APPENDIX - C

THE LIST OF STATEMENTS, PREPARED FOR THE
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Communication - Ability
Administrative - Decision making.
Personality - Democratic

1. I hold the view that practice designed to provide co-operative administration is adopted to local situation and for the people at large.

2. I believe that the educational administrator is aware of critical evaluation of educational policies with critical analysis and implement such current methods of administration which helps general improvement of educational standards.

3. I cultivate friendly relationship with all the members working in enterprise either educational or otherwise, with a desire to serve people.

4. I remain humanistic and reformist in my approach during discussions with my fellow colleagues and decide accordingly.

5. I make my decisions rationally without any prejudice or bias and for that I delay my decisions.

Communication - Ability
Administration - Decision making
Personality - Creative
6. It is my desire to give each concerned group an opportunity to participate appropriately in the formulation of policies and programmes which aim at serving community at large.

7. I understand that I am supposed to lead various groups and hence I should possess qualities of democratic leadership so that others may follow me.

8. I am quick in recognising and appreciating any good ideas that comes from others.

9. I am anxious for every opportunity to make available resources which can contribute to intelligent decisions.

10. I appreciate the importance of working together in a spirit of mutual help and cooperation and I should act accordingly.

Communication - ability
administration - Decision making
Personality - Loyal

11. I am alive to adjudicate differences of opinion among staff members, seeking the maximum welfare of the individuals remaining consistent with the programme of the institution.

12. I respect the individuality of my co-workers because I am aware of the capacities of each of the individuals.
13. I give judgement only after weighing and considering relevant evidences even if it takes a little more time.

14. I feel that every efficient administrator should be capable of judging the interests and capabilities of individuals on the basis of their performance.

15. I should remember that progress depends upon judicious combination of good work and removal of defects.

Communication - ability
Administration - Decision making
Personality - Realistic

16. I believe in cultivating openness of mind and a spirit of inquiry rather than a rule of thumb and I avoid my approach which tries to stick to the established practices when they cease to be meaningful.

17. I never accept any idea just because it comes from a particular person I accept it only after critical scrutiny.

18. I take meaningful decisions and encourage my colleagues to recognise the problems.

19. I would like to take decisions which are in tune with policies and assist others in understanding and following them.
20. I realise the necessity of understanding the strength and weakness of my co-workers so that maximum utilisation of their capabilities can be done.

Communication - Ability
Administration - Planning
Personality - Democratic

21. I encourage my colleagues to plan and execute experiments in the methodology of teaching.

22. I am anxious to provide opportunity for the development of the quality of leadership to the members of the staff.

23. I make all the efforts to provide stimulation to the members of the organisation with a view to getting spontaneous cooperation in achieving the organisational goal.

24. Even if it takes more time, I try to handle matters after critical analysis of the problems and keep the members of the staff abreast.

25. The administrator always tries to convince his colleagues in the execution of the policy and assign responsibilities exercising authority.

Communication - Ability
Administration - Planning
Personality - Creative
26. The administrator generates enthusiasm for a project and inspires towards its execution and completion.

27. I firmly believe in developing an awareness of the values among the staff by my fair dealings with them.

28. I firmly believe that all matters of controversy are investigated thoroughly before decisions are taken.

29. I provide myself with full knowledge for a continuous evaluation and revisions of the accepted policies.

30. I believe in experimentation by fostering new ideas by organising frequent academic seminars for the teachers.

Communication - Ability
Administration - Planning
Personality - Loyal

31. I think that the administrator who wants to get the high social status earns respect from colleagues by his ideal behaviour rather than by his position.

32. The administrator is never led by religious or political fads but possesses independent views and takes unbiased decisions.

33. In order to promote right type of decisions amongst the colleagues, I would like to formulate staff council.
34. I feel that every efficient administrator clearly defines the duties of his coworkers to prevent overlapping and distributes work in such a way that every member of the staff makes maximum use of talents.

35. I identify myself with any problematic situation and try to find out judicious benevolent solution so that my co-workers get inspiration to work.

Communication - ability
Administration- Planning
Personality - Realistic

36. I encourage teachers to focus attention on the individual learners to consider the conditions favourable to good learning conditions and for arousing aspirations towards higher goals among learners.

37. If I want to be a successful administrator, I should be able to understand the psychological traits of individuals as well as groups.

38. I have faith in my ability to locate and relate good practices in the existing situation.

39. I am eager to organise training programmes for teachers, educators and administrators connected with educational planning and management.
40. I think that the administrator who wants to succeed in his mission, participates frequently in educational and social meets.

Communication - Responsiveness
Administration - Planning
Personality - Democratic

41. I firmly believe in encouraging personnel to interpret and carry out their executive responsibilities in close co-operation with others having related responsibilities.

