CHAPTER – III

RESEARCH DESIGN AND METHODOLOGY

3.1 Population and Sample
3.2 Methodology
3.3 Materials and Tools
3.4 Statistical Analysis
3.5 Construction and Administration of the Tools
RESEARCH DESIGN AND METHODOLOGY

This Chapter comprises plan and procedure of the research work. In every study, plan and procedure basically highlights the details of the research work carried out by the investigator. Anything to be done properly must be planned beforehand. Planning helps the researchers to proceed directly without confusing with commitment event. Mouley (1964) said “A study can’t be evaluated unless its procedures are reported in sufficient details to make such an evaluation possible. The selection of the design should be particularly clear and precise to allow the reader to grasp exactly what was done and in the event of a need for verification or refutation to its exact replication.” The quality of research work rests upon the quality of the data. In other words, the destiny of the research problem depends upon its methodology and procedure adopted by the investigator. The selection of adequate method, tools and techniques is a very difficult part and must be handled with care in respect of time, cost, ability, experience and the need of research.

It is therefore, very essential that the investigator should exert him-self fully while preparing the plan for the study and writing the procedure as per which the study is to go on. This part of the proposal outlines the entire research plan. It describes just what must be done, how it will be done etc., what data will be needed, which data gathering device will be employed, how source of data will be analysed and conclusion reached.
3.1 Population and Sample

The population of the present study includes all State and Central Universities of North East India (excluding Agricultural Universities).

The sample of the Study is the Gauhati University (GU) and North Eastern Hill University (NEHU).

Purposive sampling procedure has been used to draw the sample of the study.

Table: 3.1
Sample taken for the study

<table>
<thead>
<tr>
<th>University</th>
<th>Administrative officers</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>GU</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>NEHU</td>
<td>10</td>
<td>50</td>
</tr>
</tbody>
</table>

In GU, Administrative Officers included Deputy Registrar, Deputy Controller of Examinations, Deputy Treasurer, Joint Registrar, Assistant Registrar, Assistant Treasurer, PA to the Registrar, PA to Vice Chancellor, Statistician etc.

The Employees included superintendents, UDA & LDA.

In NEHU, Administrative officer included Deputy Registrar of Administration, Finance, Examination, Conference and Assistant Registrars of Administration, Compilation, Establishment etc.

The Employees included the Section Officer, UDC & LDC.

3.2 Methodology

The present study falls under the Descriptive Survey method.

Descriptive Survey research is characterized by classification of data relevant to the variables studied. It is non-experimental research. It deals with the
relationship between variables. Descriptive research investigates the phenomenon in their natural settings and involves measurement, classification, analysis, comparison etc. It is concerned with condition or relationship that exist, opinion that are held, processes that are evident or trends that are developing. It is primarily concerned with the present, although it often considers past events and influences as they related to current conditions.

In descriptive survey research data specified in the problem are obtained from a clearly defined population to describe the population in term of the variable studies. Some kind of suitable sampling is necessary to justify the use of statistical inference.

Descriptive survey research is characterized by classification of the data relevant to the variable studied. The data may be in terms of descriptive of the population as inferred from the sample or they may be univariate frequency distribution, for example of money receipt, expenditure, weight, test scores etc. They may be counts of different answers given in interviews or to a questionnaire when summaries of such data result in statement or inferences concerning the population, these statements are descriptive generalizations or laws.

Descriptive survey method is most widely used research method in education. It helps to explain educational phenomena in terms of the conditions or relationship that exist, opinion that are held by the students, teachers, administrators and experts, processes that are going on, effects that are evident trends that are developing.

Thus descriptive studies may include present facts or current conditions concerning the nature of a group of persons, a number of object or a class of events
and may involved the procedures of induction, analysis, classification, enumeration or measurement. Descriptive survey method has proved useful to social scientist, in the study of educational, social and socio-psychological relationship.

It is conducted to collect details descriptions of existing phenomena with intent of employing data to justify current conditions and practices or to make more intelligent plans for improving them.

3.3 Materials and Tools

To carry out any of the research investigation, data must be gathered with which to test the hypothesis. Many different methods and procedures have been developed to collect data. These tools employ distinctive ways of describing and quantifying the data. Each is particularly appropriate for certain sources of data, yielding information of the kind and in the form that can be most effectively used.

To conduct the present study the investigator was largely dependent on different published materials of the Universities. These included various Official Documents, Acts, Statutes, Financial Estimates, Annual Report, Proceedings of Executive Council’s meeting, Court's meeting etc. of both the Universities.

Tools included self-constructed questionnaire for Administrative officers, Interview Schedule for Employees of both the Universities. Beside these the investigator employed observation and informal interaction. Observation of various administrative activities of both the Universities. The investigator also informally interact the Officers, Teachers, and Students of both the Universities to know the various problems in administration of their University.
The investigator felt that only through observation and informal interaction it was easy for him to know different administrative system, various technical problems in administration of Universities.

3.4 Statistical Analysis

On the basis of the collected materials and data, the analysis of the study has been done by using percentage and different graphical representation, specially Pie Chart and Bar Diagram.

3.5 Construction and Administration of the Tools

3.5.1 Questionnaire:

Initially the investigator tried to collect data through questionnaire to analyse two objectives. One was ‘to identify the training requirements for officers of GU & NEHU’ and another was to know different problems in University administration and suggestions to solve these problems. But after pilot study the investigator found that it was not possible to collect data on the problems in University administration and its solutions through questionnaire. Then the investigator decided to collect data through questionnaire only to identify the training requirements for officers of GU & NEHU.

To collect data on training requirements the investigator prepared a simple questionnaire. For this the investigator took help of experts, different books and related literature. Both the closed and open form of questions was prepared for the study. Because the closed form permits easier tabulation and interpretation without wastage of time and labour. The open questions are characterized by greater flexibility. The questionnaires contained questions relating to personal details of
the respondents and relating to training requirements and other matters related to University administration.

To administer the questionnaire the investigator visited the Universities. Renewal visits were made to the Universities to collect the questionnaire.

3.5.2 Interview Schedule

Initially the investigator used the same questionnaire to the employees of the Universities. During pilot study the investigator found that the employees were not interested and not serious to fill up the questionnaire. Then the investigator decided to use interview schedule instead of questionnaire to know the training requirements of the employees of GU & NEHU.

For this the investigator had to plan for obtaining the required information. The investigator prepared appropriate questions to extract the desired data. Questions were asked in a way that would help in achieving the objectives of the study. The investigator tried to record legibly the exact words of the respondents at the time they were spoken. The recorded responses were read over again and again for complete and objective analysis at a large stage.