

Appendix 1A

'Role Analysis' Observation Schedule Assessment of the 'role' of college principals at work

1.)	Name of the College	
2.)	Location of the College	
3.)	Description of the College Premises	
4.)	Activity on the College Premises	
5.)	Description of the Principal's Office	
6.)	Activity in the Principal's Office	
7.)	Interaction between the Researcher and the Principal	
8.)	Any other observation / remarks	

Appendix 1B

Needs Assessment Schedule

Assessment of Communication Needs of College Principals

(All information will be kept confidential and will be used for academic purpose only)

I. Background Information of Respondent :

1. Name :
2. Age :
3. Gender
4. Educational Qualification :
5. Present Designation :
6. Name of College :
7. Principal of present college since
how many years :
8. Brief description of past (about 10 years) work experience
 - Please fill in the table below
 - Please include information about your service /
involvement with any other institutes / projects, if
any

Sr.No.	Name of the Institute / Organization	Designation	No. of years of service Please mention which year/s	In what capacity / Nature of work
1				
2				
3				
4				
5				
6				
7				

II. Questions :

- How satisfied are you with the nature of work in your current job?
(Please tick the appropriate response)

<input type="checkbox"/>	Highly Satisfied
<input type="checkbox"/>	Quite Satisfied
<input type="checkbox"/>	Partially Satisfied
<input type="checkbox"/>	Dissatisfied
<input type="checkbox"/>	Cannot decide

- How significant is the Communication Component within the varied demands of your job in deciding the extent of the job satisfaction?
(Please tick the appropriate response)

<input type="checkbox"/>	Highly Significant
<input type="checkbox"/>	Quite Significant
<input type="checkbox"/>	Partially Significant
<input type="checkbox"/>	Insignificant
<input type="checkbox"/>	Cannot decide

- How would you rate your professional performance at your work place in terms of your Communication abilities with the following people?
(Please tick the appropriate response)

Sr No	People at the work place	Very Good	Good	Average	Poor	Very Poor
1	Superiors					
2	Equals					
3	Colleagues					
4	Subordinates					
5	Students					
6	Research Associates					
7	Administrative staff					
8	Parents/Guardians of Students					
9	Visitors					
	Others (Please specify)					
10						
11						
12						

4. A How useful do you think would a Conceptual understanding of Communication be to you?
 (Please tick the appropriate response)

Sr No	Parameters of the Concept of Communication	Very useful	Quite useful	Partially useful	Not useful	Cannot decide
1	Understanding what Communication is					
2	Elements of Communication					
3	Process of Communication					
4	Nature of Communication					
5	Types of Communication					
6	Functions of Communication					
7	Need for Communication					
8	Models of Communication					
9	Theories of Communication					
10	Barriers to Communication					
11	Scope of Communication					
12	Organizational Communication and its dynamics					
13	Any other (Please specify)					

4. B Please share briefly any information/understanding about “COMMUNICATION” which you already possess.

5. In the matrix given below, please tick the appropriate responses in the following criteria :
- The extent to which you encounter problems in the delineated areas of Communication, and
 - Whether you perceive a need to know / understand more about the problem area.

A. Written Communication

Sr. No.	Criteria	Encounter Problems					Does not fall in the purview of any job	Would like to enhance the skill
		Always	Frequently	Sometimes	Rarely	Never		
1	Writing Letters							
2	Writing Memoranda							
3.	Writing Instructions/ Notices							
4.	Writing Agenda							
5	Writing Reports							
6	Writing Minutes							
7	Writing Speeches							
8	Writing Reviews							
9.	Writing Articles / Essays							
10.	Writing Proposals							
11	Writing Academic Papers							
12	Preparing a Portfolio							
13.	Any other (please specify)							

5. In the matrix given below, please tick the appropriate responses in the following criteria :
- The extent to which you encounter problems in the delineated areas of Communication, and
 - Whether you perceive a need to know / understand more about the problem area.

B. Oral Communication

Sr. No.	Criteria	Encounter Problems					Does not fall in the purview of any job	Would like to enhance the skill
		Always	Frequently	Sometimes	Rarely	Never		
1.	Listening Skills							
2.	Participating in Meetings							
3.	Participating in Group Presentations							
4.	Presentation Skills							
5.	Conducting Meetings							
6.	Conducting Interviews							
7.	Public Speaking							
8.	Impromptu Speaking							
9.	Receiving and giving Feedback							
10.	Any other (please specify)							



5. In the matrix given below, please tick the appropriate responses in the following criteria :
- The extent to which you encounter problems in the delineated areas of Communication, and
 - Whether you perceive a need to know / understand more about the problem area.

