

## **Appendix 2A**

Phone Office : 792631

### **FACULTY OF EDUCATION & PSYCHOLOGY**

**Department of Educational Administration**

**Department of Research Support (DRS—SAF) UGC**

**The M.S. University of Baroda**

**Lokmanya Tilak Road, Vadodara 390 002**

Date : May 10, 2001

### **TO WHOM SO EVER IT MAY CONCERN**

This is to introduce Ms Niti Chopra, a Lecturer at the Faculty of Journalism and Communication, M.S. University of Baroda. For her doctoral work she is working on the development of a module to enhance communication skills of college principals.

As a college principal you have major responsibilities in terms of planning, coordinating, maintaining human relations, evaluating performance and giving feedback, resource mobilization and above all handling financial matters. A principal contributes a lot to the overall organizational climate of the institution since all manifest performance is hinged on the communication that happens and the role that the principal plays within the framework of the managerial needs and requirements.

Ms Chopra proposes to do a 'Role Analysis' and assess the 'Communication Needs' of college principals and develop a module that would enhance their overall communication skills and competence to help optimally perform their delineated role.

I therefore request you to extend your support and cooperation for the same at different stages of her study.

Thank you.

Yours sincerely,

(Dr. N. Pradhan)  
Head and Guide

## Appendix 2B

**Niti Chopra**

Faculty of Journalism and Communication  
The M.S. University of Baroda  
Vadodara 390 002  
☎ · 0265-786529

Residential Address :  
203, Rajdeep Apartments  
27, Nutan Bharat Society  
Alkapuri (Race Course PO)  
Vadodara 390 007 Gujarat  
☎ : 0265-354130 / 312941

May 14, 2001

To :  
The Principal

Subject : Request for appointment

Dear Madam / Sir,

I am a Lecturer at the Faculty of Journalism and Communication, M.S. University of Baroda. For my Ph.D. work, I am working on the development of a module to enhance communication skills of college principals.

I have currently undertaken the 'Role Analysis' and 'Needs Assessment' studies which comprise an important part of my research. I solicit your support for the same.

I will be in Ahmedabad soon between 21<sup>st</sup> May to 10<sup>th</sup> June and I would like to meet you then. I would be highly obliged if you would give me an appointment during my data collection stay at Ahmedabad. On my arrival at Ahmedabad, I shall contact you over telephone to fix an appointment.

Thank you.

Yours sincerely,

NITI CHOPRA

## Appendix 2C

**Niti Chopra**

Faculty of Journalism and Communication  
The M.S. University of Baroda  
Vadodara 390 002  
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Residential Address :  
203, Rajdeep Apartments  
27, Nutan Bharat Society  
Alkapuri (Race Course PO)  
Vadodara 390 007 Gujarat  
☎ : 0265-354130 / 312941  
August 28, 2001

To :  
The Principal

Subject : Request for appointment

Dear Madam / Sir,

I am a Lecturer at the Faculty of Journalism and Communication, M S University of Baroda. For my Ph.D. work, I am working on the development of a module to enhance communication skills of college principals.

I had written to you earlier (letter dated 14<sup>th</sup> May 2001) and was to see you during the summer break. I am sorry I did not call for an appointment since I had to curtail my stay at Ahmedabad owing to some personal circumstances.

I have met you earlier during the summer break and am likely to visit Ahmedabad again for further data collection between 11<sup>th</sup> to 20<sup>th</sup> September 2001 and would definitely like to meet you. I would be highly obliged if you would give me an appointment for which I shall call you as soon as I am in Ahmedabad.

Meanwhile, please find enclosed a letter from my guide giving some details about the nature of my work, as also the Needs Assessment Schedule which I would like you to go through and perhaps even fill up as much as possible to enable us to have a meaningful interaction when we meet.

I would also appreciate if you would share with me any other "Communication Issues" which you significantly face in the performance of your job.

I understand you must be keeping a busy schedule and warmly appreciate the time you would spare for me. I would duly acknowledge your contribution towards my work and want you to know that your feedback would be of great value to my research.

