

CENTRE OF ADVANCED STUDY IN EDUCATION
Faculty of Education and Psychology
M.S. University of Baroda
Baroda-390 002

Dear Sir/Madam,

Higher Education is being imparted by two agencies- Universities and affiliated colleges. The total enrolment in these affiliated colleges is about 88% of that in all institutions of higher education. These colleges are the back-bone of higher education. Some of these colleges are functioning properly while others are showing poor performance. There are so many factors which affect the standards of education in the colleges but one of the significant factor is the mal-administration which ~~may~~ **causes** administrative problems in a college.

There are various factors which may create problems for collegiate administration. Teaching staff, students, non-teaching staff are the internal components of college system. These three are mainly responsible for the administrative problems due to the lack of facilities provided to them and their non-involvement in decision making. Some time managing board University and State Government may also create problems. The attitude of managing board towards college employees and relationship of college with affiliating university and State Government are not very satisfactory. There is an urgent need for evolving a new kind of relationship among them.

The researcher is trying to find out the problems and their probable sources. For this purpose four tools have been used, a check-list for administrative problems,

a questionnaire to study the structure of management and college, OCDQ - to find out. Organisational climate and the LBDQ - for study of the behaviour pattern of the principal of concerned colleges.

The investigator request you to fill in the attached questionnaires. At most of the places you are requested to tick (/) a statement and this may take 45 minutes of your valuable time. The informations given will be used for research purposes only and hence kept confidential. I know that you are busy in your academic work but without your valuable help the study cannot be completed. Hence your cooperation is solicited.

With regards.

Cordially yours

Narendra Singh

Ph.D. Scholar

PERSONAL DATA SHEET

1. Name of respondent: _____
(if you like)
2. Name of the college: _____
3. Position held at present: _____
4. Sex: Male () Female ()
5. Qualifications:
 - a. Post-graduate degree Subject: _____
 - b. Any professional degree: _____
 - c. Ph.D.: _____
 - d. Any other degree/diploma: _____
6. Experience:
 - a. Number of years in present position ()
 - b. Number of years served elsewhere (college) ()
 - c. Total number of years (college) ()
7. Any other administrative experience: _____