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## A P P E N D I C E S

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APPENDIX - AINTERVIEW SCHEDULE

CENTRE OF ADVANCED STUDY IN EDUCATION, M.S. UNIVERSITY OF BARODA,  
BARODA.

Dear Sir/Madam,

The earlier administrative setup at State and district levels were not adequate to implement the National Adult Education Programme effectively. The investigator has developed a interview schedule to know the various ways and means to improve the existing system of administrative setup.

The investigator requests you to response the questions asked. The information supplied by you will be treated as strictly confidential and will be used for research purposes only. The study can not be completed without your cooperation. Hence, your cooperation is solicited.

Encl.: As stated above.

Cordinally yours,

(Digvijai Singh )  
Teacher Fellow, CASE.

( P.K. Dongre )  
Guide

PART - AADULT EDUCATION ADMINISTRATIVE SETUP AND ITS EFFECTIVENESS

(To be responded by the officials of Directorate and the district levels)

1. (A) Has the State Board of Adult Education been established? Yes/No
- (B) If yes, is the State Board of Adult Education represented by:
 

i) Chief Minister or his nominee?	{	}
ii) Education Minister or his nominee?	{	}
iii) Director of A.E. or his nominee?	{	}
iv) Director of Education or his nominee?	{	}
v) Heads of different developmental departments? (Agriculture, Medical, State Resource Centre, Cooperative, Revenue, Animal Husbandry, Industry Department).	{	}
vi) Eminent Educationist?	{	}
vii) Perspective planner?	{	}
viii) Experienced school teacher?	{	}
ix) College/University teacher?	{	}
x) Training Expert?	{	}
xi) Curriculum expert?	{	}
xii) Audio-visual Expert/Teaching-learning material expert?	{	}
xiii) Voluntary agency?	{	}
xiv) Evaluation expert?	{	}
xv) Others, if any?	{	}
2. It works as:
 

i) Advisory Board/Body.	{	}
ii) Consultative Body.	{	}
iii) Others, if any.	{	}
3. Has separate Directorate of Adult Education been established? Yes/No
4. If the answer of question No. 3 is yes, below is given a list of administrative staff in the Directorate of Adult Education, Please state for filling up the successive columns as per direction given.

Administrative Staff At State Level	Sanctioned Post	Post filled up
Director		
Additional Director		
Deputy Director (General)		
Deputy Director (Monitoring)		
Assistant Director		
Assistant Director (Voluntary Agency)		
Accounts Officer		
Statistical Assistant.		

5. What are the items of work assigned to various administrative officials?

PART - B

6. Is there separate Department of Adult Education functioning to implement the programme at district level? Yes/No
7. Please state the category and number of the administrative personnel and ministerial staff in the District Adult Education Programme Department.
8. Is there District Adult Education Committee functioning for providing proper guidance in implementing the Adult Education Programme? Yes/No
9. If yes, please state the purposes in the district.

10. The Committee of Adult Education Programme at District Level is represented by:

- (i) Adhyaksh, Zila Parishad or his nominee. ( )
- (ii) Heads of the Developmental Departments, who are supposed to assist in implementing the Adult Education Programme. ( )
- (iii) All Project Officers. ( )
- (iv) Selected Supervisors. ( )
- (v) Social Workers. ( )
- (vi) Others, if any. ( )

11. Has the Block Adult Education Administrative setup been established? Yes/No

If yes, category and number of administrative personnel engaged in implementing the Adult Education Programme.

12. Whether Block level Implementing Committee has been established? Yes/No

13. Implementing Committee at Block level of Adult Education Programme is represented by:

- i) Those persons who are very enthusiastic and influential. ( )
- ii) Voluntary Agency. ( )
- iii) Heads of Developmental Departments. ( )
- iv) Selected Village Pradhans. ( )
- v) Sarpanchs. ( )
- vi) Block Pramukh. ( )
- vii) Others, if any. ( )

14. Has the Centre established Village Committee for proper implementation of Adult Education Programme? Yes/No

15. If yes, Village Adult Education Committee is represented by:

- i) Sarpanch. ( )
- ii) Women ( )
- iii) Harijan ( )
- iv) Village Level Worker (V.L.W.). ( )
- v) Supervisor ( )
- vi) Instructor ( )