42. I demonstrate the principle of sharing responsibility among my colleagues.

43. I respect the personality of my co-workers and share credit for success with them.

44. I am of the opinion that the community has the right to ask me questions regarding my policy, to differ from me and to discuss freely on any points regarding my administration.

45. I do believe that the administrator should be willing to listen and understand any well thought out proposal of a group member and try it out if practicable.

Communication - Responsiveness
Administration - Decision making
Personality - Creative
46. It is my strong belief that the educational administrator is imaginative enough to realise the goals of educational reconstruction and be able to implement them.

47. I believe that unnecessary restraints imposed by the administrators curb all initiative and enthusiasm and hamper smooth functioning of the institution.

48. I am cautious to see that no undue favours are done to some fellows, members and all are treated on the same footing, but I never fail to appreciate excellent work put in by any of my colleagues.

49. I believe that the administrator identifies and keeps records of the activities and achievements of the institution as well as of the community.

50. I believe that an innovative administrator provides incentives and motivation to other administrators, management and scholars to suggest design for reforms in the management of education.

   Communication - Responsiveness
   Administration - Decision making
   Personality - Loyal

51. I would like to implement the programmes of the institution in such a way that all the members of the staff should function as co-ordinated parts of the entire educational system.
52. An educationist my principle would be not to be spy-like for my colleagues, frighten them, weaken them and examine them, but to train them, inspire them and trust them in order to cultivate a sense of devotion to the institution.

53. An innovative administrator encourages and explores all the better techniques of learning, teaching and community improvement.

54. For prosperous growth of the institution, the administrator seeks latent talents, provides opportunities to exercise original creative activities for unique contributions of the colleagues in the academic fields.

55. The innovative administrator always encourages teachers to feel free to think themselves in the matters pertaining to objectives, curriculum, organisation, methods of teaching and evaluation of the efficient working of the institution.

Communication - Responsiveness
Administration - Decision making
Personality - Realistic

56. I feel that the co-ordination of educational efforts are encouraged so as to avoid overlapping of the experiments.
57. I firmly believe that every administrator develops the ability to understand the cultural trends and capacities underlying, in his colleagues.

58. The administrator keeps himself in touch with modern innovative ideas and tries to implement useful ideas under small scale research projects.

59. The administrator believes that the ideals are above time, place and person, and as such he does not look down on ideals with bias and prejudice.

60. The administrator believes that any inhibition across the implementation of innovations should be removed at any cost.

   Communication - Responsiveness
   Administration - Planning
   Personality - Democratic

61. I am willing to accept the decision of the groups when co-operatively and intelligently arrived at.

62. I firmly believe that junior colleagues have full freedom to advance their views and talents.

63. I firmly believe that the principals, teachers and pupils are given a fair amount of freedom while deciding on any problem pertaining to the welfare of the institution.
64. I believe that all the individuals possess special talents which should be exploited by providing all possible opportunities.

65. The administrator should be willing to recognise leadership of the others and to assign them appropriate responsibilities.

   Communication - Responsiveness
   Administration - Planning
   Personality - Creative

66. I provide opportunity to the concerned to share appropriately in the execution of policies and programmed plans to realise educational purposes.

67. I make all the possible efforts to maintain and improve standards of efficiency at every phase of progress of the institution I am expected to lead.

68. I generate, throughout the institution, a sense of mutual understanding and mutual loyalty to the ideals for which the institution exists.

69. I believe that whatever policies and programmes are framed to fulfil the objectives of the institution, their evaluation should be open to the members of the group.
70. I keep myself informed about latest educational technology and see that the teachers are motivated to use them effectively.

   Communication - Responsiveness
   Administration - Planning
   Personality - Loyal

71. I maintain the position as a helpful and friendly adviser both in personal and professional matters.

72. I create a feeling in each person that he is a member of the whole team and that what he does is a contributory factor to the success of the programme.

73. I believe that a real administrator should be considerate to the feelings and reactions of the members of the staff and students.

74. I provide appropriate time and opportunity to all for individual and community work.

75. As a part of administrative process, I envisage different techniques to motivate my colleagues and use them profitably in my interpersonal dealings.

   Communication - Responsiveness
   Administration - Planning
   Personality - Realistic
76. I am of the opinion that the power of critical thinking to arrive at the proper decisions in intellectual matters, which is an important feature of democratic education, can only be cultivated by the individuals in an atmosphere of freedom.

77. I firmly believe that for fostering dynamic education, the education should always be dynamic and should move with time.

78. I make provision for educational encouragement and its wholesome social activities.

79. My chief duty as an innovative administrator, is my readiness to convince others and also to be convinced by others in the professional matters and I always act accordingly.

80. I believe that every administrator must be willing to develop his unique social status through all round achievement as well as through maintaining financial self-sufficiency.