
CHAPTER - III
THE ROLE OF THE TYPEWRITING INSTITUTES
IN KANKAVALI TALUKA

Introduction.

Analysis and Interpretation.

Conclusions.

Introduction:

After having the theoretical background about the manpower planning and the art of typewriting, it will be worth needed to assess the role of the typewriting institutes in Kankavali Taluka as the first phase of this research work. For this purpose, an interview schedule has been framed and interviews have been conducted of the proprietors of the typewriting institutes in Kankavali Taluka. There are six registered typewriting institutes in Kankavali Taluka, four of which are located in Kankavali town and the other two are located in Phondaghat town. Before the analysis and the interpretation of the collected information, let us have a brief introduction of each typewriting institute. This will prove useful in knowing the role of the typewriting institutes in Kankavali Taluka in a better way.

1) Shri Vitthal Typewriting Institute, Kankavali:

This Institute was established in November 1985. Mrs. Jyoti Prakash Kulkarni is the proprietress of this Institute. Her educational qualification is B.A., B.Ed. Much efforts are taken for establishing and developing the skill of the candidates after the establishment. But unfortunately she could not run the institute for a longer period. Now, she performs various job work and cyclostyling work and earns some money. Below mentioned factors caused the closure of this Institute:

- i) She could not devote enough time for running the Institute due to domestic work,
- ii) She lacks the commercial approach for running the institute,

iii) At the end of the first term she got employment in a high school.

2) **Yashaswi Typewriting Institute, Kankavali:**

Within a short span of time, this Institute has made a noteworthy progress. It was established in June 1985. Its proprietor is Mr. Pradeep Lad, who is a science graduate. Due to his continuous efforts, he succeeded in running the Institute. In May-1988 G.C.C. Examinations, 165 candidates of this Institute appeared for various examinations. 87 of them were males and 78 females. A notable feature of this Institute is that prizes are awarded to the candidates securing first and second ranks in this institute, which encourages the candidates to strive for excellence.

3) **Phondaghat Education Society's Typewriting Institute, Phondaghat:**

This Institute was established in August 1982. The intention behind establishing the Institute was to prepare the students in developing typewriting skill when they pass the 10th Standard examination. It was difficult for this educational institute to raise such huge amount. But the management arranged for it and established the Institute. The students are being benefitted by this Institute for six years and instructors were appointed for teaching typewriting skill. However, due to below mentioned reasons, it had to close down since May 1988:

i) A new institute has been established in October 1987 in the same town which is located at a central place of the town;

- ii) It is convenient for the candidates to attend the new institute as the old one was far away from the town;
- iii) The proprietor of the Institute lacks the commercial approach for running the institute.

4) **Shrikant Typewriting Institute, Phondaghat:**

It is a recently established Institute. Mr. Shrikant Joshi, the proprietor of this Institute, is a commerce-graduate. In the initial period of its establishment, it provided typewriting skill to many candidates. Mr. Joshi is planning for the expansion of the Institute in future.

5) **Avdhoot Typewriting Institute, Kankavali:**

This Institute was established in January 1982. Mr. A. G. Satam is the proprietor of the Institute. The institute is playing its role in providing skilled labourforce for business field for more than six years. Individual approach is the unique feature of this institute. Some candidates from this institute, after getting required qualifications, started typewriting institutes. It is a matter of pride.

6) **Laxmikant Typewriting Institute, Kankavali:**

It is a well reputed institute established in July 1971. Many candidates got benefitted by this institute. This institute was imparting typewriting training at the time when there were no such institutes in Kankavali Taluka. Many of the candidates have started their own institutes or some of them are doing job work by purchasing typewriters. Three instructors work in this

institute, still the proprietor pays personal attention to the progress of the candidates. Mr.P.L.Mundey, who is a commerce graduate, is the proprietor of this Institute.

After having an introduction of the various typewriting institutes in Kankavali Taluka, it will be easier to interpret the data collected through the interviews conducted with the proprietors of the typewriting institutes in Kankavali Taluka. Let us, therefore, now analyse and interpret the collected data.

Analysis and Interpretation:

By conducting the interviews of the proprietors of the typewriting institutes in Kankavali Taluka, the collected information has been analysed and interpreted in the following manner. It leads to the fulfilment of the purpose of the research subject to some extent. Finally, the conclusions have been drawn regarding the role of typewriting institutes as the first phase of the research study.

