

A STUDY OF MANPOWER PLANNING
(Role of Typewriting Institutes in providing
skilled labour force for business field)
(An Analytical Study in Kankavali Taluka)

INTERVIEW SCHEDULE

1. Name of the Institute
2. Address
3. Establishment
4. Name of the Proprietor/Director of the Institute
5. No.of candidates who joined the institute for May-1988 examination:
Boys:
Girls:
Total:
6. No.of candidates joining the institute for the examination to be held in October-1988:
Boys:
Girls:
Total:
7. Do you think that "Educational Qualification helps in developing the skill"?
Yes / No.
 - i) Admitted after 10th Standard _____ no.of candidates.
 - a) Regularity:
Regular/Irregular
 - b) Grasping capacity:
Poor/Average/Above average
 - ii) Admitted after 12th Standard _____ no.of candidates.
 - a) Regularity:
Regular/Irregular
 - b) Grasping capacity:
Poor/Average/Above average
 - iii) Admitted after Graduation _____ no.of candidates.
 - a) Regularity:
Regular/Irregular
 - b) Grasping capacity:
Poor/Average/Above Average

8. For which examinations, the candidates are preparing for?
Enumerate the number of candidates.

<u>English</u>	<u>Marathi</u>	<u>Hindi</u>
30 w.p.m.	30 w.p.m.	30 w.p.m.
40 w.p.m.	40 w.p.m.	40 w.p.m.
50 w.p.m.		
60 w.p.m.		

9. Are there candidates who are joining the institute for practice only?
Yes / No.
How many?
10. Is there any instructor?
Yes / No.
No. of instructors : _____.
11. Efforts taken for passing:
- i) Good teaching
Yes / No.
 - ii) Practice
Yes / No.
 - iii) Individual Approach
Yes / No.

12. Results of the last three examinations:

Exam	<u>English</u>				<u>Marathi</u>		<u>Hindi</u>	
	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

Oct.
1987

May
1988

13. Is there any special training or technique for showing excellence?
Yes / No.

Period of training

Additional period

Yes / No

Is there special achievement in this regard?

14. Development of curriculum of the typewriting examinations:
(G.C.C.Examinations)

i) Inclusion of theory paper

Yes / No.

ii) Fundamental technical knowledge of the machine.

Yes / No.

iii) New trends

Yes / No.

15. Problems in developing the skills of the candidates:

i) Irregularity : Yes/No.

ii) Lack of interest ; Yes/No.

iii) Punctuality : Yes/No.

iv) Dropping-off the course
meanwhile : Yes/No.

v) Any other : Yes/No.

16. Remedies for better performance.

i) Disciplinary actions : Yes/No.

ii) Reward for Excellence : Yes/No.

iii) Ample time for revision : Yes/No.

iv) Any other

17. How many trainees have started their own institutes after
obtaining the required qualifications?

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INTERVIEW SCHEDULE (A)

1. Name of the Respondent :
Sex : Male/Female :
2. Address :
3. Educational Qualification :
4. Occupation :
5. Name of the institution where you
are serving :
6. Designation :
7. Date of joining :
8. Nature of the work assigned :
9. Proportion of typewriting job to
total assigned work :
10. Nature of typewriting job :
 - a. Business letters, circulars,
memos, etc. : Yes/No.
 - b. Financial Statements : Yes/No.
 - c. Formats of newspaper advertise- :
ments, any such specialised job : Yes/No.
 - d. Matter for stencil cutting : Yes/No.
11. Have you got any difficulty in
doing such jobs?
12. Typewriting Examination passed : (Mention year of passing)

<u>Speed</u>	<u>English</u>	<u>Marathi</u>	<u>Hindi.</u>
30 w.p.m.			
40 w.p.m.			
50 w.p.m.			
60 w.p.m.			
13. Is there any gap between joining the:
service and passing typewriting exam:
14. Does it affect adversely on speed :
of the typewriting :
15. What measures you are going to :
follow for compensating? :
16. Have you joined typewriting :
institute again for practice? :

17. Does it affect? :
18. Are there any other benefits which :
you get after passing such :
examinations? :
- (a) Neatness :
- (b) Saving in time :
- (c) Saving in money, labour :
19. Do you think that typewriting is a :
useful art for performing office :
job? :
20. Whether it should be included in :
the curriculum of secondary and :
higher secondary? :

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INTERVIEW SCHEDULE (B)

1. Name of the respondent :
 Sex : Male/Female :
2. Address :
3. Educational Qualification :
4. Typewriting Examination passed : (Mention year of passing)

Speed	<u>English</u>	<u>Marathi</u>	<u>Hindi.</u>
30 w.p.m.			
40 w.p.m.			
50 w.p.m.			
60 w.p.m.			
5. Does the typewriting skill prove :
 useful in getting a job? :
6. What sort of job you are seeking? :
7. Do you feel that typewriting skill :
 will prove useful for performing :
 your job efficiently? :
8. In which Standard, a student should :
 join typewriting institute? :
 a) 10th to 12th Standard : Yes/No.
 b) 12th Standard to Graduation : Yes/No.
 c) After Graduation : Yes/No.
9. Whether it should be included in :
 curriculum of secondary and :
 higher-secondary? :
10. Do you think that typewriting :
 practice should be continued :
 after getting a job? :
11. Does it affect positively on :
 your performance? :
12. What do you think about purchasing :
 a typewriting machine and perform- :
 ing job work as a source of earning? :
13. Whether it facilitate self- :
 employment? :