldtrips and/or study tours to the places of interest in Audio-Visual-Education? Yes No.
If yes, please mention the places visited by your trainees during the last five years.

(b) What was the usual duration of visits? _____

(c) Do you think such visits have proved useful? Yes No.

(d) Do you think they are desirable for effective training? Yes No.

4. Film-show

(a) Do you keep film shows in the faculty? Yes No.

(b) If yes, at what interval? Weekly _____ Fortnightly _____
Monthly _____ (Please answer by putting (✓) in the blanks given)

(c) The following are some of the selected films on Audio-Visual Education, you may please mention by putting (✓) sign in column 3 & 5 and (×) in column 4 & 6 as the case may be, against the films you have shown to your teacher trainees during the last five years.

Sr. No.	Name of the films	Special Field		General	
		Yes	No	Yes	No
1	2	3	4	5	6
1	Brush techniques The language of water colour				
2	Shadow land				
3	Drawing with a pencil				
4	Plastic art sculpture				
5	Puppetry string marionetter				
6	Busy hands				

1	2	3	4	5	6
7	News-paper story				
8	Library on wheels				
9	Bring the world to the class-room				
10	New way to greater education				
11	The using the class-room film				
12	Spotnews				
13	Facts about films				
14	Defence against invasion				
15	On the air				
16	Receiving radio messages				
17	Sending radio messages				
18	Voice of India				
19	Lessons from the air				
20	Development of communication				
21	Men with wings				
22	Message in a moment				
23	Magic in the air				
24	Sight seeing at home				
25	How to make handmade lantern slide				
26	Using the class-room films				
27	History of writing				

Please mention any other films you have shown or you think they should be shown.

Films Shown

Should be Shown

(d) Please mention the sources from which you obtain films on loan :-

Sr. No,	Sources
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H. Selection of candidates for audio-visual education as special field.

1. Criteria.

Some general criteria for the selection of trainees to take Audio-Visual Education as special field are given below. You may please check the items of the list only identical to those of yours by putting (✓) and (×) for not identical against each item.

Sr. No.	Item	Check (✓) or (×)
a	Hobby of Photography, Painting, Decorative Arts, Music, Picture collection, Films viewing, Drama, etc.	
b	Worked as in-charge of Audio-Visual programme in the school.	
c	Passed drawing and/or music exams.	
d	Good Performance in the selection test and interview for the field.	
e	Professional experience allied to the field of Audio-Visual Education.	
f	Science graduate.	
g	Attended national and district level fairs and exhibitions.	
h	Experience of arranging fieldtrips, study tours and active participant in the school, taluka or district level exhibitions.	
l	Attended any special work-shop or seminar on Audio-visual Education.	
j	Radio artist.	
k	Possessing Diploma or certificate in Audio-Visual Education.	

Specify any other criteria you consider or think should be considered.
 Criteria considered. Should be considered.

2. Method of selection

Please give some pertinent details about the procedure of selecting candidates for Audio-Visual Education as special field.

I Examination of teacher trainees

Please fill in the following columns the number of marks against each head.

Sr. No.	Item	For the special field trainees		For the general trainees	
		Maximum marks	Passing marks	Maximum marks	Passing marks
1	2	3	4	5	6
(1)	Audio-Visual Education Theory Paper				
(2)	Term-paper				
(3)	Practicals				
(a)	Handling, operation and minor repairs of projectors and other equipments.				
(b)	Projects prepared. (Audio-Visual Aids.)				
(c)	Proper use of Audio-Visual Aids in practice teaching				
(4)	Participation in general activities of Audio-Visual Education.				

Specify any other item considered for evaluation.

J. Audio-Visual Aids and Equipment Availability

1. Audio-Visual Aids

Please mention by putting (✓) sign in one of the columns against each item whether you keep model specimen of the following Audio-Visual Aids in your department.