1) Primary Information:

For having a better idea regarding the state of affairs of the Institutes, general information has been collected from the respondents. In Kankavali Taluka, there are six registered typewriting institutes, four of which are in Kankavali town and the remaining two are in Phondaghat town. Shri Vitthal Typewriting Institute, Kankavali, and Phondaghat Education Society's Typewriting Institute have stopped their functioning. Reasons for

their stoppage have been mentioned in the previous paragraphs. Hence, the following Table interpretes the primary information regarding typewriting institutes in Kankavali Taluka.

Table No.1
Primary Information of the Typewriting
Institutes in Kankavali Taluka

Sr. No.	Name of the Institute	Establishment.	Address
1.	Shri Vitthal Typewriting Institute, Kankavali.	November, 1985	Bazar Peth, Kankavali.
2.	Yashaswi Typewriting Institute, Kankavali.	June, 1985	Maruti Ali, Achara Road, Kankavali.
3.	Phondaghat Education Society's Typewriting Institute, Phondaghat.	August 1982	A/P.Phondaghat Tal.Kankavali.
4.	Shrikant Typewriting Institute, Phondaghat.	October, 1987	Bazar Peth, Phondaghat.
5.	Avadhoot Typewriting Institute, Kankavali.	January, 1982	Achara Road, Kankavali.
6.	Maxmikant Typewriting Institute, Kankavali.	July, 1971	Bazar Peth, Kankavali.

Note : The serial numbers given to the Institutes in the above Table have been used throughout this Chapter to avoid the repetition of the lengthy names of the Institutes.

2) Sexwise Distribution of the Candidates:

The second issue of the collected information is the sexwise distribution of the candidates. The aim of such an analysis is to know the trend of the boys and girls joining the typewriting institute. For this purpose, information has been collected from the candidates who are appearing for September 1988 examination and who have appeared and passed the May 1988 examination.

Table No.2
Sexwise Distribution of candidates who
joined the Institutes in May 1988.

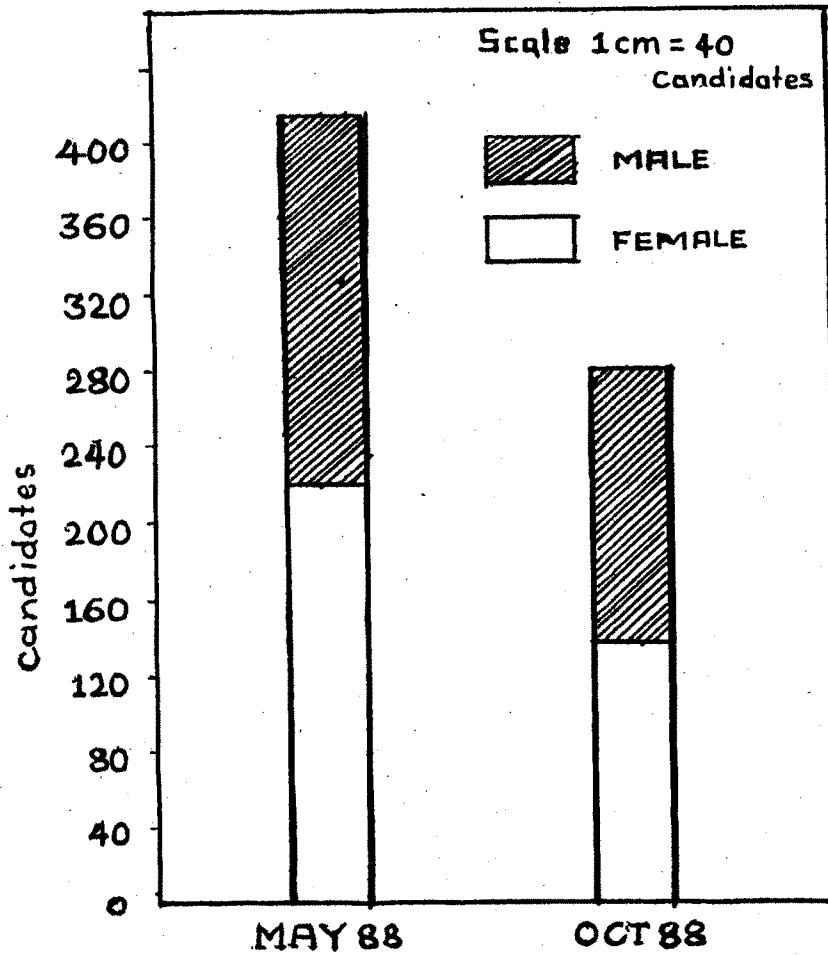
Institute	Male	Female	Total
1.	-	-	-
2.	87	78	165
3.	-	-	-
4.	28	24	52
5.	15	30	45
6.	82	68	150
Total	212	200	412

