

## APPENDIX-B

(Tool No.2)

## CHECK-LIST OF ADMINISTRATIVE PROBLEMS OF AFFILIATED COLLEGES

## INSTRUCTIONS:

This check-list is prepared to find out the administrative problems of affiliated colleges. It is possible that many of the mentioned problems may not exist in your college but a few of them may be there, differing in their intensity. You may perceive certain items as always occurring problems but certain other items occurring 'some times'.

Kindly read the questions carefully. Keeping your college in mind consider each problems and indicate whether it occurs,

1. Always
2. Some times, or
3. Never.

and register your answers by putting a tick mark (✓) against relevant items at the end of the statement.

## CHECK-LIST

1. Always
2. Some time
3. Never

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1. Increase in enrolment has created the problems such as,
  - a. Inadequate seating arrangements
  - b. Lack of library facilities
  - c. Lack of laboratory facilities
  - d. Staff student ratio.

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2. Decrease in enrolment has resulted in
  - a. Fear of retrenchment among staff members.
  - b. Financial loss of the college.
  - c. Non utilisation of laboratory facilities.
3. Do the following problems arise due to the principal not residing in the campus-
  - a. The principal cannot be contacted at his residence easily during some urgency.
  - b. Commuting to and from the college consumes a lot of time of the principals.
4. Do the following problems arise by not providing staff quarters within the campus.
  - a. Lecturers are not available when urgently required.
  - b. Energy and time lost in commuting to and from the college.
  - c. Chances of coming late and leaving early from college due to the transportation problems.
5. Does the provision of staff quarters raise problems such as-
  - a. Allotment
  - b. Determining minimum facilities in quarters.
  - c. Maintenance and repairs.
  - d. Infights among staff.
6. Whether the lack of hostel facilities for students create problems such as-
  - a. Late coming and early leaving of college.
  - b. Non participation in the co-curricular programmes.
  - c. Scheduling of time table for curricular activities according to the students convenience.

7. Does the provision of hostel facilities raise the following problems-
- a. Management of the mess.
  - b. Demand for more facilities.
  - c. Agitation against warden.
  - d. Involvement of students with anti social elements.
  - e. Maintenance and repairs.
  - f. Indiscipline and quarrel among students.
8. Do problems arise from the non-teaching staff due to-
- a. Lack of residential facilities in campus.
  - b. Indequate Salary
  - c. Insecurity of jobs.
  - d. Heavy work load.
9. Do non-teaching staff create problems like-
- a. Hunger strikes.
  - b. Mass casual leave.
  - c. Non co-operation.
  - d. Slackness in work.
10. Whether problems are created by the students in the college campus and out of it such as-
- a. Physical assaults on-
    - i. students
    - ii. teachers
    - iii. principals
  - b. Carrying of unauthorised weapons.
  - c. Slogan writing on walls.
  - d. Intoxication in hostels.
  - e. Stonethrowing at flying squads.
  - f. Use of foul means in examination.
  - g. Walk out from examination hall.

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11. Student have been on strikes because of-
- a. Hikes in the fees.
  - b. Dissatisfaction with the class room teaching.
  - c. Ill treatment of students by college authorities.
  - d. Demand for postponement of exam.
  - e. Political cause.
  - f. Managing board's intereference in students politics.
  - g. Staff interference in students politics.
  - h. Condonation of lecture attendance.
  - i. Demand for student union.
  - j. Reservation of seats for employment.
12. Does the election of student union create problems-
- a. Infights among students.
  - b. Involvement of vested interest from community.
  - c. Teachers involvement in election.
  - d. Unnecessary disturbance in college .
  - e. Involvement of political parties.
13. Maintaining discipline in college is not possible due to the -
- a. Student union interference.
  - b. Fear of man handling by the students.
  - c. Interference of teacher politicians.
  - d. Groupism in teaching staff.