I look forward to seeing you soon,

Thank you.

Yours sincerely,

NITI CHOPRA

## Appendix 2D

**Niti Chopra**

Faculty of Journalism and Communication  
The M.S. University of Baroda  
Vadodara 390 002  
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Vadodara 390 007 Gujarat  
☎ : 0265-354130 / 312941

October 1, 2001

To :  
The Principal

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**Subject : Reminder for response to the Needs Assessment Schedule**

Dear Madam / Sir,

With reference to my meeting with you last month about my doctoral research work, I request you to kindly respond to and return the Needs Assessment Schedule back to me to help facilitate my work further.

Please find enclosed another copy of the same and a self-addressed envelope.

I warmly appreciate the time you would spare for me and thank you for your cooperation for my ongoing study.

Thank you.

With regards,

Yours sincerely,

**NITI CHOPRA**

## Appendix 2E

**Niti Chopra**

Faculty of Journalism and Communication  
The M.S. University of Baroda  
Vadodara 390 002  
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Residential Address :  
203, Rajdeep Apartments  
27, Nutan Bharat Society  
Alkapuri (Race Course PO)  
Vadodara 390 007 Gujarat  
☎ : 0265-354130 / 312941

February 20, 2002

To :  
The Principal

Subject : Validation of Module

Dear Madam / Sir,

Please find enclosed a copy of a Self-Instructional Module in 'Communication' for your perusal. The module is part of my doctoral research for which I have met you earlier. It is compiled based on a 'Needs Assessment' of College Principals. I have tried to make the activity based module interesting and useful – such that working through it yields the enhancement of communication skills.

I request you to go through the module and send me your comments / suggestions for necessary modifications – which I would greatly value. It would be very helpful if you could send me your response within three to four weeks.

I understand you must be keeping a busy schedule, but this is an important phase of my study and I would warmly appreciate the time you would spare for me.

I look forward to your response,

Thank you.

Yours sincerely,

NITI CHOPRA  
Encl : Module.

## Appendix 2F

**Niti Chopra**

Faculty of Journalism and Communication  
The M.S. University of Baroda  
Vadodara 390 002  
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Alkapuri (Race Course PO)  
Vadodara 390 007 Gujarat  
☎ : 0265-354130 / 312941

June 24, 2002

To ·  
The Principal

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Subject : Implementation of Module

Dear Madam / Sir,

Please find enclosed a copy of a Self-Instructional Module in 'Communication' for your perusal. The module is compiled based on a 'Needs Assessment' in Communication conducted in September last year when I met you for the same. I request you to go through the activity based module as an exercise in self-learning and assessment. This is an important part of my study and your cooperation would facilitate my work. I have tried to make the module interesting and useful such that your effort at it too yields the enhancement of communication skills. It would be very helpful if you could send me your response within eight to ten weeks.

I understand you must be keeping a busy schedule and would warmly appreciate the time you would spare for working on the module and sending me the feedback.

I look forward to your response.

Thank you.

Yours sincerely,

NITI CHOPRA  
Encl : Module.

## Appendix 2G

**Niti Chopra**

Faculty of Journalism and Communication

The M.S. University of Baroda

Vadodara 390 002

☎ : 0265-786529

Residential Address :

203, Rajdeep Apartments

27, Nutan Bharat Society

Alkapuri (Race Course PO)

Vadodara 390 007 Gujarat

☎ : 0265-354130 / 312941

August 19, 2002

To :

The Principal

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Subject : Reminder for response to module

Dear Madam / Sir,

As a part of my doctoral research, I have developed a Self-Instructional Module in Communication – which I had handed over to you for self-study when I'd come in to see you in June 2002. I would like to have your feedback on the same in order to determine its usefulness to the target group of College Principals, as also for its utilization by others and for future research and policy prescription. I understand you must be keeping a busy schedule, but this is important for my study and I would warmly appreciate the time you would spare for working on the module and sending me the feedback.

I look forward to your response.

Thank you.

Yours sincerely,

NITI CHOPRA

Encl : Feedback Schedule and self-addressed envelope.