From the above Table, we can conclude that the female candidates are joining the typewriting institutes at a considerable proportion. The percentage of the male and female is 51.45 and 48.55. Approximately male and female candidates join the typewriting institutes at equal proportion. Joining of female candidates in typewriting institutes at 50 per cent is a quite optimistic matter. Female candidates are also trying for obtaining skill and getting jobs in various fields. They have aim of obtaining self sufficiency. It is an encouraging development.

Table No.3
Sexwise Distribution of the Candidates who
joined the Institutes in October 1988

Institute	Male	Female	Total
1.	-	--	-
2.	44	72	116
3.	-	-	-
4.	29	24	53
5.	57	53	110
6.	-	-	-
Total:	130	149	279

CANDIDATES APPEARED



This Table gives strength to the previous conclusion that the female candidates are coming forward for obtaining typing skills to a large extent. Female candidates are trying the G.C.C. examinations on large scale and also are trying for jobs. It is quite noteworthy that in Kankavali Taluka, all the instructors working in various typewriting institutes are women. Thus, we are coming to earlier mentioned social advantage, i.e. socially, the changes brought about by the typewriters have been even more notable. Majority of the stenographers and typists are women and in all Western countries, it was the typewriter that first opened the doors of business life to women.

Another example in this regard is that in Kankavali Taluka, Mrs.Kulkarni has established Shri Vitthal Typewriting Institute in November 1985. Although due to certain previously mentioned difficulties, she could not run the institute for a longer time, it was a praiseworthy attempt. Other female candidates should be encouraged and should establish such typewriting institutes or should undertake job work by purchasing a typewriter.

3) Educational Qualification:

Another issue that has been considered concerns the educational qualifications of the candidates joining the typewriting institutes. These candidates have been categorised in three separate groups, viz. graduate candidates, candidates who have passed 12th Standard and the candidates who have passed 10th Standard. The main objective behind such analysis and interpretation are as follows:-

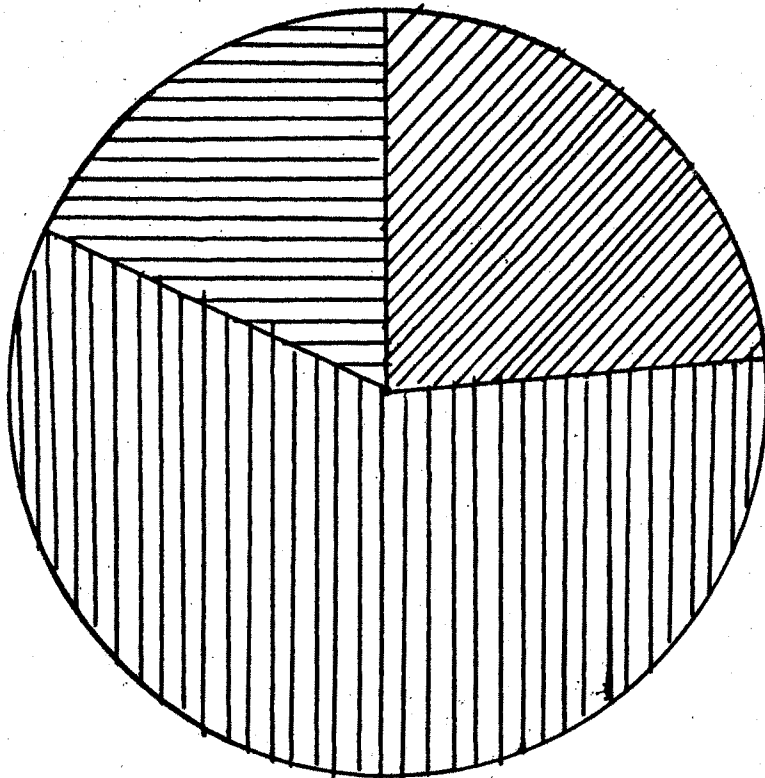
- 1) To know the trend among the candidates regarding joining the typewriting institutes. Joining the typewriting institute after graduation is not a wise policy in these days. The graduate must be well equipped with such skills which are useful for getting him a job or attain self-sufficiency. One of the aspects of this research concerns the educational qualifications.
- 2) To know that the educational qualification helps in developing the skill. For this purpose, two points are considered which are as below:-
 - a) Information regarding the regularity of the candidates. Attempt is going on to know, whether graduate candidates are regular or candidates passing 10th or 12th standard are regular.
 - b) Information regarding the grasping capacity. Many proprietors of the institutes stated that it is far different from formal education. One cannot say that only graduate candidates have above-average grasping capacity.