16. To what extent are the village committees working effectively?

Indicate: 1=not at all, 2=to very little, 3=to some extent,  
4=to a great extent, 5=very much extent.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| i) Providing suitable accomodation for the programme.                  | 1 | 2 | 3 | 4 | 5 |
| ii) Assisting the personnel in organising the programme.               | 1 | 2 | 3 | 4 | 5 |
| iii) Motivating the adult to attend the programme.                     | 1 | 2 | 3 | 4 | 5 |
| iv) Providing local resources for implementation of the programme.     | 1 | 2 | 3 | 4 | 5 |
| v) Making the village experts available for enlightening the learners. | 1 | 2 | 3 | 4 | 5 |
| vi) Others, if any.  | 1 | 2 | 3 | 4 | 5 |

17. To what extent are the different developmental department's officials at Block level, who are the constituents of Block Adult Education Administration working effectively?

Rating is: 1=not at all, 2= to very little, 3= to some extent,  
4=to a great extent, 5= very much extent.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| i) Mobilizing the local resources.   | 1 | 2 | 3 | 4 | 5 |
| ii) Motivating the adults to attend the programme.                           | 1 | 2 | 3 | 4 | 5 |
| iii) Cooperating and coordinating among different developmental departments. | 1 | 2 | 3 | 4 | 5 |
| iv) Supervising the programme.   | 1 | 2 | 3 | 4 | 5 |
| v) Organising the training programme.  | 1 | 2 | 3 | 4 | 5 |
| vi) Making publicity of the Adult Education Programme.                       | 1 | 2 | 3 | 4 | 5 |
| vii) Identifying the needs of learner.                                       | 1 | 2 | 3 | 4 | 5 |
| viii) Making curriculum.   | 1 | 2 | 3 | 4 | 5 |
| ix) Others, if any.  | 1 | 2 | 3 | 4 | 5 |

18. Whether the following?

Representation of

18. Do you consider that there is sound policies and practices to remove the inequality, if the programme is carried out systematically?

Yes/Undecided/No

19. Whether any provision has been made for the following?

- i) Preparation of teaching-learning materials. Yes/No  
 ii) Research, evaluation and monitoring? Yes/No  
 If your answer of question No. 19 (i) is yes, please state in brief:  
 iii) Place of preparation of teaching-learning materials.

iv) Kinds of personnel engaged.

If your answer of question No. 19 (ii) is yes, please state the following:

v) Place of research, evaluation and monitoring.

vi) Types of researches.

20. To what extent are the officials of Directorate of Adult Education working effectively with regard to statements given below?

Indicate: 1= not at all, 2= to very little, 3= to some extent, 4= to a great extent, 5= very much extent.

- i) Effective planning and effective adoption of different procedures to make programme successful. 1 2 3 4 5  
 ii) Helping in all respects like organising the training programme and facilitating in getting teaching-learning materials. 1 2 3 4 5  
 iii) Implementing the programme according to the needs of the State. 1 2 3 4 5  
 iv) Assisting the voluntary agencies in getting grants. 1 2 3 4 5  
 v) Issuing orders for District Headquarters for better implementation of the programme according to the policy formulation. 1 2 3 4 5  
 vi) Finding out the various ways and means for coordination and cooperation with different developmental departments and functionaries, which are in the close contact with community. 1 2 3 4 5

