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Appendix-A



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Anukool Hyde (Indore)
Sanjyot Pethe (Ahmedabad)
Upinder Dhar (Indore)

Consumable Booklet

of

EIS-HPD

(English Version)

	Opinion (macro)										
Please fill up the following informations : Date											
Name (Optional)											
Age Sex : Male Female											
Caste Religion											
Осс	Occupation Designation										
	-										
				INSTRU	ICTIONS						
Hei	re som	e sta	temei	nts are given and	for every statement you have to express						
					cell of the five alternatives. There is no right						
-			1000		esponse on all the items. Strongly Agree,						
العام العال				sagree and Stro							
Agre	e, one	ertan	ii, Di								
				Be assured you	ur responses will be kept confidential.						
			C 14 J. F. F. D. N. W.	Cocrin	a Table						
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Page	2	3	4								
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Estd. 1971

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1	SCORE	0	0	0	0	0		. 0	0	0	0	0	П
	Strongly												e 2 [
	Dis-		· 🗆										e Pag
	Un- certain												Total Score Page 2
	Agree					-							Tota
	Strongly												
	STATEMENTS	I can encourage others to work even when things are not favourable.	People tell me that I am an inspiration for them.	I am able to encourage people to take initiative.	I am able to make intelligent decisions using a healthy balance of emotions and reason.	I do not depend on others encouragement to do my work well.	I can continue to do what I believe in, even under severe criticism.	I am able to assess the situation and then behave.	I can concentrate on the task at hand inspite of disturbances.	I pay attention to the worries and concerns of others.	I can listen to someone without the urge to say something.	I am perceived as friendly and outgoing.	
	Sr. No.	l can even favou	2. Peo insp	3. I ar to te	4. I al dec	5. I do enco	6. l c	7. I ar and	8. – R. – Par	9. PR	10. I ca	11. I ar	

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	Strongly e Disagree														Total Score Page 3
	Dis- agree							Ц] []			ore P
	Uncertain										, [- -			al Sco
	Agree]			Tota
	Strongly Agree								C						
	io. STATEMENTS	12. I have my priorities clear.	13. I can handle conflicts around me.	14. I do not mix unnecessary emotions with issues at hand.	15. I try to see the other person's point of view.	16. I can stand up for my beliefs.	 I can see the brighter side of my situation. 	18. I believe in myself.	19. I am able to stay composed in some both good and bad situations.	20. I am able to stay focused even under pressure.	21. I am able to maintain the standards of honesty and integrity.	22. I am able to confront unethical actions of others.	23. I am able to meet commitments and keep promises.	24. I am organized and careful in my work.	
l	Sr. No.					-		1	T 86	0	N	N.	N		

4 | Consumable Booklet of EIS-HPD

• • •							
Sr. No.	STATEMENTS	Strongly Agree	Agree	Un- certain	Dis- agree	Strongly Disagree	SCORE
	I am able to handle multiple demands.						
26.	I am comfortable and open to novel ideas and new informations.						
27.	I pursue goals beyond what is required and expected of me.						
28.	I am persistent in pursuing goals despite obstacles and setbacks.						
29.	I have built rapport and made and maintained personal friendships with work						
	associates.						
30.	I am able to identify and separate my emotions.						
31.	I think that feelings should be managed.						
32.	I am aware of my weaknesses.						
33.	I feel that I must develop mysel even when my job does no demand it.			_			
0.4						Ш	
34	 I believe that happiness is a positive attitude. 						
*			Tota	al Sco	re Pa	ge 4	

Appendix-B



Éstd. 1971

Dr. Santosh Dhar (Jaipur) Dr. Upinder Dhar (Jaipur)

Consumable Booklet

of

SIS- DD

(English Version)

	Please fill in the following informations :- Date												
	Name												
	Father's NameSexDate of Birth												
	EducationDesignation												
	OrganizationDesignation												
	Organization Length of Service												
						Potential Calaba							
	INSTRUCTIONS												
	Keeping the organ	ization for	which you	u are worki	na in mind.	kindly write	e the numbe	er of your choice					
ag	gainst each statement.	There is no	right or w	rong answe	er. It is only e	exercise to	get an idea o	of your perception					
al	out your workplace. The	ne choices	are : Stro	ongly agree	, Agree, N	ot Sure, D	isagree, St	rongly Disagree.					
P	ut a ☑ mark in the appr	opriate col	umn whicl	h you deem	best as you	ur opinion f	or each of th	e 53 statements.					
	Put only one ☑ ma	ark in the a	appropriate	e column.									
	If you wish to chan	ge your op	oinion for a	any statem	ent, then cro	oss the first	opinion 🗹 ı	mark and put the					
ne	ew ☑ mark.												
	Make sure that you												
	Though there is no												
	Your ans	swers sha					or research	purpose only.					
	SCORING TABLE												
	Dimensions	I	II	Ш	IV	V	VI	Total					
	Raw Score												
	Interpretation												