Table No.4

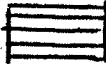
Distribution of Candidates according to their
Educational Qualifications at the time of
joining the Institute in October 1988


Institute	10th Standard	12th Standard	Graduation	Total
1.	-	-	-	-
2.	23	71	22	116
3.	-	-	-	-
4.	32	13	8	53
5.	25	65	20	110
6.	25	65	20	110
Total	80	149	50	279


EDUCATIONAL QUALIFICATION



Scale : $1.29^\circ = 1$ candidate

 Degree

 12th standard

 10th standard

Another aspect of the issue of educational qualification is their regularity and grasping capacity in respect of the art of typewriting. Though exact figures and percentages can not be obtained during the interviews, the proprietors have expressed their opinions in the following manner:-

Regularity:

Taking into account the importance of the G.C.C. examinations in getting jobs, generally, the candidates attend for such training programmes regularly. Another factor of the regularity is that the candidates are paying for such courses and, therefore, they attend it regularly. Irregularity experienced in respect of the candidates who have passed 10th standard only. Generally, the problem of irregularity does not arise in the typewriting institutes.

Grasping Capacity:

Some proprietors said about the issue of grasping capacity that there is no relevance of formal education and the grasping capacity. No such hard and fast rules can be applied regarding the grasping capacity. But due to maturity, graduate candidates can grasp the typewriting techniques quickly than the undergraduates. As it is qualitative aspect, statistical data cannot be made available in this respect. Very few candidates have above-average grasping capacity. Generally, the candidates are of average grasping capacity.

4) Examination-wise Classification of the Candidates:

During the interviews, data has been collected regarding the examination-wise classification of the candidates.

There are in all eight examinations conducted by the G.C.C.Examination Bureau. These examinations are as below:-

1. English typewriting (30 w.p.m.),
2. English typewriting (40 w.p.m.),
3. English typewriting (50 w.p.m.),
4. English typewriting (60 w.p.m.),
5. Marathi typewriting (30 w.p.m.),
6. Marathi typewriting (40 w.p.m.),
7. Hindi typewriting (30 w.p.m.),
8. Hindi typewriting (40 w.p.m.).

Table No.5 shows the number of candidates prepared for various examinations.