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|---|---|---|---|---|---|
| vii) Making proper publicity of adult education programme to create a favourable atmosphere to motivate the learners to attend the programme. | 1 | 2 | 3 | 4 | 5 |
| viii) Supervising and giving implementable suggestions at different stages and levels.  | 1 | 2 | 3 | 4 | 5 |
| ix) Sending the progress report and necessary information to Central Government.  | 1 | 2 | 3 | 4 | 5 |
| x) Monitoring and evaluating.   | 1 | 2 | 3 | 4 | 5 |
| xi) Any other.  | 1 | 2 | 3 | 4 | 5 |
21. To what extent is the District Department of Adult Education working effectively regarding the following statements.
- Indicate: 1= not at all, 2= to very little, 3=to some extent, 4= to a great extent, and 5= very much extent.
- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| i) Enriching the literacy instructions through making linkage with agriculture and related developmental departments. | 1 | 2 | 3 | 4 | 5 |
| ii) Organising proper training programme for the instructors.   | 1 | 2 | 3 | 4 | 5 |
| iii) Taking help from the functionaries to ascertain the needs of learners.   | 1 | 2 | 3 | 4 | 5 |
| iv) Taking assistance from the functionaries in framing the curriculum.   | 1 | 2 | 3 | 4 | 5 |
| v) Supervising the literacy classes.  | 1 | 2 | 3 | 4 | 5 |
| vi) Making publicity of the programmes.   | 1 | 2 | 3 | 4 | 5 |
| vii) Others, if any.  | 1 | 2 | 3 | 4 | 5 |
22. Do you feel is it necessary to have more administrative personnel in the Directorate of Adult Education to implement the programme effectively?
- Yes/Undecided/No
23. Is is right step to appoint more administrative personnel at District level to carry out the administrative works efficiently for better implementation of the programme?
- Yes/Undecided/No
24. Do you want more ministerial staff at:
- (A) State level?
- Yes/Undecided/No
- (B) District level?
- Yes/Undecided/No
25. Are the powers delegated to Administrative Personnel in the setup adequate?
- Yes/Undecided/No

26. Is there separate publicity section for adult education at:
- |                     |        |
|---------------------|--------|
| (A) State level?    | Yes/No |
| (B) District level? | Yes/No |
27. What methods are adopted for making the publicity of the programme at State level?
28. If the answer of Question No. 26 (i and ii) is no, whether separate publicity section is needed for adult education at district level? Yes/Undecided/No
29. What methods are adopted for making publicity of the programme at District level?
30. Do you think that Special Supervisory Section is to be created at State and District levels? Yes/Undecided/No
31. Is there any need to set up Audit Section in the Directorate of Adult Education and District Adult Education Department? Yes/Undecided/No
32. Is there evaluation unit to evaluate the adult education at State and District levels? Yes/No  
If the answer of Question no. 32 is no, whether the evaluation unit is needed at State and District levels? Yes/Undecided/No
33. What <sup>and</sup> techniques applied in evaluating the programme at State level?
34. What are techniques applied in evaluation of the programme at District level?
35. Do you evaluate the achievement of the programme frequently to take precautionary measures, when the programme is not achieving its targets at:
- |                     |        |
|---------------------|--------|
| (A) State level?    | Yes/No |
| (B) District level? | Yes/No |

36. Do you agree that the functionaries appointed should be provided proper inservice training before they are posted to conduct the Adult Education Programme? Yes/Undecided/No
37. Do you consider it essential that administrative and supervisory works should be given to the specialists in the field of Adult Education Administration? Yes/Undecided/No
38. Is there effective cooperation between:
- A. State level and district level? Yes/Undecided/No
- B. District level and Block level? Yes/Undecided/No
39. Whether the correspondence is regularly maintained at:
- A. State level? Yes/Undecided/No
- B. District level organisation? Yes/Undecided/No
40. Do you agree that there is spirit of team work at:
- A. State level? Yes/Undecided/No
- B. District level organisation? Yes/Undecided/No
- rather than rivalry in organisation.
41. Do all the staff members remove the constraints in way of functionary? Yes/Undecided/No
42. Do all the staff members discharge their duties effectively at:
- A. State level? Yes/Undecided/No
- B. District level? Yes/Undecided/No
43. Are their services to adult education department being considered in other better Government's job? Yes/Undecided/No
44. Do you consider that adequate salary is given to the employee in Adult Education Programme? Yes/Undecided/No
45. Are the needs of functionaries fulfilled? Yes/Undecided/No
46. Are you expert in ascertaining the needs of the learners? Yes/Undecided/No
47. Are you acquainted with the phenomenon of curriculum construction? Yes/Undecided/No
48. Whether the personnel appointed to conduct the Adult Education Programme are properly trained at State and District levels in:
- i) selection of methods? Yes/Undecided/No
- ii) selection of materials? Yes/Undecided/No

49. Are you acquainted with the materials which are to be used in better way and ~~xxx~~ in which situation in implementing the programme? Yes/Undecided/No
50. Are you of the opinion of the merger of State Resource Centre with all its departments in Directorate of Adult Education? Yes/Undecided/No
51. Are you satisfied with the present recruitment system? Yes/Undecided/No