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Sr.								- 1	RI	ESPON	SE ALT	ERNAT	IVE	10 1
No		ST	ATEN	IEN	NTS				Strongly Agree	Agree	Not Sure	Dis- agree	Strongly Disagree	SCORE
1.	l am ab	le to	bring	g r	ny '	'con	nple	te						
	self" to	work.												
2.	I am a	ble t	o dep	loy	ful	cre	ativ	ity,						
	emotions	and i	ntellige	enc	e at	worl	cplac	ce.						
3.	I often e	xper	ience	joy	/ at	the	woı	rk-						
	place.													
4.	I often fe	el ex	cited	ab	out	the	nat	ure						
	of my jol	b.												
5.	I have a	stror	ng sei	ารย	e of	hun	nor.							
6.	I am pro	ud of	my c	orga	aniz	atio	n.							
7.	I am pro	ud of	my a	ch	ieve	eme	nt.							
8.	O rganizat	ional	succe	SS	dep	ends	s up	on						
	the exten	t an o	organi	iza	tion	has	lea	rnt						
	to foster	spirit	uality											
Dim	ensions	A	I			II	0- 4-		Ш]	IV	V	,	VI
	Sr. No.	5	8	1	2	3	4			6	7			
Sco	re													

Total

4 | Consumable Booklet of SIS-bb

t	一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一 一	H	RESPONSE ALTERNATIVE	SE ALTI	RNATI	VE		
S S	STATEMENTS	Strongly Agree	Agree	Not	Dis- agree	Strongly Disagree	SCORE	Sr. STATEMEN No.
	9. I am able to express my emotions							17. I am able to show more
. <u>.</u>	freely						0	than emotions and fee
10.1	10. I have ability to realise my full							18. I have availed ample
ă	0							to realize full potential
Ţ	11 I am associate with an ethical							19. I often experience harm
- ō	organization.							to be in touch with uni
12.1	12. I am engaged in an interesting							zo. I rarely compromise
×	work.							values iii iiiakiiig iiiibolu
13.1	13. I have good colleagues.							21. I believe in a higher po22. Sometimes, I pray for
14.1	14. I am associated with various bodies							who were going thro
to	to serve mankind.							times.
15. B	15. Beyond a certain threshold, money							23.1 pray to higher pow
ŭ	ceases to be the most important.							get me through the da
16. 1	16. I like to extend service to future							24.1 thank God for som
ğ	generations.							that happend.
Dime	Dimensions I II	E	_	2	>			Dimensions I

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11 12

15 16

Item Sr. No. 9 10 14

Score

Consumable Booklet of SIS-bb | 5

ù		RE	SPON	RESPONSE ALTERNATIVE	ERNAT	VE	
Š	STATEMENTS	Strongly Agree	Agree	Not Sure	Dis- agree	Strongly Disagree	SCORE
12	17. I am able to show more of intelligence						
	than emotions and feeling at work.						
18.	18. I have availed ample opportunities						
-	to realize full potential as a person.						
19.	19. I often experience harmony and tend						
+	to be in touch with universe.						
20. 1	I rarely compromise on my basic						
>	values in making important decisions.						
21.1	21. I believe in a higher power or God.						0
22. 8	Sometimes, I pray for coworkers						
>	who were going through difficult						
įΞ	times.						
23. 1	23. I pray to higher power or God to						
D	get me through the day.						\bigcup
24. 1	24.1 thank God for something good						
=	that happend.						
		1					
Dime	Dimensions I II	Ш		IV	Λ		VI
Item	Item Sr. No. 17 18 19 20 22 21	23 24		1	1		5
Score	Φ.	-		, ,			
Total							