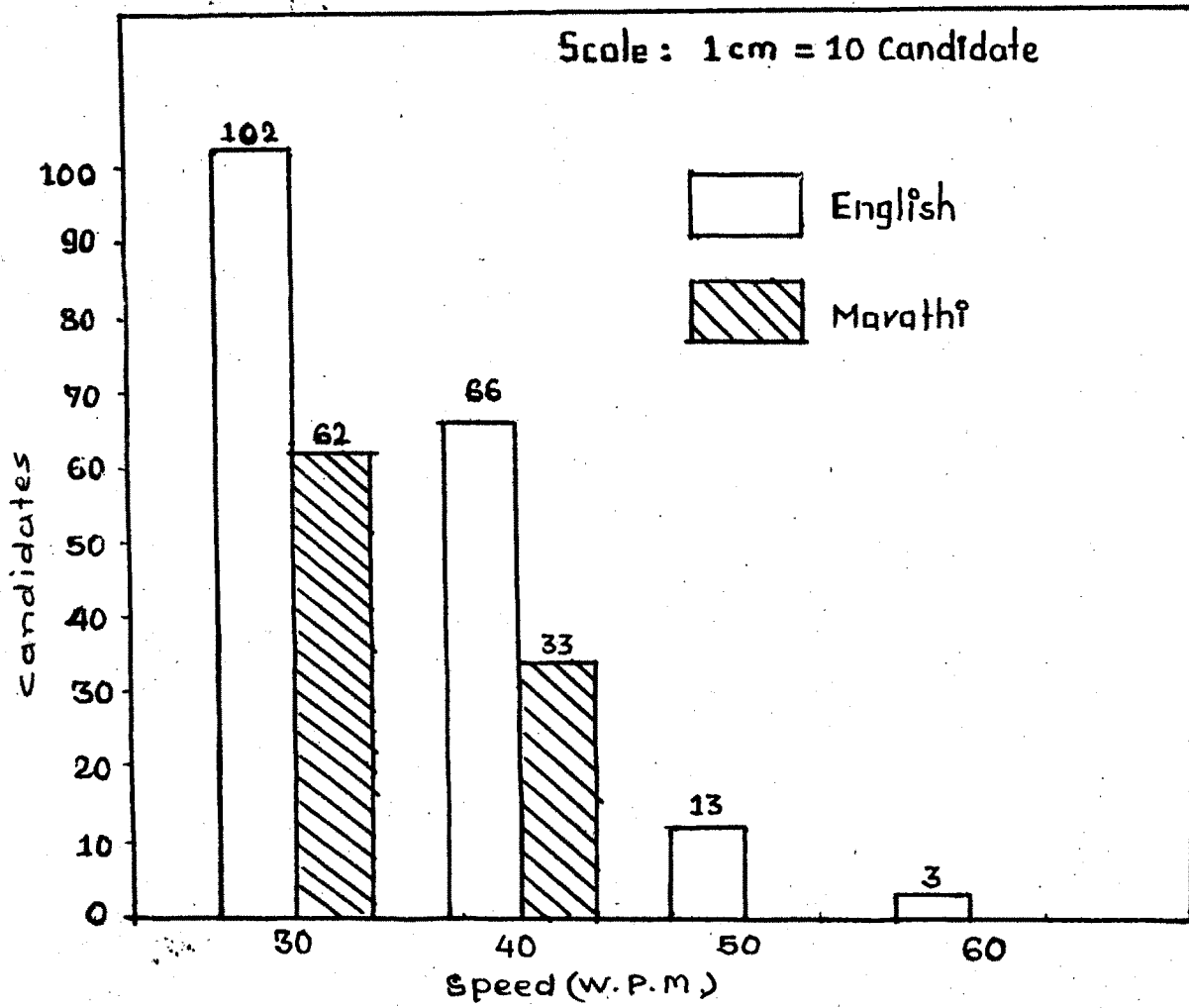
Table No.5
Examination-wise Classification of the Candidates
for the term October 1988.

<u>Speed*</u> <u>Language</u>	30 w.p.m	40 w.p.m	50 w.p.m	60 w.p.m	Total
English	102	66	13	3	184
Marathi	62	33	-	-	95
Hindi	-	-	-	-	-
Total	<u>164</u>	<u>99</u>	<u>13</u>	<u>3</u>	<u>279</u>

*w.p.m. : words per minute.

It is obvious that majority of the candidates are appearing for English typewriting (30 w.p.m.) examination. Candidates appearing for English typewriting (30 w.p.m., 40 w.p.m., 50 w.p.m. and 60 w.p.m.) are nearly double as the candidates appearing for Marathi typewriting. There are no examinations for Marathi/Hindi (50 w.p.m. and 60 w.p.m.) typewriting. For the last two

CANDIDATES APPEARED



examinations (October 1987 and May 1988), there were some candidates for Hindi typewriting. For October 1988, there is no candidate for Hindi typewriting examinations.

The above Table shows that the candidates after passing 12th standard join the typewriting institutes in a large number than the candidates joining the institutes after passing 10th standard or graduation. Though passing of 9th standard is the minimum educational qualification for joining the typewriting institute, candidates are reluctant to join the typewriting institutes after 9th or 10th standard. The reasons for the unwillingness for joining the typewriting institutes after 9th or 10th standard can be summarised as follows:-

- i) Students in 10th standard are fully engaged with their studies and cannot find leisure time for joining such institutes;
- ii) Many students are afraid of such examinations due to medium of instruction, practical work, etc.;
- iii) Students do not take it seriously as they do not know its usefulness in getting job or for self-employment;
- iv) The students are not mature enough to look at such examinations seriously.

Joining the typewriting institute after graduation is rather too late. Many graduate students cannot get job due to lack of such skill. Joining of the typewriting institute after such rejections is not desirable.

Majority of the students join typewriting institutes after 12th standard because college education and acquisition of such skill can be done simultaneously. After completing their graduation, they become competent to get a job because of having such special skill. Such graduates can establish typewriting institutes or undertake job work by purchasing or hiring a typewriter.