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14. Whether problems arise at the time of examination on account of-
- a. Invigilators demand for security.
  - b. Invigilators demand for remuneration.
  - c. Lack of sufficient invigilators.
15. Are there instances when some students are allowed to copy in examination because they are related to-
- a. Principal
  - b. Teachers
  - c. Managing committee members
  - d. Cooperation of staff members
  - d. Nuisance creating students.
16. Are there problems in organising co-curricular activities due to the lack of-
- a. Physical facilities
  - b. Interest among students.
  - c. Co-operation of staff members
  - d. Financial stringency.
17. Do the following problems arise on account of co-educational nature of the college-
- a. Eve-teasing
  - b. Lack of transportation facilities for girls
  - c. Undue involvement of staff members
  - d. Truancy among girls.
18. Are there problems in awarding the freeship to the students on account of-
- a. Staff members interference.
  - b. Managing boards influence.
  - c. Rigid government rules.
  - d. Student union's interference.

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19. Whether teachers create problems by-
- a. Not engaging their classes.
  - b. Showing favouritism during examination.
  - c. Instigating students for strikes.
  - d. creating their own group among students.
  - e. Devoting less time to academic activities.
20. Do the teachers not co-operate with the college administration because of-
- a. Arbitrary decisions are taken by the principal.
  - b. Teachers non-involvement in decision making.
  - c. Delay in execution of decisions.
  - d. Seniors are not given importance.
  - e. Trade union mentality of teachers.
21. Are the staff appointments made on the basis of-
- a. Caste/community considerations.
  - b. Nepotism
  - c. Vested interest of management/principal.
  - d. Merits of candidate
22. Do principals show humanness of the staff at the time of-
- a. Domestic function.
  - b. Granting leave for higher study.
  - c. Personal problems.
  - d. Dispute among staff members.

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23. There is lack of interpersonal relationship because of-
- a. Divide and rule policy of management.
  - b. Individualistic tendency of the teachers.
  - c. Inter departmental jealousy.
  - d. Caste feeling.
  - e. Groupism/Cliques.
24. In the management there are evidence of-
- a. Infights among members.
  - b. Group within the members.
  - c. Domination of a particular group in decision making.
25. Do problems arise on account of expectations from management such as-
- a. Flattery from employees.
  - b. Utilisation of college property for personal use.
  - c. No dissent to any management decisions.
  - d. Tagging along with the political ideology of management.
26. Does the management create problems by-
- a. Delaying in making policy decisions.
  - c. Delaying in appointment of lecturers.
  - d. Delaying in giving approvals:
    - i. Appointments
    - ii. Long leaves to staff
    - iii. Finances
  - d. Forming groups among staff members
  - e. Dictating administrative procedure
  - f. Causing sense of insecurity of job.

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27. Do administrative problems arise from

UGC like-

- a. Raising matching grants.
- b. Delay in sanction of academic projects.
- c. Delay of grants for substitute lecturers under faculty improvement programme.

28. Does the college face administrative barriers in getting the grants from the government such as-

- a. Red tapism.
- b. Rigid account and audit rules.
- c. Illdefined rules.
- d. Frequent changes in rules.
- e. Clearance of audit objections.

29. Are the problems created on account of the state government policies of-

- a. Reservation of seats for students (SC/ST).
- b. Reservation of posts for lecturership (SC/ST).
- c. Limited admission of students.
- d. Lack of house rent and medical facilities.
- e. Lack of co-ordination with universities.
- f. Non-sanction of new posts for lecturers.

30. Salaries are not being disbursed on time due to the-

- a. Delay in getting grants.
- b. Lengthy administrative procedures.
- c. Delay in college office routine.

31. Problems arise due to the legal tangles such as-

- a. Stay orders by student union.
- b. Writ petitions by staff members.
- c. Legal orders for admission of students.



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32. Does university create problems by-

- a. Delaying the appointments of experts.
- b. Delaying the approvals of appointments.
- c. Not sanctioning the panel for new subjects.
- d. Changing examination dates.
- e. Delaying examination results.

33. Do problems arise from university side in affiliation of college such as-

- a. Affiliation is granted on yearly basis.
  - b. Permanent affiliation is not granted smoothly.
  - c. Delay in appointments of screening committee.
  - d. Favouritism in sanction of affiliation.
  - e. Rules for affiliation are not clear.
  - f. Favouritism in appointment of committee member for screening.
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