Consumable Booklet of SIS-DD RESPONSE ALTERNATIVE 42 Not 1 37 Agree Strongly Agree H 37. I experience inner peace and calm. 38. I often have a deep feeling of inter-40. Everything worthwhile is possible 36. Universe is the intentional result of 41. Profits follow directly from being 33. I strive to produce the products and 39. Spirituality is a bonding or uniting through an enactment of proper ethical, not the other way round. services that would serve whole of 42. No organization can survive for long without spirituality and soul. 39 38 connectedness of everything. 35. I am optimistic about future. 35 STATEMENTS 33 higher intelligence. 34. I care for others. 36 mankind. Dimensions Item Sr. No. values. force. Sr. No. SCORE M 31 Disagree Strongly RESPONSE ALTERNATIVE > agree Dis-Not N 27 Agree 32 Agree Strongly H 26 between the highest and the 30. I pray everyday for guidance in 27. A person must experience a severe 28. I experience little tension or contradiction in what might seem to be 29.1 move easily and confidently 31. I often have a feeling that no matter 26. Higher power or God governs crisis in order to embark on the search how bad things get, it will always 32. There is as much goodness in the 25. Spirituality is intensely personal 6 | Consumable Booklet of SIS-bb making tough decisions. STATEMENTS irreconcilable opposites. 30 world as there is evil. work out somehow. 29 lowest social strata. 25 28 for spirituality. everythings. Dimensions Item Sr. No. No. Sr.

34 M

4 >

40

Score Total

Score Total

SCORE

Strongly Disagree

Dis-

agree

8 Consumable Booklet of SIS-DD RESPONSE ALTERNATIVE Sr. **STATEMENTS** SCORE Dis-Not Strongly Strongly No. Agree Sure agree Disagree Agree 43. I forgive others for their mistakes. 44. I value people as human beings. 45. I help others without any expectations from them. 46. I do not keep ill feelings against anybody. 47. I trust in God. 48. I do not exploit people. possess a high degree of self awareness. 50. I sacrifice my pleasure for helping needy people. 51. I live life as an opportunity. 52. I stand against injustice 53. I do not hurt anyone deliberately. VI **Dimensions** II III IV I Item Sr. No. 53 43 46 45 47 44 48 49 50 51 52 Score Total

Appendix-C

Appendix-C EDUCATIONAL MANAGERIAL SKILL SCALE

Here some statements are given and for every statement you have to express your views by marking tick on any one cell of five alternatives. So please give your response on all the items.

		R	RESPON	ISE ALT	ERNATI	VE	Scores	Dimensions
Sr.No	STATEMENTS	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree		
1.	I always set							
	realistic and							
	achievable goals,							
	for overall							
	development of							
	the institution							
2.	I set long-term as well as short-							
	term goals for the institution as per							
	needs and							
	requirements for							
	improvement							
3.	I don't like to							
3.	waste time in							
	planning							
	institutional							
	activities in							
	regard to							
	academic,							
	curricular and co-							
	curricular							
	activities							
4.	I am very							
	focused and							
	determined to							
	accomplish the							
	planned activities							
	for the institution							
5.	I help others to							

	1			I	
	visualize a better				
	future that				
	includes				
	possibilities,				
	strength and				
	opportunities				
6.	I create an				
	environment				
	where				
	involvement and				
	participation in				
	decision making				
	are encouraged				
	and rewarded				
7.	I distribute the				
	responsibilities				
	with regard to the				
	academic and				
	administrative				
	amongst the				
	faculties and				
	officials of the				
	institution				
8.	I am not much				
	concern about the				
	organisation of				
	students support				
	services, like				
	guidance and				
	counselling,				
	placements, SC				
	ST cell, minority				
	welfare, students				
	mentoring,				
	indoor and				
	outdoor games				
	and sports				
9.	I always				
	prioritize to				
	identify the tasks				
	that are to be				
	undertaken and				
	performed				
	Periorined				

10.	I always remain				
10.	alert while				
	recruiting new				
	employees				
	keeping in mind				
	Institutional				
	requirement and				
	their				
	competencies				
11.	I give due				
	permission to the				
	faculties and staff				
	to attend training				
	programmes for				
	acquisitions of				
	new skills and				
	strategies				
12.	I always				
	encourage the				
	faculty and staff				
	members to				
	update on the				
	latest knowledge				
	and skills of				
	ICT's				
13.	I do not keep				
	files pending for				
	the promotion of				
	existing faculties				
	of the institution				
14.	I am always				
	concerned about				
	choosing those				
	candidates whose				
	skills, abilities				
	and qualifications				
	would be				
	best suited for a				
	particular job				
15.	I give the				
	necessary				
	instruction to the				
	faculty and staff				
15.	candidates whose skills, abilities and qualifications would be best suited for a particular job I give the necessary instruction to the				