Sr. No.	Item	Yes	No	Sr. No.	Item	Yes	No
(a)	Flannel graph			(n)	Picture		
(b)	Flash card			(o)	Diagram		
(c)	Flip book			(p)	Puppet		
(d)	Folder			(q)	Model		
(e)	Photograph			(r)	Object		
(f)	Poster			(s)	Specimen		
(g)	Chart			(t)	Diorama		
(h)	Bulletin Board with Materials			(u)	Slide		
(i)	Maps & Graphs			(v)	Filmstrip		
(j)	Circular letter			(w)	16 m m. Motion Picture (Film)		
(k)	Pamphlet			Specify other items you have.			
(l)	Sketches						
(m)	Cartoon						

2. Equipment availability

Please mention the number of the following equipments and facilities provided in your Department/Section.

Sr. No.	Item	Number	Remark if any
1	2	3	4
(a)	16 m. m. movie projector		
(b)	Filmstrip and slide projector (35 m.m.)		
(c)	Overhead projector		
(d)	Epidiascope		
(e)	Projection screen		
(f)	Radio		
(g)	Tape-recorder		
(h)	Phonograph		

1	2	3	4
(i)	Public address equipment		
(j)	Electricity generator (portable)		
(k)	Tracing table		
(l)	Camera		
(m)	Silk-screen printing equipment		
(n)	Flannel board		
(o)	Bulletin board		
(p)	Study kit		
(q)	Audio-Visual room (laboratory)		
(r)	Exhibition hall-Museum		
(s)	Dark room		
(t)	Episcope		
(u)	Vehicle for transport		

Specify any other you have or think you should have

You have

You should have

K Research and publication in Audio-Visual Education

1. Research

Does your Department/Section conduct research in Audio-Visual Education? _____ Yes _____ No

If yes, please give the necessary informations in the columns given below:

Sr No	Research Topic	Research scholar (Designation only)	Year From 1959 1964 only	Published please put (✓)	Unpublished put (x)	Remarks

2. General publications

You may please give the necessary information regarding publication of books journals, leaflets, posters, folders, bulletins, or any other Audio-Visual aids and equipments for free distribution, loan or sale.

Sr No	Title	Author (Designation only)	Year	Remarks
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L. Budget

Please mention the amount spent under each of the following heads during the last five years.

Sr No	Item	Year					Total
		1959-60	1960-61	1961-62	1962-63	1963-64	
1	2	3	4	5	6	7	8
1	Equipment and facilities						
2	Rental of motion pictures and filmstrips						
3	Purchase of Audio-Visual Aids 5(Ready made)						
4	Operating expenses for equipment, replacement, etc						
5	Servicing expenditure of equipment and materials						
6	Production materials (For the preparation of Audio-Visual Aids)						
7	Resource persons' allowances						

1	2	3	4	5	6	7	8
8	Staff salary and other offcampus activity allowances						
9	Audio-Visual Library, books and periodicals						
10	Research and Publications						
11	Repairs and up-keep of the vehicle						
12	Staff development						
	(Special training in India or abroad)						
13.	Post graduate department of Audio-Visual Education.						

14. Specify any other heads on which you spend or think should be spent upon.

Spending at present

Should be spent upon.

M. Suggestions

Please give your suggestions to make A. V. Training programme more effective in the Training Colleges.

Sr. No.

Suggestions.

QUESTIONNAIRE PART III

APPRAISAL (OF THE OBJECTIVES OF AUDIO-VISUAL EDUCATION PROGRAMME)

A. Evaluation of the training programme

1. Is your training programme evaluated? _____ Yes _____ No
 2. If yes, indicate in the table, persons and methods involved.

Persons	Method of evaluation
Answer by encircling the number against each person	Mention the method in the space below
(a) Trainees	
(b) Staff of A.V. Edu. Department	
(c) Principal of the college	
(d) University	
(f) Any other (specify)	

B. Evaluation of the trained teachers. (Follow-up)

1. Do you keep the follow-up programme of the trained teachers?
 _____ Yes _____ No
2. If yes, please mention the method you follow by putting the (✓) sign against each of the following methods:
- (a) Personal visits _____ (b) Correspondence by Mail _____
 (c) Conferences of the trained teachers _____ (d) Any other specify _____
 (e) Give the number of trained teachers followed-up till now _____

C. Objectives of follow-up

From the following list, please mention the objectives of follow-up work accepted by your Department/Section. Put (✓) Sign for the objective accepted and (×) for the objective not accepted in the Squares against the objectives.