C. Using Technology

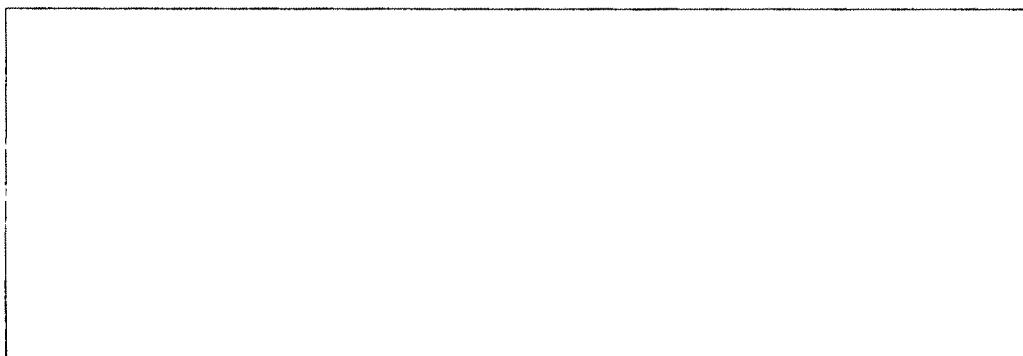
Sr. No	Criteria	Encounter Problems					Does not fall in the purview of any job	Would like to enhance the skill
		Always	Frequently	Sometimes	Rarely	Never		
1.	Using Office Technology like photocopier machine and fax							
2	Preparing presentations using a computer							
3	Using Internet / World Wide Web							
4.	Using e-mail							
5.	Using voice mail							
6	Any other (please specify)							

5. In the matrix given below, please tick the appropriate responses in the following criteria :
- The extent to which you encounter problems in the delineated areas of Communication, and
 - Whether you perceive a need to know / understand more about the problem area.

D. Administrative Functions / Responsibilities

Sr No.	Criteria	Encounter Problems					Does not fall in the purview of any job	Would like to enhance the skill
		Always	Frequently	Sometimes	Rarely	Never		
1.	Financial Planning							
2.	Staff Development							
3.	Student Development							
4.	Curriculum and Instructions							
5.	Evaluation							
6.	Media / Public Relations							
7.	Government Relations							
8.	Interaction with affiliated University							
9.	Any other (please specify)							

6. Do you think inputs in the form of a comprehensive self-study/
instructional module in the above mentioned areas of Communication
would help you enhance your skills?
Please give your suggestions for the same.



~ Thank you very much for your cooperation ~

Appendix 1C

FEEDBACK SCHEDULE FOR EVALUATION OF THE MODULE

Respondent Information

Principal of _____ College

Date _____

Q. 1	How would you rate the module in terms of interesting new information provided in the following delineated areas? (Please tick the appropriate response)					
Sr.No.	Rating of the Module	Very Good	Good	Average	Disappointing	Cannot decide
a.	Conceptual understanding of communication					
b (i)	Understanding organisational communication					
b.(ii)	Oral communication					
b.(iii)	Written communication					
b (iv)	Use of technology in communication					
c.	The self-assessment exercises					
<p style="text-align: center;"><u>Comments</u>, if any on the above criteria / your rating : .</p>						

Q. 2		How would you rate the usefulness of the module in terms of inputs gained in the various parameters mentioned below? (Please tick the appropriate response)					
	Sr. No.	Usefulness of the Module in terms of the following	Very useful	Quite useful	Partially useful	Not useful	Cannot decide
	(i)	Gaining insights into the conceptual understanding of communication					
	(ii)	Gaining understanding about organizational communication					
	(iii)	Gaining inputs for oral communication					
	(iv)	Gaining inputs for written communication					
	(v)	Gaining information about use of technology for communication					
	(vi)	Gaining insights through the self assessment exercises included in the module					
<p align="center"><u>Comments</u>, if any on the above criteria / your rating :</p>							

Q. 3	Please try to recall and share an instance of a “communication experience” which may have occurred after you went through the module – where you felt / realized that your performance had been better than before / enhanced owing to your exercise in self-learning.

Q 4	Please try to recall and share an instance which may have occurred after you went through the module – where a colleague / subordinate / acquaintance may have complimented you on a “communication performance” which you feel / realize had been better than before / enhanced owing to your exercise in self-learning.

Q. 5	Do you have any other comments / suggestions for the module or for this subject area (Communication for Educational Administrators) of study as a whole?

Thank you very much for your cooperation.