It should be noted that candidates are reluctant to appear for 50 and 60 w.p.m. speed examinations. For the development of their skills and to ensure getting a job, they should appear for 50 and 60 w.p.m. speed examinations.

5) **Candidates joining for practice only:**

During the interview, it has been noticed that very few candidates join the typewriting institutes only for practice. Generally, the candidates who join typewriting institutes appear for examinations. After getting a job, the candidates are not willing appear for the examinations.

6) **Number of Instructors:**

In Yashaswi Typewriting Institute and Laxmikant Typewriting Institute, instructors have been appointed. They assist in teaching typewriting techniques and skills. It is a matter of pride that many of the instructors were candidates in these respective institutes. Services of the instructors prove useful for individual approach. In other typewriting institutes, the number of candidates are limited so there is no need for appointing instructors. If the number of instructors are large enough, it seems that there exists an individual approach.

7) Efforts taken for Passing:

Hence, few questions regarding the efforts taken for passing by the typewriting institutes. The main objective of this research work is to interpret the role of typewriting institutes in providing skilled labour force for business field. Therefore, it is inevitable to frame such questions in the questionnaire. Though the exact table cannot be framed from the data, some observations and interpretations are as below:-

i) Good Teaching:

All the proprietors said that they apply modern techniques and methodology of teaching while imparting knowledge about the art of typewriting. But securing the art of typewriting is a matter of practice. In this sector, good teaching has a limited scope. Though efforts have been taken for good teaching, after all it is a purely subjective matter.

ii) Practice:

Not a single proprietor extend the period for practice. Practice has been done during the course. After completing the prescribed lessons, remaining period has been devoted for practice. As the proprietor of the typewriting institute have to fulfill the schedule, he is unable to extend the period, i.e. one hour instead of fortyfive minutes though the candidate is meretorious.

iii) Individual Approach:

This issue has been mentioned in earlier paragraph. Good teaching, number of instructors and individual approach are complementary matters. An institute cannot show

excellence in results without individual approach. If the number of candidates is large enough, the proprietor should appoint an instructor for securing individual approach. The proprietor should take into account the span of control while framing a schedule and appoint an instructor for individual approach if necessary.

8) Results of the institutes for the last three terms:

For knowing the results of the typewriting institutes for the last three terms has taken into consideration. For making it simpler aggregate result of all the typewriting institutes in Kankanvali Taluka for various examinations has been given by the way of tabulation in the following manner:-

Table No.6

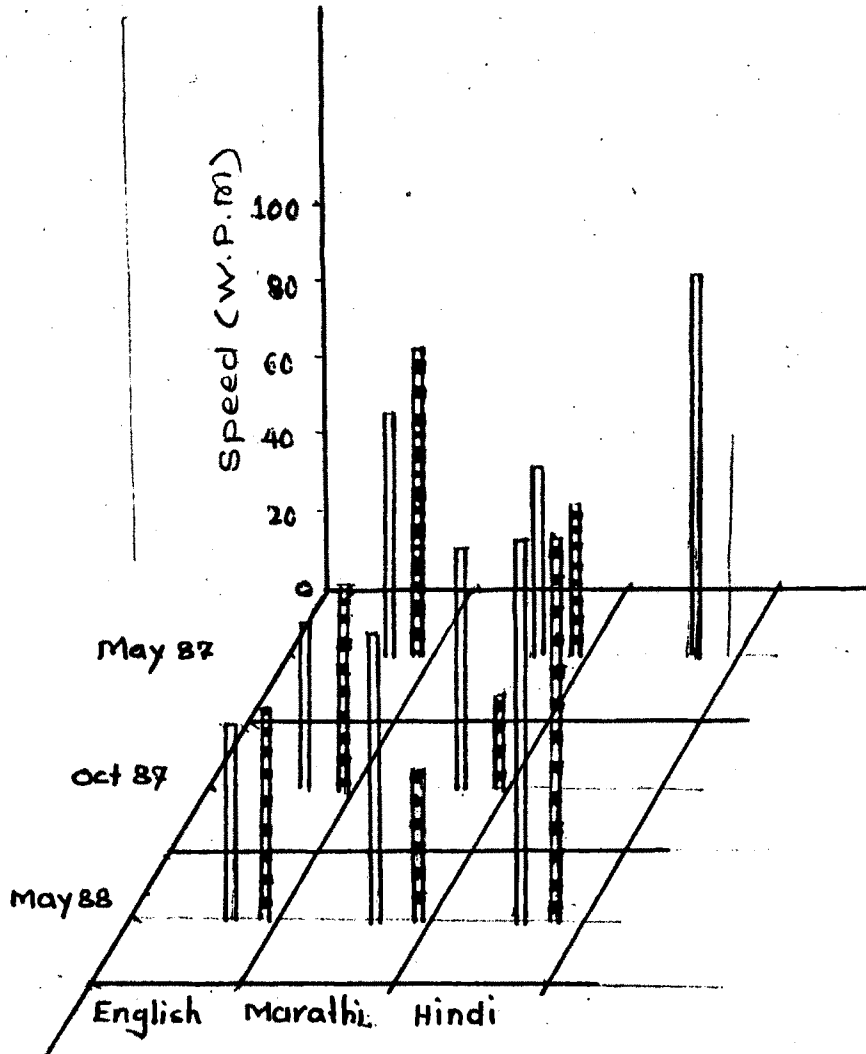
Results of the Institutes for the last three terms for various examinations

