

## APPENDIX G

A SPECIMEN OF CHECK LIST FOR SELF-EVALUATION  
 BY THE AUDIO-VISUAL EDUCATION  
 DEPARTMENT/UNIT

Sr. : No. :	Characteristics	:Almost: :Somewhat: :Never
1.	Are the objectives of audio-visual training programme of the department adequate ?	
2.	Is the co-operation solicited from the audio-visual experts and the personnel concerned with the field for curriculum construction ?	
3.	Is the course outline in audio-visual education properly planned?	
4.	Is the syllabus of audio-visual education made upto-date by frequent and timely revisions ?	
5.	Is the department of audio-visual education having adequate staff ?	
6.	Is the staff of audio-visual education department adequately engaged in the activities of the audio-visual training ?	
7.	Is the staff for the audio-visual department/unit selected in view of the required special qualifications and the experience ?	
8.	Is there adequate provision for the general and/or the special training in the audio-visual education ?	
9.	Are the adequate practical experiences provided in the field to the trainees ?	

Sr. : No. :	Characteristics	:Almost:	:Somewhat:	:Never
10.	Is there an adequate provision for the off-campus training experience in audio-visual education ?			
11.	Is the programme of film-shows adequately afranged ?			
12.	Are the candidates adequately screened for selection in the special field of audio-visual education ?			
13.	Is adequate weightage given to audio-visual education in the annual examination ?			
14.	Is the department of audio-visual education adequately equipped with the audio-visual aids ?			
15.	Is the department having adequate audio-visual equipments and facilities ?			
16.	Is there sufficient output of reseafch and publication in the department/unit of audio-visual education ?			
17.	Is sufficient budget spared for audio-visual education department/unit ?			
18.	Is the training programme in audio-visual education properly evaluated from time to time ?			
19.	Is there provision for follow-up programme for the trained teachers already in service ?			
20.	Is there adequate provision for the audio-visual services to the schools in the community ?			

Rating Scale :

1. All responses in 'Almost' column are given 2 points each.
2. All responses in 'Somewhat' column are given 1 point each.
3. All responses in 'Never' column are given zero point.

Note : Colleges may grade themselves as follows :

<u>Grade</u>	<u>Score</u>
I	30 to 40
II	20 to 30
III	10 to 20
IV	0 to 10

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