ANNEXURE I

Questionnaire
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Questionnaire for University Management Information System in Some North Eastern Universities

Guidelines for filling up the questionnaire.

1. There are several questions against which the possible response categories are given in the questionnaire. Please tick one or more appropriate code(s) indicating your response. For some questions you may have to write the relevant information in the space provided.

2. Whenever your opinion is sought please write a few lines clearly and legibly.

3. Please skip whatever is not applicable.

The data collected is purely for the research work and all the information will be kept as confidential

Name of the respondent: .................................................................

Address: ..........................................................................................

Designation: .................................................................

Sex: ....

Name of the university: ..........................................................................

Address of the University: ....................................................................

Name of the department/institute/office: ..................................................

Signature of the respondent: ..............................................................
1. How are the core activities in your university structured?

<table>
<thead>
<tr>
<th></th>
<th>Totally centralized</th>
<th>Partly centralized</th>
<th>Mix of centralization and decentralization</th>
<th>Partly decentralized</th>
<th>Totally decentralized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
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<tr>
<td>Examination</td>
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<tr>
<td>Planning and Budgeting</td>
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<tr>
<td>Curriculum design</td>
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<tr>
<td>Teaching</td>
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<tr>
<td>Research</td>
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<tr>
<td>Communication with external</td>
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</tbody>
</table>

2. Does your Department/Institute/Office have a policy for management information system?

- Yes
- No
- Unaware

If yes, explain policy you have.

If No/ Unaware, why is it so?

3. Management information system in your Department/Institute/Office is on the whole

- Totally centralized
- Partly centralized
- Balance of centralization and decentralization
- Partly decentralized
- Totally decentralized
4. Policy changes are done

- Very frequently
- Frequently
- Rarely
- Very rarely

5. What is the role of top level management in framing the policy?

- Dominant
- Significant
- Minor

6. What are the sources of collecting information?

**Internal Sources**
- Dean office
- Departments
- Registrar office
- Controller Office
- Finance section
- Others

**External Sources**
- UGC
- Other University
- Journals/Newspaper
- Internet
- State Govt.
- Private Organisation
- Funding Agencies
- Others
7. Is there any statistical wing, which can supply all sort of information required on one point?

☐ Yes
☐ No

8. Whether the information collected by you is disseminated to all concerned?

☐ Yes
☐ No

If No, please specify the reasons:

9. What type information do you transmit to the other Department/Institute/Higher authorities?

☐ Academic
☐ Administrative
☐ Disciplinary
☐ Financial matters
☐ Social
☐ Others

10. What devices are used for disseminating of information?

☐ Written communication
☐ Telephone/oral
☐ Internet

11. What are the barriers to disseminating the information to a large number of people?

☐ Status
☐ Confidential
☐ Sectarian
☐ Situational
12. How these barriers overcome?
   - More autonomy
   - Increased participation
   - Higher decentralisation
   - Better human relations

13. Do you think that the information received is optimally used by your department/institute/office?
   - Yes
   - No

   If No, please state the causes of their under-use or non-use?
   - Irrelevance
   - Time limitation
   - Obsolescence
   - Deficient manpower
   - Inadequate infrastructure
   - Negative attitude of seniors

14. What consequences may take place in the absence of proper communication to the concerned people?
   - Inefficiency and effectiveness
   - Delay in implementation
   - Conflict generation
   - Ego clash
15. Decision making style of your university is

- Autocratic
- Participative
- Democratic

16. How many channels are required for getting approval for any Departmental/Institutional/Official matter from the higher authority? (Please tick)

<table>
<thead>
<tr>
<th>No of Channels</th>
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<tbody>
<tr>
<td>1</td>
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</table>

17. How much time is taken by the administration office to approve your proposal?

<table>
<thead>
<tr>
<th>Time factors (in week)</th>
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<tr>
<td>1</td>
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</table>

18. Does your university have an academic calendar?

- Yes
- No

19. Do you have the autonomy of scheduling the commencement of classes?

- Yes
- No

If No, why is it so?
20. Could you maintain the academic calendar?

☐ Yes
☐ No

If No, please tick the reasons for not implementing the academic calendar?

☐ Environmental factor
☐ Student strike
☐ Teacher strike
☐ Personal problem

21. Do you think that the present system is efficient and effective?

☐ Yes
☐ No

If No, please specify the reason for inefficiency and ineffectiveness.

☐ Totally centralisation
☐ Bureaucracy
☐ Information gap
☐ Interfere from State govt.

22. Please suggest the improvement strategy for improving efficiency and effectiveness for your university.

☐ More autonomy & Decentralisation
☐ Better communication
☐ Improved human relations
☐ Judicious conflict management
☐ Participative decision making
☐ Flat organisational structure
☐ Motivation strategy
ANNEXURE II

Bibliography
ANNEXURE II

BIBLIOGRAPHY