Language Terms	English				Marathi		Hindi	
	30 w.p.m.	40 w.p.m.	50 w.p.m.	60 w.p.m.	30 w.p.m.	40 w.p.m.	30 w.p.m.	40 w.p.m.
May, 1987	64.50	79.50	5.66	100.00	50.50	39.25	100.00	-
October, 1987	43.00	52.25	28.33	00.00	62.25	25.00	-	-
May, 1988	52.75	54.25	35.66	67.00	77.25	41.33	100.00	100.00

NOTE: Figures indicated in the above Table show percentage of the results for different examinations.

Only the above mentioned percentage cannot give a clear picture of the role of the typewriting institutes. Because results are shown in aggregate and in some instances, candidates

CANDIDATES APPEARED



Scale : 1cm = 20 candidates



30 W.P.M



40 W.P.M.

appeared for examinations are very few. For example, one candidate has appeared for Hindi typewriting (30 w.p.m.) examination in May 1987 and passed. The result is hundred per cent. Sometimes, such statistics deviate from the truth and gives misleading concepts. Taking into account the limitations of the statistical data, finally we can conclude that the overall result for May-1988 is better than for October-1987, which is quite satisfactory.

**9) Special Training or Technique
for showing Excellence:**

Good teaching, individual approach, etc. are some of the tools for showing excellence. Many of the proprietors apply above mentioned tools, but generally, the proprietor do not allow additional period for practice. Because it is not a matter of one candidate, it is impossible for extending extra period for practice of all the candidates. Some proprietors take extra practice on Sundays or other holidays. No one has obtained Championship yet in different types of typewriting examinations. But many of the candidates secured more than 90 per cent of marks. A candidate from Yashaswi Typewriting Institute secured more than 96 per cent of marks and his name has been included in the 'Green Book' published by the G.C.C.Examinations Bureau. There is a wide scope for improvement in this regard. The proprietors should think in this regard and attempt for showing excellence.

10) Development of the Curriculum:

During the interviews, discussions have been made regarding the development of the curriculum for G.C.C. examinations. Three different aspects have been considered in the matter

of development of the curriculum. These aspects are as below:-

- i) Inclusion of theory paper;
- ii) Fundamental technical knowledge of the machine;
- iii) New trends.

All the proprietors showed their willingness to introduce 'fundamental technical knowledge of the machine' and 'new trends'. But there was a difference of opinion regarding the inclusion of theory paper.

11) **Problems in the development of skill of the candidates and remedies for better performance:**

The problems that the proprietors have to tackle while developing the skill of the candidates is one of the issues discussed at the interviews. For this purpose, some common problems have been mentioned below:-

i) **Irregularity.**

This problem does not arise. This issue has been discussed in the paragraph 'Educational Qualification'. Candidates who appear after passing 10th standard are irregular to some extent. But in all, the irregularity is not worth considering.

ii) **Lack of Interest.**

The main reason for irregularity is the lack of interest. Therefore, the proprietors stated that the candidates who appear after passing 10th standard have very low interest in such examinations. But generally, all other candidates take interest in developing the skill.

iii) **All the proprietors said that there is cent per cent punctuality in attending the periods. Generally,**

the candidates arrive before the prescribed time.

- iv) Under this issues, the proprietors of the typewriting institutes expressed their opinion that there are very few cases of dropping out of the course. Meanwhile, it is not a considerable problem. In addition to the above mentioned problems, there are no noteworthy problems.