	1 .				
	members to				
	accomplish their				
	tasks with due				
	time and do the				
	necessary				
16.	I regularly				
	supervise the				
	efficient and				
	effective works				
	of both academic				
	and non				
	academic				
17.	I often check the				
	teaching-				
	learning process				
	conducted by the				
	faculty members				
	in the classes				
	during college				
	hour				
18.	I am able to				
	control my				
	emotions while				
	instructing my				
	sub-ordinates				
19.	I always inspire				
	the employees to				
	accomplish their				
	work efficiently				
20.	I hardly accept				
	emplyees'				
	opinions with				
	regard to the				
	action to be taken				
	by them				
21.	I maintain good				
	interpersonal				
	relationship with				
	all employees,				
	irrespective of				
	their designation				
22.	I maintain good				
	working				
20.	I always inspire the employees to accomplish their work efficiently I hardly accept emplyees' opinions with regard to the action to be taken by them I maintain good interpersonal relationship with all employees, irrespective of their designation I maintain good				

	environment in					
	the institution so					
	that each and					
	every employees					
	work very					
22	comfortably					
23.	I listen openly					
	and attentively to					
	others who give					
	me ideas, even					
	when I disagree					
24.	I communicate					
	and consult with					
	faculty members					
	on a regular basis					
25.	During					
	emergency I					
	always prefer to					
	take decision					
	alone instead of					
	discussing with					
	my sub-ordinates					
26.	I always make					
	budget planning					
	before any kind					
	of expenditure					
27.	I always check					
	the availability of					
	the funds before					
	preparing any					
	new budget					
28.	As an authority					
	of the institution					
	I am					
	always concerned					
	with the					
	expenditures of					
	the funds as well					
	as the deviations					
29.	I hardly spent					
	money for the					
	improvement of					
	teaching-learning					
	i i i i i i i i i i i i i i i i i i i			I	l .	

		1		I	
	process in the				
	institution				
30.	I do self-				
	assessment of my				
	works at the end				
	of the day before				
	assessing others				
31.	I do not take it				
	very seriously if				
	someone found				
	absent in the				
	department				
	without prior				
	notice				
32.	I extent my				
	guidance to my				
	employees to				
	improve their				
	work efficiency				
33.	I am very strict				
	and rigid in my				
	decision towards				
	any works				
34.	I always give				
	priority to				
	evaluate the				
	academic				
	activities rather				
	nonacademic				
	activities				

Appendix-D

Appendix- D

Interview schedule

A. Emotional intelligence

1. Self-awareness

What is your view on self-awareness? How self-awareness does help you to management of your institution?

2. Empathy

How can empathy help one be more successful at a workplace as a leader?

3. Self-motivation

How do you motivated yourself or maintain motivation for your work?

4. Emotional stability

Do you think as a leader emotional stability plays any role in maintaining the cohesion of the institution, kindly put your views on it?

5. Managing relations

What are the techniques you follow to maintain the relationships with your subordinates, students, stakeholders and all?

6. Integrity

How do you maintain integrity, could you put your views on it?

7. Self-development

What are the tools and strategies you use for self-development that help you to manage your institution well?

8. Value orientation

What value-oriented tasks do you perform or practice for managing your institution?

9. Commitment

Why is commitment important for the success of an institution?

10. Altruistic behaviour

How does altruistic behaviour help a leader to maintain good management?

B. Spiritual Intelligence

1.Benevolence

How can benevolence according to you helps in your organizational management of the institution?

2.Modesty

Do you think modesty or the feeling of humility is very important for management of an institution?

How do you practice modesty in your leadership?

3.Conviction

Do you feel that conviction in you that helps you to do better in your institution?

4.Compassion

Why is being compassionate important as a leader?

5. Magnanimity

Why magnanimity in thought process is very important for a leadership?

6. Optimism

Why being optimism is important in institutional setup?

Appendix-E

LIST OF PRESENTATION AND PUBLICATION

1. List of Conferences and Seminars Presentations

a. International Level

- 1. **Sutradhar, S.** (2024). A study on the influence of Management skills on Leadership development. Paper Presented at International Conference NEP: 2020 Teaching, Education and New Learning Technology, organized by Department of Education, North-Eastern Hill University (NEHU), Shillong, Meghalaya, India in collaboration with Faculty of Education, Tribhuvan University, Kathmandu, Nepal and Council For Educational Administration and Management (CEAM) India.
- 2. **Sutradhar, S.** (2024). The Influence of Emotional Intelligence on Leadership Effectiveness: A Comprehensive Review. Paper Presented at International Conference on Multidisciplinary Perspective towards Sustainability in the era of Artificial Intelligence (ICMPSAI), organized by Department of Humanities & Social Sciences, Integral University, Lucknow. Venue: Central Auditorium, Integral University, Lucknow, India 226026.