Sr.No.	Objectives.	
1.	To assess whether the objectives of Audio-Visual Education programme are implemented	<input type="checkbox"/>
2.	To collect the data for guidance and counselling in the practical situation of Audio-Visual Education	<input type="checkbox"/>

Sr No.	Objectives	
3.	To determine the effectiveness of the training programme in the real situation	<input type="checkbox"/>
4.	To make the satisfactory adjustment in the training programme of Audio-Visual Education in training college to justify the actual needs of the teachers, pupils, administrators and community	<input type="checkbox"/>
5.	To maintain continuous contact with concerned institutions	<input type="checkbox"/>
6.	To determine the service conditions for the trained teachers with Audio-Visual Education as the special field	<input type="checkbox"/>
7.	To determine the occupational scope for the persons professionally specialised in Audio Visual Education	<input type="checkbox"/>
8.	To keep the Audio-Visual Education department informed of the difficulties former trainees encounter on jobs	<input type="checkbox"/>
9.	To locate occupational opportunities which may be of interest to the present and former trainees	<input type="checkbox"/>
10.	To bring employers and trained personnels together for their mutual benefit	<input type="checkbox"/>
11.	To keep the department of Audio-Visual Education in touch with current occupational opportunities, requirements, and trends	<input type="checkbox"/>
12.	To provide informations for school pupils teachers, administrators, Government officials and patrons to aid in better understanding of the objectives, achievements and limitations of the Audio-Visual Education Department.	<input type="checkbox"/>

Any other objective fulfil or think Should be fulfilled

fulfil

fulfilled

D. Follow-up by personal visit

1. After what interval do you arrange your visit? _____
 2. Please mention the designations of the persons going for follow-up.
 3. Please give the number of visits made in the year 1959-60 _____,
1960-61 _____, 1961-62 _____, 1962-63 _____,
1963-64 _____,
 4. Do you arrange the visits in _____ Diwali vacation, _____
Summer vacation, _____ Schedule time provided by the faculty,
or any other _____
-
5. Do you take with you the interview guide in your visit ?
_____ Yes _____ No.
 6. If yes, please give the specimen copy or give the detailed outline of
the same in the space given below.

 7. How much time do you spend per visit for teacher interview and
general observation of their activities in the school ? _____
_____ (Time exclusive of to and fro travel period).
 8. How many teachers do you interview per visit ? _____.
 9. During your visit, do you interview or observe persons other than
those trained under you? If so, whom? Please enlist below with
the reasons for the same.

 10. Do you take with you the latest information, specimens of new
materials, equipments, etc.? _____ Yes _____ No.
 11. Please give a specimen copy of your follow-up report of one teacher
during the last five years or give the outline of the same in the space
given below.

E Follow-up by correspondence (mail)

1. Do you conduct follow-up activity by the correspondence method ?
Yes _____ No _____
2. If yes, please give specimen copy of the questionnaire you used for any one follow-up under taken during the last five years or Give outline of the same in the space given below.

F. Follow-up by conferences of the trained teachers.

1. At what interval do you hold the follow-up conferences ? _____

2. Where do you hold the conferences ? _____
3. Please indicate the usual duration of the follow-up conference. _____

4. Give the number of trained teachers who attended the conferences held in the year 1959-60. _____, 1960-61 _____, 1961-62 _____, 1962-63 _____, 1963-64 _____.
5. Please give specimen copy of the Report of any one conference held during the last five years or give an outline of the same in the space given below.

G. Please give the brief outline in the space given below of any other method of follow-up that you have adopted.

H. Follow-up report circulation

Report.

Do you send the copy of your follow-up report to the following ? Please mention by putting (√) sign for circulating and (×) for not circulating in the Squares against each item.

1. Dean/Principal of the Training College.	
2. Other staff of the Audio-Visual Education Department.	
3. Other teaching staff-members of the training College.	
4. To the teachers interviewed during the follow-up.	
5. Principal of the school.	
6. Professional producers of Audio-Visual Aids & Equipments.	
7. Commercial firms dealing in Audio-Visual materials.	
8. Audio-Visual Education Officer of the State Department of Education. (Bureau of Audio-Visual Education)	

Specify any other person or Institution where you send or think should be sent.

Sending.

Should be sent.