Appendix
APPENDIX

RESEARCH TOOL

TOPIC : WOMEN LEADERSHIP AT COLLEGIATE LEVEL

RESEARCHER : Mr. D. S. SELVANAYAGAM

GUIDE : Dr. G. VIRGIN SIGAMANI

Dear Respondent,

This research tool contains two questionnaires, which are intended for studying the leadership dimension of women leaders at collegiate level. I shall be thankful to you, if you will kindly extend your help by giving your responses in the questionnaires. I assure you that the responses given by you will be kept confidential and used exclusively for research purpose.

Thanking you,

Sincerely yours,

(D. S. SELVANAYAGAM)

PERSONAL DATA

(Please strike of the irrelevant response)

1. Age : 40 years and below / 41 Years and above
2. Marital Status : Married / Unmarried / Widow
3. Locality of the Institution : Rural / Urban
4. Discipline : Arts / Science
QUESTIONNAIRE - I

Please respond to each item according to the way you normally act in your situation. Circle whether you would be likely to behave in the described way: Always (A), Frequently (F), Occasionally (O), Seldom (S) or Never (N).

1. I act as the Spokesperson of my staff
2. I allow my staff complete freedom in their work
3. I encourage the use of Uniform Procedures
4. I permit my staff to use their own judgement in solving problems
5. I needle my staff for greater effort
6. I let my staff do their work the way they think best
7. I keep the work moving at a rapid pace
8. I turn my staff loose on a job and let them go to it
9. I settle conflicts when they occur in my staff
10. I am reluctant to allow my staff any freedom of action
11. I decide what shall be done and how it shall be done
12. I push for increased production
13. I assign my staff to particular tasks
14. I am willing to make changes
15. I schedule the work to be done
16. I refuse to explain my actions
17. I persuade my staff that my ideas are to their advantage
18. I permit my staff to set its own pace
QUESTIONNAIRE - II

Out of the five choices given for each of the following items, please select one and put a circle around the number indicating your choice. The choices are given in the box.

5  ALWAYs
4  OFTEN
3  OCCASIONALLY
2  SELDOM
1  NEVER

1. A leader should make his attitudes clear to the staff
2. A leader should try out his new ideas with the staff
3. A leader should rule with an iron hand
4. A leader should criticize poor work
5. A leader should speak in a manner not to be questioned
6. He should assign staff members to particular tasks
7. He should work without a plan
8. He should maintain definite standards of performance
9. He should emphasize the meeting of deadlines

10. He should encourage the use of uniform procedure

11. He should make sure that his part in the organization is understood by all members

12. He should ask that staff members follow standard rules and regulations

13. He should allow staff members know what is expected of them

14. He should see to it that staff members are working upto capacity

15. He should see to it that the work of staff members is coordinated

16. He should do personal favours for staff members

17. He should do little things to make it pleasant to be a member of the staff

18. He should be easy to understand

19. He should find time to listen to staff members

20. He should keep to himself

21. He should look out for the personal welfare of individual staff members
22. He should refuse to explain his actions

23. He should act without consulting the staff

24. He should be slow to accept new ideas

25. He should treat all staff members as his equal

26. He should be willing to make changes

27. He should be friendly and approachable

28. He should treat all staff members feel at ease when talking with them

29. He should put suggestion made by the staff into operation

30. He should get staff approval on important matters before going ahead