b. National Level

3. Sutradhar, S. (2024). Exploring the Interplay of Mental Health, Emotional Intelligence, and Spiritual Intelligence among Teaching Professionals. Paper presented at 2-Day National Seminar on Emerging Trends in Teacher Education towards Sustainability: A focus on preparing teachers for new generation., organized by IQAC, Bhavan's Tripura Teacher Training College, Anandanagar, Agartala, Tripura, India. (Venue: BTTTC Multipurpose Hall)

2. Publications

Journal Publication (UGC Care Listed journal)

- 1. **Sutradhar, S. & Roy, N.R.** (2021). A Study on the significance and importance of Spiritual Intelligence in Education, Kala Sarovar, Kala Evam Dharma Shodha Sansthan, 24(03), PP. 141-147, ISSN: 0975-4520 (UGC Approved Care Listed Journal)
- Sutradhar, S. & Roy, N.R. (2021). A Study on Gandhian Philosophy in the Context of Spirituality and its significance in Education, Adhunik Sahitya, Vishwa Hindi Sahitya Parishad, Year-10, Volume-38, PP.173-183.ISSN 2277-7083 (UGC Approved Care Listed Journal)
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 Journal)

OFFICE OF THE PRINCIPAL

LANKA MAHAVIDYALAYA

Lanka, Hojai, Assam

Dr. Phatik Tamuli, M.Sc., Ph.D. Post-Doc (Australia), FLS (London) Principal & Secretary, Lanka Mahavidyalaya.



Tin 3

03674-255473 (O) 9435369038 RANGMAHAL P.O. LANKA - 782446 Dist. Hojai, Assam.

Date: 02-08-2023

TO WHOM IT MAY CONCERN

This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the Principal of Lanka Mahavidyalaya, Lanka, Assam.

Principal
Lanka Mahavidyalaya
Lanka Mahavidyalaya
Lanka Mahavidyalaya
Lanka, Hojai, Assam



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of THB College, Karchantola, Jamugurihat, Assam.

Date: 21/07/2023

T.H.B. College, Jamugurital

Seal and Signature



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Biswanath College, Assam.

Date: 21107[23

Seal and Signature

BISWANATH COLLEGE



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Kaliabor Colleg, Assam.

Date: 22 | 07 | 2023

Seal and Signature

Principal Kaliabor College Kuwaritol- 782137 Nagaon, Assam



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Samaguri College, Assam.

Date: 22.7-23



Seal and Signature
Principal
SAMAGURI COLLEGE



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Nowgaon Girls' College, Assam.

Date:

24/7/23

Seal and Signature

Newgong Girls' College Nagaon :: Assam



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Nagaon G N D G Commerce College, Assam.

Date: 24 7 2023.

Seal and Signature
PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON : ASSAM



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Rupahi College, Assam.

Date: 24-07-2023.

Seal and Signature
Principal
RUPAHI COLLEGE



কামপুৰ াবিদ্যালয়

Kampur College

This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education.

Texpur University, Texpur, Assam, has collected valuable data from the principal of Kampur College, Assam.

Date:30/07/2023

Seal and Signature

Kampur College Kampur, Nagaon (Assam)



This is to certify that Mr. Sandip Sutradhar, PhD Research Scholar in the Department of Education, Tezpur University, Tezpur, Assam, has collected valuable data from the principal of Sipajhar College.

Date: 31-07-2023





शिक्षा विभाग/DEPARTMENT OF EDUCATION तेजपुर विश्वविद्यालय/TEZPUR UNIVERSITY

(A Central University established by an Act of Parliament)

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F.No. 6/6-5/2018/Noti/447

Date: 02/08/2023

To,

The Principal

LANKA MAHAVIDYALAYA, Lamma, Hojai, Ossam

This is to inform you that Mr.Sandip Sutradhar, Research Scholar of Department of Education, Tezpur University is doing his Ph.D under the guidance of Prof. Nil Ratan Roy, Professor TU. His title for the research is "A study on impact of Emotional intelligence (EI) and Spiritual Intelligence (SI) of Educational Leaders on Management of Higher Educational Institutions areas of Assam". For his research work, he needs to collect data from you.

I do hereby requesting you to kindly co-operate him in this regard and thereby helping him to accomplish the research work.

Prof. Nil Ratan Roy Head

Department of Education

Head,
Department of Education
Texpur University