Another issue that was discussed was the remedies followed for better performance by the proprietors. This issue was discussed taking following points:-

i) **Disciplinary Actions.**

There is no need for taking hard disciplinary action against the candidates. Generally, the standing-rules mentioned in the application-form or the monthly fee receipt are enough for maintaining discipline. Sometimes, a verbal warning or reprimand plays an important role in this regard.

ii) **Reward for Excellence.**

Yashaswi Typewriting Institute uses to give prizes for excellence. Candidates who stand first or second in various examinations are rewarded in this institute. Other typewriting institutes do not give any rewards for showing excellence.

iii) **Ample time for Revision.**

Generally, no additional period is granted for practice in any of the institutes. The reason behind it being that such practice spoils the time schedule of the typewriting institute.

No other remedies are exercised for better performance by the proprietors of the typewriting institutes.

12) At the last, but not the least, an enquiry has been made as to how many trainees have started their own institutes after obtaining the required qualifications. In this regard, encouraging results have been achieved. Two typewriting institutes, i.e. Laxmikant Typewriting Institute and Avdhoot Typewriting Institute, had such pleasant experiences. Mr.P.P.Lad, after obtaining the required qualification, started his institute named 'Yashaswi Typewriting Institute' at Kankavali. One of the candidates, Mrs. Leena Sawant from Yashaswi Typewriting Institute, Kankavali, tried to establish a typewriting institute but did not succeed in it. Her attempts were quite notable.

Laxmikant Typewriting Institute, Kankavali, is a well reputed and earlier established Institute. The institute has performed excellently in this regard. Following mentioned Institutes have been established by the candidates who obtained the required qualification from this Institute:-

- 1) Progressive Typewriting & Shorthand Institute, Kudal (Prop.J.P.Mundy);
- 2) Shrikant Typewriting Institute, Phondaghat (Prop.S.K.Joshi);
- 3) Dnyanaprabodhini Typewriting Institute, Trimbak, Achara (Prop.Makarand Waze);
- 4) Abhinav Typewriting Institute, Kudal (Prop.N.B.Arolkar).

Candidates performing Job-work:

- 1) Prashant Ukarde, Kalmath, Tal.Kankavali;
- 2) Achchyuta Parulekar, Bombay;
- 3) N.G.Mundaye, Kudal.
- 4) Miss Ranjana Acharekar, Kankavali.

Conclusions:

With the data collected, observations and interpretations, it can be concluded as follows:-

- 1) Taking into account the number of students passing 10th Standard, 12th standard and the Degree examinations, there is a much wider scope for establishing the typewriting institutes in Kankavali Taluka. Students are to be motivated and directed for such typewriting examinations.
- 2) It will be beneficial for the students to join the typewriting institutes after passing 10th or 12th standard, instead of after completing their graduation. They must be well prepared for job after completing the graduation.
- 3) Candidates are not willing to join for English, typewriting (50 w.p.m. and 60 w.p.m.) examinations and Marathi/Hindi (30 w.p.m. and 40 w.p.m.) examinations. They should be motivated to join the typewriting institutes for appearing for such examinations.
- 4) Very few candidates join the institutes for practice only. After passing the required typewriting examinations and getting a job elsewhere, candidate neglect the development

of their skills. For performing their job efficiently, they should join the typewriting institutes whenever required.

5) It is quite noteworthy that enough instructors have been appointed for ensuring individual approach and all the instructors are women. Such type of social change is desirable.

6) It is a quite satisfactory thing that all the proprietors attempt for better results.

7) After looking to the results of the various typewriting examinations, it can be concluded that results are improving term-by-term. But still there is much scope for improvement. The proprietors should not be satisfied with these results. Attempts are to be made continuously for quality results.

8) Though for bringing excellence in typewriting examinations, period of training cannot be extended, the proprietors should make up their minds for attaining special achievements. Continuous efforts and tactics should be exercised for excellent results.

9) It is necessary that the candidates must be aware of the fundamental technical knowledge and the new trends in the keyboards or typewriter models. For this purpose, inclusion of a theory paper by the proprietors is advisable.

10) There are no serious problems in developing the skills of the candidates. The remedies followed by the proprietors are quite sufficient.

11) After looking at the last point of the interview-schedule, much progress has been made in this regard. Such progress should be expected in future.

Finally, the role of the typewriting institutes is quite satisfactory, but there is a much wider scope for improvement.

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